RCMP National Policies

Produced to the Mass Casualty Commission
for Disclosure pursuant to subpoena

as in place at April 18-19, 2020, unless
“updated” is indicated

(OM, OSM, PRPM, PSM, SM, TMM, TOM,
and UDM)

Produced as of June 2, 2022

Policy Excerpt Categories

OM – Operational Manual – Pages 3 - 955

OSM – Occupational Safety Manual - Pages 956 – 1090

PRPM – Pages 1091 – 1094

PSM – Public Service Manual – Pages 1095 – 1143

RCMP Employee & Family Resource Guide – Pages 1144 – 1169

RCMP Mental Health Strategy Toolkit – Pages 1170 - 1195

SM – Security Manual – Pages 1196 – 1236

Support for Operational Stress Injury Program – Pages 1237 – 1242

The Incident Management Intervention Model (IMIM) – Page 1243

TMM – Transportation Management Manual – Pages 1244 – 1298

TOM – Tactical Operations Manual – Pages 1299 – 1333

Toolkit for Managers / Supervisors – Speaking to staff about mental health – Page 1334

UDM – Uniform and Dress Manual – Pages 1335 - 1597

OM - App. 1-2-1 Risk Assessment Checksheet

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New Chapter: 2014-04-23

Occurrence Number:	Supervisor Consulted:	Incident Commander Consulted:	Nature of Incident/Complaint:
Date:	Time:	Member on Scene:	Location:

Location Factors	Suspect/Target Profile
• Counter Intrusive Traps • Any surveillance, e.g. Armed, Audio/Video • Fortification/bunkers • Chemical/Laboratory • Guard Dog • Site Accessibility • Additional Persons on site • Children on site • Size of location, e.g. acreage/numerous outbuildings • Possibility of evacuation, e.g. will an apartment building or nearby houses need to be evacuated • Approach and Entry to scene problematic, e.g. terrain, surrounding area, cover availability	• Police Hater • Mentally Unstable • Suicidal • Militia/Military Experience • Known for hostile tendencies with community/police • Subject is knowledgeable of the area • Homicide • Robbery • Firearms Offence • Assault with Weapon • Assault PO • Resist Arrest/Obstruction • Drug Offences • Drug/Alcohol abuse • Gang Associates • Member of Hate Group/Religious Extremist Group
Weapons Present or Suspected	**Other Risk Factors**
• Explosives • Automatic/Assault Weapons • Long/Shot Gun • Hand gun • Sharp-edged Weapons	• Insufficient number of members availability • Delays or unavailability of support services • Communications Problems, e.g. sparse radio coverage • Time of day

	• Adverse weather

Comments/Additional Risks:

NOTE: This checksheet is intended to serve as a reference for members when they encounter major incidents. It does not remove the consultation process from any level of command. The intent is to provoke deliberation, consideration of the risk factors involved and support resources required, prior to action being taken.

Date Modified: 2014-04-23

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 21-1-1 - Special Search Provisions

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Appendix Amended: 2019-12-20

SEARCH WITHOUT WARRANT		
Type of search	**CC, section 117.02** Firearms	**CC , subsection 117.04(2)** Firearms
Support material	Not Applicable	Not Applicable
Test	Reasonable grounds	Reasonable grounds, and not in the interests of safety
Scope	Weapons, imitation firearms, prohibited devices, ammunition, explosive substance	Firearm, offensive weapon, ammunition or explosive substance
Location	Person, vehicle, place or premises other than a dwelling-house	Any place as long as requisite grounds exist
Time and duration	Anytime	Anytime
Form	Not applicable	Not applicable
Remarks	A search of a dwelling-house requires a search warrant under *CC,* sec. 487.	These are exceptional powers that relate to a person, vehicle, place and include a dwelling-house of which the subject has possession, custody or control. A return is required under *CC,* subsection. 117.04(3).

SEARCH WITH WARRANT			
Type of search	**CC, subsection 117.04(1)** Firearm	**CC, section 164** Obscene Material	**CC, section 199** Gaming-house

Support material	Application to a magistrate	Written information under oath	Written report (no information or oath)
Test	Reasonable grounds, and not in the interests of safety	Reasonable grounds	Reasonable grounds
Scope	Firearm, offensive weapon, ammunition or explosive substance	Possession of crime comic or obscene publication, copies of which are kept for sale or distribution	Offences set out: sec. 201, sec. 202, sec. 203, sec. 207
Location	Any place stipulated in the warrant	Premises	Place (suspected common gaming house)
Time and duration	Anytime	Within seven days of issue of the warrant to search	Reasonable time
Form	Modified Form 1	Modified Form 1	Modified Form 1
Remarks	Return is required under sec. 117.04(3), *CC.*	This is not a punishment section. If the elements are proven, the court will by order forfeit the material.	May be executed by day or night. Things seized to be brought before a justice.

SEARCH WITH WARRANT (continued)		
Type of search	**CC, section 320** Hate Literature	**CC, section 395** Precious Metals
Support material	Written information under oath before a judge	An information under oath by a person having an interest in a mining claim
Test	Reasonable grounds	Knowledge
Scope	Possession of publication, copies of which are kept for sale or distribution	Precious metals or substance containing precious metals
Location	Premises	Places or persons mentioned in the information
Time and duration	Within seven days of issue of search warrant	Reasonable time
Form	Modified Form 1	Modified Form 1
Remarks	Must have consent of Attorney General before proceeding. If the elements are	Unusual because search warrant also authorizes search of persons.

	proven, the court will by order forfeit the material.	

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Date Modified: 2019-12-20

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 42-10-1 Expanded Powers for Designated Customs Officers

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Directive Amended: 2015-08-06

This Directive is based on the original protocol between the RCMP and the former Canada Customs and Revenue Agency (CCRA) signed on 2002-10-16. CCRA is now the Canada Border Services Agency (CBSA).

UNCLASSIFIED

DESIGNATED OFFICER ANNEX

1. PREAMBLE

1.1 This Annex is part of the Memorandum of Understanding (MOU) between the Royal Canadian Mounted Police (RCMP) and the Canada Border Services Agency (CBSA), which governs the working relationship between the two organizations in the exercise by CBSA Officers of the authorities conferred by section 163.5 of the *Customs Act* and the role of the RCMP where they are the responding police agency of jurisdiction.

2. BACKGROUND

2.1 On May 12, 1998, the *Customs Act* was amended authorizing the Minister to designate officers under section 163.4 of the *Customs Act*. Such a designation granted new powers under section 163.5 of the *Customs Act* to designated CBSA officers performing the normal duties of officers under the *Customs Act* at a customs office. These new powers included the authority to arrest without warrant for a criminal offence under any Act of Parliament and the authority to address impaired driving offences. In 2005, the *Customs Act* was amended providing the President of the CBSA with the authority to designate such officers.

2.2 Within the CBSA, the program based on these authorities is referred to as the "Officer Powers" ("OP") program.

2.3 It is understood that CBSA has trained its designated CBSA officers to focus on four areas including offences related to: impaired driving, kidnapping/abduction, stolen property and arrest warrants.

3. AUTHORITIES

3.1 Paragraph (d) of the definition of "peace officer" in section 2 of the *Criminal Code* provides that a "peace officer" includes an officer within the meaning of the *Customs Act*, the *Excise Act* or the *Excise Act, 2001*, or a person having powers of such an officer, when performing any duty in the administration of those Acts. In addition to the powers conferred on an officer for the enforcement of the *Customs Act*, subsection 163.5(1) of the *Customs Act* provides that an officer designated under subsection 163.4(1) who is at a customs office performing the normal duties of an officer under the *Customs Act*, has in relation to a criminal offence under any other Act of Parliament, the powers and obligations of a peace officer under sections 495 to 497 of the *Criminal Code*.

3.2 A designated officer who arrests a person in the exercise of the powers conferred by subsection 163.5(3) of the *Customs Act* may detain the person until the person can be placed in the custody of a "peace officer" referred to in paragraph (c) of the definition of "peace officer" in section 2 of the *Criminal Code*.

3.3 The officers of the RCMP are described in paragraph (c) of the definition of "peace officer" in section 2 of the *Criminal Code*.

4. PURPOSE

4.1 This annex will set out the roles and responsibilities of both the RCMP and the CBSA (referred to as the Participants) when designated CBSA officers exercise these powers and where the RCMP is the responding police agency of jurisdiction.

4.2 This annex only applies at "customs offices" as defined in section 5 of the *Customs Act*, where the CBSA has determined the authorities of a designated officer should be exercised.

4.3 A link to the complete list of "customs offices" is provided in Appendix A. The list of customs offices where the OP program has been implemented is maintained by the Traveller Programs Directorate.

5. DEFINITIONS

"Approved Instrument" means an instrument of a kind that is designed to receive and make an analysis of a sample of the breath of a person in order to measure the concentration of alcohol in the blood of that person and is approved as suitable for the purposes of section 258 of the *Criminal Code* by order of the Attorney General of Canada. The CBSA refers to the approved instrument as the Approved Breath Analysis Instrument (ABAI).

"Approved Screening Device" means a device of a kind that is designed to ascertain the presence of alcohol in the blood of a person and that is approved for the purposes of section 254 of the *Criminal Code* by order of the Attorney General of Canada.

"*Criminal Code*" means the *Criminal Code*, (R.S.C., 1985, c. C-46) as amended from time to time.

"*Customs Act*" means the *Customs Act*, (R.S. 1985, c. 1 (2nd supp.) as amended from time to time.

"Customs Office" means a place designated as a customs office by the Minister under section 5 of the *Customs Act*.

"Designated Officer" refers to an officer within the meaning of section 2 of the *Customs Act* who has been designated by the President of the CBSA pursuant to section 163.4 of the *Customs Act*.

6. RESPONSIBILITIES OF THE RCMP

6.1 When contacted by the CBSA following an arrest by a CBSA Officer under section 163.5 of the *Customs Act*, the RCMP will respond according to the RCMP's priorities, policies and practices and consequently, the RCMP will attend in instances where it considers that such attendance is appropriate.

6.2 The RCMP will inform the CBSA of any changes in regulations or legislation that may have an impact on the administration of this annex.

6.3 The Officer in Charge, Criminal Operations of each Division or his/her delegate, abiding to a police service agreement, will liaise with their counterpart at the CBSA to implement specific procedures as required. These procedures must respect the parameters set out in this annex.

6.4 With respect to:

6.4.1 Impaired Driving Related Offences

The RCMP will, where possible, attend at the port of entry and:

6.4.1.1 Administer breath analysis tests on an approved instrument and/or;

6.4.1.2 Determine whether the matter should proceed or not and, if so, what charges should be laid;

6.4.1.3 Provide advice and guidance to the arresting designated CBSA officer for the preparation and processing of court briefs and the setting of court dates. The RCMP will lay or recommend charges as they deem appropriate; and

6.4.1.4 Process the charged suspect under the *Identification of Criminals Act*.

6.4.2 Kidnapping/Abduction and Stolen Property Offences

The RCMP will, where possible, attend at the port of entry and:

6.4.2.1 Conduct any follow-up investigation as required as per RCMP policy; and

6.4.2.2 Take into possession any exhibits required for the investigation.

6.4.3 Arrest Warrants

The RCMP will, upon confirmation of the validity of the warrant and where there are no Sheriff services:

6.4.3.1 Take into custody individuals who have been arrested by a CBSA Officer under section 163.5 of the *Customs Act* because an arrest warrant with respect to an offence under an Act of Parliament is either in force within the territorial jurisdiction in which the individual was found, or relates to an indictable offence; and

6.4.3.2 Transport the individual to a correctional facility or release according to provisions of the *Criminal Code*.

7. RESPONSIBILITIES OF THE CBSA

7.1 The primary responsibility for designated officers will remain the administration and enforcement of the *Customs Act*, the *Immigration and Refugee Protection Act*, and their regulations, and any other CBSA program legislation or other government department or agency legislation for which they have responsibility.

7.2 The expanded powers will be used to respond to criminal offences under Acts of Parliament other than the *Customs Act* or *Immigration and Refugee Protection Act* that are identified during the officer's performance of their normal duties under the *Customs Act* at a customs office. The designated officer's role is to identify the offence, gather and record the available evidence of the commission of the offence, detain or arrest the suspect, caution and give them their rights to counsel, seize evidence and turn over the suspect to police. No further criminal investigations will be undertaken by designated officers with regard to the new expanded powers.

7.3 Designated CBSA officers are prohibited by subsection 163.5(4) from using any power conferred on officers for the enforcement of the *Customs Act* (e.g. search or seizure) for the sole purpose of looking for evidence of a criminal offence.

7.4 Once an arrest has been made, the designated officer will advise the arrested individual of the reason for the arrest, read the caution against self-incrimination statement, conduct a proper search incident to arrest, advise the individual of their right to counsel and provide the opportunity to consult with counsel forthwith in private, in accordance with the *Canadian Charter of Rights and Freedoms*.

7.5 The CBSA will be responsible for the safety and security of persons in its custody.

7.6 The CBSA will use the forms used by the respective provincial courts.

7.7 The CBSA will search persons, seize and document their personal effects where appropriate.

7.7.1 The arrested individual's effects will be sealed in a signed CBSA evidence bag.

7.7.2 A Search/Arrest Report (Form BSF667) will be completed by the arresting officer and submitted to the RCMP with the file should the RCMP take the arrested individual(s) into their custody. Refer to Appendix B for a copy of the form.

7.8 CBSA officers will record their observations in a notebook and in accordance with section 107 of the *Customs Act* will supply the RCMP with a photocopy of the relevant information for the file, provide formal statements and complete a court brief that is legible and comprehensive for prosecution purposes.

7.9 The CBSA's designated officers will only administer an Approved Screening Device on drivers suspected of having consumed alcohol when there are no other means to establish the reasonable grounds to believe that an offence under section 253 of the *Criminal Code* has been committed.

7.10 The CBSA's designated officers will, in cases where the suspect refuses or fails to comply with a demand made to him under section 254 of the *Criminal Code*, issue an Appearance Notice (Form 9) and release the suspect, unless the designated CBSA officer believes he has grounds to arrest without a warrant under subsection 495(2) of the *Criminal Code* and will advise the local RCMP detachment accordingly. A court date and a date for purposes of the *Identification of Criminal Act*, will be set as agreed with the local RCMP detachment.

7.11 The CBSA is responsible for maintaining their Approved Screening Devices in accordance with the acceptable standards including calibration. The local RCMP detachment may assist with calibration as agreed upon locally.

7.12 The CBSA is responsible for securing any vehicle and moving it from the primary to the secondary area of the CBSA facility.

7.13 The CBSA will notify the RCMP of any Agency interests that may apply on a vehicle and/or property associated to an arrested person(s) under the *Customs Act* or other legislation.

7.14 The CBSA may provide Approved Instruments of the type that are used by the RCMP at ports of entry if deemed appropriate. These instruments will be located in a secure room with access to a telephone line. The requirement to provide this equipment will be assessed on a case-by-case basis in consultation with the local RCMP detachment.

7.15 The CBSA will inform the RCMP if there are any changes in regulations or legislation that may have an impact on the administration of this annex.

8. INFORMATION SHARING

8.1 The Participants will exchange information pursuant to the Information Sharing Annex when the latter comes into effect.

9. FINANCIAL ARRANGEMENTS

9.1 The Participants will bear their respective cost incurred as a result of this Annex pursuant to the RCMP-CBSA MOU.

10. DEPARTMENTAL REPRESENTATIVES

10.1 The following officials are designated as the departmental representatives for purposes of this MOU and any notices required under this MOU will be delivered as follows:

For the RCMP: Director General
Area: National Criminal Operations, Contract & Aboriginal Policing
Address: 73 Leikin Drive, Ottawa, Ontario
Telephone: 613-843-6841

For the CBSA: Director General
Area: Programs Branch
Address: 191 Laurier Avenue West, 15th floor, Ottawa, Ontario
Telephone: 613-952-3266

10.2 Changes to the designated official representative or any related contact information will be upon written notification thereof to the other Participant.

11. DISPUTE RESOLUTION

11.1 Disputes will be resolved pursuant to the RCMP-CBSA MOU.

12. APPLICATION AND REVIEW

12.1 Application and review of this annex will be done pursuant to the RCMP-CBSA MOU.

13. AMENDMENT, TERM AND TERMINATION

13.1 The RCMP-CBSA MOU outlines the conditions for the application, amendment and termination of this annex.

13.2 The operation of this Annex will be reviewed in concurrence with scheduled reviews of the RCMP-CBSA MOU.

This Annex, in both official languages, was signed in duplicate, each copy being equally valid:

For the **ROYAL CANADIAN MOUNTED POLICE**:

_____ Date: _____

Janice Armstrong
Deputy Commissioner,
Contract & Aboriginal Policing

For the **CANADA BORDER SERVICES AGENCY**:

_____ Date: _____

Richard Wex
Vice-President,
Programs Branch

APPENDIX A

A directory of CBSA offices is maintained online by the CBSA at:

http://cbsa-asfc.gc.ca/contact/listing/indexpages/index_full-e.html

APPENDIX B

Search/Arrest Report (BSF667)

http://atlas/forms-formulaires/eb-dgel/bsf667.pdf

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Date Modified: 2015-08-06

OM - ch. 1.1. First Response Investigations

New Chapter: 2014-04-23

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Member
3. Supervisor
4. Unit Commander

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1. General

1. 1. A thorough first response to all investigations is crucial to solving offences in a manner that ensures public safety.

1. 2. A first response means the initial action taken by a member or members attending or assigned to a complaint.

1. 3. Under exigent circumstances, members are authorized to enter a private dwelling house, if required, in order to respond to calls for the protection of life and safety. See R. vs. Godoy - SCC 1999.

2. Member

2. 1. A continual risk assessment must occur in accordance with the principles of the Incident Management Intervention Model (IMIM) when responding to a complaint and/or attending a scene. See ch. 17.1.

2. 2. Where grievious bodily harm, death and/or incidents indicating criminal activity that jeopardize public safety have been reported, the investigator must:

2. 2. 1. depending on the type of investigation, make contact with the complainant, either by phone or in person;

2. 2. 2. determine the nature of the reported incident as well as the location and any potential witnesses;

2. 2. 3. complete neighbourhood inquiries at the location of the offence, not only for eyewitness evidence, but to confirm there are no other victims;

2. 2. 4. obtain sufficient details from the subjects on the scene to assess investigative requirements;

2. 2. 5. consider the use of applicable support units; and

2. 2. 6. contact the complainant before concluding the file or justify on the file why notification of the complaint was not possible.

2. 3. The first responder must maintain detailed notes. See ch. 25.2.

2. 4. If a member responding to a complaint is called to a more urgent matter, the original complaint is to be followed up at the next earliest opportunity or be passed on to the supervisor of the next watch on shift.

3. Supervisor

3. 1. Confirm that all calls are responded to according to the urgency and priority of the call for service.

3. 2. Provide the necessary support and guidance to responding members.

3. 2. 1. Document actions and direction provided to the members on the file.

3. 2. 2. If the call is serious in nature, direct, supervise and confirm that the necessary support units have been contacted.

3. 3. Confirm that the details of investigations are properly and thoroughly documented.

3. 3. 1. Verify that the complainant has been contacted and updated before concluding the file.

3. 4. Confirm that all urgent calls for service are prioritized and followed up at the earliest opportunity.

3. 4. 1. If the original responding member was called to another priority call, confirm that the initial call is followed up or passed on to the NCO from the watch immediately following yours.

4. Unit Commander

4. 1. Confirm that members adhere to the above-noted investigational standards through supervision, file review, and the Unit Level Quality Assurance (ULQA) process.

4. 2. Report the incident and progress of the investigation. See ch. 46.1.

References

Date Modified: 2014-04-23

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 1.2. Scene Security

New Chapter: 2014-04-23

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Member
3. Supervisor
App. 1-2-1 Risk Assessment Checksheet

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1. General

1. 1. Crime scenes have the potential to be dangerous places due to chemical, biological and physical hazards as well as potential for conflict with the offender(s) or other person(s). A continual risk assessment should be conducted in accordance with the principles of the Incident Management Intervention Model. See ch. 17.1. Every scene must be assessed and made safe and secure for members before collecting evidence or gathering information.

2. Member

2. 1. For First Response to Investigations directives, see ch. 1.1.

2. 2. When responding to a critical incident or a high-risk warrant or search, consider the risks listed in App. 1-2-1, Risk Assessment Checksheet.

2. 2. 1. Based on a careful risk assessment and the Risk Assessment Checksheet, contact a supervisor to determine if there is a need to consult an Incident Commander.

2. 3. Conduct an initial search to clear the scene of any potential suspect, and health or safety hazards.

2. 4. If the scene is a homicide or major incident, limit access to the scene, and make notes of anyone permitted access and the reason for his/her entry.

2. 5. Protect or seize perishable evidence which may be lost prior to the arrival of Forensic Identification Services personnel.

3. Supervisor

3. 1. When considering the appropriate resources to secure the scene, the following factors may be considered, but are not limited to, size of scene, location of scene, environmental conditions, and risk assessment.

3. 2. Monitor the effectiveness of the perimeter and re-adjust as necessary.

3. 3. Confirm that appropriate support services have been notified.

3. 4. Confirm that App. 1-2-1 has been completed and retained on the operational file.

References

- E Division First Responders Guide to a Major Crime or Homicide

Date Modified: 2014-04-23

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 1-2-1 Risk Assessment Checksheet

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New Chapter: 2014-04-23

Occurrence Number:	Supervisor Consulted:	Incident Commander Consulted:	Nature of Incident/Complaint:
Date:	Time:	Member on Scene:	Location:

Location Factors	Suspect/Target Profile
• Counter Intrusive Traps • Any surveillance, e.g. Armed, Audio/Video • Fortification/bunkers • Chemical/Laboratory • Guard Dog • Site Accessibility • Additional Persons on site • Children on site • Size of location, e.g. acreage/numerous outbuildings • Possibility of evacuation, e.g. will an apartment building or nearby houses need to be evacuated • Approach and Entry to scene problematic, e.g. terrain, surrounding area, cover availability	• Police Hater • Mentally Unstable • Suicidal • Militia/Military Experience • Known for hostile tendencies with community/police • Subject is knowledgeable of the area • Homicide • Robbery • Firearms Offence • Assault with Weapon • Assault PO • Resist Arrest/Obstruction • Drug Offences • Drug/Alcohol abuse • Gang Associates • Member of Hate Group/Religious Extremist Group
Weapons Present or Suspected	**Other Risk Factors**
• Explosives • Automatic/Assault Weapons • Long/Shot Gun • Hand gun • Sharp-edged Weapons	• Insufficient number of members availability • Delays or unavailability of support services • Communications Problems, e.g. sparse radio coverage • Time of day

	• Adverse weather

Comments/Additional Risks:

NOTE: This checksheet is intended to serve as a reference for members when they encounter major incidents. It does not remove the consultation process from any level of command. The intent is to provoke deliberation, consideration of the risk factors involved and support resources required, prior to action being taken.

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Date Modified: 2014-04-23

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OM - ch. 1.3. Criminal Code Investigations

Moved from ch. IV.1.: 2015-07-20

OM-508 - 2014-07-14 - Investigations involving Journalist

For information regarding this policy, contact Federal Policing Criminal Operations, Federal Policing Operations or National Criminal Operations, Contract and Aboriginal Policing.

1. Policy

2. Member

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1. Policy

1. 1. Under the *RCMP Act*, and subject to the orders of the Commissioner, members have the authority to investigate any criminal offence in Canada.

1. 2. The RCMP will, subject to available resources, priorities and exercise of appropriate discretion, conduct a *Criminal Code* investigation:

1. 2. 1. in accordance with the terms of policing agreements with the provinces and territories;

1. 2. 2. when the Government of Canada or one of its agencies or Crown corporations requests an investigation, or is suspected of being the victim of a major criminal offence that affects the national interest;

1. 2. 3. when, in the course of conducting an investigation under the authority of a federal statute other than the *Criminal Code*, evidence supporting a relevant *Criminal Code* offence is present (see ch. III.1.);

1. 2. 4. when an alleged offence arises out of conduct constituting a threat to the security of Canada pursuant to Sec. 2, *Canadian Security Intelligence Service Act*, or the victim of the alleged offence is an internationally protected person pursuant to Sec. 2, *Criminal Code*;

1. 2. 5. when an offence involves national or international activities of criminals or organized criminal groups which transcend jurisdictional boundaries; or

1. 2. 6. when directed to do so by the Commissioner.

2. Member

2. 1. A member should, in the best interest of the administration of justice, keep other law-enforcement agencies informed when working on investigations that may be of interest to them in their local enforcement responsibilities.

References

- *Security Offences Act*
- Provincial Police Acts
- Provincial/Municipal Policing Agreements

Date Modified: 2015-07-20

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 1.4. Street Checks

Directive Amended: 2017-02-13

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities
4. Records Management

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1. Definitions

1. 1. **Bias-Free Policing** means equitable treatment of all persons by all RCMP employees in the performance of their duties, and in accordance with the law, and without abusing their authority regardless of an individual's race, national or ethnic origin, colour, religion, gender, sexual orientation, marital status, age, mental or physical disability, citizenship, family status, socio-economic status, or a conviction for which a pardon has been granted. See ch. 38.2.

1. 2. **Street check** means an electronic record of information obtained through a contact with a person who was not detained or arrested during his/her interaction with the police.

NOTE: Not all face to face contacts with the public in which identifying information is requested will require an electronic record.

2. General

2. 1. Street checks should meet the following basic criteria:

2. 1. 1. the member has had face-to-face contact with a person;

2. 1. 2. the member has obtained identifying information from that person;

2. 1. 3. the contact was not the result of an active investigation or call for service; and

2. 1. 4. the recording of the information obtained during the contact serves a policing purpose.

2. 2. A street check is a valuable investigative tool that allows the storing and sharing of information related to crime and public safety issues.

2. 2. 1. Street checks can be used to initiate and support investigations, and identify crime trends.

2. 3. Policing must be professional, open, ethical, respectful, unbiased, and reflect the principles of the *Charter of Rights and Freedoms* and the *Canadian Human Rights Act*.

2. 4. Street checks must comply with bias-free policing directives.

2. 5. The police will regularly engage the public as part of routine police practices.

2. 5. 1. The common law provides the authority to police to speak with members of the public during the commission of their duties.

2. 6. The subject of a street check is not obligated to provide information to police. Providing personal identifying information must be voluntary.

NOTE: If the interaction is not voluntary, or the willingness of the person providing the identifying information is in question, the member should remind the person that they are free to go and are under no obligation to provide this information.

2. 7. Street check stops must not be random or arbitrary but may be completed for incidents that relate to police and public safety. Members must have an articulable cause for conducting a street check including but not limited to:

2. 7. 1. non-detention or non-arrest interactions;

2. 7. 2. suspicious circumstances or behaviour observed by police;

2. 7. 3. contact with persons of interest at locations where criminal activity occurs, time of day, or at high crime areas identified by officers, crime analysts, or community stakeholders;

2. 7. 4. interactions with persons known to be, or reasonably believed to be, involved in criminal activity;

2. 7. 5. gathering information on drug, gang, or organized crime suspects; and

2. 7. 6. officer safety interactions with persons or groups who may be deemed a risk to the public or police.

2. 8. The following will not be electronically recorded through a street check:

2. 8. 1. offence-related occurrences, investigations, or calls for service;

2. 8. 2. confidential human source information;

2. 8. 3. a seizure of property;

2. 8. 4. weapons offences, violence, or threats of violence; or

2. 8. 5. observations of policing value made by an officer without interaction with the public.

NOTE: Observations of policing value made without a public/police interaction (where the identity of the individual is known) must be recorded through, either an information or an intelligence file.

2. 9. If a subject is detained or arrested, a substantive file must be created to articulate the circumstances and grounds of that detention/arrest.

2. 10. In provinces where the RCMP are designated as police officers, members must comply with provincial legislation relating to the collection of identifying information or street checks.

3. Roles and Responsibilities

3. Member

3. 1. 1. You must be aware that the subject of a street check is not obligated to provide information to police.

3. 1. 1. 1. Providing personal identifying information must be voluntary. See sec. 2.6.

3. 1. 2. Street checks are to be documented in your notebook, in accordance with ch. 25.2.

3. 1. 3. Document street checks on the Records Management System (RMS) as soon as possible after the contact, to ensure that the information is readily available to other members.

3. 1. 4. Ensure all street checks are complete and accurate.

3. 1. 4. 1. Pay close attention to physical characteristics of the subject, or other identifying characteristics, including clothing, behaviours, habits, and mannerisms, that would uniquely identify the subject.

3. 1. 5. Document date, time, associated vehicles, and locations.

3. 1. 6. Document the investigative and public safety reasons for initiating contact within the text portion of the street check.

3. 1. 7. To ensure the proper retention of street check electronic files, link street checks to all associated/related substantive files in the RMS.

NOTE: For PROS users, see ch. 47.3., sec. 15.

3. 1. 8. Support and enhance information-sharing and intelligence-led policing by informing other investigators or crime analysts of information obtained.

3. 1. 9. Ensure you check all applicable indices, including CPIC.

3. 1. 10. When information obtained is time sensitive, notify the appropriate section, investigator, or other interested party/parties.

3. 1. 11. If information obtained through a contact with a member of the public results in the person becoming a confidential informant, document this in accordance with ch. 31.1.

3. 1. 12. If you are uncertain whether a contact should be classified as a street check, consult a supervisor.

3. 2. Supervisor

3. 2. 1. Monitor and review all street checks to ensure compliance with this, and any other, applicable policy.

3. 2. 2. Provide guidance to members on the appropriate use of street checks, as required.

3. 2. 3. If a street check does not comply with this policy, request that the record be modified for compliance within the RMS.

3. 2. 4. Verify that members have ensured the proper retention of street check files by linking them to a substantive file, as appropriate.

NOTE: For PROS, see ch. 47.3., sec. 15.

3. 2. 5. Supervisors must put in place a workflow process to ensure supervisor-review of all street checks.

3. 2. 6. Take appropriate action if information entered on a street check may compromise an investigation, or the safety of the public or police.

3. 2. 7. Take action if information received is information that, if divulged, could endanger a member of the public, or if information received, infers a threat to a specific member. See ch. 2.7.

4. Records Management

4. 1. Street checks are kept for two years after being concluded in PRIME/PROS/VERSADEX HALIFAX.

EXCEPTION: A street check that is linked to a secondary operational file must have the same retention period as the linked operational file.

References

Date Modified: 2017-02-13

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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OM - ch. 10.3. Integrated Border Enforcement Teams

New Chapter: 2007-05-03

For information regarding this policy, contact the Integrated Border Enforcement Team National Program, Federal and International Operations.

1. Program Mandate
2. Structure
3. Information Management
4. RCMP Agreements
5. Enforcement and Intelligence Operations
6. Uniform and Equipment
7. Firearms
8. Travel
9. Reporting
10. Funding and Accountability

---

1. Program Mandate

1. 1. The aim of Integrated Border Enforcement Teams (IBET) is to enhance border security between the designated ports of entry of the Canada-U.S. border by identifying, investigating, and interdicting persons, organizations, goods that threaten the national security of either country or that are involved in organized crime.

1. 2. To protect Canada and the U.S., IBET provide mobile response against potential threats of terrorism and the smuggling of people and contraband.

1. 3. IBET may coordinate and respond to border intrusions and will complement but not replace other RCMP operational units which are responsible for Canada-U.S. border enforcement.

1. 4. Each IBET commander is responsible for the operational activities of IBET staff and assigned intelligence members.

2. Structure

2. 1. General

2. 1. 1. There are five core partner agencies responsible for border enforcement:

2. 1. 1. 1. RCMP and Canada Border Services Agency;

2. 1. 1. 2. U.S. Immigration and Customs Enforcement;

2. 1. 1. 3. U.S. Customs and Border Protection/Office of the Border Patrol; and

2. 1. 1. 4. U.S. Coast Guard.

2. 2. International Joint Management Team

2. 2. 1. The International Joint Management Team (IJMT) consists of one representative from each of the core partner agencies and is responsible for:

2. 2. 1. 1. providing overall direction to the IBET Program;

2. 2. 1. 2. identifying common concerns, issues, challenges and best practices within IBET regions;

2. 2. 1. 3. providing guidance and direction to Joint Management Teams; and

2. 2. 1. 4. ensuring overall program coordination and development of communications, standardized reporting, training, intelligence and border awareness.

2. 2. 2. The team will meet every six weeks or more frequently as required.

2. 3. Joint Management Teams

2. 3. 1. A Joint Management Team (JMT) will be established in each IBET region. Each team will consist of one senior representative from each core partner agency. The JMT may also approve the participation of any other Canadian or U.S. law-enforcement agency which may have an interest in enhancing border security locally.

2. 3. 2. The JMTs are responsible for providing operational support to IBETs by:

2. 3. 2. 1. establishing organizational and investigational priorities;

2. 3. 2. 2. ensuring the development of internal communications mechanisms, annual threat assessments, annual statements of expectations, and intelligence reports;

2. 3. 2. 3. implementing border awareness strategies; and

2. 3. 2. 4. determining IBET training requirements.

2. 4. National Coordination Team

2. 4. 1. The National Coordination Team, Federal and International Operations, consists of one representative from each core partner agency. It oversees the policy and activities of the IBET Program and provides advice and assistance to IBETs and JMTs on behalf of the IJMT.

3. Information Management

3. 1. The RCMP, IBET members must enter all pertinent investigative information and intelligence into the appropriate RCMP data banks.

3. 2. The other core IBET partners will maintain their own information management systems. Any shared Canada-U.S. law enforcement information system cannot contain personal information.

3. 3. The sharing of intelligence and information is subject to the Third Party Rule. Information under the control of RCMP IBETs can be shared with other agencies in accordance with the *Privacy Act* and the *Access to Information Act*. Sharing information is based on consistent law-enforcement use, subject to the following:

3. 3. 1. a need to know,

3. 3. 2. a right to know, and

3. 3. 3. to further an investigation.

3. 4. For the handling of national security information, see ch. IV.10. For the dissemination of national security information, see App. I-3-8. Only National Security Intelligence Directorate may share/release national security information.

3. 5. For sharing of classified/designated information, see AM ch. XI.1., sec. N.

3. 6. Proper caveats must be included on all outgoing correspondence, messages and documents being shared with other domestic or foreign law-enforcement agencies.

4. RCMP Agreements

4. 1. All written agreements, MOUs or arrangements, including those made with a foreign agency, must conform to the requirements outlined in AM ch. VIII.3. and App. VIII-3-1.

5. Enforcement and Intelligence Operations

5. 1. General

5. 1. 1. Canadian and the U.S. sovereignty will be respected at all times. Although IBET core partners are working cooperatively, each partner agency must operate and conform to the laws of their country and the mandate and policies of their organizations.

5. 1. 2. Any illegal intrusion of the Canada-U.S. border will be treated as a criminal investigation. An extensive data-bank search must be made to determine if the occurrence has links to national security. If the incident is deemed to be a matter of national security, RCMP investigators will comply with the directives outlined in ch. IV.10.

5. 1. 3. Criminal Intelligence Directorate is responsible for national security investigations. See ch. IV.10. For national security threats and incidents or related information, immediately notify National Security Investigations Section (NSIS)/Integrated National Security Enforcement Team (INSET). See also ch. IV.10., sec. E.2.a. and AM App. XI-I-3, para. 1.a. and 1.b. for examples of national-interest information pertaining to the security of Canada, international affairs and defence.

5. 1. 4. An IBET may assist national security units investigating border security violations between international ports of entry.

5. 1. 5. American law-enforcement agents planning to work on joint IBET operations in Canada must notify their Canadian partners, in advance of their intended entry.

5. 2. Enforcement

5. 2. 1. IBET enforcement priority will be on border crimes dealing with national security and organized crime. IBETs may act as a first responder to an incident at the border or at international ports of entry. They may continue an investigation in collaboration with the substantive police, agency or unit.

5. 2. 2. The RCMP, IBET enforcement members may participate in project-style border focused investigations where such investigations have JMT concurrence, have a definite link to criminality at the Canada-U.S. border, and are intelligence-led.

5. 2. 2. 1. **Intelligence-led policing** means the collection and analysis of information to produce an intelligence end-product designed to inform police decision-making at both the tactical and strategic levels. It is a model of policing in which intelligence serves as a guide to operations, rather than the reverse.

5. 2. 3. For directives on hot pursuit, see ch. 18.3., sec. 3.

5. 2. 4. For directives on investigations and surveillance in the U.S., see ch. II.1. and ch. II.3.

5. 2. 5. For directives on joint forces operations, see Part 15.

5. 3. Operations

5. 3. 1. Where IBET conducts patrols (land, sea or air) with U.S. law-enforcement agencies, members will respect the laws and the jurisdiction in which the patrol is being conducted.

5. 3. 2. Only trained and armed law-enforcement members may participate in IBET enforcement operations. Intelligence members from partner agencies, with the exception of RCMP intelligence officers, will not actively participate in enforcement operations.

5. 3. 3. Participation in IBET operations by members from IBET partner agencies will be governed by each partner's organization policies for joint operations.

5. 3. 4. All members must comply with *Canada Labour Code* (Part II), subsec. 125(1) dealing with health and safety at work.

5. 4. Arrest/Detention

5. 4. 1. An arrest or detention of a person will be carried out by the respective authority in the country where the enforcement action takes place. See also Part 18.

5. 4. 2. Arrested persons will not be removed from the territory of either country without due process, i.e. extradition treaty.

5. 5. Search and Seizure

5. 5. 1. Seized conveyances, contraband and goods will not be removed from the territory of either country without due process, e.g. mutual legal assistance treaty, asset sharing agreement.

5. 5. 2. Evidence detained or seized in either country will be made available pursuant to established bilateral protocols. See ch. II.1., sec. M.

5. 5. 3. Any goods seized or persons taken into custody will be released to the applicable enforcement unit, e.g. police or agencies of local jurisdiction, RCMP federal unit, unless there are unusual circumstances and the investigation can be concluded with only a limited, additional commitment of IBET resources.

5. 6. Co-location

5. 6. 1. For the purposes of this chapter, **co-location** means a physical site or facility where Canadian and U.S. IBET intelligence representatives meet, work and develop intelligence reports and strategies.

5. 6. 2. The co-location of partner agency intelligence assets to facilitate information sharing and the development of joint intelligence products is encouraged, wherever possible. Co-location can be achieved through the creation of a permanent office for the use of intelligence members or through regular and frequent working meetings two-to-three times a week.

5. 6. 3. If a co-location site is in the U.S., members will ensure that they obey all RCMP policy and all U.S. laws.

5. 6. 4. If a co-location site is in Canada, members will ensure that foreign agents abide by Canadian laws.

6. Uniform and Equipment

6. 1. The normal workday order of dress for RCMP, IBET members will be plain clothes. Under special circumstances, RCMP members may be required to wear their issued uniforms.

6. 2. The RCMP, IBET members will be eligible for special equipment as outlined in UDM ch. 4. or as approved by the Clothing Design and Equipment Committee and the OIC, IBET National Program, Federal and International Operations.

6. 3. IBET may acquire approved technological equipment to assist in intelligence collection and monitoring of the border. For economic and technical consistency, before procuring any technical equipment, IBET must consult the divisional OIC for IBET and the National Headquarters, IBET National Coordination Team (NCT).

7. Firearms

7. 1. The RCMP, IBET members cannot carry their service pistols while participating in operations in the U.S.

7. 2. The U.S. law-enforcement agents cannot carry their service pistols while participating in operations in Canada.

8. Travel

8. 1. Operational travel includes liaison and investigations with U.S. partner agencies within 200 km of the border. Operational travel does not include training, conferences or trips involving an overnight stay in the U.S.

8. 2. For international travel, the directives in ch. 40.1. will apply.

8. 3. For administrative travel, e.g. courses and conferences but not JMT and IJMT meetings, the directives in AM ch. XV.1. apply.

9. Reporting

9. 1. Member

9. 1. 1. Report all IBET Program activities promptly on appropriate RCMP statistical data and intelligence collection systems, e.g. NCDB, MIS, PROS, PROOF.

9. 1. 2. Promptly report all investigational and intelligence information concerning real and potential national security threats to NSIS/INSETs to be entered in SPROS. See ch. IV.10. and IM ch. I.4.

9. 1. 3. Update ongoing investigations monthly or more frequently when necessary on SPROS, NCDB, or ACIIS.

9. 2. Commander/Delegate

9. 2. 1. Immediately notify National Headquarters, ATTN: Director, National Security Offences Branch; OIC IBET National Program, Federal and International Operations and your Cr. Ops. Officer of the following:

9. 2. 1. 1. potential or real threats to national security or to internationally protected persons; and

9. 2. 1. 2. known or suspected criminal extremists located in or travelling to Canada.

9. 2. 2. Immediately notify National Headquarters, ATTN: OIC IBET National Program, Federal and International Operations and your Cr. Ops. Officer of the following:

9. 2. 2. 1. investigations that require National Headquarters policy center approval;

9. 2. 2. 2. anything that may negatively affect the program or the RCMP; and

9. 2. 2. 3. contentious, delicate or sensitive matters requiring National Headquarters assistance.

9. 2. 3. Ensure a multi-agency analytical report is regularly distributed to all IBET partners and JMT in your area of responsibility with a copy to the National IBET Analyst, Criminal Intelligence Directorate.

10. Funding and Accountability

10. 1. Using the IBET Performance Evaluation Framework and the Balanced Scorecard (BSC), divisions will prepare and submit an annual business plan and detailed work plan to National Headquarters, ATTN: OIC, IBET National Program.

10. 2. Divisions are responsible and accountable for reporting IBET initiatives. Follow the national reporting requirements for business planning including Public Safety Anti-Terrorism (PSAT) and the BSC reporting formats.

10. 2. 1. For directives on the reallocation PSAT funds, see AM ch. VII.3.

10. 3. Follow the BSC guidelines for reporting progress against the annual business plan. Submit copies of progress reports to the OIC, IBET National Program for quality control, analysis and forwarding to the Performance Management Unit.

10. 4. Follow the guidelines for reporting progress on PSAT initiatives. Copies of progress reports must be forwarded to the OIC, IBET National Program for verification, quality control, analysis and forwarding to the Performance Management Unit, Corporate Management and Comptrollership.

References

- *Canada's National Security Policy*
- Smart Border Declaration and Associated 32-Point Action Plan to Enhance the Security of Our Shared Border While Facilitating the Legitimate Flow of People and Goods, signed 2001-12-12
- Federal and International Operations, Accountability Framework
- IBET Charter

Date Modified: 2007-05-03

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - ch. 10.4. Coastal and Airport Watch Program

Directive Amended: 2005-11-22

For information regarding this policy, contact Border Integrity Br., Federal and International Operations.

1. General
2. IBET/Detachment/GIS/FES/Drug Section
3. Division Support Arrangements Coordinator
4. Cr. Ops. Officer/Delegate
5. National Support Arrangements Coordinator

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1. General

1. 1. The objective of the Coastal and Airport Watch Program (CAWP) is to curtail the movement of contraband by sea and air and identify activities which constitute a threat to national security through information acquired and cooperation from the public, community groups, private business and other agencies.

1. 2. In accordance with and supplemental to division priorities, divisions will ensure detachments, IBET and other border integrity units develop and maintain coastal and airport watch projects.

1. 3. The division Support Arrangements Coordinator will manage the division CAWP and the coordination of military taskings. This coordinator will be responsible for the training of sub-coordinators as well as the coordination of major provincial projects.

2. IBET/Detachment/GIS/FES/Drug Section

2. 1. Develop information sources on suspicious vessels and aircraft through contact with reliable persons whose work or lifestyles involve air or sea travel, e.g. persons involved in fishing, boat repair, banking, real estate, air or sea transportation. Submit form 4247,

Coastal/Airport Watch Contacts to your division Support Arrangements Coordinator for uploading on NCDB with a copy to the division IBET analyst.

2. 2. Gather pertinent information on suspicious vessels and aircraft. Submit forms 4251, Vessel Profile and 4249, Aircraft Profile to the division Support Arrangements Coordinator for uploading on NCDB with a copy to the division IBET analyst.

2. 2. 1. If required, ask the division Support Arrangements Coordinator to disseminate lookout notices to other agencies, including Canadian Border Services Agency (CBSA), Department of National Defence (DND), Air and Marine Operations Center (AMOC), and El Paso Intelligence Center (EPIC).

2. 3. Keep current with the conditions and use of airstrips in your area. Submit form 4248, Airport Information to the division Support Arrangements Coordinator for uploading on NCDB with a copy to the division IBET analyst.

2. 4. For monitoring purposes, maintain a list of aircraft and vessels suspected of being involved in illegal activities in your area.

2. 5. Request military assistance through the division Support Arrangements Coordinator. Submit form 4149, Military Tasking Request to the Cr. Ops. Officer for approval.

3. Division Support Arrangements Coordinator

3. 1. Direct the division CAWP to ensure that the coastal and airport watch objective is achieved throughout the division.

3. 2. Liaise with enforcement authorities, federal/provincial agencies and the heads of community groups and private business in your division, involved in air or sea travel.

3. 3. Assist investigators with local CAWP projects and coordinate projects which cross detachment/section boundaries.

3. 4. Maintain a list of all airstrips in the division and ensure copies are distributed to each detachment and applicable outside agencies.

3. 4. 1. In coordination with National Defence, RCMP ERT and local law-enforcement agencies, create and maintain an emergency implementation plan for each airstrip in the event of a clandestine landing.

3. 5. Every March 31, submit a program evaluation report to National Headquarters, Border Integrity Branch ATTN: Support Arrangements Unit, with a copy to the officer responsible for border integrity in your division. Include the following:

3. 5. 1. program results for the period under review, including the extent of detachment participation in presentations, local projects, division achievements, training initiatives, comments and concerns; and

3. 5. 2. extent of cooperation and information exchange with outside agencies.

4. Cr. Ops. Officer/Delegate

4. 1. Review major CAWP projects to ensure they conform with the program objectives and are cost effective.

4. 2. Immediately forward copies of approved major projects to National Headquarters, ATTN: Director, Customs and Excise Branch.

5. National Support Arrangements Coordinator

5. 1. Coordinate military support to federal enforcement operations.

5. 2. Coordinate and oversee the Coastal/Airpoirt Watch Program.

5. 3. Develop, organize and direct federal enforcement national and international special projects.

5. 4. Maintain liaison with Canadian and foreign government departments to ensure law enforcement cooperation and coordination.

References

- *Controlled Drugs and Substances Act*
- *Police Enforcement Regulations*
- *Criminal Code*

Date Modified: 2005-11-22

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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OM - ch. 13.3. Emergency Police Services - Contract Divisions

Moved from I.3.: 2006-12-13

For information regarding this policy, contact Policing Agreement Section, Community, Contract and Aboriginal Policing Services Directorate at [redacted]

1. General
2. Provincial Police Services Agreement
3. Requests
4. Administration
5. Cost Recovery

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1. General

1. 1. For the purpose of this chapter, "emergency" means an urgent and critical situation of a temporary nature that is not a special event and that requires additional police resources to maintain law and order, keep the peace or ensure the safety of persons, property or communities.

1. 2. The scope and level of police service provided by the RCMP to a declared emergency will vary from one situation to another.

1. 3. National Headquarters, Policing Agreement Sec., CCAPS, can provide process and documentation templates to facilitate the process.

2. Provincial Police Services Agreement

2. 1. The Provincial Police Services Agreement, Interpretation and Administrative Procedures is available on the Infoweb under Policies and Publications, Guides and Handbooks.

2. 2. Under the terms of the policing agreements,

2. 2. 1. depending on the nature of the emergency, the Minister of Public Safety Canada, the provincial attorney general, or the executive member of the province/territory/municipality may request emergency police services;

2. 2. 2. the Commissioner may temporarily increase the provincial establishment; and

2. 2. 3. the CO may redeploy resources from within the division to address an emergency.

2. 3. Article 8 of the Provincial Police Services Agreement addresses the process to move resources from one jurisdiction to another, financial responsibility and number of resources that can be deployed.

3. Requests

3. 1. CO

3. 1. 1. Upon receipt of a request for emergency police services, immediately contact NOC and CCAPS. CCAPS will notify Public Safety and Emergency Preparedness Canada.

3. 1. 2. If resources from within the division are deployed to another division, advise the provincial partner of the redeployment from the existing establishment.

3. 1. 3. Channel all communications regarding emergency police services directly to NOC.

3. 1. 3. 1. Submit daily briefings to NOC where circumstances warrant, less frequently if circumstances are not serious. See also ch. 46.1.

4. Administration

4. 1. A separate collator code will be issued and applied to all members used in the emergency in order to track costs.

4. 2. To facilitate accurate cost recovery, distinct collator codes will be issued for each category of personnel augmenting the provincial/territorial police service.

5. Cost Recovery

5. 1. Cost recovery will be as outlined in article 8 of the Provincial Police Services Agreement.

References

Date Modified: 2006-12-13

OM - ch. 13.4. Emergency Operational Plans

Policy Amended: 2018-12-17

For information regarding this policy, contact Emergency Management Section, Operational Readiness and Response.

- 1. General
- 2. Development
- 3. Roles and Responsibilities
- 4. Activation
- 5. Review and Update

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1. General

1. 1. Preparation of Emergency Operational Plans (EOPs) is legislated by several federal government documents including the *Emergency Management Act* and the Federal Policy for Emergency Management, and in line with the RCMP Strategic Emergency Management Plan (SEMP).

1. 2. The purpose of EOPs is to establish response procedures to emergency events by:

1. 2. 1. maximizing readiness and response capability;

1. 2. 2. integrating partnerships and interoperability; and

1. 2. 3. contributing to the creation of safe homes and communities.

2. Development

2. 1. All levels of EOPs will be developed based on legislation, regulations and risk assessments.

2. 2. Divisional and detachment-level EOPs will be created based on approved templates.

3. Roles and Responsibilities

3. 1. Detachment Commander

3. 1. 1. All Detachments will have EOPs based on divisional direction.

3. 2. Divisional Criminal Operations Section

3. 2. 1. Functional EOPs will be completed by all divisions.

3. 2. 2. Event-specific EOPs will be completed based on the regional risk-assessment.

3. 3. National - Director General Operational Readiness and Response

3. 3. 1. Ensure national plans will be completed and maintained by the National Emergency Management Planning Unit.

3. 3. 2. National EOPs will be utilized and exercised by the National Operations Centre (NOC) and strategic-level management, which may include senior management in the NOC, Contract and Aboriginal Policing, or Federal Policing.

4. Activation

4. 1. Appropriate EOPs will be used to respond during emergencies or events.

5. Review and Update

5. 1. Emergency Operational Plans at each level are to be reviewed and updated every five years, or sooner if circumstances dictate.

5. 2. At least one divisional EOP must be validated annually, by exercise or real-world activation, as per the National Exercise Program methodology. Refer to OM ch. 13.6., National Exercise Program.

5. 3. Lessons learned, in the form of updates to the appropriate EOP, from each exercise or event must be incorporated as soon as possible, and no later than 90 days after the exercise or event unless exigent circumstances exist.

References

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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OM - ch. 13.6. National Exercise Program

New Chapter: 2007-05-30

For information regarding this policy, contact Operational Readiness and Response Coordination Centre, Emergency Management Section at Irrelevant

1. Program Mandate
2. Reporting
3. Specialized Exercises Criteria
4. Program Analysis and Coordination

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1. Program Mandate

1. 1. The mandate of the National Exercise Program is to determine RCMP participation in national and international exercises through consultation with divisions and senior management, provide guidance and advice regarding exercises to the divisions and standardize exercises throughout the RCMP.

2. Reporting

2. 1. All internal and external requests for RCMP participation in specialized exercises will be reported through channels to National Headquarters, ATTN: National Exercise Program Coordinator, Operational Readiness and Response Coordination Centre. For criteria, see sec. 3.

2. 2. Divisions will forward copies of the following documents to the National Exercise Program Coordinator:

2. 2. 1. the budget forecast;

2. 2. 2. the exercise plan (EXPLAN);

2. 2. 3. the after-action report (AAR) which includes lessons learned, gaps, and recommendations; and

2. 2. 4. the total exercise cost, including salary dollars for all RCMP employees involved in developing, conducting and evaluating specialized exercises.

3. Specialized Exercises Criteria

3. 1. The specialized exercises must meet one or more of the following criteria:

3. 1. 1. likely to receive national media attention;

3. 1. 2. cross-border (US-CAN);

3. 1. 3. avian influenza pandemic;

3. 1. 4. national security;

3. 1. 5. chemical, biological, radiological, nuclear (CBRN);

3. 1. 6. marine/port security;

3. 1. 7. aviation (aircraft/airport) security;

3. 1. 8. ground (rail, highway) security;

3. 1. 9. major disasters or catastrophic events;

3. 1. 10. technological crime; and

3. 1. 11. major events (e.g. Olympics, Commonwealth Games, APEC, G8).

4. Program Analysis and Coordination

4. 1. The office of the National Exercise Program is responsible for:

4. 1. 1. opening an HQ Ottawa exercise file;

4. 1. 2. providing expert advice on exercise development, conduct and evaluation;

4. 1. 3. reviewing the AAR and providing copies of the lessons learned and recommendations to the applicable National Headquarters business lines;

4. 1. 4. providing copies of the lessons learned to other divisions;

4. 1. 5. creating a library of exercises for divisional use; and

4. 1. 6. briefing senior management, as required.

References

Date Modified: 2007-05-30

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 13.6. National Exercise Program

Policy Amended: 2021-03-12

For information regarding this policy, contact Emergency Management Unit, Operational Readiness and Response, Contract and Indigenous Policing.

1. Policy
2. Definitions
3. General
4. Roles and Responsibilities
5. Selection of Exercises
6. Approval of exercises
7. Reporting

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1. Policy

1. 1. The RCMP undertakes emergency management (EM) responsibilities for civil emergencies, as per the *Emergency Management Act* and the *Federal Policy for Emergency Management*. Within these responsibilities, the RCMP:

1. 1. 1. participates in training that is related to EM planning;

1. 1. 2. conducts or participates in exercises to validate, test and implement EM plans; and

1. 1. 3. ensures a capability-improvement process exists, which incorporates lessons learned and best practices from actual responses, training, and exercises into EM plans and processes.

2. Definitions

2. 1. **Best practices** are methods or techniques that have consistently shown results that are superior to those achieved with other methods. A best practice is used as a benchmark to describe the process of developing and following a standard procedure or response pattern.

2. 2. **Drill** means an exercise-related activity that tests or validates a single operation or function (for example, a fire drill that tests an evacuation process).

2. 3. **Emergency operations plans** are documents that provide the details and procedures required for a coordinated response to an emergency.

2. 4. **Event** means a significant occurrence that may or may not be planned, and may impact the safety and security of Canadians.

2. 5. **Exercise** means, in emergency management, a simulated scenario that reflects reality, in which an organization practises its response activities to test its emergency plan.

2. 6. **Full scale** means an exercise-related activity that tests or validates multiple functions at multiple sites, and validates the major aspects of an organization's emergency management program, involving all levels of the organization.

2. 7. **Functional** means an exercise-related activity that tests or validates multiple functions at a single site.

2. 8. **Lesson learned** is a lesson identified for which validated remedial action may be implemented, resulting in a tangible improvement in performance or capability.

2. 9. **Scenario** means a hypothetical situation that is composed of a hazard, an entity impacted by that hazard, and associated conditions including consequences.

2. 10. **Tabletop** means a discussion-based exercise-related activity that allows players to discuss or explore options for an event.

3. General

3. 1. The mandate of the National Exercise Unit is to:

3. 1. 1. determine the RCMP's participation in national and international exercises, through consultation with business lines, divisions, and senior management;

3. 1. 2. provide guidance and advice to business lines and divisions regarding exercises; and

3. 1. 3. standardize exercises throughout the RCMP.

3. 2. Guidance and templates on designing exercises and preparing After Action Reports and Improvement Plans are obtained by contacting the National Exercise Unit.

3. 3. Business Continuity Planning (BCP) outlines the requirements for specific BCP exercises. Refer to OM ch. 13.9., Business Continuity Planning.

3. 3. 1. The BCP is implemented in combination with emergency management exercises, and vice versa.

4. Roles and Responsibilities

4. 1. National Exercise Unit

4. 1. 1. Ensure the RCMP is compliant with government legislation, guidelines, and policies.

4. 1. 2. Provide guidance to regional/divisional Emergency Management/Business Continuity Planning coordinators' and National Headquarters' business lines on the exercise process, standards, and policies.

4. 1. 2. 1. This includes all formats of exercises used within the RCMP, including, but not limited to: tabletop, drills, functional, and full-scale exercises.

4. 1. 2. 2. Provide assistance in creating a suitable and accurate scenario where necessary.

4. 1. 3. Develop and maintain tools and templates for the exercise process.

4. 1. 4. Represent the RCMP at emergency exercise-related meetings, committees and working groups, and engage with subject matter experts, when required.

4. 1. 5. Plan the RCMP's participation in exercises, as required.

4. 1. 6. Track exercises and exercise-related activities at all levels, where practical.

4. 1. 7. Brief senior management on the exercises, as required.

4. 1. 8. Review After Action Reports (AARs) and other materials in order to:

4. 1. 8. 1. derive lessons learned; and

4. 1. 8. 2. share lessons learned with divisions and other appropriate partners.

4. 2. Divisional Exercise Coordinator

4. 2. 1. Serve as the point of contact within the National Emergency Management Unit or National Exercise Unit.

4. 2. 2. Conduct exercises and exercise-related activities, specific to their divisional emergency operations plans.

4. 2. 3. Submit an After Action Report (AAR) through the appropriate divisional personnel and the National Exercise Unit, after an emergency management plan has been activated, either by an exercise or a real-world event.

4. 2. 4. Submit a Lessons Learned Report to the National Exercise Unit, either in addition to, or instead of, an AAR.

4. 3. Emergency Management Coordinator

4. 3. 1. Submit a brief summary of the exercises that have been undertaken and the plans that have been validated to the National Exercise Unit, by January 15 of each year.

5. Selection of Exercises

5. 1. The selection of national-level emergency operations plans (EOPs) for validation is determined based on a risk assessment and the RCMP's organizational priorities.

NOTE: The national-level EOPs with the highest risks is given priority.

5. 2. The National Exercise Unit, in consultation with respective divisions, where appropriate, develops or selects exercises that validates the priority plans, such as:

5. 2. 1. federal or international exercises, which:

5. 2. 1. 1. incorporate RCMP objectives; or

5. 2. 1. 2. assist partner agencies with their objectives; and

5. 2. 2. divisional or business-line exercises, which incorporate:

5. 2. 2. 1. other federal resources;

5. 2. 2. 2. multi-divisional play; or

5. 2. 2. 3. the National Operations Centre.

6. Approval of Exercises

6. 1. Exercises are approved based on the type of exercise proposal, and the anticipated level of participation (for xample, front line, operations, or management).

6. 1. 1. The detachment commander may approve any detachment-level exercise.

6. 1. 1. 1. Divisional Criminal Operations or District Advisory Non-Commissioned Officer must be advised of this exercise in advance.

6. 1. 2. National-level or federal-level exercises are recommended in advance by the Director General, Operational Readiness and Response (ORR). Each unit and business line that is required to participate receives their independent approval based on the level of the exercise.

6. 1. 2. 1. Depending on the scope of federal participation, the Assistant Commissioner and/or Deputy Commissioner, Contract and Indigenous Policing, should be advised of these exercises in advance. Depending on the exercise they may be required to advise the Commissioner as appropriate.

6. 2. The National Exercise Unit may assist in any exercise where time and resources allow, at the discretion of the national exercise coordinator, and in consultation with ORR management.

7. Reporting

7. 1. EM coordinators submit a brief summary of the exercises undertaken, and the plans that have been validated, to the National Exercise Unit for reporting against the ORR priorities in the Departmental Performance Report.

NOTE: Summaries are submitted to the National Exercise Unit on a yearly basis, by January 15. Refer to sec. 4.3.1.

References

- Strategic Emergency Management Plan
- Federal Emergency Response Plan

Date Modified: 2021-03-12

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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OM - ch. 13.9. Business Continuity Planning

Directive Amended: 2011-03-10

For information regarding this policy, contact National Business Continuity Planning Policy Section, Operational Readiness and Response.

1. Policy
2. Definitions
3. General
4. Roles and Responsibilities
5. Plan Activation and De-activation

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1. Policy

1. 1. In accordance with the *Emergency Management Act* and the Treasury Board of Canada Secretariat, Policy on Government Security, the RCMP will establish a Business Continuity Planning Program to safeguard employees, assets, and services in response to an all-hazards event.

1. 2. Where the RCMP shares in the delivery of a service with another agency, plans and strategies must be developed in consultation with the partner agency. The plans must include any agreement, Memorandum of Understanding or arrangement as outlined in AM VIII.3.

1. 3. The information contained in the plan must be shared in accordance with the *Access to Information Act* and the *Privacy Act* and bear the proper record classification. See AM XI.1.

2. Definitions

2. 1. For the purposes of this chapter, the following definitions apply:

2. 1. 1. **Asset** includes, but is not limited to, information on forms, media relations, computer networks, systems, material, real property, financial resources, employee trust, public confidence and international reputation.

2. 1. 2. **Business Continuity Planning** (BCP) means the development and timely execution of plans, measures, procedures and arrangements to ensure minimal or no interruption to the availability of critical services and assets in the event of a security incident, disruption or emergency.

2. 1. 3. **Critical Service** means a service whose compromise in terms of availability or integrity for 30 days would result in a medium or high degree of injury to the health, safety, security or economic well-being of Canadians, the RCMP, or to the effective functioning of the Government of Canada.

3. General

3. 1. Plans are to be reviewed and updated annually or more frequently if circumstances dictate.

3. 2. The plans must be exercised yearly in accordance to the National Exercise Program methodology.

3. 3. When circumstances dictate the need for a significant change to a plan, a new Business Impact Analysis-Critical Service Identification Table (BIA-CSIT) and a Business Impact Analysis (BIA)-Questionnaire must be completed and strategies modified accordingly. See sec. 3.5.

3. 4. Every year by March 31, a copy of the updated BCP will be provided to the National Business Continuity Planning Policy Section.

3. 5. For the BIA-CSIT and BIA-Questionnaire completion guides and templates, see the Operational Readiness and Response website, Business Continuity Planning, BCP Process.

3. 6. For additional information on the BCP process, contact your Divisional Business Continuity Planning Coordinator.

4. Roles and Responsibilities

4. 1. D/Commr., Contract and Aboriginal Policing

4. 1. 1. The D/Commr., Contract and Aboriginal Policing (CAP) is accountable to the Commissioner for the reporting on the organizational status of BCP including national and strategic issues.

4. 2. Departmental Security Officer

4. 2. 1. Pursuant to the Policy on Government Security, the Departmental Security Officer (DSO) is accountable to Treasury Board Secretariat on behalf of the RCMP for the Business Continuity Planning Program.

4. 3. OIC National BCP Policy Section

4. 3. 1. The OIC National BCP Policy Section, is responsible for:

4. 3. 1. 1. ensuring the RCMP has a BCP process that complies with government legislation, guidelines and policies;

4. 3. 1. 2. reporting to the DSO and D/Commr., CAP on the status of RCMP compliance and level of preparedness; and

4. 3. 1. 3. representing the RCMP as the subject matter expert on BCP committees and working groups.

4. 4. National BCP Coordinator

4. 4. 1. The National BCP Coordinator is responsible for:

4. 4. 1. 1. providing guidance to regional/divisional BCP coordinators on the BCP process, policies, and standards;

4. 4. 1. 2. developing templates and tools for the BCP process;

4. 4. 1. 3. providing exercising, testing, and auditing support to regional/divisional BCP coordinators; and

4. 4. 1. 4. tracking activities in BCP planning and exercising.

4. 5. Responsible Authority/ Delegate

4. 5. 1. The following authority/delegate is responsible for the BCP within his/her area of responsibility:

4. 5. 1. 2. for a region, a D/Commr.;

4. 5. 1. 3. for a division, a CO;

4. 5. 1. 4. for National Headquarters, the CO of National Headquarters;

4. 5. 1. 5. for Human Resources Sector, the Chief Human Resources Officer;

4. 5. 1. 6. for Corporate Management and Comptrollership, the Chief Financial and Administrative Officer;

4. 5. 1. 7. for Policing Support Services, the D/Commr.;

4. 5. 1. 8. for Public Affairs, the Executive Director;

4. 5. 1. 9. for Contract and Aboriginal Policing, the D/Commr.;

4. 5. 1. 10. for Federal and International Policing , the D/Commr.;

4. 5. 1. 11. for Internal Audit and National Review Services, the Chief Audit Executive;

4. 5. 1. 12. for the Office of the Ethics Advisor, the A/Commr.; and

4. 5. 1. 13. for Legal Services, the Solicitor General Counsel.

4. 5. 2. The responsible authority is responsible within his/her area of responsibility for:

4. 5. 2. 1. appointing BCP coordinators;

4. 5. 2. 2. providing strategic direction and communication;

4. 5. 2. 3. committing appropriate funding;

4. 5. 2. 4. ensuring BCP Program activities are supported nationally and regionally by information management and information technology (IM/IT) hardware, software and systems;

4. 5. 2. 5. approving BCP plans and strategies;

4. 5. 2. 6. providing support to his/her respective BCP coordinator to ensure regular training, reviewing, exercising and auditing; and

4. 5. 2. 7. ensuring that a quality assurance process is implemented.

4. 6. Regional/Divisional BCP Coordinator

4. 6. 1. The Regional/Divisional BCP Coordinator is responsible for implementing and maintaining the BCP Program for his/her area in accordance with the National BCP Policy Section guidelines by:

4. 6. 1. 2. serving as the local resource for BCP development and implementation for stand-alone regional facilities;

4. 6. 1. 3. serving as the contact with the National BCP Policy Section;

4. 6. 1. 4. developing and implementing a strategy to communicate BCP activities to employees and stakeholders in his/her division;

4. 6. 1. 5. establishing and chairing a BCP working group;

4. 6. 1. 7. developing BCP plans in accordance with the standards and guidelines established by the National BCP Policy Section;

4. 6. 1. 8. conducting training, exercising and auditing activities;

4. 6. 1. 9. submitting an After Action Report (AAR) to the National BCP Policy Section after a BCP plan has been exercised; and

4. 6. 1. 10. submitting a Lessons Learned Report to the National BCP Policy Section following the activation of a BCP and/or the Employee Emergency Information Line (EEIL).

4. 7. Business Line/Unit

4. 7. 1. Each business line, section and unit must adhere to the BCP process.

4. 8. Employee

4. 8. 1. Each employee is responsible for familiarizing himself/herself with the BCP for his/her work area.

5. Plan Activation and De-activation

5. 1. The responsible authority/delegate can approve the activation and de-activation of the BCP. See sec. 4.5.1.

5. 2. The RCMP Employee Emergency Information Line (EEIL) (1-866-RCMPGRC/1-866-726-7472) may be activated. The National BCP Policy Section maintains the protocol for activating the EEIL.

References

- Canada Labour Code
- Canada's National Security Policy
- *Canadian Security Intelligence Services Act*
- *Criminal Code of Canada*
- *RCMP Act*
- Business Continuity Planning Technical Documentation
- Operational Security Standard - Business Continuity Planning Program

Date Modified: 2011-03-10

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OM - ch. 15.1. Request for Approval/Letter of Understanding

Directive Amended: 2014-03-20

For information regarding this policy, contact Written Agreements, Federal Policing Strategic Policy and External Relations.

1. Request for Approval
2. Letter of Understanding

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1. Request for Approval

1. 1. When a commander identifies a need for a joint forces operation (JFO), with the OIC's approval, he/she will develop a criminal activity/organizational profile on the proposed target and set objectives and goals in consultation with the participating police/enforcement agencies.

1. 2. The report submitted to the Cr. Ops. Officer will cover:

1. 2. 1. the police/enforcement agencies and specific RCMP units, that will be involved;

1. 2. 2. estimated human resources needed;

1. 2. 3. specific accommodation, vehicles and equipment required;

1. 2. 4. the duration of the JFO; and

1. 2. 5. anticipated criminal charges, potential tax assessment or other results.

2. Letter of Understanding

2. 1. The letter of understanding is prepared by the senior RCMP member on the JFO for the signature of the CO and the chiefs of police/enforcement agencies involved in the JFO.

2. 2. The letter will include:

2. 2. 1. reporting procedures;

2. 2. 2. process for selecting the unit commander;

2. 2. 3. clear description of operational authorities of the unit commander for managing and controlling activities of the unit;

2. 2. 4. records management system to be used;

2. 2. 5. intelligence reporting requirements, including the database to be used;

2. 2. 6. audit and review requirements;

2. 2. 7. operational objectives and performance measurement criteria;

2. 2. 8. the identification of clients involved and the consultation mechanisms;

2. 2. 9. particular procedures to deal with sensitive issues or areas of conflict;

2. 2. 10. the requirements for use of RCMP vehicles by non-members. See TMM 2.5.;

2. 2. 11. specific reference to the confidentiality and protection of resulting reports;

2. 2. 12. the need to clearly identify all intercept material in reports;

2. 2. 13. in the case of a criminal threat assessment/intelligence JFO, the need to pass offence-related information to local RCMP enforcement sections; and

2. 2. 14. dissemination-of-information procedures that take into consideration the third-party rule, sec. 193, CC, and all levels of privacy legislation affecting JFO member agencies.

NOTE: Procedures should establish that while the JFO has custody of all information in its possession, control for purposes of privacy legislation rests with the originating police/enforcement agency.

2. 3. The JFO resources must be shared jointly with each police/enforcement agency agreeing to financial contribution for:

2. 3. 1. building expenses including long-distance telephone calls;

2. 3. 2. rental of observation posts;

2. 3. 3. interpreter costs;

2. 3. 4. informant fees and purchase of material evidence;

2. 3. 5. witness relocation expenses that may unexpectedly arise;

2. 3. 6. routine personal expenses of members, e.g. mid-shift meals;

2. 3. 7. travel expenses;

2. 3. 8. radios;

2. 3. 9. technical surveillance;

2. 3. 10. physical surveillance;

2. 3. 11. vehicles; and

2. 3. 12. human resources.

NOTE: A formal JFO requires its own unit financial code number to record costs for performance measurement.

2. 4. Where the RCMP participates in a JFO, all investigative information and intelligence must be promptly entered in the National Crime Data Bank. See ch. 51.9.

2. 5. The ACIIS database is to be used for intelligence gathering/dissemination in all JFOs.

2. 6. The Cr. Ops. Officer/delegate will immediately supply National Headquarters, Written Agreements, Federal Policing Strategic Policy and External Relations, with a copy of the signed Letter of Understanding.

References

- Chapter 15. General

Date Modified: 2014-03-20

OM - ch. 15.2. Joint Management Team

Directive Amended: 2014-03-20

For information regarding this policy, contact Written Agreements, Federal Policing Strategic Policy and External Relations.

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1. The RCMP representative on a Joint Management Team (JMT) will ensure the JMT:

1. 1. appoints a project manager/coordinator;

1. 2. handles press releases jointly to give credit to all participating police/enforcement agencies; and

1. 3. defines the authority and responsibility of the project manager/coordinator in relation to:

1. 3. 1. emergency situations;

1. 3. 2. allocating human resources and authorizing overtime;

1. 3. 3. calling upon supplementary human resources;

1. 3. 4. calling meetings;

1. 3. 5. modifying objectives and goals;

1. 3. 6. apprising the JMT, the CO and the chiefs of police/enforcement agencies of the progress of the project;

1. 3. 7. conduct and discipline;

1. 3. 8. changing targets or agreed-upon practices and procedures;

1. 3. 9. liaising with Crown counsel to ensure all offences are being prosecuted; and

1. 3. 10. liaising with local police/enforcement agencies to avoid any investigational overlap, and to ensure there is no conflict in investigational or operational activities.

2. If it is an enforcement joint forces operation (JFO), the senior RCMP member on the JFO will ensure that prosecution action is coordinated to ensure proper presentation of the case before the courts.

References

- Chapter 15. General

Date Modified: 2014-03-20

OM - ch. 15.3. Dissemination of Criminal Information/Intelligence and Reporting

Directive Amended: 2014-03-20

For information regarding this policy, contact Written Agreements, Federal Policing Strategic Policy and External Relations.

1. Dissemination of Criminal Information/Intelligence
2. Reporting

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1. Dissemination of Criminal Information/Intelligence

1. 1. If it is a criminal threat assessment/intelligence joint forces operation (JFO), the Cr. Ops. Officer/delegate will ensure that participating police/enforcement agencies take further action leading to prosecution where appropriate, provide resources to form an enforcement JFO for prosecution purposes for a definite period, or refer offences to an existing enforcement JFO.

1. 2. In a JFO, offences will be referred directly to the appropriate enforcement unit, e.g. drug offences to RCMP drug section, with the project manager/coordinator promptly reporting to the Joint Management Team (JMT) any problems encountered in communication, cooperation or follow-up action, or to the JMT for assignment to the appropriate enforcement unit.

2. Reporting

2. 1. The Cr. Ops. Officer/Delegate will immediately inform the National Operations Center of any investigations that involve public officials, have political or contentious implications, or may receive significant publicity and provide updates as required.

2. 2. At the termination of the JFO, the Cr. Ops. Officer/delegate will provide the appropriate National Headquarters director with a concluding report.

References

- Chapter 15. General

Date Modified: 2014-03-20

OM - ch. 15. General

Directive Amended: 2012-02-06

For information regarding this policy, contact Organized Crime Br., Federal and International Operations.

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1. A joint forces operation (JFO) is a formal undertaking involving one or more police/enforcement agencies working with the RCMP on a continuing basis over a definite period.

2. A JFO should be considered in major multi-jurisdictional cases that are in support of national priorities and must be consistent with the mandated responsibility of the particular resource.

3. Every JFO requires the completion and signing of a detailed Letter of Understanding.

4. A JFO may settle jurisdictional problems and secure the support of investigational expertise, equipment, financing, and personnel of numerous police/enforcement agencies.

4. 1. The jurisdiction of a peace officer, within the meaning of sec. 2, CC, is limited to the territorial jurisdiction of the authority that appointed the peace officer except when a peace officer is engaged in fresh/hot pursuit. See ch. 18.3.

5. If a JFO requires enforcement action beyond the territorial jurisdiction of peace officers appointed under a municipal or provincial authority, such peace officers may be appointed as supernumerary special constables (S/S/Cst.) under the *RCMP Act*.

5. 1. A S/S/Cst. is given the benefits and protections of sec. 2, CC.

5. 2. A S/S/Cst. is subject to the jurisdiction of the Commission for Public Complaints Against the RCMP, and appointments require the consent of the provincial attorney general.

5. 3. The authority to appoint a S/S/Cst. is delegated to any D/Commr., the A/Commr., International Liaison and Protective Operations; the A/Commr., Federal and International Operations, Technical Operations; COs; the OIC Admin. Services; and the div. Staffing and Personnel Officers.

6. Each agency's duties may be set out in a signed letter of understanding. See ch. 15.1.

7. A member assigned to a JFO may take lawful orders from a participating member of another police/enforcement agency, e.g. a project manager/coordinator, but will remain accountable to the RCMP.

8. The Cr. Ops. Officer will meet with the chiefs of the other police/enforcement agencies involved and key intelligence and enforcement personnel and request the appointment of a Joint Management Team (JMT) of senior officers representing the participating police/enforcement agency to whom the project manager/coordinator will report.

9. The Cr. Ops.Officer will designate an RCMP member of the JFO to be responsible for the administration of RCMP funding in accordance with the financial authorities contained in the AM/OM.

References

Date Modified: 2012-02-06

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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National Home > RCMP Manuals > Operational Manual > OM - ch. 16.1. Operational Status

OM - ch. 16.1. Operational Status

New Policy: 2021-05-27

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities

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1. Definitions

1. 1. **Members**, for the purposes of this policy, means regular members, reservists, special constables, and peace officers who work under the direction of the RCMP.

2. General

2. 1. Unless a special exception has been provided by the unit commander or district commander, this policy applies to all members when on duty, regardless of whether they are in uniform or plain clothes. Refer to sec. 3.3., Unit Commander or District Commander.

2. 2. Members sign in with their respective operational communications centres (OCCs) when on duty to ensure their safety and the public's safety.

2. 2. 1. Each OCC needs to be made aware of who is working, what area they are working in, what their skills are, and what training and equipment they have.

2. 2. 2. During a dynamic or active threat situation, knowing who is working allows for a coordinated and effective response, while keeping the radio talkgroup open for vital transmissions.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. When reporting for duty, sign in with your OCC at the beginning of your shift and sign out at the end of your shift.

3. 1. 2. When available, use a mobile work station (MWS) or mobile data terminal (MDT) to sign in, sign out, and communicate your status to your OCC. This will minimize telephone and radio traffic.

3. 1. 2. 1. If an MWS or MDT is not readily available, it may also be possible to use email, a cell phone, or a radio. Refer to your divisional supplement or OCC.

3. 1. 3. When you and other operational members are working mainly in a detachment, one member can be designated to respond to status checks on behalf of the entire unit, rather than each member responding individually (for example, in the case of a general investigation section, a major crime unit, or operational members on duty who are performing administrative functions).

3. 1. 3. 1. If you are required to leave a detachment to perform an operational task or separate from your unit, you become responsible for notifying your OCC of your change in status and for responding to subsequent status checks individually until you have notified your OCC that you have returned to the detachment or rejoined the unit.

3. 1. 4. If you are in a vehicle with one or more other members, each member individually signs in and signs out and indicates to their OCC which member will be primary to ensure the correct assignment of files in the records management system.

3. 1. 5. Refer to your divisional supplement or OCC for sign-in protocols and advise your OCC, where necessary, of:

3. 1. 5. 1. applicable telephone, cell phone, portable radio, and vehicle numbers;

3. 1. 5. 2. any training that you have completed, such as chemical, biological, radiological, nuclear, and explosive (CBRNE) training or emergency response team (ERT) training; and

3. 1. 5. 3. any special equipment available in your vehicle (for example, a carbine).

3. 1. 6. While you are signed in with your OCC, ensure that you:

3. 1. 6. 1. maintain contact with the OCC or the designated team member for the unit,

3. 1. 6. 2. respond to all status checks,

3. 1. 6. 3. notify the OCC of all status changes as they occur,

3. 1. 6. 4. notify the OCC of all vehicle changes as they occur, and

3. 1. 6. 5. notify the OCC of any changes in jurisdiction during travel.

3. 1. 7. Provide your OCC with sufficient notice of any special event, operation, or function that could be expected to require more OCC resources due to an increase in police activity (for example, a search warrant, a traffic blitz, or a fair).

3. 2. Supervisor

3. 2. 1. Ensure that members under your supervision are familiar with this policy, the applicable district or detachment supplements, and the Operational Communications Centres Manual (OCCM).

3. 3. Unit Commander or District Commander

3. 3. 1. Determine which units are required to sign in with their OCC and which duties and positions require that members sign in with their OCC.

NOTE: In case of a serious incident, all members who could potentially become involved should already be signed in to avoid difficulties and confusion.

3. 3. 1. 1. Ensure that the members in your jurisdiction are familiar with the requirement to sign in.

3. 3. 2. If required, develop unit, detachment, or district supplements on operational status.

3. 4. Criminal Operations (Cr. Ops.)

3. 4. 1. Consider creating divisional supplements on operational status.

References

- OCCM ch. 3., Dispatch Status Checks

Date Modified: 2021-05-27

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 16.10. Immediate Action Rapid Deployment

Directive Amended: 2017-02-02

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing Services Dir. at [redacted]

1. General
2. Definitions
3. Member
4. Unit Commander
5. Incident Commander

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1. General

1. 1. Immediate Action Rapid Deployment (IARD) applies to situations where on-duty members must stop an active threat causing grievous bodily harm or death.

1. 2. Immediate Action Rapid Deployment training consists of an Agora e-learning course and a practical two-day user course that is mandatory for all operational members.

1. 2. 1. Outdoor IARD (Outdoor Area Tactics) training consists of an Agora e-learning course and a practical eight hour user course that is mandatory for all operational members.

1. 2. 2. If the location of the IARD training is not in/on a Police governed and protected facility, and there is access from the public to the venue, a Uniformed Police Officer is required for protection in and around the facility, as he/she will be the only Police Officer with "live" Intervention Options.

1. 2. 3. The declared "Protective Officer" must wear a High Visibility Vest to be easily identified as carrying "live" intervention options for the Instructors and Users that are training.

1. 2. 3. 1. The declared "Protective Officer" will not participate in any training or instruction at any time.

1. 3. Member certification and IARD training must be documented on HRMIS.

1. 3. 1. Immediate Action Rapid Deployment training will not include recertification.

1. 3. 2. Immediate Action Rapid Deployment skills maintenance will occur as part of the Incident Management Intervention Model (IMIM) Scenario Based Training every three years.

1. 4. To maximize public safety, the member should consider backup from other trained resources based on a continuous risk assessment. Officer safety is essential to public safety.

1. 5. RCMP Auxiliary Constables, cannot provide backup nor become involved in IARD occurrences.

NOTE: Based upon a continuous risk assessment, exigent circumstances and situational factors may dictate that RCMP members may use outside police or other enforcement agency members in order to stop an active threat.

1. 6. Backup should not be confused with assistance which may be provided by anyone in an emergency situation, in accordance with sec. 25 CC, or general assistance in a non-emergency situation, e.g. directing traffic.

1. 6. 1. Based on a continuous risk assessment, officers must use the appropriate intervention tools and Personal Protective Equipment. See OSM ch.8.

1. 7. The IARD protocol must not be applied as a response if the situation transitions from an active threat to an armed or barricaded person who may or may not have a hostage.

1. 8. The Operational Communication Centre (OCC) personnel must be familiar with IARD protocol and local School Action For Emergencies (SAFE) contingency plans, as outlined in ch. 16.11.

1. 9. Police priority during an IARD is to stop the active threat, in accordance with the principles of the IMIM.

2. Definitions

2. 1. **Immediate Action Rapid Deployment** (IARD) means the swift and immediate deployment of law enforcement resources to an on-going, life threatening situation, where delayed deployment could otherwise result in grievous bodily harm and/or death to innocent persons.

2. 2. **Active threat** means one or more individuals who seek out an environment that offers multiple victims for the purpose of inflicting death. An active threat is real, present, credible and has shown the determination to severely injure or cause death to those individuals.

2. 3. **Armed or barricaded** means (normally) a criminal suspect with known or unknown violent potential that has barricaded him/herself, alone or with other suspects/persons, and refuses to surrender to law enforcement officers. The criminal suspect may be armed with a firearm, explosive device, weapon, improvised weapon, or imitation of any of the preceding weapons. This type of situation normally allows time for detailed planning and negotiations.

2. 4. **Backup** means urgent unplanned operational support of members by other members, or other police officers. See ch. 16.9., sec. 2.1.

2. 5. **Hostage** means innocent people held against their will by violence or threat of violence. Hostage situations often provide time for detailed planning and negotiations.

2. 5. 1. Hostage situations may develop from active threat situations or have great potential to develop.

2. 6. **Operational Members** means any member who does not have 04, 05 or 06 medical profile, as outlined in HSM ch. II.1., sec. I.2.d. This includes RMs, Special Constables, and Reservists.

3. Member

3. 1. If you are the first member on scene:

3. 1. 1. According to current IARD training, exigent circumstances may require that you enter the premises immediately as part of the initial deployment in accordance with sec 1.9. and may prevent you from assuming command. You must, when practicable, provide continuous updates to the OCC and other responding members in order to designate or transfer initial critical incident command to the next available member,

3. 1. 2. If circumstances and available resources allow, take control and assume Initial Critical Incident command. The Initial Critical Incident Response (ICIR) Resource Guide is found on Agora.

3. 1. 3. Gather information and continuously assess the situation.

3. 1. 4. If the IARD situation occurs at a school, obtain information from SAFE contingency plans and unit supplement/contingency plans, if time permits.

3. 1. 4. 1. SAFE plans could be obtained through OCC or a mobile workstation.

3. 1. 5. Immediately deploy available resources to stop the active threat, in accordance with sec. 1.9. and IARD training.

3. 1. 6. When practicable, provide continuous updates to the OCC and other responding members.

3. 1. 7. Ensure effective transition of command to a supervisor or unit commander, and finally to a Critical Incident Commander, as outlined in TOM ch. 1.1.

3. 1. 8. If possible, remain with the Critical Incident Commander after transition, ensuring that liaison is established and intelligence shared with support units.

3. 2. When sufficient additional resources arrive on scene, establish:

3. 2. 1. a command center,

3. 2. 2. an outer perimeter,

3. 2. 3. a controlled and safe approach route,

3. 2. 4. a safe staging area for first responders, ERT, CBRN, EDU, paramedics and fire department,

3. 2. 4. 1. additional contact teams and/or rescue teams, as determined by the continuous risk assessment,

3. 2. 5. parking for responders,

3. 2. 6. holding area for evacuees.

4. Unit Commander

4. 1. Ensure that ERT and the Critical Incident Commander have been contacted and are kept updated of any developments.

4. 2. Consider updating and revising unit supplements or contingency plans to deal with the potential for an active threat and encompass the tactical response of an IARD.

4. 3. Based on a risk assessment consider the review and update of each SAFE Plan for schools in your detachment area.

4. 4. Report hazardous occurrences, injuries and near misses on form 3414, in accordance with OSM ch. 3.

5. Incident Commander

5. 1. Ensure effective transition from a tactical incident to an investigation.

5. 2. Ensure that appropriate PPE and intervention tools are readily available.

References

Date Modified: 2017-02-02

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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OM - ch. 16.12. Operational Response

Policy Amended: 2018-11-08

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities

These directives are effective 2009-07-03.

1. Definitions

1. 1. **Immediate operational readiness (OR)** means designated responders for operational policing duties where an immediate response is required.

1. 2. **Operational availability (OA)** means designated standby or availability for any operational or operational support function where an immediate operational response is not required.

2. General

2. 1. A member designated for immediate operational readiness will be available to return for duty immediately when called.

2. 2. A member designated for operational availability will be available to return for duty within a reasonable period of time, as determined by their unit commander.

2. 3. Subject to sec. 2.7., where required in the unit backup plan, as per OM ch. 16.9., Backup, sec. 4., Unit Backup Plan, detachments providing first responder service may designate off-duty members for immediate operational readiness duty.

2. 3. 1. Units that do not provide first responder service may, at the discretion of the CO/delegate and based on the unit risk assessment, designate off-duty members on an exceptional basis for immediate operational readiness.

2. 4. Units that do not provide first responder service may, at the discretion of the CO/delegate and based on the unit risk assessment, designate off-duty members for operational availability.

2. 5. Members may be scheduled for immediate operational readiness or operational availability while on non-medical leave (e.g. lieu time off, regular time off, or annual leave) but only with the member's consent.

2. 6. Members cannot be scheduled for immediate operational readiness or operational availability while on any type of medical leave.

2. 7. Where all feasible alternatives have been considered and when a need remains to provide coverage by having off-duty members available, a CO/delegate may authorize immediate operational readiness or operational availability duty designations.

2. 8. For compensation-related information, refer to NCM ch. 2.7., Extra-Duty Pay, sec. 3, Operational Response (for NCOs), and NCM ch. 2.10., Other Benefits, sec. 4., Operational Response for Officers (for Officers).

3. Roles and Responsibilities

3. 1. Commander

3. 1. 1. Avoid using immediate operational readiness or operational availability duty unless all other alternatives are impractical.

3. 1. 2. Carefully assess alternatives to immediate operational readiness or operational availability duties, taking into account the totality of the circumstances including the impact on individual members and the likelihood of a requirement for a response by off-duty members.

3. 1. 3. After considering all other alternatives, request authorization to designate off-duty members on immediate operational readiness or operational availability duties from your CO/delegate.

3. 1. 4. In designating off-duty members for immediate operational readiness or operational availability duty, try to equitably distribute these duties among available resources.

3. 2. CO/Delegate

3. 2. 1. Consider alternatives to avoid designating off-duty members for immediate operational readiness or operational availability duties, e.g. 24-hour shifts, hubbing detachments, central communications, or community approval on level of service.

3. 2. 2. If you believe all other alternatives are impractical, authorize immediate operational readiness or operational availability duty if an emergency exists, or the requirement is anticipated.

3. 2. 3. Pursuant to an approved unit backup plan, authorize detachments providing first responder service to designate off-duty members for immediate operational readiness.

3. 2. 4. If required, authorize units that do not provide first responder service to designate off-duty members for operational availability.

3. 2. 5. Consistent with community policing, consult with the appropriate government and/or community representatives regarding changes to service delivery models.

3. 2. 6. Review all compensation claims for immediate operational readiness or operational availability duty.

References

- NCM ch. 2.7., Extra-Duty Pay
- NCM ch. 2.10., Other Benefits
- OM ch. 16.9., Backup

Date Modified: 2018-11-08

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 16.13. Transport of Injured Members and Civilians during Emergency Situations

Moved from ch. 13.4.: 2015-08-21

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Commander

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1. General

1. 1. The primary objective of any intervention is public safety.

1. 2. Police officer safety is essential to public safety.

1. 3. The Incident Management Intervention Model (IMIM) must always be applied in the context of careful risk assessment. See ch. 17.1.

1. 4. The response to any emergency situation including, but not limited to, procedures for the safe recovery and transport of injured officers and civilians during emergency situations, must include a risk assessment based on situational factors, tactical considerations, subject behaviour, and officer perceptions.

1. 5. A list of resources that may assist in the recovery and transport of an injured person during emergency situations must be included with the detachment contingency plans and be provided to the divisional Operational Communications Centre.

2. Commander

2. 1. Ensure that procedures for the transport of injured persons in emergency situations are included in detachment contingency plans.

2. 2. Maintain a list of available assets and resources that may assist with the recovery and transport of injured persons. This should include:

2. 2. 1. all available specialized teams, e.g. Emergency Response Team (ERT), Containment Team, Emergency Medical Response Team (EMRT), Incident Command, and Air Services; and

2. 2. 2. resources within the detachment area that are available through individuals and private companies, and may include the loaning or renting of specialized apparatus and equipment when necessary.

2. 3. Provide this list to the divisional Operational Communications Centre. Where possible, retain this information in the mobile computer used in police vehicles, and if practicable, place a hard copy in the first-aid kit of each police vehicle.

References

Date Modified: 2015-08-21

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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OM - ch. 16.2. Safety Alerts

Directive Amended: 2016-01-20

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

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1. Safety alerts are posted on the Police Safety Alerts site on Infoweb.

2. To report safety hazards, see How to Submit an Alert on the Police Safety Alerts site.

3. Safety alerts can be regarding, but are not limited to, the following police and public safety topics:

3. 1. danger at scenes;

3. 2. police equipment warnings;

3. 3. concealment methods;

3. 4. search warnings;

3. 5. prisoner warnings;

3. 6. weapons;

3. 7. health warnings; and

3. 8. criminal tactics.

References

Date Modified: 2016-01-20

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 16.3. Crime Reduction Policy

New Policy: 2019-09-05

For information regarding this policy, contact National Crime Prevention Services, National Crime Prevention and Indigenous Policing Services, Contract and Indigenous Policing.

1. Definitions
2. Crime Reduction Strategies
3. Crime Reduction Activities
4. Offender Management
5. Crime Trends and Hot Spots
6. Collaborative Partnerships and Referrals
7. Roles and Responsibilities

1. Definitions

1. 1. **Crime reduction** means a consultative, research-based approach to reduce and prevent crime and victimization by focusing on high-volume offenders, frequency and severity of offences, crime trends, crime hot spots, and the underlying causes of crime.

1. 2. **Problem-oriented policing** means the identification and analysis of specific crime and disorder problems to allow for the development and implementation of effective response strategies.

1. 3. **Crime analysis** means the collection, collation, analysis, evaluation, and dissemination of data and intelligence on crime patterns and trends involving people, places, activities, and products (physical objects that may lead to problematic behaviour such as weapons, solvents, and intoxicants) and their underlying causes. This data and intelligence is used to support a tactical or strategic response to crime.

1. 4. **Criminal intelligence analyst/crime analyst** includes all positions that would conduct analytical work on the crime reduction strategy. This may include criminal intelligence analysts (levels three to six), criminal intelligence assistants, and municipal employees carrying out these duties.

1. 5. **Crime trends** means a change in the nature of a selected crime type or shared offender behaviour within a defined geographical area and time period. It is the measure of changes in an area's crime pattern over time.

1. 6. **Crime mapping** means a process of visualizing and analyzing various crime incident patterns through the use of maps.

1. 7. **Hot spots** means areas identified by crime analysis techniques for being of high crime intensity. The location of these areas can shift within a community due to highly active and mobile offenders committing offences in those areas. These high crime areas may be historically plagued by crime or may be transient problem areas.

1. 8. **Prolific offender** means an adult or youth offender with an established pattern of persistent *Criminal Code* and/or all federal act offences who is identified by current intelligence to be criminally active and assessed by police or partner agencies as medium- to high-risk to re-offend.

1. 9. **Priority offender** refers to individuals that may not show up statistically in a negative contact frequency count, but that street intelligence and analysis support their position as a leader or catalyst in criminal activity. Priority offenders are also those offenders or prolific offenders who pose an elevated risk to public safety (e.g. serial sex offender, violent offender).

1. 10. **Chronic social offender** means an offender with a significant number of contacts with police where the root cause is due to social disorder issues, such as homelessness, mental health, and addictions.

1. 11. **Prolific offender list** refers to a list of identified prolific, priority and/or chronic social offenders who are currently active in a specific geographical area determined through an analysis of current and historic involvement in criminal activities. Identified offenders may change over time.

1. 12. **Repeat victimization** has both a narrow and a broad definition. The narrow definition refers to repeated offences against the same person, household, business, community, or other target, however defined. The broad definition refers to repeat offences against targets with equivalent profiles such as nearby households, the same type of products, or individuals with similar demographic or lifestyle characteristics.

1. 13. **Collaborative partnerships** refers to agreements and actions made by consenting organizations to share resources to accomplish a mutual goal. Collaborative partnerships rely on participation by at least two parties who agree to share resources, such as finances, knowledge, and people.

1. 14. **Crime Prevention through Environmental Design** is an approach whereby the proper design, effective use, and maintenance of the built environment can lead to a reduction in the incidence and fear of crime. Refer to the Agora course titled Crime Prevention Through Environmental Design (000891) – V1.0.

1. 15. **Situational crime prevention** refers to an approach that focuses on those environmental and situational factors that create opportunities for crime. Rather than focus on the person or the environment in isolation, situational crime prevention focuses on the

circumstances that lend themselves to crime commission. These could include specific products (physical objects such as weapons, solvents, and intoxicants, etc.) or activities that lead to problematic behavior. Understanding these circumstances leads to the introduction of measures that alter the environmental factors with the aim of reducing opportunities for criminal behavior.

1. 16. **Crime prevention through social development** refers to an approach that involves long-term, integrated actions that deal with the social root causes of crime. Its aim is to reduce risk factors that start or keep people, particularly children and youth, on the road to crime and victimization, and to build protective factors that may mitigate those risks at the individual, family, and community levels.

1. 17. **Situation tables/HUB model/community mobilization/case development groups** refers to a strategic alliance of police and other community service partners guided by common principles and processes to mitigate acute risk situations in a timely manner.

1. 18. **Offender management** means a person-oriented approach that uses appropriate structures, processes, and partnerships to reduce the criminal involvement of those offenders who are responsible for committing a disproportionately high number of crimes in the community through intervention, enforcement, and rehabilitative activities.

1. 19. **Evidence-based policing** emphasizes the value of statistical analysis, high-quality empirical research, or defendable logic to inform police responses to crime. Evidence-based responses are those that are based on existing research and/or theory to address a specific crime trend. Evidence-based policing involves testing and evaluation to determine if previous or ongoing police efforts have reduced crime and victimization, thereby adding to the existing base of evidence for what works in policing.

1. 20. **Intelligence-led policing** refers to the application of criminal intelligence analysis as an objective decision-making tool to facilitate crime reduction and prevention through effective policing strategies and external partnership projects drawn from an evidential base.

1. 21. **Target hardening** is a concept related to achieving physical security through strength: countermeasures that prohibit entry or access such as window locks, dead bolts for doors, interior door hinges, strengthened walls and doors, etc.

2. Crime Reduction Strategies

2. 1. Crime reduction strategies can be implemented at the national, divisional, and/or detachment or community level, and are based on:

2. 1. 1. preventing crime before it happens;

2. 1. 2. preventing the reoccurrence of crime;

2. 1. 3. addressing the root causes of crime;

2. 1. 4. reducing the negative impact of victimization;

2. 1. 5. increasing the sense of security; and

2. 1. 6. utilizing crime analysis techniques to focus police resources.

2. 2. Crime reduction strategies must:

2. 2. 1. identify crime trends focusing on prolific offenders (including priority offenders and chronic social offenders), repeat victimization, hot spots, problem products, and/or problem activities (refer to sec. 1.15.);

2. 2. 2. take into account the underlying causes of crime;

2. 2. 3. develop and implement problem-oriented policing activities, based on the CAPRA Model, that involve collaboration with community partners in order to reduce crime through prevention, intervention, enforcement, and rehabilitation;

2. 2. 4. seek to be proactive, pre-emptive, and predictive;

2. 2. 5. develop measurable goals for performance, assessing effectiveness, and evaluating outcomes; and

2. 2. 6. adhere to the principles of evidence-based policing.

2. 3. A crime reduction strategy requires the continuous assessment of available data to determine:

2. 3. 1. how resources are deployed;

2. 3. 2. if policing efforts are effective; and

2. 3. 3. if a change in strategy is required.

3. Crime Reduction Activities

3. 1. Crime Prevention through Environmental Design

3. 1. 1. Promoting the use of physical design features early in the development process to prevent future opportunities for crime.

3. 1. 2. Advising modifications to existing properties to reduce opportunities for crime.

3. 2. Situational Crime Prevention

3. 2. 1. Increasing the effort required to commit a crime (e.g. target hardening, controlling access, screening exits, deflecting offenders, and controlling tools/weapons).

3. 2. 2. Increasing the risks associated with committing crime (e.g. extend guardianship, assist natural surveillance, reduce anonymity, utilize place managers, and strengthen formal surveillance).

3. 2. 3. Reducing the rewards for committing crime (e.g. conceal targets, remove targets, identify property, disrupt markets, and deny benefits).

3. 2. 4. Reducing provocations leading to criminal activity (e.g. reduce frustrations and stress, avoid disputes, reduce emotional arousal, neutralize peer pressure, and discourage imitation).

3. 2. 5. Removing excuses to justify crime (e.g. set rules, post instructions, alert conscience, assist compliance, and control drugs and alcohol).

3. 3. Crime Prevention through Social Development

3. 3. 1. Supporting programs that seek to address the social factors that put people at risk of becoming involved in criminal activities against the general population.

3. 3. 2. Focusing on people at higher risk for criminal activity by addressing early risk factors among vulnerable families, children, and youth.

3. 3. 3. Supporting people at higher risk for repeat victimization by addressing risk factors among vulnerable persons.

3. 3. 4. Participating in community collaborative efforts to support people at acute risk, such as situation tables, HUB model, community mobilization, and case development groups.

3. 3. 5. Making referrals to rehabilitative and supervision programs for offenders to reduce re-offending.

4. Offender Management

4. 1. A prolific offender list should be created.

4. 1. 1. Prolific, priority, and chronic social offenders included on this list should be identified in a manner that is transparent and fair. Refer to OM ch. 38.2., Bias-Free Policing.

4. 1. 2. The list is based on the size of and resources available at the detachment, jurisdiction, strategic initiatives, community priorities, and through consultation with partner agencies.

4. 1. 3. The process to select names of those offenders to be placed on the list may include, but is not limited to, the use of police and corrections information database systems, police intelligence, and other resources and tools.

4. 1. 4. The list should be reviewed by the detachment or unit regularly to determine if the names are up to date and relevant.

4. 2. People on this list will be subject to enforcement, intervention, or rehabilitation activities including:

4. 2. 1. notification of the person's status as subject to offender management;

4. 2. 2. frequent and consistent monitoring to enforce conditions and identify new offences;

4. 2. 3. support measures offered to address the person's needs; and

4. 2. 4. partnering with government agencies (e.g. probation and parole) and local community service agencies to support rehabilitation.

5. Crime Trends and Hot Spots

5. 1. Crime Trends

5. 1. 1. The identification of crime trends to be actioned through a crime reduction strategy should be informed by:

5. 1. 1. 1. national, divisional, and local policing priorities;

5. 1. 1. 2. an analysis of criminal occurrences in a specific area over a specific period of time to determine if there is a pattern of reoccurrence. Criminal occurrences includes information from RCMP Record Management Systems including street checks (refer to OM ch. 1.4., Street Checks) and other police intelligence;

5. 1. 1. 3. consultation with government partners, community partners, and the public; and

5. 1. 1. 4. efforts to understand unreported or under reported crime.

5. 2. Hot Spots

5. 2. 1. Police resources should focus on specific locations (e.g. parks, residential and business addresses) that have been identified as high-crime locations.

5. 2. 2. The identified geographic location should be selected through crime analysis techniques and communicated through bulletins and crime mapping.

6. Collaborative Partnerships and Referrals

6. 1. Crime reduction strategies should include activities to develop an inventory of services available for partnerships and referrals. This inventory:

6. 1. 1. is based on the size of and resources available at the detachment, jurisdiction, strategic initiatives, community priorities, and through consultation with partner agencies;

6. 1. 2. can include relevant government agencies, community service providers, vulnerable citizens and their advocates, engaged citizens, and other organizations; and

6. 1. 3. should be reviewed regularly to determine if it is up to date, relevant to current priorities and trends, and an accurate reflection of the diversity of the community.

6. 2. When partnering or referring clients, procedures must comply with the rules governing privacy and information sharing within the RCMP. Refer to OM ch. 12.3., Sharing, Handling, and Release/Dissemination of Information.

7. Roles and Responsibilities

7. 1. Criminal Intelligence Analysts/Crime Analysts

7. 1. 1. Where available, criminal intelligence analysts/crime analysts should be actively engaged in crime reduction.

7. 1. 2. Duties and responsibilities of criminal intelligence analysts/crime analysts should include:

7. 1. 2. 1. evaluating the effectiveness of, and steering operational priorities for, both enforcement and prevention;

7. 1. 2. 2. working with internal contacts to identify and steer multi-jurisdictional strategies for crime reduction and prevention;

7. 1. 2. 3. researching and developing reporting tools for internal and external partners and stakeholders;

7. 1. 2. 4. developing and implementing analytical techniques and products for enforcement, disruption, and prevention, including but not limited to geo-spacial analysis/crime maps, association charts, criminal profiles, and timelines; and

7. 1. 2. 5. participating in internal and external offender management programs.

7. 2. Detachments

7. 2. 1. At the local level, detachments are responsible for:

7. 2. 1. 1. managing the crime reduction strategy in their area;

7. 2. 1. 2. ensuring crime analysts have the proper training and tools; and

7. 2. 1. 3. reviewing crime reduction activities.

7. 3. Division Crime Reduction Coordinator

7. 3. 1. Divisions with a crime reduction strategy will appoint a crime reduction coordinator, who is responsible for:

7. 3. 1. 1. overseeing the division crime reduction strategy;

7. 3. 1. 2. developing divisional crime reduction policy, as required;

7. 3. 1. 3. educating divisional employees on the elements of the division crime reduction strategy;

7. 3. 1. 4. identifying and monitoring crime reduction training;

7. 3. 1. 5. liaising with local crime reduction coordinators and providing appropriate support;

7. 3. 1. 6. supporting local application of crime reduction practices consistent with policy throughout the division; and

7. 3. 1. 7. maintaining an awareness of crime prevention and reduction programs and initiatives in the division.

7. 4. National Crime Prevention Services

7. 4. 1. National Crime Prevention Services is responsible for:

7. 4. 1. 1. developing national crime reduction policy;

7. 4. 1. 2. liaising with divisional crime prevention coordinators and providing appropriate support; and

7. 4. 1. 3. maintaining awareness of national crime prevention and reduction programs and initiatives, and sharing best practices.

References

- "E" Division Operational Manual Part 16, ch. 100, Crime Reduction Initiative and Part 16, ch. 101, Prolific Offenders
- "J" Division Operational Manual Part 16, ch. 101, Crime Reduction Strategy
- "D" Division Operational Manual Part 16, ch. 100, Crime Reduction Initiative
- "K" Division Operational Manual Part 16, ch. 100, Crime Reduction Strategy and Part 16, ch. 101, Habitual Offender Management (HOM)
- "L" Division Operational Manual Part 16, ch. 100, Crime Reduction Strategy
- Coquitlam RCMP Crime Reduction Strategy
- The effects of Hot-Spot Policing on Crime: What Works Briefing
- Eliminating Crime: The 7 Essential Principles of Police-based Crime Reduction
- Getting Serious About Crime Reduction – Report of the Blue Ribbon Panel on Crime Reduction
- Prolific Offenders

Date Modified: 2019-09-05

OM - ch. 16.4. Closed Circuit Video Equipment

Policy Amended: 2020-01-08

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Policy
2. Definitions
3. General
4. Closed Circuit Video Equipment in Cell Block Areas
5. Closed Circuit Video Equipment in Interview Rooms
6. Community Safety Cameras
7. Retention of Recorded Media
8. Disclosure

App. 16-4-1 Standard for Closed Circuit Video Equipment in Cell Block Areas

App. 16-4-2 Standard for Closed Circuit Video Equipment in Interview Rooms

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1. Policy

1. 1. The primary role of closed circuit video equipment (CCVE) is to enhance public safety, allow for the collection of "best evidence" (refer to sec. 2.4.), reduce the impact of crime on victims, and to act as a general deterrent to crime.

1. 2. The CCVE must be installed and used in a way that ensures that individual privacy rights are not infringed upon and the community goals of enhanced public and officer safety, crime detection and prevention are met.

1. 3. All CCVE must be installed and used as per OM ch. 34.2., Computer-Based Security Systems and Devices, sec. 2., Closed Circuit Video Equipment, PMM App. III-3-1, General Standards, and this policy.

1. 4. Recordings from CCVE are protected material and will only be accessed for the purpose of a bona fide investigation. Refer to sec. 2.8.

2. Definitions

2. 1. **Video security camera** is an electronic system or device that monitors the actions of individuals within a specific area of a property, e.g. house, cottage, or car, to ensure their safety and the safety of those around them. For information on In-Car Video Systems, refer to OM ch. 5.10., In-Car Video System.

2. 2. **Community safety camera** is an electronic video system or device that monitors public spaces to detect and record criminal events or any other threat to public safety. This system or device can be used in two modes, observation mode and surveillance mode.

2. 2. 1. **Observation mode** means the camera is monitoring a public space for criminal behaviour or events that may threaten public safety. Personal information is not collected in observation mode. Observation mode records in a wide view field to prevent the invasion of privacy.

2. 2. 2. **Surveillance mode** means the camera operator has observed a specific event that may be criminal or a threat to public safety or order and has focused the camera on the event in an attempt to identify the individuals involved and record their behaviour as best evidence (refer to sec. 2.4.).

2. 3. **Camera operator** means the employee assigned to operate a CCVE system.

2. 4. **Best evidence** means providing evidence of an event in the best format to allow the most accurate review by an investigator, trier of fact, inquiry, inquest, or internal investigation. Evidence is neutral so it may exonerate the innocent as well as convict the guilty.

2. 5. **Personal information** means, as defined in the *Privacy Act*, sec. 3, information about an identifiable individual that is recorded in any form. Personal information is collected when a camera is in surveillance mode.

2. 6. **Administrative purpose** means, as defined by the *Privacy Act*, sec. 3., the use of personal information about an individual in a decision-making process that directly affects the individual, e.g. reviewing a tape to ensure that employees are following proper procedures.

2. 7. **Transitory information**. Refer to definition in Information Management Manual – Definitions.

2. 8. **Bona fide investigation** is an investigation into a violation of any federal, provincial, or municipal statute, a Coroner's Inquiry or Inquest, a Public Inquiry, or an Internal Investigation pursuant to the *RCMP Act*.

3. General

3. 1. A CCVE required for security or safety on RCMP-owned or leased property will be the responsibility of the applicable protective technical services section (PTSS).

3. 2. The appropriate designated financial authority will approve the cost, installation, and use of all CCVE.

3. 3. A CCVE will be installed in consultation with PTSS to determine the type of equipment required and method of installation for interview rooms, community monitoring, cell blocks, and patrol vehicles.

3. 4. For electronic surveillance using covertly installed audio or video recording devices, refer to OM ch. II.3., Surveillance.

4. Closed Circuit Video Equipment in Cell Block Areas

4. 1. General

4. 1. 1. A cell block area includes the booking-in area, detention cells, corridors, breath-testing rooms, guard areas, and secure bays.

4. 1. 2. Where feasible, cell block areas will be equipped with CCVE.

4. 1. 3. Use of CCVE in cell block areas should be in accordance with the *Canadian Charter of Rights and Freedoms* and the *Privacy Act*.

4. 1. 4. When CCVE is used in cell blocks:

4. 1. 4. 1. the CCVE must record continuously when cell block areas are occupied;

4. 1. 4. 2. the CCVE should, where practicable, be monitored by a guard of the same gender as the prisoner;

4. 1. 4. 3. the CCVE video monitoring screens must be located where only employees responsible for prisoner safety monitoring can observe the screen; and

4. 1. 4. 4. periodic checks should be done to ensure the CCVE is operational.

4. 1. 5. CCVE in cells must be installed as per PMM App. III-3-2, Fit-Up Standards, and OM App. 16-4-1, Standard for Closed Circuit Video Equipment in Cell Block Areas.

4. 1. 6. The CCVE may alert a camera operator of an event to allow for action to reduce harm, e.g. an attempted suicide or assault. It may also provide an accurate evidentiary record of events for bona fide investigations.

4. 1. 7. If a covert audio or video recording is to be conducted for specific criminal court evidentiary purposes, an authorization under the *Criminal Code*, Part VI, is required.

4. 1. 8. CCVE should be used to increase cell block security but does not replace physical security checks conducted for prisoner safety.

4. 2. Prisoner Notification of Closed Circuit Video Equipment

4. 2. 1. In accordance with *R. v. Mok* 2014 ONSC 64 and *R. v. Bhullar* 2013 ONCJ 326, cell block areas set up with CCVE must be equipped with:

4. 2. 1. 1. an image of a video camera in clear view on the wall above the toilet sink combination fixture inside each individual prisoner holding cell; and

4. 2. 1. 2. signs, which must be posted prominently in the cell block in clear view and inform the prisoners that:

4. 2. 1. 2. 1. activities within the cell block may be audio/video recorded and live monitored;

4. 2. 1. 2. 2. prisoners' use of the toilets in their individual cells may be audio/video recorded and live monitored;

4. 2. 1. 2. 2. 1. a privacy screen may be available for prisoners' use of the toilet upon request.

4. 2. 1. 2. 3. prisoners' private consultation with counsel will not be audio recorded/monitored but may be video recorded; and

4. 2. 1. 2. 4. cell blocks may be live monitored by staff of any gender.

NOTES:

1. The signs should be posted in both official languages.

2. In regions where a high percentage of clients are not English or French speaking, similar signs may also be posted in the predominant language of the community.

4. 3. Privacy Screen

4. 3. 1. The unit commander/delegate, upon consideration of relevant factors, including prisoner safety, member/guard safety, and preservation of evidence, will determine if the use of a privacy screen is appropriate to safeguard the privacy of a prisoner while they use the toilet in their individual cell, in accordance with *R. v. Mok* 2014 ONSC 64.

4. 3. 1. 1. A privacy screen may be an electronic filter applied to the live monitoring screen of the toilet area in a prisoner cell obstructing direct view of the private activity.

4. 3. 1. 1. 1. The visual obstruction must not allow a reduction in the cell block employee's ability to detect prisoner safety issues or destruction of evidence.

4. 3. 1. 2. If an electronic privacy screen filter is used, ensure the cell block CCVE system allows for a simultaneous video recording with an unobstructed view of the cell interior, including while the prisoner is using the toilet.

4. 3. 1. 2. 1. The unobstructed video recording should only be accessible for specific purposes, such as investigations involving the cell block, and court purposes.

4. 3. 2. Instead of an electronic filter, the currently used cotton weave, wool, or high-risk blanket may be provided to the prisoner as a privacy screen, if it is determined safe to do so. Refer to sec. 4.3.1.

4. 3. 2. 1. When using a blanket as a privacy screen, the prisoner must be made aware that:

4. 3. 2. 1. 1. use of the blanket at the toilet is strictly for privacy and is restricted to a reasonable amount of time, and

4. 3. 2. 1. 2. any behavior suggesting another use, including providing cover to destroy evidence or compromising their own or others' safety, will result in removal of the blanket from the cell.

5. Closed Circuit Video Equipment in Interview Rooms

5. 1. Any room in an RCMP facility that has been designated as an investigator's interview room is either:

5. 1. 1. a secure interview room, which is customarily located off the guard area or main patrol corridor/area and placed as close as possible to the secure bay or cell entrance, or

NOTE: Refer to PMM App. III-3-2, sec. 1., Fit-Up Standards, Interview Room - Secure.

5. 1. 2. a non-secure interview room, which is customarily located in areas other than those specified in sec. 5.1.1.

5. 2. Use of CCVE in an interview room should be in accordance with the *Canadian Charter of Rights and Freedoms*, the *Privacy Act*, and OM ch. 24.1., Interviews/Statements: Suspect/Accused/Witness.

5. 3. The installation and use of CCVE in an interview room must be in accordance with PMM App. III-3-2 and OM App. 16-4-2, Standard for Closed Circuit Video Equipment in Interview Rooms.

6. Community Safety Cameras

6. 1. General

6. 1. 1. Community safety cameras will be deployed to observe public areas for criminal behaviour and events that threaten public safety as per sec. 6.1.3.

6. 1. 2. The operation of community safety cameras will comply with the laws of Canada and RCMP directives and are subject to audit by the RCMP and the Office of the Privacy Commissioner.

6. 1. 3. Community safety cameras will operate in observation mode and will only be switched to surveillance mode when observing events that are criminal or a threat to public safety and order.

6. 1. 4. The use of community safety cameras is subject to the same criteria and resource assessment that applies to any other policing tool. Factors to be considered when using community safety cameras are:

6. 1. 4. 1. detachment/community priorities,

6. 1. 4. 2. community consultation/input,

6. 1. 4. 3. equipment/technology costs,

6. 1. 4. 4. human resources costs (operators),

6. 1. 4. 5. storage costs (retention of recordings), and

6. 1. 4. 6. alternate methods available.

6. 1. 5. The use of community safety cameras is not to be confused with:

6. 1. 5. 1. video surveillance cameras installed by Special "I" or an investigator as part of an ongoing investigation; or

6. 1. 5. 2. video cameras installed in police vehicles for health and safety reasons.

6. 2. Installation

6. 2. 1. The location, operation, and control of a community safety camera must be considered when choosing the camera's placement.

6. 2. 1. 1. The placement should be restricted to public areas and should not monitor areas where the public has a reasonable expectation of privacy.

6. 3. Public Awareness

6. 3. 1. Signs must be posted in both official languages to notify the public that a community safety camera is, or may be, in operation.

6. 3. 2. Notification should be specific to the community and not to the neighbourhood, to ensure proper notification without causing displacement of crime or the labeling of a specific neighbourhood.

6. 3. 3. The signs must identify the RCMP as the operator of the camera system and provide a contact number for the detachment.

6. 4. Monitoring and Control

6. 4. 1. Community safety cameras will only be used to observe public spaces to detect and record criminal events and any other threats to public safety.

6. 4. 2. When activated, a community safety camera must continuously record during both observation and surveillance modes to ensure:

6. 4. 2. 1. an unbiased record of an event;

6. 4. 2. 2. the entire event is captured, including the preamble, to provide the best evidence;

6. 4. 2. 3. the elimination of human error concerning when to begin recording an event; and

6. 4. 2. 4. an available record for audit purposes.

6. 4. 3. When cameras observe actions that are criminal or a threat to public safety (refer to sec. 6.1.3.), efforts will be made to identify individuals, monitor their actions, and convey relevant information to responding officers.

6. 4. 4. The use of community safety cameras will be consistent with the bias-free policing directive outlined in OM ch. 38.2., Bias-Free Policing.

6. 4. 5. Community safety camera operators must receive training in the technical operation of the cameras and the legal and privacy implications of camera operation.

6. 5. Evaluation

6. 5. 1. The commander will:

6. 5. 1. 1. evaluate the operational effectiveness of community safety cameras by ensuring the appropriate divisional survey code is used in the applicable records management system (e.g. the Police Reporting Occurrence System [PROS], or Police Records Information Management Environment [PRIME]) whenever a camera is involved in an occurrence;

6. 5. 1. 2. ensure only authorized persons have access to the camera monitoring operation;

6. 5. 1. 3. assign a camera operator to monitor the camera system; and

6. 5. 1. 4. ensure the directives in this policy pertaining to community safety cameras are posted in the monitoring room and camera monitors read and sign them.

7. Retention of Recorded Media

7. 1. Recorded media, regardless of the medium of creation or storage, will be retained as per IMM ch. 2.3., sec. 4.6.6., Recorded Media Containing Operational Information.

7. 2. Recorded media used for investigative purposes will be associated to an operational file and retained as per IMM - App. 2-3-1, Operational Information Classification and Retention Structure.

7. 3. Recorded media not used for an investigative purpose (i.e. transitory information) must not be retained on an operational file and will be retained as per IMM ch. 2.3., sec. 4.6.6.3.1. and sec. 4.6.6.3.2.

7. 4. The commander should ensure:

7. 4. 1. all recorded media, e.g. tapes, hard drives, CD, DVD, are securely stored in a locked container or room;

7. 4. 2. recorded media is treated as protected material and used only for bona fide investigations and audits; and

CAUTION: Access to the recorded media must be controlled and logged.

7. 4. 3. to destroy, shred, or erase each recorded media once the retention period has concluded.

8. Disclosure

8. 1. The disclosure of recordings is to be treated like any other information collected in the course of an investigation.

8. 2. Recordings used as evidence for a bona fide investigation are exhibits and their disclosure must comply with legal criminal court decisions and with IMM ch. 3.1., Information Access.

8. 3. In consultation with the Crown, blur any information or image of a person that is not relevant to the disclosure.

8. 4. Unless an event requiring investigation occurs, the persons observed by the community safety cameras will not be identified.

8. 5. Informal requests to access recordings may be handled by a detachment commander. Refer to IMM ch. 3.1., sec. H.1., Commander, and IMM App. 3-1-7, Criteria for Deleting Information from Records Accessed Informally.

8. 6. Where informal access is not practicable, the employee must advise the requester of their right to seek access to the recording by making a formal request under the *Privacy Act* or the *Access to Information Act*. Refer to IMM ch. 3.1., sec. F.6.b., Employee, and sec. G.3.b., Employee.

References

Date Modified: 2020-01-08

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - App. 16-4-2 Standard for Closed Circuit Video Equipment in Interview Rooms

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New Appendix: 2008-04-28

The following standard is to be used as **minimum** design criteria for a video surveillance system in RCMP interview rooms.

1. This standard applies to permanent video/audio systems installations only.

2. This standard applies to any room in an RCMP facility that has been designated as an investigator's interview room, secure or non secure. See ch. 16.4.5.1.

3. In a secure interview room, the camera location and housing must be approved by Protective Technical Services Branch and the installation of the approved camera is the responsibility of Protective Technical Services Section. See PMM App. III-3-1.

4. The picture displayed on the video system monitor will include both the interviewer and the interviewee in the same field of view, and a minimum of 50 percent of the vertical dimension of this picture will be taken up by the interviewer and interviewee.

5. Recording devices must comply with the following requirements:

5. 1. a minimum of two recording devices to create video/audio recordings simultaneously;

NOTE: If these two recording devices do not provide audio in a format suitable for transcription purposes, a third recording device is required to create an audio recording in a format suitable for transcribing purposes;

5. 2. a minimum data storage capability, without intervention or reloading of medium, of four hours; and

5. 3. a date and time stamp.

6. The recording equipment will be stored in a locked room or in a locked cabinet.

7. The recorded product must:

7. 1. be in an open format accessible by all divisions,

7. 2. be playable on any media player or on any consumer-grade hardware, and

7. 3. be playable without the procurement of proprietary or specialized software from the recording device.

8. Technical Investigation Services Branch (TISB) is responsible for establishing the standard for audio specifications as follows:

8. 1. The microphone will be located between the interviewer and interviewee.

8. 2. At minimum, the audio recording equipment will record at a frequency range of 200 Hz to 5000 Hz.

8. 3. At a minimum, digital recorders will record at a rate of 11025 samples per second and 16 bits per sample.

NOTE: Analogue video tape recorders with hi-fi audio recording in the SP (2 hours) or EP (6 hours) modes will meet this requirement. Time-lapse recorders running in the 12- or 24-hour modes will not.

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Date Modified: 2008-04-28

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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National Home > RCMP Manuals > Operational Manual > OM - ch. 16.5. Police-Initiated Public Alerts

OM - ch. 16.5. Police-Initiated Public Alerts

New Policy: 2022-03-01

For information regarding this policy, contact Emergency Management Section, Operational Readiness and Response, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities

1. Definitions

1. 1. **Alert fatigue** means the state after which a person is exposed to an excessive amount of public alerts in a short period of time, resulting in desensitization to public alerts and their contents. As such, alerts may lose their effectiveness.

1. 2. **Alert issuer** means the authorized federal, provincial, or territorial organization that a public alert is issued from. Emergency management organizations (EMOs) are the primary provincial and territorial authorities used to issue public alerts. Based on local agreements, federal, provincial, or territorial authorities may grant other agencies, including police, with direct access to Alert Ready (or the provincial or territorial equivalent), which uses the National Alert Aggregation and Dissemination (NAAD) System platform. Alert issuers are trained to use the NAAD System and issue alerts.

1. 3. **Alert Ready** is the public name for Canada's National Public Alerting System (NPAS), which is a federal, provincial, and territorial initiative that transmits public alerts through television, radio, digital undertaking, and Long-Term Evolution technology (LTE) wireless networks (for example, cell phones). Digital properties and undertakings (for example, applications and web services) carry alerts on a voluntary basis.

NOTE: The participation of broadcasters and wireless service providers is made mandatory by the Canadian Radio-Television and Telecommunications Commission (CRTC).

1. 3. 1. Alert Ready is active in all provinces and territories, with some provinces or territories operating complementary local system equivalents (for example, the province of Alberta uses the Alberta Emergency Alert System).

1. 4. **AMBER Alert** means an alert that may be issued when a child has been abducted and is believed to be in grave danger. For more information, refer to OM ch. 37.9., AMBER Alert.

1. 5. **Canadian Radio-Television and Telecommunications Commission (CRTC)** is a public organization that has a mandate to be a regulatory agency for broadcast and telecommunications services.

1. 6. **Emergency management organizations (EMOS)** are empowered at a provincial and territorial level by individually named acts. EMO's are provincial- and territorial-level groups that provide prevention and preparedness education and training before emergencies occur, and manage responses when emergencies do occur. EMOs collaborate with fire departments, fire marshals, hospitals, emergency medical services, police, search and rescue, and many others, depending on the jurisdictional services that are available.

1. 7. **Members**. Refer to definition in UDM ch. 1., Uniform and Grooming, sec. 2., Definitions.

1. 8. **National Alert Aggregation and Dissemination (NAAD)** System means the platform on which Alert Ready receives information from alert issuers, and forwards the information to broadcast or telecommunications providers (for example, television, radio, cable, and satellite providers, and LTE wireless providers), for further dissemination. Alert issuers are trained to use this system and issue alerts.

1. 9. **Public alert** means an alert that notifies the public when a situation is unfolding which may present a threat to their safety, health, or property. The situation is defined in the alert, and guidance is provided, along with other important information.

1. 10. **Silver Alert** means an alert that is issued when an elderly person that is considered at-risk is reported missing (similar to an AMBER Alert), and there is grave fear for their safety for a variety of reasons (for example, they've been diagnosed with Alzheimer's). This type of alert is not available in all locations, and a number of factors should be examined closely (for example, registries) before issuing the alert, based on jurisdiction.

1. 11. **Vulnerable missing person** means a person who, for a variety of reasons, may be considered vulnerable. Some of these reasons include:

1. 11. 1. the weather or physical conditions where a person is believed to be;

1. 11. 2. when a person is believed to be a victim of a crime (on reasonable grounds); or

1. 11. 3. when a person is considered vulnerable due to:

1. 11. 3. 1. age, elder abuse, bullying, homelessness;

1. 11. 3. 2. having a physical, mental, or sensory disability, or having a medical condition; or

1. 11. 3. 3. being suicidal, a sex-trade worker, a gang drug-trade associate, a court witness, a victim of abduction, a victim of domestic violence, a runaway, or being involved in high-risk activities such as hitchhiking, or drug or alcohol abuse.

2. General

2. 1. Public alerts may be considered for any of these types of emergencies:

2. 1. 1. fire (for example, urban, industrial, wildfires, or forest fires);

2. 1. 2. natural (for example, tornados, flash floods, earthquakes, or hurricanes);

2. 1. 3. biological (for example, biological, chemical, radiological, or drinking water contamination);

2. 1. 4. hazardous (for example, explosives);

2. 1. 5. environmental (for example, air quality or falling objects);

2. 1. 6. terrorist (for example, in cases where individuals or groups use violence or the threat of violence against civilians or infrastructure); and

2. 1. 7. civil (for example, in cases where individuals cause a disruption of services or require varying levels of support, law enforcement, or attention), which includes riots and train derailments, or situations involving an active shooter, animal danger, an AMBER Alert, a Silver Alert, or a vulnerable missing person.

2. 2. Public alerts are primarily activated by federal- provincial- or territorial-level EMOs and may be delegated to the police of jurisdiction.

2. 2. 1. Members should consult divisional supplements for protocols in their area, and be aware that the landscape of public alerting is under constant change.

NOTE: Members should frequently consult policies and supplements to ensure that they have the most up-to-date information at hand.

2. 3. Public alerts are intended to:

2. 3. 1. be used in the most serious and time-critical emergencies;

2. 3. 2. solicit the public's attention; and

2. 3. 3. direct the public to act (for example, asking the public to be on the lookout for an individual, or asking them to shelter in place or evacuate).

2. 4. Public alert boundaries are determined by the alert issuer, and may be customized as required. These boundaries are carefully determined to ensure alerts do not introduce an element of alert fatigue to the public.

2. 4. 1. The contemplation of boundaries may take into consideration:

2. 4. 1. 1. the nature of the imminent threat to public safety;

2. 4. 1. 2. geographical characteristics;

2. 4. 1. 3. infrastructure; or

2. 4. 1. 4. the estimated travel time by vehicle, if applicable.

2. 5. Depending on the circumstances prompting the alert, public alerts can be sent immediately, or with a specified time delay.

2. 6. Public alerts may be initiated by text and audio format, text format alone, or audio format alone.

NOTE: Since visually impaired persons benefit from audio format, and hearing-impaired persons benefit from text format, an attempt to use both formats is recommended.

2. 7. When issuing alerts, members are to consider the use of both official languages.

2. 7. 1. If both official languages are used for the alert, provide the alert in one combined message, if possible, to avoid introducing alert fatigue.

2. 8. Before a police-initiated public alert is activated, a specific set of circumstances must exist.

2. 8. 1. Activation and deactivation criteria may vary between provinces and territories.

2. 8. 2. Consult divisional supplements for protocols in your area.

2. 9. Members should be aware that not all wireless devices are capable of receiving alerts, nor will the geographical reach necessarily meet the needs of those sending the alerts.

2. 9. 1. A portion of the public may not be informed regardless of the methodology used to send out the information. Wherever safe and feasible, members should consider additional means of notification, as outlined in communications protocols.

2. 10. For contact information on public alert training opportunities, consult your divisional supplements.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. For calls for service that may pose an imminent risk to public safety, consider using a public alert.

3. 1. 2. The main objective of any occurrence response or intervention is the safety of peace officers, other first responders, and the public.

NOTE: Public alerts may be considered as an additional tool to promote safety.

3. 1. 3. Calls for service are often fluid, unfold rapidly, and are dynamic in nature. As such, ensure that public alerts are regularly assessed to determine their suitability.

3. 1. 4. Before initiating a public alert, use a risk assessment to consider whether:

3. 1. 4. 1. conditions exist that pose an imminent threat to public safety, such as a threat to cause grievous bodily harm, death, or property damage;

3. 1. 4. 2. other available police intervention options could be more timely or effective; and

3. 1. 4. 3. issuing a public alert could place the public or responding emergency personnel at greater risk.

3. 1. 5. The timely collection and communication of concise information to support a public alert is of the utmost importance, and should include details on:

3. 1. 5. 1. the incident;

3. 1. 5. 2. who is involved (if known) in the incident, and a description of the person and vehicle (if applicable);

3. 1. 5. 3. where the incident occurred, or where the person was last seen (if applicable);

3. 1. 5. 4. when the incident occurred (to assist in witness identification and evidence gathering);

3. 1. 5. 5. why the public alert is being issued; and

3. 1. 5. 6. the actions that the public is expected to take.

NOTE: Corroboration is an important element of the information gathering process. Where possible, the accuracy of the information should be verified, and the totality of the situation should guide your decision-making.

3. 1. 6. Identify the appropriate area or boundaries to be targeted by the public alert, in consideration of the occurrence details.

3. 1. 7. Document supporting rationale in your occurrence file.

3. 1. 8. Notify your supervisor or unit commander once you reasonably believe a public alert is appropriate. Consult divisional supplements for protocols in your area.

3. 1. 9. Do not use personal social media accounts to broadcast what is occurring, as this may create potential misinformation, as well as conflicting and unclear messaging.

3. 2. Supervisor or Unit Commander / Delegate

3. 2. 1. Once you are notified by a member regarding a request for a public alert:

3. 2. 1. 1. assess the information provided;

3. 2. 1. 2. review the public alert criteria for your division (for example, urgency, severity, certainty, and whether the threat is isolated or contained); and

3. 2. 1. 3. recommend the targeted area for the public alert.

3. 2. 2. Consider whether using the public alert system is warranted. If it is not warranted, continue to monitor the incident and reassess as the incident unfolds to determine whether the public alert may be necessary.

3. 2. 2. 1. Personal information is guarded and assessed before it is disclosed to ensure that the public's safety outweighs the invasion. Refer to *Privacy Act*, subsection 8(1), Disclosure of personal information and the RCMP guidelines in OM ch. 3., Assistance, paragraph L.2.c., Public Interest Disclosure.

3. 2. 3. Document the ongoing assessment as the situation unfolds, including elements that lead to your decision to issue or not issue a public alert.

3. 2. 4. Before sending an alert, be aware that the suspects may also receive this alert which may alter or inform their actions.

NOTE: Do not reveal any police intervention tactics or strategies within the alert which may reduce tactical advantage, placing law enforcement personnel and the public at greater risk.

3. 2. 5. After an alert is issued, there will be an increase in calls and, therefore, an associated strain on communication resources. Ensure all possible assisting units and resources are engaged and informed in a timely matter regarding the decision to issue an alert.

3. 2. 6. Consult divisional supplemental protocols in your area for information on the initiation of public alerts, including the authorization levels that are required. Be aware that public alerting is under constant change; be sure to frequently consult policies and supplements to ensure you have the most up-to-date information.

3. 3. Operational Communications Centre (OCC)

3. 3. 1. Depending on the nature of the incident, be aware that issuing a public alert may result in a significant increase in call volumes.

3. 3. 1. 1. Where possible, consider adding resources in such incidents.

3. 3. 2. Consult divisional supplements for information on responsibilities associated to the coordination of public alerts in your area. Be aware that public alerting is under constant change; be sure to frequently consult policies and supplements to ensure you have the most up-to-date information.

3. 4. Commanding Officer / Delegate

3. 4. 1. Liaise with:

3. 4. 1. 1. provincial and territorial authorities to promote relations and establish public alert protocols that are appropriate for your area; and

3. 4. 1. 2. appropriate federal contacts to establish protocols and procedures that allows you to prepare for situations where an incident changes from a scenario involving the local police of jurisdiction to a multi-jurisdictional response requiring different areas of responsibility.

3. 4. 2. Ensure protocols are in place to notify partners as soon as practicable to an alert being issued, either through the OCC or other means.

3. 4. 2. 1. This will require interprovincial discussions with EMOs to ensure that there are protocols in place to allow an alert from one province or territory to be smoothly transitioned to another, despite potential inconsistencies with issuing alerts.

3. 4. 3. Ensure that activation criteria and protocols are clearly outlined in divisional supplements.

3. 4. 4. Consider supplementing public alert protocols by using communication- and media relations-trained personnel or units.

3. 4. 4. 1. If an alert is issued, established RCMP social media and other media platforms can be referenced and used to continue to inform the public as the situation unfolds, before the potential cancellation of the alert through Alert Ready (or provincial equivalent).

NOTE: This may help mitigate the strain on the OCC and reduce incoming call volume.

3. 4. 5. Ensure a divisional coordinator position is established to promote education in the proper use of Alert Ready, and follow reporting and statistical protocols, as outlined by the division.

3. 4. 6. Ensure that periodic testing of public alert protocols is carried out, and contact lists are kept up-to-date.

3. 4. 6. 1. A yearly review of the protocols is recommended, as well as a quarterly review of the related contact information (at minimum, or more frequently if required by divisional supplements).

3. 5. Divisional Coordinator

3. 5. 1. The commanding officer establishes a public alert coordinator position, as outlined in sec. 3.4.5., which is the main point of contact for public alerts in the division.

3. 5. 2. Promote education and the proper use of Alert Ready.

3. 5. 3. Maintain statistics and reporting procedures, as outlined in divisional and national policy.

3. 5. 4. Monitor the use of Alert Ready.

3. 6. National Coordinator

3. 6. 1. Provide a national point of contact for divisional coordinators to assist with non-urgent inquiries.

3. 6. 2. Represent the RCMP at federal-level meetings as required, and relay critical information to divisional coordinators, as necessary.

3. 6. 3. Hold meetings to discuss best practices, policy, training, and related items of interest, when required.

3. 6. 4. Provide statistics, in conjunction with divisional coordinators, to senior management on the use of Alert Ready.

References

- *Privacy Act*, paragraph 8(2)(m), Personal information disclosure

Date Modified: 2022-03-01

OM - ch. 16.7. Search in Confined Spaces

New Chapter: 2005-05-11

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Definitions
3. Responsibilities
4. Medical Treatment
5. Training
6. Safe Entry Permit
7. Rescues

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1. General

1. 1. These directives apply to members, who in their operational duties, are required to enter and search potentially hazardous confined spaces. This chapter is to be read in conjunction with the *Canada Occupational Health and Safety Regulations*, Part XI and OSM ch. 7.

1. 2. A member may only enter a confined space if the following conditions are met:

1. 2. 1. A qualified person must assess the potential hazards and determine if it is safe to enter.

1. 2. 2. The member must read, understand, sign and date the hazard assessment report.

1. 2. 3. The member must be trained for the task.

1. 2. 4. A rescue plan must be in place.

1. 2. 5. A qualified person must be present and in constant communication with the member conducting the search.

2. Definitions

2. 1. The following definitions apply to this chapter:

2. 1. 1. **Confined space** means an enclosed or partially enclosed space that may not be liveable except for the purpose of performing work, has restricted entry and exit, and may become hazardous to life because of its design, construction, location, atmosphere, materials, substances or equipment in it, or other unsafe conditions.

2. 1. 2. **Non-permit confined space** means a confined space that does not contain, nor has the potential to contain, any hazard capable of causing death or serious injury, e.g. HVAC units, attics, walk-in freezers or refrigerators, crawl spaces.

2. 1. 3. **Permit-required confined space** means a potentially hazardous confined space that could trap, drown, asphyxiate or engulf a person, e.g. manholes, storage tanks, grain silos, process vessels, excavations, mines, culverts, sewers.

2. 2. For other definitions applicable to confined spaces, refer to Part XI of the Regulations and OSM ch. 7.

3. Responsibilities

3. 1. Member

3. 1. 1. Perform a risk assessment to identify the presence of any potential confined spaces within the area to be searched and immediately report the presence of confined spaces to your supervisor.

3. 1. 2. Have a qualified person conduct a hazard assessment and complete a Safe Entry Permit (form 4557) in accordance with the *Canada Occupational Health and Safety Regulations* Part XI, 11.2(1).

3. 1. 3. In accordance with Part XI, 11.4(1) of the Regulations, wear the mandatory protective equipment identified in the assessment report.

NOTE: No one may use respiratory protective equipment, unless he/she is adequately trained according to the manufacturer's specifications and CSA Standard Z94.4-02.

3. 1. 4. Before entering any confined space, sign form 4557 explained to you by a qualified person.

3. 1. 5. Report any hazardous exposures and injuries to your supervisor.

3. 2. Supervisor

3. 2. 1. Immediately investigate reported injuries and complete form 3414.

3. 2. 2. If it is a severe injury, report the incident to Human Resources Development Canada within the regulated time limit. See OSM ch. 3., and *Canada Occupational Health and Safety Regulations*, Part XV.

3. 3. Commander/Delegate

3. 3. 1. Monitor the work conducted in a confined space and ensure it complies with this chapter and federal legislation.

3. 3. 2. Obtain the names of qualified persons and trained members to perform searches in confined spaces in your area from the Cr. Ops. Officer.

3. 4. Cr. Ops. Officer

3. 4. 1. Annually review confined space occurrences and ensure sufficient staff are available in your division as trained persons and qualified persons.

3. 4. 2. Maintain a list of qualified persons available to conduct confined space hazard assessments.

3. 5. Qualified Person

3. 5. 1. When a member is about to enter a confined space, conduct a hazard assessment and submit form 4557 to the member's supervisor in accordance with Part XI, 11.2.(2) of the Regulations.

3. 5. 2. Include in form 4557, test methods, test results and a list of the test equipment used.

3. 5. 3. If the concentrations of hazardous substances and oxygen in the confined space cannot be maintained within allowable limits, notify the member's supervisor of the necessary extra precautions.

3. 5. 3. 1. Develop procedures for the member, specify protective equipment, insulated protection equipment, tools and emergency equipment that must be used to ensure the safety and health of the member.

3. 5. 4. If the situation involves dangerous concentrations of hazardous substances or oxygen, personally explain the necessary procedures to every member who is about to enter the confined space. Ensure that each member signs and dates form 4557.

3. 5. 5. Calibrate and inspect the monitoring equipment before every use. All batteries must be fully charged before each use. All equipment must be maintained as scheduled by the manufacturer. Keep a log of the manufacturer's recommended maintenance schedule. Record on the log, all maintenance performed on this equipment.

4. Medical Treatment

4. 1. When members have been exposed to known or unknown contaminants during a confined space entry or rescue, the appropriate health services provider will be notified.

4. 2. Appropriate treatment, testing and long-term medical surveillance will be applied according to accepted occupational medical practices.

5. Training

5. 1. Records of all confined spaces training including refresher courses will be maintained on HRMIS.

6. Safe Entry Permit

6. 1. Any confined spaces procedures developed must include a checklist of entry requirements to be given to, and signed by the affected members.

6. 2. form 4557 must be filled out in its entirety every time a confined space is entered for any reason. Records must be kept for 10 years.

7. Rescues

7. 1. If a member does not leave or is unable to leave a confined space, rescue procedures must begin immediately.

7. 2. A rescue team qualified in confined space rescue procedures must be available immediately outside the confined space to provide emergency assistance.

7. 3. If possible, the rescue team should attempt the rescue outside the confined space. No other member should enter a confined space unless that member is fully trained in the rescue procedures and is wearing the appropriate personal protective equipment.

7. 4. Rescue plans must be detailed and regularly reviewed to ensure they are up-to-date.

References

- *Canada Labour Code* , Part II

Date Modified: 2005-05-11

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 16.9. Backup

Directive Amended: 2016-04-15

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Definition
3. Roles and Responsibilities
4. Unit Backup Plan

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1. General

1. 1. To maximize public and police safety, resources must be in place to provide readily available backup and, where appropriate, multiple member responses.

1. 2. Appropriate response for backup and resource requirements will be determined by a unit risk assessment as outlined in sec. 3.4. See Backup - Unit Plan, Form 6305.

1. 3. The unit backup plan, as outlined in sec. 4., is intended primarily for first responder units.

NOTE: Units which do not provide first responder service may, at the discretion of the CO and based on the unit risk assessment, be exempt from developing a unit backup plan.

1. 4. This chapter must be read with an understanding of Part II, *Canada Labour Code*, the duties it places on employers and employees, and ch. 17.1.

1. 5. The following occurrences require a multiple member response:

1. 5. 1. calls of violence, or where violence is anticipated;

1. 5. 2. a domestic dispute;

1. 5. 3. an occurrence involving the use, display or threatened use of a weapon;

1. 5. 4. an occurrence involving a subject who poses a threat to himself/herself or others;

1. 5. 5. radio communication deficient locations where there is potential risk to the police or public (see sec. 2.3.); or

1. 5. 6. any occurrence or situation where members believe, based on their risk assessment, that they require a multiple member response.

1. 6. The multiple member response strategy does not preclude members from taking action before the arrival of assistance based on his/her risk assessment and the Incident Management

Intervention Model (IMIM), e.g. imminent risk of grievous bodily harm or death presented during a domestic dispute.

2. Definitions

2. 1. **Backup** means an urgent, unplanned response to an incident in support of a member by one or more of the following:

2. 1. 1. other operational members, or

2. 1. 2. operational peace officers from other provincially accredited or recognized police services.

> NOTE: Band Constables, Auxiliary Constables, or summer students cannot provide backup. Backup should not be confused with assistance, which may be provided by anyone, in an emergency situation, as governed by Sec. 25, *CC*, or the general assistance required in a non-emergency situation, e.g. directing traffic at a scene.

2. 1. 3. RCMP Community Constables may be used as backup based on the needs of the communities and a completed risk assessment.

2. 2. **Multiple member response** means a planned response by more than one member to an incident or situation. See sec. 2.1.1. and sec. 2.1.2.

2. 3. **Radio communication deficient locations** mean places where two-way radio communication between portable radios, portable radios and police motor vehicles, and portable radios and the detachment base station/OCC is not possible due to ongoing and consistent radio interference or signal weakness at that location.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. When responding to an incident, you must assess risk and formulate a response strategy in accordance with ch. 17.1.

> NOTE: Risk assessment is a continuous process and must evolve as situations change.

3. 1. 2. At any stage of an occurrence or situation, you may request backup based on your risk assessment.

3. 1. 3. When travelling to an area with known radio communication deficiencies, follow your divisional/unit Backup Plan.

3. 1. 4. Where you have determined that backup or a multiple member response is required, continuously assess risk and apply the necessary intervention to ensure public and police safety, e.g. tactical repositioning, establishing officer presence, verbal intervention.

3. 1. 5. Where practicable, provide continuous updates to the OCC and other responding members, and request they relay critical information to other responding members.

3. 1. 6. Treat all calls for backup as a priority.

3. 2. Supervisor

3. 2. 1. Treat all calls for backup as a priority.

3. 2. 2. Continuously evaluate the skill of members under your supervision in the area of proper IMIM risk assessment.

3. 2. 2. 1. Where appropriate, provide guidance and recommend IMIM training.

3. 2. 3. Ensure the unit backup plan is followed. See sec. 4.

3. 2. 4. Ensure radio communication deficient locations are identified and known to members.

3. 3. Dispatcher

3. 3. 1. Treat all calls for backup as a priority.

3. 3. 2. Dispatch multiple members when required as indicated in sec. 1.5. and sec. 3.1.4.

3. 3. 3. Ensure that you are familiar with, and have ready access to, each unit backup plan within your area of responsibility. See sec. 4.

3. 3. 4. Be familiar with radio communication deficient locations.

3. 4. Commander

3. 4. 1. In consultation with your local Health and Safety Committee or Safety Representative, conduct a unit risk assessment/backup plan (see Form 6305) by analyzing the following criteria:

3. 4. 1. 1. risks specific to the situational factors in your detachment area, e.g. high demand periods, high risk response requirements, severity of criminal activity, communication, geography, number of members available;

3. 4. 1. 2. the potential frequency of the risk occurring;

3. 4. 1. 3. the potential consequence of not mitigating the risks;

3. 4. 1. 4. the degree of risk which is acceptable given the situational factors;

3. 4. 1. 5. whether additional or alternate measures must be implemented to mitigate the risk, e.g. altered service delivery, relief members, satellite phone, other equipment;

3. 4. 1. 6. the remoteness of the location and/or restricted access;

3. 4. 1. 7. proximity to backup outside your unit, e.g. neighbouring detachments; and

3. 4. 1. 8. radio communication deficient locations.

3. 4. 2. Develop a unit backup plan as outlined in sec. 4., based on the unit risk assessment and submit it through channels in order to receive the CO's approval. Place a copy on the unit supplements.

3. 4. 3. Ensure members under your command understand their responsibilities in relation to the unit backup plan and that radio communication deficient locations are identified.

3. 4. 4. Ensure all employees under your command are aware of national, division and unit policy regarding backup and multiple member response.

3. 4. 5. Ensure your OCC has an updated version of your unit backup plan and any radio communication deficient location.

3. 4. 6. At minimum, annually review the unit backup plan or whenever your risk assessment identifies a need for a revision of the unit backup plan.

4. Unit Backup Plan

4. 1. The unit backup plan will:

4. 1. 1. reflect the requirements of the unit risk assessment, and

4. 1. 2. provide for readily available backup for any member required to respond to calls for service by ensuring that:

4. 1. 2. 1. radio communication deficient locations are identified;

4. 1. 2. 2. a minimum of two members are available to respond to calls at all times where there is potential risk to the police or public;

4. 1. 2. 3. if the risk assessment requires it, shifts of two or more members are established;

4. 1. 2. 4. at least two members are on call whenever the service requirements justify;

4. 1. 2. 5. as indicated in sec. 1.5., multiple member response is provided where required;

4. 1. 2. 6. members on call are compensated and have all necessary equipment and transportation to respond immediately to a call for backup, e.g. overnight custody of police transport; and

4. 1. 2. 7. supervision is readily available for consultation, e.g. radio room NCO, on shift/on call duty NCO, neighbouring detachment/district.

4. 2. The CO must ensure that every unit has an approved unit backup plan.

References

- Section 217.1, *Criminal Code*
- *Workers Working Alone at a Work Place Under the Control of the Employer*, HRSDC Guideline (No.: 905-1-IPG-059, 1996-03-01)

Date Modified: 2016-04-15

Royal Canadian Mounted Police / Gendarmerie royale du Canada

PROTECTED B once completed

BACKUP - UNIT PLAN

Detachment/Unit	Division	Collator Code	Date

INSTRUCTIONS

PART A - CONSTANT SITUATIONAL FACTORS — PAGE 2

- Complete the Constant Situational Factors.
- Cite the data source when applicable.
- Use the Comment/Description column to descr be the operational environment of the situational factor.
- Add as many situational factors as needed.

PART B - VARIABLE SITUATIONAL FACTORS — PAGE 4

- Complete the Variable Situational Factors.
- Cite the data source when applicable.
- Use the Comment/Description column to descr be the operational environment of the situational factor.
- Add as many situational factors as needed.

PART C - RISK IDENTIFICATION WORKSHEET — PAGE 5

- Complete the Risk Description first
- Some risk(s) have been pre-identified. If they are applicable to your detachment, amend the impact statement as appropriate.
- Add risks as needed.

Impact - means the effect of an event on the organization's objectives.

When assessing the impact of a risk, at a minimum, you should consider the potential effect on human and financial resources as well as the reputation of the organization. Other criteria that may be useful to consider include the effect on operational capability, legal ramifications, and environmental impact.

Estimation	Description	Indicators - Threats	Indicators - Opportunities
High	Significant impact	Consequence(s) would be difficult/costly to repair, if repairable. Serious loss of partner/ stakeholder/public trust.	Opportunity represents a key component in the achievement of the objective or priority. Important strengthening of partner/stakeholder/public trust.
Medium	Moderate impact	Consequence(s) would require some effort/ investment to repair. Some loss of partner/ stakeholder/public trust.	Opportunity would make some contr bution to the achievement of the objective or priority. Some strengthening of partner/stakeholder/public trust.
Low	Very little impact	Consequence(s) would require minimal effort/ expense to repair, if any. Minor setback in building partner/stakeholder/public trust, if any.	Opportunity would have a minimal effect in the achievement of the objective or priority, if any. Minor strengthening of partner/stakeholder/public trust, if any.

Likelihood - means the potential or probability for the occurrence of an event.

When assessing the likelihood of a risk, you must decide on a time frame. Short-term plans or objectives may only require the consideration of the next 12-24 months, or even less. Similarly, long-term plans may require the assessment of risks over a much longer period. You must clearly indicate the time frame under consideration when completing the likelihood assessment.

Estimation	Description	Indicators - Threats	Indicators - Opportunities
High	Probable - likely to occur (> 75%)	Potential of event occurring several times within X months. Has occurred recently.	Clear opportunity which can be achieved within X months with reasonable certainty.
Medium	Poss ble - may occur (10% - 75%)	Could occur at least once within X months. There is a history of occurrence.	Opportunity which may be achievable within X months.
Low	Remote - not likely to occur (< 10%)	Unlikely to occur. Event has not occurred.	Opportunity for which the likelihood of success is low.

Risk Response/Backup Plan

- Risk Indicators are an early warning that risk is starting to materialize and the response strategy should be evaluated to determine if it is effective.
- List the risks you cannot tolerate, describe your planned response to the risk and develop one or two key risk indicators.

Rating

- Fill in impact & likelihood columns with Low/Med/High
- Rating column is auto-filled once impact & likelihood is filled
- If rating column is over 3, risk response category becomes mandatory.

	RISK RATING		
IMPACT: High	6	8	9
Medium	3	5	7
Low	1	2	4
	Low	Medium	High
	LIKELIHOOD		

PART D - RISK RESPONSE/BACKUP PLAN SUMMARY FOR ELEVATED RISKS — PAGE 7

- Risks that cannot be mitigated in section C must be clearly identified and forwarded to your supervisor for review and approval. This could include additional resources, equipment, schedule changes.
- If mitigation responses identified require an increase in human resources (Full Time Equivalent regular member positions). Consult with your Advisory NCO.

PART E - APPROVALS — PAGE 7

- Approval signature from the Detachment Commander, the Advisory NCO, the Officer District/Line and the Commanding Officer.

Canada

BACKUP - UNIT PLAN

PROTECTED B once completed

Detachment/Unit	Division	Collator Code	Date

PART A - CONSTANT SITUATIONAL FACTORS	COMMENT/DESCRIPTION (If not applicable, indicate N/A)
A1 Population of detachment area (includes all areas served) (If seasonal, describe change in population)	
A2 Establishment (RM)	
A3 No. of posts under command	
A4 Distance by road between most distant communities (consider road condition i.e.boat access, ATV, snowmachine)	
A5 Emergency response time between most distant communities (minutes)	
A6 Emergency response time between closest communities (minutes)	
A7 Emergency response time from neighbouring detachment to your detachment (minutes) (If seasonal, describe change in population)	
A8 Average hours per day that no member is on duty	
A9 Average hours per day that only one member is on duty	
A10 Hours on-call per member (previous year)	
A11 List communities where a two-member response is mandatory	
A12 Describe the average years of experience relative to the detachment. To obtain this figure, use this formula: Total number of months worked by all RMs at this detachment / Total number of RMs at this detachment. Note: You must divide the result by 12 to find the average in YEARS.	

Detachment/Unit	Division	Collator Code	Date

PART A - CONSTANT SITUATIONAL FACTOR (Cont'd)	COMMENT/DESCRIPTION
A13	
A14	
A15	
A16	
A17	
A18	
A19	
A20	
A21	
A22	
A23	
A24	
A25	

Detachment/Unit	Division	Collator Code	Date

PART B - VARIABLE SITUATIONAL FACTORS		COMMENT/DESCRIPTION (If not applicable, indicate N/A)
B1	Capability to provide backup (consider annual leave, court, training, medical leave, etc.). Estimate average % of "roadable" resources per established resources over the previous year.	
B2	Number of call-outs for backup (previous year)	
B3	Total cost of on-call compensation (previous year)	
B4	Number of prisoners (previous year) (Estimate the average time out of service per prisoner)	
B5	Radio communications coverage. (Describe the overall coverage in your detachment area. List areas where poor/no coverage.)	
B6	Radio communications reliability. (Describe factors that affect reliability, i.e. weather; poorly operating equipment.)	
B7	Mobile data/cellular phone coverage. (Describe the overall coverage in your detachment area. List areas where poor/no coverage.)	
B8		
B9		
B10		
B11		
B12		

Detachment/Unit	Division	Collator Code	Date

PART C - RISK IDENTIFICATION WORKSHEET

RISK ID	RISK IDENTIFICATION	RISK DESCRIPTION (Only if applicable)		RISK RESPONSE
R01	Risk that radio communication (includes mobile data, satellite, cell or other technology) will fail or not be available		IMPACT LIKELIHOOD RATING	
R02	Risk that backup will not be able to be contacted		IMPACT LIKELIHOOD RATING	
R03	Risk associated with excessive hours worked		IMPACT LIKELIHOOD RATING	
R04	Risk associated with excessive hours on-call		IMPACT LIKELIHOOD RATING	
R05	Risk that tools and equipment required for providing appropriate backup are available, reliable, secure and appropriate		IMPACT LIKELIHOOD RATING	
R06	Risk that the geographic area prevents an appropriate response to a call for backup		IMPACT LIKELIHOOD RATING	
R07	Risk that there are insufficient RMs to provide appropriate backup		IMPACT LIKELIHOOD RATING	
R08	Risk that an RM working alone will require emergency backup		IMPACT LIKELIHOOD RATING	

Detachment/Unit	Division	Collator Code	Date

PART C - RISK IDENTIFICATION WORKSHEET (Cont'd)

RISK ID	RISK IDENTIFICATION	RISK DESCRIPTION (Only if applicable)		RISK RESPONSE
R09	Risk that an on-duty RM will not be able to tactically withdraw from a situation while awaiting backup		IMPACT LIKELIHOOD RATING	
R10	Risk that an on-duty RM will require immediate backup during day-shift (0800-1600)		IMPACT LIKELIHOOD RATING	
R11	Risk that an on-duty RM fails to assess risk and a response strategy in accordance with the IMIM		IMPACT LIKELIHOOD RATING	
R12	Risk that the unit will not be able to comply with the backup policy requirements		IMPACT LIKELIHOOD RATING	
R13	Risk that a certain community's charac-teristics make the need for backup likely (consider distance to the community served from the detachment relative to the community's characteristics)		IMPACT LIKELIHOOD RATING	
R14	Risk that the detachment budget is insufficient to fund the policy requirements of the backup policy		IMPACT LIKELIHOOD RATING	
R15	Risk that members will not volunteer to be on-call		IMPACT LIKELIHOOD RATING	

Detachment/Unit	Division	Collator Code	Date

PART D - RISK RESPONSE/BACKUP PLAN SUMMARY FOR ELEVATED RISKS

PART E - APPROVALS

Detachment/Unit Commander Name	Signature	Date
District Advisory NCO Name	Signature	Date
District/Line Officer Name	Signature	Date
Division Commanding Officer Name (or Delegate)	Signature	Date

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OM - ch. 16. General

New Chapter: 2008-06-27

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

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1. As a matter of basic safety protocol, all operational members reporting for duty must sign-on with their respective Operational Communications Center (OCC) at the beginning of their shift and log-off at the end of their shift.

1. 1. Operational members includes members who, at any time during their shift, may be required to perform an operational task regardless of whether they are in uniform or plain clothes.

2. A member who has signed-on with the OCC must maintain contact with the OCC and respond to all status checks.

3. For Operational Communications Centers, see Part 46.

References

Date Modified: 2008-06-27

OM - ch. 17.1. Incident Management Intervention Model

Policy Amended: 2019-10-28

For information regarding this policy, contact National Use of Force, Operational Readiness and Response, Contract and Indigenous Policing.

- 1. General
- 2. Intervention Principles
- 3. Assessment Process
- 4. Training

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1. General

1. 1. The main objective of any occurrence response and intervention is the safety of peace officers, other law-enforcement officers and the public. Many occurrences can be resolved through dialogue, but occasionally, intervention by means of force may be necessary.

1. 2. Section 25(1), CC, allows a peace officer to use as much force as is necessary for the enforcement and administration of the law. The onus is on the peace officer to show that, under the circumstance, the level of intervention used was justified and appropriate to the situation. See sec. 25(1), CC.

1. 3. Lethal force is used only when preventing death, or the threat of death, or grievous bodily harm to peace officers and the public, and when no lesser means is appropriate. See sec. 25(4), CC.

1. 4. The Incident Management Intervention Model (IMIM) is a visual aid that helps peace officers envision an event and explain why certain intervention methods were used. The IMIM helps a peace officer to explain his or her actions, such as in court. The IMIM is also a teaching aid in training peace officers.

NOTE: The IMIM is not policy or law, and should not be used as justification on its own.

1. 5. A peace officer must be able to explain the intervention methods he or she chooses to manage an incident.

1. 5. 1. The explanation must take into account the totality of the situation, including the peace officer's perceptions, assessment of situational factors present, and subject's behavior, all of which form the risk assessment.

1. 5. 2. The explanation, referred to as legal articulation, is the process by which a peace officer can explain clearly, concisely, and effectively the events that occurred before, during, and after an intervention.

2. Intervention Principles

2. 1. The IMIM is comprised of six underlying intervention principles:

2. 1. 1. The primary duty of a peace officer is to preserve and protect life.

2. 1. 2. The primary objective of any intervention is public safety.

2. 1. 3. Peace officer safety is essential to public safety.

2. 1. 4. The IMIM is consistent with federal statutes and common law authorities and in no way replaces or augments the law.

2. 1. 5. The intervention must always be applied in the context of a careful assessment of risk, taking into account the likelihood and extent of loss of life, injury, and damage to property as a result of the intervention.

2. 1. 6. Risk assessment is a continuous process and risk management must evolve as situations change.

3. Assessment Process

3. 1. The process for assessing an incident includes:

3. 1. 1. the situational factors,

3. 1. 2. the subject's behaviour,

3. 1. 3. the peace officer's perception, and

3. 1. 4. tactical considerations.

3. 2. Careful consideration of possible factors within each of the categories listed in sec. 3.1. must be given to assist a peace officer:

3. 2. 1. form a risk assessment;

3. 2. 2. respond to situations; and

3. 2. 3. explain to others how a particular situation was perceived, assessed, and responded to.

4. Training

4. 1. The IMIM will be taught to RCMP cadets at Depot Division.

4. 2. Persons who have RCMP peace officer status, including lateral entry members, community safety officers, and auxiliary constables, will be taught the IMIM as part of their initial training.

4. 3. Regular members and persons who have RCMP peace officer status will be re-certified annually on the IMIM.

References

- OM Part 18, Arrest

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

National Home > OM - ch. 17.5. Less Lethal Use of Force

OM - ch. 17.5. Less Lethal Use of Force

Policy Amended: 2019-10-28

For information regarding this policy, contact National Use of Force, Operational Readiness and Response, Contract and Indigenous Policing.

1. General
2. Oleoresin Capsicum Spray
3. Defensive Batons
4. Carotid Control Technique
5. Drag Stabilized Bean Bag (Sock Round)

1. General

1. 1. To enter a premise for the purposes of arrest, see ch. 18.1.

2. Oleoresin Capsicum Spray

2. 1. A member must carry and be willing to use Oleoresin Capsicum spray (OCS) in accordance with the Incident Management Intervention Model, see ch. 17.1.

2. 2. A member may use RCMP-issued OCS only after successfully completing the required training.

2. 3. A member must requalify on the use of OCS once every three years.

2. 4. The OCS will not be carried in the passenger area of an aircraft. On an RCMP aircraft, OCS must be placed in a dedicated container and stored in the baggage compartment.

2. 5. A person who has been sprayed should be encouraged to relax and breathe normally. The affected area should be exposed to fresh air, and if possible flushed with cool water. If symptoms persist or if it is believed that the person is asthmatic or in distress, medical attention should be sought.

3. Defensive Batons

3. 1. General

3. 1. 1. A member must carry an RCMP-approved baton provided he/she has been trained in its use.

3. 1. 2. Once every three years, a member must requalify on the use of the expandable baton.

3. 2. Baton Retention Caps

3. 2. 1. The Hindi Baton Cap and the ASP Grip Cap are approved for use with the RCMP-approved extendable baton.

3. 2. 2. The caps increase grip retention and makes it easier to landmark a baton on a member's duty belt.

3. 2. 3. No additional training is required to use the retention caps.

3. 2. 4. To install the cap on the baton, unscrew the end of the baton and replace it with the retention cap.

4. Carotid Control Technique

4. 1. This technique will only be applied by a member who has received approved RCMP training in its use and only if a person is threatened with death or grievous bodily harm.

4. 2. A member will monitor the person's recovery and seek medical attention if required.

4. 3. Refresher courses will be given by the division every three years.

5. Drag Stabilized Bean Bag (Sock Round)

5. 1. General

5. 1. 1. The sock round is authorized for RCMP operational use to distract individuals who pose a threat to themselves, police officers or the general public. It is deployed when other less lethal methods of intervention are unsuccessful or inappropriate.

5. 1. 2. The sock round should not be considered as an option when lethal force is required.

5. 1. 3. Only members who have successfully completed the course training standard are permitted to use this ammunition.

5. 1. 4. Members must requalify annually for the use of the sock round.

5. 2. Training

5. 2. 1. Effective 2006-11-21, all training to general-duty members for the drag stabilized bean bag is suspended pending a review of the course training standard. This does not apply to ERT and tactical-troop members.

5. 3. Deployment

5. 3. 1. Before using the sock round, consider other possible intervention options. Make every reasonable effort to identify yourself as a peace officer.

5. 3. 2. For tactical troop operations, only the tactical troop commander/delegate may authorize the use of this ammunition.

5. 3. 3. If the ERT is integrated with the tactical troop, only the tactical troop commander may authorize ERT to use the sock round.

5. 3. 4. If the ERT is separate from the tactical troop, only the ERT team leader/delegate may authorize the use of the sock round.

5. 4. Reporting

5. 4. 1. Each time you use the sock round, record it in your notebook.

References

- Incident Management/Intervention Model Guide
- Course Training Standard - Extended Range Impact Weapon User Course

Date Modified: 2019-10-28

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 17.5. Less Lethal Use of Force

Contact Information Amended: 2021-04-01

For information regarding this policy, contact National Police Intervention Unit, Operational Readiness and Response, Contract and Indigenous Policing.

Policy Amended: 2019-10-28

1. General
2. Oleoresin Capsicum Spray
3. Defensive Batons
4. Carotid Control Technique
5. Drag Stabilized Bean Bag (Sock Round)

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1. General

1. 1. To enter a premise for the purposes of arrest, see ch. 18.1.

2. Oleoresin Capsicum Spray

2. 1. A member must carry and be willing to use Oleoresin Capsicum spray (OCS) in accordance with the Incident Management Intervention Model, see ch. 17.1.

2. 2. A member may use RCMP-issued OCS only after successfully completing the required training.

2. 3. A member must requalify on the use of OCS once every three years.

2. 4. The OCS will not be carried in the passenger area of an aircraft. On an RCMP aircraft, OCS must be placed in a dedicated container and stored in the baggage compartment.

2. 5. A person who has been sprayed should be encouraged to relax and breathe normally. The affected area should be exposed to fresh air, and if possible flushed with cool water. If

symptoms persist or if it is believed that the person is asthmatic or in distress, medical attention should be sought.

3. Defensive Batons

3. 1. General

3. 1. 1. A member must carry an RCMP-approved baton provided he/she has been trained in its use.

3. 1. 2. Once every three years, a member must requalify on the use of the expandable baton.

3. 2. Baton Retention Caps

3. 2. 1. The Hindi Baton Cap and the ASP Grip Cap are approved for use with the RCMP-approved extendable baton.

3. 2. 2. The caps increase grip retention and makes it easier to landmark a baton on a member's duty belt.

3. 2. 3. No additional training is required to use the retention caps.

3. 2. 4. To install the cap on the baton, unscrew the end of the baton and replace it with the retention cap.

4. Carotid Control Technique

4. 1. This technique will only be applied by a member who has received approved RCMP training in its use and only if a person is threatened with death or grievous bodily harm.

4. 2. A member will monitor the person's recovery and seek medical attention if required.

4. 3. Refresher courses will be given by the division every three years.

5. Drag Stabilized Bean Bag (Sock Round)

5. 1. General

5. 1. 1. The sock round is authorized for RCMP operational use to distract individuals who pose a threat to themselves, police officers or the general public. It is deployed when other less lethal methods of intervention are unsuccessful or inappropriate.

5. 1. 2. The sock round should not be considered as an option when lethal force is required.

5. 1. 3. Only members who have successfully completed the course training standard are permitted to use this ammunition.

5. 1. 4. Members must requalify annually for the use of the sock round.

5. 2. Training

5. 2. 1. Effective 2006-11-21, all training to general-duty members for the drag stabilized bean bag is suspended pending a review of the course training standard. This does not apply to ERT and tactical-troop members.

5. 3. Deployment

5. 3. 1. Before using the sock round, consider other possible intervention options. Make every reasonable effort to identify yourself as a peace officer.

5. 3. 2. For tactical troop operations, only the tactical troop commander/delegate may authorize the use of this ammunition.

5. 3. 3. If the ERT is integrated with the tactical troop, only the tactical troop commander may authorize ERT to use the sock round.

5. 3. 4. If the ERT is separate from the tactical troop, only the ERT team leader/delegate may authorize the use of the sock round.

5. 4. Reporting

5. 4. 1. Each time you use the sock round, record it in your notebook.

References

- Incident Management/Intervention Model Guide
- Course Training Standard - Extended Range Impact Weapon User Course

Date Modified: 2021-04-01

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OM - ch. 17.6. Restraining Devices

Policy Amended: 2019-10-28

For information regarding this policy, contact National Use of Force, Operational Readiness and Response, Contract and Indigenous Policing.

1. General
2. Restraints
3. Prisoner Restraint Chairs

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1. General

1. 1. Under no circumstances must a prisoner be suspended from a wall, cell bars or any object in a fashion that prevents the prisoner from supporting his/her own body weight.

2. Restraints

2. 1. General

2. 1. 1. Keeping in mind the circumstances and person's behaviour, you may restrain a violent person using the following RCMP-approved restraints (available from divisional stores unless noted otherwise):

NOTE: For additional approved restraints, see ch. 19.4., sec. 3.

2. 1. 1. 1. restraining belt, (PD GS1000-48);

2. 1. 1. 2. restraining jacket, (PD GS1045-216);

2. 1. 1. 3. Emergency Restraint Chair (E.R.C. Inc.) or the Prostraint Chair, model RC1300;

NOTE: For restraint chair restrictions and conditions on their use, see sec. 3.

2. 1. 1. 4. handcuffs, Smith and Wesson (PD-PE-08);

2. 1. 1. 5. handcuffs, Peerless (PD-PE-08);

2. 1. 1. 6. leg irons, Peerless (PD-PE-10);

2. 1. 1. 7. tie plastic (Flex-cuff) 22" (PD-PE-04);

2. 1. 1. 8. RIPP hobble (replaces the discontinued hog-tie);

2. 1. 1. 9. Cord Cuff (CC 100); and

2. 1. 1. 10. TranZport Hood (head covering to prevent suspect from spitting, sneezing or coughing at members). For health and safety measures when applying this device, a member must:

2. 1. 1. 10. 1. not apply the TranZport Hood on any person who is unconscious, vomiting, bleeding from the mouth and nose, in respiratory distress, or in obvious need of medical assistance.

NOTE: Constantly monitor any person who is fitted with this device.

2. 1. 1. 10. 2. wear gloves when applying this device. Wash your hands after handling the person. If a hand washing facility is not available, clean your hands with an alcohol-based hand rinse.

2. 1. 1. 10. 3. not reuse a TranZport Hood. To avoid contamination, dispose of the TranZport Hood in an approved biomedical waste disposal container.

2. 1. 1. 10. 4. remove the TranZport Hood when the prisoner is composed or no longer in a position to spit, sneeze, or cough at members.

2. 1. 1. 10. 5. remove the TranZport Hood when a prisoner outfitted with a TranZport Hood is securely in an Emergency Restraint Chair and placed in a cell, in order to constantly monitor the prisoner's level of consciousness and breathing. See ch. 19.2., sec. 2.

3. Prisoner Restraint Chairs

3. 1. General

3. 1. 1. The Emergency Restraint Chair is the only prisoner restraint chair approved for purchase. It is manufactured by E.R.C. Inc., 1415 4th Ave. N., Denison, Iowa, 51442 and distributed by:

SWS Detention Inc.
1174 Sanford Street
Winnipeg, Manitoba
R3E 2Z9
Attention: Paul Smith
Tel: 1-877-797-1999

3. 1. 2. The Prostraint Chair, model RC1300, **may no longer be purchased** but existing stock may continue to be used until it reaches the end of its useful life.

3. 2. Roles and Responsibilities

3. 2. 1. Member

3. 2. 1. 1. Before using a restraint chair, you must view and read its accompanying video and instruction booklet.

3. 2. 1. 2. You may only use a restraint chair to:

3. 2. 1. 2. 1. prevent a prisoner from injuring himself/herself or others, or

3. 2. 1. 2. 2. prevent damage to cell-block property.

3. 2. 1. 3. While in a restraint chair, a prisoner:

3. 2. 1. 3. 1. must be constantly monitored. See ch. 19.3., sec. 4.5.5.,

3. 2. 1. 3. 2. must not be allowed visitors, and

3. 2. 1. 3. 3. must not be interviewed.

3. 2. 1. 4. Only use a restraint chair in the upright position. Leaving the chair on its side or back may cause injury or death to the prisoner.

3. 2. 1. 5. Place the restraint chair in a cell while in use. No other prisoner is to be in the same cell.

3. 2. 1. 6. When the prisoner is composed and responsive, remove the prisoner from the restraint chair.

3. 2. 1. 7. The reason for using this type of restraint must be documented in your notebook and on the file.

3. 2. 1. 8. If a prisoner is restrained for more than two hours, document the reason in your notebook and on the file.

3. 2. 1. 8. 1. When it is necessary to restrain a prisoner in an approved restraint chair longer than two hours, an assessment must be conducted by a medically trained professional if one is available.

3. 2. 1. 8. 2. In areas with limited or no access to a health care provider, the decision will depend on the risk assessment, and will be in consultation with a supervisor.

3. 2. 1. 8. 3. If a medically trained professional determines further medical supervision is required, it must be provided.

3. 2. 1. 8. 4. Document all medical assistance rendered, on the prisoner report Form C-13-1 and on the file.

NOTE: For the purpose of this chapter, a medically trained professional includes: a medical practitioner, nurse, paramedic, and ambulance attendant.

3. 2. 1. 9. As soon as is practicable, advise your supervisor that a prisoner has been restrained in a restraint chair.

3. 3. Supervisor

3. 3. 1. Confirm that the prisoner is only restrained for as long as it is absolutely necessary.

3. 3. 2. Confim that the information supporting the use or continued use of an approved restraint chair is documented on the operational file, including verbal comments being made by the restrained prisoner.

3. 3. 3. Confirm that any prisoner who must be secured in an approved restraint chair longer than two hours is subject to a medical assessment where medical staff is available. See sec. 3.2.1.8.

3. 4. Commander

3. 4. 1. If you have an Emergency Restraint Chair, ensure guards and members under your command have viewed and read the accompanying video and instruction booklet, and this chapter, and fully understand their content and use.

3. 4. 2. Confirm that restraint chairs are stored with other security equipment in an area that is not accessible to prisoners or the public.

3. 4. 3. Maintain an inventory of restraint equipment available for use in the cell block.

3. 4. 4. Retain all recorded media as outlined in ch. 16.4., sec. 7.

References

- *Canadian Human Rights Act*
- *Constitution Act*
- *Identification of Criminals Act*
- *Privacy Act*
- *Youth Criminal Justice Act*
- Administration Manual, ch. II.19.

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 17.6. Restraining Devices

Policy Amended: 2021-02-10

For information regarding this policy, contact National Police Intervention Unit, Operational Readiness and Response, Contract and Indigenous Policing.

1. General
2. Restraints
3. Prisoner Restraint Chairs

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1. General

1. 1. Under no circumstances is a prisoner suspended from a wall, cell bars, or any object in a fashion that prevents the prisoner from supporting their own body weight.

2. Restraints

2. 1. General

2. 1. 1. Keeping in mind the circumstances and the risk assessment, a subject may be restrained using these RCMP-approved restraints (available from divisional stores unless noted otherwise):

NOTE: For additional approved restraints, refer to OM ch. 19.4., Prisoner Escort, sec. 3., Escort by Police Transport.

2. 1. 1. 1. restraining belt, (PD GS1000-48);

2. 1. 1. 2. Emergency Restraint Chair (E.R.C. Inc.) or the Prostraint Chair, model RC1300;

NOTE: For restraint chair restrictions and their conditions of use, refer to sec. 3.

2. 1. 1. 3. handcuffs, Smith and Wesson (PD-PE-08);

2. 1. 1. 4. handcuffs, Peerless (PD-PE-08);

2. 1. 1. 5. leg irons, Peerless (PD-PE-10);

2. 1. 1. 6. tie plastic (Flex-cuff) 22" (PD-PE-04);

2. 1. 1. 7. RIPP hobble (replaces the discontinued hog-tie);

2. 1. 1. 8. Cord Cuff (CC 100); and

2. 1. 1. 9. TranZport Hood (head covering to prevent suspect from spitting, sneezing, or coughing at regular members). For health and safety measures when using the TranZport Hood, regular members:

2. 1. 1. 9. 1. do not apply the TranZport Hood on any person who is unconscious, vomiting, bleeding from the mouth and nose, in respiratory distress, or in obvious need of medical assistance;

NOTE: A person who is fitted with the TranZport Hood is monitored constantly.

2. 1. 1. 9. 2. wear gloves when applying the TranZport Hood. Regular members wash their hands after handling the person. If a hand washing facility is not available, regular members clean their hands with an alcohol-based hand rinse;

2. 1. 1. 9. 3. do not reuse a TranZport Hood. To avoid contamination, regular members dispose of the TranZport Hood in an approved biomedical waste disposal container;

2. 1. 1. 9. 4. remove the TranZport Hood when the prisoner is composed or no longer in a position to spit, sneeze, or cough at regular members; and

2. 1. 1. 9. 5. remove the TranZport Hood when a prisoner outfitted with a TranZport Hood is securely in an Emergency Restraint Chair and placed in a cell, in order to constantly monitor the prisoner's level of consciousness and breathing. Refer to OM ch. 19.2., Assessing Responsiveness and Medical Assistance, sec. 2., Member.

3. Prisoner Restraint Chairs

3. 1. General

3. 1. 1. The Emergency Restraint Chair is the only prisoner restraint chair approved for purchase. It is manufactured by E.R.C. Inc., 1415 4th Avenue North, Denison, Iowa, 51442 and distributed by:

SWS Detention Inc.
1174 Sanford Street
Winnipeg, Manitoba
R3E 2Z9
Attention: Paul Smith
Tel: 1-877-797-1999

3. 1. 2. The Prostraint Chair, model RC1300, may no longer be purchased but existing stock may continue to be used until it is no longer usable.

3. 2. Roles and Responsibilities

3. 2. 1. Regular Member

3. 2. 1. 1. Before using a restraint chair, view and read its accompanying video and instruction booklet.

3. 2. 1. 2. You may only use a restraint chair to:

3. 2. 1. 2. 1. prevent a prisoner from injuring themselves or others, or

3. 2. 1. 2. 2. prevent damage to cell-block property.

3. 2. 1. 3. As soon as is practicable, advise your supervisor that a prisoner has been restrained in a restraint chair.

3. 2. 1. 4. While in a restraint chair, prisoners:

3. 2. 1. 4. 1. are constantly monitored;

3. 2. 1. 4. 2. are not allowed to have visitors; and

3. 2. 1. 4. 3. are not interviewed.

3. 2. 1. 5. Only use a restraint chair in the upright position. Leaving the chair on its side or back may cause injury or death to the prisoner.

3. 2. 1. 6. Place the restraint chair in a cell while in use. No other prisoner is to be in the same cell.

3. 2. 1. 7. Remove the prisoner from the restraint chair when they are composed and responsive.

3. 2. 1. 8. Document the reason for using this type of restraint in your notebook and on the file.

3. 2. 1. 9. If a prisoner is restrained for more than two hours, document the reason in your notebook and on the file.

3. 2. 1. 9. 1. When it is necessary to restrain a prisoner longer than two hours, an assessment is conducted by a medically trained professional if one is available.

3. 2. 1. 9. 2. In areas with limited or no access to a health care provider, the decision to restrain a prisoner for longer than two hours will depend on the risk assessment, and will be in consultation with a supervisor.

3. 2. 1. 9. 3. If a medically trained professional determines further medical supervision is required, it is provided.

3. 2. 1. 9. 4. Document all medical assistance rendered on Form C-13-1, Prisoner Report and on the file.

NOTE: For the purpose of this policy, a medically trained professional includes: a medical practitioner, nurse, paramedic, and ambulance attendant.

3. 2. 2. Supervisor

3. 2. 2. 1. Confirm that the prisoner is only restrained for as long as it is absolutely necessary.

3. 2. 2. 2. Confirm that the information supporting the use or continued use of an approved restraint chair is documented on the operational file, including comments being made by the restrained prisoner.

3. 2. 2. 3. Confirm that any prisoner who is secured in an approved restraint chair for longer than two hours is subject to a medical assessment where medical staff is available. Refer to sec. 3.2.1.9.1.

3. 2. 3. Commander

3. 2. 3. 1. If you have an Emergency Restraint Chair, ensure guards and regular members under your command have viewed and read the accompanying video and instruction booklet, and this policy, and fully understand their content and use.

3. 2. 3. 2. Confirm that restraint chairs are stored with other security equipment in an area that is not accessible to prisoners or the public.

3. 2. 3. 3. Maintain an inventory of restraint equipment available for use in the cell block.

3. 2. 3. 4. Retain all recorded media as outlined in OM ch. 16.4., Closed Circuit Video Equipment, sec. 7., Retention of Recorded Media.

References

- *Canadian Human Rights Act*
- *Constitution Act*
- *Identification of Criminals Act*
- *Privacy Act*
- *Youth Criminal Justice Act*
- AM ch. II.19., Occupational Health Services

Date Modified: 2021-02-10

OM - ch. 17.8. Subject Behaviour/Officer Response Reporting

Directive Amended: 2018-06-08

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing at Irrelevant

- 1. Definitions
- 2. General
- 3. Roles and Responsibilities
- 4. Division
- 5. National Criminal Operations
- App. 17-8-1 SB/OR Completion Process - Member
- App. 17-8-2 SB/OR Review Process - Supervisor
- App. 17-8-3 SB/OR Scenarios Related to Police Dog Services

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1. Definitions

1. 1. **Use** means when an intervention option is applied to a subject or drawn and displayed to a subject.

1. 2. **Injury** means bodily harm that is not merely transient or trifling in nature, and which interferes with a person's health or comfort.

1. 3. **Initialize** means to completely fill the Occurrence Tab (i.e. first page of the SB/OR report) and select the "Initialize Report" button, which will generate an SB/OR report number.

1. 4. **Complete** means that all tabs/pages of the SB/OR report have been completely filled, all elements of the completion checklist have been met and the "Complete SB/OR" button has been selected. The report is then locked, recorded as original and available to the supervisor for review. A subsequent revision number (e.g. Revision 1, Revision 2) is assigned each time the report is locked.

1. 5. **Issue** includes, but is not limited to:

1. 5. 1. non-compliance to policies, procedures, training, complaints, and/or

1. 5. 2. the appropriateness of an intervention that may require further review of the incident by a use of force subject matter expert.

1. 6. **Accidental bite** means a bite from a Police Service Dog (PSD) received by a civilian or member during training exercises or operations, when the person was not the subject of

enforcement action by police. For reporting requirements of an accidental bite, refer to OM ch. 33.1., Police Service Dogs and Specialty Service Dogs, sec. 9.2.1.10.

1. 7. **Criminal Apprehension Profile** means the trained response by a police service dog to bite a subject:

1. 7. 1. on command from the handler, or

1. 7. 2. to protect itself or the handler.

2. General

2. 1. Subject Behaviour/Officer Response (SB/OR) reporting is a standardized method to record and explain the intervention strategies that an officer chose to manage an incident.

2. 1. 1. The explanation must take into account the totality of the situation, including the officer's perceptions, assessment of situational factors present, tactical considerations and subject behaviour, all of which form the risk assessment.

2. 1. 1. 1. This explanation, referred to as legal articulation, is the process by which an officer can explain clearly, concisely, and effectively the events that occurred before, during, and after an intervention.

NOTE: It is important to remember that this explanation is based on each officer's individual perceptions at the time of the event, and what those perceptions meant to the officer. SB/OR reporting enhances police accountability and promotes relevant training.

2. 1. 2. The SB/OR database has a Protected A classification.

2. 2. The principles of the Incident Management Intervention Model (IM/IM) should be applied when assessing the risk and the evolving risk management of an incident. Refer to OM ch. 17.1., Incident Management Intervention Model.

2. 3. An SB/OR report is not considered to be a preliminary or detailed report, as per OM ch. 54.3., Responsibility to Report.

NOTE: Subject to OM ch. 4.8., Reporting Discharge of Firearms, an SB/OR report is required for the discharge of a firearm toward a person, an occupied transport (e.g. boat, plane, snowmobile, and vehicle) or an animal being used as a weapon (e.g. the subject is directed to control the animal and does not comply). Refer to sec. 3.1.1.

2. 4. An SB/OR report is a member's written account of their use of an intervention option, as defined in this chapter, and is a supplement to their notes.

2. 5. All SB/OR reports, and any subsequent revisions, are subject to disclosure and examination by the courts in criminal and civil proceedings. Refer to OM ch. 20.1., Disclosure.

2. 6. All SB/OR reports may be accessible under the *Access to Information Act* and *Privacy Act*. To comply with the provisions of the *Privacy Act*, SB/OR reports will not include any

identifying personal information (e.g. names of the subject and/or other persons involved in the incident) other than date of birth, age, height, weight or gender. A member's identity is exempt from these provisions.

2. 7. These directives apply to RCMP members who have peace officer status including RMs, officers, auxiliaries, reserve constables, supernumerary special constables, aboriginal community constables and community safety officers.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. When involved in a major police incident, consult OM ch. 54.3. The on-scene supervisor will be responsible for initializing and completing the SB/OR report. Refer to sec. 3.2.5.

3. 1. 1. 1. For reporting any other firearm discharges, refer to OM ch. 4.8.

3. 1. 1. 2. Do not report the destruction of animals for humane reasons.

3. 1. 2. An SB/OR report is not required when an intervention option is used toward a crowd unless you are the member applying force and you use an intervention option toward a specific individual from within the crowd. If this is the case, complete an SB/OR report.

3. 1. 3. Complete an SB/OR report when you are involved in an incident where your intervention involved the use of:

3. 1. 3. 1. physical control soft, which resulted in an injury to the subject, yourself, or other person;

3. 1. 3. 2. physical control hard;

3. 1. 3. 3. an intermediate weapon, e.g. Conducted Energy Weapon (CEW), baton, OC Spray, Extended Range Impact Weapon;

3. 1. 3. 4. carotid control technique, also referred to as the vascular neck restraint;

3. 1. 3. 5. specialty munitions;

3. 1. 3. 6. a firearm;

3. 1. 3. 7. other responses, e.g. weapon of opportunity such as a stick, flashlight, rock; or

3. 1. 3. 8. a PSD:

3. 1. 3. 8. 1. in the Criminal Apprehension Profile. Refer to sec. 2.7.;

3. 1. 3. 8. 2. where the PSD was presented with the intent to change a subject's behaviour;

3. 1. 3. 8. 3. where the PSD was present and a challenge was issued to a subject by the handler that non-compliance would result in use of the dog as an intervention option; or

3. 1. 3. 8. 4. where the PSD bit a subject of enforcement action on its own volition. This does not include accidental bites as per sec. 2.6. For scenarios, refer to App. 17-8-3, SB/OR Scenarios Related to Police Dog Services.

3. 1. 4. Subject to sec. 3.1.1. and 3.1.2., initialize an SB/OR report by the end of your shift.

3. 1. 5. Complete and attach the SB/OR report to the Records Management System (RMS) and/or operational file within 48 hours of an incident.

NOTE: The time frames for initializing and completing an SB/OR report can be extended due to exceptional circumstances (e.g. weather, distance from detachment, injury, sickness, operational constraints, covert operations) pending a risk assessment and a supervisor's approval. The extension approval should be documented on the RMS or operational file.

3. 1. 5. 1. Attach all completed SB/OR reports and any subsequent revisions to the RMS or operational file for disclosure reasons as per sec. 1.5. and 1.6.

NOTE: The SB/OR reports are not to be deleted.

3. 1. 6. Record-related PROS files using the SB/OR UCR survey code 8999.3069 (PRIME - Special Study Flag (i.e. SY, SN)).

3. 1. 7. Complete the SB/OR report using the Completion Process as per App. 17-8-1, SB/OR Completion Process - Member.

3. 2. Supervisor

3. 2. 1. Confirm that members have completed an SB/OR report as outlined in this chapter.

3. 2. 2. Review reports for completeness and issues, then confirm your review within the SB/OR database in a timely manner.

3. 2. 3. Follow the supervisor review process for an SB/OR report as per App. 17-8-2, SB/OR Review Process - Supervisor.

3. 2. 4. If an issue, as per sec. 2.5., is identified during the review process, notify the unit commander/designate.

3. 2. 4. 1. If an issue with the appropriateness of an intervention is identified at any point (i.e. during the review process or otherwise), identify this within the SB/OR database by answering the question on the supervisor checklist or check the "Issue Identified" box next to the respective SB/OR report in the My SB/OR list.

3. 2. 5. When a member is involved in a major police incident as per OM ch. 54.3., and an SB/OR report is required, the on-scene supervisor or designate must initialize an SB/OR report, as per sec. 2.3., and identify the report as a "Major Police Incident", by answering the question at the bottom of the occurrence tab.

NOTE: In these cases only, the SB/OR report is considered a documentation of the intervention option used in the incident because the member applying force is not submitting the report.

3. 2. 6. If an SB/OR report indicates there has been an injury to a member, ensure completion of LAB1070, Hazardous Occurrence Report.

3. 3. Unit Commander

3. 3. 1. Ensure members under your command are aware of this directive.

3. 3. 2. In your annual risk assessment process, consider whether an SB/OR Report Unit Level Quality Assurance Guide is necessary.

3. 3. 3. If an issue, as defined in sec. 2.5., is identified by a supervisor, notify your divisional Cr. Ops. officer/delegate.

3. 3. 3. 1. If an issue with the appropriateness of an intervention is identified at any point (i.e. during the review process or otherwise), confirm that the supervisor has identified this within the SB/OR database as per sec. 3.2.4.1.

4. Division

4. 1. The divisional Cr. Ops. officer/delegate will:

4. 1. 1. develop divisional supplements, as required, outlining procedures to review SB/OR reports for adherence to national directives;

4. 1. 2. confirm that any SB/OR reports required for a major police incident, as per sec. 3.2.5., are initialized and, upon completion of the investigation, that the reports are completed in a timely manner;

4. 1. 3. confirm that divisional use of force coordinators/delegates have reviewed all completed SB/OR reports in a timely manner and ensure the "Criminal Operations Review" box is checked off next to the respective SB/OR report within the SB/OR database when:

4. 1. 3. 1. a CEW is applied,

4. 1. 3. 2. a firearm is discharged i.e. applied,

4. 1. 3. 3. it involves a major police incident, and/or

4. 1. 3. 4. an issue is identified by a supervisor or by National Criminal Operations.

4. 1. 4. ensure that the "Issue Identified" box is checked off next to the respective SB/OR report within the SB/OR database, if an issue with the appropriateness of an intervention is identified during the review process;

4. 1. 5. obtain the opinion of an appropriate use of force subject matter expert through the divisional use of force coordinator if further review of an issue, as per sec. 2.5., is required;

4. 1. 6. follow divisional processes and reporting structures, including referral to division professional standards when appropriate, if the intervention is deemed inappropriate by the use of force subject matter expert; and

4. 1. 7. follow divisional processes and reporting structures, when appropriate, if any other issues are noted.

5. National Criminal Operations

5. 1. The National Cr. Ops. officer/delegate will:

5. 1. 1. review the SB/OR database to ensure reports comply with national directives;

5. 1. 2. notify the respective divisional Cr. Ops. officer/designate if an issue, as defined in sec. 2.5., is identified during the review process; and

5. 1. 3. assist divisions or other designates with statistics and quality assurance reports on the SB/OR data, as required.

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 18.3. Warrants of Arrest or Committal

Policy Amended: 2019-09-20

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities

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1. Definitions

1. 1. **Territorial jurisdiction** means the area over which a government or court has authority to enforce laws.

1. 2. **Warrant**, for the purposes of this policy, means a warrant of arrest, a warrant of committal, or a warrant of apprehension pursuant to the *Criminal Code* (CC), other federal statute (e.g. *Youth Criminal Justice Act*, or *Corrections and Conditional Release Act*), or provincial legislation (e.g. Mental Health Act, Public Health Act, or Small Claims Act).

2. General

2. 1. Depending on the type of warrant that has been issued, a peace officer has the authorization from the warrant to either arrest or detain the subject of the warrant, and bring that person to a court in the territorial jurisdiction where the warrant was issued, or to another location, e.g. a correctional institution or psychiatric facility. Refer to *R. v. Charles*, 2012 SKCA 34.

2. 1. 1. For arrest and detention, refer to OM ch. 18.1., Arrest and Detention and OM ch. 18.2., Arrest and Detention of Foreign Nationals/Diplomats/Visiting Military Personnel/Other Specific Persons.

2. 1. 1. 1. Some types of warrants, e.g. warrant of arrest under CC, section 511, Contents of Warrant to Arrest, require that the subject of the warrant be arrested without delay. To ensure compliance with specific requirements, refer to the terms of each warrant.

2. 1. 2. For prisoner escort, refer to OM ch. 19.4., Prisoner Escort.

2. 1. 3. For release of prisoners, refer to OM ch. 19.9., Release of Prisoners.

2. 2. Depending on the type of warrant, a warrant is valid either within a specific territorial jurisdiction (e.g. a province or territory) or anywhere in Canada.

NOTE: In the event of fresh pursuit across jurisdictional lines, CC, paragraph 514(1)(b) allows for the execution of a warrant anywhere in Canada, even if the warrant would normally only be valid in a specific territorial jurisdiction.

2. 3. A peace officer may arrest the subject of a warrant if they:

2. 3. 1. have reasonable grounds to believe that there is an outstanding warrant for that person that is valid in the territorial jurisdiction in which the person is found; or

2. 3. 2. receive notification from a police service, including another RCMP detachment or unit, in another territorial jurisdiction that the police service:

2. 3. 2. 1. is in possession of a valid warrant; and

2. 3. 2. 2. have confirmed they will take the steps to have the subject of the warrant returned to their jurisdiction (including having the warrant endorsed for an extension of the warrant's original jurisdiction, if applicable).

EXCEPTION: The jurisdiction of warrants under provincial legislation cannot be extended.

2. 4. Based on the totality of the circumstances, a peace officer may also arrest the subject of a warrant even if they do not have enough time to confirm:

2. 4. 1. if the warrant is valid within the jurisdiction where the arrest took place; or

NOTE: If an arrest is made before the peace officer can confirm the validity of the warrant, they should seek confirmation about its territorial jurisdiction as soon as possible after the arrest.

2. 4. 2. that a police service in another territorial jurisdiction in possession of a warrant will take the steps to have the subject of the warrant returned to their jurisdiction.

2. 5. The detachment or unit responsible for maintaining an investigative file is also responsible for updating (i.e. adding, modifying, and removing) the status of the warrant on the Canadian Police Information Centre (CPIC), when necessary.

2. 6. Regular members must make reasonable efforts to execute warrants on an ongoing basis. These efforts must be documented.

2. 6. 1. Reasonable efforts may include, but are not limited to:

2. 6. 1. 1. conducting database queries on the various systems, e.g. Police Reporting and Occurrence System (PROS), Police Records Information Management Environment (PRIME), Versadex, Police Information Portal, and Motor Vehicle Branch;

2. 6. 1. 2. contacting subjects by telephone, email, or other means;

2. 6. 1. 3. contacting people who are known to associate with the subject to attempt to determine the subject's whereabouts or assist in contacting the subject;

2. 6. 1. 4. physical checks of locations where the subject is known or believed to be situated;

2. 6. 1. 5. requesting assistance from other detachments, units, divisions, or agencies to follow up on information regarding the subject's whereabouts in another jurisdiction; and

2. 6. 1. 6. gathering intelligence from human sources. Refer to OM Part 31, Human Sources.

2. 6. 2. The detachment or unit responsible for maintaining an investigative file is also responsible for overseeing the efforts to execute any warrant related to the file.

2. 6. 3. Failure to ensure ongoing efforts are made to execute a warrant for an accused person could be considered an unreasonable delay in trying an accused within a reasonable time and a breach of the *Canadian Charter of Rights and Freedoms*, subsection 11(b), Proceedings in Criminal and Penal Matters.

2. 6. 3. 1. This failure could lead to the withdrawal of charges or stays of proceedings. Refer to *R. v. Askov*, [1990] 2 SCR 1199, *R. v. Jordan*, [2016] 1 SCR 631, and *R. v. Cody*, [2017] 1 SCR 659.

2. 7. Factors to be considered when deciding on the timing and degree of police intervention to use in executing a warrant may include, but are not limited to:

2. 7. 1. public safety,

2. 7. 2. police officer safety,

2. 7. 3. public interest,

2. 7. 4. seriousness of the offence,

2. 7. 5. importance of minimizing court delays,

2. 7. 6. availability of guard staff,

2. 7. 7. feasibility of conducting a prisoner escort, and

2. 7. 8. financial costs associated with the arrest or detention of the subject of the warrant.

2. 8. A warrant should be assessed on a regular basis to determine:

2. 8. 1. if there is a need for the warrant to remain active, and

2. 8. 2. whether it would be beneficial to request an extension of the warrant's jurisdiction.

NOTE: The jurisdiction of warrants under provincial legislation cannot be extended.

2. 9. For information on how often warrant assessments should be conducted, refer to divisional policies and procedures.

2. 10. The Crown should be consulted when the RCMP wants to examine the possibility to:

2. 10. 1. cancel the warrant,

2. 10. 2. withdraw charges,

2. 10. 3. stay charges, or

2. 10. 4. request an extension of the warrant's jurisdiction as per CC, section 528, Endorsing Warrant.

2. 11. Factors to be considered when deciding on whether to have a warrant cancelled or to request an extension to a warrant's jurisdiction include, but are not limited to:

2. 11. 1. public interest,

2. 11. 2. seriousness of the offence,

2. 11. 3. the likelihood of prosecution,

2. 11. 4. length of time since the warrant was issued, and

2. 11. 5. intentions and wishes of any of the victims with respect to the file.

2. 12. For the execution of warrants in dwelling houses, refer to:

2. 12. 1. OM ch. 18.1., Arrest and Detention, sec. 4.2.;

2. 12. 2. CC, subsection 529(1), Powers to Enter Dwelling-Houses to Carry Out Arrests including Authorization to Enter in Warrant of Arrest; and

2. 12. 3. *R. v. Feeney*, [1997] 2 SCR 13.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. As early as possible, confirm details of warrants (e.g. the warrant's jurisdiction) with the detachment, unit, or agency that is responsible for maintaining the investigative file.

3. 1. 1. 1. If possible, this should be done before the arrest.

3. 1. 1. 2. In situations when an arrest happens before the confirmation of details, put the accused in custody, then check to see if they have any outstanding warrants for their arrest.

3. 1. 2. Make reasonable efforts to execute warrants on an ongoing basis.

3. 1. 3. Document all efforts made to execute warrants on a records management system, e.g. PROS, PRIME, and Versadex.

3. 1. 4. Where there is reason to believe that the subject of a warrant may be located outside the territorial jurisdiction of the warrant, consider requesting an extension of the warrant's jurisdiction as per CC, section 528.

3. 1. 4. 1. Consult your supervisor and the Crown before making requests to extend a warrant's jurisdiction.

3. 1. 5. When requested, provide assistance to police services in other areas and territorial jurisdictions, including other RCMP detachments or units, if it can be done and if the assistance needed is in compliance with applicable legislation.

NOTE: Assisting police services may include helping locate, arrest, transport, and detain the subjects of warrants.

3. 1. 5. 1. Document all efforts taken to assist police services in other areas and territorial jurisdictions, including other RCMP detachments or units.

3. 1. 6. Ensure warrants are removed from CPIC as soon as possible after executing a warrant.

3. 1. 6. 1. When executing a warrant where the record originates from your own agency, remove the warrant or have it removed from CPIC.

3. 1. 6. 2. When executing a warrant where the record originates from a different agency, send a hit confirmation to the record originator to determine if the subject is still wanted.

3. 1. 6. 2. 1. If the warrant is confirmed to be valid, send a "LOCATED" message to the system to inform the record originator that the subject is in the custody of the locating agency and they should remove the record from CPIC.

3. 1. 6. 2. 2. When an employee from the agency where the record originates is not available to remove the warrant from CPIC, you may request that the Operational Communication Centre place a "LOCATE" transaction on CPIC to inform the agency that the warrant has been executed and should be removed from CPIC as soon as possible.

3. 2. Supervisor

3. 2. 1. Provide guidance to members on the effective management and execution of warrants.

3. 2. 2. Ensure members make reasonable efforts to execute warrants on an ongoing basis.

3. 2. 3. Ensure members document efforts to execute warrants.

3. 2. 4. In consultation with the Commander/delegate and the Crown, assist members in deciding whether or not to request an extension of a warrant's jurisdiction.

3. 3. Commander/Delegate

3. 3. 1. As soon as practicable, ensure that unexecuted warrants are entered on CPIC and modified, when necessary.

3. 3. 2. As soon as practicable, ensure that executed warrants are removed from CPIC.

3. 3. 3. Monitor warrants to ensure reasonable efforts are being made to execute them on an ongoing basis.

3. 3. 3. 1. Ensure these efforts are being documented.

3. 3. 4. Ensure every warrant is assigned to a member tasked with making reasonable efforts to execute it on an ongoing basis.

3. 3. 4. 1. Tasks for unexecuted warrants should remain open and should never be simply concluded to CPIC.

3. 3. 5. Ensure a process is in place to reassign warrant tasks promptly when members are transferred or are away for an extended period of time, e.g. maternity or paternity leave, leave without pay, or long-term sickness.

3. 3. 6. Consider establishing a detachment, unit, or district-wide system to track the status of warrants and the efforts made to execute them.

3. 3. 7. Regularly assess the need to maintain warrants.

3. 3. 7. 1. Consult the Crown regarding the need to retain specific warrants or to have associated charges withdrawn or stayed.

3. 3. 8. In consultation with the Crown, assist members and their supervisors in deciding whether or not to request an extension of a warrant's jurisdiction.

References

Date Modified: 2019-09-20

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 2.1. Sexual Offences

Policy Amended: 2019-07-09

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities
App. 2-1-1 Behaviour Oriented Interview (BOI) - Questioning the Victim about the Offender
App. 2-1-2 Script for Investigators – Assessing the Subject

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1. Definitions

1. 1. An incident is **founded** if, after a police investigation, it has been determined that the reported offence did occur or was attempted (even if the charged or suspect chargeable is unknown), or there is no credible evidence to confirm that the reported offence did not take place. This includes third-party reports that fit these criteria.

1. 2. An incident is **unfounded** if, after a police investigation, it has been determined that the reported offence did not occur or was not attempted.

2. General

2. 1. When possible, only members with appropriate training, demonstrated skills, and/or the proper interviewing techniques should investigate sexual offence complaints.

NOTE: When applicable, members should consider contacting the divisional interview team for assistance, as needed, for guidance, materials on best practices, and/or interview planning. Where available, consider consulting with specialized sections, such as the General Investigation Section and polygraph.

2. 2. If the sexual assault has occurred in the context of a domestic relationship, all complaints must be investigated as outlined in OM ch. 2.4., Violence/Abuse in Relationships.

2. 3. For sexual offence investigations involving children and/or young persons, refer to OM ch. 2.6., Child Abuse/Crimes Against Young Persons.

2. 4. All sexual offence files will be identified as high priority/high risk, and will require a supervisor's review and report.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. Investigate complaints promptly, thoroughly, with sensitivity, and without bias.

3. 1. 2. Give priority to the needs of the victim.

3. 1. 2. 1. Submit a referral to victim services for all cases. Refer to OM ch. 37.6., Victim Assistance.

NOTE: If victim services does not exist in your jurisidiction, refer to OM ch. 37.6., sec. 4.1.7.

3. 1. 2. 2. In all cases, discuss the need for medical and psychological support, including trauma and sexually transmitted infections. When available, consult with a sexual assault nurse examiner.

3. 1. 3. When biological and toxicological evidence may be available, use the RCMP-approved sexual assault examination kit (SAEK) to gather forensic evidence.

NOTE: RCMP-approved SAEKs are available from divisional stores.

3. 1. 4. When considering DNA evidence, refer to OM ch. 35.1., DNA Collection and Data Bank, and LSM ch. 1., Laboratory Services.

3. 1. 5. Ensure safety precautions are taken when handling exhibits (e.g. bodily fluids), especially when handling potentially contaminated blood or other internal bodily secretions. Refer to LSM ch. 1.

3. 1. 5. 1. In the event of biological exposure from a person, consult a medical practitioner immediately. Refer to OSM ch. 6., Biological Occupational Exposures.

3. 1. 6. Use interviewing techniques, and follow established video- and or audio-recording procedures.

3. 1. 6. 1. When investigating alleged incidences of sexual offences against children or child pornography offences, take the following steps to mitigate the risk of subject suicide following police interviews or interactions:

3. 1. 6. 1. 1. Directly address any concerns surrounding the subject's frame of mind before the conclusion of any custodial or non-custodial interviews with the subject, and when notifying a subject of a pending investigation before an interview.

3. 1. 6. 1. 1. 1. In the event of a custodial interview, if the subject's responses indicate that they may be suicidal, consider taking the subject to a health facility to be examined by a doctor before releasing the subject from your custody.

3. 1. 6. 1. 1. 2. In the event of a non-custodial interview, if the subject's responses indicate that they may be suicidal, consider using provincial or territorial legislation (mental health act) to apprehend and bring the subject to a health facility to be examined by a doctor.

3. 1. 6. 1. 2. Seek the subject's consent to release them to a family member, close friend, or other support person, and to disclose to that person your concern for the subject's safety.

3. 1. 6. 1. 2. 1. If the subject provides consent, ensure that they are in fact released to that support person, and that the support person is informed of the police's concern for the subject's safety.

3. 1. 6. 1. 3. Consider consulting with detachment personnel who have taken the Agora Suicide Awareness & Prevention for Supervisors (SAPS) course (001105) and/or the Applied Suicide Intervention Skills Training (ASIST).

3. 1. 6. 1. 4. Consider seizing any firearms or weapons in the subject's possession, as per OM ch. 22.4., Firearms, Prohibited Weapons, Munitions, and Explosives, sec. 2.1.4., Public Safety - No Offence Committed.

3. 1. 6. 1. 5. If you have access to bail supervisors, consider informing them when accused subjects are released following a bail hearing, that individuals charged with these types of offences have been shown to be at a greater risk of dying by suicide following justice system involvement.

NOTE: Consider asking the justice, as a release condition, to have the subject report to a mental health worker within 24 hours for assessment or counselling.

3. 1. 6. 1. 6. For a script on how to guide investigators in conducting an interview, refer to App. 2-1-2, Script for Investigators – Assessing the Subject.

NOTE: Video recording is required to allow statements to be admitted under *Criminal Code* (CC), sections 715.1 and 715.2.

3. 1. 7. When investigating a crime of a sexual nature involving an unknown offender, contact your provincial or territorial registry centre to request a query of the National Sex Offender Registry (NSOR) database for a list of known sex offenders in the region. Refer to the NSOR contact list and OM ch. 2.11., National Sex Offender Registry.

NOTE: When applicable, consider contacting a Violent Crime Linkage Analysis System (ViCLAS) unit, forensic artist, and/or criminal behaviour analyst.

3. 1. 8. Complete Form 3364, ViCLAS – Violent Crime Linkage Analysis System for all solved and unsolved sexual assaults, attempted sexual assaults, or false allegations. For information on the ViCLAS submission criteria, refer to OM ch. 36.1., Violent Crime Linkage Analysis System (ViCLAS).

3. 1. 8. 1. When charges are laid under a designated offence in CC, paragraph 490.011(1)(b) or 490.011(1)(f), the offence qualifies for a court order (Form 52) to comply with the *Sex Offender Information Registration Act* (SOIRA). Refer to OM ch. 2.11., sec. 2.3.

NOTE: As required, check off the SOIRA Order box in Form 0819A, Prosecutor's Information Sheet.

3. 1. 9. Ensure the correct clearance is indicated on the Uniform Crime Reporting (UCR) in the records management system (RMS), and the clearance is updated as the status of the investigation changes.

3. 2. Supervisor

3. 2. 1. Review and monitor all sexual offence complaints, and ensure direction and comments are well documented in the investigation file.

3. 2. 1. 1. Ensure all sexual offence complaints are reviewed within the first 24 hours, or as soon as reasonably practicable, and add a report to the RMS.

3. 2. 1. 2. Ensure all sexual offence complaints are reviewed every two weeks after the initial report, and add a report to the RMS.

3. 2. 2. Ensure victim services are engaged in the investigation.

3. 2. 3. Ensure the member has indicated the correct clearance on the UCR in the RMS, and the clearance is updated as the status of the investigation changes.

3. 2. 4. Advise the unit commander/delegate of any:

3. 2. 4. 1. sexual assaults involving weapons;

3. 2. 4. 2. sexual assaults involving serious injuries to the victim;

3. 2. 4. 3. sexual assaults involving threats of bodily harm; or

3. 2. 4. 4. sexual offence investigations involving multiple victims, unknown offenders, or offences by a person of authority.

3. 3. Unit Commander/Delegate

3. 3. 1. Assist in the development of interagency and community protocols to identify responsibilities, and ensure cooperation among participants.

3. 3. 1. 1. Ensure these protocols remain current and are followed during investigations.

3. 3. 2. Ensure members receive adequate training in sexual assault investigations, and have continual access to resources and training material.

3. 3. 3. Ensure members are aware of the NSOR and how it can be used to help prevent and/or investigate sexual offences. Refer to OM ch. 2.11.

3. 3. 4. Ensure the detachment has an appropriate supply of RCMP-approved SAEKs, which are available from divisional stores.

3. 3. 5. Ensure that the supervisor has reviewed and documented all sexual offence complaints, refer to sec. 3.2.

3. 4. Commanding Officer/Delegate

3. 4. 1. To ensure that provincial or territorial requirements are fully and accurately reflected, develop directives in consultation and cooperation with their attorney general, health and social service agencies, and child protection workers.

3. 4. 2. Develop case management strategies to deal with more complex investigations or offences involving multiple victims.

3. 4. 3. Ensure that divisional stores have an adequate supply of RCMP-approved SAEKs for detachment use.

References

Date Modified: 2019-07-09

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 2.1. Sexual Offences

Contact Information Amended: 2020-12-03

For information regarding this policy, contact Sexual Assault Review Team, National Criminal Operations, Contract and Indigenous Policing.

Policy Amended: 2020-05-22

1. Definitions

2. General

3. Roles and Responsibilities

App. 2-1-1 Behaviour-Oriented Interview – Questioning the Victim About the Offender

App. 2-1-2 Script for Investigators – Assessing the Subject

1. Definitions

1. 1. An incident is **founded** if, after a police investigation, it has been determined that the reported offence did occur or was attempted (even if the charged or suspect chargeable is unknown), or there is no credible evidence to confirm that the reported offence did not take place. This includes third-party reports that fit these criteria.

1. 2. An incident is **unfounded** if, after a police investigation, it has been determined that the reported offence did not occur or was not attempted.

2. General

2. 1. When possible, only regular members with appropriate training, demonstrated skills, or the proper interviewing techniques investigate sexual offence complaints.

NOTE: When applicable, regular members contact the divisional interview team for assistance, as needed, for guidance, materials on best practices, or interview planning. Where available, regular members consult with specialized sections, such as the General Investigation Section and polygraph.

2. 2. If the sexual assault has occurred in the context of a domestic relationship, complaints are investigated as outlined in OM ch. 2.4., Violence/Abuse in Relationships.

2. 3. For sexual offence investigations involving children and/or young persons, refer to OM ch. 2.6., Child Abuse and Crimes Against Young Persons.

2. 4. Sexual offence files are identified as high priority or high risk, and require a supervisor's review and report.

2. 5. For information on investigations, refer to Sexual Assault Investigations – Best Practice Guide.

3. Roles and Responsibilities

3. 1. Regular Member

3. 1. 1. Investigate complaints promptly, thoroughly, with sensitivity, and without bias.

3. 1. 2. Give priority to the needs of the victim.

3. 1. 2. 1. Submit a referral to victim services for all cases. Refer to OM ch. 37.6., Victim Assistance.

NOTE: If victim services does not exist in your jurisidiction, refer to OM ch. 37.6., sec. 4.1.7.

3. 1. 2. 2. In all cases, discuss the need for medical and psychological support, including trauma and sexually transmitted infections. When available, consult with a sexual assault nurse examiner.

3. 1. 3. When biological and toxicological evidence may be available, use the RCMP-approved sexual assault examination kit (SAEK) to gather forensic evidence.

NOTE: RCMP-approved SAEKs are available from divisional stores.

3. 1. 4. When considering DNA evidence, refer to OM ch. 35.1., DNA Collection and Data Bank, and LSM ch. 1., Laboratory Services.

3. 1. 5. Take safety precautions when handling exhibits (for example, bodily fluids), especially when handling potentially contaminated blood or other internal bodily secretions. Refer to LSM ch. 1.

3. 1. 5. 1. In the event of biological exposure from a person, consult a medical practitioner immediately. Refer to OSM ch. 6., Biological Occupational Exposures.

3. 1. 6. Use interviewing techniques, and follow established video- and audio-recording procedures.

3. 1. 7. When investigating alleged incidences of sexual offences against children or child pornography offences, follow the steps listed in OM ch. 24.1., Interviews or Statements of Suspects, Accused Persons, and Witnesses, sections 11.7. to 11.7.6., to mitigate the risk of subject suicide following police interviews or interactions.

3. 1. 8. When investigating a crime of a sexual nature involving an unknown offender, contact your provincial or territorial registry centre to request a query of the National Sex Offender Registry (NSOR) database for a list of known sex offenders in the region. Refer to the NSOR contact list and OM ch. 2.11., National Sex Offender Registry.

NOTE: When applicable, consider contacting a Violent Crime Linkage Analysis System (ViCLAS) unit, forensic artist, and/or criminal behaviour analyst.

3. 1. 9. Complete Form 3364, ViCLAS – Violent Crime Linkage Analysis System (ViCLAS) for all solved and unsolved sexual assaults, attempted sexual assaults, or false allegations. For information on the ViCLAS submission criteria, refer to OM ch. 36.1., Violent Crime Linkage Analysis System (ViCLAS).

3. 1. 9. 1. When charges are laid under a designated offence in *Criminal Code*, paragraphs 490.011(1)(b) or (f), the offence qualifies for a court order to comply with the *Sex Offender Information Registration Act* (SOIRA). Refer to OM ch. 2.11., sec. 2.3.

NOTE: As required, check off the SOIRA Order box in Form 0819A, Prosecutor's Information Sheet.

3. 1. 10. Ensure the Records Management System (RMS) correctly indicates whether the occurrence was founded, unfounded, or unsubstantiated and was properly scored.

3. 2. Supervisor

3. 2. 1. Review and monitor sexual offence complaints, and ensure direction and comments are well documented in the investigation file.

3. 2. 1. 1. Ensure sexual offence complaints are reviewed:

3. 2. 1. 1. 1. within the first 24 hours, or as soon as reasonably practicable, and add a report to the Records Management System (RMS); and

3. 2. 1. 1. 2. every two weeks after the initial report, and add a report to the RMS.

3. 2. 2. Ensure victim services are engaged in the investigation.

3. 2. 3. Ensure the regular member has indicated the correct clearance on the Uniform Crime Reporting in the RMS, and the clearance is updated as the status of the investigation changes.

3. 2. 4. Advise the unit commander/delegate of any:

3. 2. 4. 1. sexual assaults involving weapons;

3. 2. 4. 2. sexual assaults involving serious injuries to the victim;

3. 2. 4. 3. sexual assaults involving threats of bodily harm; or

3. 2. 4. 4. sexual offence investigations involving multiple victims, unknown offenders, or offences by a person of authority.

3. 3. Unit Commander/Delegate

3. 3. 1. Assist in the development of interagency and community protocols to identify responsibilities, and ensure cooperation among participants.

3. 3. 1. 1. Ensure these protocols remain current and are followed during investigations.

3. 3. 2. Ensure regular members receive adequate training in sexual assault investigations, and have continual access to resources and training material.

3. 3. 3. Ensure regular members are aware of the National Sex Offender Registry and how it can be used to help prevent and/or investigate sexual offences. Refer to OM ch. 2.11.

3. 3. 4. Ensure the detachment has an appropriate supply of RCMP-approved sexual assault examination kit, which are available from divisional stores.

3. 3. 5. Ensure that the supervisor has reviewed and documented all sexual offence complaints. Refer to sec. 3.2.

3. 4. Commanding Officer/Delegate

3. 4. 1. To ensure that provincial or territorial requirements are fully and accurately reflected, develop directives in consultation and cooperation with your attorney general, health and social service agencies, and child protection workers.

3. 4. 2. Develop case management strategies to deal with more complex investigations or offences involving multiple victims.

3. 4. 3. Ensure that divisional stores have an adequate supply of RCMP-approved sexual assault examination kit for detachment use.

References

Date Modified: 2020-12-03

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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OM - App. 2-1-1 Behaviour Oriented Interview (BOI) - Questioning the Victim about the Offender

Back to chapter

Appendix Amended: 2019-07-09

1. General

1. 1. This document provides information about the specific areas of offender behaviour that Violent Crime Linkage Analysis System (ViCLAS) specialists and violent crime analysts use in their analysis.

1. 1. 1. This analysis closely examines the verbal, physical, and sexual behaviour of the offender within the offender–victim dynamic, from an action–reaction perspective. Often, these areas are not fully explored during the victim interview.

1. 2. During a sexual assault, an offender will behave in a way that supports their objective.

1. 2. 1. For each offence, that objective remains constant.

1. 2. 2. To initially attempt to achieve that objective, the offender is driven by both fantasy and learned behaviour.

1. 2. 3. The sexual assault objective varies between offenders.

1. 3. Recognizing the offender's behaviour can significantly assist in linking previous or future cases to that offender. It is also extremely relevant to violent crime analysis (also known as psychological profiling).

1. 4. Offences are influenced by the victim's personality and the means available to them, as well as the environment in which the offence is committed.

2. Interviewer

2. 1. It is strongly recommended that you incorporate the following points into your standard sexual assault victim interview, as appropriate based on the victim's age and maturity level. If appropriate, ask the victim to:

2. 1. 1. describe how the offender initially approached and gained control over them;

2. 1. 2. describe how the offender maintained control over them and the situation during the assault (e.g. verbal threats, threatening gestures, threatening third party, and/or escape prevention);

2. 1. 3. specifically describe the physical force that was used, and when it was used during the attack. Be alert to both subtle forms of force and the threat of physical force;

2. 1. 4. describe each episode of resistance, whether passive, verbal, or physical. Passive resistance is described as non-compliance, e.g. not doing what the offender demands, not speaking, and not fighting;

2. 1. 5. describe the offender's reaction immediately following each time they resisted;

2. 1. 6. describe any sexual dysfunctions the offender experienced (e.g. inability to achieve or maintain an erection, and/or premature or retarded ejaculation). If the offender experienced dysfunction, try to determine if the offender was able to overcome the dysfunction, and to determine any behaviour or act that the offender performed or demanded that the victim perform to overcome the dysfunction;

2. 1. 7. describe each sexual act the offender forced upon them, as well as each act the offender performed on themself, in the sequence in which it occurred, including repetitions;

2. 1. 8. repeat everything that the offender said to them, using the offender's words rather than the victim's paraphrasing of what was said. Ask them to describe the offender's tone of voice and apparent attitude at the time they made each statement;

2. 1. 9. describe any questions they were asked by the offender, and any phrases or verbal statements the offender demanded they repeat, using the offender's words rather than the victim's paraphrasing of what was said;

2. 1. 10. describe any change in the offender's attitude. If there was a change, try to determine what their attitude changed to, and what happened or stopped happening immediately before each change in the offender's attitude;

2. 1. 11. describe any actions the offender took to ensure that the victim would not be able to identify them, or any precautions the offender took to ensure police would not be able to associate them to the crime;

2. 1. 12. carefully take inventory of their personal belongings to ensure that nothing is missing, specifically photographs, identification, jewellery, and underwear, as these are typical souvenirs or trophies collected by some offenders;

2. 1. 13. try to recall if they have had any experiences that might indicate that the offender specifically targeted them (e.g. they may have received calls, notes, or other forms of contact from a stranger before or after the offence); and

2. 1. 14. describe the offender in terms of how they think the offender would be viewed by other people.

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Date Modified: 2019-07-09

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OM - App. 2-1-1 Behaviour-Oriented Interview – Questioning the Victim About the Offender

Back to chapter

Appendix Amended: 2020-05-22

1. General

1. 1. This document provides information about the specific areas of offender behaviour that Violent Crime Linkage Analysis System (ViCLAS) specialists and violent crime analysts use in their analysis.

1. 1. 1. This analysis closely examines the verbal, physical, and sexual behaviour of the offender within the offender–victim dynamic, from an action–reaction perspective. Often, these areas are not fully explored during the victim interview.

1. 2. During a sexual assault, an offender will behave in a way that supports their objective.

1. 2. 1. For each offence, that objective remains constant.

1. 2. 2. To initially attempt to achieve that objective, the offender is driven by both fantasy and learned behaviour.

1. 2. 3. The sexual assault objective varies between offenders.

1. 3. Recognizing the offender's behaviour can significantly assist in linking previous or future cases to that offender. It is also extremely relevant to violent crime analysis (also known as psychological profiling).

1. 4. Offences are influenced by the victim's personality and the means available to them, as well as the environment in which the offence is committed.

2. Interviewer

2. 1. It is strongly recommended that you incorporate the following points into your standard sexual assault victim interview, as appropriate based on the victim's age and maturity level. If appropriate, ask the victim to:

2. 1. 1. describe how the offender initially approached and gained control over them;

2. 1. 2. describe how the offender maintained control over them and the situation during the assault (for example, verbal threats, threatening gestures, threatening third party, and escape prevention);

2. 1. 3. specifically describe the physical force that was used, and when it was used during the attack. Be alert to both subtle forms of force and the threat of physical force;

2. 1. 4. describe each episode of resistance, whether passive, verbal, or physical. Passive resistance is described as non-compliance, for example, not doing what the offender demands, not speaking, and not fighting;

2. 1. 5. describe the offender's reaction immediately following each time they resisted;

2. 1. 6. describe any sexual dysfunctions the offender experienced (for example, inability to achieve or maintain an erection, and premature or retarded ejaculation). If the offender experienced dysfunction, try to determine if the offender was able to overcome the dysfunction, and to determine any behaviour or act that the offender performed or demanded that the victim perform to overcome the dysfunction;

2. 1. 7. describe each sexual act the offender forced upon them, as well as each act the offender performed on themself, in the sequence in which it occurred, including repetitions;

2. 1. 8. repeat everything that the offender said to them, using the offender's words rather than the victim's paraphrasing of what was said. Ask them to describe the offender's tone of voice and apparent attitude at the time they made each statement;

2. 1. 9. describe any questions they were asked by the offender, and any phrases or verbal statements the offender demanded they repeat, using the offender's words rather than the victim's paraphrasing of what was said;

2. 1. 10. describe any change in the offender's attitude. If there was a change, try to determine what their attitude changed to, and what happened or stopped happening immediately before each change in the offender's attitude;

2. 1. 11. describe any actions the offender took to ensure that the victim would not be able to identify them, or any precautions the offender took to ensure police would not be able to associate them to the crime;

2. 1. 12. carefully take inventory of their personal belongings to ensure that nothing is missing, specifically photographs, identification, jewellery, and underwear, as these are typical souvenirs or trophies collected by some offenders;

2. 1. 13. try to recall if they have had any experiences that might indicate that the offender specifically targeted them (for example, they may have received calls, notes, or other forms of contact from a stranger before or after the offence); and

2. 1. 14. describe the offender in terms of how they think the offender would be viewed by other people.

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Date Modified: 2020-05-22

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OM - App. 2-1-2 Script for Investigators – Assessing the Subject

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New Appendix: 2019-07-09

1. General

1. 1. Script

1. 1. 1. As you know, individuals can respond quite differently to stressful life events. We've just had a discussion that some individuals may consider stressful. So, I'd like to ask you a few questions that are designed to give us both an idea of how you're coping with all of this and whether there are any additional steps you may want to take after you leave here. My intent is to get a sense of your well-being at this moment.

1. 2. Questions

1. 2. 1. Q1: Can you tell me what kind of thoughts are running through your mind right now?

1. 2. 2. Q2: Are you currently having any thoughts about harming yourself or ending your life, or have you had any such thoughts at any time during the last week?

1. 2. 3. Q3: Do you currently have the desire to die, or have you had such a desire at any time during the last week?

1. 2. 4. Q4: What would you say is the probability that you will take action to kill yourself within the next 48 hours, on a scale of "not likely" to "very likely"?

NOTES:

1. If the answer to Q2 is "yes," but the answers to Q3 and Q4 are "no" and "not likely," consider encouraging the subject to engage in counselling in order to process thoughts and feelings and to further develop their skills for coping with stressors.

2. If the answers to Q3 and Q4 are "yes" and "very likely," use your crisis intervention de escalation skills to further assess the risk. If the subject does not meet the apprehension criteria under the provincial or territorial mental health act, refer to sec. 1.3., Well-being, if applicable.

1. 3. Well-being

1. 3. 1. This process that we have been engaged in may have seemed adversarial to you at times.

1. 3. 2. I want you to know that your safety and well-being are important to us/me.

1. 3. 3. It would likely be beneficial for you to engage in counselling in order to further develop your coping skills and resources.

1. 3. 4. I would like to give you the phone number for the Crisis Line. If you find yourself having thoughts of harming yourself or have trouble coping with thoughts or emotions, please give them a call. They can help you cope better when you feel overwhelmed.

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Date Modified: 2019-07-09

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - App. 2-1-2 Script for Investigators – Assessing the Subject

Back to chapter

Appendix Amended: 2020-05-22

1. General

1. 1. Script

1. 1. 1. As you know, individuals can respond quite differently to stressful life events. We've just had a discussion that some individuals may consider stressful. So, I'd like to ask you a few questions that are designed to give us both an idea of how you're coping with all of this and whether there are any additional steps you may want to take after you leave here. My intent is to get a sense of your well-being at this moment.

1. 2. Questions

1. 2. 1. Q1: Can you tell me what kind of thoughts are running through your mind right now?

1. 2. 2. Q2: Are you currently having any thoughts about harming yourself or ending your life, or have you had any such thoughts at any time during the last week?

1. 2. 3. Q3: Do you currently have the desire to die, or have you had such a desire at any time during the last week?

1. 2. 4. Q4: What would you say is the probability that you will take action to kill yourself within the next 48 hours, on a scale of "not likely" to "very likely"?

NOTES:

1. If the answer to Q2 is "yes," but the answers to Q3 and Q4 are "no" and "not likely," consider encouraging the subject to engage in counselling in order to process thoughts and feelings and to further develop their skills for coping with stressors.

2. If the answers to Q3 and Q4 are "yes" and "very likely," use your crisis intervention de escalation skills to further assess the risk. If the subject does not meet the apprehension criteria under the provincial or territorial mental health act, refer to sec. 1.3., if applicable.

1. 3. Well-being

1. 3. 1. This process that we have been engaged in may have seemed adversarial to you at times.

1. 3. 2. I want you to know that your safety and well-being are important to us/me.

1. 3. 3. It would likely be beneficial for you to engage in counselling in order to further develop your coping skills and resources.

1. 3. 4. I would like to give you the phone number for the crisis line. If you find yourself having thoughts of harming yourself or have trouble coping with thoughts or emotions, please give them a call. They can help you cope better when you feel overwhelmed.

Back to chapter

Date Modified: 2020-05-22

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 2.10. Obscene Material

Directive Amended: 2016-01-19

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Customs Seizure
2. Mail
3. Criminal Code Offences

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1. Customs Seizure

1. 1. Member

1. 1. 1. If obscene material was smuggled into Canada, and a *Criminal Code* (*CC*) investigation is not justifiable, process it as a customs seizure. See App. 8-General-6.

1. 1. 1. 1. If the offence is a customs violation other than smuggling, e.g. misdescription, and a *CC* investigation is not justifiable, refer it to Canada Border Services Agency.

2. Mail

2. 1. If material was mailed and action under the *CC* or the *Customs Act* is not warranted, the member will inform the complainant to contact Canada Post Security and Investigation Services, by calling 1-855-229-6025.

2. 1. 1. The Chief Postal Inspector may apply for a prohibition order under Sec. 43(1), *Canada Post Corporation Act*.

3. Criminal Code Offences

3. 1. If there is no international involvement and the offence is within RCMP jurisdiction, the member will investigate it as a *CC* offence. See Sec. 163(1), *CC*.

References

Date Modified: 2016-01-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 2.11. National Sex Offender Registry

Directive Amended: 2013-05-08

For information regarding this policy, contact the National Sex Offender Registry Policy Centre, Behavioural Sciences Br. at [redacted]

1. General
2. Definitions
3. NSOR Database Restrictions
4. Reporting NSOR Database Security Violations
5. Roles and Responsibilities
6. Collection of Information
7. Investigations
8. Media Releases
9. Access to Information
10. DNA Collection

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1. General

1. 1. The revised *Sex Offender Information Registration Act* came into force on 2011-04-15. The Act requires that certain information relating to sex offenders be registered nationally in a repository called the National Sex Offender Registry (NSOR) database.

1. 1. 1. The RCMP Policy Centre is responsible for the administration of the NSOR database.

1. 2. The purpose of the Act is to help police prevent and investigate sexual crimes by providing up-to-date information about sex offenders.

1. 3. Under the Act, only those offenders who have been convicted of a designated offence or found not criminally responsible due to a mental disorder and who have received an order (form 52), notice (form 53), obligation to comply (form 54), or notice of obligation to report (form 1) must report to a registration centre in the province/territory of their main residence to have their information collected, verified and entered on the NSOR database. See sec. 2.3. and 2.4.

2. Definitions

2. 1. **Collector** means a trained person designated by a province/territory to collect information from a sex offender.

2. 2. **Detachment/District Coordinator** means a designated person at a registration centre, e.g. detachment office, where a sex offender must report to be registered on the NSOR database. The detachment/district coordinator is responsible for coordinating activities with the National Sex Offender Registry Centre in his/her province/territory.

2. 3. **Form 52** means a court order under the Act ordering a sex offender to report to a registration centre to be registered on the NSOR database.

2. 4. **Form 53** means a notice of obligation to comply that may be served on a sex offender who was under sentence, or obligated by *Christopher's Law*. The provincial/territorial Attorney General or Minister of Justice will decide which sex offenders are served notice. After 2005-12-15, no form 53 could be served.

2. 5. **Form 54** means a notice of obligation to comply to report to a registration centre because the sex offender was convicted outside of Canada of an offence the provincial/territorial Attorney General or Minister of Justice has identified as being equivalent to an offence outlined in sec. 490.011(1), CC.

2. 6. **Form 1** means a notice of obligation to report to a registration centre because the sex offender is presently serving a period of incarceration outside of Canada for an offence equivalent to an offence in sec. 490.011(1), CC and has been transferred to Canada under the *International Transfer of Offenders Act* (ITOA).

2. 7. **Provincial/Territorial National Sex Offender Registry Centre** (Registry Centre) means the body in each province/territory responsible for the administration and coordination of all activities pertaining to the collection, registration and verification of sex offender information and ensuring offenders comply with an order or notice under the Act.

2. 8. **Registered sex offender** means a sex offender who is subject to:

2. 8. 1. one or more court orders under sec. 490.012, CC;

2. 8. 2. an obligation under sec. 490.019, CC for convictions before 2004-12-15;

2. 8. 3. a notice under sec. 490.02901, CC; or

2. 8. 4. an obligation under sec. 36.1, ITOA.

2. 9. **Registrar** means a person designated by a province/territory to register or amend database information collected from a sex offender.

2. 10. **Registration centre** means any place established by a province/territory, e.g. a detachment office, where a sex offender registers, as required under the Act.

2. 11. **Tactical query** means a detailed query of the NSOR database. By inputting parameters of the suspect, the Registry Centre may be able to provide a list of possible matches to registered sex offenders for the prevention or investigation of a sexual crime.

3. NSOR Database Restrictions

3. 1. Only the following persons are permitted to access, compare or match information collected under the Act or held in the NSOR database:

3. 1. 1. a member, employee or other person retained by a police service who consults the information to prevent or investigate a sexual crime;

3. 1. 2. a person who collects, registers and consults the information as part of his/her assigned duties under the Act and to ensure sex offenders comply with the Act;

3. 1. 3. a person who is authorized to consult the information to conduct research and statistical studies;

3. 1. 4. the Commissioner of the RCMP/delegate who must consult the information to perform duties assigned under the Act;

3. 1. 5. a member, employee or person retained by the RCMP to administer the NSOR database; and

3. 1. 6. a collector at a registration centre, who must consult the information to determine whether a released sex offender under an order or notice has reported in accordance with the Act.

4. Reporting NSOR Database Security Violations

4. 1. All NSOR database security violations are to be reported to the OIC, National Sex Offender Registry Police Centre, including:

4. 1. 1. the nature of the information that was breached, i.e. type and date of the information, name of the person whose information is affected;

4. 1. 2. when the breach occurred, if known;

4. 1. 3. how the breach occurred, if known;

4. 1. 4. what steps were taken to mitigate the matter;

4. 1. 5. what steps were taken to prevent a recurrence; and

4. 1. 6. assessment of the risk to the individual affected.

5. Roles and Responsibilities

5. 1. Cr. Ops. Officer

5. 1. 1. Within your jurisdiction, ensure that each Registry Centre is appropriately staffed and employees trained in accordance with the requirements of the National Sex Offender Registry Policy Centre.

EXCEPTION: "A", "C" and "O" Divisions.

5. 1. 2. Establish division supplements for the administration and management of each Registry Centre.

5. 2. IC National Sex Offender Registry Centre

5. 2. 1. In accordance with the records management requirements outlined in the *Informatics Manual*, the registration of an offender will be classified using the operational information classification retention structure.

5. 2. 2. Open a separate file for each registered offender using the structure: NSOR-Offender ID.

5. 2. 3. Ensure that Registry Centre staff receive RCMP and provincial/territorial training.

5. 2. 4. Develop and maintain unit supplements to monitor compliance and accuracy of registered information.

5. 2. 5. Report to the OIC, National Sex Offender Registry Policy Centre all matters that may have a national impact on the program or NSOR database.

5. 2. 6. Maintain a list of the registration centre coordinators in your province/territory. Assist the registration centres and ensure collectors and registrars have received appropriate training.

5. 2. 7. Identify personnel to be granted access to the NSOR database by submitting form 4552 to the OIC, National Sex Offender Registry Policy Centre.

5. 2. 8. Provide a list of authorized users quarterly to the OIC, National Sex Offender Registry Policy Centre.

5. 2. 9. When a sex offender in your jurisdiction receives an exemption order, a Royal Prerogative of Mercy (Queen's pardon), or is acquitted of all offences in relation to his/her reporting obligations, send the request for record deletion, form 4554, and supporting documentation, to the OIC, National Sex Offender Registry Policy Centre.

5. 2. 9. 1. If a stay of proceedings is entered and a form 52 has been ordered, retain the footprint information on the NSOR database for one year. When the judicial process is exhausted, see sec. 5.2.9.

5. 2. 9. 2. When confirmation of record deletion is received from the OIC, National Sex Offender Registry Policy Centre, destroy all hard copy files pertaining to the offender.

5. 2. 9. 3. Ensure all information pertaining to a deceased sex offender remains on the NSOR database and the hard copy file remains in the Provincial/Territorial National Sex Offender Registry Centre where the sex offender last resided.

5. 2. 9. 3. 1. Obtain documented correspondence indicating the death of a sex offender and place it on the file.

5. 2. 9. 3. 2. Place on the file, a diary date of 116 years from the date the order was issued at which time a request for record deletion form 4554 can be completed and sent to the OIC, National Sex Offender Registry Policy Centre.

5. 2. 10. Collect and maintain statistical data on:

5. 2. 10. 1. compliance rates within your province/territory,

5. 2. 10. 2. charges and convictions under the Act or sec. 490.011, CC, sec. 490.031, CC (Fail to comply with order), sec. 490.0311, CC (Knowingly provides false or misleading information) and

5. 2. 10. 3. charged persons found not criminally responsible due to a mental disorder but who are under an order of the Act.

5. 2. 11. Develop and maintain an agreement with the provincial/territorial ministry of health to receive notifications of the release of persons found not criminally responsible due to a mental disorder, and who are under an order of the Act.

5. 2. 12. Conduct a tactical query when a request is received from an investigator concerning the prevention or investigation of a crime of a sexual nature or when the Registry Centre learns of an offence that meets the criteria for accessing the NSOR database.

5. 3. Detachment Commander

5. 3. 1. For each registration centre, identify members, employees or other persons designated by the province/territory to act as collectors or registrars. Ensure they receive appropriate training.

5. 3. 2. For each registration centre, assign one or more coordinators to liaise with the Registry Centre in your province/territory, on matters relating to sex offenders under order or obligation to register under the Act.

5. 4. Detachment/District Coordinator

5. 4. 1. Liaise with your provincial/territorial Registry Centre to become familiar with any divisional supplements relating to the collection of information and the management of NSOR files.

5. 4. 2. Ensure that the collectors are trained in the proper collection of information and the management of NSOR files. See sec. 6.

5. 5. Investigator

5. 5. 1. When required to prevent or investigate a crime of a sexual nature, contact your provincial/territorial Registry Centre to request a tactical query of the NSOR database. See the NSOR contact list.

5. 5. 2. Sex offender photos can be used in a photo line-up, if it is necessary for the prevention or investigation of a sexual crime.

6. Collection of Information

6. 1. General

6. 1. 1. When obtaining information from a sex offender, ensure that the information is collected in a manner that respects his/her confidentiality and officer safety. Ensure that RCMP security is not breached and that investigational files are not present in the registration area.

6. 2. Collector

6. 2. 1. If the sex offender is under 18 years of age, he/she has the right to have an adult of his/her choosing in attendance when reporting to a registration centre and when information is collected.

6. 2. 2. Use of force cannot be used when collecting information from a sex offender. If a sex offender is not cooperating with the registration requirements, consider a charge under sec. 490.031, CC.

6. 2. 3. Ensure that the person who is reporting for registration properly identifies himself/herself with supporting documents. If you are unsure, take fingerprints to confirm the person's identity. When the Identification Unit confirms the person's identity, immediately destroy the prints.

6. 2. 3. 1. Verify information provided by the offender against all available police information systems.

6. 2. 4. Complete and provide the sex offender with a copy of the Obligation of Registrant, form 4553 or other approved divisional form, and a copy of the form 4551. Once the forms are completed, they contain Protected B information. Send the original of each form by secure mail, secure fax or secure e-mail to the registrar. These originals will be placed on the sex offender's primary administrative file.

6. 2. 5. Take a photograph of the sex offender when he/she first reports and subsequently at each annual registration. For photographs, the following standards apply:

6. 2. 5. 1. colour photo, minimum 480 pixels wide by 600 pixels high;

6. 2. 5. 2. File Interchange Format (JPEG), 50 to 250 KB in size;

6. 2. 5. 3. plain white or light coloured background without identifying markings;

6. 2. 5. 4. photograph must be of subject only;

6. 2. 5. 5. full frontal view, head and shoulders, face square to the camera, and neutral expression;

6. 2. 5. 6. subject must be at least one metre from the camera;

6. 2. 5. 7. prescription, untinted glasses only — no sunglasses; and

6. 2. 5. 8. hat or head covering not permitted if it interferes in identifying the subject.

EXCEPTION: Religious headdress, e.g. Sikh turban.

6. 2. 6. Photographs may be taken of any observable characteristics such as tattoos and scars.

6. 3. Registrar

6. 3. 1. Liaise with the detachment/district coordinator concerning the administration of files.

6. 3. 2. Upon receipt of form 52 or form 1, a completed Affidavit of Service in relation to a form 54, or registration information, promptly enter the information into the NSOR database.

6. 3. 3. Whenever NSOR database information is added or modified, provide a copy of the offender report to the offender in person, by registered mail or any other means agreed to by the offender. Some offenders may not want a copy of their records. Record the offender's wishes and discontinue providing the copies.

EXCEPTION: For offenders under form 53, a copy will only be provided on request.

7. Investigations

7. 1. RCMP members are responsible for the enforcement of the Act as outlined in sec. 490.011, CC, sec, 490.031, CC and sec. 490.0311, CC.

7. 2. While investigating or verifying the particulars about an offender, do not divulge any information to anyone unless that person is specifically identified in sec. 16.(4), of the Act.

7. 3. Verify the accuracy of a registered sex offender's address, if requested by your provincial/territorial National Sex Offender Registry Centre.

7. 4. For officer safety reasons, conduct a CPIC check prior to conducting an address verification check.

7. 5. Provide the results of your address verification check to your provincial/territorial National Sex Offender Registry Centre.

7. 6. If a sex offender fails to comply with sec. 4, 5, 6, and 7 of the Act, the offender may be charged under the CC. The offender may also be charged under sec. 490.0311, CC if he/she knowingly provided false or misleading information to a collector or registrar.

NOTE: Do not use force to ensure compliance with the Act.

7. 6. 1. If an offender failed to comply with the Act, verify if he/she had a valid reason for doing so, e.g. hospitalization. In the absence of a valid reason, proceed with charges.

7. 7. If charges are laid, enter the offender on CPIC. Include the ORI number of the applicable Registry Centre to ensure it is notified of queries related to the offender.

7. 8. When preparing the Crown brief, document all information, including the use of information obtained from the NSOR database during the investigation. Information taken or used from the NSOR database concerning offenders other than the subject of the brief, must be vetted (blacked out) in the Crown brief. Make a notation that the disclosure of the information is prohibited under the Act. Disclosure of this information will be made only under court order.

NOTE: The unauthorized use or disclosure of information collected under the Act may result in criminal and internal disciplinary charges.

8. Media Releases

8. 1. Any media enquiries regarding the NSOR database will be forwarded to the division media relations officer.

8. 2. Requests for specific information relating to the NSOR database, other than from the media, will be forwarded to the National Sex Offender Registry Policy Centre.

9. Access to Information

9. 1. Proceedings and Prosecutions

9. 1. 1. RCMP employees may disclose information contained in the NSOR database or the fact that such information exists to:

9. 1. 1. 1. the sex offender to whom the information relates;

9. 1. 1. 2. other employees of a police service, if the disclosure is necessary to enable them to fulfill their duties as investigators, collectors or registrars;

9. 1. 1. 3. other employees of a police service, if the disclosure is necessary to ensure that a sex offender complies with the Act;

9. 1. 1. 4. a person to whom the disclosure is necessary for prosecution for an offence under sec. 17. of the Act, sec. 490.031, CC, or sec. 490.0311, CC, or an appeal of a decision made in such a proceeding and to a court in connection with the prosecution or appeal, if the information is relevant to that proceeding;

9. 1. 1. 5. a person to whom the disclosure is necessary to assist an investigation of any act or omission referred to in sec. 7.(4.1), CC by a police service in the province/territory where the act or omission was committed;

9. 1. 1. 6. a prosecutor, if disclosure is necessary for a court proceeding regarding an order under the Act;

9. 1. 1. 7. an Attorney General, if the disclosure is necessary for the purposes of a proceeding relating to an application for a termination order, application for an exemption order, appeal against an order under the Act, or termination or exemption order application;

9. 1. 1. 8. a prosecutor or an Attorney General, on request, if the person to whom the information relates discloses any such information or the fact that any such information is registered in the NSOR database, in connection with a proceeding;

9. 1. 1. 9. a prosecutor, judge or justice in a proceeding related to an application for a search warrant in connection with an investigation under sec. 17, of the Act, or sec. 490.031, CC, or sec. 490.0311, CC if the information is relevant to the application; and

9. 1. 1. 10. employees of a police service outside Canada, if the disclosure is necessary to assist them in the prevention or investigation of crime of a sexual nature.

9. 1. 2. Employees must advise the OIC, National Sex Offender Registry Policy Centre of all unauthorized disclosures of information.

9. 2. Research and Statistics

9. 2. 1. Only the Commissioner may authorize an individual to consult information contained in the NSOR database for research and statistical purposes. The Commissioner must be satisfied that:

9. 2. 1. 1. the objectives cannot be reasonably accomplished without consulting the NSOR database; and

9. 2. 1. 2. subsequent disclosure of that information will not be made nor allowed to be made that could be reasonably expected to identify any individual to whom it refers.

9. 2. 2. Requests for access to NSOR database information for research and statistical purposes will be forwarded to the National Sex Offender Registry Policy Centre.

10. DNA Collection

10. 1. Determine if the offender is the subject of a DNA court order form 5.03 or form 5.04.

10. 2. If the offender has received a DNA court order, proceed with the DNA sample collection and process according to ch. 35.1.

References

Date Modified: 2013-05-08

National Sex Offender Registry

Request for Access

Fax Request to the NSSOIRC at Irrelevant

This information sheet is only a summary of your obligations. Please see a lawyer for advice. Refer to the Act for the specific wording: http://www.parl.gc.ca/37/3/parlbus/chambus/house/bills/government/C-16/C-16_4/C-16_cover-E.html

Offence Date:	File No:
Investigator:	Reg/Badge No.:
Police Unit:	Phone:
Designated Offence under SOIRA? Y / N	CC Section:
Victim Age:	

Give a brief synopsis of the suspected sexual crime and an explanation why access to the database is required for the investigation.

Investigator Use	
Date Requested:	Time Requested:
NSSOIRC Use	
Registry Accessed by:	Reviewed By:
Results forwarded by:	Date Forwarded:

3139 Oxford Street PS Box 2286, Halifax NS Office Phone Irrelevant Fax Irrelevant
Irrelevant

If after hours contact RCMP "H" Division Telecommunications Centre

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 2.12. Retention and Destruction of Non-Conviction Information - Adults

Directive Amended: 2014-09-12

For information regarding this policy, contact Canadian Criminal Real Time Identification Services at Irrelevant

1. Policy
2. Definitions
3. General
4. Canadian Criminal Real Time Identification Services
5. Effect of Record Suspension
6. Destroying a Non-Conviction Disposition
7. Appeals
8. Compelling Reasons to Deny a Request for Destroying Non-Conviction Information

1. Policy

1. 1. This chapter outlines the criteria for retaining and destroying non-conviction information in the National Repository of Criminal Records.

1. 2. It does not apply to non-convictions for young persons. See *Youth Criminal Justice Act (2002, c.1)*.

2. Definitions

2. 1. **Applicant** means the individual or his/her counsel making a request to destroy a non-conviction disposition from the National Repository of Criminal Records.

2. 2. **Biometric data** means fingerprints, palm prints and photographs in the National Repository of Criminal Records.

2. 3. **CCRTIS** means the Canadian Criminal Real Time Identification Services, the organization responsible for the National Repository of Criminal Records.

2. 4. **CPIC** means the Canadian Police Information Centre (CPIC) and refers to the Identification Data Bank, which includes the Criminal Name Index (CNI), Criminal Records Synopsis (CRS), and the Criminal Records Information (CRII).

2. 5. **Destroy** means the destruction of biometric and criminal record information from the National Repository of Criminal Records, including the CPIC Identification Data Bank.

2. 6. **National Repository of Criminal Records** means the national repository of criminal records and biometric data maintained by CCRTIS.

2. 7. **Non-conviction** means information within the National Repository of Criminal Records related to charges with dispositions other than convictions of guilt.

2. 8. **RCMP detachment** means the agency that receives and reviews the applicant's request to have a non-conviction disposition destroyed from the National Repository of Criminal Records.

3. General

3. 1. CCRTIS destroys biometric data and associated criminal information in accordance with the following:

3. 1. 1. as required by law, pursuant to sec. 63, *Contraventions Act*;

3. 1. 2. as a result of a court order; or

3. 1. 3. if fingerprints were not obtained according to sec. 2, *Identification of Criminals Act*.

3. 2. A request to destroy a non-conviction disposition must be made by the applicant, to the RCMP detachment that reported the original charge.

3. 2. 1. Fingerprints (form C-216C) may be required to confirm the identity of the applicant.

3. 3. An RCMP detachment may submit a request to destroy a non-conviction disposition using form 6427. Requests must be sent electronically to CCRTIS at Purge_Services_Service_depuration@rcmp-grc.gc.ca.

4. Canadian Criminal Real Time Identification Services

4. 1. Legislative Conformity, CCRTIS, will review the request and consider the conditions outlined in sec. 8.

4. 2. The Manager, Legislative Conformity, CCRTIS, will decide whether or not to approve the request.

4. 2. 1. If the request is approved, Legislative Conformity, CCRTIS, will destroy the file.

4. 2. 2. If the request is denied, the RCMP detachment will be advised by CCRTIS, in writing, of the denial with substantiating reasons for the denial.

5. Effect of Record Suspension

5. 1. If a non-conviction disposition is on the CPIC Identification Data Bank due to a previous or subsequent criminal conviction disposition, and a record suspension is subsequently granted for the criminal conviction, the non-conviction disposition will be removed from the CPIC Identification Data Bank and retained according to the *Criminal Records Act*.

5. 1. 1. Non-conviction disposition fingerprints will be searchable according to the *Criminal Records Act*.

6. Destroying a Non-Conviction Disposition

6. 1. Notwithstanding sec. 3.1., CCRTIS will destroy non-conviction dispositions, providing a request for destruction is made, and none of the conditions in sec. 8. apply.

7. Appeals

7. 1. The applicant may appeal a decision within six months from when the original decision was made by CCRTIS, by submitting an appeal to:

Royal Canadian Mounted Police
ATTN: Director General, Canadian Criminal Real Time Identification Services
1200 Vanier Parkway, NPS Building
Ottawa, ON K1A 0R2

7. 1. 1. The applicant must provide any additional information or documents required to substantiate the appeal, and include one or more of the following reasons:

7. 1. 1. 1. there was an error in fact or process regarding his/her file or request; or

7. 1. 1. 2. new information has been obtained which was not included as part of the original request, e.g. Crown proceedings, police service records, court documents.

7. 1. 2. The OIC, Operational Support and Client Services, CCRTIS, will review the appeal and provide a recommendation to the DG, CCRTIS, who will review the entire file and make a final decision.

7. 1. 3. The DG, CCRTIS, will advise the applicant, in writing, of the final decision regarding the appeal with substantiating reasons for the decision.

8. Compelling Reasons to Deny a Request for Destroying Non-Conviction Information

8. 1. An application to destroy a non-conviction disposition may be denied by Legislative Conformity, CCRTIS, if one or more of the following conditions apply:

8. 1. 1. the applicant was not an adult at the time of the charge, as defined in the *Youth Criminal Justice Act*;

8. 1. 2. the application was not for a non-conviction disposition;

8. 1. 3. the applicant has criminal convictions;

8. 1. 3. 1. The applicant may apply for a record suspension in accordance with the *Criminal Records Act*.

8. 1. 4. the applicant has outstanding criminal charges before the courts;

8. 1. 5. the Crown's appeal period for acquittals and dismissals has not expired;

8. 1. 6. one year has not elapsed since a Peace Bond was imposed;

8. 1. 7. one year has not elapsed since a Stay of Proceedings was entered; or

8. 1. 8. the fingerprints or photographs of the applicant are being used for investigative purposes by a police service.

8. 2. The non-conviction data associated with the following offences, as defined within the Criminal Code (R.S., 1985, c. C-46) will normally be retained by CCRTIS for a minimum of five years from the date of the non-conviction disposition:

8. 2. 1. high treason;

8. 2. 2. treason;

8. 2. 3. first-degree murder;

8. 2. 4. second-degree murder;

8. 2. 5. aggravated assault;

8. 2. 6. manslaughter;

8. 2. 7. sexually-based offences, as identified in Schedule 1 and Schedule 2 of the *Criminal Records Act*;

8. 2. 8. offences relating to potential terrorist activity; and

8. 2. 9. in cases where the disposition is "Not Criminally Responsible Due to a Mental Disorder".

EXCEPTION: A "Not Criminally Responsible Due to a Mental Disorder" disposition will not be destroyed if it is associated to a DNA order.

NOTE: During the five-year period, the non-conviction disposition will remain accessible within the National Repository of Criminal Records and on CPIC, through the Identification

Data Bank, unless a request is made to destroy within the five-year period. If such a request is made, the RCMP detachment should provide additional information to substantiate the request, e.g. Crown proceedings, police service records, court documents.

References

- *Identification of Criminals Act*
- *Contraventions Act*
- Ministerial Directive - Release of Criminal Record Information by the Royal Canadian Mounted Police
- Personal Information Bank (PIB) CMP PPU 030
- *Privacy Act*
- R. v. Beare: R. v. Higgins, (1988) 2 S.C.R. 387
- R. v. Connors 1998 CanLII 12468 (BC C.A.)
- R. v. Dore, 2002 CanLII 45006 (ON C.A.)
- Small c. R., 2007 QCCA 1417 (CanLII)

Date Modified: 2014-09-12

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 2.15. Duty to Warn

New Policy : 2020-05-19

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities
4. International DTW
5. Storage of DTW Assessment Data

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1. Definitions

1. 1. **Deconfliction** means the process of identifying commonalities that may exist within one or more projects or major files.

1. 2. **Intended victims** means one or more persons who have been identified as potential victims of a threat of death or serious bodily harm.

1. 3. **Unintended victims** means one or more persons whose safety may be at risk due to their close proximity or relationship to the intended victims (for example, family members, neighbours, co-workers, or the community).

1. 4. **Subject matter resource** means an individual who has specific knowledge and abilities based on training and experience with duty to warn (DTW) situations.

2. General

2. 1. Police have a duty to warn persons who are subjects of a clear, serious, and imminent threat of death or serious bodily harm. Refer to:

2. 1. 1. *RCMP code of conduct*, section 4.2.;

2. 1. 2. *Doe v. Metropolitan Toronto (Municipality) Commissioners of Police*, 1998 CanLII 14826 (ONSC);

2. 1. 3. *Smith v. Jones*, [1999] 1 S.C.R. 455; and

2. 1. 4. *Canadian Charter of Rights and Freedoms*, section 7.

2. 2. The DTW obligation begins the moment police become aware of the threat.

2. 3. The DTW is owed by the police to both known and named individuals and unknown members of a limited, identifiable, and specific group of potential victims. Refer to *Doe v. Metropolitan Toronto (Municipality) Commissioners of Police*.

2. 4. The DTW is separate from and in addition to the statutory duty of the police to report suspected incidents or risks of harm involving vulnerable populations to the proper authorities.

2. 5. A DTW notification occurs when police make contact with a person who is the subject of a clear, serious, and imminent threat of death or serious bodily harm and provide that person with a warning to this effect.

2. 6. Jeopardizing a police investigation cannot be the sole reason for not performing a DTW notification, and police cannot withhold DTW notification in order to use intended or unintended victims as bait to catch an offender.

2. 7. Police can receive information from various sources (for example, confidential informants (CIs), ongoing investigations, undercover operations, *Criminal Code*, Part VI interceptions, or witnesses) that identify a potential threat to a person's life or safety.

2. 8. To form the rationale on whether a DTW notification is conducted, a structured and timely assessment process must be completed.

2. 9. The investigation and assessment of a potential threat against the intended and unintended victims may require police to perform one or more DTW notifications.

2. 10. When a DTW notification originates from information obtained from a CI, all efforts must be made to protect their identity in the process of carrying out the warning.

2. 10. 1. A DTW notification might not be performed where the identity and/or safety of a CI will be compromised.

2. 10. 1. 1. If a DTW notification is not performed despite the existence of a clear, serious, and imminent threat of death or serious bodily harm, police have a duty to take active measures to protect any unwarned intended and unintended victims.

2. 11. The police of jurisdiction (POJ) will be responsible for the DTW investigation and notification, in collaboration with the police agency that obtained the information initially.

2. 11. 1. If the location of where the threat will be carried out is unknown, the POJ where the intended victim resides will be responsible for the DTW investigation and notification, in collaboration with the police agency that obtained the information initially.

2. 11. 2. It is crucial that multi-agency DTW notifications be planned and coordinated.

2. 12. Assistance with a DTW can be requested through divisional criminal operations (Cr. Ops.) and, when applicable, federal policing criminal operations (FP Cr. Ops.).

2. 13. The decision whether to conduct a DTW notification must be made by the line officer of the POJ where the intended victim resides, in collaboration with the unit that received the information initially.

2. 13. 1. The decision not to conduct a DTW notification must be made using all available information, in consultation with subject matter resources, and must be sufficiently documented.

2. 13. 1. 1. If it is determined that a DTW notification will not be conducted because it could compromise a CI, the POJ must conduct other police operations to deter the suspects from carrying out the threat and/or conduct operations to protect the intended and unintended victims (for example, targeted enforcement on the suspects, protective measures, or investigative measures).

2. 13. 1. 1. 1. These operations must be conducted in consultation with the originator of the information to ensure that the operations do not elevate any risk to the CI.

2. 14. If an RCMP unit provides an external POJ with information that they believe requires a DTW notification and the POJ indicates that they do not intend to conduct a DTW notification or to conduct operations to protect the intended and unintended victims, the supervisor of the RCMP unit will immediately contact the divisional Cr. Ops., who will assess further and liaise with POJ senior management to determine an appropriate strategy.

2. 15. Once a DTW notification has been approved:

2. 15. 1. it must be carried out by police officers,

2. 15. 2. it will be audio recorded, and

2. 15. 3. the warning script is considered Protected "B" and will be retained with the investigative file.

3. Roles and Responsibilities

3. 1. Handler

3. 1. 1. If you receive information from a CI on potential victims of a threat of death or serious bodily harm:

3. 1. 1. 1. do not open an investigative file;

3. 1. 1. 2. contact the divisional human source unit (or their approved delegate as outlined in the applicable divisional supplement) or the divisional covert operations officer to examine all possible avenues to facilitate a DTW notification, while safeguarding the CI's identity;

3. 1. 1. 3. Complete and sign Form 6484-1, Duty to Warn Assessment Tool – Appendix A – Confidential Informant and forward it to your supervisor, who will forward it to the POJ;

3. 1. 1. 4. engage with the investigative team continually until the selected course of action for the DTW has been completed;

3. 1. 1. 5. be readily available for contact by the investigative team and make every effort to ensure safe and effective lines of communication with the CI who provided this information;

3. 1. 1. 6. be mindful of the impact of a DTW notification on the safety of the CI;

3. 1. 1. 7. discuss any risks to the CI with the investigative team and collaborate with the investigative team and the CI (as appropriate) to ensure that any actions necessary to conduct the DTW notification will not expose the CI to risks that cannot be mitigated; and

3. 1. 1. 8. when engaged by a member of the investigative team, provide feedback on the warning script.

3. 2. Member

3. 2. 1. When you obtain information that initiates a DTW investigation, conduct an immediate risk assessment of the:

3. 2. 1. 1. timeline for the threat to be carried out; and

3. 2. 1. 2. urgency of forwarding the information to your supervisor, the line officer, or the DTW investigator.

3. 2. 2. If the information that initiates a DTW investigation surfaces through a covert operation, such as an undercover operation or a *Criminal Code*, Part VI interception, immediately report the threat to your divisional Cr. Ops. or FP Cr. Ops. officer or proceed as outlined in the applicable divisional supplement, since conducting a DTW notification could impact an ongoing investigation or cause the premature conclusion of an investigation.

3. 2. 3. If the information that initiates a DTW investigation surfaces through a Crime Stoppers tip, follow OM ch. 38.6., Crime Stoppers, and the applicable divisional supplement.

3. 3. Supervisor

3. 3. 1. When you receive the information that initiated a DTW investigation:

3. 3. 1. 1. immediately assess the risk of the threat to be carried out and the urgency of forwarding the information to the DTW investigator and/or investigative team; and

3. 3. 1. 2. if applicable, forward the information to the POJ where the DTW investigation will be conducted, following the chain of command outlined in divisional, unit/detachment, and district supplements.

3. 4. Investigator / Investigative Team / Police of Jurisdiction (POJ)

3. 4. 1. When you receive the information that initiated a DTW investigation:

3. 4. 1. 1. immediately assess the clarity, seriousness, imminence, and overall risk of the threat to be carried out;

3. 4. 1. 2. assess the urgency of performing a DTW notification;

3. 4. 1. 3. expedite the DTW process as required;

3. 4. 1. 4. generate a DTW investigative file;

3. 4. 1. 5. generate a separate *Criminal Code* investigative file for the offence being investigated;

3. 4. 1. 6. forward a sensitive briefing note to your district commander / Cr. Ops. officer, as per the applicable divisional supplement;

3. 4. 1. 7. complete a detailed assessment using Form 6484, Duty to Warn Assessment Tool;

3. 4. 1. 7. 1. If there are multiple threats or multiple intended victims, complete separate DTW assessments for each DTW.

3. 4. 1. 8. record all information, intelligence, or evidence and document its source;

3. 4. 1. 9. if the origin of the threat is unknown, attempt to identify it;

3. 4. 1. 10. if the information was received from a CI, engage the handler throughout the process, including the creation and approval of the warning script;

3. 4. 1. 11. make immediate efforts to identify and locate intended and unintended victims;

3. 4. 1. 12. conduct background checks on any suspects who may be involved;

3. 4. 1. 13. conduct background checks on the intended victims and assess the risks to them;

3. 4. 1. 14. complete deconfliction on all entities (for example, a suspect and an intended victim) before conducting a DTW notification; and

3. 4. 1. 14. 1. The deconfliction should be conducted through a criminal analyst, who has access to all RCMP restricted databases and can facilitate restricted database checks with partner agencies.

3. 4. 1. 14. 2. If the deconfliction identifies that another unit or jurisdiction is working on the same individual, contact them before conducting the DTW notification.

3. 4. 1. 14. 3. If the deconfliction process has identified an individual and all efforts have been made to contact the conflicting unit with negative results or deconfliction could not be

completed in a timely manner (middle of the night), the line officer may approve the DTW notification to proceed after examining the urgency of the situation.

3. 4. 1. 15. if possible, determine whether there are risks of retaliatory violence or pre-emptive actions that the intended victims might initiate.

3. 4. 2. When drafting the warning script that will be read to the intended victim in a DTW situation, refer to DTW Example Script and keep the following instructions in mind:

3. 4. 2. 1. Write the warning script in a way that will not reveal the source of the information or how it surfaced, especially in the case of ongoing investigations, witnesses at risk, or CIs.

3. 4. 2. 2. Provide enough details in the warning script so that the intended or unintended victims can make an informed decision about whether and how to take measures to protect themselves, their family, or other persons associating with them and/or request police assistance.

3. 4. 2. 3. If applicable, include in the warning script other persons the police believe need to be warned.

3. 4. 2. 4. At the start of the warning script, include a notice to the intended victims, advising them that the conversation will be audio recorded.

3. 4. 3. Send the completed Form 6484 (and appendices, if applicable) to the investigative team commander/supervisor by encrypted email.

3. 4. 4. When an addition, correction, or modification to Form 6484 is required, complete Form 6484-2, Duty to Warn Assessment Tool – Appendix B – Supplemental Information.

3. 4. 5. When conducting a DTW notification, ensure that sensitive, confidential, and/or privileged information is not released.

3. 4. 5. 1. Do not provide a copy of the warning script to the subject of the DTW notification or their delegate (for example, parent or counsel).

3. 4. 5. 2. If an inadvertent disclosure or breach of informant privilege occurs during a DTW notification, immediately notify your divisional Cr. Ops. officer / line officer / detachment commander and/or human source unit, as per the applicable divisional supplement.

3. 4. 5. 2. 1. Refer to OM ch. 20.1., Disclosure, and OM App. 20-1-2, Disclosure of Privileged Information.

3. 4. 6. If the intended victim has children at risk, promptly report the matter to the agency responsible for child welfare. Adhere to the applicable legislation when reporting.

3. 4. 6. 1. The information provided to the responsible agency should be similar in scope to the information provided to the intended victim. Do not disclose sensitive information (for example, the origin of the threat or the details of the ongoing investigation).

3. 4. 6. 2. If there is a clear, serious, and imminent threat of death or serious bodily harm and the intended victim does not take immediate steps to have children at risk moved to an alternate address for their safety, consider apprehending children residing at the intended victim's residence.

3. 4. 6. 3. Exercise caution when providing any physical or electronic documentation to non-police external partners, since their protocols surrounding the intake, dissemination, and storage of sensitive information may be different from those of the RCMP.

3. 4. 7. Complete Form 6484-3, Duty to Warn Assessment Tool – Appendix C – Results of DTW and send it electronically to your investigative team commander/supervisor by Entrust after the DTW notification has been completed.

3. 5. Investigative Team Commander/Supervisor

3. 5. 1. When reviewing information regarding a DTW investigation:

3. 5. 1. 1. immediately assess the risk of the threat to be carried out and the urgency of performing a DTW notification, and expedite the DTW process as appropriate;

3. 5. 1. 2. consider providing broader notification to include unintended victims;

3. 5. 1. 2. 1. If there is a risk to the general public, you may use a public safety advisory.

3. 5. 1. 3. if information was received from a CI, ensure that the handler is engaged in the creation and approval of the warning script to mitigate the risk of exposing the CI;

3. 5. 1. 4. review the completed Form 6484, as well as forms 6484-1 and 6484-2, if applicable. Sign the forms 6481-1 and 6484-2 and forward all forms to your line officer / delegate by Entrust for approval;

3. 5. 1. 5. review the completed Form 6484-3, sign it, and forward it to your line officer / delegate by Entrust;

3. 5. 1. 6. obtain signed copies of Form 6484 and all applicable appendices from your line officer / delegate; and

3. 5. 1. 7. ensure secure storage of the documents noted in sec. 3.5.1.4. and 3.5.1.5.

3. 6. Unit/Detachment Commander

3. 6. 1. If required, conduct DTW investigations in your jurisdiction and develop unit/detachment supplements.

3. 6. 2. After a DTW notification has been performed, assign a diary date for follow-up of the DTW investigative file.

3. 7. Line Officer / Delegate

3. 7. 1. Approve proceeding with a DTW notification, where applicable.

3. 7. 2. If the information that initiated a DTW investigation was received from a CI, ensure that the handler has contacted the divisional human source unit or the divisional covert operations officer to examine all possible avenues to facilitate a DTW notification, while safeguarding the CI's identity.

3. 7. 2. 1. Consult the divisional Cr. Ops. officer / delegate before deciding to conduct a DTW notification that could place a CI in jeopardy.

3. 7. 3. Evaluate each DTW case on its own merits and make a decision based on the specific facts of the case.

3. 7. 4. After careful consideration of all the circumstances, you may decide that a DTW notification should not be performed only if one or more of the following situations are found to exist:

3. 7. 4. 1. the information on which the threat is based is determined to be unreliable and the threat is highly unlikely to materialize;

EXAMPLE: There is persuasive, credible evidence that the conveyed threat is a ruse by a crime group to identify CIs or expose an ongoing investigation and there is no risk of imminent, clear danger to intended and unintended victims.

3. 7. 4. 1. 1. Even if the risk to the victims is low or uncertain, you should still consider whether other protective and investigative measures should be implemented in place of a DTW notification.

3. 7. 4. 2. the intended and unintended victims have previously received a DTW notification, there is no new information or developments, and an update would not help the intended and unintended victims take measures to protect themselves or understand that the threat persists; or

3. 7. 4. 3. there is a threat, but it is neither clear, nor serious, nor imminent.

3. 7. 5. If you approve proceeding with a DTW notification:

3. 7. 5. 1. review the warning script that will be provided to the intended victim and provide your input, if applicable, before approving it; and

3. 7. 5. 2. approve the warning script, then sign Form 6484 and return it by Entrust to the investigator / investigative team commander.

3. 8. Criminal Operations (Cr. Ops.)

3. 8. 1. Ensure your divisional supplements address divisional DTW requirements.

3. 8. 1. 1. These supplements must cover delegation of authority, reporting lines, procedures, and approval processes.

3. 8. 1. 2. If required, delegate district commanders to create district supplements for delegation of authority within their district.

4. International DTW

4. 1. In addition to this policy, refer to OM ch. 44.1., Sharing of Information with Foreign Law Enforcement if there is an international component to a DTW.

4. 2. Whether or not an international DTW notification is completed, the assessment and decision-making process must be documented.

5. Storage of DTW Assessment Data

5. 1. DTW assessment data is Protected "B" when completed and must be placed in secure storage (for example, a locked cabinet or safe) as per AM ch. XI.3., Physical Security, sec. H., Storage of Classified/Protected Information and Valuable Assets.

NOTE: If any information contained in the DTW assessment data could identify a CI, it must be classified as Protected "C" and stored as per SM ch. 4.2., Security Responsibilities for RCMP Personnel, sec. 9., Appropriate Control of Protected-C and Classified Information.

5. 1. 1. DTW assessment data placed in secure storage can be saved:

5. 1. 1. 1. on removable media, such as a CD, USB flash drive, or removable hard drive, as per SM ch. 4.2., sec. 8, Appropriate Control of Protected-B Information; or

NOTE: The removable media should be labelled with the security level of the information contained.

5. 1. 1. 2. as a paper copy of the approved DTW assessment that is placed in a Key Material Envelope and labelled as Protected "B."

5. 2. Completed DTW assessments must not be:

5. 2. 1. entered into divisional records management systems, or

5. 2. 2. stored on RCMP computer hard drives or shared drives on the RCMP network.

References

- OM Part 31, Human Sources
- OM ch. I.3., Assistance, sec. L.2.c., Public Interest Disclosure - Paragraph 8(2)(m)
- OM ch. 25.3., Major Case Management
- *Patrong v. Banks*, 2016 ONSC 4200

Date Modified: 2020-05-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 2.2. Hate Motivated Crimes

Directive Amended: 2017-06-27

For information regarding this policy, contact the Vulnerable Persons Unit, National Crime Prevention and Indigenous Policing Services, Contract and Indigenous Policing.

1. General
2. Roles and Responsibilities
3. Human Rights Complaints
4. Supporting Documents

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1. General

1. 1. Hate motivated crimes are criminal offences committed against a person, an organization, or property that are motivated by hate, prejudice, or bias against an identifiable group.

1. 2. Hate crimes may involve individuals, groups, or organizations that actively promote hatred by committing acts of intimidation, terrorism, or any other offence;

1. 3. Common offences include, but are not limited to, intimidation, harassment, assault, mischief, and uttering threats against persons or property.

1. 4. Hate propaganda offences can target a person's color, race, religion, national or ethnic origin, age, sexual orientation, mental or physical disability, or any other similar factor outlined in Sec. 318, 319(1) and 319(2), CC.

1. 5. Any CC or other federal offence based on race, national or ethnic origin, language, color, religion, sex, age, mental or physical disability, sexual orientation, or any other similar factor, may be characterized as a hate crime for the purposes of sentencing, under para. 718.2(a)(I), CC.

1. 6. Consent of the provincial/territorial Attorney General is required to lay a charge under Sec. 318 or 319, CC.

2. Roles and Responsibilities

2. 1. Members

2. 1. 1. Be aware of indicators that can be associated with hate-motivated crimes. These indicators can include, but are not limited to:

2. 1. 1. 1. The presence of pamphlets, literature, graffiti, and other symbols that promote hatred or are associated to such groups that promote these thoughts.

2. 1. 1. 2. Historical animosity that exists between a victim's group and the suspect's group.

2. 1. 1. 3. Whether the offence coincided with a holiday, event, or date of significance, e.g. religious, historical, to a victim's or suspect's group.

2. 1. 1. 4. Statements made by suspects that would indicate that the crime was motivated because of hate/bias toward an identifiable group.

2. 1. 1. 5. Whether the suspect has previously been involved in similar incidents, or is a member of an organized hate group or an organization that is known for its hate/bias/animosity towards members of the victim's group.

2. 1. 1. 6. Whether an offence occurred at the same time, or shortly after, a hate group was active in the community, e.g. distribution of hate literature.

2. 1. 1. 6. 1. Conduct research and analysis to determine whether similar subject matter has previously been reported to police, and whether there are possible linkages with known hate groups operating in that community.

2. 1. 2. Ascertain potential for future incidents against the victim or others within the identified group, and take necessary action.

2. 1. 3. Become familiar with community resources that can provide support to the victim. See the Canadian Victims Bill of Rights.

2. 1. 4. Provide the victim with relevant victim services information. See ch. 37.6.

NOTE: It may be necessary to meet with the victim or group affected to answer questions and to reassure the community that their concerns are taken seriously.

2. 1. 5. Contact a supervisor to notify him/her of a suspected hate crime, and where appropriate, request his/her attendance at the scene.

2. 1. 6. Be guided by divisional directives for reporting and investigating these types of incidents.

NOTE: When applicable, ensure that relevant information is shared with appropriate intelligence units, partners, e.g. other police agencies and government agencies, e.g. federal or provincial, and keep them informed, as necessary.

2. 1. 7. When necessary, consult with Crown Counsel to determine whether statements or activities constitute hate propaganda, and where appropriate, seek the Attorney/General's consent to prosecute.

2. 2. Commanders

2. 2. 1. Consider consulting with your media relations officer (MRO) to obtain advice as to whether a proactive or reactive media relations approach should be taken, depending on the nature and severity of the crime, as well as the affected individual or group.

2. 2. 2. Promote awareness and prevention of hate crimes through courses, workshops, and liaison, and partnership with community support/multi-cultural groups.

NOTE: When applicable, ensure that relevant information is shared with appropriate partners, e.g. other police agencies, and government agencies, e.g. federal or provincial.

3. Human Rights Complaints

3. 1. Some incidents, while offensive or discriminatory, may not be criminal offences. These types of complaints may be referred to the appropriate provincial or federal Human Rights Commission.

NOTES:

1. Notwithstanding that a CC offence may have been committed, a provincial or federal human rights commission might have jurisdiction to investigate. In most cases, the commission's jurisdiction is statutorily deferred until the disposition of a criminal offence.

2. When referring any type of complaint to the Human Rights Commission, proper divisional/detachment procedures must be followed.

4. Supporting Documents

4. 1. In conjunction with this chapter, see the following supporting document: Convention on the Prevention and Punishment of the Crime of Genocide.

References

- *Crimes Against Humanity and War Crimes Act*

Date Modified: 2017-06-27

OM - ch. 2.4. Violence/Abuse in Relationships

Chapter Rewrite: 2018-02-22

For information regarding this policy, contact the Vulnerable Persons Unit, National Crime Prevention and Indigenous Policing Services, Contract and Indigenous Policing.

- 1. Definitions
- 2. General
- 3. Roles and Responsibilities

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1. Definitions

1. 1. **Violence in Relationships** means the use of abusive behaviour by an individual in a relationship to control and/or harm the other individual in the relationship, including, but not limited to, different forms of physical neglect and/or emotional abuse. For forms and types of violence, refer to the Department of Justice website.

1. 2. **Relationships** means current or previous relationships, including but not limited to: spouse, intimate partner, common-law partner, or dating partner.

1. 3. **Abuse** means violence, threats of violence, or other criminal acts which may include, but are not limited to: criminal harassment, physical abuse, sexual abuse, psychological abuse, or emotional abuse.

1. 4. **Community Partners (Community Resources)** means entities in the community responsible for joining together to foster effective intervention and prevention of violence/abuse in relationships, including but not limited to: law enforcement agencies, prosecutors, parole and probation officers, advocacy organizations, social service agencies, adult and child protective services, clergy, educators, government agencies, animal welfare organizations, and businesses and/or employers.

1. 5. **Protection order** means a non-contact condition or other court order issued for the purpose of preventing violent or threatening acts or harassment against, direct or indirect contact or communication with, or physical proximity to, another person. This includes any temporary or final order issued by a civil or criminal court, whether obtained by filing an independent action or awaiting/during litigation of another order during a separate proceeding, so long as the order was issued in response to a complaint, petition, or motion filed by, or on behalf of, a person seeking protection.

1. 6. **Self-defence** means certain legal circumstances under which persons may use a reasonable amount of force to protect themselves, their property or another individual. Their actions are based on the actual belief that they are, their property is, or another individual is, in imminent danger, coupled with reasonable grounds. If force has been legally used in self-defence under the law, there is an absolution of guilt or culpability, according to Sec. 34-35, CC.

1. 7. **Safety Plan** means a personalized, practical plan that is designed to aid in keeping an individual safe, including but not limited to: transporting the victim to a safe place, contacting a friend or family member, the use of code words, and referrals to community partners. As the victim's needs vary throughout the investigation, note that safety plans can be modified/enhanced to meet the needs of the client.

2. General

2. 1. Violence/abuse in relationships investigations are a high priority and will be thoroughly investigated and handled expeditiously, maintaining the safety of those involved.

2. 1. 1. In determining the appropriate course of action, consider all the circumstances, including but not limited to: allegations of aggression, history, pattern of abuse, frequency/escalation of violence in the relationship, the presence of children, the use of weapons, the presence of pets, and safety planning.

2. 1. 2. A comprehensive list of investigative aids can be found in the Violence/Abuse in Relationships Investigational Aids - Resource Guide (00004081-WBT-00006084) located in Agora.

2. 2. Police may enter private dwellings, without a warrant, in response to distress calls to protect life. Refer to ch. 1.1. First Response Investigations and R. v. Godoy - SCC 1999.

2. 3. Members should be familiar with

2. 3. 1. the CC,

2. 3. 2. the *Canadian Victims Bill of Rights*, and

2. 3. 3. provincial or territorial legislation relating to violence/abuse in relationships.

2. 4. An injury resulting from a person acting in self-defence is neither abuse, nor a crime. Refer to Sec. 34-35, CC.

2. 5. If the accused is an RCMP member, refer to ch. 54.3. Responsibility to Report.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. General

3. 1. 1. 1. Prior to arriving on the scene, except in exigent circumstances:

3. 1. 1. 1. 1. request backup, refer to ch. 16.9. Backup;

3. 1. 1. 1. 2. ensure the Canadian Police Information Centre (CPIC), Police Reporting and Occurrence System (PROS)/ Police Records Information Management Environment (PRIME-BC)/Versadex Halifax, and Canadian Firearms Registry Online checks are completed; and

3. 1. 1. 1. 3. obtain as much information as possible from the Operational Communications Centre (OCC) and/or other sources, e.g. partners.

NOTE: When exigent circumstances exist, complete the above-noted actions, as soon as practicable.

3. 1. 1. 2. Upon arrival and throughout the investigation:

3. 1. 1. 2. 1. ensure member safety;

3. 1. 1. 2. 2. conduct an ongoing risk assessment of the situation and respond accordingly;

NOTE: The most dangerous time for a victim is often when they are leaving the abusive relationship and/or when the abuser is arrested.

3. 1. 1. 2. 3. if feasible, locate and separate the involved parties;

3. 1. 1. 2. 4. gather and collect evidence in accordance with IFIM ch. 2.4. Crime Scene Processing;

3. 1. 1. 2. 5. determine whether medical attention is required;

3. 1. 1. 2. 6. if strangulation is suspected, e.g. red marks around the neck, coughing, sore throat, or raspy voice, contact the Emergency Medical Services;

NOTE: Evidence of strangulation is an indicator that the level of violence is escalating and often is the last abusive action prior to murder.

3. 1. 1. 2. 7. when safe to do so, obtain statements from all victims, witnesses, and accused persons, refer to ch. 24.1. Interviews/Statements: Suspect/Accused/Witness;

NOTE: If you are unable to obtain a statement from one or more of these persons, document the reason in your notebook and on the operational file.

3. 1. 1. 2. 8. arrest the suspect where reasonable grounds exist that they have committed, are about to commit, or are found committing, an indictable offence (refer to Sec. 495, CC); and

3. 1. 1. 2. 9. provide updates to the victim, and advise them that charges will be laid or recommended if a CC offence or an offence under any applicable federal, provincial, or territorial legislation has been committed.

NOTE: Incidents where charges are recommended against both parties (dual charge) may occur. Supervisors must be notified at the earliest opportunity in situations of dual arrest and consulted in all cases of dual charge recommendation.

3. 1. 1. 3. In the event the subject of complaint (SOC) is gone upon police arrival, responding members should:

3. 1. 1. 3. 1. obtain sufficient information to determine their whereabouts;

3. 1. 1. 3. 2. initiate a "be on the lookout" (bolo);

3. 1. 1. 3. 3. through consultation with the victim, establish a safety plan;

NOTE: Prior to departing the scene, document actions taken.

3. 1. 1. 3. 4. exercise due diligence in attempting to locate the SOC;

3. 1. 1. 3. 5. after efforts to locate the SOC have been exhausted, in the interest of public safety, and when there is sufficient evidence to support a charge, prepare and lay an information and obtain a warrant for the arrest of the SOC (refer to Sec. 504 and Sec. 507(4), CC);

NOTE: The process of preparing/laying an information and obtaining a warrant for arrest varies depending on the jurisdictional division. Members must adhere to divisional guidelines.

3. 1. 1. 3. 6. immediately take steps to ensure that the warrant for arrest is entered on CPIC; and

NOTE: If the detachment does not have the means to process the CPIC entries, employ the assistance of an internal partner to input the warrant for arrest, e.g. OCC, 24/7 or neighbouring detachment.

3. 1. 1. 3. 7. in the event that the SOC was not located during the responding member's shift, ensure that oncoming members (i.e. shift change) are apprised of the incident.

3. 1. 1. 4. For information on specific procedures and forms to be completed, e.g. Violence in Relationship Investigational Checklist, refer to divisional policy and complete the related documentation.

3. 1. 1. 4. 1. When applicable, complete Violent Crime Linkage Analysis System (VICLAS), Form 3364.

3. 1. 1. 5. When applicable, seek the assistance of your divisional Domestic Violence Unit.

3. 1. 1. 6. All members involved in the investigation are to complete their notes in compliance with ch. 25.2. Investigator's Notes.

3. 1. 1. 7. As soon as possible, document on the investigational file all evidence obtained and steps completed during the initial investigation.

3. 1. 1. 8. Investigators must notify their supervisor of any reported incidents of violence/abuse in relationships within 24 hours by submitting their Records Management System (RMS), e.g. PROS, PRIME-BC, Versadex Halifax, file for review.

3. 1. 2. Firearms

3. 1. 2. 1. Where legal authority exists, seize firearms and/or other regulated items, including any type of registration certificates, possession acquisition licenses, and/or other

related documentation pursuant to Sec. 117.04 (1), CC (Application for warrant to search and seize) or Sec. 117.04 (2), CC (in exigent circumstances, Search and seizure without warrant).

NOTE: To ensure compliance with Sec. 489.1 and Sec. 490, CC, complete and submit a Report to a Justice, Form 5.2 and a detention order to a justice, as soon as practicable.

3. 1. 2. 2. For prohibition orders, refer to ch. 4.13. Prohibition Orders.

3. 1. 2. 3. If circumstances exist, and in compliance with Sec. 5, *Firearms Act*, use an RMS or CPIC to generate a Firearms Interest Police (FIP) notification, which will be submitted to the Canadian Firearms Program.

3. 1. 2. 3. 1. Members are encouraged to liaise with the National Weapons Enforcement Support Team (NWEST) officer in their area for information associated to firearms.

NOTE: If at any time any person has safety concerns associated to an individual's ability to possess firearms, they are requested to contact the Canadian Firearms Program at 1-800-731-4000; refer to the Information Sheet: Application for a Possession and Acquisition Licence Under the *Firearms Act* (for Individuals Aged 18 and Over), Form 5592.

3. 1. 3. Victim Assistance

3. 1. 3. 1. Provide the victim with your contact information and file number.

3. 1. 3. 2. Refer the victim to Victim Services. If consent is not received, and in compliance with ch. 37.6. Victim Assistance, sec. 4.1.3., members should consider a proactive referral.

3. 1. 3. 2. 1. Ensure Victim Services is informed of any safety concerns before they contact the victim.

3. 1. 3. 2. 2. If Victim Services does not exist in your jurisdiction, refer to ch. 37.6. Victim Assistance, sec. 4.1.7.

3. 1. 3. 3. Be sensitive to victims with cultural and/or specific language or communication needs. When applicable, or if requested, provide an appropriate cultural resource for the victim. Refer to ch. 38.2. Bias-Free Policing.

3. 1. 3. 4. Where required, provide the victim or the accused with an interpreter.

3. 1. 3. 4. 1. If an interpreter is required, obtain their details to confirm with the victim that there will not be any conflict of interest or safety/security issue.

NOTE: Avoid the use of family members for this purpose.

3. 1. 3. 5. Ensure that the victim, if they decide to leave a dwelling, is transported to a safe location.

3. 1. 3. 6. If the victim requests it, arrange to accompany them, or their representative, to the dwelling to prevent any breach of the peace. Refer to Sec. 18, *RCMP Act* .

3. 1. 3. 7. Ensure that the victim is kept regularly informed of the progress of the investigation.

3. 1. 3. 8. If a child has been exposed to an incident of violence/abuse in relationships, notify the appropriate provincial or territorial child welfare services agency.

3. 1. 3. 9. If charges are not an option, consider a peace bond (refer to Sec. 810, CC), an associated discretionary prohibition order (refer to Sec. 810 (3.1), CC), and/or an Emergency Protection/Intervention Order (i.e. provincial) in consultation with the victim.

3. 1. 4. Release Procedures

3. 1. 4. 1. If possible, prior to releasing an accused from custody, inform the victim of the pending release.

3. 1. 4. 2. When an accused is released from custody by judicial order, request release conditions that protect the victim from the offender, e.g. no-contact, no direct/indirect communication.

3. 1. 4. 2. 1. immediately take steps to ensure that the conditions of release are entered on CPIC, and document the steps taken; and

NOTE: If the detachment does not have the means to process the CPIC entries, employ the assistance of an internal partner to input the conditions of release, e.g. OCC, 24/7 or neighbouring detachment.

3. 1. 4. 2. 2. update the victim, providing them with the details associated to the release conditions.

3. 1. 4. 3. If an accused is released from custody by an OIC, utilize the appropriate release document and include release conditions to protect the victim from the offender, e.g. no contact, and no direct/indirect communication. Refer to Sec. 499, CC Release from custody by officer in charge where arrest made with warrant; Sec. 503(2) Conditional release; and Sec. 503(2.1), CC. Undertaking (Promise to Appear/Recognizance/Undertaking).

NOTE: When determining appropriate release conditions, take into consideration factors that contributed to the incident. Release conditions must be reflective of the incident, e.g. If the incident took place while the offender was under the influence of alcohol, an intoxicating substance or a controlled substance, one of the conditions should be to abstain from the consumption of alcohol, other intoxicating substances, or the consumption or drugs except in accordance with a medical prescription.

3. 1. 4. 3. 1. immediately take steps to ensure that the conditions of release are entered on CPIC, and document the steps taken; and

NOTE: If the detachment does not have the means to process the CPIC entries, employ the assistance of an internal partner to input the conditions of release, e.g. OCC, 24/7 or neighbouring detachment.

3. 1. 4. 3. 2. update the victim, providing them with the details associated to the release conditions.

3. 1. 4. 4. Complete the Violence in Relationships Guide, Form 3753, or other applicable provincial forms, as directed by divisional policy or the provincial solicitor general. When completed, add the information or documentation to the PROS/PRIME-BC/Versadex Halifax RMS database file.

3. 1. 5. Civil Orders

3. 1. 5. 1. For civil orders pertaining to family law and custodial orders, refer to provincial/territorial legislation.

3. 1. 5. 2. For assistance with civil matters relating to property removal, refer to ch. 37.8. Assistance in Civil Matters – Property Removal.

3. 1. 6. Emergency Protection/Intervention Orders

3. 1. 6. 1. Become familiar with the provincial/territorial requirements of an Emergency Protection Order (EPO)/Emergency Intervention Order (EIO).

NOTE: EPOs/EIOs are not to be used in lieu of conducting a thorough investigation and/or the laying of criminal charges.

3. 2. Supervisor

3. 2. 1. Ensure all violence/abuse in relationships files are reviewed within the first 24 hours or as soon as reasonably practicable, and as many times as required thereafter.

3. 2. 1. 1. Ensure all investigative procedures are compliant with provincial/territorial legislation.

3. 2. 1. 1. 1. If circumstances exist, and in compliance with Sec. 5, *Firearms Act*, ensure the investigating member has taken the necessary steps to generate a FIP notification, i.e. used an RMS or CPIC to generate a FIP, which will have been submitted to the Canadian Firearms Program.

3. 2. 1. 2. Review all incidents of dual arrest and/or charge.

3. 2. 1. 3. Confirm all operational reports and Form 3753, are complete, accurate, and included in the disclosure, including any other provincial form as outlined in divisional policy.

3. 2. 1. 4. Verify that all appropriate information is documented in the PROS/PRIME-BC/Versadex Halifax RMS database occurrence file and investigating member's notebook at the time of disclosure.

3. 2. 1. 5. Ensure all members under your supervision are familiar with this policy, the divisional violence/abuse in relationships policy, and applicable provincial and/or territorial legislation and directives.

3. 2. 1. 6. Ensure that the required court follow-up is dealt with as soon as practicable.

3. 3. Commander

3. 3. 1. In all violence/abuse in relationships complaints, ensure that:

3. 3. 1. 1. the complaints are thoroughly investigated,

3. 3. 1. 2. the investigation is supervised, and

3. 3. 1. 3. appropriate action is taken.

3. 3. 2. Provide opportunities for members to receive violence/abuse in relationships training, as approved by your division.

3. 3. 2. 1. Ensure that all members occupying/acting in a supervisory position successfully complete the Domestic Violence Investigations - National Course (Agora 000890) or divisional equivalent.

3. 3. 3. Participate in multi-agency coordinated, community-based initiatives or programs in order to reduce the incidents of violence/abuse in relationships by improving public awareness.

3. 3. 4. Consider exploring opportunities presented through the Family Violence Initiative Fund.

3. 3. 4. 1. As a partner to the Federal Family Violence Initiative, National Crime Prevention Services receives annual funding in support of:

3. 3. 4. 1. 1. activities that aim to prevent high-risk groups from re-offending;

3. 3. 4. 1. 2. initiatives that foster prevention in Aboriginal communities;

3. 3. 4. 1. 3. conferences, seminars, presentations or workshops that aim to prevent and promote public awareness;

3. 3. 4. 1. 4. activities that assist victims of crime, e.g. family and relationship violence; or

3. 3. 4. 1. 5. initiatives that promote sexual assault investigators training.

3. 3. 5. Consider the inclusion of a Unit Level Quality Assurance (ULQA) specific to violence/abuse in relationships.

3. 4. Division

3. 4. 1. Provide a list of approved courses relating to violence/abuse in relationships.

References

- *Criminal Code*
- R. v. Feeney, (1997) 2 SCR 13
- R. v. Godoy, (1999) 1 SCR 311
- *Firearms Act*
- Department of Justice
- *Canadian Victims Bill of Rights*

Date Modified: 2018-02-22

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OM - ch. 2.5. Criminal Harassment

Directive Amended: 2017-12-01

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General

2. Roles and Responsibilities

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1. General

1. 1. For the offence of criminal harassment, including the definition, elements of the offence, punishment, and aggravating factors, see sec. 264, CC.

NOTE: Criminal harassment does not require an intention to cause the victim to fear for their safety or the safety of someone they know. See R. v. Sillipp, 1997 ABCA and R. v. Krushel, 2000 ONCA.

1. 2. For incidents of criminal harassment involving violence/abuse in relationships, see OM 2.4.

1. 3. Other offences that may apply to criminal harassment investigations include:

1. 3. 1. causing a disturbance, see sec. 175(1), CC;

1. 3. 2. trespassing at night, see sec. 177, CC;

1. 3. 3. uttering threats, see sec. 264.1(1), CC;

1. 3. 4. indecent or harassing phone calls, see sec. 372(2), CC and sec. 372(3), CC;

1. 3. 5. intimidation, see sec. 423(1), CC; and

1. 3. 6. mischief, see sec. 430(1), CC.

2. Roles and Responsibilities

2. 1. Member

2. 1. 1. Immediately and thoroughly investigate all complaints of criminal harassment.

2. 1. 1. 1. When determining the appropriate course of action, consider all of the circumstances, including prior history, the relationship between the involved parties, allegations of aggression, and the frequency and escalation of criminal behaviour.

2. 1. 2. When there is a relationship history to assist in criminal harassment investigations and to aid in communicating details to Crown counsel, consider using the Violence in Relationships Guide, Form 3753.

2. 1. 3. The victim's safety is a priority. For information on victim assistance, refer to ch. 37.6. and the Canadian Victims Bill of Rights (CVBR).

2. 1. 4. If there are reasonable grounds to believe that a criminal harassment offence has been committed, make all reasonable attempts to arrest the suspect and release them only after necessary conditions are in place.

2. 1. 4. 1. If possible, before releasing a suspect from custody:

2. 1. 4. 1. 1. inform the victim of the pending release, and

2. 1. 4. 1. 2. consult the victim regarding the judicial release conditions.

2. 1. 4. 2. Impose on the suspect a condition whereby no direct or indirect communication with the victim may occur.

2. 1. 4. 3. Consider imposing on the suspect a condition whereby no contact with persons known to the victim may occur.

2. 1. 5. If the investigation does not establish a criminal harassment offence, determine whether there are reasonable grounds to believe that another offence, such as those listed in sec. 1.3., has been committed.

2. 1. 6. Determine whether there are reasonable grounds to believe the suspect has access to firearms or other dangerous weapons, and whether the suspect has a Possession and Acquisition Licence (PAL) or other authorization to possess firearms or other dangerous weapons.

2. 1. 6. 1. If it is in the interests of the safety of the suspect, the victim, or any other person, seize any firearms, other dangerous weapons, and licences or authorizations to possess firearms or other dangerous weapons, pursuant to Sec. 117.04, CC.

2. 1. 6. 1. 1. If it is practicable to obtain a warrant, this seizure should be made with a warrant, pursuant to Sec. 117.04(1), CC.

2. 1. 6. 1. 2. If it is not practicable to obtain a warrant because of a possible danger to the safety of the suspect, the victim, or any other person, this seizure can be made without a warrant, pursuant to Sec. 117.04(2), CC.

NOTE: To ensure compliance with Sec. 490, CC, complete a Report to a Judge (known as Form 5.2) and a detention order, and submit to a justice as soon as practicable. See ch. 22.4.

2. 1. 7. If no seizure is made pursuant to sec. 117.04(1), CC or sec. 117.04(2), CC, but it is in the interests of the safety of the suspect, the victim, or any other person, seek a prohibition order pursuant to sec. 111(1), CC.

2. 1. 7. 1. See OM 4.13. and consult with Crown counsel as set out in divisional policy/directives.

2. 1. 8. For further information on dealing with firearms, including searches, seizures, and orders, consult the support services offered by the Canadian Firearms Program, e.g. Police Support Line, National Weapons Enforcement Support Team (NWEST), Chief Firearms Officers.

2. 1. 9. If the suspect is not arrested or charged during the investigation, or if there is insufficient evidence to support a charge of criminal harassment or another offence:

2. 1. 9. 1. consider making an application for a Peace Bond pursuant to Sec. 810, CC, and

2. 1. 9. 2. suggest conditions prohibiting the possession of firearms pursuant to Sec. 810 (3.1), CC, in accordance with divisional policy/directives.

2. 1. 10. Keep the victim informed of the progress of the investigation and encourage them to immediately report any continuation of the offence.

2. 1. 10. 1. The CVBR provides victims with the right to information, the right to protection, the right to participation, and the right to restitution. See OM 37.6. and refer to the CVBR.

2. 1. 10. 2. Inform the victim of precautions they can take to maximize their safety.

2. 1. 10. 3. Provide information to the victim on community support services related to the victim's personal situation.

2. 2. Commander/Delegate

2. 2. 1. Ensure that members under your command are aware of this policy.

2. 2. 2. Ensure all complaints of criminal harassment and offences related to criminal harassment are investigated and supervised to ensure that appropriate action is taken in a timely manner.

References

Date Modified: 2017-12-01

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 2.6. Child Abuse/Crimes Against Young Persons

Policy Amended: 2019-07-09

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing or the National Child Exploitation Coordination Centre at 1-866-576-2322.

1. Definitions
2. General
3. Member
4. Interviewer
5. Supervisor
6. Detachment/Unit Commnader
7. Commanding Officer/Delegate

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1. Definitions:

1. 1. **Child** means a person who is or, in the absence of evidence to the contrary, appears to be less than twelve years old.

1. 2. **Child abuse** means any form of physical, psychological, social, emotional or sexual maltreatment of a child whereby the survival, safety, self-esteem, growth and development of the child are endangered.

1. 3. **Young person** means a person who is or, in the absence of evidence to the contrary, appears to be twelve years of age or older but less than eighteen years of age.

1. 4. An incident is **founded** if, after a police investigation, it has been determined that the reported offence did occur or was attempted (even if the charged or suspect chargeable is unknown), or there is no credible evidence to confirm that the reported offence did not take place. This includes third-party reports that fit these criteria.

1. 5. An incident is **unfounded** if, after a police investigation, it has been determined that the reported offence did not occur or was not attempted.

2. General

2. 1. The initial investigative interview of a victim is often the most important step of an investigation and where available, should be conducted by a person with the appropriate training and practical skills.

2. 1. 1. When possible, only appropriately trained members with demonstrated knowledge of forensic interviewing techniques and related skills should investigate child/young person abuse cases. If this is not possible, the investigator should consult with appropriate divisional resource personnel before the interview and throughout the course of the investigation.

2. 2. When possible, child/young person interviews will be conducted in consultation with representatives from child/young person social service agencies.

2. 3. Efforts must be made to only interview a child/young person, who is a victim, once.

2. 4. Unless extenuating circumstances exist, child/young person interviews will be audio and video recorded. Refer to ch. 24.1.

2. 5. The investigator will consider the possibility of other related offences concurrent to those under investigation, e.g. child pornography, child luring. Refer to ch. 26.1.

2. 6. When young persons are victims of criminal harassment or violence in relationships, refer to ch. 2.4. and ch. 2.5.. When young persons are victims of cyber bullying, refer to ch. 2.13.

3. Member

3. 1. Take a statement from the complainant who first reported the allegation or who has knowledge of the incident.

3. 2. Gather general information about the file including, but not exclusive to, a description of the incident, what offence is alleged to have taken place, and the persons involved.

3. 2. 1. This information should not be gathered from the victim unless they are the initial complainant reporting the incident.

3. 3. Determine if the child/young person is at immediate risk and take steps to mitigate this risk.

3. 3. 1. If the suspect poses a danger to the victim, develop a safety plan. Ensure this safety plan is inclusive of other potential victims.

3. 4. Ensure that any physical evidence is gathered and/or preserved (e.g., clothing, blankets).

3. 5. Determine what other involved persons or witnesses should be interviewed and in what sequence.

3. 5. 1. The generally desirable order is as follows: 1) complainant, 2) parent/guardian, family member, friends, siblings, other witnesses or persons to whom the victim made statements about the incident, 3) victim, 4) suspect.

3. 6. When victim services are available, offer their assistance in all cases of child/young person abuse. Refer to ch. 37.6.

3. 7. When possible, contact the appropriate child/young person social service agency or Child Advocacy Centre in your jurisdiction to facilitate a collaborative interview of the victim.

3. 8. Ensure that the victim and their parents/legal guardians, where they are not suspects and are protective of the victim, are kept fully informed of the progress of the investigation and the status of any subsequent court proceedings.

3. 9. When investigating alleged incidences of sexual offences against children or child pornography offences, take the following steps to mitigate the risk of subject suicide following police interviews or interactions:

3. 9. 1. Directly address any concerns surrounding the subject's frame of mind before the conclusion of any custodial or non-custodial interviews with the subject, and when notifying a subject of a pending investigation before an interview.

3. 9. 1. 1. In the event of a custodial interview, if the subject's responses indicate that they may be suicidal, consider taking the subject to a health facility to be examined by a doctor before releasing the subject from your custody.

3. 9. 1. 2. In the event of a non-custodial interview, if the subject's responses indicate that they may be suicidal, consider using provincial or territorial legislation (mental health act) to apprehend and bring the subject to a health facility to be examined by a doctor.

3. 9. 2. Seek the subject's consent to release them to a family member, close friend, or other support person, and to disclose to that person your concern for the subject's safety.

3. 9. 2. 1. If the subject provides consent, ensure that they are in fact released to that support person, and that the support person is informed of the police's concern for the subject's safety.

3. 9. 3. Consider consulting with detachment personnel who have taken the Agora Suicide Awareness & Prevention for Supervisors (SAPS) course (001105) and/or the Applied Suicide Intervention Skills Training (ASIST).

3. 9. 4. Consider seizing any firearms or weapons in the subject's possession, as per OM ch. 22.4., Firearms, Prohibited Weapons, Munitions, and Explosives, sec. 2.1.4., Public Safety - No Offence Committed.

3. 9. 5. If you have access to bail supervisors, consider informing them when accused subjects are released following a bail hearing, that individuals charged with these types of offences have been shown to be at a greater risk of dying by suicide following justice system involvement.

NOTE: Consider asking the justice, as a release condition, to have the subject report to a mental health worker within 24 hours for assessment or counselling.

3. 9. 6. For a script on how to guide investigators in conducting an interview, refer to App. 2-1-2, Script for Investigators – Assessing the Subject.

NOTE: Video recording is required to allow statements to be admitted under *Criminal Code* (CC), sections 715.1 and 715.2.

3. 9. 7. Ensure the Records Management System (RMS) correctly indicates whether the occurrence was founded, unfounded, or unsubstantiated.

4. Interviewer

4. 1. Review the information gathered on the file and determine next steps.

4. 2. Prepare an interview plan.

4. 3. When possible, conduct a collaborative interview with the child protection social worker. The child protection social worker can be with the interviewer in the interview room, or can monitor the interview from another room.

NOTE: Before the interview, determine your interview strategy with the child protection worker. The interview can be conducted by either the member, the child protection worker, or jointly, depending on divisional practices and based on the interviewer's experience in child forensic interviewing.

4. 3. 1. Consult with the child protection social worker prior to conducting the interview to ensure that important information is not overlooked.

4. 4. When possible, parents/guardians should be encouraged to remain outside the interview room.

4. 4. 1. If parents/guardians insist on being present during the interview, instruct them to sit behind the child/young person and out of their line of sight, remain silent, and not participate in the interview in any way.

5. Supervisor

5. 1. Ensure that allegations of child/young person abuse are investigated thoroughly and on a priority basis.

5. 2. Ensure that any necessary direction is documented on the file within the first 48 hours and that documentation continues until the investigation is complete.

5. 3. Ensure concerns about the child/young person's safety or risk of re-victimization are addressed.

5. 4. Ensure the necessary support services have been notified, including victim services and appropriate child/young person social service agencies within the jurisdiction.

5. 5. Ensure the member has correctly indicated on the RMS whether the occurrence was founded, unfounded, or unsubstantiated.

5. 6. Ensure adherence to provincial standards/policies relevant to these investigations.

6. Detachment/Unit Commander

6. 1. When required, ensure appropriate protocol arrangements promoting coordinated response are in place with child/young person social service agencies that are critical to child/young person abuse investigations.

6. 2. When feasible, ensure that an investigator assigned to a child/young person abuse investigation is appropriately trained.

7. Commanding Officer/Delegate

7. 1. Develop protocols in consultation and cooperation with the provincial/territorial attorney general, health services, and child/young person social service agencies.

7. 2. Ensure members receive adequate training in child/young person abuse investigations and have continual access to resource and current training materials.

References

Date Modified: 2019-07-09

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 2.6. Child Abuse and Crimes Against Young Persons

Policy Amended: 2020-05-22

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing or the National Child Exploitation Coordination Centre at 1-866-576-2322.

1. Definitions
2. General
3. Roles and Responsibilities

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1. Definitions

1. 1. **Child** means a person who is or, in the absence of evidence to the contrary, appears to be less than twelve years old. Refer to the *Youth Criminal Justice Act* (YCJA), subsection 2(1).

1. 2. **Child abuse** means any form of physical, psychological, social, emotional or sexual maltreatment of a child whereby the survival, safety, self-esteem, growth and development of the child are endangered.

1. 3. **Founded Incident**. Refer to definition in OM ch. 2.1., Sexual Offences.

1. 4. **Unfounded Incident**. Refer to definition in OM ch. 2.1.

1. 5. **Young person** means a person who is or, in the absence of evidence to the contrary, appears to be 12 years of age or older but less than 18 years of age. Refer to the YCJA, subsection 2(1).

2. General

2. 1. The initial investigative interview of a victim is often the most important step of an investigation and, where available, is conducted by a person with the appropriate training and practical skills.

2. 1. 1. When possible, only appropriately trained regular members with demonstrated knowledge of forensic interviewing techniques and related skills investigate child or young person abuse cases. If this is not possible, the investigator consults with appropriate divisional resource personnel before the interview and throughout the course of the investigation.

2. 2. When possible, child or young person interviews are conducted in consultation with representatives from child or young person social service agencies.

2. 3. Efforts must be made to only interview a child or young person, who is a victim, once.

2. 4. Unless extenuating circumstances exist, child or young person interviews are audio and video recorded. Refer to OM ch. 24.1., Interviews or Statements of Suspects, Accused Persons, and Witnesses.

2. 5. The investigator considers the possibility of other related offences concurrent to those under investigation, for example, child pornography, and child luring. Refer to OM ch. 26.1., Child Pornography on the Internet.

2. 6. When young persons are victims of criminal harassment or violence in relationships, refer to OM ch. 2.4., Violence/Abuse in Relationships and OM ch. 2.5., Criminal Harassment.

2. 6. 1. When a young person is the victim of cyber bullying, refer to OM ch. 2.13., Cyberbullying and the Non-Consensual Distribution of Intimate Images.

3. Roles and Responsibilities

3. 1. Regular Member

3. 1. 1. Take a statement from the complainant who first reported the allegation or who has knowledge of the incident.

3. 1. 2. Gather general information about the file including, but not exclusive to, a description of the incident, what offence is alleged to have taken place, and the persons involved.

3. 1. 2. 1. This information should not be gathered from the victim unless they are the initial complainant reporting the incident.

3. 1. 3. Determine if the child or young person is at immediate risk and take steps to mitigate this risk.

3. 1. 3. 1. If the suspect poses a danger to the victim, develop a safety plan. Ensure this safety plan includes other potential victims.

3. 1. 4. Ensure that any physical evidence is gathered and/or preserved (for example, clothing, and blankets).

3. 1. 5. Determine what other involved persons or witnesses should be interviewed and in what sequence.

3. 1. 5. 1. The generally desirable order for interviews is:

3. 1. 5. 1. 1. the complainant;

3. 1. 5. 1. 2. the parent or guardian, family member, friends, siblings, or other witnesses or persons to whom the victim made statements about the incident;

3. 1. 5. 1. 3. the victim; and

3. 1. 5. 1. 4. the suspect.

3. 1. 6. When victim services are available, offer their assistance in all cases of child or young person abuse. Refer to OM ch. 37.6., Victim Assistance.

3. 1. 7. When possible, contact the appropriate child or young person social service agency or child advocacy centre in your jurisdiction to facilitate a collaborative interview of the victim.

3. 1. 8. Ensure that the victim and their parents or legal guardians, where they are not suspects and are protective of the victim, are kept fully informed of the progress of the investigation and the status of any subsequent court proceedings.

3. 1. 9. When investigating alleged incidences of sexual offences against children or child pornography offences, follow the steps listed in OM ch. 24.1., sections 11.7. to 11.7.6., to mitigate the risk of subject suicide following police interviews or interactions.

3. 1. 10. Ensure the Records Management System correctly indicates whether the occurrence was founded, unfounded, or unsubstantiated.

3. 2. Interviewer

3. 2. 1. Review the information gathered on the file and determine the next steps.

3. 2. 2. Prepare an interview plan.

3. 2. 3. When possible, conduct a collaborative interview with the child protection social worker.

3. 2. 3. 1. The child protection social worker can be with the interviewer in the interview room, or can monitor the interview from another room.

NOTE: Before the interview, determine your interview strategy with the child protection social worker. The interview can be conducted by either the regular member, the child protection social worker, or jointly, depending on divisional practices and based on the interviewer's experience in child forensic interviewing.

3. 2. 3. 2. Consult with the child protection social worker before conducting the interview to ensure that important information is not overlooked.

3. 2. 4. When possible, parents or guardians should be encouraged to remain outside of the interview room.

3. 2. 4. 1. If parents or guardians insist on being present during the interview, instruct them to sit behind the child or young person and out of their line of sight, remain silent, and not participate in the interview in any way.

3. 3. Supervisor

3. 3. 1. Ensure that allegations of child or young person abuse are investigated thoroughly and on a priority basis.

3. 3. 2. Ensure that any necessary direction is documented on the file within the first 48 hours and that documentation continues until the investigation is complete.

3. 3. 3. Ensure that concerns about the child or young person's safety or risk of re-victimization are addressed.

3. 3. 4. Ensure that the necessary support services have been notified, including victim services and appropriate child or young person social service agencies within the jurisdiction.

3. 3. 5. Ensure that the regular member has correctly indicated on the Records Management System whether the occurrence was founded, unfounded, or unsubstantiated.

3. 3. 6. Ensure adherence to provincial standards and policies that are relevant to the investigation.

3. 4. Detachment or Unit Commander

3. 4. 1. When required, ensure that appropriate protocol arrangements promoting a coordinated response are in place with child or young person social service agencies that are critical to child or young person abuse investigations.

3. 4. 2. When feasible, ensure that an investigator assigned to a child or young person abuse investigation is appropriately trained.

3. 5. Commanding Officer/Delegate

3. 5. 1. Develop protocols in consultation and cooperation with the provincial or territorial attorney general, health services, and child or young person social service agencies.

3. 5. 2. Ensure regular members receive adequate training in child or young person abuse investigations and have continual access to resources and current training materials.

References

Date Modified: 2020-05-22

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM – ch. 2.7. Acts or Threats of Violence Against the RCMP, the Judicial Process, or Protected Persons

Policy Amended: 2019-04-24

For information regarding this policy, contact Protective Services Branch or Operational Policy and Compliance, National Criminal Operations, Contract and Aboriginal Policing.

1. General
2. Threats Against Member or Immediate Family
3. Threats Against RCMP Employees
4. Threats Against Premises or Transport
5. Threats Against Internationally Protected Persons or Persons Designated as Protected Persons in Canada
6. Threats Against Prosecutors

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1. General

1. 1. Threat and risk assessments will be conducted only by certified threat specialists who have completed the RCMP Threat Specialist Understudy Program or by members who are currently in the Threat Specialist Understudy Program and are under the supervision of a mentor.

1. 2. The threat assessment specialists, Behavioural Sciences Branch, or divisional behavioural sciences groups, should be consulted for threat assessment/evaluation and management strategies.

1. 2. 1. Currently, there are threat assessment units at NHQ Behavioural Sciences Branch, within the "K" Division Behavioural Sciences Group, and within the "E" Division Behavioural Sciences Group.

1. 3. Operational threat levels are categorized as follows:

1. 3. 1. Low risk

1. 3. 1. 1. **Low risk** means it is unlikely the subject will commit a serious act of violence.

1. 3. 2. Moderate risk

1. 3. 2. 1. **Moderate risk** means there are sufficient indicators to reasonably believe this subject may commit a serious act of violence.

1. 3. 3. High risk

1. 3. 3. 1. **High risk** means there are sufficient indicators to reasonably believe that this subject will likely commit a serious act of violence.

NOTE: Operational threat levels are based on the information known at the time of the analysis.

1. 4. Any attempts to develop, implement, or deploy any threat specialist tools, concepts, or checklists for use by the RCMP must involve consultation with, and must be approved by, NHQ Behavioural Sciences Branch and divisional behavioural sciences groups. Such involvement is necessary to ensure consistency with current research and best practices.

1. 5. For threats against RCMP employees other than members, the commanding officer (CO)/Cr. Ops. officer/delegate will consider some or all measures outlined in this policy, depending on circumstances, e.g. mobility not possible due to employee category (municipal employee).

2. Threats Against Member or Immediate Family

2. 1. General

2. 1. 1. In the case of a serious threat, the security of a member and their family will be a primary consideration and appropriate measures are to be taken according to the threat level. Refer to sec. 1.3.

2. 1. 2. A serious threat will be acted upon immediately and will be assessed every seven days until the threat is downgraded to a less serious level.

2. 1. 3. In situations involving credible threats against a member/member's family or a group of members/members' families (e.g. several members being threatened by an organized crime group or terrorist entity such as ISIL/ISIS), the CO/Cr. Ops. officer/delegate must ensure an investigation is completed.

2. 1. 3. 1. If the threats are substantiated, a threat evaluation and management strategy must be completed. Refer to sec. 2.4.4.

2. 1. 3. 1. 1. The CO/Cr. Ops. officer/delegate must also consider some or all measures outlined in OM ch. 4.1., Intervention Equipment, sec. 1.4. and OM ch. 4.1., sec. 1.5. for authorization of off shift carry, and OM ch. 4.4., Storage of Firearms for storage of firearms.

2. 1. 4. Responsibility for threat investigations (section 264.1, *Criminal Code* (CC)) rests with the police force having primary jurisdiction.

2. 1. 5. The RCMP may investigate a serious threat against a member or their family occurring in another jurisdiction:

2. 1. 5. 1. on request from the police force having primary jurisdiction, or

2. 1. 5. 2. when the responsible police force declines to investigate the offence.

2. 2. Member Under Threat

2. 2. 1. When a group or person is targeting you or a member of your immediate family and a threat of violence is received, inform your supervisor/unit commander of the details.

2. 2. 2. In instances where you and your family have been transferred as a safety measure, consider having records or accounts that may reveal your location sent to you through a reliable third party.

NOTE: Members may use their detachment or unit for mail since information could be inadvertently leaked through family or friends.

2. 2. 3. The affected member may write a personal or family impact statement, with the preferred resolution, to be included in the supervisor's recommended course of action to the Cr. Ops. officer.

2. 3. Supervisor or Unit Commander

2. 3. 1. Take immediate action to protect the lives of members and their families, as required, and report to the Cr. Ops. officer the actions implemented. Refer to OM ch. 4.1., sec. 1.5. and OM ch. 4.1., sec. 1.8.4.

2. 3. 2. Open an operational file.

2. 3. 3. Immediately assign a suitable member or unit (e.g. major crimes) to investigate the threat in a thorough and timely manner.

2. 3. 4. Report full details and recommended course of action, through appropriate lines, to the Cr. Ops. officer.

2. 3. 5. After the threat information has been assessed, if it is a substantiated serious threat, personally meet with the member as soon as practical and maintain regular contact with the member until the threat has abated.

2. 3. 6. Advise the detachment members and other units of the threat when appropriate.

2. 3. 7. Offer to meet with the member's spouse or partner to ensure they understand what has occurred and what is being done to ensure their safety.

2. 3. 8. Report to the Cr. Ops. officer on your meeting with the member and their spouse or partner.

2. 3. 9. Advise the police force of jurisdiction of the threat when appropriate, e.g. when the member or their family does not reside within the RCMP jurisdiction where the threat was uttered.

2. 4. Member or Unit Assigned to Investigate the Threat

2. 4. 1. Assess the information, bearing in mind:

2. 4. 1. 1. the circumstances of the threat;

2. 4. 1. 2. the background of the person who made the threat, e.g. previous acts of violence and/or threats; and

2. 4. 1. 3. previous dealings of the threatened member with the person issuing the threat.

2. 4. 2. Properly source all information obtained.

2. 4. 3. Discuss the threat with the member.

2. 4. 4. Report full details and recommended course of action to the supervisor/unit commander and ensure the security level of the report is appropriately categorized.

2. 4. 5. Consult the threat assessment specialists, Behavioural Sciences Branch or divisional behavioural sciences groups, for threat assessment/evaluation and management strategies.

2. 4. 6. Consult your divisional witness protection coordinator or human source unit if the member and/or the member's family need(s) immediate protection. Refer to OM ch. 31.3., Developing and Handling Sources.

2. 4. 7. When a suspect has been identified, consider having the individual entered in the Canadian Police Information Centre (CPIC), under the "Special Interest Police" category. Refer to section 10.5.3. of the *CPIC Policy Manual*.

2. 4. 8. Complete Form 2159, Security Incident Report, and Form 5734, Threat Assessment.

2. 4. 9. Consult with units (e.g. divisional criminal intelligence section) that may have specific information concerning the person who allegedly made the threats.

2. 4. 10. Advise the member of Health Canada Employee Assistance Services (EAS) at 1-800-268-7708 for counselling services and the divisional peer to peer program.

2. 4. 11. Reassess the threat every seven days and report to the supervisor/unit commander.

2. 4. 12. Keep the member under threat updated on the investigation.

2. 5. Cr. Ops. Officer or Delegate

2. 5. 1. Ensure an investigation is conducted when there is a situation involving credible threats against a member or a group of members, e.g. several members being threatened by an organized crime group or terrorist entity.

2. 5. 1. 1. If the threats are substantiated, complete a threat evaluation and management strategy. Refer to sec. 2.4.5.

2. 5. 2. Consider completing all or some of the actions as per sec. 2.5.3 to sec. 2.5.10.

2. 5. 3 Review the unit commander's report.

2. 5. 4. Confirm that adequate protection is being provided for the continued safety of the member and their family and, if necessary, order a residential security survey on the member's residence.

2. 5. 5. Request an assessment within seven days, categorizing the serious threat according to sec. 1.3.

2. 5. 6. Based on the findings of the investigation, recommend to the CO that the member and their family be transferred for a period of up to 30 days if appropriate.

2. 5. 7. Consult your divisional staffing section and ensure they are aware of the situation and are consulted if the investigation leads to a transfer.

2. 5. 8. On receipt of the assessment report, determine if further security is necessary. Consider the merit of:

2. 5. 8. 1. an extension of the 30-day relocation period to allow further investigation,

2. 5. 8. 2. an intra-divisional transfer, or

2. 5. 8. 3. an inter-divisional transfer.

2. 5. 9. Report full details and recommended course of action to the CO.

2. 5. 10. If the member is transferred, arrange for a contact member at the unit of departure. The contact member will act as a liaison between the member under threat and others needing to communicate with them.

NOTE: The purpose of the contact member is to decrease the possibility of disclosing the location of the member under threat.

2. 6. Commanding Officer or Delegate

2. 6. 1. Assess whether the matter can be resolved at the divisional level.

2. 6. 1. 1. Implement the necessary action. Report the incident and action taken to the applicable deputy commissioner (D/Commr.).

2. 6. 1. 2. When it is determined that an inter-divisional transfer is necessary, report the incident with your recommendation to the applicable D/Commr.

2. 6. 2. Disclosure of information concerning the member's transfer will be limited to only those who need to know.

2. 6. 3. For a substantiated serious threat, direct the Cr. Ops. officer to meet with the member or, in very serious matters, consider meeting with the member yourself to ensure the member understands they are being supported by the RCMP.

2. 6. 4. Ensure that the supervisor/unit commander meets with the member (and spouse, as required) and maintains regular contact with them throughout the incident.

2. 7. Cr. Ops. Officer - New Location

2. 7. 1. Review reports and initiate appropriate security measures.

2. 7. 2. Designate a contact member.

2. 7. 3. Direct the member under threat to report any suspicious calls or contacts.

2. 7. 4. Assign the member to duties that facilitate their security.

2. 7. 5. Consider internal security measures, e.g. if the member's location is identified in the internal email system, it is known to all RCMP employees and may be inadvertently disclosed.

3. Threats Against Non-Member Employees

3. 1. When a group or person is targeting a non-member employee or a member of their immediate family and a threat of violence is received, the employee should inform their supervisor/unit commander of the details.

3. 2. The employee may notify a labour representative of the threat as per the collective bargaining agreement or municipal agreement.

4. Threats Against RCMP Premises or Transport

4. 1. General

4. 1. 1. This section deals with any threat or act of violence against any property or facilities owned, leased, or occupied by the RCMP, or any vehicles, boats, or equipment leased or owned by the RCMP.

4. 1. 2. Threats or acts of violence must be investigated as required.

4. 2. Member

4. 2. 1. Identify, document, and report to your supervisor and detachment crime analysis unit (if your detachment has a crime analysis unit) intelligence regarding any threat as per sec. 3.1. and 4.1.

4. 2. 2. Investigate any threat received and determine its validity.

4. 2. 3. When information regarding the threat originates from a confidential informant source, the information must be documented and managed as per OM ch. 31.5., Assessment of Sources and Information and Debriefing Reports and OM ch. 31.6., Source Records.

4. 2. 4. Enter the occurrence information in the appropriate records management system, e.g. PROS, PRIME, or Versadex.

4. 2. 5. Assess the information and, if applicable, enter the required information in the Automated Criminal Intelligence Information System. Refer to OM ch. 51.9., National Criminal Information System or OM ch. 51.10., Automated Criminal Intelligence Information System.

4. 3. Supervisor

4. 3. 1. Confirm that new members receive situational awareness of local threats, e.g. persons and locations of interest.

4. 3. 2. Ensure that the commander has been made aware of the threat or act of violence.

4. 3. 3. Ensure that the member has used the appropriate resources available to investigate the threat or act of violence and has documented their actions.

4. 4. Commander

4. 4. 1. Confirm that appropriate resources are assigned to analyze and maintain threat files, e.g. crime analysis unit, crime reduction unit, or local threat coordinator.

4. 4. 2. Confirm that threat files are reviewed annually.

4. 4. 3. Send a report through channels to your CO when an act or threat of violence occurs, as per sec. 3.1. and 4.1.

4. 4. 4. Take immediate action to safeguard personnel and property. Refer to AM ch. VIII.1., Loss, Damage or Theft of Property Owned, Leased, or in the Care and Control of the RCMP and PMM ch. V.3., Fire Protection.

5. Threats Against Internationally Protected Persons or Persons Designated as Protected Persons in Canada

5. 1. For a definition of:

5. 1. 1. an internationally protected person, refer to section 2, CC; and

5. 1. 2. a Canadian executive and other persons designated as protected persons in Canada, contact Protective Policing Oversight and Compliance.

5. 2. When an internationally protected person or a person designated as a protected person in Canada is under imminent threat, they are to be provided immediate security and all details are to be noted.

5. 3. To report threats to internationally protected persons, Canadian executives, and other persons designated as protected persons in Canada, contact Protective Policing Oversight and Compliance and refer to OM ch. 12.1., Reporting Incidents, sec. 2.1.

6. Threats Against Prosecutors

6. 1. Consult your provincial or territorial Attorney General/Solicitor General's office to determine if they or any other government agency should be advised of the threat.

6. 2. Investigate threats against prosecutors that occur during the course of an RCMP investigation or within RCMP jurisdiction, and notify the CO, Cr. Ops. officer, and divisional human source unit or divisional/regional witness protection unit.

6. 3. The divisional human source unit or divisional/regional witness protection unit will gather all relevant data and documentation, including the threat assessment, and will forward its recommendations for protective measures to the Cr. Ops. officer for approval, with a copy to NHQ, ATTN: Director, Special Operations Branch.

6. 3. 1. When there is a requirement for immediate protection, the divisional human source unit or divisional/regional witness protection unit will implement the necessary protective measures.

6. 4. When the threat occurs outside of RCMP jurisdiction or is not work related, immediately notify the police department with jurisdiction, CO, Cr. Ops. officer, and divisional human source unit or divisional/regional witness protection unit.

6. 4. 1. Confirm protection of the prosecutor and their family until the police department with jurisdiction assumes protective responsibility.

6. 5. Confirm that the details of a work-related threat against a prosecutor are entered in the National Criminal Data Bank and/or Automated Criminal Intelligence Information System.

References

- AM ch. VIII.1., Loss, Damage or Theft of Property Owned, Leased, or in the Care and Control of the RCMP

- *Criminal Code*
- OM ch. 4.1., Intervention Equipment
- OM ch. 4.4., Storage of Firearms
- OM ch. 12.1., Reporting Incidents
- OM ch. 31.3., Developing and Handling Sources
- OM ch. 31.5., Assessment of Sources and Information and Debriefing Reports
- OM ch. 31.6., Source Records
- OM ch. 51.9., National Criminal Information System
- OM ch. 51.10., Automated Criminal Intelligence Information System
- PMM ch. V.3., Fire Protection

Date Modified: 2019-04-24

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM – ch. 2.7. Acts or Threats of Violence Against the RCMP, the Judicial Process, or Protected Persons

Policy Amended: 2020-09-15

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Threats Against Member or Immediate Family
3. Threats Against RCMP Employees
4. Threats Against Premises or Transport
5. Threats Against Internationally Protected Persons or Persons Designated as Protected Persons in Canada
6. Threats Against Prosecutors

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1. General

1. 1. Threat and risk assessments will be conducted only by certified threat specialists who have completed the RCMP Threat Specialist Understudy Program or by members who are currently in the Threat Specialist Understudy Program and are under the supervision of a mentor.

1. 2. The threat assessment specialists, Sensitive and Specialized Investigative Services (SSIS) branch, or divisional behavioural sciences groups, should be consulted for threat assessment/evaluation and management strategies.

1. 2. 1. Currently, there are threat assessment units at NHQ Behavioural Sciences Branch, within the "K" Division Behavioural Sciences Group, and within the "E" Division Behavioural Sciences Group.

1. 3. Operational threat levels are categorized as follows:

1. 3. 1. Low risk

1. 3. 1. 1. **Low risk** means it is unlikely the subject will commit a serious act of violence.

1. 3. 2. Moderate risk

1. 3. 2. 1. **Moderate risk** means there are sufficient indicators to reasonably believe this subject may commit a serious act of violence.

1. 3. 3. High risk

1. 3. 3. 1. **High risk** means there are sufficient indicators to reasonably believe that this subject will likely commit a serious act of violence.

NOTE: Operational threat levels are based on the information known at the time of the analysis.

1. 4. Any attempts to develop, implement, or deploy any threat specialist tools, concepts, or checklists for use by the RCMP must involve consultation with, and must be approved by, NHQ Behavioural Sciences Branch and divisional behavioural sciences groups. Such involvement is necessary to ensure consistency with current research and best practices.

1. 5. For threats against RCMP employees other than members, the commanding officer (CO)/Cr. Ops. officer/delegate will consider some or all measures outlined in this policy, depending on circumstances, e.g. mobility not possible due to employee category (municipal employee).

2. Threats Against Member or Immediate Family

2. 1. General

2. 1. 1. In the case of a serious threat, the security of a member and their family will be a primary consideration and appropriate measures are to be taken according to the threat level. Refer to sec. 1.3.

2. 1. 2. A serious threat will be acted upon immediately and will be assessed every seven days until the threat is downgraded to a less serious level.

2. 1. 3. In situations involving credible threats against a member/member's family or a group of members/members' families (e.g. several members being threatened by an organized crime group or terrorist entity such as ISIL/ISIS), the CO/Cr. Ops. officer/delegate must ensure an investigation is completed.

2. 1. 3. 1. If the threats are substantiated, a threat evaluation and management strategy must be completed. Refer to sec. 2.4.4.

2. 1. 3. 1. 1. The CO/Cr. Ops. officer/delegate must also consider some or all measures outlined in OM ch. 4.1., Intervention Equipment, sec. 1.4. and OM ch. 4.1., sec. 1.5. for authorization of off shift carry, and OM ch. 4.4., Storage of Firearms for storage of firearms.

2. 1. 4. Responsibility for threat investigations (section 264.1, *Criminal Code* (CC)) rests with the police force having primary jurisdiction.

2. 1. 5. The RCMP may investigate a serious threat against a member or their family occurring in another jurisdiction:

2. 1. 5. 1. on request from the police force having primary jurisdiction, or

2. 1. 5. 2. when the responsible police force declines to investigate the offence.

2. 2. Member Under Threat

2. 2. 1. When a group or person is targeting you or a member of your immediate family and a threat of violence is received, inform your supervisor/unit commander of the details.

2. 2. 2. In instances where you and your family have been transferred as a safety measure, consider having records or accounts that may reveal your location sent to you through a reliable third party.

NOTE: Members may use their detachment or unit for mail since information could be inadvertently leaked through family or friends.

2. 2. 3. The affected member may write a personal or family impact statement, with the preferred resolution, to be included in the supervisor's recommended course of action to the Cr. Ops. officer.

2. 3. Supervisor or Unit Commander

2. 3. 1. Take immediate action to protect the lives of members and their families, as required, and report to the Cr. Ops. officer the actions implemented. Refer to OM ch. 4.1., sec. 1.5. and OM ch. 4.1., sec. 1.8.4.

2. 3. 2. Open an operational file.

2. 3. 3. Immediately assign a suitable member or unit (e.g. major crimes) to investigate the threat in a thorough and timely manner.

2. 3. 4. Report full details and recommended course of action, through appropriate lines, to the Cr. Ops. officer.

2. 3. 5. After the threat information has been assessed, if it is a substantiated serious threat, personally meet with the member as soon as practical and maintain regular contact with the member until the threat has abated.

2. 3. 6. Advise the detachment members and other units of the threat when appropriate.

2. 3. 7. Offer to meet with the member's spouse or partner to ensure they understand what has occurred and what is being done to ensure their safety.

2. 3. 8. Report to the Cr. Ops. officer on your meeting with the member and their spouse or partner.

2. 3. 9. Advise the police force of jurisdiction of the threat when appropriate, e.g. when the member or their family does not reside within the RCMP jurisdiction where the threat was uttered.

2. 4. Member or Unit Assigned to Investigate the Threat

2. 4. 1. Assess the information, bearing in mind:

2. 4. 1. 1. the circumstances of the threat;

2. 4. 1. 2. the background of the person who made the threat, e.g. previous acts of violence and/or threats; and

2. 4. 1. 3. previous dealings of the threatened member with the person issuing the threat.

2. 4. 2. Properly source all information obtained.

2. 4. 3. Discuss the threat with the member.

2. 4. 4. Report full details and recommended course of action to the supervisor/unit commander and ensure the security level of the report is appropriately categorized.

2. 4. 5. Consult the threat assessment specialists, Sensitive and Specialized Investigative Services (SSIS) branch or divisional behavioural sciences groups, for threat assessment/evaluation and management strategies.

2. 4. 6. Consult your divisional witness protection coordinator or human source unit if the member and/or the member's family need(s) immediate protection. Refer to OM ch. 31.3., Developing and Handling Sources.

2. 4. 7. When a suspect has been identified, consider having the individual entered in the Canadian Police Information Centre (CPIC), under the "Special Interest Police" category. Refer to section 10.5.3. of the *CPIC Policy Manual*.

2. 4. 8. Complete Form 2159, Security Incident Report, and Form 5734, Threat Assessment.

2. 4. 9. Consult with units that may have specific information concerning the person who allegedly made the threats.

2. 4. 10. Advise the member of Health Canada Employee Assistance Services (EAS) at 1-800-268-7708 for counselling services and the divisional peer to peer program.

2. 4. 11. Reassess the threat every seven days and report to the supervisor/unit commander.

2. 4. 12. Keep the member under threat updated on the investigation.

2. 5. Cr. Ops. Officer or Delegate

2. 5. 1. Ensure an investigation is conducted when there is a situation involving credible threats against a member or a group of members, e.g. several members being threatened by an organized crime group or terrorist entity.

2. 5. 1. 1. If the threats are substantiated, complete a threat evaluation and management strategy. Refer to sec. 2.4.5.

2. 5. 2. Consider completing all or some of the actions as per sec. 2.5.3 to sec. 2.5.10.

2. 5. 3 Review the unit commander's report.

2. 5. 4. Confirm that adequate protection is being provided for the continued safety of the member and their family and, if necessary, order a residential security survey on the member's residence.

2. 5. 5. Request an assessment within seven days, categorizing the serious threat according to sec. 1.3.

2. 5. 6. Based on the findings of the investigation, recommend to the CO that the member and their family be transferred for a period of up to 30 days if appropriate.

2. 5. 7. Consult your divisional staffing section and ensure they are aware of the situation and are consulted if the investigation leads to a transfer.

2. 5. 8. On receipt of the assessment report, determine if further security is necessary. Consider the merit of:

2. 5. 8. 1. an extension of the 30-day relocation period to allow further investigation,

2. 5. 8. 2. an intra-divisional transfer, or

2. 5. 8. 3. an inter-divisional transfer.

2. 5. 9. Report full details and recommended course of action to the CO.

2. 5. 10. If the member is transferred, arrange for a contact member at the unit of departure. The contact member will act as a liaison between the member under threat and others needing to communicate with them.

NOTE: The purpose of the contact member is to decrease the possibility of disclosing the location of the member under threat.

2. 6. Commanding Officer or Delegate

2. 6. 1. Assess whether the matter can be resolved at the divisional level.

2. 6. 1. 1. Implement the necessary action. Report the incident and action taken to the applicable deputy commissioner (D/Commr.).

2. 6. 1. 2. When it is determined that an inter-divisional transfer is necessary, report the incident with your recommendation to the applicable D/Commr.

2. 6. 2. Disclosure of information concerning the member's transfer will be limited to only those who need to know.

2. 6. 3. For a substantiated serious threat, direct the Cr. Ops. officer to meet with the member or, in very serious matters, consider meeting with the member yourself to ensure the member understands they are being supported by the RCMP.

2. 6. 4. Ensure that the supervisor/unit commander meets with the member (and spouse, as required) and maintains regular contact with them throughout the incident.

2. 7. Cr. Ops. Officer - New Location

2. 7. 1. Review reports and initiate appropriate security measures.

2. 7. 2. Designate a contact member.

2. 7. 3. Direct the member under threat to report any suspicious calls or contacts.

2. 7. 4. Assign the member to duties that facilitate their security.

2. 7. 5. Consider internal security measures, e.g. if the member's location is identified in the internal email system, it is known to all RCMP employees and may be inadvertently disclosed.

3. Threats Against Non-Member Employees

3. 1. When a group or person is targeting a non-member employee or a member of their immediate family and a threat of violence is received, the employee should inform their supervisor/unit commander of the details.

3. 2. The employee may notify a labour representative of the threat as per the collective bargaining agreement or municipal agreement.

4. Threats Against RCMP Premises or Transport

4. 1. General

4. 1. 1. This section deals with any threat or act of violence against any property or facilities owned, leased, or occupied by the RCMP, or any vehicles, boats, or equipment leased or owned by the RCMP.

4. 1. 2. Threats or acts of violence must be investigated as required.

4. 2. Member

4. 2. 1. Identify, document, and report to your supervisor and detachment crime analysis unit (if your detachment has a crime analysis unit) intelligence regarding any threat as per sec. 3.1. and 4.1.

4. 2. 2. Investigate any threat received and determine its validity.

4. 2. 3. When information regarding the threat originates from a confidential informant source, the information must be documented and managed as per OM ch. 31.5., Assessment of Sources and Information and Debriefing Reports and OM ch. 31.6., Source Records.

4. 2. 4. Enter the occurrence information in the appropriate records management system, e.g. PROS, PRIME, or Versadex.

4. 2. 5. Assess the information and, if applicable, enter the required information in the Automated Criminal Intelligence Information System. Refer to OM ch. 51.9., National Criminal Information System or OM ch. 51.10., Automated Criminal Intelligence Information System.

4. 3. Supervisor

4. 3. 1. Confirm that new members receive situational awareness of local threats, e.g. persons and locations of interest.

4. 3. 2. Ensure that the commander has been made aware of the threat or act of violence.

4. 3. 3. Ensure that the member has used the appropriate resources available to investigate the threat or act of violence and has documented their actions.

4. 4. Commander

4. 4. 1. Confirm that appropriate resources are assigned to analyze and maintain threat files, e.g. crime analysis unit, crime reduction unit, or local threat coordinator.

4. 4. 2. Confirm that threat files are reviewed annually.

4. 4. 3. Send a report through channels to your CO when an act or threat of violence occurs, as per sec. 3.1. and 4.1.

4. 4. 4. Take immediate action to safeguard personnel and property. Refer to AM ch. VIII.1., Loss, Damage or Theft of Property Owned, Leased, or in the Care and Control of the RCMP and PMM ch. V.3., Fire Protection.

5. Threats Against Internationally Protected Persons or Persons Designated as Protected Persons in Canada

5. 1. For a definition of:

5. 1. 1. an internationally protected person, refer to section 2, CC; and

5. 1. 2. a Canadian executive and other persons designated as protected persons in Canada, contact Protective Policing Oversight and Compliance.

5. 2. When an internationally protected person or a person designated as a protected person in Canada is under imminent threat, they are to be provided immediate security and all details are to be noted.

5. 3. To report threats to internationally protected persons, Canadian executives, and other persons designated as protected persons in Canada, contact Protective Policing Oversight and Compliance and refer to OM ch. 12.1., Reporting Incidents, sec. 2.1.

6. Threats Against Prosecutors

6. 1. Consult your provincial or territorial Attorney General/Solicitor General's office to determine if they or any other government agency should be advised of the threat.

6. 2. Investigate threats against prosecutors that occur during the course of an RCMP investigation or within RCMP jurisdiction, and notify the CO, Cr. Ops. officer, and divisional human source unit or divisional/regional witness protection unit.

6. 3. The divisional human source unit or divisional/regional witness protection unit will gather all relevant data and documentation, including the threat assessment, and will forward its recommendations for protective measures to the Cr. Ops. officer for approval, with a copy to NHQ, ATTN: Director, Special Operations Branch.

6. 3. 1. When there is a requirement for immediate protection, the divisional human source unit or divisional/regional witness protection unit will implement the necessary protective measures.

6. 4. When the threat occurs outside of RCMP jurisdiction or is not work related, immediately notify the police department with jurisdiction, CO, Cr. Ops. officer, and divisional human source unit or divisional/regional witness protection unit.

6. 4. 1. Confirm protection of the prosecutor and their family until the police department with jurisdiction assumes protective responsibility.

6. 5. Confirm that the details of a work-related threat against a prosecutor are entered in the National Criminal Data Bank and/or Automated Criminal Intelligence Information System.

References

- AM ch. VIII.1., Loss, Damage or Theft of Property Owned, Leased, or in the Care and Control of the RCMP

- *Criminal Code*
- OM ch. 4.1., Intervention Equipment
- OM ch. 4.4., Storage of Firearms
- OM ch. 12.1., Reporting Incidents
- OM ch. 31.3., Developing and Handling Sources
- OM ch. 31.5., Assessment of Sources and Information and Debriefing Reports
- OM ch. 31.6., Source Records
- OM ch. 51.9., National Criminal Information System
- OM ch. 51.10., Automated Criminal Intelligence Information System
- PMM ch. V.3., Fire Protection

Date Modified: 2020-09-15

OM - ch. 21.1. Authority to Search

Directive Amended: 2019-12-20

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Policy
2. General
3. Doctrine of Plain View
4. Immunity from Search
5. Parliament and Other Government Buildings
6. Unique Authorities
7. Search of Media
8. Jurisdiction
9. Executing a Search

App. 21-1-1 Special Search Provisions

App. 21-1-2 Diplomatic and Consular Privileges and Immunities

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1. Policy

1. 1. Searches and seizures will be conducted only when clearly authorized by law (statutory or common law with respect to searches at the time of arrest) or with express consent.

2. General

2. 1. This chapter deals with the general powers and authorities conferred by the *Criminal Code* (CC) and the common law governing searches, seizures and access to processing and disposal of exhibits.

2. 2. Search powers that exist under other federal statutes may be found uder the appropriate statute heading.

2. 3. The Cr. Ops. Officer/delegate will report all cases that could affect national search and seizure policy to National Headquarters, ATTN: officer in charge (OIC), National Criminal Operations.

2. 3. 1. In the report, include the case heading from the applicable court and a copy of the decision.

2. 4. A search of a vehicle, vessel, aircraft, building, receptacle, or place may be authorized by a warrant to search as prescribed in the *CC*, any other act, or provincial statutes of Parliament or

common law, or with the informed consent of the owner or occupant. Refer to OM ch. 21.4., Search Without Warrant.

2. 5. Consent of a young person must comply with the *Youth Criminal Justice Act* (YCJA).

2. 6. Certain sections of the *CC* contain special search provisions. Refer to App. 21-1-1, Special Search Provisions.

3. Doctrine of Plain View

3. 1. You may seize any item in plain view that may provide evidence of the commission of an offence if:

3. 1. 1. there is a preexisting lawful reason for intrusion upon the person or premises,

3. 1. 2. the discovery of the item is inadvertent, and

3. 1. 3. the item is immediately apparent as incriminating evidence.

4. Immunity from Search

4. 1. Some personnel of diplomatic missions and consular posts, representatives of the United Nations and certain international organizations enjoy immunity from search. Refer to App. 21-1-2, Diplomatic and Consular Privileges and Immunities.

5. Parliament and Other Government Buildings

5. 1. Before obtaining a warrant to search the Parliament buildings or a provincial/territorial assembly building, obtain the Commissioner's approval.

5. 2. If the warrant is to search a provincial parliament building or a provincial/territorial assembly building, arrangements for the search must be made by the Cr. Ops. Officer/delegate with the applicable speaker.

6. Unique Authorities

6. 1. For DNA warrants, refer to OM ch. 35.1. DNA Collection and Data Bank.

6. 2. For weapons, imitation firearms, prohibited devices, crossbows, ammunition, and explosive substances, refer to CC, subsection 117.02(1) and CC, subsection 117.04(1), and App. 21-1-1.

6. 3. For common gaming or betting houses, including arrest of persons found in, refer to CC, subsection 199(1) and CC, subsection 199(2).

6. 4. For precious metals, see CC, subsection 395(1), and for other articles, refer to CC, section 487 and CC, section 487.1. Unless a peace officer is authorized under CC, subsection 395 (1), to search a person, the person must be under arrest or give consent to the search.

6. 5. There are no provisions in the Canada Post Corporation Act to allow police officers to search, seize or demand mail "in the course of post". Refer to *Canada Post Corporation Act*, subsection 40(3).

6. 5. 1. The phrase "in the course of post" refers to the time interval between the moment the mail is deposited at the post office or mailbox and the moment it is delivered. Refer to *Canada Post Corporation Act*, subsection 2(3).

6. 5. 2. Opening mail or requesting to have mail opened, except in accordance with the *Canada Post Corporation Act*, could be interpreted to contravene CC, section 356 or CC, section 465.

6. 5. 3. Mail may be legally searched and seized in accordance with the relevant statute before being posted or once it has been delivered in the usual manner to the addressee as follows:

6. 5. 3. 1. left at the place of residence or place of business of the addressee,

6. 5. 3. 2. deposited in a receptacle provided for the receipt of mail of the addressee, or

6. 5. 3. 3. left with the addressee or their servant or agent or with any other person who may reasonably be considered to be authorized by the addressee to receive mail.

7. Search of Media

7. 1. A search for media news footage must strike a balance between the interests of the state in an investigation and the right to privacy of the media, as an innocent third party, in gathering and disseminating the news. Refer to CBC v. Lessard [1991], SCC, CBC v. New Brunswick [1991], SCC, and CBC v. Manitoba [2009], MBCA.

7. 2. Consider the use of a production order under CC, section 487.014, by which the media outlet can turn over the requested material in a process that will not unduly impede their operations. Refer to OM ch. 21.12., Preservation Demands, Preservation Orders, and Production Orders.

7. 3. If proceeding by way of a search warrant, an information to obtain a search warrant should:

7. 3. 1. disclose alternate sources for the evidence and whether all reasonable efforts have been made to investigate those sources;

7. 3. 2. provide assurances that the execution of the warrant will not unduly impede the publication, broadcast or dissemination of the news; and

7. 3. 3. provide grounds to show the existence of the information to be obtained, for example, the information, in whole or in part, has been disseminated or made public.

7. 4. If executing a search warrant at a media outlet, the OIC, National Criminal Operations must be notified in advance.

8. Jurisdiction

8. 1. Canadian law relating to search and seizure authorizes a search in Canada only. Any search outside the country will be initiated only after contacting the Department of Justice Canada and requesting the search be conducted by a police agency from that country. The Minister of Justice Canada will request assistance from the Justice department of the other country where the search is to be conducted. For foreign liaison assistance, refer to OM ch. II.1., Investigations Guidelines, sec. J., Foreign Liaison Assistance and Investigations Involving the U.S.

8. 2. A search within Canada cannot be initiated on behalf of a foreign police agency unless directed by the Department of Justice Canada. Once approved, only a Justice of a Superior Federal Court may grant such a warrant.

9. Executing a Search

9. 1. General

9. 1. 1. Where feasible, have the warrant and a copy of it in your possession.

9. 1. 2. Where feasible, before entering a place to be searched, make your presence known. Identify yourself as a peace officer and state the purpose for which entry is demanded. Refer to CC, subsection 29(1) to 29(3).

NOTE: Consider officer safety before announcing your presence. Refer to CC, section 529.4.

9. 1. 3. If prior announcement was not made, once inside you must announce yourself and your purpose.

9. 2. Conducting a Search

9. 2. 1. Wherever possible, searches should be conducted in the presence of the owner/lessee of the property, their agent, or a person who the member is satisfied has the authority to represent the owner/lessee.

9. 2. 2. Participants in a search are limited to peace officers essential to conduct the search and to such other persons as specifically named in the warrant. A CM, for example, a laboratory employee, without peace officer status who is assisting in the search should be specifically named in the warrant.

9. 2. 3. Searches must not be conducted if they are based solely on an anonymous telephone tip or on unsubstantiated information provided by a source of unknown reliability. In either case, the information must be substantiated through independent investigation.

9. 2. 4. A search will be discontinued when the grounds of belief no longer exist or the items described in the warrant to search are seized.

9. 2. 5. When a search is undertaken without a warrant, the requirements of specific legislation or common law must be met before the search is executed.

9. 2. 6. If damage is caused to premises being searched, under no circumstance will members make any commitment, either directly or indirectly, that the RCMP will make restitution. Inform the person of their right to submit a claim and that an independent investigation may be conducted. Refer to AM ch. VIII.2., Claims By Or Against The Crown.

References

- *Canadian Charter of Rights and Freedoms*, sec. 8 and 9
- *Firearms Act*
- *Foreign Missions and International Organizations Act*
- R. vs Caslake [1998] 1 S.C.R. 51
- R. vs Debot, [1989] 2 S.C.R. 1140
- R. vs Golden [2001] 3 S.C.R. 679, 2001 SCC 83
- R. vs Mann, [2004] 3 S.C.R. 59, 2004 SCC 52

Date Modified: 2019-12-20

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 21-1-1 - Special Search Provisions

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Appendix Amended: 2019-12-20

SEARCH WITHOUT WARRANT		
Type of search	**CC, section 117.02** Firearms	**CC , subsection 117.04(2)** Firearms
Support material	Not Applicable	Not Applicable
Test	Reasonable grounds	Reasonable grounds, and not in the interests of safety
Scope	Weapons, imitation firearms, prohibited devices, ammunition, explosive substance	Firearm, offensive weapon, ammunition or explosive substance
Location	Person, vehicle, place or premises other than a dwelling-house	Any place as long as requisite grounds exist
Time and duration	Anytime	Anytime
Form	Not applicable	Not applicable
Remarks	A search of a dwelling-house requires a search warrant under *CC,* sec. 487.	These are exceptional powers that relate to a person, vehicle, place and include a dwelling-house of which the subject has possession, custody or control. A return is required under *CC,* subsection. 117.04(3).

SEARCH WITH WARRANT			
Type of search	**CC, subsection 117.04(1)** Firearm	**CC, section 164** Obscene Material	**CC, section 199** Gaming-house

Support material	Application to a magistrate	Written information under oath	Written report (no information or oath)
Test	Reasonable grounds, and not in the interests of safety	Reasonable grounds	Reasonable grounds
Scope	Firearm, offensive weapon, ammunition or explosive substance	Possession of crime comic or obscene publication, copies of which are kept for sale or distribution	Offences set out: sec. 201, sec. 202, sec. 203, sec. 207
Location	Any place stipulated in the warrant	Premises	Place (suspected common gaming house)
Time and duration	Anytime	Within seven days of issue of the warrant to search	Reasonable time
Form	Modified Form 1	Modified Form 1	Modified Form 1
Remarks	Return is required under sec. 117.04(3), *CC*.	This is not a punishment section. If the elements are proven, the court will by order forfeit the material.	May be executed by day or night. Things seized to be brought before a justice.

SEARCH WITH WARRANT (continued)

Type of search	**CC, section 320** Hate Literature	**CC, section 395** Precious Metals
Support material	Written information under oath before a judge	An information under oath by a person having an interest in a mining claim
Test	Reasonable grounds	Knowledge
Scope	Possession of publication, copies of which are kept for sale or distribution	Precious metals or substance containing precious metals
Location	Premises	Places or persons mentioned in the information
Time and duration	Within seven days of issue of search warrant	Reasonable time
Form	Modified Form 1	Modified Form 1
Remarks	Must have consent of Attorney General before proceeding. If the elements are	Unusual because search warrant also authorizes search of persons.

	proven, the court will by order forfeit the material.	

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OM - App. 21-1-2 - Diplomatic and Consular Privileges and Immunities

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Moved from II.12.: 2005-11-01

TITLE	PERSON	TYPE OF SEARCH							
		Personal		Private Residence		Private Vehicle		Personal Baggage	
		YES	NO	YES	NO	YES	NO	YES	NO
Diplomatic Mission (1)(3)	Head of Mission		X		X		X		X (6)
	Diplomatic Agent (4)		X		X		X		X (6)
	Administrative and Technical Staff		X		X		X	X	
	Service Staff		X (7)	X		X		X	
	Family Members of Diplomatic Staff		X (5)		X		X (5)		X (5) (6)
Consular Post (2)	Head of Post		X (8)	X		X			X (6)
	Career Consular Officer		X (8)	X		X			X (6)
	Honorary Consular Officer	X		X		X		X	
	Family of Consular Officer	X		X		X			X (6)

	(Other Than Honorary)								
	Consular Employee (Administrative or Technical Staff)	X		X		X		X	

Diplomatic Courier and Diplomatic Bags	Couriers must carry documentation indicating their status and the number of packages constituting the diplomatic bag. All bags must bear visible external marks of its contents. Neither the courier nor bags may be detained, searched or seized.
Consular Courier and Consular Bags	Consular couriers must carry documentation indicating his/her status and the number of packages constituting the consular bag, and each must bear visible external marks of their contents. If Canadian authorities have serious reason to believe the bag contains other than official correspondence or articles they may request it opened in their presence by an authorized consular representative. If the request is refused the bag is to be returned to the point of origin. Otherwise neither courier nor bag may be searched or seized.

TITLE	PERSON	TYPE OF SEARCH
Representatives of the United Nations and Certain International Organizations		Certain immunities similar to those accorded diplomatic and consular personnel also apply to representatives of member countries of the United Nations and certain international organizations, e.g. the International Civil Aviation Organization and the International Atomic Energy Agency. The premises of such organizations located in Canada are immune from search and seizure. Representatives are immune from legal process of any kind **while engaged in the function of their organization**. Foreign Affairs Canada issues identity cards to those persons who qualify.

(1) Premises of the mission, furnishings, and other property therein are inviolable.

(2) Consular premises, archives and documents and official correspondence are inviolable.

(3) The means of transportation of the mission are immune from search.

(4) The papers, correspondence and property of a diplomatic agent are inviolable.

(5) Unless they are Canadian citizens or permanent residents of Canada.

(6) Unless there are serious grounds for presuming it contains prohibited goods, e.g. drugs or weapons. Inspect only in the presence of the diplomatic agent or his/her authorized representative.

(7) Immune only in the exercise of their functions.

(8) Except in the case of a grave crime and pursuant to a decision by a competent judicial authority.

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Date Modified: 2005-01-01

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Appendix Amended: 2019-12-20

SEARCH WITHOUT WARRANT		
Type of search	**CC, section 117.02** Firearms	**CC , subsection 117.04(2)** Firearms
Support material	Not Applicable	Not Applicable
Test	Reasonable grounds	Reasonable grounds, and not in the interests of safety
Scope	Weapons, imitation firearms, prohibited devices, ammunition, explosive substance	Firearm, offensive weapon, ammunition or explosive substance
Location	Person, vehicle, place or premises other than a dwelling-house	Any place as long as requisite grounds exist
Time and duration	Anytime	Anytime
Form	Not applicable	Not applicable
Remarks	A search of a dwelling-house requires a search warrant under *CC,* sec. 487.	These are exceptional powers that relate to a person, vehicle, place and include a dwelling-house of which the subject has possession, custody or control. A return is required under *CC,* subsection. 117.04(3).

SEARCH WITH WARRANT			
Type of search	**CC, subsection 117.04(1)** Firearm	**CC, section 164** Obscene Material	**CC, section 199** Gaming-house

Support material	Application to a magistrate	Written information under oath	Written report (no information or oath)
Test	Reasonable grounds, and not in the interests of safety	Reasonable grounds	Reasonable grounds
Scope	Firearm, offensive weapon, ammunition or explosive substance	Possession of crime comic or obscene publication, copies of which are kept for sale or distribution	Offences set out: sec. 201, sec. 202, sec. 203, sec. 207
Location	Any place stipulated in the warrant	Premises	Place (suspected common gaming house)
Time and duration	Anytime	Within seven days of issue of the warrant to search	Reasonable time
Form	Modified Form 1	Modified Form 1	Modified Form 1
Remarks	Return is required under sec. 117.04(3), *CC*.	This is not a punishment section. If the elements are proven, the court will by order forfeit the material.	May be executed by day or night. Things seized to be brought before a justice.

SEARCH WITH WARRANT (continued)

Type of search	**CC, section 320** Hate Literature	**CC, section 395** Precious Metals
Support material	Written information under oath before a judge	An information under oath by a person having an interest in a mining claim
Test	Reasonable grounds	Knowledge
Scope	Possession of publication, copies of which are kept for sale or distribution	Precious metals or substance containing precious metals
Location	Premises	Places or persons mentioned in the information
Time and duration	Within seven days of issue of search warrant	Reasonable time
Form	Modified Form 1	Modified Form 1
Remarks	Must have consent of Attorney General before proceeding. If the elements are	Unusual because search warrant also authorizes search of persons.

	proven, the court will by order forfeit the material.	

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OM - App. 21-1-2 - Diplomatic and Consular Privileges and Immunities

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Moved from II.12.: 2005-11-01

TITLE	PERSON	TYPE OF SEARCH							
		Personal		Private Residence		Private Vehicle		Personal Baggage	
		YES	NO	YES	NO	YES	NO	YES	NO
Diplomatic Mission (1)(3)	Head of Mission		X		X		X		X (6)
	Diplomatic Agent (4)		X		X		X		X (6)
	Administrative and Technical Staff		X		X		X	X	
	Service Staff		X (7)	X		X		X	
	Family Members of Diplomatic Staff		X (5)		X		X (5)		X (5) (6)
Consular Post (2)	Head of Post		X (8)	X		X			X (6)
	Career Consular Officer		X (8)	X		X			X (6)
	Honorary Consular Officer	X		X		X		X	
	Family of Consular Officer	X		X		X			X (6)

	(Other Than Honorary)								
	Consular Employee (Administrative or Technical Staff)	X		X		X		X	
Diplomatic Courier and Diplomatic Bags		Couriers must carry documentation indicating their status and the number of packages constituting the diplomatic bag. All bags must bear visible external marks of its contents. Neither the courier nor bags may be detained, searched or seized.							
Consular Courier and Consular Bags		Consular couriers must carry documentation indicating his/her status and the number of packages constituting the consular bag, and each must bear visible external marks of their contents. If Canadian authorities have serious reason to believe the bag contains other than official correspondence or articles they may request it opened in their presence by an authorized consular representative. If the request is refused the bag is to be returned to the point of origin. Otherwise neither courier nor bag may be searched or seized.							

TITLE	PERSON	TYPE OF SEARCH
Representatives of the United Nations and Certain International Organizations		Certain immunities similar to those accorded diplomatic and consular personnel also apply to representatives of member countries of the United Nations and certain international organizations, e.g. the International Civil Aviation Organization and the International Atomic Energy Agency. The premises of such organizations located in Canada are immune from search and seizure. Representatives are immune from legal process of any kind **while engaged in the function of their organization**. Foreign Affairs Canada issues identity cards to those persons who qualify.

(1) Premises of the mission, furnishings, and other property therein are inviolable.

(2) Consular premises, archives and documents and official correspondence are inviolable.

(3) The means of transportation of the mission are immune from search.

(4) The papers, correspondence and property of a diplomatic agent are inviolable.

(5) Unless they are Canadian citizens or permanent residents of Canada.

(6) Unless there are serious grounds for presuming it contains prohibited goods, e.g. drugs or weapons. Inspect only in the presence of the diplomatic agent or his/her authorized representative.

(7) Immune only in the exercise of their functions.

(8) Except in the case of a grave crime and pursuant to a decision by a competent judicial authority.

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Date Modified: 2005-01-01

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OM - ch. 21.4. Search Without Warrant

Directive Amended: 2018-01-15

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Authority to Search without Warrant
3. Search of Electronic Devices - Accused Persons
4. Search of Electronic Devices – Non-Accused Person
5. Seizure without Warrant

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1. General

1. 1. Pursuant to Sec. 8, *Canadian Charter of Rights and Freedoms* "everyone has the right to be secure against unreasonable search or seizure".

1. 2. As it applies to searches conducted with warrant and without warrant, the police are allowed to conduct a lawful search that is "reasonable" in the circumstances, balancing the need to enforce the law and the privacy interests of a person.

1. 3. A search without warrant may apply to:

1. 3. 1. an accused person, e.g., incidental to arrest; and

1. 3. 2. a non-accused person, such as a witness bystander using a cellphone/similar device to record video or photographs of an investigated offence or the owner of a private/commercial closed circuit video equipment system overlooking a crime scene.

2. Authority to search without warrant

2. 1. In accordance with ch. 21.1., a search without warrant may be authorized by the *Criminal Code* (CC), Common Law, and/or Informed Consent:

2. 1. 1. The CC, e.g., Sec. 487.11, CC and Sec. 117.02(1)(b), CC, and any other act or provincial statutes of Parliament, allow for search and seizure without warrant in exigent circumstances.

2. 1. 1. 1. Exigent circumstances allow a peace officer to conduct a search without warrant when the peace officer believes, on reasonable grounds, that an item subject to seizure may be found in a place, and though grounds exist, the delay necessary to obtain a search warrant would result in danger to human life or safety, and/or loss, destruction, disappearance, or removal of evidence. See Sec. 487.11, CC and Sec. 529.3 (2), CC.

2. 1. 1. 2. If the owner of the property is not present, a note providing the investigating officer's name and phone number must be left inside the residence or building, notifying the owner of the reason for entry.

2. 1. 1. 3. Unless exigent circumstances exist, the member will use a Production Order to obtain information from the Internet Service Provider (ISP) according to ch. 21.12., and R. v. Spencer, 2014 SCC 43.

2. 1. 2. Common law dictates police have a duty to preserve peace, prevent crime, and protect life and property, including the preservation of evidence. Aspects of common law applicable to search without warrant may include:

2. 1. 2. 1. A search conducted in the course of lawful duty, for a purpose specific to the commission of an offence;

2. 1. 2. 2. A search conducted to ensure officer safety;

2. 1. 2. 3. A search conducted in exigent circumstances involving a risk of imminent loss/destruction of evidence, if a search, or the resulting seizure, is delayed. See R. v. Grant 1993, CanLII 68 (SCC); and

2. 1. 2. 4. A search of abandoned property for evidence, such as garbage left on the curbside, and cigarette butts and chewing gum discarded in public places. When conducting a search of garbage, the totality of the circumstances must be considered in determining sufficient abandonment. The garbage is abandoned and can be searched if it is:

2. 1. 2. 4. 1. disposed of in the usual manner to commit it to the municipal collection system;

2. 1. 2. 4. 2. accessible, placed at the curbside (within the property line by a few inches, or outside); or

2. 1. 2. 4. 3. placed in an unlocked receptacle, used by or accessible to others, e.g. dumpster, garbage chute.

NOTES:

1. As a general rule, common law does not allow police to search items found in plain view without a warrant.

2. Items in plain view may be seized without warrant under the authority of common law and may be searched once a warrant to search has been obtained. For seizure of items in Plain View, see ch. 21.1., sec. 3. and R. v. Ruiz, 1991 CanLII 2410 (NB CA).

2. 1. 3. Informed Consent of the owner permits search without warrant.

2. 1. 3. 1. While not required by law, a consent obtained in writing and signed by the consenting person may provide clear evidence of an informed and voluntary consent. The Consent to Search, Form 3706, is compliant with current case law and is considered best practice.

2. 1. 3. 2. A search without warrant with informed consent is based on the following:

2. 1. 3. 2. 1. Express informed consent exists before the search takes place;

2. 1. 3. 2. 2. The giver of the consent has the legal authority to give the consent in question;

2. 1. 3. 2. 3. The consent is given voluntarily, i.e. it is not the product of police oppression, coercion, or other such police conduct that may reasonably affect the individual's freedom to give or not to give their consent;

2. 1. 3. 2. 4. The giver of the consent is aware of the nature of what the police intends to do with the consent;

2. 1. 3. 2. 5. The giver of the consent is aware of their right to refuse to give their consent, and to withdraw consent at any time during the search. If consent is withdrawn, the member will stop the search;

2. 1. 3. 2. 5. 1. Members must be cognizant of, and be prepared to address, the possibility that police actions may affect the ability of a person to withdraw consent. For instance, if a person in custody located away from the point of search withdraws their consent, members involved in the search must be made aware of the withdrawal of consent without unreasonable delay so that the search can be stopped as soon as practicable after the withdrawal of consent. At that point if grounds exist, members may consider a judicially authorized continuation of the search through a Search Warrant or a Production Order.

2. 1. 3. 2. 6. The giver of the consent is aware of the potential consequences of giving their consent, i.e. the reason for the search, the items being sought, and the consequences of a successful search, which may result in seizure of property, and the person being arrested, charged, and prosecuted.

2. 1. 3. 3. If a person consents to a search under the conditions outlined in sec. 2.1.3., with or without written consent, the member must record all the details of obtaining the consent and the subsequent actions concerning the nature of the search as well as the manner in which the search was conducted.

2. 1. 3. 4. If a written consent is obtained, the member must retain it on file, and if requested, provide a copy to the person consenting. If articles are seized as a result of a search with consent, the member must process the articles as outlined in ch. 22.1.

3. Search of Electronic Devices - Accused Persons

3. 1. A search without warrant of a cellphone, video camera, a photographic still camera, or similar electronic device owned by, or in possession of, an accused party, including password protected devices, may occur where the search is incidental to a lawful arrest.

NOTE: A Warrant or Production Order may be required to search property seized incidental to arrest where a search was not promptly conducted after arrest. See ch. 21.3.

3. 2. According to the courts, a search of a cellphone incidental to arrest has the potential to be a much more significant invasion of privacy than a typical search incidental to arrest. See R. v. Fearon 2014 SCC 77 and ch. 18.1., sec. 5.

3. 2. 1. Four conditions must be met for such a search in accordance with Sec. 8., *Canadian Charter of Rights and Freedoms*:

3. 2. 1. 1. The arrest must be lawful. See Sec. 494, CC.

3. 2. 1. 2. The search must be incidental to arrest, i.e. must be done promptly upon arrest, or as soon as practicable after arrest.

3. 2. 1. 3. The nature and extent of the search must be tailored specifically to its purpose, i.e. only the material relevant to the investigated offence may be searched for.

3. 2. 1. 3. 1. Any items discovered in plain view during a lawful search (with or without warrant, with informed consent), may be seized. If items seized as plain view need to be searched for further evidence, a warrant to search must be obtained. For seizure of items in plain view, see ch. 21.1., sec. 3.

3. 2. 4. The examining member must take detailed notes of what was examined on the device and the manner in which it was examined, including, but not limited to, the time taken to complete the search.

3. 3. As stated in R. v. Fearon 2014 SCC 77, search without warrant of the devices listed in sec. 3.1. should strictly occur promptly upon arrest or as soon as is practicable after arrest, where there is objectively reasonable rationale to conduct the search to serve the law enforcement purposes of:

3. 3. 1. protecting the police,

3. 3. 2. protecting the accused,

3. 3. 3. protecting the public,

3. 3. 4. preserving evidence,

3. 3. 5. discovering evidence, or

3. 3. 6. situations in which the investigation will be stymied or significantly hamper the ability to promptly conduct the search.

4. Search of Electronic Devices – Non-Accused Person

4. 1. A warrantless search of property, such as a privately or commercially owned Closed Circuit Video Equipment (CCVE) system overlooking a crime scene, or video/photographs of a crime scene recorded on a cellphone, camera, or similar device owned by a non-accused party, may occur under the authority of common law. The following applies:

4. 1. 1. Before the search is conducted, informed consent must be provided by the owner of the property to be searched for evidence, in accordance with sec. 2.1.3.

4. 1. 2. Once consent is established, in order to minimize any inconvenience or intrusion of privacy, the member may request that a copy of the evidence, i.e. video and/or photographs, be voluntarily provided at the time or forwarded to the investigator by the owner of the property.

4. 1. 3. If informed consent still exists, yet temporary removal of the property is necessary to obtain the evidence, the member will inform the property owner of the reason and will take steps to return the property in a timely manner.

4. 1. 4. If there is no consent given, or consent has been withdrawn by the owner, and there exists a reasonable belief that the evidence contained in the device may be destroyed, the device may be seized under the authority of common law and retained only to the extent that evidence is secured, and the seized item is returned to the owner in a timely manner.

4. 1. 5. Even if grounds exist and a seizure is supported by law, not all items will be seized. Before seizing an item to obtain evidence, the member must be mindful that seizure may raise concerns of intrusion of privacy for the property owner.

4. 1. 5. 1. The member will consider the seriousness of the offence and the totality of the circumstances, including whether:

4. 1. 5. 1. 1. the evidence is available through other means,

4. 1. 5. 1. 2. the evidence is essential to the police investigation,

4. 1. 5. 1. 3. the need for the evidence is immediate,

4. 1. 5. 1. 4. the evidence is at risk of immediate loss or destruction, and

4. 1. 5. 1. 5. seizure of the evidence is reasonable in the circumstances.

NOTES:

1. A Warrant or Production Order may be required to search items seized from a property owner without consent.

2. If the seized evidence, i.e. video and/or photographs, reveal sensitive details of undercover operations, police may seize the cellphone, video camera, photographic still camera, or other similar device to ensure safekeeping/destruction of the sensitive information according to the applicable lawful authority.

5. Seizure without warrant

5. 1. The authority to seize certain property without warrant comes from the CC, *Controlled Drugs and Substances Act*, other acts and provincial statutes, and case law, e.g. Sec. 117.02, CC, Sec. 489, CC, and the Doctrine of Plain View. See ch. 21.1., sec. 3. and R. v. Ruiz, 1991 CanLII 2410 (NB CA).

5. 2. According to the courts, seizure is defined as "taking of a thing from a person by a public authority without that person's consent". See R. V. Dyment 1988 CanLII 10, 2 SCR.

5. 3. If the owner of an item consents to giving the item to the police, it is not considered a seizure.

5. 4. For items seized without warrant and required for investigation or a preliminary inquiry or trial, complete and submit a Report to a Justice, Form 5.2, according to Sec. 489, CC. See ch. 21.3., sec. 6.

5. 5. Upon receipt of Form 5.2, a justice may grant detention of the seized items until the conclusion of the investigation or until the items are required for court. See Sec. 490(1), CC.

5. 6. For items seized without warrant, the member will provide an explanation on Form 5.2 of the grounds for believing the items were obtained by, and/or used in the commission of, an offence.

5. 7. If any seized items are not required for investigation or court, the member will:

5. 7. 1. document the return of the seized items to their lawful owner on Form 5.2, and

5. 7. 2. return the seized items to their lawful owner.

References

- R .v. Wills 1992 CanLII 2780
- R. v. Nicolosi 1998 CanLII 2006 (ON CA)
- R. v. Patrick, 2009 SCC 17
- R. V. Dyment 1988 CanLII 10, 2 SCR
- Sec. 487, CC
- Section 489.1, CC

Date Modified: 2018-01-15

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 22.1. Processing

Directive Amended: 2018-07-10

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities

1. Definitions

1. 1. **Exhibit** means any property, which may have evidentiary value, seized by a member in the course of an investigation.

1. 2. **Found property** means any property taken or relinquished into police possession for a non-investigative purpose.

NOTE: For processing found property, refer to divisional and/or unit directives.

1. 3. **Seizure** means the act of taking a thing from a person by a public authority without that person's consent. Refer to *R. v. Dyment*.

2. General

2. 1. Exhibits come into police possession in a variety of ways either with or without a search warrant, order, or authorization. Compliance with the *Criminal Code* or other federal/provincial statutes with respect to reporting and retention of seized exhibits must be ensured at all times.

NOTE: A lack of compliance in this sensitive domain can adversely impact prosecutions and public trust in the RCMP.

2. 2. Employees who handle seized property must wear personal protective equipment (PPE) for personal safety and preservation of evidence.

2. 2. 1. For more information on PPE, consult with your divisional Occupational Health and Safety Branch. Refer to OSM ch. 8., Personal Protective Equipment.

2. 3. For information regarding the handling and processing of an exhibit that is, or is suspected of being, a highly toxic substance, refer to OM ch. 6.7., Highly Toxic Substances.

2. 4. An encounter with and/or exposure to, or suspicion of exposure to, chemical, biological, radioactive, and nuclear (CBRN) pathogens or materials requires immediate identification of persons affected and of the source of the contamination. Refer to OM ch. 14. General,

OM ch. 14.1., CBRN First Responder Protocol and Reporting, and OM ch. 14.6., Suspicious Packages.

2. 5. Treat all firearms as "loaded" until proven otherwise.

2. 5. 1. Seized or exhibit firearms must be processed according to the *Public Agents Firearms Regulations*.

2. 6. Only regular members (RMs) or personnel who have completed or received credit for the Canadian Firearms Safety Course will handle firearms.

2. 7. Under exigent circumstances an RM may be required to immediately gather evidence from an unfolding critical incident/crime scene in order to mitigate an imminent threat to public safety, e.g. immediately seize clothing, a cell phone, or other items from a suspect which may identify secondary target sites.

2. 7. 1. When practical, members should consult a critical incident commander, major crime unit (MCU), chemical biological radiological nuclear explosives (CBRNE) responder, forensic identification section (FIS), and/or Integrated National Security Enforcement Team (INSET)/national security team before processing exhibits from critical incident scenes. Refer to OM ch. 21.4., Search Without Warrant.

2. 7. 2. When evidence is seized under exigent circumstances, ensure the circumstance of the situation and subsequent actions taken are documented thoroughly.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. General

3. 1. 1. 1. Before seizing any exhibit, consider photographing the scene and the exhibits or contacting Forensic Identification Services, if warranted.

3. 1. 1. 2. Record, in your notebook, a detailed description of the exhibit, the location it was seized from, and the date and time it was seized. Refer to OM ch. 25.2., Investigator's Notes.

3. 1. 1. 3. When seizing exhibits, follow precautions and procedures as per LSM ch. 1., Laboratory Services.

3. 1. 1. 4. Ensure that a firearm has been proven safe and rendered inoperable with a trigger lock or a plastic locking tie, i.e. zap strap.

3. 1. 1. 5. Number, date, time, and initial all exhibit bags and exhibit tags, taking care not to damage or destroy evidence. Refer to LSM ch. 1., sec. 4.3., Marking Exhibits.

3. 1. 1. 6. Secure and safeguard all exhibits in a temporary exhibit locker or suitable secure storage area, as soon as practicable.

3. 1. 1. 7. Enter and track all exhibits in the applicable Records Management System (RMS), e.g. Police Reporting and Occurrence System (PROS), Police Records Information Management Environment of British Columbia (PRIME-BC), Versadex.

3. 1. 1. 8. Complete a Report to a Justice - Form 5.2, or bring the exhibit before a justice, as soon as practicable upon seizure of anything while in the execution of duty. Refer to section 489.1 (1) CC.

3. 1. 1. 9. For return of the seized exhibit, with or without a warrant, refer to OM ch. 22.3., Disposal.

NOTE: The justice may authorize detention of an exhibit for a period of three months. An application to a justice for further detention can be made before the expiry date of three months, for a period not exceeding one year. Refer to sec. 490(2), CC.

3. 1. 1. 10. When required, seek an extension from a superior court to detain an exhibit beyond one year. Refer to sec. 490(3)(a), CC.

NOTE: Where an application is being sought for further detention of an exhibit, three days' notice must be provided to the person from whom the exhibit was seized.

3. 1. 1. 11. Complete Form C-240, Vehicle Impoundment/Inventory/Seizure Report when a vehicle, a vessel, or an aircraft is seized, and enter the exhibit in the RMS. Provide the registered owner with a copy of the Form C-240. For seizures under the *Excise Act*, refer to OM ch. 8.5., Excise Act/Excise Act, 2001.

3. 1. 1. 12. For items obtained through a production order, refer to OM ch. 21.12., Preservation Demands, Preservation Orders, and Production Orders.

3. 1. 1. 13. For explosives, refer to OM ch. 33.3., Explosives Disposal.

3. 1. 1. 14. For search and seizure of drugs, refer to OM ch. 6.8., Search and Seizure of Drugs, and for drug exhibits, refer to OM ch. 6.9., Drug Exhibits.

3. 1. 1. 15. For exhibits related to marihuana cultivation, refer to OM ch. 6.12., Marihuana Cultivation.

3. 1. 1. 16. For transportation of dangerous exhibits, refer to OM ch. 22.8., Transportation of Seized Dangerous Goods.

3. 1. 1. 17. Handle, process, and store biological exhibits as per LSM ch. 1. and your regional forensic laboratory.

3. 1. 1. 18. For biological exhibits, refer to OM ch. 22.5., Biological.

3. 1. 1. 19. For DNA collection and data bank, refer to OM ch. 35.1., DNA Collection and Data Bank.

3. 1. 1. 20. For seizing, processing, and disposing of seized firearms, prohibited weapons, and munitions, refer to OM ch. 22.4., Firearms, Prohibited Weapons, Munitions, and Explosives.

3. 1. 1. 21. For currency and negotiable instruments, refer to OM ch. 22.6., Currency and Negotiable Instruments.

3. 1. 1. 22. For Cabinet documents, refer to OM ch. 22.7., Cabinet Documents.

3. 1. 2. Disposition Orders

3. 1. 2. 1. When an exhibit has been introduced as evidence in a court proceeding, seek a disposition order from the trial justice. Refer to OM ch. 22.3, Disposal.

3. 1. 2. 2. Consider introducing an evidentiary sample and/or photographic evidence, in consultation with the Crown, thereby permitting the disposition of bulky exhibits or the return of exhibits.

3. 2. Supervisor

3. 2. 1. To maintain exhibit continuity, ensure that an exhibit is properly secured in a temporary exhibit locker or suitable storage area as soon as practicable.

3. 2. 2. Ensure that members are documenting the seizure of exhibits in their notebooks. Refer to OM ch. 25.2.

3. 2. 3. Ensure that members are completing and submitting Form 5.2 when required.

3. 3. Exhibit Custodian

3. 3. 1. Upon commencement as the new exhibit custodian, conduct a thorough review of exhibits with the outgoing exhibit custodian/designate, and with the detachment/unit commander's oversight.

3. 3. 1. 1. Document the review of the exhibits and notify the detachment/unit commander of any discrepancy between the inventory of exhibits and the exhibit ledger or RMS listing of exhibits.

3. 3. 2. Ensure that each exhibit is packaged in a safe manner.

3. 3. 3. Ensure that firearms have been rendered inoperable by either a trigger lock or a plastic locking tie, i.e. zap strap.

3. 3. 4. Ensure that each exhibit is identified, and marked with a number, date, time, and member's initials.

3. 3. 4. 1. In the event of any omissions, return the exhibit and advise the member to provide the required information.

3. 3. 5. Move the exhibit from the temporary exhibit locker to the detachment's main exhibit locker.

3. 3. 6. Track the movement (e.g. exhibit outgoing to court, exhibit outgoing to forensic laboratory, exhibit incoming from forensic laboratory) of exhibits in the RMS. For PROS entries, refer to the Store Keeper Handbook available through Agora. For PRIME-BC, verify the movement of the exhibit on the PRIME Property Page.

NOTE: Maintaining an exhibit ledger outside of the RMS requires approval from the divisional Operational Records Management System (ORMS) coordinator and divisional Criminal Operations (Cr. Ops.) Officer.

3. 4. Detachment/ Unit Commander

3. 4. 1. Ensure that a review of exhibits is undertaken with the outgoing exhibit custodian/designate and the newly designated exhibit custodian.

3. 4. 2. Ensure that members are complying with the *Criminal Code* and any other statutory procedures for the processing of seized articles.

3. 4. 3. Ensure that there is adequate storage space for seized articles.

3. 4. 4. Provide adequate equipment for the storage of exhibits which require refrigeration.

3. 4. 5. Ensure the Unit Level Quality Assurance (ULQA) Review of Exhibit Control is mandatory and included annually within the ULQA risking process.

3. 4. 6. Ensure that the duties of the exhibit custodian are outlined in the job description and that they receive the necessary training to handle firearms, if the exhibit custodian is not an RM. Refer to OM ch. 22.4., Firearms, Prohibited Weapons, Munitions, and Explosives.

References

Date Modified: 2018-07-10

OM - ch. 22.2. Accessing

Moved from ch. 21.9.: 2014-02-18

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Public Access
3. Access by Police Officers, Investigators, and Counsels
4. Foreign Investigation Agencies

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1. General

1. 1. Access to bond rooms, exhibit rooms, and exhibit lockers must be closely regulated and controlled to maintain accurate continuity and accountability of exhibits and property.

1. 2. A division is required to develop procedures approved by the provincial attorney general to preclude access and disclosure in situations where disclosure may identify a confidential source or a sensitive operational technique.

1. 3. When access to an exhibit is provided to a visiting third party, the exhibit must be moved to a secure area during the viewing period so that the entire exhibit area is not exposed to the visiting third party.

1. 4. Monitor the viewing of an exhibit by a third party.

2. Public Access

2. 1. A member of the public is entitled to inspect the search warrant and the information to obtain a search warrant after the search warrant has been executed and objects found as a result of the search are brought before a justice pursuant to sec. 490, CC.

2. 2. Access can be denied if justice would be subverted by any such disclosure or the judicial documents could be used for an improper purpose.

3. Access by Police Officers, Investigators, and Counsels

3. 1. Access to items seized under the authority of a search warrant or telewarrant may be provided to:

3. 1. 1. a police officer in Canada who is pursuing a related investigation;

3. 1. 2. an investigator from a Canadian agency or department, conducting a legitimate criminal investigation;

3. 1. 3. counsel or an agent for the provincial/federal attorney general for the purpose of assessing the sufficiency of the evidence in a particular case; or

3. 1. 4. defence counsel retained in the specific case in which the items have been seized, when the request is received from an agent for the provincial/federal attorney general.

4. Foreign Investigation Agencies

4. 1. When requests for exhibits are received from a foreign law-enforcement agency, comply with directives outlined in ch. 42.7.

4. 2. Photographs or photocopies of seized items may be provided to a foreign law-enforcement agency if it is conducting a foreign investigation that is of Canadian interest, or will further a Canadian criminal investigation.

4. 3. In all other cases, inform the requesting agency or interested third party to seek an order under sec. 490(15), CC.

References

Date Modified: 2014-02-18

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 22.3. Disposal

Directive Amended: 2017-09-25

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Roles and Responsibilities

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1. General

1. 1. Employees who handle seized property must wear personal protective equipment (PPE) for safety and preservation of evidence. For information concerning PPE, consult with the divisional Occupational Health and Safety Branch. See the *Canada Occupational Health and Safety Regulations*.

1. 2. Authorization for destruction of an exhibit must be received from one of the following:

1. 2. 1. a signed relinquishment of claim by the rightful owner of the property;

1. 2. 2. legislated statutory provisions, e.g. *Controlled Drugs and Substances Act*, App. 6-9-1; or

1. 2. 3. a justice.

1. 3. Retention periods have been prescribed for exhibits. See IMM App. 2-3-1 Retention Exceptions.

2. Roles and Responsibilities

2. 1. Member

2. 1. 1. General

2. 1. 1. 1. Return exhibits seized without a warrant that are not required for further investigation or as evidence, to their rightful owner or the person from whom they were seized, provided possession by that person is lawful.

2. 1. 1. 2. Report the return of exhibits, seized under a warrant, to the justice who issued the warrant, another justice of the same territorial division, or if no warrant was issued, a justice having jurisdiction, on Form 5.2.

2. 1. 1. 3. Have individuals sign for receipt of returned exhibit and record the return within the Records Management System (RMS), e.g. PROS, PRIME, Versadex.

2. 1. 1. 4. Make certain there is authorization for the destruction of an exhibit before disposal.

2. 1. 1. 5. Destroy the exhibit in the presence of another employee.

NOTE: Consider environmental management and ensure the exhibit is rendered inoperable, non-reusable, and/or non-consumable.

2. 1. 1. 6. When requests for exhibits are received from a foreign law enforcement agency, comply with directives outlined in ch. 42.7.

2. 1. 1. 7. For handling and disposal of firearms, munitions, and explosives, see ch. 22.4.

2. 1. 1. 8. For disposal of drug exhibits, see ch. 6.9.

2. 1. 1. 9. For disposition of passports, see App. 7-4-1.

2. 1. 1. 10. For disposal of Certificate of Canadian Citizenship, see ch. 7.2., sec. 6.

2. 2. Exhibit Custodian

2. 2. 1. General

2. 2. 1. 1. Review the disposition of exhibits stored in your possession at established regular intervals.

2. 2. 2. Destruction

2. 2. 2. 1. Ensure there is authorization for the destruction of an exhibit before disposal.

2. 2. 2. 2. Remove the exhibit for destruction from the main exhibit area.

2. 2. 2. 3. Destroy the exhibit in the presence of another employee.

NOTE: Consider environmental management and ensure the exhibit is rendered inoperable, non-reusable, and/or non-consumable.

2. 2. 2. 4. Record the destruction of the exhibit in the RMS as soon as practicable.

2. 2. 3. Return to Owner

2. 2. 3. 1. Ensure there is authorization to return the exhibit to the owner/designate.

2. 2. 3. 2. Retrieve the exhibit from the main exhibit area.

2. 2. 3. 3. Place the exhibit into a temporary locker for the investigating member.

2. 2. 3. 4. Track and record movement in the RMS, as soon as practicable.

2. 2. 3. 5. Notify the member of the exhibit movement.

2. 2. 3. 6. Ensure the exhibit is returned and the individual has signed for receipt of the exhibit.

2. 2. 3. 7. Track the disposition of the exhibit in the RMS.

2. 3. Unit Commander

2. 3. 1. Ensure that members comply with the *Criminal Code* and any other statutory procedures for the disposal of exhibits.

2. 3. 2. Ensure the Unit Level Quality Assurance Review of Exhibit Control is mandatory and included annually within the ULQA risking process.

References

Date Modified: 2017-09-25

OM - ch. 22.4. Firearms, Prohibited Weapons, Munitions, and Explosives

New Chapter: 2014-02-18

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Roles and Responsibilities

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1. General

1. 1. Incidents involving firearms, prohibited weapons, munitions, and explosives are potentially high-risk situations.

1. 2. For incidents involving suspicious packages, see ch. 14.6.

1. 3. For incidents involving explosives, see ch. 33.3.

1. 4. Treat all firearms as "loaded" until proven otherwise.

1. 5. Only RMs or personnel who have completed or received credit for the Canadian Firearms Safety Course will handle firearms.

1. 6. Seized or exhibit firearms must be registered in accordance with the *Public Agents Firearms Regulations*.

1. 7. Definitions for the following are found in sec. 84, CC: Authorization, Prohibited Firearm, Prohibition Order, Registration Certificate and Restricted Firearm.

2. Roles and Responsibilities

2. 1. Member

2. 1. 1. General

2. 1. 1. 1. Query the seized weapon and associated person on CPIC, NCIC, and Canadian Firearms Registry Online (CFRO).

2. 1. 1. 2. Ensure that the firearm has been proven safe and rendered inoperable with a trigger lock or a plastic locking tie, i.e. zap strap.

2. 1. 1. 3. Complete form 5.2 - Report to a Justice when a weapon or a firearms permit is seized. See sec. 117.04, CC.

2. 1. 1. 4. For a Firearms Interest to Police, CPIC entry, see CPIC User Manual, III.4.1.1.5.

2. 1. 1. 5. For information on tracing a firearm, see ch. 4.14.

2. 1. 1. 6. For an illegally imported firearm, follow *Customs Act* seizure outlined in App. 8-General-5. For disposal procedures, see App. 8-2-13.

2. 1. 2. Offence Committed

2. 1. 2. 1. To search and seize without a warrant, see sec. 117.02, CC.

2. 1. 2. 2. To search and seize with a warrant, see sec. 487, CC.

2. 1. 3. Prohibition Orders

2. 1. 3. 1. Seize by warrant under sec. 487, CC or without a warrant under sec. 117.02, CC, if a person in possession is prohibited by a court order under sec. 109, 110 or 111, CC.

2. 1. 3. 2. For information on Prohibition Orders, see ch. 4.13.

2. 1. 4. Public Safety - No Offence Committed

2. 1. 4. 1. To search and seize without a warrant, see sec. 117.04(2) and 117.04(3), CC.

2. 1. 4. 2. To search and seize with a warrant, see sec. 117.04(1) and 117.04(3), CC.

2. 1. 5. Failure to Produce Authorization

2. 1. 5. 1. Seize a firearm, prohibited weapon, restricted weapon, prohibited device, or prohibited ammunition from a person who fails to produce an authorization or license for possession. See sec. 117.03, CC.

2. 1. 5. 2. When a weapon, prohibited device, ammunition, or an explosive substance is seized under sec. 117.04(1) or (2), CC in the interest of public safety, the permit for the weapon is considered revoked by sec.117.04(4), CC and sec. 5, *Firearms Act*, even if it is not found in the search and seizure.

2. 1. 6. Restricted and Prohibited Firearms

2. 1. 6. 1. Seize in accordance with sec. 117.03(1), CC, if the restricted or prohibited firearm is found at the place indicated on the registration certificate and the person fails to produce a registration certificate for inspection.

2. 1. 6. 2. Seize in accordance with sec. 117.03(1), CC, if a registration certificate is produced but the person is transporting or carrying the firearm without an authorization or is violating the conditions of the authorization to transport or carry.

2. 1. 6. 3. Seize in accordance with sec. 117.03 or 487, CC, if the firearm is registered but found elsewhere than at the place indicated on the registration certificate.

2. 1. 6. 4. Seize in accordance with sec. 117.02(1) or 487, CC, if the firearm is not registered and the person does not have an authorization to convey for registration/transport, or business permit to sell restricted weapons and if the person is in violation of authorization restrictions.

2. 1. 7. Explosives

2. 1. 7. 1. Due to the inherent danger involved in handling explosives and explosive devices, it is imperative to seek the assistance of a Police Explosive Technician (PET) at the onset of all cases involving explosives, suspected explosives, or bomb-making materials. Proceeding without the technician's assistance endangers public and member safety. See ch. 33.3.

2. 1. 7. 2. Handling, storage or disposal of explosives and explosive devices must be in accordance with ch. 14.6. and ch. 33.3.

NOTE: Every person who executes a warrant issued under sec. 487 or 487.1, CC, may seize any explosive substance that he/she suspects is intended to be used for an unlawful purpose, according to sec. 492, CC.

2. 1. 8. Application for Disposition

2. 1. 8. 1. Make an Application for Disposition, before a provincial/territorial court judge within 30 days of the seizure, regardless of any other charges anticipated or laid, when:

2. 1. 8. 1. 1. a seizure is made in the interest of public safety and it remains in the public interest that the person not possess a weapon; and

2. 1. 8. 1. 2. a weapon that cannot be lawfully possessed is seized. See sec. 117.05(1), CC.

NOTE: Failure to make an Application for Disposition within 30 days may result in the weapon being returned to the person from whom it was seized. See sec. 117.06(1)(a), CC.

2. 1. 8. 2. For Prohibition Orders, see ch. 4.13.

2. 1. 9. Disposal

2. 1. 9. 1. For reporting requirements relevant to the disposal of a firearm, see *Public Agents Firearms Regulations* and consult Divisional directives.

2. 1. 9. 2. Make certain the person relinquishing any weapon, firearm, prohibited device, ammunition, prohibited ammunition, or explosive substance for disposal signs a relinquishment of claim.

2. 1. 9. 3. Dispose of any weapon, firearm, prohibited device, ammunition, or prohibited ammunition in accordance with provincial legislation and divisional policy directives.

2. 1. 9. 4. A PET will dispose any explosive or bomb making material according to ch. 33.3.

2. 1. 9. 5. Record the destruction of the exhibit in the RMS as soon as practicable.

References

Date Modified: 2014-02-18

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 22.5. Biological

Directive Amended: 2017-01-30

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Definition
2. General
3. Roles and Responsibilities

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1. Definition

1. 1. **Biological Exhibit** means any substance which originated from living matter including all non-biological exhibits in nature which have the remnants of former living matter on them.

2. General

2. 1. Retain all biological exhibits, for the retention period of the associated occurrence, unless judicial authorization to destroy is granted. See IMM ch. 2.3.

3. Roles and Responsibilities

3. 1. Biological exhibits must be handled, processed, and stored according to the LSM.

References

- *Criminal Code*

Date Modified: 2017-01-30

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 23.1. Witnesses

Policy Amended: 2019-12-27

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Summons/Subpoena
3. Testimony
4. Rogatory Commission
5. Orders for Examination of Witnesses in Canada
6. Civil Matter/Administrative Tribunal
7. Expenses and Fees

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1. General

1. 1. For interviews and statements of witnesses, refer to OM ch. 24.1., Interviews/Statements: Suspect/Accused/Witness.

2. Summons/Subpoena

2. 1. Roles and Responsibilities

2. 1. 1. Member

2. 1. 1. 1. Serve a summons/subpoena promptly and as per the returnable date.

2. 1. 1. 2. Document all attempts of service.

2. 1. 1. 3. Advise the person who is being served the summons/subpoena of the assigned court date. Explain the nature, purpose, and significance of the document, including the consequences of failing to comply with a judicial order.

2. 1. 1. 3. 1. If the person named on a summons is under 18 years old, advise the parent of the young person in writing, i.e. Notice to Parent, of the summons. Refer to *Youth Criminal Justice Act* (YCJA), section 26. For a subpoena, it is good practice to advise the parent, but it not legally required.

2. 1. 1. 4. If a subpoena is served on behalf of another jurisdiction, provide the individual who is being served with the name of a police agency employee in that jurisdiction.

2. 1. 1. 5. If a person appears to be avoiding service or gives an indication that they might not comply with the summons/subpoena, document any observations made or statements uttered by the person in order to support potential criminal charges.

2. 1. 1. 6. Before serving a summons/subpoena on a senator or an elected official, consult the Crown. If the senator or elected official is within the Parliamentary Precinct, refer to OM ch. 18.2., Arrest and Detention of Foreign Nationals/Diplomats/Visiting Military Personnel/Other Specific Persons. For additional assistance, consult the Sensitive and International Investigations Unit, National Division, Ottawa.

2. 1. 1. 7. After serving a summons/subpoena, complete the affidavit of service as required.

2. 1. 1. 8. To complete an affidavit of service of a summons/subpoena, confirm the process within your jurisdiction to determine if you must personally appear before a justice or any other person authorized to take an affidavit. Service of other documents, e.g. a certificate of analysis, can be sworn by a peace officer in lieu of a justice.

2. 1. 1. 9. Unless there is provincial legislation to the contrary, the same principles that apply to substitutional service under the *Criminal Code* (CC) also apply to provincial statutes.

2. 1. 1. 10. Consider substitutional service when the person named in the document cannot conveniently be served personally.

2. 1. 1. 11. A person receiving substitutional service on behalf of the person named in the summons/subpoena, must:

2. 1. 1. 11. 1. be 16 years of age or older; and

2. 1. 1. 11. 2. reside with the accused/witness.

2. 1. 1. 12. If permitted by provincial legislation or divisional directives, a summons may be served substitutionally by certified mail within the province.

2. 1. 1. 13. If service of a summons/subpoena is unsuccessful, provide reasonable explanation for non-service of the document in writing.

2. 1. 1. 14. If service of a summons is successful and the person named on the document fails to attend court, consider a charge under CC, Subsection 145(3).

2. 1. 2. Supervisor

2. 1. 2. 1. Ensure documents are properly served before the returnable date and affidavits are appropriately completed.

2. 1. 2. 2. Ensure reasonable attempts at service have been made and documented before a summons/subpoena is returned to the clerk of the court or to the jurisdiction requesting service.

3. Testimony

3. 1. General

3. 1. 1. For testimony from in-custody witnesses, refer to OM ch. 23.2., In-Custody Witnesses.

3. 2. Testimony from a Foreign National

3. 2. 1. A foreign national, who is inadmissible under the Immigration and Refugee Protection Act, requires a Temporary Resident Permit to enter Canada to attend court or assist in an investigation. Refer to OM ch. 31.7., Source Travel, sec. 5., Temporary Resident Permits.

3. 2. 2. To ensure the evidence will be admissible, refer to the *Canada Evidence Act* and consult the International Assistance Group (IAG), Department of Justice (DOJ) Canada and/or the Crown.

3. 2. 3. Evidence from a foreign country may be obtained through the Mutual Legal Assistance in Criminal Matters Act. Refer to OM ch. 42.7., Mutual Legal Assistance Treaty.

3. 2. 4. Where a mutual legal assistance treaty or non-treaty request has been arranged, travel should be coordinated with IAG, DOJ, through Interpol, Ottawa.

3. 2. 5. If the entry of an inadmissible person is required, provide the following information to the Director General (DG), Federal Policing Criminal Operations:

3. 2. 5. 1. name, address, date, and place of birth;

3. 2. 5. 2. citizenship;

3. 2. 5. 3. occupation;

3. 2. 5. 4. passport information;

3. 2. 5. 5. criminal record/criminal background;

3. 2. 5. 6. proposed date of entry;

3. 2. 5. 7. time to be spent in Canada;

3. 2. 5. 8. if the individual will be under RCMP control;

3. 2. 5. 9. place of entry;

3. 2. 5. 10. type of investigation involved; and

3. 2. 5. 11. synopsis of why a Temporary Resident Permit is required.

3. 2. 6. When a person who entered Canada on a Temporary Resident Permit leaves the country, advise the DG, Federal Policing Criminal Operations, of the date and point of departure of the foreign national who was issued the Temporary Resident Permit.

3. 3. Immunity from Providing Witness Testimony

3. 3. 1. Immunities are granted to certain members of diplomatic missions, consular posts, and international organizations. This includes immunities from criminal, civil, and administrative jurisdiction.

3. 3. 2. The scope of immunities is regulated through the Vienna Convention on Diplomatic Relations and the Vienna Convention on Consular Relations, as well as other agreements between Canada and international organizations. The scope not only includes immunity from prosecution, but also includes immunity from providing testimony as a witness or as a victim of crime.

3. 3. 3. When witnesses or victims of crime have immunity and they voluntarily choose to participate in the Canadian legal process, they are entitled to withdraw their participation at any time.

3. 3. 4. Advise the Crown when immunity exists for any individual relevant to the prosecution.

3. 3. 5. For information related to diplomatic immunity, refer to OM ch. 20.7., Diplomatic Immunity.

3. 4. Request to Testify in a Foreign Country

3. 4. 1. General

3. 4. 1. 1. A Canadian citizen, while in Canada, cannot be legally compelled by a foreign country to attend court in that country.

3. 4. 1. 2. If a member attends a foreign court, the member appears as a voluntary witness and is subject to the laws of the foreign country as they apply to court procedures.

3. 4. 1. 3. A member must consult with IAG, DOJ, to determine if there is any reason not to testify.

3. 4. 1. 4. Before testifying in the U.S., consult the Assistant U.S. Attorney to discuss the disclosure of information.

3. 4. 1. 5. It is the responsibility of the foreign country to set out the evidence a member is expected to present.

3. 4. 1. 6. Do not take original RCMP files, reports, or investigational notes to a foreign country when appearing in a foreign court. A foreign court may seize and retain these original files.

3. 4. 1. 7. Documents that may be taken to a foreign country include a prepared summary of evidence in affidavit format and copies of relevant evidence, e.g. notes and photos. Consult your supervisor and any other stakeholders to determine and address any concerns with the release of evidentiary items to a foreign court.

3. 4. 2. Exhibits

3. 4. 2. 1. If the exhibits are subject to a detention order or an order of disposition, the requesting country must seek a loan order as per the Mutual Legal Assistance in *Criminal Matters Act*, section 30., Approval of Loan Request.

3. 4. 2. 2. If no treaty exists or if the exhibits would not normally be admissible in a Canadian court, consult IAG, DOJ, to determine if there is any reason not to produce the exhibits.

3. 4. 2. 3. Exhibits may be provided to a foreign official if:

3. 4. 2. 3. 1. they were not seized under a specific statutory power;

3. 4. 2. 3. 2. they are not required for any proceedings; and

3. 4. 2. 3. 3. no other person has shown interest in them.

4. Rogatory Commission

4. 1. General

4. 1. 1. **Rogatory commission** is a request made by a party to the proceedings, e.g. defence or prosecution, to appoint a commissioner or a judicial body, to take the evidence of a witness who is unable to attend the jurisdiction of the court to give testimony.

4. 1. 2. The CC provides the procedure to apply for an order appointing a commissioner to take evidence from a witness who is:

4. 1. 2. 1. outside of Canada. Refer to CC, sections 712 to 714.

4. 1. 2. 2. physically disabled because of illness or any other "good and sufficient cause." Refer to CC, section 709, and subsection 710(1).

NOTE: If available and suitable, consideration may be given to the use of video conferencing.

4. 1. 3. When the prosecution requests the appointment of a commissioner to take evidence from a witness who is:

4. 1. 3. 1. outside of Canada, the Crown prepares an affidavit as per CC, section 712.

4. 1. 3. 2. physically disabled, the Crown prepares an affidavit as per CC, subsection 710(1).

4. 2. Member

4. 2. 1. Whenever possible, assist in expediting the rogatory commission process.

4. 2. 2. If you are required to travel to a foreign country with respect to evidence on a commission or to assess the validity of evidence, refer to OM ch. 40.1., International Travel to the U.S., or OM ch. 40.2., International Travel Other Than to the U.S.

4. 3. Commander

4. 3. 1. Make every effort to have the witness attend the jurisdiction of the court.

4. 3. 2. As soon as possible, identify to counsel any evidence that may be required at a rogatory commission.

4. 3. 3. Explore all alternate means of obtaining evidence, e.g. provisions of business records. Refer to *Canada Evidence Act*, Part I, section 30, and Part III for information on affidavits, or obtain an affidavit through Interpol Headquarters or an RCMP Liaison Officer.

5. Orders for Examination of Witnesses in Canada

5. 1. General

5. 1. 1. *Canada Evidence Act*, sections 46 to 51 provide for the examination of witnesses in Canada on behalf of foreign courts.

5. 2. Member

5. 2. 1. To ensure compliance with international agreements, channel requests from foreign courts and/or tribunals through the IAG, DOJ.

5. 2. 2. When assisting foreign agencies in Canada, ensure any Canadian witness is willing to be interviewed by the foreign police agency.

5. 2. 3. If the witness objects to an interview, inform the foreign investigator of the provisions of the *Canada Evidence Act*, sections 46 to 51.

5. 2. 4. These provisions may permit the foreign court to direct interrogations through the IAG, DOJ, to a court of competent jurisdiction, to compel the attendance of the witness.

6. Civil Matter/Administrative Tribunal

6. 1. Member

6. 1. 1. When served with a civil subpoena or a subpoena out of an administrative tribunal or board, report the following to your commander:

6. 1. 2. any contact you have had with the parties or counsel relating to the action;

6. 1. 3. the type of evidence you will have to give; and

6. 1. 4. any indication that a demand will be made to produce a police report, notes, or other evidence. Refer to IMM ch. 3.1., Information Access.

6. 2. Commander

6. 2. 1. If you believe that testimony may impact an operation, investigation, or policy of the RCMP, consult the Crown and/or RCMP Legal Services.

7. Expenses and Fees

7. 1. Ex-RCMP Member – Duty-Related Witness

7. 1. 1. Members who are about to leave the RCMP and who may have to attend court after their departure because of an outstanding case, must ensure that their security clearance remains valid for a period long enough for them to have access to case files for pre-trial preparation.

7. 1. 2. Ex-members who are required as witnesses in a case resulting from their service in the RCMP may be compensated for pre-trial and in-trial services not covered by the provincial or territorial witness fee. The rate of pay will be at their substantive rank and level effective on the date of discharge, or at their current rate of pay, if proof of the higher rate is provided.

7. 1. 3. To claim compensation, complete Form 6017, Compensation Claim Ex-RCMP Member Duty-Related Witness.

7. 1. 4. Identify and recover expenses on Form 1330, Advance/Account Voucher. For rates and entitlements, refer to FMM ch. 9.8., Travel Directive.

7. 2. Member Witness - Civil Case

7. 2. 1. As a witness in a civil matter, claim compensation for expenses and extra-duty pay as for other court duties. Refer to NCM ch. 2.7., Extra-Duty Pay. If conduct money is provided for fees related to being a witness in addition to the usual compensation, arrange to have the money deposited.

7. 2. 2. Identify and recover expenses in TEAM (Total Expenditures and Asset Management System). For rates and entitlements, refer to FMM ch. 9.8.

References

Date Modified: 2019-12-27

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 24.1. Interviews/Statements: Suspect/Accused/Witness

Policy Amended: 2019-08-22

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Statements
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16. Disclosure
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20. Compulsory Statements

1. Policy

1. 1. A non-custodial/custodial interview is a structured, phased approach designed to elicit truthful information from a suspect.

1. 2. A statement is a written or audio-recorded recollection of event(s)/incident(s)/crime(s) provided by a witness, victim, or suspect to the police, that relates to an offence that was committed.

1. 3. An arrest is physical restraint of liberty. See OM ch. 18.1., Arrest and Detention.

1. 4. A detention is a critical concept dealing with a restraint of liberty which can include physical and/or psychological constraint as the result of a demand or direction by a person in authority. In the event of detention, sec. 10(a) and 10(b), *Canadian Charter of Rights and Freedoms* (CCRF), must be applied. See R. vs. Grant (2009) SCC 32.

1. 5. A police warning informs a person that he/she has the right to silence and that anything he/she says may be used as evidence. See divisional directives.

1. 6. For details of informer privilege, see informant policy, OM ch. 31.1., Types of Sources and Use Guidelines and OM Part 32, Sensitive Expenditures.

1. 7. Charter rights refer to the CCRF with respect to arrest and detention.

1. 7. 1. Section 10(a), CCRF, states that everyone has the right on arrest or detention, to be informed promptly of the reasons. See R. vs. Jackson (2005).

1. 7. 2. Section 10(b), CCRF, states that everyone has the right to retain and instruct counsel, in private, without delay and to be informed of that right. See R. vs. Suberu (2009) SCC 33.

NOTE: The Supreme Court of Canada decision, R. vs. Suberu (2009) SCC 33 places emphasis on the need to provide the right to counsel immediately following arrest or detention.

1. 7. 3. The courts require the police to provide access to free legal-aid services and to facilitate that contact. See divisional directives.

1. 8. There are special rules that apply to young persons who are under the age of 18 at the time the statement is taken. See OM ch. 39.4., Statements.

1. 8. 1. A child, according to Sec. 2(1), *Youth Criminal Justice Act* (YCJA), is a person who is, or in the absence of the evidence to the contrary, appears to be younger than 12 years old.

1. 8. 2. A young person, according to Sec. 2(1), YCJA, is a person who in the absence of the evidence to the contrary appears to be 12 years of age or older, but younger than 18 years old.

1. 8. 3. The YCJA applies to young persons only, not to children.

1. 9. A secondary warning is given to assure that a suspect, an accused, an arrestee, or a detained person understands that any previous interaction or communication with other police officers or persons in authority should not influence his/her decision to provide a voluntary statement, but anything further that he/she says can be used as evidence.

1. 10. A witness also includes a victim.

1. 11. Persons in authority are primarily police officers or other persons who have real or perceived influence over the criminal justice process. See R. vs. Grandinetti (2005).

1. 12. Exculpatory information may be provided by anyone and may suggest the innocence of a suspect or accused person.

NOTE: Inculpatory evidence shows, or tends to show, a person's involvement in an act or evidence that can establish guilt.

1. 13. A free and operating mind is knowledge or awareness of what a person is saying and that he/she is saying it to police officers who can use it to his/her detriment.

1. 14. An exculpatory interview is vital to an investigation. The onus is on the member who has the obligation to accept and investigate all exculpatory information to determine truthfulness.

1. 15. All supervisors will ensure that members are aware of this policy and will periodically monitor the quality of the interviews and related court testimony, and will provide developmental advice.

1. 16. All members must familiarize themselves with this policy.

2. Statements

2. 1. Statements are obtained from persons who may or may not have information or evidence pertaining to an investigation.

2. 2. Statements should be verbatim, obtained individually, and obtained in person.

NOTE: In some circumstances, a statement may have to be taken over the telephone or by teleconference.

2. 3. When possible, statements from suspects or accused persons should be video and/or audio recorded, and secured as evidence.

2. 3. 1. Failure to audio and/or video record may result in having to explain the decision not to record to the court and could result in the statement being ruled inadmissible.

NOTE: For information on restrictions on the use of personal wireless devices, refer to OM ch. 25.2., Investigator's Notes, sec. 4.1.11.

2. 4. Unless extenuating circumstances exist, audio and/or video recording must be used when taking statements from suspects, accused persons, eye witnesses, and victims in relation to significant criminal investigations.

2. 4. 1. A significant criminal investigation may vary in application, e.g. a theft in a small community may be deemed significant but the same theft in a large urban centre may not be deemed significant.

2. 5. When feasible, witness interviews should be video and/or audio recorded. However, interviews must be video and/or audio recorded when:

2. 5. 1. children are under 12 years old;

2. 5. 2. a person is of reduced mental capacity;

2. 5. 3. a person is seriously ill (consider whether the witness will be available to provide testimony);

2. 5. 4. it is a significant criminal investigation;

2. 5. 5. violent relationship offences are involved;

2. 5. 6. there is a previous recantation or the likelihood to recant;

2. 5. 7. taking a sworn witness statement;

2. 5. 8. there is a language difficulty; and

2. 5. 9. a witness is susceptible to intimidation.

3. Suspect Recordings

3. 1. Begin recording before the suspect or accused person enters the interview room and keep recording until after he/she leaves.

3. 2. Inform the person that his/her statement is being recorded. The person's permission is not required as there is no expectation of privacy in a formal police interview setting. If the person refuses to give a statement, thoroughly document the reasons.

3. 3. There is no legal obligation to stop recording, but if you do, ensure there is an accurate written record of the entire interview.

3. 4. If an interview is not recorded, make exhaustive notes on all interactions and circumstances before, during, and after the interview.

3. 5. In the recording, identify all persons present during the interview.

3. 6. Unless case-related, avoid questions on topics which are potentially inadmissible, e.g. character or criminal record.

3. 7. If a suspect or accused person begins to provide details about a number of separate and distinct offences from those being investigated, consider taking specific statements in relation to each offence or group of offences, to reduce the need to vet the statement or to permit easy vetting. See sec. 12.1.

3. 7. 1. In addition to legal issues arising from a heavily-vetted statement, it is difficult for a jury to comprehend a "chopped up" statement.

3. 8. Use a new electronic storage device, e.g. CD, DVD, SD card, tape, for each interview.

3. 9. Do not stop or pause the recording. If you have to change an electronic storage device or if there is equipment failure, when the recording resumes record the time and what was said during the pause.

3. 10. Do not use a voice-activated recorder.

3. 11. Document, in your notebook, any conversation before or after the interview that is not recorded.

4. Witness Privacy

4. 1. Properly identify the witness and document personal data separately from the recorded or written interview.

4. 2. Do not include information during the recorded portion of the interview, which could jeopardize the safety of the witness, e.g. home or employment address, date of birth, telephone number.

4. 3. Statements are not the property of the witness and cannot be released.

EXCEPTION: Statements can be released in accordance with policy disclosure provisions and the *Privacy Act*. See IMM ch. 3.1., Information Access.

4. 4. Statements may be used to refresh the memory of a witness at the court proceeding at Crown's discretion.

5. Witness Statement - Young Person/Child

5. 1. The courts prefer to assess the interview of a young person or child that is recorded on video.

5. 2. A recording can prevent contamination, or potential trauma of repeated interviews by various professionals, and enables Crown counsel to assess the child as a witness.

5. 3. For sec. 715.1, *Criminal Code* (CC) related offences, a previously-recorded interview of a child or young person may be used as part of the child's or young person's testimony. The child or young person must still testify. This recording becomes part of the evidence to be weighed by the courts.

5. 4. The witness must have been under the age of 18 at the time the offence is alleged to have been committed.

5. 5. The recording must have been made within a reasonable time after the alleged offence.

5. 6. This policy is to be reviewed with OM ch. 2.6., Child Abuse/Crimes Against Young Persons.

6. Witness Statement - Sworn (KGB)

6. 1. A sworn witness statement, commonly referred to as a KGB statement, may be admissible when the witness recants an earlier statement or provides conflicting evidence. See R. vs. B. (K.G.), (1993) 1 S.C.R. 740 (4th) 1, SCC.

6. 2. The trial judge must be satisfied that the sworn statement is the truth and was made voluntarily.

6. 3. For a sworn witness statement to be admissible:

6. 3. 1. the statement must be voluntary;

6. 3. 2. the witness must be sworn or administered a solemn affirmation or solemn declaration before taking of the statement;

6. 3. 3. the statement should be audio and video recorded in its entirety, including the warning, oath, solemn affirmation and/or solemn declaration; and

6. 3. 3. 1. If video-recording services are not available, an audio recording of the statement is acceptable.

6. 3. 4. the witness must be warned that the statement may be used as evidence at a subsequent trial if he/she recants and that serious criminal sanctions may accompany the making of a false statement. This warning must specifically mention sec. 137, 139, and 140, CC and include the elements and maximum penalties for those offences.

6. 4. Subject to divisional directives, any of the following persons may be used to swear the witness or administer the solemn affirmation or declaration:

6. 4. 1. an independent member who is not involved in the investigation and, who is a Commissioner of Oaths. See sec. 13 to 15, *Canada Evidence Act*, RSBC - Commissioners for Taking Affidavit;

6. 4. 2. a notary public, or justice of the peace; or

6. 4. 3. a barrister, or solicitor who is and will remain independent of the prosecution or defense of the accused.

7. Detention of an Interview Subject

7. 1. Detention or arrest gives rise to Charter rights under sec. 10(a) and (b), CCRF. The determination of whether or not a person has been detained will depend on the facts in each case. The courts will apply both a subjective and objective test.

7. 1. 1. The subjective test refers to the testimony of those involved (the police and the accused).

7. 1. 2. The objective test will determine if the overall situation and circumstances would have caused the person to believe he/she was detained.

7. 2. A person's choice to be present for an interview and the knowledge and understanding that he/she is free to leave will be examined. The courts may consider the following facts:

7. 2. 1. The precise language of the police officer when requesting a person's attendance at the police station. Was the person invited or told to attend?

7. 2. 2. Was the person given a choice or did the person express a preference that the interview be conducted in the police station rather than his/her home or another location?

7. 2. 3. Was the person escorted to the police station, or did the person come in as a response to a police request or of his/her own volition?

7. 2. 4. Did the person leave at the conclusion of the interview or was he/she arrested?

7. 2. 5. Is the person a youth?

7. 2. 6. What was the level of intelligence, emotional state, sophistication, and age of the person, all of which might be material to assessing whether the person had a subjective belief that he/she was detained?

7. 3. If a person believes he/she is not free to leave, he/she is detained.

7. 4. If the police officer knows that a person is not free to leave, the person is considered detained.

7. 5. If after considering all the circumstances, the courts determine that a person could perceive that he/she was not free to leave, he/she is detained.

7. 6. If no explanation of the Charter rights is given, ensure that the person is completely aware that he/she is not detained, and that he/she is free to leave at any time.

7. 6. 1. In such cases, ensure that the person fully understands that he/she is a suspect. Give the person the police warning. See divisional directives for specifics on the warning.

7. 7. If after considering all the circumstances, you are in doubt as to whether a person may be considered detained, treat the person as detained and inform the person of his/her Charter rights.

8. Reasonable Detention

8. 1. Some legislation provides for restraint amounting to detention. However, the courts have held that such circumstances constitute a reasonable limitation on the right to retain and instruct counsel and be informed of that right. Consequently, the following may be administered before informing a person of his/her sec. 10(a) and (b), CCRF.

8. 1. 1. routine questioning under the *Immigration and Refugee Protection Act*;

8. 1. 2. luggage searches under the *Customs Act* at ports of entry; and

8. 1. 3. roadside traffic checkpoints. See sec. 253, CC, and OM Part 5, Traffic Services.

9. Arrested or Detained Person

9. 1. The police warning and the CCRF are separate and distinct. See OM ch. 18.1., Arrest and Detention, sec. 4., Entry to Dwelling/Premises.

9. 2. When making an arrest, promptly or as reasonably prudent, comply with sec. 10(a) and (b), CCRF, and sec. 29, CC.

9. 3. Inform the detainee of the reason for the arrest using the words "I am arresting you for...". Specify the offence in plain language.

9. 4. Give the police warning consistent with the requirements of the courts in the jurisdiction in which the arrest was made.

NOTE: The police warning is considered to be separate and independent from "notice requirements" of sec. 10(a) and (b), CCRF.

9. 5. Inform the detainee of his/her legal rights under sec. 10 (b), CCRF, in such a way and at such a time as to secure his/her clear understanding of those rights using words similar to the following:

9. 5. 1. "It is my duty to inform you that you have the right to retain and instruct counsel without delay. Do you understand?"

9. 5. 2. "You have the right to obtain legal advice without charge from Duty Counsel." (Provide specific information on when, where, and how Duty Counsel can be reached.) "Do you understand?"

9. 5. 3. "You have the right to apply for legal assistance without charge through the Legal Aid Program." (Provide specific information on local availability, to include, but not limited to, telephone numbers and hours of service.) "Do you understand?"

NOTE: Ensure that the person fully understands. To confirm understanding, have the person tell you in his/her own words what his/her Charter rights and the police warnings mean.

9. 6. The CCRF guarantees a detainee the right to make initial contact with counsel. This right can be exercised when he/she is arrested or later while in custody.

9. 6. 1. Provide the detainee with the opportunity to exercise his/her rights.

9. 6. 2. Take every reasonable step to ensure the detainee's contact with legal counsel, either by telephone or in person, is held in private.

9. 6. 3. If the interview room is monitored by CCTV or audio, move the detainee to a separate location, if possible, to ensure privacy with counsel, or take steps to assure the detainee that the room is not being audio monitored during the suspect's conversation with counsel.

9. 7. If a separate room is not available, turn off the monitoring and recording equipment, vacate the monitoring station, to ensure privacy. Sufficient privacy should be granted and the person should be confident of that privacy.

9. 8. Proactively assist the person in exercising his/her right to retain and instruct counsel in private without delay. If the legal counsel chosen cannot be available within a reasonable time, the person should be expected to exercise that right by calling another legal counsel. See R. vs. Ross, (1989) 1 S.C.R. 3, SCC.

9. 9. Do not ask questions until the person has exercised the right to counsel or has waived that right. Failure to do so may cause the trial judge to render any subsequent statements inadmissible in court.

9. 10. If the person does not exercise his/her right to legal counsel at the start, he/she may do so later at any time.

9. 11. If a suspect or accused person previously did not exercise his/her rights to legal counsel, but during the interview invokes the right to consult with legal counsel, stop the interview immediately. Provide the suspect or accused person the opportunity to exercise his/her right to legal counsel.

9. 12. A suspect or accused person who is not diligent in exercising his/her right to counsel is not reason for the police to suspend his/her investigation.

9. 13. Never belittle or criticize the legal counsel of a detained or arrested person.

9. 14. Once an adult has consulted legal counsel, there is no lawful authority or right for legal counsel to be present during an interview. See R. vs. Ekman and R. vs. Sinclair (2010) SCC 35.

9. 15. A defense lawyer has no authority to order the termination of an interview.

10. Suspect Interviews

10. 1. A cautioned (warned) statement must be voluntary. In order to qualify as voluntary, a statement cannot be induced by threats, promises, an atmosphere of oppression, or trickery that has the potential to shock the community. A voluntary statement must be given by a person of a free and operating mind (knowledge or awareness of what he/she is saying and that he/she is saying it to police officers who can use it to his/her detriment). See R. vs. Oickle (2000) SCC 38.

10. 2. Trickery and exaggeration techniques may be acceptable or permissible in obtaining statements, but the fabrication of evidence is not permitted. These techniques will be closely examined by the courts.

10. 3. Statements perceived to be obtained by harassment, persistent demands or a failure to provide for human needs are likely to be inadmissible. During lengthy interviews, it is necessary to consider the human needs of a person, e.g. nourishment breaks, sleep, washroom breaks.

10. 4. The authority for plea bargains rests with the Crown prosecutor.

10. 5. Do not offer a lesser charge or plea bargain directly to a suspect or accused person unless the Crown prosecutor has been consulted and the offer has been made to the suspect or accused person in the presence of his/her legal counsel.

10. 6. Do not offer an opinion on the decisions the judge may make pertaining to sentencing or release/bail.

10. 7. When investigating alleged incidences of sexual offences against children or child pornography offences, take the following steps to mitigate the risk of subject suicide following police interviews or interactions:

10. 7. 1. Directly address any concerns surrounding the subject's frame of mind before the conclusion of any custodial or non-custodial interviews with the subject, and when notifying a subject of a pending investigation before an interview.

10. 7. 1. 1. In the event of a custodial interview, if the subject's responses indicate that they may be suicidal, consider taking the subject to a health facility to be examined by a doctor before releasing the subject from your custody.

10. 7. 1. 2. In the event of a non-custodial interview, if the subject's responses indicate that they may be suicidal, consider using provincial or territorial legislation (*mental health act*) to apprehend and bring the subject to a health facility to be examined by a doctor.

10. 7. 2. Seek the subject's consent to release them to a family member, close friend, or other support person, and to disclose to that person your concern for the subject's safety.

10. 7. 2. 1. If the subject provides consent, ensure that they are in fact released to that support person, and that the support person is informed of the police's concern for the subject's safety.

10. 7. 3. Consider consulting with detachment personnel who have taken the Agora Suicide Awareness & Prevention for Supervisors (SAPS) course (001105) and/or the Applied Suicide Intervention Skills Training (ASIST).

10. 7. 4. Consider seizing any firearms or weapons in the subject's possession, as per OM ch. 22.4., Firearms, Prohibited Weapons, Munitions, and Explosives, sec. 2.1.4., Public Safety - No Offence Committed.

10. 7. 5. If you have access to bail supervisors, consider informing them when accused subjects are released following a bail hearing, that individuals charged with these types of offences have been shown to be at a greater risk of dying by suicide following justice system involvement.

NOTE: Consider asking the justice, as a release condition, to have the subject report to a mental health worker within 24 hours for assessment or counselling.

10. 7. 6. For a script on how to guide investigators in conducting an interview, refer to App. 2-1-2, Script for Investigators – Assessing the Subject.

NOTE: Video recording is required to allow statements to be admitted under sections 715.1 and 715.2, CC.

11. Secondary Warning or Caution

11. 1. If the suspect, accused, detainee, or arrestee has come into contact with other police officers or persons in authority concerning the same investigation, consider using the secondary warning. The secondary warning is designed to address any real or perceived threats or inducements.

12. Change in Jeopardy

12. 1. If during the course of an interview, the nature of the investigation changes to a different, unrelated, or more serious offence, advise the person of the new offence now being investigated. Repeat the Charter rights (if detained) and police warnings. See R. vs. Evans, (1991) 1 S.C.R. 869, SCC.

13. Re-enactments

13. 1. Re-enactments by a suspect or accused person are considered to be suspect interviews. Re-enactments must be audio and video recorded.

13. 2. Consider allowing several hours to elapse between the taking of a statement and undertaking a re-enactment.

13. 2. 1. This may permit the statement to be severed from the re-enactment so that if the re-enactment is deemed inadmissible, the statement might still be admitted.

13. 2. 2. Consider giving the suspect or accused person a secondary warning before starting the re-enactment. See R. vs. Sinclair (2010) SCC 35.

13. 2. 3. Consider using different members for re-enactment, when practicable, to show complete separation from the statement.

14. Young Persons - Suspect

14. 1. Young persons are entitled to enhanced procedural protections. See OM Part 39, Youth Criminal Justice.

15. Statements Taken Outside Canada

15. 1. An interview conducted outside Canada is subject to the rules and the laws of Canada to determine its admissibility.

15. 2. Consideration should also be given to the laws of the country where the interview is conducted.

16. Disclosure

16. 1. It is the responsibility of Crown prosecutor to disclose statements to defense.

16. 2. All recordings, reports, plans, and notes are subject to disclosure.

16. 3. Subject to divisional directives, copies of statements may be released to other agencies.

17. Transcriptions

17. 1. When audio and/or video recorded interviews exist, prepare a written summary of the relevant information from the interview and retain it on the investigative file.

17. 2. The investigating member is responsible for the transcripts and for verifying the contents of the statement. Subject to divisional directives and local practices, this should be completed before sending the file to the Crown prosecutor.

17. 3. Indicate to the Crown prosecutor the time, and relevant page numbers and line numbers where pertinent evidence are found within the statement.

17. 4. Consider transcribing the statements only if the matter is forwarded to the Crown prosecutor. Consult divisional directives concerning transcribing statements.

18. Exhibits

18. 1. For processing exhibits, see OM ch. 22.1., Processing.

18. 2. Review the electronic recording as soon as possible after the interview and verify the content.

18. 3. Any investigative aids used during the interview are exhibits.

18. 4. Items that are not seizable, e.g. chalk board writing, diagrams or sketches, should be photographed.

18. 5. All original electronic recordings of statements may be required for court. Electronic recordings of statements with evidentiary value must be treated as exhibits to preserve the integrity of the original recordings.

NOTE: The member or investigative team will use discretion when it comes to exhibiting audio and/or video recorded witness statements.

18. 6. Make copies to facilitate the various aspects of the investigation.

18. 7. Retain electronic recordings consistent with the retention period of the file.

18. 8. Inform the Cr. Ops. Officer through your line officer of any adverse court decisions with respect to statements.

19. Reduced Mental Capacity

19. 1. Where a person is intoxicated, delay questioning and the taking of a statement until the person is sufficiently sober to properly understand, and exercise or waive his/her right to retain and instruct counsel. See Clarkson vs. The Queen, (1986) 1 SCR 383, SCC.

19. 2. In some cases, a person may require a more comprehensive explanation of his/her rights; or the explanation of those rights should be provided at a time when the person is more likely to understand those rights, e.g. a language barrier, reduced mental capacity, trauma, alcohol, or drug use.

19. 3. Section 715.2, CC allows for the admission of the video recorded evidence when a witness or complainant is suffering from reduced mental or physical capacity and is experiencing difficulty testifying.

19. 4. In taking statements, be aware that a person who suffers from neuro-developmental disabilities such as Fetal Alcohol Spectrum Disorders (FASD) may have reduced mental capacity that will have implications for statement taking, testifying or being interviewed. See also information on FASD and review the FASD Guidebook for Police Officers.

20. Compulsory Statements

20. 1. If you are considering laying a charge following a motor-vehicle collision, obtain a warned statement before asking for the information required by provincial statute. The statutory requirement may be perceived as reducing the voluntariness of a subsequent warned statement.

References

- *Admissibility of Statements*, 9th Edition, 2003, René Marin
- Case Law: While there are a large number of cases that speak to the admissibility of statements, the following, while not an exhaustive list, provide an overview of decisions pertaining to the subject:
  - R. vs. Oickle, (2000) 2 SCR 3, SCC
  - R. vs. Beland (1987) 2 S.C.R. 398
  - R. vs. Black (1989) 2 S.C.R. 138
  - R. vs. L.T.H. (2008) SCC 49
  - R. vs. Mann (2004) 3 S.C.R. 59
  - R. vs. McCrimmon (2010) SCC 36
  - R. vs. Singh (2007) SCC 48
  - R. vs. Therens (1985) 1 S.C.R. 613
  - R. vs. Willier (2010) SCC 37

Date Modified: 2019-08-22

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 24.1. Interviews or Statements of Suspects, Accused Persons, and Witnesses

Policy Amended: 2020-05-22

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Definitions
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19. Exhibits
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1. Definitions

1. 1. **Arrest**. Refer to the definition in OM ch. 18.1., Arrest and Detention, sec. 1.1.

1. 2. **Child**. Refer to the definition in *Youth Criminal Justice Act*, subsection 2(1).

1. 3. **Detainee** refers to a person who is accused or arrested or a suspect.

1. 4. **Detention**. Refer to the definition in OM ch. 18.1., sec. 1.2.

1. 5. **Free and operating mind** means that a person has a knowledge or awareness of what they are saying and that they are saying it to police officers who can use it to their detriment.

1. 6. **Non-custodial or custodial interview** means a structured, phased approach designed to elicit truthful information from a suspect.

1. 7. **Statement** means a written or audio-recorded recollection of events, incidents, or crimes provided by a witness, victim, or suspect to the police, and it relates to an offence that was committed. A witness also includes a victim.

1. 8. **Young person**. Refer to the definition in *Youth Criminal Justice Act*, subsection 2(1).

2. General

2. 1. Regular members familiarize themselves with this policy.

2. 2. Supervisors ensure that:

2. 2. 1. regular members are aware of this policy,

2. 2. 2. they periodically monitor the quality of the interviews and related court testimony, and

2. 2. 3. they provide developmental advice to regular members.

2. 3. In the event of a detention, the *Canadian Charter of Rights and Freedoms* (CCRF), paragraphs 10(a) and 10(b), must be applied. Refer to *R. v. Grant*, 2009 SCC 32, [2009] 2 S.C.R. 353.

2. 4. A police warning informs a person that they have the right to be silent and that anything they say may be used as evidence. Refer to divisional supplements.

2. 5. For details on informer privilege, refer to OM ch. 31.1., Types of Sources and Use Guidelines and OM Part 32, Sensitive Expenditures.

2. 6. Charter rights refer to the CCRF with respect to arrest and detention.

2. 6. 1. The CCRF, paragraph 10(a) states that everyone has the right on arrest or detention, to be informed promptly of the reasons. Refer to *R. v. Jackson*, 2007 3 S.C.R. 514, 2007 SCC 52.

2. 6. 2. The CCRF, paragraph 10(b) states that everyone has the right to retain and instruct counsel, in private, without delay and to be informed of that right. Refer to *R. v. Suberu*, 2009 SCC 33, [2009] 2 S.C.R. 460.

NOTE: The Supreme Court of Canada decision *R. v. Suberu*, 2009 SCC 33, [2009] 2 S.C.R. 460 places emphasis on the need to provide the right to counsel immediately following an arrest or detention.

2. 6. 3. The courts require the police to provide the subject with access to free legal-aid services and to facilitate that contact. Refer to divisional supplements.

2. 7. For special rules that apply to young persons who are under the age of 18 at the time the statement is taken, refer to OM ch. 39.4., Statements.

2. 8. The YCJA applies only to young persons, not to children.

2. 9. A secondary warning is given to ensure that a suspect, an accused, an arrested person, or a detained person understands that their decision to provide a voluntary statement is not influenced by their previous interaction or communication with other police officers or persons in authority, but anything further that they say can be used as evidence.

2. 10. Persons in authority are primarily police officers or other persons who have real or perceived influence over the criminal justice process. Refer to *R. v. Grandinetti*, [2005] 1 S.C.R. 27, 2005 SCC 5.

2. 11. Exculpatory information, which may suggest the innocence of a suspect or accused person, may be provided by anyone.

NOTE: Inculpatory evidence shows or tends to show, a person's involvement in an act or evidence that can establish guilt.

2. 12. An exculpatory interview is vital to an investigation. The onus is on the regular member who has the obligation to accept and investigate all exculpatory information to determine truthfulness.

3. Statements

3. 1. Statements are obtained from persons who may or may not have information or evidence pertaining to an investigation.

3. 2. Statements should be verbatim, obtained individually and in person.

NOTE: In some circumstances, a statement may have to be taken over the telephone or by teleconference.

3. 3. When possible, statements from suspects or accused persons should be video and/or audio recorded, and secured as evidence.

3. 3. 1. Failure to audio and/or video record may result in having to explain the decision not to record to the court, and could result in the statement being ruled inadmissible.

NOTE: For information on restrictions on the use of personal wireless devices, refer to OM ch. 25.2., Investigator's Notes, sec. 4.1.11.

3. 4. Unless extenuating circumstances exist, audio and/or video recording is used when taking statements from suspects, accused persons, eye witnesses, and victims in relation to significant criminal investigations.

3. 4. 1. A significant criminal investigation may vary in application, for example, a theft in a small community may be deemed significant, but the same theft in a large urban centre may not be deemed significant.

3. 5. When feasible, witness interviews should be video and/or audio recorded. However, interviews must be video and/or audio recorded when:

3. 5. 1. children are under 12 years old;

3. 5. 2. a person is of reduced mental capacity;

3. 5. 3. a person is seriously ill;

NOTE: Regular members consider whether the witness will be available to provide testimony.

3. 5. 4. it is a significant criminal investigation;

3. 5. 5. violent relationship offences are involved;

3. 5. 6. there is a previous recantation or the likelihood to recant;

3. 5. 7. taking sworn witness statements;

3. 5. 8. there is a language difficulty; and

3. 5. 9. a witness is susceptible to intimidation.

4. Suspect and Accused Person Recordings

4. 1. Regular members begin audio and/or video recording before the suspect or accused person enters the interview room, and keep recording until after the suspect or accused person leaves.

4. 2. Regular members inform the person that the person's statement is being audio and/or video recorded.

4. 2. 1. The person's permission is not required as there is no expectation of privacy in a formal police interview setting.

NOTE: If the person refuses to give a statement, regular members thoroughly document the reasons.

4. 3. There is no legal obligation to stop recording, but if regular members stop recording, they ensure there is an accurate written record of the entire interview.

4. 4. If an interview is not recorded, regular members make exhaustive notes on all interactions and circumstances before, during, and after the interview.

4. 5. In the recording, regular members identify all persons present during the interview.

4. 6. Unless case-related, regular members avoid asking questions on topics that are potentially inadmissible, for example, character or criminal record.

4. 7. If a suspect or accused person begins to provide details about a number of separate and distinct offences from those being investigated, regular members consider taking specific statements in relation to each offence or group of offences to reduce the need to vet the statement or to permit easy vetting. Refer to sec. 13.1.

4. 7. 1. In addition to legal issues arising from a heavily vetted statement, it is difficult for a jury to comprehend a "chopped up" statement.

4. 8. Regular members use a new electronic storage device, such as a CD, DVD, SD card, or cassette tape, for each interview.

4. 9. Regular members do not stop or pause the recording.

4. 9. 1. If an electronic storage device has to be changed or if there is an equipment failure, regular members record the time and what was said during the pause when the recording resumes.

4. 10. Regular members do not use a voice-activated recorder.

4. 11. Regular members document in their notebook any conversation, before or after the interview, that is not recorded.

5. Witness Privacy

5. 1. Regular members confirm with the person that the person was a witness, obtain the information from the person, and document personal data separately from the recorded or written interview.

5. 2. During the recorded portion of the interview, regular members do not include information such as home or employment address, date of birth, or telephone number, which could jeopardize the safety of the witness.

5. 3. Statements are not the property of the witness and cannot be released.

EXCEPTION: Statements can be released in accordance with policy disclosure provisions and the *Privacy Act*. Refer to IMM ch. 3.1., Information Access.

5. 4. Statements may be used to refresh the memory of a witness at the court proceeding at the Crown's discretion.

6. Witness Statement from a Young Person or Child

6. 1. The courts prefer to assess the interview of a young person or child that is recorded on video.

6. 2. A recording can prevent contamination or potential trauma due to repeated interviews by various professionals, and it enables Crown counsel to assess the child as a witness.

6. 3. For *Criminal Code* (CC), section 715.1 related offences, a previously recorded interview of a child or young person may be used as part of their testimony. The child or young person must still testify. This recording becomes part of the evidence to be weighed by the courts. Refer to OM ch. 2.6., Child Abuse/Crimes Against Young Persons.

6. 3. 1. The witness must have been under the age of 18 at the time the offence is alleged to have been committed.

6. 3. 2. The recording must have been made within a reasonable time after the alleged offence.

7. Sworn Witness Statement

7. 1. A sworn witness statement may be admissible when the witness recants an earlier statement or provides conflicting evidence. This type of statement is commonly referred to as a KGB statement and is named after the Supreme Court case that established this principle. Refer to *R. v. B. (K.G.)*, [1993] 1 S.C.R. 740.

7. 2. The trial judge must be satisfied that the sworn statement is the truth and that it was made voluntarily.

7. 3. For a sworn witness statement to be admissible:

7. 3. 1. the statement must be voluntary;

7. 3. 2. the witness must be sworn in or administered a solemn affirmation or solemn declaration before the taking of the statement;

7. 3. 3. the statement should be audio and video recorded in its entirety, including the warning, oath, solemn affirmation, or solemn declaration; and

7. 3. 3. 1. If video-recording services are not available, an audio recording of the statement is acceptable.

7. 3. 4. the witness must be warned that their statement may be used as evidence at a subsequent trial if they recant, and that serious criminal sanctions may accompany the making of a false statement.

NOTE: This warning must specifically mention CC, sections 137, 139, and 140 and include the elements and maximum penalties for those offences.

7. 4. Subject to divisional supplements, any of the following persons may be used to swear the witness, or administer the solemn affirmation or declaration:

7. 4. 1. an independent regular member who is not involved in the investigation, and who is a Commissioner of Oaths. Refer to *Canada Evidence Act*, sections 13 to 15;

7. 4. 2. a notary public;

7. 4. 3. a justice of the peace; or

7. 4. 4. a barrister or solicitor who is and will remain independent of the prosecution or defense of the accused.

8. Detention of an Interview Subject

8. 1. Detention or arrest gives rise to Charter rights under the CCRF, paragraphs 10(a) and 10(b). The determination of whether a person has been detained will depend on the facts in each case. The courts apply both subjective and objective tests.

8. 1. 1. The subjective test refers to the testimony of those involved (the police and the accused).

8. 1. 2. The objective test determines if the overall situation and circumstances had caused the person to believe that they were detained.

8. 2. A person's choice to be present for an interview and the knowledge and understanding that they are free to leave is examined. The courts may consider:

8. 2. 1. The precise language used by the police officer when requesting a person's attendance at the police station. Was the person invited or told to attend?

8. 2. 2. Was the person given a choice or did the person express a preference that the interview be conducted in the police station rather than their home or another location?

8. 2. 3. Was the person escorted to the police station, or did the person come in as a response to a police request or of their own volition?

8. 2. 4. Did the person leave at the conclusion of the interview or were they arrested?

8. 2. 5. Is the person a youth?

8. 2. 6. What was the level of intelligence, emotional state, sophistication, and age of the person, all of which might be material to assessing whether the person had a subjective belief that they were detained?

8. 3. If a person believes that they are not free to leave, then they are detained.

8. 4. If the police officer knows that a person is not free to leave, then the person is considered detained.

8. 5. After considering all of the circumstances, if the courts determine that a person could perceive that they were not free to leave, then they are considered detained.

8. 6. If no explanation of the Charter rights is given, regular members ensure that the person is completely aware that they are not detained, and that the person is free to leave at any time.

8. 6. 1. In such cases, regular members ensure that the person fully understands that the person is a suspect. They give the person the police warning.

NOTE: For specifics on the police warning, refer to divisional supplements.

8. 7. After considering all of the circumstances, if regular members are in doubt as to whether a person may be considered detained, they treat the person as detained and inform the person of that person's Charter rights.

9. Reasonable Detention

9. 1. Some legislation, for example, the *Criminal Code*, provides for restraint amounting to detention. However, the courts have held that such circumstances constitute a reasonable limitation on the right to retain and instruct counsel and be informed of that right. Consequently, the following may be administered before informing a person of their rights as outlined in the CCRF, paragraphs 10(a) and 10(b):

9. 1. 1. routine questioning under the *Immigration and Refugee Protection Act*;

9. 1. 2. luggage searches under the *Customs Act* at ports of entry; and

9. 1. 3. roadside traffic checkpoints. Refer to OM Part 5, Traffic Services.

10. Arrested or Detained Person

10. 1. The police warning and the CCRF are separate and distinct. Refer to OM ch. 18.1., Arrest and Detention, sec. 4., Entry to Dwelling/Premises.

10. 2. When making an arrest, promptly or as reasonably prudent, regular members comply with the requirements outlined in the CCRF, paragraphs 10(a) and 10(b), and CC, section 29.

10. 3. Regular members inform the detainee of the reason for the arrest using the words "I am arresting you for..." and specify the offence in plain language.

10. 4. Regular members give the police warning consistent with the requirements of the courts in the jurisdiction in which the arrest was made.

NOTE: The police warning is considered to be separate and independent from "notice requirements" as outlined in the CCRF, paragraphs 10(a) and 10(b).

10. 5. Regular members inform the detainee of their legal rights as outlined in the CCRF, paragraph 10(b), in such a way and at such a time as to secure the detainee's clear understanding of those rights using words similar to the following:

10. 5. 1. "It is my duty to inform you that you have the right to retain and instruct counsel without delay. Do you understand?"

10. 5. 2. "You have the right to obtain legal advice without charge from duty counsel. Do you understand?"

10. 5. 2. 1. Regular members provide specific information on when, where, and how duty counsel can be reached.

10. 5. 3. "You have the right to apply for legal assistance without charge through the legal aid program. Do you understand?"

10. 5. 3. 1. Regular members provide specific information on local availability, including but not limited to, telephone numbers and hours of service.

NOTE: Regular members ensure that the detainee fully understands. To confirm understanding, they have the detainee tell them in the detainee's own words what their Charter rights and the police warnings mean.

10. 6. The CCRF guarantees a detainee the right to make initial contact with counsel. This right can be exercised when they are arrested or later while in custody.

10. 6. 1. Regular members provide the detainee with the opportunity to exercise the detainee's rights.

10. 6. 2. Regular members take every reasonable step to ensure that the detainee's contact with legal counsel, either by telephone or in person, is held in private.

10. 6. 3. If an interview room is monitored by closed-circuit television or audio, regular members move the detainee, if possible, to a separate room to ensure privacy with counsel, or take steps to assure the detainee that the room is not being audio-monitored during the detainee's conversation with counsel.

10. 7. If a separate room is not available, regular members turn off the monitoring and recording equipment, and vacate the monitoring station to ensure privacy.

10. 7. 1. Sufficient privacy should be granted and the person should be confident of that privacy.

10. 8. Regular members assist the person proactively in exercising the detainee's right to retain and instruct counsel in private without delay.

10. 8. 1. If the legal counsel chosen cannot be available within a reasonable time, the person should be expected to exercise that right by calling another legal counsel. Refer to *R. v. Ross*, [1989] 1 S.C.R.3.

10. 9. Regular members do not ask questions until the person has exercised the right to counsel or has waived that right.

10. 9. 1. Failure to do so may cause the trial judge to render any subsequent statements inadmissible in court.

10. 10. If the person does not exercise their right to legal counsel in the beginning, they may do so later at any time.

10. 11. If a suspect or accused person previously did not exercise their rights to legal counsel, but during the interview invokes the right to consult with legal counsel, regular members stop the interview immediately and provide the suspect or accused person the opportunity to exercise their right to legal counsel.

10. 12. A suspect or accused person who is not diligent in exercising their right to legal counsel is not a reason for regular members to suspend the investigation.

10. 13. Regular members never belittle or criticize the legal counsel of a detained or arrested person.

10. 14. Once a suspect or an accused person has consulted legal counsel, there is no lawful authority or right for legal counsel to be present during an interview. Refer to *HMTQ v. Ekman*, 2001 BCSC 1715 (CanLII), and *R. v. Sinclair*, 2010 SCC 35, [2010] 2 S.C.R. 310.

10. 15. Legal counsel has no authority to order the termination of an interview.

11. Suspect Interviews

11. 1. A cautioned (warned) statement must be voluntary.

11. 1. 1. To qualify as voluntary, a statement cannot be induced by threats, promises, an atmosphere of oppression, or trickery that has the potential to shock the community.

11. 1. 2. A voluntary statement must be given by a person of a free and operating mind. Refer to *R. v. Oickle*, [2000] 2 S.C.R. 3.

11. 2. Trickery and exaggeration techniques may be acceptable or permissible in obtaining statements, but the fabrication of evidence is not permitted. The courts will closely examine these techniques.

11. 3. Statements that are perceived to be obtained by harassment, persistent demands, or failure to provide for human needs are likely to be inadmissible.

NOTE: During lengthy interviews, it is necessary to consider the human needs of a person, for example, nourishment and washroom breaks, and sleep.

11. 4. The authority for plea bargains rests with the Crown prosecutor.

11. 5. Regular members do not offer a lesser charge or plea bargain directly to a suspect or accused person unless regular members have consulted the Crown prosecutor and make the offer to the suspect or accused person in the presence of the suspect or accused person's legal counsel.

11. 6. Regular members do not offer an opinion on the decisions the judge may make pertaining to sentencing or release/bail.

11. 7. When investigating alleged incidences of sexual offences against children or child pornography offences, regular members take the following steps to mitigate the risk of subject suicide following police interviews or interactions:

11. 7. 1. regular members directly address any concerns surrounding the subject's frame of mind before the conclusion of any custodial or non-custodial interviews with the subject, and when notifying a subject of a pending investigation before an interview;

11. 7. 1. 1. In the event of a custodial interview, if the subject's responses indicate that they may be suicidal, regular members consider taking the subject to a health facility to be examined by a doctor before releasing the subject from custody.

11. 7. 1. 2. In the event of a non-custodial interview, if the subject's responses indicate that they may be suicidal, regular members consider using provincial or territorial legislation (mental health act) to apprehend and bring the subject to a health facility to be examined by a doctor.

11. 7. 2. regular members seek the subject's consent to release them to a family member, close friend, or other support person, and to disclose to that person the police's concern for the subject's safety;

11. 7. 2. 1. If the subject provides consent, regular members ensure that the subject is released to that support person, and that the support person is informed of the police's concern for the subject's safety.

11. 7. 3. regular members consider consulting with detachment personnel who have taken the Suicide Awareness & Prevention for Supervisors (SAPS) course (001105) in Agora and/or the Applied Suicide Intervention Skills Training (ASIST) workshop;

11. 7. 4. regular members consider seizing any firearms or weapons in the subject's possession, as per OM ch. 22.4., Firearms, Prohibited Weapons, Munitions, and Explosives, sec. 2.1.4., Public Safety – No Offence Committed;

11. 7. 5. if regular members have access to bail supervisors, regular members consider informing them when accused subjects are released following a bail hearing that individuals charged with these types of offences have been shown to be at a greater risk of dying by suicide following the involvement of the justice system; and

NOTE: Regular members consider asking the justice, as a release condition, to have the subject report to a mental health worker within 24 hours for assessment or counselling.

11. 7. 6. for a script to guide investigators in conducting an interview, regular members refer to OM ch. 2.1., Sexual Offences, App. 2-1-2, Script for Investigators – Assessing the Subject.

NOTE: Video recording is required to allow statements to be admitted under CC, sections 715.1 and 715.2.

12. Secondary Warning or Caution

12. 1. If the suspect, accused, detained or arrested person has come into contact with other police officers or persons in authority concerning the same investigation, regular members consider using the secondary warning.

NOTE: The secondary warning is designed to address any real or perceived threats or inducements.

13. Change in Jeopardy

13. 1. If during the course of an interview, the nature of the investigation changes to a different, unrelated, or more serious offence, regular members advise the person of the new offence now being investigated.

13. 1. 1. If the person is detained, regular members repeat the Charter rights and police warnings to the person. Refer to *R. v. Evans*, [1991] 1 S.C.R. 869.

14. Re-enactments

14. 1. Re-enactments by a suspect or accused person are considered to be suspect interviews.

NOTE: Re-enactments must be audio and video recorded.

14. 2. Regular members consider allowing several hours to elapse between the taking of a statement and undertaking a re-enactment.

14. 2. 1. This elapse of time may permit the statement to be severed from the re-enactment, so that if the re-enactment is deemed inadmissible, the statement might still be admitted.

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15. 1. Young persons who are suspects are entitled to enhanced procedural protections. Refer to OM Part 39, Youth Criminal Justice.

16. Statements Taken Outside of Canada

16. 1. An interview conducted outside of Canada is subject to the rules and the laws of Canada to determine its admissibility.

16. 2. Consideration should also be given to the laws of the country where the interview is conducted.

17. Disclosure

17. 1. It is the responsibility of Crown prosecutor to disclose statements to the defense.

17. 2. All recordings, reports, plans, and notes are subject to disclosure.

17. 3. Subject to divisional supplements, copies of statements may be released to other agencies.

18. Transcriptions

18. 1. When audio and/or video-recorded interviews exist, regular members prepare a written summary of the relevant information from the interview and retain it on the investigative file.

18. 2. The lead investigator is responsible for the transcripts and for verifying the contents of the statement. Subject to divisional supplements and local practices, this should be completed before sending the file to the Crown prosecutor.

18. 3. Regular members indicate to the Crown prosecutor the time, and relevant page numbers, and line numbers where pertinent evidence is found within the statement.

18. 4. Regular members consider transcribing the statements only if the matter is forwarded to the Crown prosecutor. They consult divisional supplements concerning transcribing statements.

19. Exhibits

19. 1. For information on processing exhibits, refer to OM ch. 22.1., Processing.

19. 2. Any investigative aids used during the interview are exhibits.

19. 3. Regular members review the electronic recording as soon as possible after the interview, and verify the content.

19. 4. Items that are not seizable, for example, writing on a chalkboard, diagrams, or sketches, should be photographed.

19. 5. Original electronic recordings of statements may be required for court.

19. 5. 1. Electronic recordings of statements with evidentiary value must be treated as exhibits to preserve the integrity of the original recordings.

NOTE: Regular members or the investigative team use discretion when it comes to exhibiting audio and/or video-recorded witness statements.

19. 6. Regular members ensure that they:

19. 6. 1. make copies to facilitate the various aspects of the investigation;

19. 6. 2. retain electronic recordings consistent with the retention period of the file; and

19. 6. 3. inform the Cr. Ops. officer through their line officer of any adverse court decisions with respect to statements.

20. Reduced Mental Capacity

20. 1. Where a person is intoxicated, regular members delay questioning and the taking of a statement until the person is sufficiently sober to properly understand and exercise or waive their rights to retain and instruct counsel. Refer to *Clarkson v. The Queen*, [1986] 1 SCR 383.

20. 2. In some cases, a person may require a more comprehensive explanation of their rights, or the explanation of those rights should be provided at a time when they are more likely to understand those rights, for example, a language barrier, reduced mental capacity, trauma, alcohol, or drug use.

20. 3. *Criminal Code*, subsection 715(2) allows for the admission of video-recorded evidence when a witness or complainant is suffering from reduced mental or physical capacity and is experiencing difficulty testifying.

20. 4. During statement taking, testifying or interviewing, regular members are conscious of implications caused by the reduced mental capacity of a person who suffers from neuro-developmental disabilities, for example, Fetal Alcohol Spectrum Disorders (FASD).

21. Compulsory Statements

21. 1. If regular members are considering laying a charge following a motor-vehicle collision, they obtain a warned statement before asking for the information required by a provincial statute.

NOTE: The statutory requirement may be perceived as reducing the voluntariness of a subsequent warned statement.

References

- *R. v. Béland*, [1987] 2 S.C.R. 398
- *R. v. Black*, [1989] 2 S.C.R. 138
- *R. v. L.T.H.*, [2008] 2 S.C.R. 739, 2008 SCC 49
- *R. v. Mann*, [2004] 3 S.C.R. 59, 2004 SCC 52
- *R. v. McCrimmon*, 2010 SCC 36
- *R. v. Singh*, [2007] 3 S.C.R. 405, 2007 SCC 48
- *R. v. Therens*, [1985] 1 S.C.R. 613
- *R. v. Willier*, 2010 SCC 37

Date Modified: 2020-05-22

OM - ch. 24.2 Investigative Statement Analysis

Chapter Rewrite: 2013-12-03

For information regarding this policy, contact Truth Verification Section, Behavioural Sciences Branch, Technical Operations.

1. Definitions
2. General
3. Analyst Qualifications
4. Roles and Responsibilities

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1. Definitions

1. 1. **PURE VERSION statement** means a narrative provided by a victim, witness or suspect in their own words without interruption or contamination by the interviewer.

2. General

2. 1. Investigative Statement Analysis (ISA) is an effective aid to traditional investigative procedures.

2. 2. The RCMP developed ISA, which combines elements of various established methods of analysis, is the only method that will be used within the RCMP.

2. 3. When ISA is used within its limits and is supported by standard investigative techniques, it can provide valuable investigative assistance.

2. 4. Obtaining a pure version statement is the first and most important step in the process of ISA. ISA is designed for application to pure version statements only.

2. 5. Pure version statements are obtained by asking a broad, open-ended question and allowing the subject to respond in a spontaneous manner without influence, guidance, direction or interruption from the interviewer.

2. 5. 1. This process allows the subject to choose the point at which to begin and end the statement and exactly what content to include.

2. 5. 2. The resulting statement is less contaminated. The need to avoid contamination is paramount as it greatly reduces the validity and can impair the potential results.

2. 5. 3. Clarification and expansion questions can be asked following the completion of the pure version portion of the statement.

NOTE: The question and answer portion of the statement is considered in the analysis, but is secondary to the pure version statement.

3. Analyst Qualifications

3. 1. Analysts must have successfully completed the RCMP ISA Training Course.

4. Roles and Responsibilities

4. 1. Analyst

4. 1. 1. Maintain a ledger of statements analyzed detailing file numbers, captions, date of request, date of analysis and the name of the secondary analyst.

4. 1. 2. When you receive a request for analysis:

4. 1. 2. 1. forward the request to the Truth Verification National Section through GroupWise address: isa@rcmp-grc.gc.ca.

4. 1. 2. 2. ensure that conducting the analysis is appropriate at that time in the investigation and based on the statement provided.

Note: In cases with an identified suspect, consideration should first be given to a request for polygraph.

4. 1. 3. All requests will be added to the centralized statement analysis ledger maintained by the Truth Verification Section.

4. 1. 4. Secure the opinion of a second accredited statement analyst.

NOTE: The second analyst will be selected on rotation among other qualified analysts before providing an opinion in relation to a statement.

4. 1. 5. Retain an electronic copy of the original statement and all correspondence, including working papers associated with each analysis on file until the file is concluded.

4. 1. 6. Provide the requesting member with a report of your findings using Form 6432.

NOTE: Form 6432 is only available through the National policy centre.

4. 1. 7. Report any unusual statement analysis situations to Truth Verification Section, National Headquarters.

4. 1. 8. Advise the Truth Verification Section, National Headquarters if asked to testify in court in relation to a statement analysis.

4. 1. 9. Be familiar with statement analysis policy and reporting systems.

4. 1. 10. Participate in training workshops as recommended by Truth Verification Section.

4. 2. Member

4. 2. 1. To request statement analysis, submit your request to the recognized regional/divisional analyst or to the National policy centre.

4. 2. 2. Make your request electronically and include subject name, DOB, file number and a transcribed pure version statement.

NOTE: If more than one statement has been taken, all statements should be forwarded to the analyst.

4. 2. 3. In sexual assault cases where consent is the issue, if possible, submit both the victim and suspect statements.

4. 2. 4. Comply with all rules of disclosure.

NOTE: Only analyses conducted by a recognized analyst using the ISA method will be supported by the RCMP.

4. 3. OIC/Delegate

4. 3. 1. Monitor quality control issues regarding statements being analyzed.

4. 3. 2. Maintain a central log of all statement analysis request, and facilitate the quality review process of having a second analyst review statement.

4. 3. 3. Keep abreast of new literature and research related to statement analysis techniques, its proper investigative use and its submission as evidence in court proceedings.

4. 3. 4. Provide information, assistance and guidance to analysts, investigators and management as required.

4. 3. 5. Provide training of new analysts as required.

4. 3. 6. Conduct a periodic detailed quality review of each accredited statement analyst.

References

Date Modified: 2013-12-03

OM - ch. 24.3. Polygraph

Directive Amended: 2012-09-07

For information regarding this policy, contact Truth Verification Section, Behavioural Sciences Branch, Technical Operations.

1. General
2. Member
3. Cr. Ops. Officer/Delegate
4. Polygraph Examiner
5. Training
6. Quality Assurance
7. Re-Examinations

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1. General

1. 1. The polygraph examiner provides support to criminal investigations and assistance to other police services in support of their investigations. RCMP requests will receive priority over all other requests.

1. 2. The polygraph instrument is a device designed to detect and record physiological functions of the body, such as cardiovascular, respiration and electrodermal activity. Under controlled conditions, a polygraph examiner can evaluate physiological changes and determine if they are consistent with truthfulness or deception.

1. 3. Polygraph examiners are located in all divisions, except "G", which is served by "K" Division. Divisions "L" and "V" are served by "H" Division and "M" is served by "E" Division.

1. 4. A polygraph examination will only be conducted with the voluntary consent of the subject and the approval of the Cr. Ops. Officer/delegate.

1. 5. Approval for a polygraph examination will only be granted if the following conditions apply:

1. 5. 1. truthfulness of the subject cannot be reasonably determined by any other lawful means;

1. 5. 2. written approval has been obtained from subject's physician if the subject has had recent heart surgery or is currently under the care of a physician, for a heart condition or heart-related problems;

1. 5. 2. 1. The form is available from the examiner.

1. 5. 3. subject is an alleged victim of sexual assault, the circumstances must be exceptional; and

1. 5. 4. request is from another domestic or foreign law-enforcement agency and the offence under investigation is listed in sec. 183 CC and is similar in nature and seriousness, or there are extraordinary circumstances.

1. 6. The final decision about conducting a polygraph examination will be at the discretion of the polygraph examiner.

1. 7. The opinion of the polygraph examiner is not intended for court purposes.

1. 8. The results of criminal issue examinations conducted by private polygraph examiners will not normally be considered by the Truth Verification Section.

2. Member

2. 1. Conduct an in-depth interview (accusatory if necessary) with the prospective subject about their knowledge or involvement in the investigation and gather background information about the subject.

2. 2. Discuss the case with the polygraph examiner. Provide full details of the investigation and the subject along with all statements taken in relation to the case.

2. 3. Obtain the verbal consent of the subject. If the subject is a youth, consult his or her parents. See sec. 2(1), *Youth Criminal Justice Act* for definitions of young person and parent.

2. 4. Do not attempt to explain the polygraph procedure to the subject. The examiner will explain during the pre-test.

2. 5. Inform the subject that the examination will take at least two hours to complete and that he or she should arrive well-rested and not be under the influence of alcohol or non prescription drugs.

2. 6. Ensure the subject is not made to undergo an accusatory interview regarding the case during the twenty-four-hour period preceding the examination.

2. 7. On the day of the examination, ensure the case investigator is available to the polygraph examiner for consultation and assistance.

3. Cr. Ops. Officer/Delegate

3. 1. If a member is to be the subject of polygraph examination, consult your local polygraph examiner. The examiner in consultation with the OIC Truth Verification Section will identify an appropriate examiner and an examination scheduled.

4. Polygraph Examiner

4. 1. Do not conduct an examination in an investigation if you have been extensively involved in the investigation.

4. 2. It is mandatory during a homicide examination for the primary polygraph examiner to be backed up by a second polygraph examiner.

4. 3. Where practicable, while conducting examinations on complex crimes, the primary polygraph examiner may be backed up by a second polygraph examiner.

4. 4. Conduct only RCMP-approved examination procedures, consisting of "A" and "B" Series, Peak of Tension, Concealed Information Test, Demonstration and Pre-employment Screening. All other testing formats will require the approval of the OIC Truth Verification Section before examination.

4. 5. Record the examination by audio or video. Retain the original examination recording and computer disk of polygraph charts on the file until your involvement in the investigation is concluded. A hard copy of the polygraph charts will be printed and held on file.

4. 5. 1. Forward all material to user detachment.

4. 5. 2. If non-Rcmp agency, forward to your Records section for retention.

4. 6. Obtain signed voluntary consent of subject on Form 3917-4, or for a youth on Form 3917-5.

4. 7. Forward a copy of the examination report to the investigator.

4. 8. Submit examination statistics on Form 3918-1 to the OIC Truth Verification at the end of each calender month.

4. 9. Report policy or equipment concerns immediately to the OIC Truth Verification Section.

4. 10. Forward a copy of all requests for code of conduct polygraph examinations to the attention of the OIC Truth Verification Section. Polygraph is not meant to replace a proper and thorough code of conduct investigation. For code of conduct, see AM XII.4.

4. 11. If Crown Counsel or a defence attorney attempts to enter polygraph examination opinion into evidence, notify National Headquarters, OIC Truth Verification Section.

5. Training

5. 1. All RCMP examiners will receive the basic polygraph examiner training at the Canadian Police College (CPC).

5. 2. Immediately following the examiner's course, he or she will be required to successfully complete a two-week internship with an experienced certified field examiner.

5. 3. Successful internship examiners will progress to a certification phase. They will conduct a minimum of twenty-five tests on their own. A percentage of these tests will be evaluated by CPC Polygraph School staff. Once the examiner has successfully completed this phase, he or she will receive a certificate from the CPC and are deemed to be a certified polygraph examiner.

5. 4. If an examiner is transferred from another the Polygraph Section and later transferred back to the polygraph program, he or she must undergo a two week internship with an experienced field examiner, have the first three tests conducted on their own assessed and evaluated by the OIC Truth Verification/delegate.

5. 5. Examiners must receive a minimum of forty hours of advanced level or supplementary training every year during their tenure as a polygraph examiner. This requirement is intended to develop and maintain each examiner's expertise, proficiency and to meet accepted standards of continuing education. The training must be approved by the OIC Truth Verification Section.

6. Quality Assurance

6. 1. The Polygraph Program will maintain the highest standards of professionalism and accuracy by ensuring that each examiner conforms to accepted RCMP practices and policies.

6. 2. The quality assurance reviews are the responsibility of the OIC Truth Verification/delegate.

6. 3. The purpose of the quality assurance review of reports, charts and related documents is to ensure proper format, reporting procedures and technical accuracy of examinations. The review procedures can include an analysis of the test question construction, evaluation of the polygraph charts and an overall review of the technical aspects of the examination ensuring required procedures were followed and that the recorded results are compatible with the opinion rendered.

6. 4. A quality assurance review form will be completed by the reviewer and forwarded to the OIC Truth Verification Section.

6. 5. As part of our quality assurance and to ensure the best service delivery in the area of forensic criminal examinations, an examiner will be required to conduct a minimum of 40 forensic examinations annually. This will ensure polygraph examiners remain current and accredited in forensic testing.

7. Re-Examinations

7. 1. At the examiner's discretion he or she may administer the re-examination of a subject with inconclusive examination results or a different examiner may conduct the re-examination.

7. 2. The OIC Truth Verification will be notified if consideration is being given to retesting a subject on an issue to which a conclusive opinion has already been rendered.

References

Date Modified: 2012-09-07

OM - ch. 25.2. Investigator's Notes

Directive Amended: 2017-07-05

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Definitions
3. Format and Content of Notes
4. Roles and Responsibilities
5. Major/Team Investigations
6. Record Retention and Disposition
7. Disclosure of Notebooks
8. Release of Information

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1. General

1. 1. Investigator's notes serve to refresh memory, justify decisions made, and record evidence. Well-documented notebook entries lend credibility to testimony and can substantiate information years after the original entry was made. Inadequate and inaccurate entries in a notebook can compromise an investigation and subsequent criminal, civil, and/or administrative proceedings.

1. 2. Members must make written and/or electronic notes, as soon as practicable, in order to prepare accurate, detailed, and comprehensive notes articulating observations made and actions taken during the course of their duties. See Wood vs. Schaeffer.

1. 3. All notes made during an investigation are an integral part of an operational file.

1. 4. Investigator's notes are subject to disclosure, see ch. 20.1., and examination by the courts in criminal, civil, and/or administrative proceedings, and may be accessed under the *Access to Information Act* and/or the *Privacy Act*.

1. 5. A Member's notebook is the property of the RCMP and will be provided to a supervisor for review at the mid-year and end-of-year performance review or upon request. See Performance Evaluation and Learning Plan, Form 2510.

1. 6. Contents of forms, either written or electronic, which are not made contemporaneously to an event, are not considered notes and are not a substitute for an investigator's notebook.

2. Definitions

2. 1. **Electronic notes** means notes that are placed within an operational Records Management System (RMS) and were created contemporaneously to an event and locked in a report within an operational RMS.

2. 2. **Wireless communication device** means any hand-held wireless device that has a telephone function and electronic media capabilities and applications including, but not limited to: electronic mail, text or related functions, and internet-based access.

3. Format and Content of Notes

3. 1. Investigator's notes should thoroughly describe the details of the occurrence and answer: who, what, when, where, why, and how.

3. 2. Notes should contain professional language, unless documenting verbatim comments.

3. 3. Notes should be factual and descriptive enough to explain decisions made.

3. 4. Sketches and measurements enhance the quality of notes and should be included where practicable.

3. 5. Notes should be taken in dark ink, e.g. black or blue ink.

3. 6. Deletion of notes should be stroked out with a single line and initialed.

3. 7. Portions of a notebook not used should have a "Z" line through the blank portion of the notebook page, e.g. end of a page not used.

3. 8. Human source information must not be recorded in a member's notebook. For direction on handling of source information, see ch. 31.5., sec. 3.

4. Roles and Responsibilities

4. 1. Member

4. 1. 1. Use notebooks that are bound with printed, pre-numbered pages. Loose-leaf pages are not permitted. External pieces of paper are not to be added to the notebook.

4. 1. 2. External pieces of paper must either be added to the paper file or scanned into the electronic file and the original retained on the paper file, including member's name, date, and associated occurrence, if known.

EXCEPTION: Due to the nature of the job requirements, members working specialized units, e.g. undercover operations, Special O, may add external notes directly into their notebooks.

4. 1. 3. Provide a copy of your notes to the designated member and vet them where required as soon as practicable. See App. 20-1-2.

4. 1. 4. Use one notebook at a time, unless working on a major investigation where you may be required to use an additional notebook specific to that investigation.

4. 1. 5. Write your name, regimental number, work location, and the day the notebook is started on the front cover of each notebook. When the last entry in the notebook is made, add the end date to the cover of the notebook, e.g. Started: 2010-01-01; Ended: 2010-10-01.

4. 1. 6. Use a consecutive numbering system to record the number of notebooks used throughout your service and/or project/investigation.

4. 1. 7. Provide your notebook for inspection and verification upon request by your supervisor or commander.

4. 1. 8. Do not erase entries or remove any pages from your notebook.

4. 1. 9. Notes made in an operational RMS must be:

4. 1. 9. 1. locked in a report within the operational RMS as soon as practicable; or

4. 1. 9. 2. printed with date, time, and signature of the originator, and retained on the hard copy file.

4. 1. 10. Electronic notes can be made on an approved RCMP-issued wireless communication device and must be transferred into an operational RMS as soon as practicable, e.g. notebook not readily available.

4. 1. 11. The use of personal wireless communication devices for the purpose of note taking and/or as an investigational tool, e.g. audio taping of statements, video recording, picture taking, is not permitted, in accordance with SM ch. 4.1.

NOTE: Where circumstances dictate and issued equipment is not available, electronic notes may be made on a personal wireless communication device and must be transferred into an operational RMS as soon as practicable. See sec. 4.1.9.

CAUTION: If a personal wireless communication device is used for operational needs, depending on its use, it may potentially result in the requirement to disclose personal records, and surrender the device and/or the memory card, for court proceedings.

4. 1. 12. Separate the parts of the notebook which refer to the investigation or were identified for redaction before disclosure, to ensure that defence counsel reviews only the notes that pertain to the event, e.g. by using elastic bands to separate unrelated notes and/or covering the parts that were redacted before disclosure.

4. 1. 13. Prior to giving evidence before a court, refer to pertinent documentation in your written and/or printed electronic notes to refresh your memory of the event.

4. 1. 14. Bring all notes and related supplemental documents to all court proceedings.

4. 1. 15. Before referring to your notes during court proceedings, request the court's approval.

4. 1. 16. If any agency requests copies of your notes, see sec. 7.3.

4. 1. 17. Notebooks will be safely and securely stored at all times, by each member during the course of their employment, in accordance with AM ch. XI.1., sec. D.6.

4. 1. 18. Upon retirement or discharge, immediately surrender all notebooks and other notes made in the course of employment in your possession to the Commander/Delegate at your last post. See Form S-54A.

4. 2. Supervisor

4. 2. 1. Inspect members' notebooks and/or electronic notes regularly and document bi-annually, during the member's performance assessment review. See Form 2510 and sec. 4.2.3.

4. 2. 2. Corrective action for non-compliant notebooks or electronic notes may include, but is not limited to, verbal guidance and/or written direction.

4. 2. 3. Upon reviewing a member's notebook, document in your own notebook that the member's notebook was reviewed. Upon reviewing a member's electronic notes, add a supplement report that the member's electronic notes were reviewed.

4. 2. 3. 1. If corrective feedback is necessary, document any comments on Performance Log, Form 1004, and Form 2510 when deemed appropriate. Do not put comments in the member's notebook.

4. 3. Commander/Delegate

4. 3. 1. Consider using the Unit Level Quality Assurance (ULQA) National Review Guide, Investigators' Notebooks, to verify compliance and quality of note-taking.

4. 3. 2. Ensure members surrender all notebooks upon retirement or discharge, according to sec. 4.1.18. and Disposition of Equipment and Uniform on Discharge, Form S-54A.

5. Major/Team Investigations

5. 1. If necessary, one person will be designated to take notes for a group of members, e.g. ERT, Major Investigations, Critical Incidents.

NOTE: Subject Behaviour/Officer Response (SB/OR) reports are to be completed individually by each member. See ch. 17.8., sec. 1.

5. 2. Make a notation in your notebook that you have verified the accuracy of the designated member's notes with your own observations.

5. 3. Business rules should reflect the process to be followed when verifying designated member's notes.

5. 4. The team leader or commander of a major investigation may consider assigning new notebooks to members involved in the investigation. At the conclusion of a member's participation in the investigation, retain his/her notebook on the investigative file.

5. 5. When using a scribe, see TOM ch. 1.2.

6. Record Retention and Disposition

6. 1. Retain notebooks and electronic notes in accordance with IMM 2.3., sec. 4.6.7.

6. 2. Supplemental divisional policy may exist outlining localized storage solutions specific to that division.

7. Disclosure of Notebooks

7. 1. Hardcopies of all written and/or electronic notes and the original reference notes used to make them, e.g. napkin, scrap paper, must be included in the disclosure package.

7. 2. The RCMP will disclose to the Crown all evidentiary material or information in its possession or control that is potentially relevant to the prosecution of a case, which includes police notes both written and electronic. See App. 20-1-1.

7. 3. Failure to promptly disclose all potentially relevant information may lead to a number of negative consequences, including but not limited to, adverse findings by the trial judge, e.g. credibility, judicial stay of proceedings. See ch. 20.2.

8. Release of Information

8. 1. The release of information in RCMP notebooks will not be permitted if it will infringe on the rights of any person or jeopardize an investigation, prosecution, or trial.

EXCEPTION: Statutory or judicial requirements, such as rules of court or court orders. See AM ch. III.11.

8. 2. For all formal and informal requests for copies of or access to a member's notebook, see AM ch. III.11.

8. 3. Outside agency requests for copies of notes are to be in accordance with AM ch. III.11., sec. F.5. and AM ch. III.11., sec. H. The divisional Cr. Ops. Officer may be contacted for further direction.

References

- Camaso vs. Egan, 2011 BCSC 456
- R. vs. A.G.B., 2011 ABPC 190
- R. vs. Bailey, 2005 ABPC 61
- R. vs. Fliss, 2002 SCC 16
- R. vs. Green, [1998] O.J. No. 3598 (Ct. J. (Gen. Div.))
- R. vs. Karunakaran, 2008 ONCJ 397
- R. vs. Odgers, 2009 ONCJ 287
- R. vs. Mercer, [2006] O.J. No. 5522 (Ct. J.)
- Wood vs. Schaeffer, 2013 SCC 71

Date Modified: 2017-07-05

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 25.3. Major Case Management

Directive Amended: 2011-12-28

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing at [redacted]

1. General
2. Roles and Responsibilities
3. Electronic File Management
4. Critical Incident
5. Media
6. Disclosure
7. Decision-Making Process
8. Intelligence Processing/Analysis
9. Reporting
10. Independent File Assessment
11. Operational Debriefings
12. Canada Labour Code

App. 25-3-1 Roles and Responsibilities of the Command Triangle

1. General

1. 1. Major cases are cases and/or investigations that are serious in nature and, due to their complexity, require application of the principles of Major Case Management (MCM).

1. 2. MCM is a methodology for managing major cases that provides accountability, clear goals and objectives, planning, allocation of resources and control over the speed, flow, and direction of the investigation.

1. 3. MCM is used to conduct significant investigations regardless of business lines (Contract or Federal). Major cases in the RCMP will be conducted in accordance with the principles of MCM. The methodology of MCM encompasses nine essential principles:

1. 3. 1. The Command Triangle,

1. 3. 2. Managerial Considerations,

1. 3. 3. Crime-solving Strategies,

1. 3. 4. Leadership and Team-building,

1. 3. 5. Legal Considerations,

1. 3. 6. Ethical Considerations,

1. 3. 7. Accountability,

1. 3. 8. Communication, and

1. 3. 9. Partnerships.

2. Roles and Responsibilities

2. 1. Divisional Cr. Ops. Officer/delegate

2. 1. 1. Has ultimate authority over major cases.

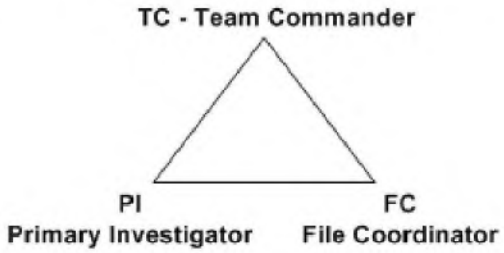
2. 1. 2. Is responsible for ensuring that all of the principles of MCM are applied in the investigation of major cases.

2. 1. 3. Divisions must have in place an assessment process for the selection and periodic re-evaluation of MCM Team Commanders.

2. 2. The Command Triangle

2. 2. 1. General

2. 2. 1. 1. Major cases are managed by the Command Triangle. The roles within the Command Triangle are the following: Team Commander, Primary Investigator and File Coordinator. Although each role has clear responsibilities, a collaborative relationship between roles should be maintained while preserving independence and accountability.



2. 2. 2. Team Commander

2. 2. 2. 1. The Team Commander (TC) has overall, authority, responsibility, accountability and control of the major case investigation, its resources, e.g. human, material and financial, and its mandate. See App. 25-3-1.

2. 2. 2. 2. Divisions should maintain resource pools of TCs with current CVs outlining their experience and training in major cases focusing on leadership/managerial accomplishments.

2. 2. 2. 3. The TC will ensure qualified File Coordinators (FC) and Primary Investigators (PI) are selected.

2. 2. 3. Primary Investigator

2. 2. 3. 1. The PI controls the speed, flow and direction of the overall investigative process. See App. 25-3-1.

2. 2. 3. 2. The PI manages, although not necessarily performs, all aspects related to the investigation in order to effectively direct the overall major case investigation. The PI reports to the TC and works in collaboration with the FC.

2. 2. 3. 3. The PI will be an experienced investigator with proven ability to coordinate, organize and direct a complex, multi-faceted investigation.

2. 2. 4. File Coordinator

2. 2. 4. 1. The FC is responsible for file management and the preparation of its disclosure for subsequent legal process or examination. See App. 25-3-1.

2. 2. 4. 2. The FC must identify human and material resources required to fulfill the role of file coordination.

2. 2. 4. 3. The FC will be an experienced investigator familiar with electronic and manual file coordination.

2. 3. Coordinated Investigative Team

2. 3. 1. The Coordinated Investigative Team (CIT) is formed with the exclusive purpose of investigating a major case.

2. 3. 2. The CIT includes the Command Triangle, investigators, some of whom may be seconded from their primary duties, support staff, and other employees.

3. Electronic File Management

3. 1. Using a database management system is critical to major case management.

3. 2. A database management system ensures proper recording, storage and retrieval of information. It enhances managerial accountability, efficient and effective use of resources, auditable and consistent standards and efficient preparation of disclosure.

3. 3. MCM may use an RCMP-approved database management system such as PROS, PRIME, SUPERText, or E&R. See the Electronic Major Case Management Policy Centre website.

3. 4. Once an investigation is identified as a major case, an RCMP-approved database management system will be adopted where applicable and available. See sec. 3.3.

4. Critical Incident

4. 1. An incident Commander will be familiar with the principles of MCM.

4. 2. A critical incident is an event or series of events that by its scope and nature requires a specialized and coordinated response. Critical incidents include, but are not limited to civil unrest, disasters, hostage/barricaded persons and terrorist attacks.

4. 3. During a critical incident, the incident commander has overall responsibility for the critical incident. See TOM ch. 1.1.1.2.

4. 4. The TC must be involved as soon as possible and consulted during the decision-making processes. The Incident Commander and the TC must work together sharing information and intelligence while the incident is ongoing.

4. 5. The Cr. Ops. Officer/delegate will advise the TC when a critical incident is deemed safe and secure. The TC will then assume responsibility.

5. Media

5. 1. The TC will ensure that a media strategy is in place for all major cases.

5. 2. All media releases must be approved by the TC in coordination with the Command Triangle before release.

5. 3. The divisional/regional Media Relations Officer (MRO) will gather relevant information regarding any national or potential national/international issues and brief National Communications Services by contacting the Director of Media Relations Branch at Groupwise address HQ_CommsAlert. See ch. 27.3.1.3.

6. Disclosure

6. 1. Organization of the file must be implemented early to ensure a thorough and efficient disclosure process. The disclosure process is a critical task and Crown Counsel should be consulted during its preparation.

6. 2. The management of disclosure is the responsibility of the FC. Crown Counsel has the responsibility to ensure proper disclosure to both the Court and Defence Counsel.

6. 3. The FC must ensure the appropriate number of resources are assigned to disclosure. When appropriate, the FC will appoint dedicated disclosure officers or disclosure teams.

6. 4. A disclosure officer/team will report directly to the FC.

7. Decision-Making Process

7. 1. The management process of the investigation of major cases in both court and/or other judicial hearings must be accounted for and a record of the decision-making processes within MCM must be preserved.

7. 2. Individual managers, supervisors and investigators must make complete notes documenting their participation, rationale, time, direction and decisions.

8. Intelligence Processing/Analysis

8. 1. The Command Triangle should ensure that early consideration is given to intelligence processing and analysis during the course of a major case investigation.

8. 2. The Command Triangle should consider early assignment of the required resources, in support of the intelligence process.

9. Reporting

9. 1. Regular reporting to divisional Cr. Ops. Officer/delegate is a critical component of MCM.

9. 2. The development and monitoring of a reporting system is a division responsibility. Divisions must establish an acceptable reporting structure and frequency schedule.

9. 3. National Headquarters will be advised of significant, high-profile or high-risk incidents by the most expedient means to the National Operations Centre (NOC). See ch. 46.1.4.

9. 4. In a Joint Forces Operation, the participating agencies must be included in the reporting structure.

10. Independent File Assessment

10. 1. To aid in the identification of new investigative avenues/strategies and/or implementation of best practices and to advance major cases, the Cr. Ops. Officer/delegate may submit major cases for independent file assessment.

10. 2. The TC, through their divisional Cr. Ops. Officer/delegate, should submit major cases for independent file assessment, when necessary.

10. 3. An independent file assessment should be conducted by an experienced major case investigator not involved in the investigation. The results of the assessment will be documented and reported to the Cr. Ops. Officer/delegate and shared with the TC.

10. 4. An independent file assessment will examine the principles of MCM.

10. 5. While this assessment is independent, it will require the cooperation and assistance of the CIT.

11. Operational Debriefings

11. 1. All Major Cases should be debriefed at the conclusion of the case or at the discretion of the TC to identify "best practices" and "lessons learned."

12. Canada Labour Code

12. 1. The TC, PI and the FC must be familiar with and comply with their duties as prescribed by Part II of the *Canada Labour Code* (CLC).

12. 2. The TC must successfully complete the Occupational Health and Safety Course "Managing Safely" available on the Human Resources Sector website or on CD.

References

- Canadian Police College, *Major Case Management Manual*, 6th ed.

Date Modified: 2011-12-28

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 25.5. Body-Worn Video

New chapter: 2017-12-27

For information regarding this policy, contact National Criminal Operations (NCROPS), Contract and Aboriginal Policing at [redacted]

1. Definitions
2. General
3. Retention of Media or Data
4. Roles and Responsibilities

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1. Definitions

1. 1. **Activation/Activated** means the use of the body-worn video (BWV) camera to record video and audio evidence.

1. 2. **Body-worn camera (BWC)** means any device worn on a designated member's uniform in an overt capacity and for the primary purpose of recording video and audio evidence.

1. 3. **Original recorded media file** means, if required for court, the disclosure of the recorded media file is a bit-for-bit copy of the original recording. See IMM ch. 2.3., sec. 4.6.6.5. It is stored securely as an exhibit, in line with RCMP policy and procedures pending court proceedings. For policies regarding exhibits, see OM Part 22.

1. 4. **Transitory Record** means a record required only for a limited time to ensure the completion of a routine action or the preparation of a subsequent record. See Transitory Information.

1. 5. **System Administrator** means an employee who holds rights to manage data within the BWV storage repository.

2. General

2. 1. Body-worn video cameras are available for operations on a case-by-case basis upon approval from the DG, NCROPS, Contract and Aboriginal Policing, National Headquarters.

2. 1. 1. Requests to use BWV cameras must be made through Divisional CROPS.

2. 2. Body-worn video cameras will be used by members in the lawful execution of their duties in an overt capacity.

EXCEPTION: Body-worn video will not be used for surveillance or covert recording.

2. 3. Body-worn video should not replace evidence from other sources, such as police officers or witnesses.

2. 4. Body-worn video must not replace note taking.

2. 5. Body-worn video footage is one component of evidence and will be supported by traditional reporting procedures, such as the notes and reports of involved members.

2. 6. Body-worn cameras will be activated at the user's discretion, in situations such as:

2. 6. 1. any interaction that a member would normally record in his/her notebook, and

2. 6. 2. all use of force encounters.

2. 7. If the BWC is not activated during a use of force incident for any of the following reasons, the reasons should be recorded in the member's notebook or on camera as video evidence:

2. 7. 1. the member forgets to activate the camera,

2. 7. 2. the camera fails to activate, or

2. 7. 3. the member has an encounter with the public that may generate controversy or complaint.

2. 8. Body-worn video footage can provide evidence:

2. 8. 1. to support grounds for a prosecution where a victim or witness is reluctant to provide a written statement;

2. 8. 2. to capture circumstances of a use of force encounter;

2. 8. 3. for evidentiary purposes, e.g. impaired driving.

2. 9. Body-worn cameras will not be used to record the following:

2. 9. 1. intimate searches;

2. 9. 2. areas where there is a very high expectation of privacy, such as changing rooms, washrooms, or treatment areas in hospitals.

EXCEPTION: Exigent circumstances.

2. 9. 2. 1. In private dwellings, there is a greater expectation of privacy, and as opposed to public spaces, members should be cognizant of sensitive situations within a home, e.g. children, persons in a state of undress.

NOTE: If exigent circumstances exist and the camera is activated in situations described in sec. 2.9.1. or sec. 2.9.2., members should document the reasons in their notebooks.

2. 9. 3. situations where legal privilege exists and the recording could violate such protections;

2. 9. 4. when dealing with an informant, source, or other person whose identity needs to be protected; or

2. 9. 5. covert surveillance.

2. 10. If the BWC is deactivated for any reason listed in sec. 2.9.1. to sec. 2.9.5., the decision should be recorded in the member's notebook or on camera.

2. 11. Members are not expected to record every police encounter, such as routine enquiries or general police conversations with the public.

2. 12. Body-worn video equipment must not be used in an area where an explosive device may be present.

2. 13. Body-worn video use does not replace existing requirements, procedures, or policy obligations, such as recording admissions, statements, or declarations.

2. 14. If a BWC is to be used during a search with warrant, the BWC use must be clearly stated in the warrant.

3. Retention of Media or Data

3. 1. Operational recorded video must be associated to an operational file, in accordance with IMM ch. 2.3., sec. 4.6.6.3.

EXCEPTION: Transitory information.

3. 2. Recorded media, regardless of the medium of creation or storage, will be retained in accordance with IMM ch. 2.3., sec. 4.6.6.

3. 3. Recorded media used for investigative purposes will be associated to an operational file and retained as outlined in IMM - App. 2-3-1.

3. 4. Recorded media not used for an investigative purpose, i.e. transitory information, will be retained as outlined in IMM ch. 2.3., sec. 4.6.6.3.1.

3. 5. Requests for public access to BWC footage under the *Access to Information Act* and the *Privacy Act* can be submitted to the ATIP Branch webpage on the external RCMP website.

3. 5. 1. When the requester is provided access to the footage, processes to protect images and/or audio will ensure that personal information of other individuals is protected through redaction.

NOTE: If there has been a request for access to information, the record must be retained until the individual has had the opportunity to exercise all of his/her rights under the applicable Act.

4. Roles and Responsibilities

4. 1. Member

4. 1. 1. Ensure the BWC is functioning properly.

4. 1. 2. BWC footage cannot justify, in isolation, any use of force.

4. 1. 2. 1. Articulate situational factors, as well as your actions, perceptions, and decisions in your notebook/records management system (RMS), and as outlined in ch. 17.8.

4. 1. 3. When an incident that meets the requirements outlined in sec. 2.6. has not been recorded for any reason, e.g. the BWC was not activated or the footage has gaps:

4. 1. 3. 1. document the reasons in your notebook/RMS, or

4. 1. 3. 2. record the reason on video to explain that decision.

EXAMPLE: "I am now turning off the body-worn camera because..."

4. 1. 4. Footage should be uninterrupted from the beginning of the incident until the time you decide it is no longer necessary to continue recording.

EXCEPTION: When a sensitive scenario, such as those described in sec. 2.10., has arisen and private/confidential information is at risk of being communicated.

4. 1. 5. When tactically feasible, advise the individual under investigation that he/she is being video and audio recorded.

4. 1. 6. Avoid recording bystanders when possible.

4. 1. 7. Complete all note taking before viewing BWC footage.

4. 1. 7. 1. Before viewing the footage, write notes in the same manner as any other investigation or use of force incident.

4. 1. 8. Document in your notes when the footage is viewed.

4. 1. 9. Any further description of events captured using a BWC should be documented in your notes, with a notation indicating that the footage has been viewed.

EXAMPLE: "BWC footage viewed after completion of note taking."

4. 1. 10. If after viewing the video you notice details that you had observed but previously not included in your notebook, add those details to your notebook with clear documentation that you made these notes after viewing the BWC footage.

4. 1. 10. 1. If you observe details on the BWC footage that you did not observe, note that you did not observe these details during the incident.

4. 1. 11. While on duty, wear only RCMP-issued BWCs and related equipment.

4. 1. 12. At the end of each shift, upload all recorded footage onto an RCMP-approved secure storage device.

4. 1. 13. When BWC footage will be used as evidence in court proceedings, securely store the original recorded media file as an exhibit, following procedures for handling exhibits, as well as their disclosure and retention, as outlined in ch. 20.1., ch. 22.1., and IMM ch. 2.3., sec. 4.6.6.2 and sec. 4.6.6.5.

4. 1. 14. Do not erase or alter footage in any manner.

4. 1. 15. Confirm that a copy of the original recorded media file is included in the disclosure package.

4. 1. 16. Report any lost/damaged BWC to your supervisor. See SM ch. 4.2., sec. 5.5.

4. 2. Supervisor

4. 2. 1. Confirm that members understand the proper use of BWCs and related equipment.

4. 2. 2. Ensure that members make every attempt to download all data to a secure/approved storage system at the end of their shift. See IM ch. III.1.

4. 2. 3. Confirm that video evidence is treated as an exhibit or property, and that any corresponding PROS/PRIME occurrence indicate that video evidence is on file.

NOTE: PROS/PRIME does not have the capability to store BWC video files at this time.

4. 2. 4. Inspect members' notebooks as outlined in ch. 25.2., sec. 4.2.1. to ensure continuing quality of note-taking despite the use of BWC technology.

4. 3. Detachment/Unit Commander

4. 3. 1. Ensure that members are aware of this chapter.

4. 3. 2. Identify a system administrator who is responsible for the administrative management of data within the BWC storage repository.

4. 3. 3. Consider public notification regarding BWC deployments.

4. 3. 4. Ensure that appropriate data storage exists.

4. 3. 5. Ensure inventory and quality control of BWCs.

4. 3. 6. If audio/video evidence relevant to a charge exists, disclose the relevant portion of the original recorded data to the Crown Attorney. See ch. 20.1.

References

- *Criminal Code*

Date Modified: 2017-12-27

OM - ch. 25.7.2 Remotely Piloted Aircraft Systems

Policy Amended: 2020-02-11

For information regarding this policy, contact the Remotely Piloted Aircraft Systems Program, National Criminal Operations, Contract and Indigenous Policing.

2. General

2. 1. RCMP remotely piloted aircraft (RPAs) must be registered with Transport Canada (TC) and marked with an assigned registration number.

2. 2. A remotely piloted aircraft system (RPAS) will only be operated by RCMP-trained and -certified pilots using assets approved by the National RPAS Program for operations, research and development, or training purposes.

NOTE: Any RPAS must meet the safety requirements for the category of the operation. Refer to TC's Find your category of drone operation web page.

2. 3. The RPAS must only be directly handled and operated by a certified pilot who is recognized by the divisional program manager.

2. 4. The RPAS may only be operated when environmental operating conditions do not exceed the device's safe handling characteristics, as defined in the manufacturer's operating manual.

2. 4. 1. The RPAS must be used in a manner that minimizes risk of injury to any person, damage to property, or damage to the RPAS.

2. 5. The RPAS is to be used as an operational or investigative aid, primarily for:

2. 5. 1. collision reconstruction,

2. 5. 2. search and rescue,

2. 5. 3. major crime scene processing,

2. 5. 4. emergency response team activities,

2. 5. 5. when there is no expectation of privacy, or

2. 5. 6. when approved by the respective Cr. Ops. officer or a delegate of their choosing.

NOTE: If there is an expectation of privacy, judicial authorization is required. The Information to Obtain the warrant must contain specific reference to the use of an RPAS.

2. 6. The RPAS may carry cameras, video equipment, environmental or other sensors, and objects, provided that this can be done safely, and that the weight of the payload that is carried is within the working abilities of the RPAS.

2. 7. The RPAS may be operated indoors in a controlled area that can be secured to prevent entry from bystanders.

2. 8. Before purchasing an RPAS, divisional program managers and the National RPAS Program Manager must be notified.

2. 9. Personal RPAs will not be used for RCMP operations.

2. 10. During an operation, the pilot must have access to:

2. 10. 1. the pilot's Advanced Operations Certificate;

2. 10. 2. the RPAS registration certificate;

2. 10. 3. a ROC-A certificate;

2. 10. 4. the RPAS manufacturer's manual;

2. 10. 5. Standard Operating Procedures;

2. 10. 6. a copy of any applicable exemptions or authorizations, including any Special Flight Operation Certificates (SFOCs), pertaining to the operation, if any aspect of the operation exceeds the authorities granted by the Advanced Operations Certificate;

2. 10. 7. a method of checking weather conditions;

2. 10. 8. an aviation radio;

2. 10. 9. a fire extinguisher (i.e. Cold Fire);

2. 10. 10. a standard first-aid kit; and

2. 10. 11. a portable light source.

NOTE: Electronic copies of documents are acceptable.

2. 11. No pilot will operate an RPA while operating a moving vehicle, vessel, or manned aircraft.

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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OM - ch. 26.5. Using the Internet for Open Source Intelligence and Criminal Investigations

Policy Amended: 2019-07-15

For information regarding this policy, contact Tactical Internet Operational Support, Covert Operations, Federal Policing Criminal Operations.

1. Definitions
2. General
3. Roles and Responsibilities
4. Mental Health
5. Conduct
6. Conflict of Interest
7. OSINT Practitioners and Functions
8. OSINT Capacity
9. Social Media
10. Unplanned Operations
11. Special Projects
12. Sensitive Sectors
13. Conducting OSINT Activities Directed at RCMP Employees
14. OSINT Reports
15. Personal Information
16. Privacy Impact Assessment
17. Information Sharing
18. Copyright Act
19. IT Systems
20. Training

1. Definitions

1. 1. For the purposes of this policy, the following definitions apply:

1. 1. 1. **Attribution** means the process of identifying various data touchpoints that, together, can reveal identity information, e.g. Internet service provider (ISP), connection type, Internet Protocol (IP) address, physical infrastructure (i.e. network, computer, storage, and endpoint devices), system configurations, software licences, and user account credentials.

1. 1. 2. **Authorized practitioner** means an employee who has been recommended by their supervisor and authorized by their unit commander to perform Tier 2 open source intelligence (OSINT) functions.

1. 1. 3. **Cloud computing service**, commonly referred to as the "cloud," means a subscription-based online (Internet) service that provides the ability to access and share a pool of resources (e.g. data storage space, networks, computer processing power, and specialized corporate and user applications) from anywhere a network connection is available.

1. 1. 4. **Darknet** means an overlay of encrypted networks that uses a small subset of the Internet and contains Dark Web content or websites not indexed by common search engines. Specific software and secure configurations are required to access it.

1. 1. 5. **Deep Web** means a subset of the World Wide Web content on the Internet where the information is not indexed by mainstream search engines. To access its content and obtain results, a user must conduct specific searches within each Deep Web data source.

1. 1. 6. **Designated practitioner** means an employee who has been recommended by their unit commander and designated by their line officer to perform Tier 3 OSINT functions as part of a specialized unit.

1. 1. 7. **Discreet online identity** or **discreet online profile** means an online identity or profile that is devoid of any information attributable to law enforcement. It can mimic the appearance of an average Internet user and is used only for Tier 2 and Tier 3 OSINT functions. The creation of simulated content is acceptable, but only in a limited scope.

1. 1. 8. **Discussion forum** means an online forum in which a user can post messages, images, and links, or reply to topics, issues, or ideas posted by other users. A discussion forum typically requires a user to create an account to participate. Permission levels are often set by forum administrators.

1. 1. 9. **Electronic document** means data that is accessed, collected, recorded, shared, or stored on any medium in or by a computer system or other similar device, and that can be read or perceived by a person, IT system, or other device. It can also be displayed or printed.

1. 1. 10. **Engage** and **communicate** are terms used in the context of covert operations to describe the application of an authorized investigative technique directed at a person, group, or entity that is the subject of a criminal investigation. Refer to OM Part 30, Undercover Operations.

1. 1. 11. **Exposed to** means involved in an active examination, collection, and/or analysis of visual, written, and/or auditory explicit online materials.

1. 1. 12. **Grey data** means publicly available information that can be accessed and collected, using advanced OSINT tradecraft, from data sources that may not be considered mainstream, e.g. encrypted channels or virtual platforms.

1. 1. 13. **Identity information** means any information, including biological, physiological, or technical information of any type, that can be used alone or in combination to identify or attempt to identify significant attributes including, but not limited to: fingerprints, voice prints, retina and iris images, DNA profiles, addresses, dates of birth, written signatures, digital signatures, banking information, passport numbers, social and health insurance numbers, driver's licences, IP addresses, system configurations, software licences, and user account credentials, including passwords.

1. 1. 14. **Information technology (IT) system** means software; laptops; desktop computers; cellphones; smart phones; tablets; wired or wireless routers; Wi-Fi hotspots; network switches, cards, or printers; and any other device to which a media access control (MAC) address is assigned, e.g. smart TV.

1. 1. 15. **Instant messaging (IM)** or **direct messaging (DM)** is used through a variety of applications aimed at providing two-way, real-time communications between two or more people, and may include text, voice, video, and/or file-sharing capabilities.

1. 1. 16. **Internet Protocol (IP) address** means a numerical label assigned to an IT system or device participating in a computer network that uses the IP for communication. An IP address provides host or network interface identification as well as location addressing of a device.

1. 1. 17. **Metadata** means data that provides information about other data. Metadata is generated when a person uses any technology for an activity such as creating or editing an electronic document, image, video, or audio file. The metadata created in this case will typically reveal who created or edited the file, what was created or edited, as well as when, how, and sometimes where the file was created or edited. In the context of social media, metadata may refer to the geolocation of a post, the time of a post, or the user's follower count.

1. 1. 18. **Mobile applications**, also known as "mobile apps," means applications designed to provide on-demand services and run on mobile devices or, in some cases, on desktop computers. These applications are usually available through distribution platforms typically called "app stores."

1. 1. 19. **Online video gaming** means the use of an electronic or digital console, or an IT system, that outputs a video signal or visual image to display a video game that one or more people can play over the Internet.

1. 1. 20. **Open source information (OSI)** means unclassified, raw data that is derived from a primary data source (e.g. the Internet) and can include any type of media in any format. The information is obtained, derived, or recovered lawfully, and is purchased or viewed from open or encrypted publicly available sources.

1. 1. 21. **Open source intelligence (OSINT)** means the systematic and passive collection of OSI, and its processing, analysis, and dissemination in response to specific law enforcement activities (e.g. criminal intelligence) or investigative requirements. OSINT is used as a valuable form of insight to generate tangible and actionable investigative leads that are complementary to traditional policing methods.

1. 1. 22. **Passive online activities** are characterized by the absence of targeted engagement or communication, i.e. the absence of any activity aimed at eliciting a desired response from a person, group, or entity that is the subject of a criminal investigation.

1. 1. 23. **Peer-to-peer (P2P) network** means a network in which IT systems are connected to each other via the Internet. A P2P application install is required to share files directly between IT systems without the need for a central server. Each computer on a P2P network becomes a file server and a client.

1. 1. 24. **Sensitive sectors** means fundamental Canadian institutions in the sectors of academia, politics, religion, media, and trade unions.

1. 1. 25. **Simulated content** means fictitious and innocuous content created, populated, and uploaded by an OSINT practitioner for the purposes of creating or validating/authenticating discreet online identities and accounts. The practitioner uses simulated content to perform their OSINT research functions.

1. 1. 26. **Situational awareness** involves an OSINT practitioner seeking to contextualize and/or understand what is happening in a virtual environment given specific factors and objectives. The practitioner uses technologies to access and analyze information, and presents findings that form the basis for better decision making, priority setting, and crime detection and prevention.

1. 1. 27. **Social media** means Web-based technology and Internet-based communities commonly referred to as Web 2.0. A user can generate profile content and interact online with others, publicly or in private through chat, messaging (IM or DM), email, video, photos, posts, and file sharing. Social media platforms tend to be designed as fundamentally closed spaces that are limited to members only. A user can typically control what is visible to the public and to the network of "friends" or colleagues through privacy settings.

1. 1. 28. **Specialized unit** means a section that comprises one or more designated Tier 3 practitioners assigned to full-time OSINT functions as a primary mandate by the line officer.

1. 1. 29. **Tier 1 network** means an overt network that is fully attributed to law enforcement.

1. 1. 30. **Tier 2 network**, also known as "low attribution network," means a discreet network where the IP address is not readily attributed to law enforcement. Tier 2 network services and connectivity can be provided via 3G/4G, Wi-Fi, cable, or ADSL (asymmetric digital subscriber line), and achieved through the masking of registration information. Virtual private networks (VPNs) or proxy services can be used in conjunction for added anonymity.

1. 1. 31. **Tier 3 network** means a network where any attribution to law enforcement is explicitly concealed and safeguarded with the assistance of the divisional backstopping

coordinator. Tier 3 network services and connectivity can be provided via 3G/4G, Wi-Fi, cable, or ADSL and can be used in conjunction with VPNs or proxy services for added anonymity.

1. 1. 32. **Tier 1 OSINT functions** means overt, passive online activities such as performing searches for non-sensitive information, conducting queries to resolve doubt or answer a question, verifying information, and establishing general situational awareness on a topic.

1. 1. 33. **Tier 2 OSINT functions** means discreet OSINT activities conducted on Tier 2 networks where an authorized practitioner aims to gain knowledge, confirm facts, verify results, solve problems, support theories, and develop leads.

1. 1. 34. **Tier 3 OSINT functions** means discreet and advanced OSINT activities conducted on Tier 3 networks where a designated practitioner aims to provide more in-depth criminal intelligence or investigative support, including to covert operations.

1. 1. 35. **Unplanned operation** means any inadvertent action by an OSINT practitioner that could have a significant impact on the practitioner's safety or compromise a criminal investigation.

1. 1. 36. **Virtual worlds** means simulated online environments where users are portrayed as avatars (i.e. a representation of themselves or alter egos) and can communicate with others via local chat or global IM. Users can also travel throughout a virtual world.

2. General

2. 1. OSI obtained from the Internet may be used to develop actionable criminal intelligence, provided that the information is directly related to a law enforcement program activity.

2. 2. For Tier 3 OSINT service requests, Form 6458, Service Request – Open Source Research will be completed and submitted to a Tier 3 specialized unit or to TIOS, NHQ Covert Ops.

2. 3. Any request for OSINT support received from a domestic or foreign law enforcement, security, or intelligence department/agency must be processed through the RCMP program responsible for its intake and oversight.

NOTE: This includes requests for information to and from liaison officers as per OM ch. 12.7., Foreign Requests for Assistance.

2. 4. For operational support regarding online criminal investigations of child exploitation, refer to OM ch. 26.1., Child Pornography on the Internet.

2. 5. For operational support regarding online criminal investigations relating to pure computer crimes and computer-facilitated crimes, refer to OM ch. 26.3., Technological Crime.

2. 6. For online undercover operations, refer to OM ch. 30.8., Online Undercover Operations.

2. 7. New and relevant case law, or changes in legislation, will supersede this policy.

3. Roles and Responsibilities

3. 1. Tactical Internet Operational Support (TIOS)

3. 1. 1. TIOS:

3. 1. 1. 1. provides strategic advice and tactical OSINT operational support to investigations where specialized OSINT capacity is not readily available;

3. 1. 1. 2. conducts risk assessments of specialized OSINT tools, techniques, or tradecraft to determine whether they could compromise a practitioner and/or a criminal investigation, while taking into consideration privacy impact;

3. 1. 1. 3. oversees advanced OSINT training in the RCMP, including the coordination, delivery, and development of its content and standards; and

3. 1. 1. 4. provides advice to technical authorities on Internet network design, network security, software, and desktop applications to support OSINT functions (refer to the Online Activity Dashboard).

3. 2. OSINT Practitioners

3. 2. 1. OSINT practitioners are prohibited from using RCMP IT systems to engage in activities such as accessing, sending, receiving, or displaying pornography; gambling; or downloading unauthorized programs or software.

3. 2. 2. OSINT practitioners, through their line officer, must notify the OIC, TIOS, NHQ Covert Ops of all OSINT special projects, training, and significant initiatives with the Canadian Security Intelligence Service (CSIS), the Communications Security Establishment (CSE), the Department of National Defence (DND), and any other domestic or international agency.

3. 2. 3. Discreet online identities created for OSINT functions are RCMP assets. TIOS, divisional backstopping coordinators, line officers, and unit commanders reserve the right to terminate an OSINT practitioner's online activities and use of online identities at any time.

3. 2. 4. OSINT practitioners must ensure that they have legal access to the information they are seeking to collect and that they are able to articulate the authority for their actions.

3. 2. 5. OSINT practitioners will not use specialized tools, techniques, or software to circumvent online privacy settings, since this could be perceived as hacking or conducting intrusive activities.

3. 2. 6. When applicable, the process that is most similar to a real-world legal process must be applied to OSINT methodologies as an injury test.

3. 2. 6. 1. The findings of this process must be well articulated and documented.

3. 2. 7. OSINT practitioners will seek assistance from their technical authorities to determine their level of attribution, and must ensure the most stringent hardware and software privacy settings are applied when accessing the Internet.

3. 2. 8. When collecting OSI, practitioners must maintain the highest level of integrity, and the information collected must be directly related to the applicable program's mandate and authorities.

3. 2. 9. If it is unclear whether OSINT activities may be contrary to policy or could result in a violation of the law, the unit commander or line officer; TIOS, NHQ Covert Ops; and RCMP Legal Services must be consulted.

3. 2. 10. Legal opinions and interpretations of laws and regulations relating to OSINT and other online activities, tradecraft, and technologies used in support of criminal investigations must be obtained through an investigative legal team in conjunction with RCMP Legal Services and the Crown prosecutor. Refer to AM ch. VIII.5., Legal Services.

3. 2. 10. 1. Forward all legal opinions relating to OSINT activities to NHQ, ATTN: OIC, TIOS, Covert Ops.

3. 2. 11. For roles and responsibilities specific to a practitioner's level of attribution, refer to sec. 7., OSINT Practitioners and Functions.

4. Mental Health

4. 1. By virtue of their functions, an OSINT practitioner may be exposed to explicit (e.g. pornographic or violent) online materials.

4. 2. When an OSINT practitioner discovers, is exposed to, collects, or analyzes explicit materials, they must inform their manager, their supervisor, or a peer.

4. 3. A unit commander or line officer will maintain awareness of their employees' mental health and operational readiness.

4. 4. An employee who is experiencing mental health issues may choose to speak to a manager, supervisor, health services officer, and/or peer (Peer to Peer System) for moral support and/or assistance in getting professional help.

5. Conduct

5. 1. When performing the functions referred to in sec. 3.2., OSINT Practitioners and sec. 7., OSINT Practitioners and Functions, practitioners are subject to *RCMP Act*Part IV, Conduct, the , Code of Conduct of the Royal Canadian Mounted Police, and the Values and Ethics Code for the Public Sector.

5. 2. Access to IT systems is restricted to authorized RCMP employees, specialized units, and agents working on behalf of the RCMP and in support of its functions.

5. 3. The use of personal online profiles and home IT systems for official RCMP OSINT activities is strictly prohibited.

6. Conflict of Interest

6. 1. OSINT practitioners must familiarize themselves with AM ch. XVII.1., Conflict of Interest.

7. OSINT Practitioners and Functions

7. 1. General

7. 1. 1. OSINT functions can be performed by secondees and all categories of RCMP employees—regular members (RMs), civilian members (CMs), and public service employees (PSEs).

7. 1. 2. An employee must operate within a specific tier as prescribed by this policy. Refer to the Online Activity Dashboard for information on each tier.

7. 1. 2. 1. The aim of the OSINT tier system is to provide a consistent operating framework taking into account mandate, activities, risks, user skills, network infrastructure, and training.

7. 2. Tier 1

7. 2. 1. Practitioner

7. 2. 1. 1. A Tier 1 OSINT practitioner, i.e. an employee:

7. 2. 1. 1. 1. does not require specialized training, authorization, or designation to perform basic OSINT functions;

NOTE: A good working knowledge of the Internet is an asset.

7. 2. 1. 1. 2. will not, under any circumstances, create and/or use personal or discreet online identities to access the Internet for official and overt RCMP business;

NOTE: The use of authorized RCMP corporate online accounts or identities to access approved Deep Web databases, online training platforms, and other data sources is acceptable. RCMP corporate signatures and the RCMP crest are reserved for official RCMP accounts only. Refer to the Information Management and Information Technology program (IM/IT program) and/or the Central Help Desk.

7. 2. 1. 1. 3. will refer to National Communication Services, the IM/IT program, AM Part XIII, National Communications, and the Online Activity Dashboard when conducting overt and/or corporate online activities such as publishing, public engagement, and other investigative support activities (e.g. crowdsourcing); and

7. 2. 1. 1. 4. will seek the assistance of an authorized Tier 2 practitioner in cases where the objectives have exceeded their capabilities and/or research mandate.

7. 2. 2. Unit Commander

7. 2. 2. 1. A unit commander is responsible for:

7. 2. 2. 1. 1. overseeing Tier 1 OSINT functions performed by their employees;

7. 2. 2. 1. 2. providing their employees with corporate Internet access and tools;

7. 2. 2. 1. 3. authorizing the use of RCMP corporate online accounts or identities to access approved Deep Web databases, online training platforms, and other data sources; and

7. 2. 2. 1. 4. controlling access to IT systems relating to OSINT activities.

NOTE: Tier 1 Internet access is provided through RCMP corporate networks, and Tier 1 IT systems are supported by the Chief Information Officer (CIO), Shared Services Canada, and/or divisional informatics (refer to AM ch. XIII.5., Intranet/Internet).

7. 3. Tier 2

7. 3. 1. General

7. 3. 1. 1. RCMP-attributable and overt online activities are prohibited on Tier 2 networks.

7. 3. 2. Authorized Practitioner

7. 3. 2. 1. A Tier 2 OSINT practitioner must:

7. 3. 2. 1. 1. meet the minimum training requirements outlined in the Online Activity Dashboard;

7. 3. 2. 1. 2. be authorized by their unit commander to perform OSINT functions;

7. 3. 2. 1. 3. complete Form 6448, Tier Registration Request – Open Source Intelligence (OSINT), submit it to their unit commander for review and approval, and keep a copy for their records;

NOTES:

1. Once the original of Form 6448 has been returned by the unit commander, the practitioner must place it in the unit-level registry.

2. An authorization is valid only while a practitioner is required to perform Tier 2 OSINT functions in their substantive position. If the authorized practitioner is reassigned or transferred to another unit, a new authorization is required.

7. 3. 2. 1. 4. complete Form 6449, Online Identity Record – Open Source Intelligence (OSINT) for all discreet online identities created, modified, or removed from service, submit

it to their unit commander for unit-level quality assurance, and keep a copy for their records;

NOTE: Once the original of Form 6449 has been returned by the unit commander, the practitioner must place it in the unit-level registry.

7. 3. 2. 1. 5. remain passive when conducting online activities (for extenuating circumstances, refer to sec. 10.2., Extenuating and Dynamic Circumstances); and

7. 3. 2. 1. 6. seek the assistance of a Tier 3 specialized unit in cases where the objectives have exceeded their capabilities and/or research mandate.

7. 3. 2. 2. The use of mobile applications is strictly prohibited.

7. 3. 2. 2. 1. Mobile devices can be used only to verify or authenticate discreet online identities.

7. 3. 3. Unit Commander

7. 3. 3. 1. A unit commander is responsible for:

7. 3. 3. 1. 1. overseeing Tier 2 OSINT functions performed by their employees;

7. 3. 3. 1. 2. providing authorized practitioners with access to Tier 2 networks, IT systems, and software, as well as access to training as per the Online Activity Dashboard;

7. 3. 3. 1. 3. reviewing and approving Form 6448 submissions;

NOTE: This policy and the Online Activity Dashboard should be consulted as an aid to review Form 6448 and decide whether to authorize OSINT practitioners, and to provide rationale for this decision.

7. 3. 3. 1. 4. conducting unit-level quality assurance for Form 6449 submissions;

7. 3. 3. 1. 5. ensuring that all originals of Form 6448 and Form 6449 are returned to the practitioner and retained in an up-to-date registry at the unit level;

7. 3. 3. 1. 6. making the registry available to the OIC, TIOS, NHQ Covert Ops upon request; and

7. 3. 3. 1. 7. creating a unit policy supplement, if required.

7. 4. Tier 3

7. 4. 1. General

7. 4. 1. 1. Tier 3 OSINT functions must be performed by a specialized unit on a Tier 3 network. Refer to the Online Activity Dashboard.

7. 4. 1. 2. RCMP-attributable and overt online activities are prohibited on Tier 3 networks.

7. 4. 2. Designated Practitioner

7. 4. 2. 1. A Tier 3 OSINT practitioner must:

7. 4. 2. 1. 1. be part of a specialized unit and designated by their line officer;

7. 4. 2. 1. 2. meet the minimum training requirements outlined in the Online Activity Dashboard;

7. 4. 2. 1. 3. complete Form 6448, submit it to their unit commander for recommendation, and keep a copy for their records;

NOTES:

1. Once the original of Form 6448 has been returned by the unit commander, the practitioner must place it in the unit-level registry.

2. A designation is valid only while a practitioner is required to perform Tier 3 OSINT functions in their substantive position. If the designated practitioner is reassigned or transferred to another unit, a new designation is required.

7. 4. 2. 1. 4. complete Form 6449 for all discreet online identities created, modified, or removed from service, submit it to their unit commander for unit-level quality assurance, and keep a copy for their records;

NOTE: Once the original of Form 6449 has been returned by the unit commander, the practitioner must place it in the unit-level registry.

7. 4. 2. 1. 5. remain passive when conducting online activities (for extenuating circumstances, refer to sec. 10.2.); and

7. 4. 2. 1. 6. obtain the assistance of their divisional undercover program in cases where the objectives have exceeded their capabilities and/or research mandate.

7. 4. 2. 1. 6. 1. If necessary, the practitioner should seek guidance from TIOS, NHQ Covert Ops.

7. 4. 3. Unit Commander

7. 4. 3. 1. The unit commander of an OSINT specialized unit is responsible for:

7. 4. 3. 1. 1. overseeing Tier 3 OSINT functions performed by their employees;

7. 4. 3. 1. 2. providing designated practitioners with access to Tier 3 networks, IT systems, and software, as well as training as per the Online Activity Dashboard;

NOTE: Tier 3 network access is not provided through RCMP corporate networks, and Tier 3 IT systems are not supported by the CIO, Shared Services Canada, and/or divisional informatics. For support and guidance, the divisional backstopping coordinator or TIOS, NHQ Covert Ops, should be consulted.

7. 4. 3. 1. 3. reviewing and making recommendations on Form 6448 submissions;

NOTE: This policy and the Online Activity Dashboard should be consulted as an aid to review Form 6448 and decide whether to recommend OSINT practitioners for designation, and to provide rationale for this decision.

7. 4. 3. 1. 4. forwarding Form 6448 for review and approval by the line officer;

7. 4. 3. 1. 5. conducting unit-level quality assurance for Form 6449 submissions;

7. 4. 3. 1. 6. ensuring that all originals of Form 6448 and Form 6449 are returned to the practitioner and retained in an up-to-date registry at the unit level;

7. 4. 3. 1. 7. making the registry available to the OIC, TIOS, NHQ Covert Ops upon request; and

7. 4. 3. 1. 8. creating a unit policy supplement, if required.

7. 4. 4. Line Officer

7. 4. 4. 1. The line officer is responsible for:

7. 4. 4. 1. 1. assigning and authorizing capacity to perform OSINT functions as a Tier 3 specialized unit;

7. 4. 4. 1. 2. reviewing and approving designation requests for Tier 3 OSINT activities submitted via Form 6448;

NOTE: This policy and the Online Activity Dashboard should be consulted as an aid to review Form 6448 and decide whether to designate OSINT practitioners, and to provide rationale for this decision.

7. 4. 4. 1. 3. ensuring that all originals of Form 6448 are returned to the unit commander once the line officer has made a decision (a rationale will be included).

8. OSINT Capacity

8. 1. Each division is responsible for committing capacity for its own Tier 2 and Tier 3 OSINT support functions. In cases where a division cannot commit the appropriate capacity, refer to sec. 2.2.

8. 2. Line officers must notify the OIC, TIOS, NHQ Covert Ops of the establishment of a Tier 3 specialized unit in order to initiate a deconfliction process to ensure that efforts are not duplicated and that operational support is as efficient as possible.

9. Social Media

9. 1. OSINT practitioners are permitted to collect information from social media websites (e.g. Facebook, Twitter, YouTube, Instagram, Google+, and Snapchat) and to use third-party social network aggregators, software, or tools, provided that practitioners:

9. 1. 1. ensure that the research and collections remain passive online activities and are based on a specific task, investigative purpose, and mandate;

9. 1. 2. need to confirm, corroborate, or discredit:

9. 1. 2. 1. information stemming from criminal intelligence;

9. 1. 2. 2. threat-related information; or

9. 1. 2. 3. traditional investigative leads relating to a person, place, or event.

9. 1. 3. are able to articulate any action taken that may conflict with Terms of Service (TOS) agreements.

9. 2. For guidance on the personal and professional use of social media in the RCMP, refer to the Guide for Employee Use of Social Media.

10. Unplanned Operations

10. 1. General

10. 1. 1. Risks are significantly increased when using more advanced OSINT techniques or tradecraft, or during special projects outlined in sec. 11., Special Projects. When new tradecraft are used, caution and due diligence must be exercised to avoid compromising a practitioner or investigation.

10. 1. 2. An unplanned operation is considered to have occurred only if a suspicious or unknown third-party user makes repeated attempts to contact a discreet online identity.

10. 1. 3. An OSINT practitioner must report an unplanned operation to their unit commander or line officer as soon as practicable.

10. 1. 3. 1. The practitioner must advise the investigative lead as soon as practicable if a practitioner or criminal investigation may have been compromised.

10. 1. 4. If unsure of the impact of an unplanned operation, the unit commander or line officer will contact the OIC, TIOS, NHQ Covert Ops or the divisional undercover coordinator for direction and advice.

10. 1. 5. If further online OSI collections and/or activities are required following an unplanned operation, particularly within a variety of virtual and interactive worlds, an OSINT practitioner will contact the investigative lead and the divisional undercover coordinator to discuss a way forward.

10. 1. 6. Following an unplanned operation, a discreet online identity may be considered compromised and may be removed from service. If applicable, the OSINT practitioner will update the unit-level registry via Form 6449.

10. 2. Extenuating and Dynamic Circumstances

10. 2. 1. If a single unexpected opportunity arises where an OSINT practitioner needs to acquire online information of potential evidentiary value by actively engaging with a third-party online user and using online platforms outlined in sec. 11.3., a single collection and investigative effort can be made in good faith provided that:

10. 2. 1. 1. the seeking of authorization for an intervention and/or more intrusive actions is impractical and delays could cause loss of evidence and could seriously impair a criminal investigation;

10. 2. 1. 2. a perceived imminent threat to life is identified and a diversion, disruption, or life-saving opportunity exists and/or is necessary; or

10. 2. 1. 3. the identification of a fleeing high-risk offender is probable and subsequent apprehension is likely.

10. 2. 2. In extenuating and dynamic circumstances, an OSINT practitioner must:

10. 2. 2. 1. not instigate or induce a subject to commit an offence that they had no prior intent to commit;

10. 2. 2. 2. not make any commitment to a subject for physical or real-world engagement;

10. 2. 2. 3. complete the OSI collection and/or investigative action;

10. 2. 2. 4. document their observations and the circumstances of their actions; and

10. 2. 2. 5. immediately notify the unit commander or line officer, and the investigative lead.

10. 2. 3. Further online engagement or interaction with a third party is governed by OM Part 30.

11. Special Projects

11. 1. A special project must:

11. 1. 1. operate on IT systems separate from any other RCMP-attributable operational network infrastructures, and

11. 1. 2. be substantiated by a project plan that is supported by the unit commander or line officer.

11. 1. 2. 1. The project plan must include background information, purpose of initiative, specific objectives, and financial, tactical, and strategic considerations.

11. 2. For special projects, a practitioner must:

11. 2. 1. demonstrate that there is no intent to engage with online users to acquire criminal evidence,

11. 2. 2. articulate how discreet online identities will be created and deployed, and

11. 2. 3. demonstrate that IT system safeguards are put in place before proceeding in order to determine the overall risk to the infrastructure and the special project.

11. 3. Online realms or platforms that may constitute a special project include, but are not limited to:

11. 3. 1. virtual worlds and online video gaming,

11. 3. 2. discussion forums,

11. 3. 3. peer-to-peer (P2P) networks,

11. 3. 4. the Darknet, and

11. 3. 5. mobile applications (Tier 3 OSINT functions only).

11. 4. Realms or platforms identified in sec. 11.3. may be examined and grey data accessed for the purposes of:

11. 4. 1. situational awareness;

11. 4. 2. innovation, research, and development; and

11. 4. 3. development of OSINT tradecraft and training content.

11. 5. If an unplanned operation is encountered as outlined in sec. 10., Unplanned Operations, guidance and direction will be obtained from the OIC, National Undercover Program, and the OIC, TIOS, NHQ Covert Ops.

12. Sensitive Sectors

12. 1. General

12. 1. 1. Investigative activities relating to a sensitive sector must be reasonable and exercised with caution as they may have, or be perceived to have, a negative impact on an individual's rights, a fundamental Canadian institution, the local community, and/or the community at large.

12. 1. 1. 1. OSINT practitioners must take into account the *Canadian Charter of Rights and Freedoms*, Bulletin OM-508, Investigations Involving Journalists, and OM App. 12-General-3, Ministerial Direction National Security Investigations in Sensitive Sectors.

12. 1. 2. Any request for OSINT support relating to a sensitive sector must be accompanied by a written approval from the RCMP program responsible for its oversight.

12. 2. National Security Criminal Investigations

12. 2. 1. Refer to OM App. 12-General-3.

12. 2. 2. To determine the level of approval required when OSINT is used to provide investigative support relating to a sensitive sector, refer to OM ch. 12.2., National Security Criminal Investigations, sec. 2.4., Sensitive Sector.

13. Conducting OSINT Activities Directed at RCMP Employees

13. 1. When possible, OSINT activities directed at RCMP employees must be conducted by a designated Tier 3 practitioner, who must be guided by *Canadian Charter of Rights and Freedoms*, section 8, Search or seizure.

13. 2. An OSINT practitioner must have a mandate or written authorization from a program director for all OSINT activities directed at an RCMP employee or a secondee.

13. 3. If high-integrity personnel security screenings are conducted (e.g. for applicants to the undercover and human source development programs), an applicant must consent to open source verifications being conducted.

13. 3. 1. For information on security screening, refer to the Government of Canada Standard on Security Screening.

13. 3. 2. If adverse OSI is uncovered in relation to a high-integrity personnel security screening or during an investigation under *RCMP Act*, Part IV and there is cause to believe that the results may negatively impact the employee's reliability and/or personal safety, the program authority must be notified immediately for further evaluation.

13. 3. 2. 1. For guidance on investigations under *RCMP Act*, Part IV, refer to AM ch. XII.4., Code of Conduct (Part IV) Investigations and AM ch. XII.1., Conduct.

13. 4. Caution must be exercised to ensure that the OSI collected is relevant, corroborated if possible, and reliable. The information collected must be disclosed in its entirety.

14. OSINT Reports

14. 1. General

14. 1. 1. OSINT reports and all open source electronic documents are subject to disclosure and examination by the courts in criminal, civil, and administrative proceedings, and may be accessed under the *Access to Information Act*.

14. 1. 2. All OSINT products, including supporting electronic documents, must be entered in an approved records management system, such as the Police Reporting and Occurrence System (PROS), the Secure Police Reporting and Occurrence System (SPROS), the Police Records Information Management Environment (PRIME-BC), or a major case management (MCM) system. The appropriate divisional information management functional specialist should be contacted for guidance.

14. 2. Saving, Storing, and Handling of Electronic Documents

14. 2. 1. An OSINT practitioner is responsible for:

14. 2. 1. 1. safeguarding all OSI collections and OSINT products, and

14. 2. 1. 2. maintaining the integrity of all electronic documents.

14. 2. 2. For information on the authentication and admissibility of electronic documents, refer to *Canada Evidence Act*, section 31.1, Authentication of electronic documents.

14. 2. 3. For guidance on IT system protocols and the management of electronic documents, an OSINT practitioner will consult with the Information Management and Information Technology (IM/IT) program.

14. 3. Cloud Computing Services

14. 3. 1. The use of third-party cloud computing services on the Internet to manage or store protected or classified OSINT products is strictly prohibited as it can give rise to privacy concerns and compromise the integrity of criminal investigations.

14. 3. 2. The use of third-party cloud computing services on the Internet to manage or store OSI is acceptable, provided that the OSINT practitioner is familiar with:

14. 3. 2. 1. the *Access to Information Act* and the *Privacy Act*, and

14. 3. 2. 2. the implications of using such services that are hosted or owned by third parties based in foreign countries.

NOTE: When information is stored or accessible outside of Canada, this information is subject to Canadian laws and may also be subject to the host country's laws.

14. 3. 3. A unit commander or line officer:

14. 3. 3. 1. must consult with ATIP Branch, RCMP Legal Services, the Chief Information Officer, and Departmental Security Branch before negotiating any contractual arrangements for third-party cloud computing services involving OSINT; and

14. 3. 3. 2. is responsible for understanding or establishing specific terms and conditions with the service provider to ensure the protection of OSI.

14. 4. Security Classification of Sensitive Information

14. 4. 1. An injury test must be conducted before assigning a security classification or protection to sensitive information, including OSINT. Refer to AM ch. XI.1., Organizational and Administrative Security, sec. K., Injury Testing.

14. 4. 2. OSINT can be designated as unclassified only if protected, classified, or third-party information is removed from a document.

14. 4. 3. Classification rules apply to all electronic documents, including media devices. They must be marked appropriately as per AM ch. XI.1.

14. 5. Disclosure

14. 5. 1. OSINT practitioners must follow the disclosure process as per OM ch. 20.1., Disclosure.

14. 5. 2. If there is uncertainty as to whether *Canada Evidence Act*, subsections 37(1) to 37(9) should be invoked relating to OSINT tradecraft, techniques, or tools, the unit commander, the disclosure team, Crown counsel, and TIOS, NHQ Covert Ops should be consulted.

14. 6. Vetting

14. 6. 1. The primary responsibility for vetting OSINT reports and electronic documents rests with the originator.

14. 6. 2. If there is uncertainty as to what materials should be vetted, the unit commander, the disclosure team, and Crown counsel should be consulted.

14. 6. 3. For additional guidance on the vetting process, refer to OM ch. 20.1.

15. Personal Information

15. 1. An OSINT practitioner is responsible for the collection, retention, and disposal of personal information as per the *Privacy Act*, and must have mechanisms in place to meet all legal and information access requirements outlined in OM ch. II.1., Investigation Guidelines, the *Access to Information Act*, and *Privacy Act*, subsection 5(2), Individual to be informed of purpose.

15. 1. 1. For guidance on information access requirements, refer to IMM ch. 3.1., Information Access.

16. Privacy Impact Assessment

16. 1. ATIP Branch will be consulted to determine whether a privacy impact assessment (PIA) is required for new OSINT processes and services that may give rise to privacy concerns. Refer to IMM ch. 3.2., Privacy Impact Assessment.

NOTE: This includes the use of tools for collecting, using, disclosing, retaining, disposing of, and accessing personal information, including metadata from publicly available and open sources.

17. Information Sharing

17. 1. The sharing of OSINT with domestic and foreign entities during joint forces operations (JFOs) is subject to OM ch. 15., General and AM ch. VIII.3., RCMP Agreements.

17. 2. For guidance on the release of information in RCMP holdings, refer to IMM ch. 3.1.

17. 3. For guidance on the sharing of information with foreign law enforcement, refer to OM ch. 44.1., Sharing of Information with Foreign Law Enforcement.

17. 4. For guidance on the sharing of information in the context of national security criminal investigations, refer to OM ch. 12.3., Sharing, Handling, and Release/Dissemination of Information.

18. Copyright Act

18. 1. If copyright is claimed on electronic documents obtained from the Internet, the OSINT practitioner must be able to articulate the authority for their actions, and the purpose and extent of their use of the documents.

19. IT Systems

19. 1. General

19. 1. 1. All IT systems are under the control and stewardship of the RCMP.

19. 1. 2. For acceptable user practices for RCMP information technology, refer to IMM App. III-1-2, Acceptable User Practices for RCMP Information Technology.

19. 2. Processing and Storing Protected/Classified Information

19. 2. 1. For approved encryption methods and storage media devices that can be used to store OSI and protected or classified OSINT, an OSINT practitioner must contact the OIC, Departmental Security or the divisional informatics officer. Refer to SM Part 4, Information and Communications Technology Security.

19. 2. 2. For information on technology security and guidelines on reusing or destroying IT storage media devices, refer to SM Part 4.

19. 3. Security Review and Assessment

19. 3. 1. Departmental Security Branch oversees and approves statements of sensitivity (SOSs) and threat and risk assessments (TRAs) for all IT systems used in the RCMP. Refer to AM ch. XI.3., Physical Security.

19. 4. Business Continuity Planning

19. 4. 1. The unit commander or line officer must implement open source information recovery procedures and a business continuity plan (BCP) as per OM ch. 13.9., Business Continuity Planning.

19. 5. Security Incident Reporting

19. 5. 1. Security incidents involving IT systems must be immediately reported to the Central Help Desk. Refer to AM ch. XI.1.

19. 5. 2. The unit commander, security coordinator, and local LAN administrator must be advised of any data discrepancy or suspicious Internet activities that could pose a security risk.

19. 6. Procurement and Validation of IT Systems, Social Media Tools, and Software

19. 6. 1. The acquisition, use, development, and operation of new or modified IT systems, software, social media tools, or services for OSINT activities must comply with SM Part 4.

NOTE: Automating software and services to collect and analyze information from the Internet may pose risks of misuse and give rise to privacy concerns.

19. 6. 2. IT systems, software, social media tools, and services must be developed and procured according to their intended OSINT functions, and installed on a network infrastructure that is at the appropriate level of attribution. Refer to the Online Activity Dashboard.

19. 6. 3. Before developing or acquiring specialized tools, software, or services for use in OSINT, a practitioner must thoroughly document all requirements, identify risks, propose development phases, plan network designs, assess privacy impact, and detail costs.

19. 6. 4. Before any tool, software, or service is made operational, thorough research and due diligence on suppliers and vendors must be conducted. Before proceeding with a proof of concept and/or trial, the proposal, including supporting documentation, must be forwarded to NHQ, ATTN: OIC, TIOS, Covert Ops, for review and recommendation.

19. 6. 5. For information on security reviews, approvals, and assessment requirements, refer to sec. 19.3., Security Review and Assessment.

19. 7. Teleworking

19. 7. 1. If it is necessary for OSINT activities to be performed remotely, the practitioner, line officer, and unit commander are responsible for:

19. 7. 1. 1. mitigating all risks associated with Internet access, hardware, and software; and

19. 7. 1. 2. protecting electronic OSI collected.

19. 7. 2. If using open/free Wi-Fi hotspots for OSINT, a practitioner must be prudent when receiving and transmitting information, since these networks are public. Refer to SM ch. 4.2., Security Responsibilities for RCMP Personnel.

20. Training

20. 1. OSINT training lesson plans, lectures, and presentation material acquired from external agencies and organizations should be forwarded to NHQ, ATTN: OIC, TIOS, Covert Ops.

20. 2. For training requirements, refer to the Online Activity Dashboard.

References

- *Criminal Code*
- *R. v. Hamdan*, 2017 BCSC 676

Date Modified: 2019-07-15

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 27.1. Media Relations

Directive Amended: 2014-04-24

For information regarding this policy, contact Media Relations Br., Public Affairs and Communication Services Dir. at Irrelevant

1. General
2. Drug Seizures
3. Designated Spokespersons and Media Relations Officers
4. Cooperation with the Media
5. Reporting

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1. General

1. 1. The RCMP will foster productive media and community relationships through its communication programs.

1. 2. The RCMP will not release information that would compromise investigations or individual rights.

1. 3. Employees must not express their personal comments publicly or criticize the RCMP, partner agencies, government departments, or provincial and federal legislation when dealing with the media.

1. 4. Accurate titles of agencies and individuals must be used in all communication products.

2. Drug Seizures

2. 1. Harm reduction and prevention of further crime in the community must be emphasized when providing news releases and responding to media enquiries regarding significant drug seizures.

2. 1. 1. The street value of drug seizures is frequently of more sensational interest to the news media. Provide this information in the later portion of the news release.

2. 1. 2. Instead of a large dollar value, emphasize the total drug dosage amount and individual unit price.

3. Designated Spokespersons and Media Relations Officers

3. 1. Media relations are an integral component of communications management for the RCMP. Designated spokespersons and media relations officers (MRO) are available at National Headquarters, regions and divisions, and in many large detachments. An MRO is trained and

authorized to comment on issues in his/her jurisdiction, area of expertise and sensitive RCMP policy issues.

3. 2. Effective media management depends on MROs receiving ongoing media training. Managers will ensure all MROs regularly receive coaching, basic media orientation and refresher courses. The MROs must also rely on other resources that will provide useful information, advice and counsel.

3. 3. Although designated spokespersons and MROs will handle most media enquiries, other employees may serve as spokespersons after having been coached by an MRO or communications strategist.

3. 4. An employee who is approached by the media to speak on an issue will first consult the detachment/division/regional communication/media unit, as well as the policy area and the MRO. The division/regional communication/media unit will provide guidance and support on how to communicate with the media and who should handle interview requests made by local, national or international media outlets.

4. Cooperation with the Media

4. 1. Provide the media with prompt, courteous and impartial service in the official language chosen by the journalist.

4. 2. Confirm the obvious by covering the 5Ws (who, what, when, where, why), and "how" of situations without identifying individuals.

4. 3. When requested to facilitate media participation in special programs such as Ride Along, see ch. 38.5.

4. 4. For more information and tips on how to build successful media relations, see *The RCMP and the Media: A Spokesperson's Guide*, Media Relations Br.

4. 5. Be proactive by sharing interesting stories about the RCMP and its work to help build community awareness and positive perceptions.

4. 6. If you have a positive news account, provide the story to the media unit or MRO. Forward stories of national/international scope to National Headquarters, ATTN: Media Relations Br.

5. Reporting

5. 1. An employee, other than an MRO, must immediately complete a Media Call Report, Form 4073, on issues that could have national/international impact or when an interview is provided to a national or international media outlet. The report must be e-mailed, telephoned or faxed to the local MRO.

5. 2. If an employee is unable to reach the MRO, he/she will refer any local issue that may be of national media interest directly to the Media Relations Br. at (613) 843-5999.

5. 3. The MRO will determine if the issue has national/international or cross-divisional implications, and if so, bring it to the attention of Media Relations Br. This applies to news releases that could have national/international implications, involve other federal government departments or stakeholders.

References

- *Official Languages Act*
- *Privacy Act*
- *Youth Criminal Justice Act*
- AM III.11., Information Access
- Treasury Board of Canada Secretariat, Communications Policy of the Government of Canada
- Treasury Board of Canada Secretariat, Federal Identity Program

Date Modified: 2014-04-24

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

National Home > RCMP Manuals > Operational Manual > OM - ch. 27.2. Media Releases

OM - ch. 27.2. Media Releases

Directive Amended: 2018-07-04

For information regarding this policy, contact Media Relations Branch, Public Affairs and Communication Services Directorate at Irrelevant

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1. Ensure information released to the media does not:

1. 1. interfere with an investigation or arrest;

1. 2. reveal police methods of investigation or security measures taken in the protection of property or persons;

1. 3. result in injury, injustice, or embarrassment to the victims or the accused;

1. 4. result in publicity that could affect the course of a trial;

1. 5. contravene the provisions of the *RCMP Act*, *Privacy Act*, *Access to Information Act*, *Canadian Charter of Rights and Freedoms* or *Canadian Human Rights Act*;

1. 6. include information regarding civil penalties imposed in relation to seizures under the *Customs Act*; or

1. 7. compromise the confidentiality and privacy of an investigation and/or an individual, e.g. never release the name of a suspect. Once charges have been laid, the accused's name may be released as it is public information. This information is also available from the court docket.

2. Do not speculate or offer your personal opinion. Report only the facts.

3. Always protect the integrity of the criminal investigation and the impending trial.

4. Do not release the names of young persons.

5. Never release the names of any injured person.

6. Do not release the cause of death before an autopsy is conducted and the cause of death is determined by a medical examiner.

7. Do not use language such as "foul play is not suspected" in any media release. Instead, consider using language such as "The investigation is continuing and we have not made a determination about any criminality at this time".

8. In the case of dangerous offenders, see Disclosure of Personal Information in the Public Interest, RCMP Protocol.

9. In designated bilingual areas and other areas having an obligation to provide services in both official languages, ensure releases and news conferences are bilingual and that release in both languages occurs simultaneously.

10. When conducting television interviews, an RM must ensure that they are in uniform. A CM or PSE must be in business attire.

References

- AM Part XIII, National Communications

Date Modified: 2018-07-04

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 27.3. Media Inquiries

Moved from II.16.: 2006-04-26

For information regarding this policy, contact Media Relations Br., Public Affairs and Communication Services Dir. at [redacted]

1. Assessment
2. Notification
3. Information Released
4. Follow-up

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1. Assessment

1. 1. A proper assessment of an issue will define its scope, e.g. local/routine or national/international and if media relations/communications will be handled by the detachment, division, region, National Headquarters, Media Relations Br., or jointly with other partner agencies/departments.

1. 2. Local/routine issues that have a divisional, regional or local detachment impact include traffic accidents, an arrest announcement of limited interest, break and enters, fatalities and domestic disturbances. Such media items will be handled by the local media unit.

1. 3. National or potential national/international issues include a member fatality in the line of duty, acts of terrorism, immigration cases, Aboriginal issues, organized crime activity, major fraud or commercial crimes, Internet crime, hostage takings, major disasters, contentious legislative issues, major RCMP initiatives and civil unrest. The division/regional media relations officer (MRO) will gather relevant information and brief the Director, Media Relations Br. An approved media strategy will be devised to determine:

1. 3. 1. assigned national/international and regional spokespersons and their briefing updates;

1. 3. 2. media lines and any modifications;

1. 3. 3. news releases and media advisories;

1. 3. 4. other government department and stakeholder briefings; and

1. 3. 5. news conferences.

2. Notification

2. 1. The detachment will gather all information on the issue or media request and brief the division/regional MRO. The MRO will assess the situation for the level of response. If an MRO is not available, contact Media Relations Br. at (613) 993-2999.

3. Information Released

3. 1. All information released to the media must present the views of the RCMP and any of its partner stakeholders.

3. 2. Information will meet any official languages requirements.

4. Follow-up

4. 1. Prior to closing a file, the delivery of the media response should be reviewed for lessons learned. The review should include:

4. 1. 1. Was the issue handled appropriately at all levels of notification and successfully actioned?

4. 1. 2. Were all stakeholders promptly notified and consulted?

4. 1. 3. Is there a need for a debriefing session?

References

- AM III.11., Information Access.

Date Modified: 2006-04-26

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 27.4. News Releases and Conferences

Directive Amended: 2016-06-24

For information regarding this policy, contact Media Relations Br., Public Affairs and Communication Services at [redacted]

1. News Releases
2. News Conferences

1. News Releases

1. 1. Use a news release to inform the public and reduce the number of media interviews and follow-ups. The release must be timely, relevant, and have wide appeal.

1. 2. Apply the inverted pyramid style for writing news releases.

1. 2. 1. The most important information should be in the first paragraph and should answer the who, what, when, where, why, and how (5 Ws and H), while protecting an individual's privacy and the integrity of an investigation.

1. 2. 2. Subsequent paragraphs should provide supporting details and background information.

1. 3. Ensure there is a title at the top of the page.

1. 3. 1. The news release should begin with the date and location of the announcement [Format: 03 August 2005 (Red Deer, Alberta)]. Use short sentences, expressing only one idea in each. Try to limit the length of the release to one page. Identify other police agencies or government departments involved in the investigation, including their logo when appropriate.

1. 3. 2. End the release with a "-30-" centered on a line of its own below the text. Below this, include the name and phone number of a contact person. Government identifiers should be added to the bottom of the news release in accordance with the Federal Identity Program. Use News Release (Letterhead Divisional), Form 971, for a divisional/regional news release.

1. 4. Provide the telecommunications centre with a copy of the news release to permit after-hours responses to media questions, e.g. clarification of names or ranks, and ensure that contact people are reasonably accessible.

1. 5. Notify the Director, Media Relations Branch, when you believe that your release will generate divisional, regional, or national/international media attention.

2. News Conferences

2. 1. Use a news conference to communicate new and important messages about a significant event or to reveal information about complex investigations, police operations, and community partnerships and initiatives. A news conference will focus media attention, save time by reducing the number of individual interviews, get the information out to all media simultaneously, and avoid the perception of favouritism to certain reporters.

2. 2. Protect the integrity of the investigation and the impending trial. Do not release the names of young persons.

2. 3. In designated bilingual areas and other areas having an obligation to provide services in both official languages, ensure news conferences are bilingual and that release of materials in both official languages occurs simultaneously.

2. 4. When a news conference is likely to arouse the interest of the national/international media, or when an incident is likely to bring criticism to the RCMP or raise questions in the House of Commons, notify the Director, Media Relations Branch.

2. 5. If the topic of the news conference is national/international in scope, consideration must be given to present and provide materials in both official languages.

2. 6. A media advisory should be issued one or two days in advance of any news conference to alert the media to the event and the issue that will be covered. Divisional/regional media units should be consulted for tips on how to develop a media advisory.

2. 7. When feasible, use a subject matter expert as a spokesperson, during news conferences, to explain any operational perspective that can be shared with the public.

References

- AM ch. XIII.1., Communication Services.

Date Modified: 2016-06-24

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 27.5. Communication of Information Regarding Sensitive Investigations

New Chapter: 2012-09-18

For information regarding this policy, contact Media Relations Br., National Communication Services at Irrelevant

1. General
2. Disclosure of Information

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1. General

1. 1. Sensitive investigations include, but are not limited to, investigations into allegations of which public knowledge could:

1. 1. 1. threaten the life, security or physical safety of any person;

1. 1. 2. impede or influence an electoral process;

1. 1. 3. negatively influence international relations or national security interests;

1. 1. 4. cause significant prejudice to the competitive or financial activities of a government department, Crown corporation or a publicly traded company; or

1. 1. 5. negatively influence the reputations of elected officials or senior public servants.

2. Disclosure of Information

2. 1. In assessing the appropriateness of public disclosure/non-disclosure of information:

2. 1. 1. see ch. 27.1., 27.2., 27.3., and 27.4.;

2. 1. 2. consider, in all the circumstances of the case, if public interest in maintaining the confidentiality of the investigation outweighs public interest in the disclosure of the information; and

2. 1. 3. consider the effect that the disclosure/non-disclosure of information could have on the:

2. 1. 3. 1. life, security and safety of any person;

2. 1. 3. 2. potential for continued victimization of the public, e.g. investment fraud;

2. 1. 3. 3. electoral process;

2. 1. 3. 4. public confidence in policing, the justice system, or the government;

2. 1. 3. 5. independence and impartiality, real or perceived, of the police in carrying out its duties;

2. 1. 3. 6. competitive or financial position of a government department, Crown corporation or a publicly traded company;

2. 1. 3. 7. international relations and national security interests; and

2. 1. 3. 8. reputation of affected individuals.

2. 2. The decision to disclose/not disclose information can only be made in consultation with the:

2. 2. 1. CO/delegate of a division where the investigation may affect provincial, municipal or band council electoral processes, or may involve provincial, municipal or band council officials/senior bureaucrats or local/provincial companies and their directors; or

2. 2. 2. Commissioner/delegate where the investigation may affect a federal or provincial electoral process, or may involve federal or provincial elected officials/senior bureaucrats or international, multinational, transnational and global companies and their directors.

2. 3. If the decision is made to disclose information, the investigator must:

2. 3. 1. prepare a strategy which seeks to minimize the potential harm that may result from the disclosure;

2. 3. 2. advise the divisional media relations officer (MRO);

2. 3. 3. brief the Director, Media Relations Branch, NHQ; and

2. 3. 4. develop a written record of decision on the disclosure/non-disclosure of information and retain it on the operational file, and include the record of approvals from supervisors up to and including the CO/Commissioner as outlined in sec. 2.2.1. and 2.2.2.

References

Date Modified: 2012-09-18

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 31.1. Types of Sources and Use Guidelines

Directive Amended: 2012-02-03

For information regarding this policy, contact Covert Operations Br., Federal and International Operations at [redacted]

1. General
2. Types of Sources
3. Use of Sources

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1. General

1. 1. Covert Operations Branch is the policy center for matters relating to human sources, witness protection, the development of course content and all training.

2. Types of Sources

2. 1. The two types of sources recognized by the judicial system are informant sources and agent sources.

2. 1. 1. An **informant source** is a person who provides information gained through criminal activity or association with others involved in criminal activity. This source would generally not become a witness or require protection as a result of his/her investigational involvement. Payments to an informant source are for expenses and awards.

2. 1. 2. An **agent source** is a person tasked by investigators to assist in the development of target operations. Direct involvement and association with a target may result in his/her becoming a material and compellable witness, i.e. a source used to introduce undercover operators, act as a courier for controlled deliveries or act in place of an RCMP undercover operator by obtaining evidence. Use of an agent source is outlined in ch. 31.3., sec. 4.

2. 1. 3. Any individual who provides information which will be documented and kept for immediate and/or future purposes, and where informant privilege is extended must be coded. A source must fall into one of the above noted categories. The RCMP does not recognize the use of casual contacts. See ch. 31.6., sec. 1.1.

2. 2. In addition, human sources may be defined as follows:

2. 2. 1. A **restricted level I source** is deemed to be "restricted level I" when his/her actions have or are adversely affecting or compromising the integrity of the RCMP, its programs, members or an investigation. The source's actions would also be deemed as restricted level I when his/her actions could jeopardize his/her safety, or that of an RCMP member or the public.

2. 2. 2. A **restricted level II source** is deemed to be "restricted level II" when the source exhibits or has exhibited manipulative and/or controlling behaviour that makes him/her difficult to manage and/or maintain an effective source/handler relationship. This source would only be considered for use under the condition that trained experienced handlers be assigned.

NOTE: For authority for use of restricted level I and II sources, see ch. 31.3., sec. 8.

2. 3. In certain cases, use of a source by the RCMP may be conditional upon existing judicial orders or subject to controls by other agencies, including the following situations:

2. 3. 1. a charged/convicted person in custody;

2. 3. 2. a charged/convicted person not in custody;

2. 3. 3. a person whose status in Canada is subject to any stage of an immigration inquiry, or other quasi-judicial proceeding; or

2. 3. 4. a person subject to parole or probation orders.

2. 4. A source on parole or probation must not be directed in any manner that could constitute a breach of the law or a violation of his/her parole or probation.

2. 5. Any executable warrant for a source must not be ignored or withheld.

2. 6. If a source is seeking concessions from another agency as a condition to assisting the RCMP, a member must obtain written concurrence from a senior official of the agency and approval of the Cr. Ops. Officer/delegate before using the source.

2. 7. Nothing in this section is intended to preclude a peace officer from receiving volunteered information from a source and acting on it in accordance with the responsibilities conferred upon the member by law.

2. 8. Payments to sources and protected persons will be carried out in accordance with Part 32.

2. 9. A young person should not be used as a source. For exceptions, see ch. 39.9.

3. Use of Sources

3. 1. Successful completion of the online Introduction to Human Sources course is mandatory for all RMs before they become informant and/or agent source handlers. See ch. 31.9.

3. 1. 1. RMs on probation must complete the online Introduction to Human Sources course within their first year of service.

3. 2. A source is an asset to the RCMP but an employer-employee relationship does not exist between a source and the RCMP. A source must be handled with sensitivity and discretion and receive ethical direction.

3. 2. 1. When handling sources, RMs are to be cognizant that they hold positions of authority and must at all times ensure their conduct does not compromise the integrity of the RCMP and/or its programs.

3. 2. 2. A source must not be permitted to instigate an offence or act in such a way as to implant intent in others to commit a criminal act.

3. 3. The identity of a source must be protected at all times except when the administration of justice requires otherwise, i.e. a member cannot mislead a court in any proceeding in order to protect a source.

3. 4. A member responsible for reviewing a major investigation involving a source or monitoring source debriefing reports/source assessments must not be directly involved in the supervision/handling of the source.

References

Date Modified: 2012-02-03

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 31.1. Types of Sources and Use Guidelines

Directive Amended: 2021-01-08

For information regarding this policy, contact National Headquarters Human Source Program, Covert Operations Branch, Federal Operational Support and Services.

1. General
2. Types of Sources
3. Use of Sources

---

1. General

1. 1. Covert Operations Branch is the policy center for matters relating to human sources, witness protection, the development of course content and all training.

2. Types of Sources

2. 1. The two types of sources recognized by the judicial system are informant sources and agent sources.

2. 1. 1. An **informant source** is a person who provides information gained through criminal activity or association with others involved in criminal activity. This source would generally not become a witness or require protection as a result of his/her investigational involvement. Payments to an informant source are for expenses and awards.

2. 1. 2. An **agent source** is a person tasked by investigators to assist in the development of target operations. Direct involvement and association with a target may result in his/her becoming a material and compellable witness, i.e. a source used to introduce undercover operators, act as a courier for controlled deliveries or act in place of an RCMP undercover operator by obtaining evidence. Use of an agent source is outlined in ch. 31.3., sec. 4.

2. 1. 3. Any individual who provides information which will be documented and kept for immediate and/or future purposes, and where informant privilege is extended must be

coded. A source must fall into one of the above noted categories. The RCMP does not recognize the use of casual contacts. See ch. 31.6., sec. 1.1.

2. 2. In addition, human sources may be defined as follows:

2. 2. 1. A **restricted level I source** is deemed to be "restricted level I" when his/her actions have or are adversely affecting or compromising the integrity of the RCMP, its programs, members or an investigation. The source's actions would also be deemed as restricted level I when his/her actions could jeopardize his/her safety, or that of an RCMP member or the public.

2. 2. 2. A **restricted level II source** is deemed to be "restricted level II" when the source exhibits or has exhibited manipulative and/or controlling behaviour that makes him/her difficult to manage and/or maintain an effective source/handler relationship. This source would only be considered for use under the condition that trained experienced handlers be assigned.

NOTE: For authority for use of restricted level I and II sources, see ch. 31.3., sec. 8.

2. 3. In certain cases, use of a source by the RCMP may be conditional upon existing judicial orders or subject to controls by other agencies, including the following situations:

2. 3. 1. a charged/convicted person in custody;

2. 3. 2. a charged/convicted person not in custody;

2. 3. 3. a person whose status in Canada is subject to any stage of an immigration inquiry, or other quasi-judicial proceeding; or

2. 3. 4. a person subject to parole or probation orders.

2. 4. A source on parole or probation must not be directed in any manner that could constitute a breach of the law or a violation of his/her parole or probation.

2. 5. Any executable warrant for a source must not be ignored or withheld.

2. 6. If a source is seeking concessions from another agency as a condition to assisting the RCMP, a member must obtain written concurrence from a senior official of the agency and approval of the Cr. Ops. Officer/delegate before using the source.

2. 7. Nothing in this section is intended to preclude a peace officer from receiving volunteered information from a source and acting on it in accordance with the responsibilities conferred upon the member by law.

2. 8. Payments to sources and protected persons will be carried out in accordance with Part 32.

2. 9. A young person should not be used as a source. For exceptions, consult the Cr. Ops. Officer/delegate.

3. Use of Sources

3. 1. Successful completion of the Introduction to Human Sources (001056) course, available on Agora, is mandatory for all RMs before they become informant and/or agent source handlers. See ch. 31.9.

3. 1. 1. RMs on probation must complete the Introduction to Human Sources (001056) course within their first year of service.

3. 2. A source is an asset to the RCMP but an employer-employee relationship does not exist between a source and the RCMP. A source must be handled with sensitivity and discretion and receive ethical direction.

3. 2. 1. When handling sources, RMs are to be cognizant that they hold positions of authority and must at all times ensure their conduct does not compromise the integrity of the RCMP and/or its programs.

3. 2. 2. A source must not be permitted to instigate an offence or act in such a way as to implant intent in others to commit a criminal act.

3. 3. The identity of a source must be protected at all times except when the administration of justice requires otherwise, i.e. a member cannot mislead a court in any proceeding in order to protect a source.

3. 4. A member responsible for reviewing a major investigation involving a source or monitoring source debriefing reports/source assessments must not be directly involved in the supervision/handling of the source.

References

Date Modified: 2021-01-08

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 31.11. Disclosure of Source-Related Documents

Directive Amended: 2013-03-13

For information regarding this policy, contact Covert Operations Br., Federal and International Operations at [redacted]

1. General
2. Storage

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1. General

1. 1. Only human source-related documents certified by the Divisional Human Source Coordinator will be disclosed.

1. 1. 1. Certification is intended to prevent subsequent or duplicate police database printouts, [redacted]

1. 2. The Divisional Human Source Coordinator must approve the disclosure of any human source-related documents to the Crown Counsel and/or the courts for review.

1. 3. If disclosure of human source-related documents is required, pre-vetting and redacting will be the responsibility of the investigators and will be done in consultation with the Crown, handlers, affiant, and the Divisional Human Source Coordinator.

1. 3. 1. The preliminary disclosure package and a completed Form 6398 must be submitted to the Divisional Human Source Coordinator for review.

1. 4. Inadvertent disclosure of documents that may identify an informant must be immediately brought to the attention of the Divisional Human Source Coordinator.

1. 5. If there is a disagreement between the Crown and the RCMP concerning the disclosure of human source-related documents, the matter will be addressed by the Divisional Cr. Ops.

Officer/delegate with notification to the DG, Drugs and Organized Crime, through the Divisional Human Source Coordinator.

2. Storage

2. 1. Human source-related documents must not be stored on an investigational file database, [redacted]

2. 2. Copies of disclosed human source-related documents must be stored in the non-exempt folder of the human-source file.

References

Date Modified: 2013-03-13

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 31.2. Information Prohibited By Law And Persons Providing Qualified Privileged Information

Directive Amended: 2011-06-22

For information regarding this policy, contact Covert Operations Br., Federal Services Directorate at Irrelevant

1. Information Prohibited By Law
2. Persons Providing Qualified Privileged Information

1. Information Prohibited By Law

1. 1. If a member receives information under circumstances prohibited by law, it must be reported to the Cr. Ops. Officer/delegate.

1. 2. The Cr. Ops. Officer/delegate will consult the provincial attorney general's department and notify the appropriate director at National Headquarters. If a federal department is involved, the Director, Covert Operations Branch must also be notified.

2. Persons Providing Qualified Privileged Information

2. 1. Individuals such as doctors, media representatives/reporters and the clergy may receive information under a professional privilege, and it should be respected if raised.

2. 2. Persons in this category may be developed as sources but cannot be paid without the prior approval of the Cr. Ops. Officer/delegate.

References

Date Modified: 2011-06-22

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 31.3. Developing and Handling Sources

Directive Amended: 2013-04-18

For information regarding this policy, contact Covert Operations Br., Federal and International Operations at [redacted]

1. General
2. Background Investigation
3. Use of a Foreign Source
4. Use of Canadian Source in a Foreign Country
5. Operational Use of an Agent Source
6. Financial Relationship With a Source
7. Restrictions and Controls
8. Restricted Level I and II Sources

[redacted]

1. General

1. 1. The Cr. Ops. Officer/delegate must approve the use of a human source. A member cannot make a financial promise or agreement until he/she is authorized to do so.

[redacted]

2. Background Investigation

2. 1. All sources being considered for use must undergo a thorough background investigation

Public Interest Immunity - s. 37 of CEA and common law

[redacted]

4. Use of Canadian Source in a Foreign Country

4. 1. A member seeking authority to use, contact and develop a source who has legal status in Canada, but resides in a foreign country, must forward a request through the Cr. Ops. Officer/delegate to the Director, Covert Operations Branch.

4. 1. 1. A member may have initial contact with a source who has legal status in Canada and resides in a foreign country, to assess him/her in support of such a request. Notification and follow-up of this initial contact must be submitted to the Director, Covert Operations Branch.

4. 1. 2. The use of a source who has legal status in Canada and resides in a foreign country must be approved by the DG, Drugs and Organized Crime, and must obtain the approval of the appropriate foreign agency in that country.

4. 1. 3. The RCMP must recognize and adhere to applicable legislation and foreign agency policies related to the use of a human source in that country.

4. 1. 3. 1. Notwithstanding sec. 3.2., members handling a source in a foreign country must adhere to the human-source directives outlined in Part 31.

4. 2. For approval of the use of a Canadian source in a foreign country, the member must ensure that a background investigation of the source is conducted. See sec. 2.

Public Interest Immunity - s. 37 of CEA and common law

NOTE: Before approval, the member must submit documentation from the applicable foreign agency in support of the source use. See sec. 4.1.2.

5. Operational Use of an Agent Source

5. 1. Member

5. 1. 1. Obtain the approval of the Cr. Ops. Officer/delegate before you involve a source in an agent role.

5. 1. 2. Do not make any promises or commitments respecting payment for services or protective measures.

5. 1. 3. Inform the source that he/she may become a compellable witness and determine his/her willingness to testify in criminal proceedings.

5. 1. 4. Before enlisting the services of an agent source, submit a request for approval along with your operational plan, threat assessment and Form 3125.

NOTE: Once completed, Form 3125 is designated Protected C information and must be forwarded to divisional headquarters according to AM App. XI-1-3. Do not save electronically or retain a hard copy on the operational file.

Public Interest Immunity - s. 37 of CEA and common law

5. 1. 6. Before enlisting the services of any prospective sources/agents, they must be interviewed by the WPPC.

5. 2. Witness Protection Program Coordinator

5. 2. 1. When you receive a request to use an agent source, Public Interest Immunity - s. 37 of CEA and common law

5. 3. Cr. Ops. Officer/Delegate

5. 3. 1. If the source reward and protective agreement projected cost exceeds the approval authority for your division, forward the plan and the proposed LOA with your recommendations to the A/Commr., Federal and International Operations, for review and approval.

6. Financial Relationship With a Source

6. 1. If the source requests advice about income tax for money received from the RCMP, inform him/her that payments for information and awards are not taxable income.

7. Restrictions and Controls

7. 1. If a source commits any act that might affect his/her credibility or bring criticism to the RCMP, inform the Cr. Ops. Officer/delegate.

7. 2. If there may be national or international ramifications, immediately notify the DG, Drugs and Organized Crime.

Public Interest Immunity - s. 37 of CEA and common law

8. Restricted Level I and II Sources

8. 1. Notify the Cr. Ops. Officer/delegate of any use of restricted level I and II sources. See ch. 31.6., sec. 3.2.

8. 2. Authority to reactivate a source classified as restricted level II requires the approval of the Cr. Ops Officer/delegate. See ch. 31.6., sec. 3.5.

Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

[redacted]

References

- AM VIII.3.
- XVII.1.

Date Modified: 2013-04-18

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 31.3. Developing and Handling Sources

Directive Amended: 2021-01-08

For information regarding this policy, contact National Headquarters Human Source Program, Covert Operations Branch, Federal Operational Support and Services.

1. General
2. Background Investigation
3. Use of a Foreign Source
4. Use of Canadian Source in a Foreign Country
5. Operational Use of an Agent Source
6. Financial Relationship With a Source
7. Restrictions and Controls
8. Restricted Level I and II Sources

Public Interest Immunity - s. 37 of CEA and common law

1. General

1. 1. The Cr. Ops. Officer/delegate must approve the use of a human source. A member cannot make a financial promise or agreement until he/she is authorized to do so.

Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

2. Background Investigation

2. 1. All sources being considered for use must undergo a thorough background investigation Public Interest Immunity - s. 37 of CEA and common law
Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

[redacted]

4. Use of Canadian Source in a Foreign Country

4. 1. A member seeking authority to use, contact and develop a source who has legal status in Canada, but resides in a foreign country, must forward a request through the Cr. Ops. Officer/delegate to the Director, Covert Operations Branch.

4. 1. 1. A member may have initial contact with a source who has legal status in Canada and resides in a foreign country, to assess him/her in support of such a request. Notification and follow-up of this initial contact must be submitted to the Director, Covert Operations Branch.

4. 1. 2. The use of a source who has legal status in Canada and resides in a foreign country must be approved by the DG, Drugs and Organized Crime, and must obtain the approval of the appropriate foreign agency in that country.

4. 1. 3. The RCMP must recognize and adhere to applicable legislation and foreign agency policies related to the use of a human source in that country.

4. 1. 3. 1. Notwithstanding sec. 3.2., members handling a source in a foreign country must adhere to the human-source directives outlined in Part 31.

4. 2. For approval of the use of a Canadian source in a foreign country, the member must ensure that a background investigation of the source is conducted. See sec. 2.

Public Interest Immunity - s. 37 of CEA and common law

[redacted]

NOTE: Before approval, the member must submit documentation from the applicable foreign agency in support of the source use. See sec. 4.1.2.

5. Operational Use of an Agent Source

5. 1. Member

5. 1. 1. Obtain the approval of the Cr. Ops. Officer/delegate before you involve a source in an agent role.

5. 1. 2. Do not make any promises or commitments respecting payment for services or protective measures.

5. 1. 3. Inform the source that he/she may become a compellable witness and determine his/her willingness to testify in criminal proceedings.

5. 1. 4. Before enlisting the services of an agent source, submit a request for approval along with your operational plan, threat assessment and Form 3125.

NOTE: Once completed, Form 3125 is designated Protected C information and must be forwarded to divisional headquarters according to AM App. XI-1-3. Do not save electronically or retain a hard copy on the operational file.

Public Interest Immunity - s. 37 of CEA and common law

5. 1. 6. Before enlisting the services of any prospective sources/agents, they must be interviewed by the WPPC.

5. 2. Witness Protection Program Coordinator

5. 2. 1. When you receive a request to use an agent source, Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

[redacted]
Public Interest Immunity - s. 37 of CEA and common law

5. 3. Cr. Ops. Officer/Delegate

5. 3. 1. If the source reward and protective agreement projected cost exceeds the approval authority for your division, forward the plan and the proposed LOA with your recommendations to the A/Commr., Federal and International Operations, for review and approval.

6. Financial Relationship With a Source

6. 1. If the source requests advice about income tax for money received from the RCMP, inform him/her that payments for information and awards are not taxable income.

7. Restrictions and Controls

7. 1. If a source commits any act that might affect his/her credibility or bring criticism to the RCMP, inform the Cr. Ops. Officer/delegate.

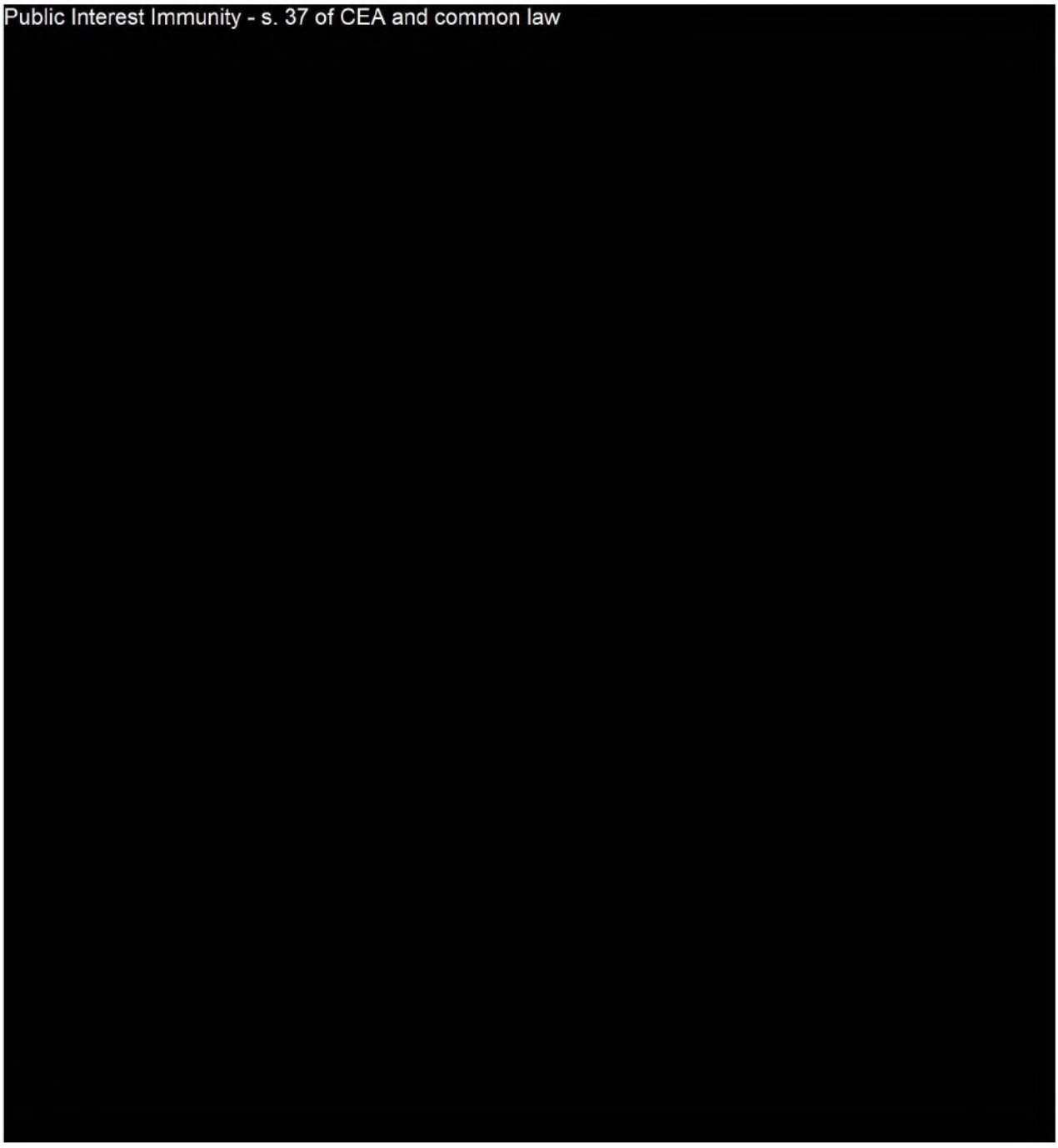
7. 2. If there may be national or international ramifications, immediately notify the DG, Drugs and Organized Crime.

[redacted]
Public Interest Immunity - s. 37 of CEA and common law

8. 1. Notify the Cr. Ops. Officer/delegate of any use of restricted level I and II sources. See ch. 31.6., sec. 3.2.

8. 2. Authority to reactivate a source classified as restricted level II requires the approval of the Cr. Ops Officer/delegate. See ch. 31.6., sec. 3.5.

Public Interest Immunity - s. 37 of CEA and common law



References

- AM VIII.3., RCMP Agreement
- XVII.1., Conflict of Interest

Date Modified: 2021-01-08

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 31.5. Assessment of Sources and Information and Debriefing Reports

Directive Amended: 2012-02-03

For information regarding this policy, contact Covert Operations Br., Federal and International Operations at [redacted]

- 1. Assessment of Sources and Information
- 2. Debriefing Reports
- 3. Notes
- App. 31-5-1 Source Debriefing Report Guidelines

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1. Assessment of Sources and Information

1. 1. Reliability assessments of a source and his/her information must be reported as follows:

1. 1. 1. **Reliable (R)** is the proven accuracy of information and proven dependability of the source. The member must corroborate information before grading it **reliable**.

1. 1. 2. **Believed Reliable (BR)** applies if the qualifying conditions of **reliable** are not yet met but existing knowledge of the information is favorable and it is believed the source and the information will eventually prove to be reliable.

1. 1. 3. **Unknown Reliability (UR)** applies if there is insufficient experience with the source for assessment or when information cannot be verified.

1. 1. 4. **Doubtful Reliability (DR)** applies if there is doubt about the source or the information.

1. 2. The source and information do not have to be categorized identically.

1. 3. Information that is assessed as Reliable, Believed Reliable or Unknown Reliability which meets the criteria outlined in sec. 3.1. (identified for entry to ACIIS) must be identified by the notation (ACIIS), e.g. (BR) (ACIIS).

2. Debriefing Reports

2. 1. Member

2. 1. 1. To prepare a debriefing report, see App. 31-5-1.

2. 1. 2. After each contact with a coded source, complete Form 2451. Completed Source Debriefing Reports are Protected "B" (minimum) documents and must be retained on the source operational file.

2. 1. 3. Ensure that the source and information are assessed as outlined in sec. 1.

2. 1. 4. Ensure that criminal information or intelligence contained in the source debriefing that is assessed as Reliable, Believed Reliable and Unknown Reliablity and which meets the criteria for entry to ACIIS as outlined in ch. 51.10., sec. 2.1. has been identified for entry to ACIIS with the notation (ACIIS).

2. 1. 5. Consider source security when setting restrictions for distribution of intelligence.

2. 1. 6. Use Form 5726 when sharing source information with other agencies and departments. A copy of the form must be provided to the requestor and the original Form 5726 put away to the Source Operational file. See ch. 28.7., sec. 4.3.

2. 1. 7. Ensure that the recipient of the information is aware of dissemination retrictions.

2. 1. 8. When possible, identify names, addresses, phone numbers, and vehicles for entry into divisional indexes or a computer intelligence program.

2. 1. 8. 1. Do not write reports in a manner that may reveal the identity of the source.

2. 1. 9. Forward the report, in duplicate, to your commander.

2. 1. 9 .1. Upon approval of the Cr. Ops. Officer, ensure an electronic copy of the debriefing report is forwarded to the division INTELEX Unit or equivalent for entry to ACIIS and NCDB.

2. 2. Commander

2. 2. 1. Link information from a source in one case to other investigations.

2. 2. 2. Identify situations where two sources may be working to the overall detriment of investigations.

2. 2. 3. Identify source handler training requirements or improper handling.

2. 2. 4. Stop the distribution of misleading information.

Public Interest Immunity - s. 37 of CEA and common law

2. 2. 6. Ensure information is corroborated where necessary.

2. 2. 7. Ensure information is disseminated as outlined in sec. 2.1.4.

2. 2. 8. Add your comments and forward the report to your OC.

2. 3. OC

2. 3. 1. Review and distribute debriefing reports with the concurrence of the handler.

2. 3. 2. Review reports for assistance to the handler and forward the original to the Cr. Ops. Officer/delegate.

2. 4. Cr. Ops. Officer/Delegate

2. 4. 1. Review and place debriefing reports on the source's work file.

2. 4. 2. Correlate the material to provide the handler with relevant material or related file references that may assist the investigation.

2. 4. 3. Upon approval of the CO, ensure an electronic copy of the debriefing report is forwarded to the division INTELEX Unit or equivalent for entry to ACIIS and NCDB.

Public Interest Immunity - s. 37 of CEA and common law

2. 4. 6. Ensure there is a follow-up investigation of any suggestion, allegation or inference of an illegal act or impropriety by a member.

2. 4. 7. Review source files annually to determine if a source has become inactive.

2. 4. 7. 1. Obtain in writing from the unit commander the reasons for the source becoming inactive and place the written material on the source's work file.

2. 4. 7. 2. Retain inactive source files in accordance with the OSR Index and Tables, footnote 5.

3. Notes

3. 1. General

3. 1. 1. All contacts with human sources, whether solicited or unsolicited, will be recorded and retained on the informant file.

3. 1. 2. When completing handler's notes in the handler's notebook, note the date, time and location of the meeting as well as the name of the co-handler(s) present.

3. 1. 3. All written notations will be secured in the handler's notebook and stored in the operational folder on the source file.

3. 1. 4. All electronically or digitally received and/or transmitted information will be retained in the appropriate folder on the source file.

3. 1. 5. Include only criminal information received from the source in the Form 2451, Source Debriefing Report. Do not embellish the criminal information received from the source.

3. 1. 6. Each source file (informant, agent, or witness protection) will have ONE source notebook that will be maintained on the source's administrative file for its entirety. In this legacy notebook, all meetings with the source and all unvetted information given by the source will be recorded. This legacy notebook will be used to prepare the Source Debriefing Reports as outlined in this chapter.

3. 1. 7. Use original notes to draft the source debriefing reports.

3. 1. 8. Notes and debriefing reports may be subject to disclosure, and must be vetted before judicial disclosure.

3. 2. Security of Notes

3. 2. 1. All notes must be accurate, detailed and physically secured in the unit's source administrative file folder after each meeting.

3. 2. 2. When not in use, the source file and notes must be secured in the unit vault/locker. See ch. 25.2.

References

Date Modified: 2012-02-03

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 31.6. Source Records

Directive Amended: 2012-02-03

For information regarding this policy, contact Covert Operations Br., Federal and International Operations at [redacted]

1. General
2. Commander
3. Cr. Ops. Officer/Delegate

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1. General

1. 1. All sources must be assigned a code number and have an assessment Form 2174 submitted before receiving any payments.

1. 2. Any individual who provides information on a confidential basis, which will be documented and kept for immediate and/or future purposes, must be coded.

1. 3. Form 2174 must be stored in accordance with AM ch. XI.4., sec. L.3.a.4.

1. 4. All personal information related to a source will be classified as Protected-C.

2. Commander

2. 1. Effective 2009-11-01, successful completion of the online Introduction to Human Sources course or the Human Source Management course will be mandatory for all supervisors of informant and/or agent source handlers.

2. 2. Ensure that all probationary members under your supervision complete the online Introduction to Human Sources course within their first year of service.

2. 3. Ensure that all regular members under your supervision who have not completed the online Introduction to Human Sources course and the Human Source Management Course include them on their annual individual learning plan.

2. 4. If you have secure storage facilities, open two source files as outlined in sec. 3. All 2174 forms will be held by the divisional Human Source Coordinator.

2. 5. If you do not have secure storage facilities, retain the source files at subdivisional headquarters. Do not keep duplicate files.

3. Cr. Ops. Officer/Delegate

3. 1. Upon receipt of Form 2174, check Public Interest Immunity - s. 37 of CEA and For each source whose use is not prohibited due to a classification of **restricted level I** or **restricted level II**, have Records Section open a restricted sequential case file for all the source and debriefing reports, and a restricted administrative file within the case file for all material relative to the assessment, payment and general handling of the source.

3. 2. Recommend entry of sources defined as **restricted level I** Public Entries are to be approved by National Headquarters, Covert Operations Branch.

3. 3. Recommend entry of sources defined as **restricted level II** Public

3. 4. Because authority to reactivate a source classified as **restricted level I** requires approval of the A/Commr., Federal and International Operations, ensure requests are submitted to the Director, Covert Operations Branch.

3. 5. Authority to reactivate a source classified as **restricted level II** requires your approval.

3. 6. Provide pertinent details of the intended use of the reactivated source and list the conditions you plan to place on the use.

3. 7. Public prohibits the use of the source, advise the member that the source is not to be used.

Public Interest Immunity - s. 37 of CEA and common law

3. 9. Retain master files at your level and inform the commander Public Interest Immunity - s. 37 of CEA and common law Public Interest

3. 10. Enter Public pertinent details of all coded sources by number, name and alias.

3. 11. Advise the Director, Covert Operations Branch regarding all sources that are:

3. 11. 1. expected to receive payment exceeding the division authority;

3. 11. 2. likely to be considered for protection/relocation;

3. 11. 3. identified as **restricted level I** or **restricted level II**;

3. 11. 4. required to travel nationally or internationally;

3. 11. 5. working or have worked for other domestic or foreign law-enforcement agencies; or

3. 11. 6. involved in or could become involved in politically sensitive, embarrassing or contentious situations.

3. 12. If a source relocates permanently to another division:

3. 12. 1. consolidate the division, subdivision and unit files; and

3. 12. 2. retain payment receipts for audit purposes.

3. 13. If a source is not to be used or is a **restricted level I** or **restricted level II**, Public Public Interest

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References

Date Modified: 2012-02-03

OM - ch. 33.1. Police Service Dogs

Policy Amended: 2019-00-00

For information regarding this policy, contact the Police Dog Service Policy Centre.

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1. General
2. Incident Management Intervention Model
3. Roles and Responsibilities
4. Outside Police Agency Dog Teams
5. Civilian Dog Teams
6. Training
7. Firearms
8. Dog Bites

App. 33-1-1 Police Service Dog Program – Selection Process

1. General

1. 1. Police Dog Service (PDS) teams provide a specialized support service. Each PDS team, consisting of an RCMP member and a police service dog, must have successfully completed the Basic Dog Handler Training (DHT) course (BR3501).

1. 1. 1. The key tasks of police service dogs are:

1. 1. 1. 1. assisting police investigators in locating evidence by searching for, but not limited to controlled substances, suspects, and persons (e.g. missing, lost or overdue persons, avalanches);

1. 1. 1. 2. upon the request or at the direction of the Explosive Disposal Unit (EDU), searching for explosives or explosive devices;

1. 1. 1. 3. protecting crime scenes and other sensitive areas;

1. 1. 1. 4. protecting very important persons (VIPs);

1. 1. 1. 5. participating in recognized crime-prevention and community-relations programs; and

1. 1. 1. 6. assisting tactical troops and emergency response teams.

1. 1. 2. A PDS team must successfully complete validations on an annual basis.

1. 1. 2. 1. Only a current successfully validated PDS team may be deployed to an operational call.

1. 1. 2. 2. A PDS team's validation period expires when the team participates in a validation process initiated by the Police Dog Services Training Centre (PDSTC).

1. 1. 2. 2. 1. A PDS team that does not participate in a validation process initiated by the PDSTC without prior notification or a valid reason, will have their current validation terminated immediately.

1. 1. 2. 2. 2. The supervisor and line officer of a PDS team that failed to attend a validation process initiated by the PDSTC without proper notification or a valid reason, will be notified immediately of the termination of the PDS team's certification.

1. 2. The PDS provides centralized governance and management of all RCMP police service dog programs.

1. 2. 1. Operational deployment of PDS on a daily basis remains the responsibility of the divisional PDS program manager.

1. 3. All police service dogs are the property of the RCMP and are under the management of the officer in charge (OIC), PDS.

1. 3. 1. Under the direction of the OIC, PDS and following consultation with the divisional Commanding Officer (CO) or delegate or program manager/delegate, a police service dog may be redeployed or recalled as required to meet RCMP needs and to maintain program integrity.

1. 3. 1. 1. When a PDS member or a member participating in the Imprinting Program has their duty status changed or goes on leave other than annual leave, the OIC, PDS will direct a review of the member's status to determine the best course of action for the police service dog or the potential police service dog.

1. 3. 1. 1. 1. This review will be conducted as soon as relevant documentation is available to the OIC, PDS.

1. 3. 1. 2. The review of the status and possible redeployment of the police service dog in question will be conducted by a committee consisting of the OIC, PDS or delegate, the member's supervisor, and two divisional program managers from other divisions.

1. 3. 1. 2. 1. The two divisional program managers will be selected by the OIC, PDS and will rotate through the divisions as required.

1. 3. 1. 3. As a result of this review, a police service dog or potential police service dog may be redeployed or reassigned in keeping with the best interests of the dog.

1. 3. 1. 4. Before redeploying a police service dog from one handler to another handler, the OIC, PDS will consult with the divisional program manager and/or the Criminal Operations (Cr. Ops.) officer, if required, to determine the best interests of the police service dog and the dog handler.

1. 4. The PDS Program maintains an internationally recognized breeding program for training German shepherd dogs to meet RCMP requirements.

1. 4. 1. No dog will be purchased from any outside breeder or organization without prior written approval of the OIC, PDS.

1. 4. 2. The OIC, PDS will review and approve all requests for training police service dogs for a specific function beyond the normal Course Training Standards.

1. 5. When practical and feasible, any training conducted on private property should be done with the permission of the home and/or business owner. When practical and feasible, this permission should be obtained before entering any private property for training exercises. Refer to sec. 6.1.2.

2. Incident Management Intervention Model

2. 1. The police service dog is first and foremost a searching tool.

2. 1. 1. RCMP police service dog handlers are accountable for the actions of their police service dog.

2. 1. 2. Police service dogs must always be under the control of their handlers.

2. 2. In any situation, the member in charge of an operation, must consult with and rely on the knowledge and experience of the dog handler as to how, when, and where a police service dog will be used or withdrawn.

2. 2. 1. In searches for missing, lost, or overdue persons, the police service dog handler will deploy their police service dog in consultation with the RCMP search commander and/or the Search and Rescue manager.

2. 3. Before deploying a police service dog as a method of intervention, the dog handler must ensure that all other reasonable intervention options have been considered as per the Incident Management Intervention Model. Refer to OM ch. 17.1., Incident Management Intervention Model.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. When requesting the services of a police service dog team or a civilian dog team, state the nature of the investigation and the conditions under which the team will have to work.

3. 1. 2. Protect the scene from being contaminated by another human scent.

3. 1. 3. For a missing, lost, or overdue person investigation, determine the approximate area of where the person may be located.

3. 1. 3. 1. If people have already been in the area to conduct a search, determine which route they took, and which areas have been searched.

3. 1. 4. If the nearest police dog team is:

3. 1. 4. 1. within your division, make your request directly to the police service dog handler; or

3. 1. 4. 2. outside your division, make the request through the divisional Cr. Ops. officer.

3. 2. Police Service Dog Handlers

3. 2. 1. General

3. 2. 1. 1. If you are interested in joining a PDS team, you must contact your divisional PDS program manager for information related to selection process requirements. Refer to OM App. 33-1-1, Police Service Dog Program – Selection Process.

3. 2. 2. Selection Requirements

3. 2. 2. 1. You must commit to the program as a police service dog handler for a minimum of four years.

3. 2. 2. 2. Before being accepted for training as a police service dog handler, you must successfully pass the PDS Physical Abilities Requirement Evaluation (PARE) test, refer to LTDM ch. 2.3., PARE, Fitness and Lifestyle Program, sec. 3.5.3., PARE for Police Dog Service (PDS PARE), and successfully pass this test every calendar year thereafter.

NOTE: A calendar year is identified as a 12-month period between January 1 and December 31.

3. 2. 2. 3. For training requirements, refer to sec. 6.1.

3. 2. 3. Application and Curriculum Vitae

3. 2. 3. 1. In completing the application form and curriculum vitae, you may draw on job relevant experiences within and outside the RCMP. Refer to OM App. 33-1-1.

3. 2. 3. 1. 1. The curriculum vitae will be no longer than two legal pages in length using Times New Roman 12 point font. Your supervisor and you must sign the curriculum vitae, to certify that the information supplied is accurate and true to the best of both of your knowledge.

3. 2. 3. 2. In applying to the PDS, you are acknowledging that you are willing to be mobile to meet PDS operational needs.

3. 2. 3. 3. Your application and curriculum vitae must be received by the responsible Career Development and Resourcing (CDR) office by the advertisement's closing date.

3. 2. 4. Provisions for Operational Requirements

3. 2. 4. 1. While on regular time off (RTO) or designated paid holiday (DPH) as a police service dog handler, you will be granted one-half hour at straight time for the care and maintenance of a police service dog.

3. 2. 4. 1. 1. Scheduled hours of work will be reduced by the applicable entitlement.

3. 2. 4. 2. As a PDS team member, you are entitled to:

3. 2. 4. 2. 1. an unmarked police vehicle that offers a security system, a security container for training tools, and adequate ventilation and transportation space for a service dog; and

NOTE: You have overnight custody of the police vehicle for activities that are related to the police service dog, e.g. care and exercise while on RTO. Refer to TMM ch. 2.6., Overnight Custody of RCMP Vehicles.

3. 2. 4. 2. 2. a dog kennel (minimum of 100 square feet) and an insulated dog house at their residence for the secure housing of the police service dog while off duty.

3. 2. 4. 2. 2. 1. To allow for cleaning with a pressure hose, place the dog house and kennel on an adequate surface (e.g. cement or similar surface).

3. 2. 4. 2. 2. 2. If a dog kennel is located in an unshaded unprotected area the dog kennel must have a roof to provide shade and protection of the police service dog.

3. 2. 4. 2. 2. 3. Areas of extreme cold conditions should have a system to prevent the dog's water supply from freezing.

3. 2. 4. 2. 2. 4. To prevent the kennel door from inadvertently becoming open, allowing the dog to escape, you must place a secondary locking device on the dog's kennel.

3. 2. 4. 2. 2. 5. You will be monetarily compensated on a monthly basis for the space occupied by the dog kennel at your residence, at a rate determined by the Treasury Board of Canada Secretariat.

3. 2. 5. Uniform and Kit

3. 2. 5. 1. When problems arise related to clothing and kit, equipment, or policy, immediately inform the Police Dog Service Policy Centre. Include any divisional recommendations.

3. 2. 5. 2. For police service dog handler kit and clothing items, refer to Uniform and Dress Manual (UDM) Ordering Guide, Dog Handler, Duty Code 151.

NOTE: This Ordering Guide code does not apply to Traffic Services dog handlers. For traffic personnel kit and clothing, refer to UDM Ordering Guide, Duty Code 373, Traffic Personnel.

3. 3. Supervisor

3. 3. 1. Be familiar with the instructions that accompany the applicable forms submitted by police service dog handlers.

3. 3. 2. Certify the accuracy of the examples in the application form and ensure the information on the curriculum vitae supplied by candidate is accurate and true to the best of your knowledge.

3. 3. 3. Ensure PDS Imprinters Performance Agreement is completed and submitted to the PDSTC by October 1 annually. Refer to OM App. 33-1-1.

3. 4. Program Manager and/or Local Non-Commissioned Officer

3. 4. 1. You are authorized and responsible for the local purchase of non-stock items. This includes:

3. 4. 1. 1. items associated with the operational requirements of the PDS team (i.e. leashes, tracking harness, and tracking gloves);

3. 4. 1. 2. items and services associated with the health and well-being of the police service dog (e.g. dog food, veterinary bills, and boarding of the police service dog while on RTO or absent on leave).

3. 4. 2. If you approve the purchases specified in sec. 3.4.1., you are responsible for the associated costs.

3. 5. PDS Divisional Coordinator

3. 5. 1. Assign supervising PDS handlers to PDS imprinters. Refer to OM App. 33-1-1.

3. 5. 2. Forward PDS Imprinters Performance Agreements to the OIC, PDS.

3. 6. Delegated Manager Human Resources, Police Dog Service (PDS) or Career Development Resourcing Advisor /delegate

3. 6. 1. Provide all necessary information to the candidates throughout each stage of the process.

3. 6. 2. Review PDS candidate personnel and service files in a new handler selection process to ensure their suitability as a police service dog handler. Refer to OM App. 33-1-1.

3. 6. 3. Retain copies of all documentation on the staffing action file.

3. 6. 4. Review and approve or deny the PDS lateral transfer recommendation.

3. 7. Officer in Charge (OIC), Police Dog Service (PDS)

3. 7. 1. You are responsible for the PDS Program and all policy associated with it.

3. 7. 2. Review and select candidates for participation in the police service dog handler course as recommended by the Candidate Application Review Committee. Refer to OM App. 33-1-1.

4. Outside Police Agency Dog Teams

4. 1. Assistance from an RCMP PDS team must be requested before considering the assistance of outside agency dog teams.

4. 1. 1. An outside police agency dog team may be used when an RCMP dog handler is unavailable, provided that the team is trained as per RCMP training standards, and is validated annually by the RCMP.

4. 2. The use of an outside police agency dog team will be under RCMP direction, supervision, and control.

4. 2. 1. The use of an outside police agency dog team that participates within a recognized integrated policing model system is acceptable.

4. 3. Approval for dog team assistance from:

4. 3. 1. another Canadian law-enforcement agency, will be requested from the divisional CO/Cr. Ops. officer or their delegate, i.e. divisional program manager/RCMP dog handler; and

4. 3. 2. a law-enforcement agency outside Canada, will be requested from the divisional CO/Cr. Ops. officer.

4. 4. Prior to establishing an integrated policing unit for police service dog teams, the OIC, PDS must be consulted to ensure proper standards are met.

4. 5. Only dog teams that are trained and validated annually by the RCMP PDSTC may be used for explosive searches.

5. Civilian Dog Teams

5. 1. If there is an insufficient number of police dog teams or if additional resources are required, only following consultation with the local or on-call RCMP police service dog handler and as a last resort, the assistance of voluntary civilian dog teams may be sought to assist with the search for missing, lost, or overdue persons, provided that:

5. 1. 1. the civilian dog team complies with established RCMP standards and must be validated annually by a certified RCMP dog handler;

5. 1. 2. the civilian dog team is working under the direction of an RCMP search commander/delegate; and

5. 1. 3. there is no apparent danger to the civilian dog team from an armed confrontation or unnecessarily hazardous situations.

NOTE: Under no circumstances are civilian dog team handlers to be used unless prior security clearance has been conducted.

5. 2. The Cr. Ops. officer must approve the use of a civilian dog team in searches involving criminal matters.

6. Training

6. 1. Police Service Dog Handler

6. 1. 1. General

6. 1. 1. 1. As per sec. 1.1., as a police service dog handler, both you and your police service dog must successfully complete the DHT course.

NOTE: PDS team refers to a qualified PDS team, an uncertified dog team that is preparing to attend a scheduled course at the PDSTC, and teams that have completed a DHT course and are in the process of transferring to a new location.

6. 1. 1. 2. You must maintain a training log.

6. 1. 1. 2. 1. A minimum of eight hours per week will be dedicated for PDS team training during scheduled work hours.

6. 1. 2. Private Property

6. 1. 2. 1. When training is conducted on private property, obtain permission as per sec. 1.5.

6. 1. 2. 1. 1. When the property owner gives permission to use their private or commercial property without being notified in advance, document that permission was obtained and, on a regular basis, attempt to confirm the owner's continued support of the training exercises.

6. 1. 2. 1. 2. If a potential risk, e.g. people and/or animals, becomes apparent during the planning of a training session, do not undertake that portion of the training and make an alternate plan.

6. 1. 2. 1. 3. If a risk presents itself while conducting the training session, immediately discontinue that portion of the exercise.

6. 1. 2. 1. 4. For instances where the owner has asked that teams to not utilize their private or commercial property, ensure to respect this request.

6. 1. 2. 1. 4. 1. Maintain a list of all properties where property owners have requested that PDS teams not conduct training.

6. 1. 2. 2. While conducting or participating in training exercises as a police service dog handler or a potential handler, i.e. quarries, you must be clearly identifiable as police.

6. 1. 2. 3. You must immediately notify your immediate supervisor or divisional PDS coordinator of any damage to private property of a non-trivial nature as a result of a training exercise or any other incident.

6. 2. Division

6. 2. 1. Upon the successful completion of training and while awaiting a staffing action, the originating division is responsible for paying all expenses, e.g. veterinary bills, kennel fees, and dog food.

6. 2. 2. Following the completion of training, the originating division will accommodate the new PDS team as per directives and best practices.

6. 2. 3. If the PDS team is transferred to a new division, all costs will be incurred by the receiving division on the completion of the PDS member's transfer.

6. 3. Police Dog Service Training Centre (PDSTC)

6. 3. 1. The PDSTC is responsible for costs associated to any police service dog prior to the validation of the police service dog and police service dog handler as a team.

7. Firearms

7. 1. General

7. 1. 1. Any modification to any firearm must be completed by the RCMP Armourer Section.

7. 1. 1. 1. Before authorizing a police service dog handler to send their firearms to the Senior Armourer for modifications, the division must incur the cost for the modifications.

7. 2. Police Service Dog Handler

7. 2. 1. You may use the RCMP approved Blackened Sig Sauer P226DAK with a mounted light system.

7. 2. 1. 1. You will be required to qualify annually with this firearm. Once you are no longer assigned to the PDS Program, you must return the firearm to the divisional program manager.

7. 2. 2. The Blackened Sig Sauer P226DAK must be obtained from the RCMP Armourer Section.

7. 2. 2. 1. If you are left-handed, models are available with a reversible magazine release button. You must request this modification to ensure that the magazine release button is not exposed to the outside.

8. Dog Bites

8. 1. General

8. 1. 1. When an RCMP police service dog or potential police service dog injures anyone or another animal in any instance, including training, medical aid must be provided and the injury and action taken must be documented on Form C-227Be, Police Dog Services Case Report or LAB1070, Hazardous Occurrence Investigation Report, when applicable.

NOTE: When applicable, the Subject Behaviour/Officer Response (SBOR) form also must be completed by the police service dog handler as per OM ch. 17.8., Subject Behaviour/Officer Response Reporting, Appendix 17-8-3, SB/OR Scenarios Related to Police Dog Services.

8. 1. 2. In addition to the liability outlined in OM ch. 18.4., Liability, the RCMP and the member may be civilly liable for:

8. 1. 2. 1. damages caused by the police service dog where the police service dog handler improperly handled the police service dog,

8. 1. 2. 2. failure to assist when required, or

8. 1. 2. 3. providing inadequate assistance.

8. 2. Police Service Dog Handler

8. 2. 1. If a police service dog injures anyone or another animal, provide the following support to all contacts, intended or unintended (accidental):

8. 2. 1. 1. immediately administer first aid as per first aid training:

8. 2. 1. 2. request an ambulance or use police transport to transport an injured person to a medically trained professional;

8. 2. 1. 3. when practical, request that a supervisor attend the scene;

8. 2. 1. 4. notify by email or phone, the divisional PDS program manager, the police service dog handler's immediate supervisor, and the detachment/unit commander that requested the PDS;

8. 2. 1. 5. document the incident in your notebook, on Form C-227Be, and on a SBOR report, if applicable. If an RCMP employee is injured, complete LAB1070;

8. 2. 1. 6. document all injuries and other possible sources of injury (e.g. collision, fences, and brambles) to the person;

8. 2. 1. 7. when practical and feasible, obtain photographs of the injuries sustained by the person or animal;

8. 2. 1. 8. ensure that the investigating officer identifies and interviews all potential witnesses; and

8. 2. 1. 9. forward all relevant documentation concerning the incident to the divisional PDS program manager, to your immediate supervisor and to the detachment/unit commander that requested the PDS.

8. 2. 2. If you are injured by a police service dog, or come into contact with an injured person's blood or bodily fluids, report the details to your supervisor and complete LAB1070.

8. 3. Divisional PDS Program Manager/Senior Police Service Dog Handler

8. 3. 1. In the event of an incident that results in an injury to a person or another animal, and is likely to gather media scrutiny, or is significant in nature, notify the OIC, PDS/delegate as soon as possible.

8. 3. 1. 1. Significant events would include:

8. 3. 1. 1. 1. accidental or unintentional contact and/or injury by a police service dog or potential police service dog;

8. 3. 1. 1. 2. injury or death to a police service dog or potential police service dog;

8. 3. 1. 1. 3. serious injury to any police service dog handler or quarry involved in training with a police service dog team; and

8. 3. 1. 1. 4. an incident involving a police service dog team which results or could result in significant media attention locally or nationally.

8. 3. 2. If an incident that results in an injury to a person or another animal was not initially reported due to the minor nature of the incident, but gains additional scrutiny through the media or divisional management, you must notify the OIC, PDS (Attn. Program Manager) as soon as possible.

References

Date Modified: 2019-00-00

App. 33-1-1 Police Service Dog Program – Selection Process

New Appendix: 2019-00-00

1. General
2. Quarry
3. Imprinter
4. Police Service Dog Handler Candidates
5. Police Service Dog Handler Selection Process
6. Staffing of Police Service Dog Handler Positions
7. Participation
8. Application and Curriculum Vitae
9. File Review
10. Structured Reference Checks
11. Request for Staffing a Member Position
12. Staffing of Police Dog Services Training Centre Positions

1. General

1. 1. Allocation of any police service dog is the responsibility of the officer in charge (OIC), Police Dog Service (PDS).

1. 2. Candidates for a PDS position will be selected from the rank of Constable (Cst.), and based on their competencies to perform the role of the police service dog handler (Job Code 000306, Police Service Dog Handler) and as per the requirements listed in CMM ch. 5., Job Descriptors and Job Requirements, sec. 3., Job Requirements.

NOTE: A non-commissioned officer (NCO) considered for a PDS position must take a voluntary demotion to the Cst. rank prior to commencing a Basic Dog Handler Training (DHT) course (BR3501).

1. 3. All stages of the PDS Lateral Selection Process will be conducted in the candidate's preferred official language. Refer to AM ch. II.6., Official Languages.

1. 4. The Candidate Application Review Committee will review the selection of an applicant to the Police Service Dog Handler Program. The committee is comprised of the:

1. 4. 1. chair, Career Development and Resourcing Advisor (CDRA), PDS;

1. 4. 2. Senior Trainer, Police Dog Service Training Centre (PDSTC)/delegate;

1. 4. 3. PDS program manager/delegate; and

1. 4. 4. OIC, PDS/delegate.

NOTE: The delegate for an identified Candidate Application Review Committee member who cannot participate in the review, must be a provincial PDS program manager whose division does not have a candidate before the review committee.

1. 5. PDS members must remain mobile throughout their tenure in the PDS.

1. 6. The minimum duration of a PDS posting is three years in general.

1. 7. A PDS member who refuses a lateral transfer for reasons not specified in CMM ch. 3.1., Transfers and Deployments, sec. 1.1.14., may have their police service dog reallocated by the PDSTC.

1. 7. 1. Upon the police service dog being reallocated by the PDSTC, the OIC, Career Development and Resourcing (CDR) of the member's current division will be responsible for the staffing of this member.

2. Quarry

2. 1. Members may express interest in the PDS by participating in quarry activities with a local police service dog handler and ensuring their career preference is documented on HRMIS.

2. 2. Members who aspire to be police service dog handlers will usually participate in quarry exercises for a period of one year or more before applying to become an imprinter.

3. Imprinter

3. 1. Members who have participated in quarry activities and maintain an interest in PDS duties may apply to become an imprinter by submitting Form 3481, Police Dog Services - Puppy Imprinter Application through their PDS supervisor to the PDSTC.

3. 1. 1. Supervising PDS members must notify the divisional program manager of all members applying for the Imprinting Program.

3. 2. Applicants for the Imprinting Course require a recommendation from their supervising PDS supervisor, their current supervisor, and the divisional program manager.

3. 3. Members who complete the Imprinting Course will normally participate in imprinting an RCMP potential police service dog for a minimum of 24 months prior to being selected for police service dog handler training.

3. 3. 1. The record of imprinting time on file with PDSTC will be used for the purpose of selection based on the annual cut-off date, which is June 1 of the current year.

3. 3. 2. Where operational situations exist, the Candidate Application Review Committee may select a member with less than 24 months of imprinting.

3. 4. Imprinters must meet the requirements of the PDS Imprinter Performance Agreement annually.

3. 5. Imprinters will have a PDS supervisor appointed by the PDS divisional coordinator/delegate.

4. Police Service Dog Handler Candidates

4. 1. A police service dog handler candidate must be willing to:

4. 1. 1. serve in the PDS anywhere in Canada;

4. 1. 2. serve in whatever profile their police service dog is trained in (e.g. narcotics, explosives, human remains detection profiles, and any newly developed profiles); and

4. 1. 3. be relocated to meet RCMP operational requirements.

NOTES:

1. A candidate may be required to sign a contract with the PDSTC to confirm this commitment prior to commencing training.

2. A candidate who refuses to relocate to their posting within the PDS Program after completing the training, will be returned to their original assignment and their dog will be returned to the PDSTC for reassignment.

3. A candidate must successfully pass the PDS Physical Abilities Requirement Evaluation (PARE) within the required time of nine minutes, as per LTDM ch. 2.3., PARE, Fitness and Lifestyle Program, prior to the commencement of the course and within the calendar year of training. The candidate must be policy compliant with all mandatory training.

5. Police Service Dog Handler Selection Process

5. 1. The selection process for new police service dog handlers includes the following stages:

5. 1. 1. A job advertisement is published to create a pool of police service dog handler candidates.

5. 1. 2. The candidate will complete an application and curriculum vitae on a form provided by the PDSTC for the application process.

5. 1. 3. The CDRA, PDS will conduct a personnel and service file review.

5. 1. 4. To select a pool of candidates for the DHT course, the Candidate Application Review Committee will review application packages and PDS Imprinter Performance Agreements.

5. 1. 5. Based on the anticipated number of vacancies in the PDS, a select number of candidates from the pool will be invited to participate in an evaluation week at the PDSTC.

5. 1. 5. 1. The CDRA, PDS will determine the releasability of candidates identified to attend the evaluation week.

5. 1. 6. Candidates for the DHT course will be selected from those attending the evaluation week.

5. 1. 6. 1. The CDRA, PDS will determine the releasability of candidates identified to attend the DHT course.

5. 2. Only an applicant who has responded to the advertisement will be considered for the police service dog handler pool.

5. 3. An incomplete selection package will not be reviewed.

6. Staffing of Police Service Dog Handler Positions

6. 1. Upon the successful completion of the DHT course, a Cst. may be selected and placed in the PDS.

6. 2. Candidates will be placed at a geographic location to meet PDS operational needs.

NOTE: Some divisions and regions have implemented rules for the application to isolated or limited duration posts. These rules will be respected.

7. Participation

7. 1. Any interested and qualified Cst. who is not on probation, may participate in the selection process.

7. 1. 1. The NCO Promotion Process restrictions, as per CMM ch. 4., Promotion, sec. 2.5.3., concerning members who have been served with a notice of shortcomings or who are on progress reporting, or who are the subject of an ongoing internal statutory investigation or under active discipline (not yet spent) as per *RCMP Act*, subsection 41(1), Notice to Designated Officer, or section 43, Appointment, also apply to members who are interested in PDS positions.

7. 2. Applicants for the new police service dog handler selection process require the support or recommendation from their supervising police service dog handler and their immediate supervisor or unit NCO in charge.

8. Application and Curriculum Vitae

8. 1. The application provides the means for a member to identify their education and training, licences and certifications, and special requirements and abilities where applicable, for review by the PDS Selection Board.

8. 2. The curriculum vitae provides the means for the member to identify their work performance for review by the CDRA and the Candidate Application Review Committee. It is not intended to summarize a member's entire career, but to draw attention to examples which best demonstrate the ability to perform the competencies. For the competency profile, refer to Job Code 000306, Police Service Dog Handler. Also, refer to the job advertisement, if applicable.

8. 3. The member and supervisor must sign the curriculum vitae certifying the accuracy of the examples and that the information supplied by the member is accurate and true to the best of

their knowledge, and forwarded to the PDSTC by the closing date specified on the job advertisement.

8. 4. Based on valid reasons and after consultation with the manager/delegate, extensions to the closing date may be granted by the CDRA, PDS, in consultation with the PDS Selection Board.

8. 5. Candidates who fail to provide the documents by the closing date, without an approved extension, will not be considered.

8. 6. Candidates who are selected to attend training at the PDSTC are not considered to be members of the PDS until the successful completion of the DHT course.

9. File Review

9. 1. A candidate's personnel and service files will be made available only to the CDRA.

9. 2. To ensure suitability for the PDS, the CDRA will conduct a review of a candidate's personnel and service files.

9. 3. Unsuccessful candidates will be provided feedback concerning their non-selection from the CDRA, PDS.

10. Structured Reference Checks

10. 1. To confirm suitability of a candidate, structured reference checks may be conducted by the CDRA.

10. 2. Reference checks may be conducted to verify examples that are provided by the candidate at any stage of the process.

11. Request for Staffing a Member Position

11. 1. A request for staffing a PDS position (Form 2285, Request for Staffing a Member Position) will be initiated by the responsible line officer/delegate to staff a particular vacancy from the pool of police service dog handler candidates.

11. 2. The approved competency profile for Job Code 000306 will be used as part of the job requirements.

11. 3. The line officer/delegate will describe any other additional requirements on Form 2285 as per CMM App. 5-1, Instructions for the Completion of Form 2285.

12. Staffing of Police Dog Services Training Centre Positions

12. 1. A tour of duty at the PDSTC is generally a minimum of three to five years.

12. 2. After a tour of duty, the member may be posted according to the needs of the RCMP PDS Program. The member's posting preferences will be considered.

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OM - App. 33-1-1 Police Service Dog Program – Selection Process

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Date Modified: 2019-11-18

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OM - ch. 33.3. Explosives Disposal

Directive Amended: 2008-01-03

For information regarding this policy, contact Explosives Disposal and Technology Br., at [redacted]

1. Policy
2. General
3. Safety
4. Radiography and Weapons of Mass Destruction
5. Reporting
6. Storage of Explosives
7. Training

App. 33-3-1 Minimum Safe Distances

App. 33-3-2 Canadian Bomb Data Centre Incident Reporting

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1. Policy

1. 1. Only the following persons may dispose of commercial explosive products:

1. 1. 1. provincially certified blaster,

1. 1. 2. police explosives technician (PET), and

1. 1. 3. National Defence explosive ordnance disposal technician.

2. General

2. 1. The police department having jurisdiction is responsible for:

2. 1. 1. safety arrangements at the scene, e.g. evacuation, ambulance, firefighting equipment;

2. 1. 2. assisting the technician/blaster; and

2. 1. 3. assisting Environment Canada in neutralizing dangers from explosive substances, chemical spills, vapors, etc.

2. 2. For the purpose of assisting Natural Resources Canada in enforcing the *Explosives Act* and *Regulations*, members of the following police departments have qualified and have been appointed as deputy inspectors of explosives: the RCMP, Ontario Provincial Police, and Sûreté du Québec.

2. 2. 1. For enforcement of the *Explosives Act*, see ch. 9.7.

3. Safety

3. 1. General

3. 1. 1. Explosives and explosive devices come in forms such as homemade devices, detonators, flares, explosive ordnance, nitroglycerin, black powder, and slurries. Explosives can have varying degrees of hazard depending on the type, quantity and condition.

3. 2. Member

3. 2. 1. Due to the inherent danger involved in handling explosives and explosive devices, it is imperative that you seek the assistance of a PET at the onset of all cases involving explosives, suspected explosives or bomb-making materials. Proceeding without the technician's assistance endangers public and member safety.

3. 2. 2. Only commercial ammunition, commercial flares, or commercial fireworks in good condition can be safely handled. Store in a wooden ammunition box, separately from the occupied portion of the detachment. The detachment garage or shed is a preferable location.

NOTE: **In good condition** means that the packaging is not crushed, broken or leaking, there is no liquid or powder seeping out of the package, and there is no evidence of use or abuse.

3. 2. 3. You **are not authorized** to touch, handle or disturb any other explosive or explosive device except under the express direction of a PET. The restriction includes: detonators (blasting caps), all commercial explosives, home-made explosives, black powder, nitroglycerin, marine parachute flares, military marine markers and all other explosive ordnance – even if marked BLANK.

3. 2. 4. Before anyone conducts a search for evidence, a PET must certify that the scene of an explosion is safe.

3. 2. 5. If a member of the public brings to the detachment any of the items listed in sec. 3.2.3., **do not touch or disturb** any item. Leave it in situ (as is), secure the area and immediately call a PET for assistance.

3. 2. 6. During a patrol or search, if you come across any of the items listed in sec. 3.2.3., **do not touch or disturb** the item. Secure the area and immediately call a PET for assistance.

3. 2. 7. Encourage the public not to handle any explosive or explosive device they find but to call the police for assistance.

3. 2. 8. If you are in the open, apply the minimum safe distances outlined in App. 33-3-1.

3. 3. Explosives Disposal Unit (EDU)

3. 3. 1. Give priority response to calls for information or assistance from detachments and members.

3. 3. 2. When conducting any potentially hazardous explosive disposal duties, wear safety glasses. See PRPM ch. 4., sec. F.3.a.

3. 3. 3. Render safe or remove commercial and unknown/homemade explosives and explosive devices from the occurrence scene.

3. 3. 4. Arrange for a military response when a military explosive ordnance device is involved.

3. 3. 5. If an improvised explosive device is involved, use two PETs.

4. Radiography and Weapons of Mass Destruction

4. 1. All radiography operations will be conducted as outlined in PRPM ch. 9.

4. 2. If a threat involves use of military, chemical, biological, radiological, or nuclear (CBRN) devices, immediately notify National Operations Center. See also Part 14.

5. Reporting

5. 1. Member

5. 1. 1. Promptly report all explosives and incendiary incidents to your EDU. See App. 33-3-2. If EDU staff are unavailable, report the incident to the Canadian Bomb Data Centre (CBDC).

5. 1. 2. If the incident involves the recovery or disposal of commercial explosives but is unrelated to a theft, report the incident directly to the:

Natural Resources Canada
Chief Inspector of Explosives
Explosives Branch
1431 Merivale Rd.
Ottawa, ON K1A 0G1
(Tel.: 613-948-5170)

5. 1. 3. Assist EDU members in completing Form 876. When forensic reports and other investigational data become available, forward them to the EDU.

5. 2. EDU

5. 2. 1. Report appropriate explosive-related incidents to the CBDC on Form 876, and any hazardous incident on Form 3414.

5. 3. Commander

5. 3. 1. Report on Form 3414 any incident in which unknown or homemade explosives or explosive devices have been inadvertently handled, brought into the detachment or placed employees at risk.

6. Storage of Explosives

6. 1. Ammunition, Flares and Fireworks

6. 1. 1. Commercial ammunition, flares, pyrotechnics (fireworks) are the only items that may be stored in a detachment awaiting disposal.

6. 1. 2. The areas where such items are stored must not be readily accessible to the general public and RCMP employees. Contact your EDU for proper handling and storage procedures.

6. 2. Exhibit Ledgers and Stockpiling

6. 2. 1. Detachment

6. 2. 1. 1. Regularly review detachment exhibit ledgers to determine if explosive devices are being stored in a bond room, including powder and detonators.

NOTE: Detonators can be silver or copper in color with or without wires attached. If you have any of these items, do not disturb them from their present location. Call EDU for assistance.

6. 2. 1. 2. Do not allow explosives to stockpile. Consult EDU.

6. 2. 2. EDU

6. 2. 2. 1. Keep records of explosives destroyed, rendered safe or removed for destruction. Record the date and location of the incident/destruction, the type and quantity (number and weight) of the explosives, and what was done.

7. Training

7. 1. The EDU will instruct members and other employees on the safe handling of explosives.

7. 2. Commanders will ensure that staff receive explosives safety-awareness training.

References

- *Explosives Act* and *Regulations*
- *Transportation of Dangerous Goods Act* and *Regulations*
- Laboratory Services Manual
- Protective Policing Manual, ch. 4.

Date Modified: 2008-01-03

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OM - App. 33-3-1 - Minimum Safe Distances (1)

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Moved from II.14: 2004-07-27

Weight of Explosives (kilograms)	Safety Distance In Meters For Personnel In The Open	
	Bulk Explosives On Any Type of Soil (2)	High Explosives and Fragments (3)
up to 5	300	300
5 to 12	300	530
14	310	545
16	330	570
18	340	600
20	360	630
23	370	660
24 - 68	420	970

(1) This appendix is a guide based on ballistic data and field experience. If there is any doubt, increase the distance for greater safety.

(2) Distances for bulk explosives only. Stones, etc. may become missiles.

(3) Distances for high explosives when used as encased charges. Fragments, metal, glass, plastic, etc. may become missiles.

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Date Modified: 2004-07-27

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OM - App. 33-3-2 - Canadian Bomb Data Centre Incident Reporting

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Moved from II.14: 2004-07-27

Type of Incident	Information Required
Bombing or Attempted Bombing	A, B, C, D, E, F, G, H, I, J
Seizure of Untargeted IED	A, B, C, D, F, G, H, N
Theft/Recovery of Stolen Explosives	A, B, C, D, F, G, H, I, J, K, L, M, N
Accidental Explosions	A, B, C, D, G, I, J, K, L, M, N
Safe Attacks/Hoax Devices/Suicides	A, B, C, D, E, F, G, H, I, J, K, L, M, N

Type of Incident	
A	Reporting agency and file number.
B	Name of investigator or technician.
C	Type of incident.
D	Date and time of incident.
E	Target name and location.
F	Motive.
G	Brief description of device, components, location, and quantity.
H	Modus operandi.
I	Suspect's name, DOB and FPS number. State if arrested. If a suicide, subject's name, etc.

J	Name of the explosive's manufacturer.
K	Trade name and size of explosives.
L	Date of manufacture.
M	For blasting caps only, specify if they are electric or nonelectric, the type and delay number, or the leg wire length and color.
N	Complainant's name and address.

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Date Modified: 2004-07-27

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - ch. 33.4. National Office of Investigative Standards and Practices

New Policy: 2021-04-13

For information regarding this policy, contact the National Office of Investigative Standards and Practices, National Criminal Operations, Contract and Indigenous Policing.

- 1. General
- 2. Mandate
- 3. File Reviews
- 4. Neutral Case Selection

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1. General

1. 1. The National Office of the Investigative Standards and Practices (NOISP) is the national coordination centre and central authority for major case management (MCM). Refer to OM ch. 25.3., Major Case Management.

1. 2. The NOISP reports to the Director General (DG), National Criminal Operations, Contract and Indigenous Policing (C&IP), and consists of four specialty areas:

1. 2. 1. Electronic Major Case Management (eMCM);

1. 2. 2. advanced disclosure;

1. 2. 3. phased Interviewing; and

1. 2. 4. legal application support.

2. Mandate

2. 1. The purpose of the NOISP is to promote investigative quality, standards, and best practices in accordance with established MCM principles by providing support, training, and oversight in relation to major case- and/or project-based investigations across the RCMP.

2. 2. The mandate of the NOISP consists of four areas of service delivery:

2. 2. 1. governance, which is the policy center of national MCM standards, and is established and maintained through consultation with members who possess experience from all business lines and investigative disciplines;

2. 2. 2. operational oversight, which provides advisory services and oversight on major cases by conducting independent reviews of investigative and/or unit practices.

2. 2. 3. training and mentorship, which identifies training gaps, and contributes to the development of national or divisional training related to all aspects of MCM; and

2. 2. 4. collaboration and communication, which maintains a database of best practices and lessons learned that is accessible across the RCMP, while also identifying and collaborating with MCM subject matter experts to support file reviews, policy, best practices initiatives, and training.

2. 3. The NOISP works in partnership with divisional Office of Investigative Standards and Practices (OISP) units.

2. 4. The divisional criminal operations (Cr. Ops.) officer/delegate is the approval authority for requests made by divisions, detachments, or units for NOISP file reviews.

3. File Reviews

3. 1. General

3. 1. 1. The NOISP conducts independent, team-structured file reviews in accordance with case-specific business rules and the standard application of MCM principles.

3. 1. 2. The purpose of a file review is to identify and recommend potential investigative strategies, new avenues of investigation, corrective action or measures, and best practices for investigative units.

3. 1 .3. File reviews are designed to provide constructive feedback orally and in writing to the Coordinated Investigative Team or unit and, where required, the appropriate level of senior management (for example, the officer in charge, monitoring officer, district officer, Cr. Ops. officer/delegate, and commanding officer).

3. 2. File review types

3. 2. 1. An **Independent File Assessment (IFA)** is a review of an ongoing investigation that provides an impartial assessment of the strengths and weaknesses of a case for the purpose of providing strategic, corrective and investigative recommendations.

3. 2. 2. An **Independent File Review (IFR)** is a review of a concluded investigation that observed an unwanted outcome that may have resulted from insufficient evidence-gathering, an internal or external refusal to lay criminal charges, a withdrawal or stay of proceedings, or another reason such as an undesired judicial case decision.

3. 2. 2. 1. The purpose of an IFR is to determine the investigative issues, challenges and shortcomings that contributed to the outcome of the investigation in order to identify and recommend corrective measures or actions and, where appropriate, establish best practices and/or policy.

3. 2. 3. An **Independent Practice Assessment (IPA)** is a review of an investigative unit and its administrative, operational, and functional practices. It can also be a directed review of a particular area of concern for the purpose of providing an impartial assessment of, and recommendations in relation to, the investigative unit's application of defined investigative techniques, methods and processes.

3. 2. 4. A **Strategic Advisory Group (SAG)** is an assessment by specialized national or divisional subject matter advisors of an ongoing investigation that has stalled or, due to the nature and scope of the investigation, requires case- and/or technique-specific strategic advice.

3. 2. 4. 1. The purpose of a SAG is to review the case facts or materials, and provide realistic, timely, and meaningful investigative feedback and strategy recommendations.

3. 3. File review requests

3. 3. 1. Monitoring Officer / Detachment Commander / Team Commander

3. 3. 1. 1. Where an investigation warrants consideration for a file review, identify the nature and scope of the issues and/or areas to be examined.

3. 3. 1. 2. For divisions with established units, consult with the officer In charge, divisional OISP/delegate, and submit requests for file reviews at the divisional level.

3. 3. 1. 3. For divisions without an established OISP unit, consult with the officer in charge NOISP/delegate to determine if a file review is appropriate and, if so, what options exist to address the issues and/or areas of concern.

3. 3. 1. 4. To obtain approval for an NOISP file review, submit a written request to the divisional Cr. Ops. officer/delegate, outlining the:

3. 3. 1. 4. 1. file number or project name for the case;

3. 3. 1. 4. 2. nature and scope of the issues and/or areas to be examined; and

3. 3. 1. 4. 3. desired objectives and anticipated outcomes of the file review.

3. 3. 2. Divisional Criminal Operations Officer/Delegate

3. 3. 2. 1. Upon receiving a request for an NOISP file review, ensure the case in question is appropriate for an independent review and, if required, seek clarification from the requesting party on the issues and/or areas of concern.

3. 3. 2. 2. Ensure that no potential conflict of interest exists due to another anticipated or ongoing review and/or investigative mechanism (for example, a criminal investigation, court proceedings, a code of conduct investigation, an administrative investigation, an independent civilian-led investigation, or a provincial or national inquiry).

3. 3. 2. 2. 1. Where court proceedings have been initiated consider the potential impact on the file and court process (for example, a preliminary inquiry, pre-trial motions or hearings, a trial, and appeal periods) before calling for and convening a file review.

3. 3. 2. 3. If a potential conflict of interest does not exist, or if you determine that the potential conflict of interest will not be impacted by the conduct of a file review, consult with the officer in charge NOISPS/delegate to:

3. 3. 2. 3. 1. discuss the type, mandate, and scope of the proposed file review; and

3. 3. 2. 3. 2. confirm if it is possible to conduct the requested file review by considering the impact on financial and operational resources.

3. 3. 2. 4. If you support the file review, approve the request and submit it to the officer in charge, NOISP/delegate.

3. 3. 3. Officer in Charge National Office of Investigative Standards and Practices/Delegate

3. 3. 3. 1. Upon receiving a file review request from a division or unit, review the request and approve it if it aligns with the NOISP mandate.

3. 3. 3. 2. Assist the requesting detachment or unit in preparing a mandate letter that provides:

3. 3. 3. 2. 1. the type of file review to be conducted (for example, an IFA, IFR, IPA, or SAG);

3. 3. 3. 2. 2. the nature and scope of the issues and/or areas to be examined;

3. 3. 3. 2. 3. the expected objectives and outcomes (for example, the key deliverables, including the projected timelines and reporting); and

3. 3. 3. 2. 4. any other information that is relevant to conduct the review.

3. 3. 3. 3. Upon conclusion of the NOISP file review, approve and forward the final report to the divisional Cr. Ops. officer/delegate of the requesting division or detachment.

3. 3. 3. 4. Within 30 days of submitting the final report, or otherwise within a period of time that has been prearranged by consulting with the divisional Cr. Ops. officer/delegate, request written feedback from the monitoring officer or commander in relation to:

3. 3. 3. 4. 1. the file review process and outcomes; and

3. 3. 3. 4. 2. the actions that have been taken to implement and/or address the recommendations provided as a result of the file review.

4. Neutral Case Selection

4. 1. General

4. 1. 1. Cases are independently identified and selected for a file review by:

4. 1. 1. 1. the officer in charge NOISP/delegate; or

4. 1. 1. 2. a senior authority/delegate responsible for the overall administration and operation of a division, detachment, or unit.

4. 2. Officer in Charge National Office of the Investigative Standards and Practices/Delegate

4. 2. 1. Where appropriate, identify cases that, due to the potential impact on the RCMP's major case management framework, warrant consideration for a file review, and propose file reviews for:

4. 2. 1. 1. contract or core policing cases, in consultation with the Deputy Commissioner (D/Commr.), C&IP/delegate; and

4. 2. 1. 2. federal policing cases, in consultation with the D/Commr., Federal Policing/delegate.

4. 2. 2. Consult with the divisional Cr. Ops. officer/delegate to determine the division, detachment, or unit responsible for the case in question.

4. 2. 3. Contact the monitoring officer / detachment commander / team commander to:

4. 2. 3. 1. identify and discuss the issues and/or areas of concern; and

4. 2. 3. 2. establish the file review criteria for the case, in accordance with sec. 3.

4. 2. 4. If required, submit a request for support and approval to:

4. 2. 4. 1. the D/Commr., Contract and Indigenous Policing/delegate for contract or core policing cases; or

4. 2. 4. 2. the D/Commr., Federal Policing/delegate for federal policing cases.

References

Date Modified: 2021-04-13

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - ch. 34.4. Armoured Protection Systems and Devices

New Chapter: 2008-04-28

For information regarding this policy, contact For information regarding this policy, contact Protective Technical Services Br., Technical Operations Dir. at Irrelevant Irrelevant

1. General
2. Armoured Vehicles
3. Armoured Architecture

App. 34-4-1 Process for the Design of an Armoured Vehicle

App. 34-4-2 Process for the Design of Armoured Architecture

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1. General

1. 1. Armoured protection systems and devices include vehicles and building architectures designed for projectile and blast resistance.

1. 2. Armoured protection systems and devices are used for the safety and protection of RCMP personnel and facilities. They are also used to fulfill other legal and operational responsibilities, e.g. the safety and protection of a VIP/IPP.

1. 3. Armour Systems Engineering Section (ASES) is responsible for the research and development, design, supply and maintenance of armoured protection systems and devices and related technical standards, guidelines and best practices.

1. 4. Protective Technical Services Br. (PTSB) will provide assistance with the design, testing, evaluation of security products and related technical standards, guidelines and best practices to Technical Security Br. (TSB), Community, Contract and Aboriginal Policing Services Dir. (CCAPS), Departmental Security Br. (DSB) and Major Events and Protective Services Dir. (MEPS).

1. 5. When requested, and to the extent possible, National Security Investigations will provide assistance to RCMP policy centres with the conduct of threat assessments in accordance with App. 34-2-4.

1. 6. For systems and devices involving intellectual property, see ch. 34.5., sec. 1.9. and AM ch. I.11.

1. 7. For information on protective armoured vehicles for the protection of a VIP/IPP, see the PRPM.

2. Armoured Vehicles

2. 1. General

2. 1. 1. Armoured vehicles are designed to provide the established level of projectile and blast resistance without decreasing vehicle performance. The addition or modification of armoured materiel impacts on the engine, brakes, electrical system and safety features of the vehicle and must therefore be evaluated and compensated for.

2. 1. 2. The primary RCMP users of protective armoured vehicles (PAV) are Major Events and Protective Services. The primary users of tactical armoured vehicles (TAV) are Emergency Response Teams. Different classes of TAV and PAV are designed and maintained.

2. 2. ASES

2. 2. 1. ASES will:

2. 2. 1. 1. research, develop and test armour systems and devices, ancillary equipment and automotive technologies in response to established or potential threats and operational requirements;

2. 2. 1. 2. work with suppliers to improve the designs of armour systems and devices, ancillary equipment and automotive technologies;

2. 2. 1. 3. on the basis of threat assessments, specify and procure armoured vehicles;

2. 2. 1. 4. routinely inspect and maintain armoured vehicles;

2. 2. 1. 5. provide operational support for critical incidents and major events;

2. 2. 1. 6. assist centralized training in developing formal TAV/PAV driver training; and

2. 2. 1. 7. provide related consulting services.

2. 2. 2. When requested to design an armoured vehicle, follow the process identified at App. 34-4-1.

2. 3. National Policy Centres

2. 3. 1. When a new requirement for an armoured vehicle is identified, consult with ASES.

2. 3. 2. If the requirement can only be satisfied by the design of an armoured vehicle, assign overall responsibility for the project.

2. 3. 3. With the assistance of National Security Investigations, conduct a threat assessment in accordance with App. 34-2-4.

2. 3. 4. Submit a formal request and a copy of the threat assessment to the IC ASES.

2. 4. Member

2. 4. 1. When considering the requirement for an armoured vehicle, consult with ASES.

2. 4. 2. Forward your request and supporting documents to your national policy centre, including the threat assessment when possible.

3. Armoured Architecture

3. 1. General

3. 1. 1. Armoured architecture products include mobile partitions such as podium, static partitions such as bullet resistant counters and permanent constructions such as guard huts. Each armoured architecture product is designed for a specific threat and application.

3. 2. ASES

3. 2. 1. When requested to design an armoured architecture, follow the process outlined in App. 34-4-2.

3. 3. National Policy Centres

3. 3. 1. When a requirement for armoured architecture is identified, consult with ASES.

3. 3. 2. If the requirement can only be satisfied by the design of armoured architecture, assign overall responsibility for the project.

3. 3. 3. With the assistance of National Security Investigations, conduct a threat assessment in accordance with App. 34-2-4.

3. 3. 4. Submit a formal request and a copy of the threat assessment to the IC ASES.

3. 4. Member

3. 4. 1. When considering the requirement for armoured architecture, consult with ASES.

3. 4. 2. Forward a request with supporting documentation, including the threat assessment when possible, to obtain authorization in accordance with App. 34-2-1.

References

Date Modified: 2008-04-28

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OM - App. 34-4-1 - Process for the Design of an Armoured Vehicle

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New Appendix: 2008-04-28

1. Confirm authorization and funding is in accordance with App. 34-2-1.

2. Unless minimum security standards have been developed and minimum threat conditions are prevailing, obtain a current and relevant threat assessment.

3. Conduct design and formal testing in accordance with the process identified in App. 34-5-3.

4. Ensure that all financial aspects and, where permitted, subcontracts for work, are arranged in accordance with the financial authority set out in FMM ch. 5.1. Coordinate and oversee the work of subcontractors at the site to ensure that all work is carried out to specifications.

5. In the contracting documentation, include the personnel security requirements for the contractors. See AM App. XI-2-7.

6. Where applicable, procure the specialized equipment and supplies needed for the project through PWGSC.

7. After the completion of the project, request client feedback on the quality of service provided and implement improvements if required.

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Date Modified: 2008-04-28

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OM - App. 34-4-2 - Process for the Design of Armoured Architecture

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New Appendix: 2008-04-28

1. Confirm authorization and funding is in accordance with App. 34-2-1.

2. Unless minimum security standards have been developed and minimum threat conditions are prevailing, obtain a current and relevant threat assessment.

3. Conduct design and formal testing in accordance with the process identified in App. 34-5-3.

4. Ensure that all financial aspects and, where permitted, subcontracts for work, are arranged in accordance with the financial authority set out in FMM ch. 5.1. Coordinate and oversee the work of subcontractors at the site to ensure that all work is carried out to specifications.

5. In the contracting documentation, include the personnel security requirements for the contractors. See AM App. XI-2-7.

6. Where applicable, procure the specialized equipment and supplies needed for the project through PWGSC.

7. When design, application or construction involves mechanical security systems and devices, consult with Mechanical Security Systems Section (MSSS).

8. When application involves computer-based security systems and devices, consult with National Video Systems Integration Section (NVSIS) and National Electronic Security Networks Section (NESNS).

9. After the completion of the project, request client feedback on the quality of service provided and implement improvements if required.

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Date Modified: 2008-04-28

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OM - ch. 34.5. Design and Testing of Security Products

New Chapter: 2008-04-28

For information regarding this policy, contact For information regarding this policy, contact Protective Technical Services Br., Technical Operations Dir. at Irrelevant Irrelevant

1. General

2. Roles and Responsibilities

App. 34-5-1 Protective Technical Services Branch Sections Responsible for the Design, Testing, Standards and Guidelines of Security Products

App. 34-5-2 Approval Authority for the Design, Testing, Standards and Guidelines of Security Products

App. 34-5-3 Product Design, Testing and Evaluation Process

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1. General

1. 1. Security products include computer-based and mechanical security systems and devices, armoured vehicles and armoured architecture.

1. 2. Protective Technical Services Br. (PTSB) is responsible for the design, testing, and evaluation of security products.

1. 3. The National Video Systems Integration Section (NVSIS) is responsible for the design, testing, and evaluation of products related to the capture, storage and display of video information for security applications.

1. 4. The National Electronic Security Networks Section (NESNS) is responsible for the design, testing, and evaluation of products related to computer-based intrusion detection, silent emergency alarm (SEA), access control and related monitoring systems.

1. 5. The Mechanical Security Systems Section (MSSS) is responsible for the design, testing, and evaluation of products related to barrier technologies, locks, doors, hardware, keys,

containers, shredders, disintegrators, seal tapes and similar materiel and assemblies providing physical access control.

1. 6. The Armour Systems Engineering Section (ASES) is responsible for the design, testing, and evaluation of products for armoured vehicles, architecture and technologies related to projectile and blast resistance.

1. 7. PTSB will provide assistance with the design, testing, and evaluation of security products to Technical Security Br. (TSB), Community, Contract and Aboriginal Policing Services Dir. (CCAPS), Departmental Security Br. (DSB) and Major Events and Protective Services Dir. (MEPS).

1. 8. When requested, and to the extent possible, National Security Investigations will provide assistance to RCMP policy centres with the conduct of threat assessments in accordance with App. 34-2-4.

1. 9. The Intellectual Property Office (IPO) will provide assistance when the use and applications of intellectual property is involved, i.e. inventions, innovations, know-how, symbols, software, patents, copyrights, trademarks, industrial design and trade secret. See AM ch. I.11.

1. 10. The design and testing of security products involves the following processes:

1. 10. 1. Formal design and testing which involves the design and testing of prototypes or existing products available on the market against recognized testing standards.

1. 10. 2. Custom testing which involves the verification of actual performance of a specific product against established criteria when no recognized test standard exists.

1. 10. 3. Evaluation which involves comparing a specific product against a reference product, i.e. a similar product that has successfully met a recognized standard, in order to provide an expert opinion on the performance of the new product without having to formally test it.

1. 11. The formal design and testing process is usually used for a large number of end-users having the same needs.

1. 12. The custom testing and evaluation process is usually for only one or a limited number of federal government departments or agencies.

2. Roles and Responsibilities

2. 1. National Policy Centres

2. 1. 1. For the design, testing and evaluation of security products, consult with the appropriate section as outlined in App. 34-5-1.

2. 1. 2. When design, testing or evaluation is required, ensure authorization has been received and funding has been approved.

2. 1. 3. Assign overall responsibility for the project.

2. 1. 4. With the assistance of National Security Investigations, conduct a threat assessment in accordance with App. 34-2-4.

2. 1. 5. Request design, testing or evaluation, as applicable, and provide a copy of the threat assessment to the appropriate section as outlined in App. 34-5-1.

2. 2. NVSIS/NESNS/MSSS/ASES

2. 2. 1. Upon receipt of a request for product or system design, testing or evaluation, follow the process outlined in App. 34-5-3.

2. 2. 2. For security products involving intellectual property, see sec. 1.9.

2. 2. 3. NVSIS, NESNS and MSSS will:

2. 2. 3. 1. Develop, publish and maintain technical bulletins for the attention of PTSS personnel on the status of equipment tested or evaluated.

2. 2. 3. 2. To the extent possible, develop and deliver regular training to PTSS personnel on the latest tested and evaluated mechanical security systems and devices.

2. 3. Member

2. 3. 1. When considering the design, testing or evaluation of security systems and devices, consult with the applicable PTSB section.

2. 3. 2. Forward your request to the appropriate authority as outlined in App. 34-5-2.

References

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OM - App. 34-5-1 - Protective Technical Services Branch Sections Responsible for the Design, Testing, Standards and Guidelines of Security Products

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New Appendix: 2008-04-28

Product/System Type	PTSB Section
Video Security Systems	National Video Systems Integration Section (NVSIS)
Intrusion Detection Silent Emergency Alarm Electronic Access Control	National Electronic Security Networks Section (NESNS)
Barrier Technologies Locks Doors Hardware Keys Containers Shredders Disintegrators Seal Tapes Other Physical Devices	Mechanical Security Systems Section (MSSS)
Armoured Architecture and Systems Armoured Vehicles and Technologies Projectile and Blast Resistance Devices	Armour Systems Engineering Section (ASES)

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Date Modified: 2008-04-28

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OM - App. 34-5-2 - Approval Authority for the Design, Testing, Standards and Guidelines of Security Products

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New Appendix: 2008-04-28

Application	Authority
Federal Government (Government Security Policy)	OIC Technical Security Branch
RCMP Facilities (1)	OIC Departmental Security Branch
Officer Safety or Liability Implications	Director, Community, Contract and Aboriginal Policing Services
VIP/IPP Protection (1)	Director General, Major Events and Protective Services

(1) In situations with no officer safety or liability implications.

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OM - App. 34-5-3 - Product Design, Testing and Evaluation Process

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New Appendix: 2008-04-28

1. When a request for design or testing is received, determine whether formal testing, custom testing or evaluation process would better satisfy the need of the client.

2. When formal testing is required:

2. 1. Ensure appropriate authorization has been received and funding has been approved.

2. 2. Develop a project plan.

2. 3. Based on the threat assessment, confirm suitability of recognized test standard to be used.

2. 4. When a specific product is not provided by the client, identify comparable products on the market.

2. 5. Review product information from the manufacturer and published independent studies.

2. 6. Evaluate product samples in testing laboratories.

2. 7. When results are unsatisfactory, advise client and terminate project or, if requested by client, modify product accordingly, develop and test prototypes until satisfactory designs are obtained.

2. 8. Provide product specifications to client for endorsement.

2. 9. Inspect all commercially manufactured endorsed products to ensure all required security components of the products are present and functional as required. Conduct these inspections on a representative sample at the manufacturing site, in-house or at the client's site.

3. When custom testing is required:

3. 1. Ensure appropriate authorization has been received and funding has been approved.

3. 2. Based on the threat assessment, establish the performance criteria for the product and the means to verify them. For a mechanical security product, complete form RCMP 2530.

3. 3. Review product information from the manufacturer and published independent studies.

3. 4. Evaluate product samples in testing the laboratories.

3. 5. Advise the client of results and terminate project.

4. When product evaluation is required:

4. 1. Ensure appropriate authorization has been received and funding has been approved.

4. 2. Based on the threat assessment, identify a suitable reference product.

4. 3. Compare reference product with product under evaluation; if design flaws are identified, estimate performance on the basis of desirable design modifications.

4. 4. Advise client of evaluation results and terminate project.

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Date Modified: 2008-04-28

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OM - ch. 34.7. Development of Standards, Specifications, Guidelines and Best Practices for Security Products

New Chapter: 2008-04-28

For information regarding this policy, contact For information regarding this policy, contact Protective Technical Services Br., Technical Operations Dir. at Irrelevant Irrelevant

1. General
2. Roles and Responsibilities

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1. General

1. 1. For the definition of security product, see ch. 34.5., sec. 1.1.

1. 2. Protective Technical Services Br. (PTSB) is responsible for the development of standards, specifications, guidelines and best practices for security products.

1. 3. PTSB will provide assistance to Technical Security Br. (TSB), Community, Contract and Aboriginal Policing Services Dir. (CCAPS), Departmental Security Br. (DSB) and Major Events and Protective Services Dir. (MEPS).

1. 4. PTSB is involved in the development of technical standards, specifications, guidelines and best practices for its own systems, devices and applications. To the extent possible, assistance may be provided concerning the development of new technical standards, specifications, guidelines and best practices.

1. 5. When requested, and to the extent possible, National Security Investigations will provide assistance to RCMP policy centres with the conduct of threat assessments in accordance with App. 34-2-4.

1. 6. For security products involving intellectual property, see ch. 34.5., sec. 1.9.

2. Roles and Responsibilities

2. 1. National Policy Centres

2. 1. 1. For the development of technical standards and guidelines for computer-based and mechanical security systems and devices, armoured vehicles and architectures technologies, consult with the appropriate section as outlined in App. 34-5-1.

2. 1. 2. When the development of technical standards and guidelines is required, provide authorization and funding when applicable.

2. 1. 3. Assign overall responsibility for the project.

2. 1. 4. Send a formal request to the appropriate PTSB section as outlined in App. 34-5-1.

2. 2. NVSIS/NESNS/MSSS/ASES

2. 2. 1. Upon receipt of a request for the development of technical standards and guidelines, determine the extent of assistance in agreement with the client.

2. 2. 2. Develop a project plan.

2. 2. 3. Develop the technical documentation.

2. 3. Member

2. 3. 1. When considering the development of technical standards, specifications, guidelines and best practices for security products, consult with the applicable PTSB section as outlined in App. 34-5-1.

2. 3. 2. Forward your request to the appropriate authority as outlined in App. 34-5-2.

References

Date Modified: 2008-04-28

OM - ch. 35.3. Scenes of Crime

New Chapter: 2019-12-19

For information regarding this policy, contact Integrated Forensic Identification Services, Forensic Science and Identification Services, Specialized Policing Services.

- 1. Definitions
- 2. General
- 3. Roles and Responsibilities
- 4. Exhibits
- 5. Property Crime
- 6. Serious Crimes
- 7. Search for Crime Scenes and Evidence
- 8. Specific Crime Scenes
- 9. Forensic Video Services
- 10. Forensic Facial Imaging and Forensic Art

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1. Definitions

1. 1. **Forensic identification services (FIS) employee** means either a regular member (RM) or a civilian employee who is employed in a Forensic Identification Services Unit (FIS Unit), and provides support to operational forensic identification investigations.

1. 2. **Forensic identification assistant (FIA)** means a civilian employee who provides support to operational forensic identification investigations.

1. 3. **Certified forensic identification assistant (CFIA)** means a forensic identification assistant (FIA) who has successfully completed the Forensic Identification Apprentice Training Program (FIATP) and has been certified by the Director, Integrated Forensic Identification Services (IFIS) to provide opinions on fingerprints and other physical evidence.

1. 4. **Forensic identification services unit (FIS unit)** means a unit consisting of FIS employees.

1. 5. **Property crime examiner (PCE)** means an RM who, in addition to their normal duties, collects evidence relating to property crimes as a secondary duty, under the direction and supervision of an FIS unit.

1. 6. **Bloodstain pattern analyst (BPA)** means a member who has successfully completed the Bloodstain Pattern Analyst Certification Board, and has been certified by the Director, IFIS, as a BPA.

1. 7. **Property crime** means any crime that is related to property and that is not classified as a crime against the person.

1. 8. **Major crime scene** means a major or serious crime scene that requires that the principles of major case management be applied when it is processed or investigated because of the complexity, risk, and resources involved.

1. 9. **Exhibit member** means an RM designated by the lead or primary investigator as being responsible for the custody, continuity, and documentation of all the exhibits for a file.

2. General

2. 1. FIS employees provide support to policing operations. They receive specialized training and can assist in the diverse aspects of crime scene and exhibit processing.

2. 2. The processing of a crime scene is the responsibility of the FIS employee. Not all scenes require immediate attendance by the FIS employee; however, FIS employees can document and photograph crime scenes, search for physical or trace evidence, and provide sketches, measurements, and plan drawings when required to assist investigators, witnesses, and the courts.

2. 3. Certified FIS employees are designated to provide expert opinion evidence on the comparison of physical evidence (e.g. fingerprints, footwear, and tire tracks) and physical matches (e.g. motor-vehicle accident debris and tool marks).

2. 4. Some FIS employees have specialized training in bloodstain pattern analysis; chemical, biological, radiological, nuclear, and explosive materials (CBRNE); disaster victim identification; forensic video analysis; barefoot morphology; and forensic facial imaging. Refer to the Integrated Forensic Identification Manual (IFIM).

2. 5. FIS employees are not responsible for exhibit management, but they can assist in the selection of exhibits for submission to the National Forensic Laboratory Services (NFLS) and recommend proper handling methods.

2. 6. FIS employees should be consulted on any forensic aspect of a search warrant being sought.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. Ensure that the scene or exhibit has been made safe. Crime scenes must be cleared of any suspects or unwanted persons, and any firearms located must be rendered safe. Refer to OM ch. 1.2., Scene Security.

3. 1. 2. Protect physical evidence, including trace evidence, to the extent possible under the circumstances.

NOTE: This can be achieved by minimizing contact, wearing gloves, handling items carefully, and avoiding travel through areas of potential evidence.

3. 1. 3. Assess the crime scene to determine the suitability for attendance by FIS.

3. 1. 4. Consult with an FIS employee, and follow divisional or unit-level supplements for serious crime scenes.

3. 1. 5. Determine if a search warrant will be required. Refer to OM ch. 21.3., Search Warrants.

3. 1. 6. Be responsible for all exhibits, unless a designated exhibit member is identified. Refer to sec. 4.

3. 1. 7. When appropriate, brief the FIS employee on relevant information about the investigation that may have an impact on the examination of the scene or associated evidence.

3. 2. Forensic Identification Services (FIS) Employee

3. 2. 1. Evaluate the information from the initial request to determine the urgency of the response, the number of FIS employees needed, and the equipment that is required.

3. 2. 2. In consultation with the lead investigator, request any equipment or human resources required in the examination of the crime scene.

3. 2. 3. Assess the probative value of physical evidence at a scene, provide guidance for searching evidence, and document and recover evidence from the crime scene.

3. 2. 4. Assess bloodletting scenes to determine if a bloodstain pattern analyst (BPA) is required to attend the scene. Refer to IFIM ch. 2.10., Bloodstain Pattern Analysis.

3. 2. 5. Select the methods and techniques that are appropriate to record and recover the evidence.

3. 2. 6. Brief the investigator with any information obtained from the scene examination, and provide written results of the scene examination and associated exhibits.

4. Exhibits

4. 1. The investigating member or exhibit member is responsible for seizing and managing exhibits. Refer to OM ch. 22.1., Processing.

4. 1. 1. Exhibits that have been properly documented and lawfully seized may be temporarily turned over to FIS employees for a forensic identification examination.

4. 2. Exhibits requiring fingerprint examination will be submitted to an FIS employee before being forwarded to NFLS.

4. 2. 1. Exceptions for the sequencing of fingerprint examination will be considered by an FIS employee on a case-by-case basis.

4. 3. When submitting exhibits to an FIS employee for processing, the investigator will advise if those exhibits are expected to be forwarded to NFLS for further analysis or processing. Refer to LSM ch. 1., Laboratory Services.

NOTE: This will have an impact on the processes used by the FIS employee to examine the exhibits.

4. 4. Only exhibits that have been emptied of dangerous goods or other chemicals will be accepted by FIS employees for examination.

4. 5. The local FIS unit should be consulted for approved submission protocols on drug-related exhibits being submitted to an FIS employee for examination.

4. 6. Following the FIS employee's examination, the exhibits will be returned to the investigator as soon as practicable for subsequent retention or disposition.

4. 7. FIS employees can assist investigators in determining the probative value of evidence, and make suggestions as to the best evidence from the crime scene to submit to the RCMP NFLS.

4. 8. The Forensic Assessment Centre (FAC) is the point of contact for investigators requiring laboratory analysis of exhibits.

4. 9. Form 713, Envelope Key Material RCMP-GRC-713 is designed and intended to be used by FIS employees. The Key Material envelope (KME) will be forwarded to the originating or primary investigating unit or detachment, and held on the master file once the FIS work on the file is completed. It can be purchased through the Retail Products Catalogue.

NOTE: Unless authorization has been obtained from an FIS employee or unit, the KME must remain sealed for continuity purposes, and must not to be opened for any reason.

5. Property Crimes

5. 1. The primary investigator or delegate attending the scene will:

5. 1. 1 determine if FIS examination is required, and/or consult with an FIS employee for guidance on scene attendance and the seizure of exhibits;

5. 1. 2. consider using property crime examiners (PCEs), when available;

5. 1. 3. protect the scene by establishing a perimeter, restricting access (e.g. police barrier tape) to areas where there is the potential to record or recover forensic evidence (refer to OM ch. 1.2.). These areas may include:

5. 1. 3. 1. the points of entry or exit where access was gained or suspects exited,

5. 1. 3. 2. the path of evidence, and

5. 1. 3. 3. the path that the suspect used.

5. 1. 4. protect perishable evidence from inclement weather, hazardous environmental conditions, and other persons on scene that may be lost before the arrival of an FIS employee or a PCE;

5. 1. 5. consider photographing exhibits in their original state and location as part of the documentation process; and

5. 1. 6. provide all photographs taken in relation to a scene to the attending FIS employee at the earliest convenience.

6. Serious Crimes

6. 1. Preservation of life takes precedence over the investigation. Once the scene has been identified as safe and the injured have been taken care of, the first responders should, where possible:

6. 1. 1. notify the supervisor and discuss the attendance of support services, e.g. general investigations section (GIS), and major crimes unit (refer to OM ch. 1.2.);

6. 1. 2. contact an FIS employee and provide them with information about the scene, such as:

6. 1. 2. 1. the nature of the event;

6. 1. 2. 2. the size of the scene;

6. 1. 2. 3. a description of what was observed at the scene;

6. 1. 2. 4. whether perishable evidence is present;

6. 1. 2. 5. whether suspects have been arrested; and

6. 1. 2. 6. weather conditions, if outdoors.

NOTE: The attending FIS employee will coordinate all photography while they are at the scene.

6. 1. 3. escort emergency medical services (EMS) to and from the scene using a path not taken by potential suspects;

NOTE: Establish a written log of all persons accessing and departing from the crime scene.

6. 1. 4. protect perishable evidence that may be lost before the arrival of an FIS employee;

NOTE: If it is not possible to protect the perishable evidence, ask an FIS employee for direction on photographing, seizing, and preserving the evidence.

6. 1. 5. consider tire-track and footwear evidence when securing the scene;

6. 1. 6. consider establishing a visual and auditory buffer zone to protect the scene and/or sensitive (i.e. hold-back) evidence from the public or media;

6. 1. 7. provide all photographs taken in relation to the scene to the attending FIS employee;

NOTE: FIS is responsible for processing the scene for physical evidence.

6. 1. 8. protect the scene by establishing a perimeter, restricting access (e.g. police barrier tape) to areas where there is the potential to record or recover evidence. These areas may include:

6. 1. 8. 1. the points of entry or exit where access was gained or suspects exited,

6. 1. 8. 2. the path of evidence, and

6. 1. 8. 3. the path that the suspect used.

6. 1. 9. record the path taken and any changes made to the scene by any person that was present at the scene;

NOTE: This information must be passed along to the attending FIS employee as soon as they arrive on the scene.

6. 1. 10. leave the scene and withdraw to an established perimeter; and

NOTE: Only re-enter the scene once FIS employees have arrived.

6. 1. 11. avoid the potential for cross-contamination of evidence by:

6. 1. 11. 1. not transporting a suspect in a vehicle that has been used to transport other persons related to the case,

6. 1. 11. 2. not handling exhibits from multiple sources simultaneously (e.g. clothing from multiple persons related to the case), and

6. 1. 11. 3. ensuring proper techniques are used to avoid cross-contamination when transporting, handling, and storing all exhibits.

NOTE: An exhibit member will be identified by the investigative team.

6. 2. For investigations of suspicious deaths, the scene should remain under police control pending the results of an autopsy.

6. 3. The major crime lead investigator and/or the team leader will be responsible for releasing the scene, in consultation with FIS employees.

6. 4. An FIS employee will attend autopsies related to serious crime investigations.

7. Search for Crime Scenes and Evidence

7. 1. The search for the location of crime scenes and evidence may require the use of specialized sections, non-RCMP agencies, and volunteer search and rescue groups. Refer to OM ch. 37.1., Search and Rescue.

7. 2. FIS employees can provide guidance to individuals who are involved in the search.

7. 3. Specialized resources (e.g. forensic anthropologists, and others with clandestine grave experience) may be required.

7. 3. 1. If additional resources are required, FIS units will coordinate them.

7. 4. The investigating unit, in consultation with FIS employees, is responsible for searching for evidence.

7. 4. 1. Searchers will be restricted to search and locate duties.

NOTE: Any evidence that is found will be subject to sec. 4.

8. Specific Crime Scenes

8. 1. When a bank robbery occurs:

8. 1. 1. assume that all money containers or bags found outside the premises contain unexploded dye packs;

8. 1. 2. seek assistance and information from financial institution personnel before handling money containers or bags; and

8. 1. 3. carefully disarm any dye packs before moving money containers or bags from the financial institution.

8. 2. For information on clandestine drug laboratories, refer to OM ch. 6.13., Clandestine Drug Laboratories.

8. 3. For information on explosive devices and scenes of explosions, refer to OM ch. 33.3., Explosives Disposal.

8. 3. 1. The examination of exhibits regarding explosives will only be completed after consultation with the explosives disposal unit to ensure the items are safe.

NOTE: Explosives are not to be turned over to FIS for examination.

8. 4. For information on suspicious chemical, biological, radioactive, and nuclear (CBRN) incidents, refer to OM ch. 14.1., CBRN First Responder Protocol and Reporting.

8. 5. For information on in-custody deaths, refer to OM ch. 19.5., In-Custody Death (I-CD).

8. 6. For information on found human remains or clandestine graves, refer to OM ch. 41.3., Human Deaths.

8. 7. For arson files, ensure that the appropriate investigators (i.e. fire marshals or arson-trained individuals) are notified.

8. 7. 1. FIS employees can provide photographic support and exhibit seizure advice concerning arson scenes.

8. 8. A mass disaster can cause mass fatalities or casualties and can occur due to natural events or human action, which can be either accidental or criminal in nature. Refer to IFIM ch. 2.2., Disaster Management.

8. 8. 1. Priority will be given to the preservation of life.

8. 8. 2. The investigator will:

8. 8. 2. 1. contact the local FIS unit to determine if disaster victim identification measures need to be implemented, and

8. 8. 2. 2. follow the divisional emergency operational plans (refer to OM ch. 13.4., Emergency Operational Plans).

8. 8. 3. A mass disaster will be considered and managed as a criminal event until it can be reasonably determined not to be criminal in nature.

9. Forensic Video Services

9. 1. Re-enactments by witnesses or suspects will be video-recorded.

9. 1. 1. FIS employees are able to provide support in this area, as they are trained in video techniques and have equipment to record these scenarios.

9. 1. 2. Video and photography of a clandestine nature, or surveillance, requires advanced training and knowledge of techniques and equipment. The services of special "O" units and FIS are available for consultation and support.

9. 2. Your local FIS unit may be able to provide limited video services, such as still-image capture or making copies, but they are not equipped or trained to enhance or edit video.

9. 2. 1. Some areas have established forensic video analysis units. Consult your local FIS unit to determine if these services are available, and the process to obtain them.

9. 2. 2. If enhancements or editing of video recordings are required and not available in your area, refer to OM ch. 33.8., Audio and Video Recording Analysis for information on submissions, or the Audio and Video Analysis section.

10. Forensic Facial Imaging and Forensic Art

10. 1. A forensic facial imaging artist is qualified to create a composite image to assist in a criminal investigation.

10. 1. 1. They may also be able to perform facial reconstruction by recreating soft tissue features on a skull.

10. 2. Images created by forensic facial imaging artists have limitations, and will only be used as investigative aids.

NOTE: The investigator should always be aware of unintentional or deliberate errors by the witnesses that could have an impact on the investigation.

10. 3. Forensic facial imaging artists will not perform any comparisons.

10. 3. 1. For more information on the comparison of images, including images of faces, contact the Audio and Video Analysis section. Refer to OM ch. 33.8.

OM - ch. 36.1. Violent Crime Linkage Analysis System (ViCLAS)

Directive Amended: 2007-12-11

For information regarding this policy, contact Behavioral Sciences Br., Technical Operations Dir.

1. General
2. Submission Selection Criteria
3. Training and Qualifications
4. Quality Control
5. Data Entry
6. Remote/Satellite ViCLAS Sites
7. Linkage Analysis
8. Correspondence
9. Hold-Back Evidence

App. 36-1-1 Definitions of Terms Used When Referring to ViCLAS

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1. General

1. 1. Definitions applicable to this chapter are outlined in App. 36-1-1.

1. 2. ViCLAS links violent crime investigations through the collation and comparison of data to identify serial crimes.

1. 3. Any law-enforcement agency in Canada can contribute data to ViCLAS.

1. 4. Only ViCLAS Specialists will conduct the analysis of submissions. Specialists are located in all contract divisions.

EXCEPTIONS:

1. "G" and "V" Divisions are served by "K" Division;

2. "M" Division is served by "E" Division; and

3. "L" Division is served by "H" Division.

1. 4. 1. In Ontario, Specialists are located at the Orillia office, Ontario Provincial Police. In Quebec, Specialists are at the Montreal Headquarters complex, Sûreté du Québec.

1. 5. All ViCLAS cases must be reported on form 3364 to the division ViCLAS coordinator within 30 days of the investigation starting. For completion instructions, see the *ViCLAS Field Investigator's Guide*.

1. 6. For submission selection criteria, see sec. 2.

1. 7. Refer enquiries from municipal police to the division ViCLAS coordinator.

2. Submission Selection Criteria

2. 1. The ViCLAS coordinator will ensure that all cases accepted for entry on ViCLAS meet submission guidelines.

2. 2. Cases accepted for entry on ViCLAS must meet one or more of the following selection criteria:

2. 2. 1. solved or unsolved homicides or attempted homicides;

2. 2. 2. solved or unsolved sexual assaults or attempted sexual assaults;

EXCEPTION: Familial or domestic, unless there is unique or significant physical, sexual or verbal behaviour. See App. 36-1-1.

2. 2. 3. missing persons cases where foul play is suspected;

2. 2. 4. unidentified human remains, where foul play is suspected;

2. 2. 5. non-parental or attempted abductions;

2. 2. 6. false allegations of sexual assault or attempted murder;

2. 2. 7. solved or unsolved child luring or attempted child luring; or

2. 2. 8. there is reason to believe that the offender involved (known or unknown) may be responsible for other violent crimes or may offend or reoffend.

3. Training and Qualifications

3. 1. General

3. 1. 1. Each ViCLAS coordinator will establish data-entry and analysis training procedures for his/her unit that meet or exceed national standards.

3. 1. 2. In order to be certified trained and qualified, a data-entry trainee must be supervised for at least 120 hours by someone who has been certified trained and qualified in data-entry.

3. 1. 3. A Specialist trainee must be supervised for at least 480 hours by a certified trained and qualified ViCLAS Specialist. The period of supervision must include a period of data entry, quality control and case analysis. In addition, the specialist trainee must successfully complete the ViCLAS Specialist course.

3. 1. 3. 1. Of the 480 hours, there must be a minimum of 240 hours of analysis after successful completion of the ViCLAS Specialist Course.

3. 1. 4. Upon the successful completion of all the requirements of the ViCLAS certification process, the OIC ViCLAS will, on the recommendation of the ViCLAS coordinator, issue a ViCLAS Specialist certificate.

3. 1. 5. Data-entry and specialist personnel must be recommended to the ViCLAS coordinator by the person performing the supervision (not necessary in cases where the supervisor is the ViCLAS coordinator) and be approved by the ViCLAS coordinator.

3. 1. 6. At his/her discretion, the OIC ViCLAS may designate persons regularly performing data-entry or specialist functions before 1997-10-31, as trained and qualified.

3. 2. ViCLAS Supervisor

3. 2. 1. Upon completion of the initial or extended supervision period, recommend to the ViCLAS coordinator whether:

3. 2. 1. 1. you believe the trainee is trained and qualified to perform data entry without further direct supervision,

3. 2. 1. 2. an extended period of supervision is necessary and indicate how much additional time will be required, or

3. 2. 1. 3. the trainee will ever be able to perform the function without direct supervision.

3. 3. ViCLAS Coordinator

3. 3. 1. Upon completion of the initial or extended supervision period, and a review of the supervisor's recommendations, you have the discretion to:

3. 3. 1. 1. extend the supervisory period as needed,

3. 3. 1. 2. deem the trainee trained and qualified, or

3. 3. 1. 3. decline to deem the trainee trained and qualified.

3. 3. 2. If you deem the trainee trained and qualified, document same and forward a copy of the documentation to the trainee's personnel file.

3. 3. 3. If, after an extended supervision period, you decline to deem the trainee trained and qualified, the trainee will not be permitted to perform ViCLAS data-entry or analysis functions.

3. 3. 4. Upon completion of the training period, advise the OIC ViCLAS that:

3. 3. 4. 1. the trainee is trained and qualified, or

3. 3. 4. 2. the trainee has been unable to meet the minimum standards.

4. Quality Control

4. 1. General

4. 1. 1. The ViCLAS coordinator of each ViCLAS Center will:

4. 1. 1. 1. develop procedures to ensure that all information entered on the ViCLAS system is as accurate and complete as possible,

4. 1. 1. 2. establish a priority for each new case received, and

4. 1. 1. 3. determine which cases warrant analysis.

4. 2. Review

4. 2. 1. The ViCLAS reviewer/ViCLAS liaison coordinator/designate will examine every submission as soon as possible after its receipt and before the data entry process to ensure:

4. 2. 1. 1. all answers are accurate;

4. 2. 1. 2. it is as complete as possible, considering the information available; and

4. 2. 1. 3. it meets ViCLAS submission selection criteria.

4. 3. Editing

4. 3. 1. At the ViCLAS Center, in the event of error, omission or ambiguity, a reviewer may:

4. 3. 1. 1. make any necessary corrections to spelling and grammar, and correct obvious errors; and

4. 3. 1. 2. in consultation with the originating investigator, make any other required changes.

4. 3. 2. Any changes the ViCLAS Center makes to a ViCLAS submission:

4. 3. 2. 1. must be easily identifiable, e.g. red ink;

4. 3. 2. 2. must bear the name of the reviewer and the date of each change; and

4. 3. 2. 3. must be recorded on the ViCLAS Administrator Screen of the ViCLAS system.

NOTE: The originator of a submission must be notified of any substantive change made to the original submission.

4. 4. Rejection/Return of Submissions

4. 4. 1. Every effort should be taken to clear up quality control problems to prevent delays in processing submissions; however, the ViCLAS coordinator may return a submission to the originating agency if:

4. 4. 1. 1. in his/her opinion, returning the submission would be the most efficient or expedient method of completing it correctly;

4. 4. 1. 2. the submission duplicates a previous case submission; or

4. 4. 1. 3. the submission does not meet ViCLAS criteria.

5. Data Entry

5. 1. All data entry will be performed at provincial ViCLAS centers or a place approved by the OIC ViCLAS in consultation with the ViCLAS coordinator having jurisdiction.

5. 2. All data entry will conform to national data-entry conventions outlined in the *Data Entry Conventions Guide* and every submission will be subject to the quality control process outlined in sec. 4.

5. 3. The ViCLAS coordinator will ensure that all data will be entered on the ViCLAS system in a timely fashion by certified data-entry persons/specialists with a complete understanding of national ViCLAS data-entry conventions, or by persons under the direct supervision of fully trained and qualified ViCLAS staff.

5. 4. All series entered on ViCLAS will be approved by the ViCLAS coordinator/designate.

5. 5. Potential linkage series will be followed-up by contacting the originating investigator within 90 days of the first notification and no less than every six months thereafter, until the potential linkage has been confirmed, rejected or deemed dormant.

5. 6. All potential linkages will be reported to the OIC ViCLAS. See also sec. 7.

5. 7. The ViCLAS coordinator will ensure every submission that meets the ViCLAS criteria will be entered on the ViCLAS system in a timely fashion by fully trained and qualified ViCLAS staff who have a complete understanding of national ViCLAS data-entry conventions, or under the direct supervision of a certified data-entry person or specialist.

5. 8. The data-entry person will not modify or delete any information on the submission unless given prior approval by the ViCLAS coordinator/designate.

5. 9. Once a submission has been added to the ViCLAS database, no person will modify or delete any information on the database unless:

5. 9. 1. he/she is given prior approval by the ViCLAS coordinator, or

5. 9. 2. the information is from a supplementary report from the originating agency and has gone through the quality control process outlined in sec. 4.

5. 10. Once a submission has been entered on ViCLAS, an acknowledgment letter will be forwarded to the submitting agency to the attention of the originating officer.

6. Remote/Satellite ViCLAS Sites

6. 1. General

6. 1. 1. Each ViCLAS Center is responsible for establishing remote/satellite site policy within its respective jurisdiction, subject to approval from the National ViCLAS Policy Center.

6. 1. 2. Each ViCLAS Center that has a remote/satellite site will:

6. 1. 2. 1. ensure a Memoradum of Understanding outlining the duties and responsibilities of each party is jointly signed;

6. 1. 2. 2. ensure that all remote sites operate within established provincial and national ViCLAS policy guidelines;

6. 1. 2. 3. provide the necessary training for software, data entry and quality control;

6. 1. 2. 4. where possible, provide technical assistance locally;

6. 1. 2. 5. in consultation with the National ViCLAS Policy Center, remove any participating agency from the remote/satellite program; and

6. 1. 2. 6. ensure that only cases which meet the ViCLAS submission criteria are entered on the ViCLAS database.

6. 1. 3. Each provincial or municipal ViCLAS Center may use discretion as to who will participate as a remote/satellite site within its jurisdiction.

NOTE: Analyses of ViCLAS cases can only be done from a satellite site.

6. 2. Participating Agency

6. 2. 1. Every agency that is established as a remote/satellite site will:

6. 2. 1. 1. ensure a Memorandum of Understanding outlining the duties and responsibilities of each party is jointly signed;

6. 2. 1. 2. ensure all remote/satellite sites operate within established provincial and national ViCLAS policy guidelines;

6. 2. 1. 3. identify a ViCLAS coordinator to liaise, implement, maintain, and monitor the ViCLAS program within the agency;

6. 2. 1. 4. provide all technical hardware needed to meet the current requirement to effectively use current ViCLAS software;

6. 2. 1. 5. provide adequate staffing to effectively support its ViCLAS submission needs;

6. 2. 1. 6. ensure that only trained and qualified ViCLAS personnel have access to the ViCLAS database; and

6. 2. 1. 7. ensure that only cases which meet the ViCLAS submission criteria are entered on the ViCLAS database.

6. 2. 2. Every agency that participates as a remote/satellite site will be subject to quality reviews by the ViCLAS Center of jurisdiction and the National ViCLAS Policy Center, which may include visitations.

6. 2. 3. With reasonable justification, any agency participating in the remote/satellite program may be removed from the program at the discretion of the National ViCLAS Policy Center or the provincial ViCLAS Center of jurisdiction.

7. Linkage Analysis

7. 1. General

7. 1. 1. Each ViCLAS Center will conduct a review of each new submission to identify potential linkages to other similar crimes committed in Canada, or when deemed necessary, abroad.

7. 1. 2. The ViCLAS coordinator will ensure all persons performing ViCLAS analysis are police officers who are:

7. 1. 2. 1. fully trained and qualified to conduct ViCLAS analysis (specialist), or

7. 1. 2. 2. under the direct supervision of someone fully trained and qualified to conduct ViCLAS analysis (specialist trainee).

7. 2. Potential Linkage

7. 2. 1. Upon the identification of a potential linkage:

7. 2. 1. 1. have the linkage seconded by another ViCLAS specialist or criminal investigative analyst,

7. 2. 1. 2. document the corroboration or rejection of the second opinion, and

7. 2. 1. 3. advise the ViCLAS coordinator including case particulars.

7. 2. 2. If the ViCLAS coordinator agrees that a potential link exists, a letter will be sent to the originating investigators explaining the reasons.

7. 2. 3. Each submission that has been identified as a potential link will remain active until the originating investigator concludes that part of the investigation that deals with the potential linkage and notifies the ViCLAS unit of the results of that investigation.

7. 2. 4. Each case will be given a 90-day diary date for the ViCLAS Center to contact the originator to determine the results of the investigator's follow-up in relation to the potential link.

7. 2. 5. When the investigation has been concluded and the results of the investigator's follow-up have been received, the ViCLAS record will be updated to indicate:

7. 2. 5. 1. a confirmed linkage,

7. 2. 5. 2. a rejected linkage, or

7. 2. 5. 3. a dormant linkage.

7. 3. Confirmed Linkage

7. 3. 1. Confirmed linkages must be reported to the OIC ViCLAS at the National ViCLAS Policy Center within 30 days.

7. 4. No Linkage

7. 4. 1. If no linkage is made upon completion of a thorough case analysis, a letter detailing the results of the analysis will be sent to the contributing agency to the attention of the originating investigator.

8. Correspondence

8. 1. Each ViCLAS coordinator will establish adequate correspondence security measures.

8. 2. Contributing agencies will address correspondence as follows:

8. 2. 1. OIC ViCLAS Section, c/o ViCLAS Center;

8. 2. 2. ViCLAS Coordinator Unit/Section, c/o ViCLAS Center; or

8. 2. 3. NCO IC ViCLAS Unit/Section, c/o ViCLAS Center.

8. 3. Agencies participating in the remote/satellite site should forward all pertinent correspondence to the provincial ViCLAS Center.

8. 4. Subject to the discretion of the ViCLAS coordinator, all correspondence relative to a submission must be sent to the contributing agency, originating investigator or lead investigator, and a copy to the appropriate agency, bureau, region, or detachment.

8. 5. The ViCLAS coordinator will review and authorize all outgoing correspondence and retain a copy locally.

8. 6. Unless otherwise authorized by the ViCLAS coordinator, all case-related materials must be forwarded by courier or alternate secure means to protect their confidentiality.

8. 7. To ensure that information being released complies with Canadian legislation, requests from foreign governments, international organizations or their representative **must** be directed to the national policy center.

9. Hold-Back Evidence

9. 1. The ViCLAS coordinator will ensure that measures are in place to guard against the accidental, careless or deliberate disclosure of hold-back evidence to unauthorized persons or those who do not have a legitimate need to receive it.

9. 2. Only ViCLAS staff and persons authorized by the ViCLAS coordinator or the OIC National ViCLAS Policy Center who have a duty-related need for the information will have access to hold-back evidence.

9. 3. Hold-back evidence will not be released to anyone without the express consent of the lead investigator or a judicial order.

9. 4. The National ViCLAS Policy Center will maintain an electronic audit trail to record who has queried hold-back evidence and the purpose of the query.

9. 5. Disclosure of information identified as "hold-back" will only be released in accordance with guidelines set out in sec. 9.

References

- *Data Entry Conventions Guide*

Date Modified: 2007-12-11

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - App. 36-1-1 Definitions of Terms Used When Referring to ViCLAS

Back to chapter

Directive Amended: 2007-12-11

Confirmed linkage means an instance where ViCLAS cases are connected because they are proven to have been committed by the same offender.

Confirmed rejection means a situation whereby the follow-up of a potential linkage has conclusively ruled out that linkage.

Concurred potential means cases in the ViCLAS system where the originating agency and the ViCLAS Specialist concur that there is a high probability the crimes were committed by the same offender.

Domestic with regard to submission criteria #2, includes persons in an intimate live-in relationship that has some semblance of permanency, i.e. marriage or common law relationship.

Dormant potential means cases in the ViCLAS system where the follow up of a "potential linkage" cannot confirm or reject the linkage.

Familial with regard to submission criteria #2, includes persons related by blood or law, living together as a family in the same home or who have regular access to the family, e.g. father of a child or adopted child; divorcee with weekend access to his/her children.

Hold-back evidence means any part of a ViCLAS submission that the contributing investigator has identified as such due to its sensitivity or to the possibility that its disclosure could jeopardize the case. Also called "key fact evidence".

Investigator means any peace officer.

Lead investigator means any peace officer who has complete investigative responsibility for the direction of an investigation.

OIC ViCLAS means the OIC ViCLAS Program/National Program Manager/designate.

Originating investigator/agency means an investigator or agency who submits a ViCLAS form or questionnaire.

Potential linkage means cases in the ViCLAS system that are connected because, after careful analysis of all of the information available, the ViCLAS Specialist believes that there is a high probability the crimes were committed by the same offender.

Remote ViCLAS Site means an agency external to the provincial ViCLAS Center. The staff are trained according to national directives to quality control and enter data on ViCLAS cases. They also have the ability to view their own cases. Analysis of ViCLAS cases cannot be done from a remote site. The remote site falls under the direction and guidance of the NCO IC/OIC/delegate of the provincial ViCLAS Center.

Satellite ViCLAS Site means an agency external to the provincial ViCLAS Center. The staff are trained according to National directives. The agency can perform data entry, quality control and case analysis. A satellite ViCLAS site falls under the direction and guidance of the NCO IC/OIC/delegate of the provincial ViCLAS Center.

Series means two or more ViCLAS cases that have been connected because of confirmed or potential linkages.

Submission means any original or supplemental ViCLAS document.

ViCLAS coordinator means the OIC/NCO IC/designate of a provincial or municipal ViCLAS Center.

ViCLAS liaison coordinator means a person from any police service whose duties involve the coordination of the ViCLAS Program within his/her agency.

ViCLAS NCO means a noncommissioned officer within a provincial or municipal ViCLAS Center.

ViCLAS reviewer means a person who reviews ViCLAS submissions to ensure they meet established requirements.

ViCLAS Specialist means a peace officer of any rank in a police service, assigned to a ViCLAS Center, having completed all the requirements of the ViCLAS certification process.

ViCLAS staff means persons engaged in ViCLAS duties in a ViCLAS Center.

ViCLAS trainee means a peace officer of any rank in a police service assigned to a ViCLAS Center, who is being trained as a ViCLAS Specialist but who has not completed all the requirements of the ViCLAS certification process.

Back to chapter

Date Modified: 2007-12-11

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 37.14. 9-1-1 Calls

New Policy: 2019-07-24

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Roles and Responsibilities

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1. General

1. 1. The primary responsibility of a police officer when responding to a 9-1-1 call is the protection of life.

1. 2. Every 9-1-1 call will be considered to be an emergency until determined otherwise.

1. 3. A disconnected 9-1-1 call, or a radio broadcast stating 9-1-1 unknown problem, justifies:

1. 3. 1. a member's presence on the property;

1. 3. 2. a warrantless, forcible entry into a house; and

1. 3. 3. a search for injured persons or person in distress.

NOTE: Refer to R. v. Godoy, 1999.

1. 4. This policy also applies to calls for emergency assistance that are not received through the 9-1-1 system.

2. Roles and Responsibilities

2. 1. Member

2. 1. 1. When dispatched to a hang-up, abandoned, or open line 9-1-1 call, make an immediate patrol to the location where the call originated and attempt contact in person

with the caller and/or person in need of assistance. Refer to OM ch. 1.1., First Response Investigations.

2. 1. 2. When dispatched to a hang-up, abandoned, or open line 9-1-1 call originating from a wireless communication device or from which the physical location is not known, liaise with the Operational Communication Centre (OCC) to ensure every attempt is made to determine the specific location of the call.

2. 1. 2. 1. This may include contacting the service providers to determine if they are able to provide a specific location to attend.

2. 1. 2. 2. Ensure all efforts to determine the location of a 9-1-1 call are documented on the records management system (RMS).

2. 1. 3. A 9-1-1 call forms reasonable grounds to believe that the caller is in some distress and requires immediate assistance.

2. 1. 3. 1. A member attending the location of the origin of a 9-1-1 call is authorized to enter the location to ensure the safety and security of anyone present.

2. 1. 3. 1. 1. All investigative avenues must be exhausted to appropriately assess what assistance or further investigation is required.

NOTE: It is not sufficient to take the word of a person at the location that there is no emergency.

2. 1. 3. 2. If a forcible entry is required, reasonable attempts should be made to consult with a supervisor about where it is reasonable to do so.

2. 1. 3. 3. A 9-1-1 call constitutes urgent circumstances which could justify a forcible warrantless entry without making a prior announcement.

2. 1. 3. 4. A warrantless entry to the location must be limited to searching for and locating the caller or person in distress, determining the reason of the call, and providing assistance, if required.

2. 1. 3. 5. Upon a warrantless entry, subsequent investigation may provide reasonable grounds to effect an arrest in the residence.

NOTE: The entry does not provide broad search and seizure powers.

2. 1. 3. 6. Update the OCC.

2. 1. 4. Refer to OM ch. 20.7., Diplomatic Immunity when:

2. 1. 4. 1. a 9-1-1 call is from a Foreign Mission, including Embassies, High Commissions, and Consulate premises; or

2. 1. 4. 2. dealing with individuals who claim immunity.

2. 2. Supervisor

2. 2. 1. Confirm that 9-1-1 calls are responded to immediately.

2. 2. 2. Provide the necessary support and guidance to responding members.

2. 2. 2. 1. On the file, document actions and direction provided to the members.

2. 2. 2. 2. If required, ensure that the necessary support units have been contacted. If practicable, attend the scene.

2. 2. 3. Confirm that the details of the investigation are properly and thoroughly documented in the RMS.

2. 3. Unit Commander

2. 3. 1. Confirm through supervision, file review, and the Unit Level Quality Assurance (ULQA) process that members have read and are adhering to this policy.

2. 3. 2. Report all incidents that are included in OM ch. 46.1., National Operations Centre, sec. 4.1.1.

References

- OCCM ch. 1., Operational Communications Centre (OCC) Standard Operating Procedures
- OM ch. 16.9., Backup
- OM ch. 1.1., First Response Investigations

Date Modified: 2019-07-24

OM - ch. 37.6. Victim Assistance

Contact Information Amended: 2020-11-20

For information regarding this policy, contact Vulnerable Persons Unit, National Crime Prevention and Indigenous Policing Services, Contract and Indigenous Policing.

Policy Amended: 2018-06-05

- 1. Definitions
- 2. General
- 3. Division
- 4. Roles and Responsibilities
- App. 37-6-1 Victim Services Referral Process

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1. Definitions

1. 1. **High Risk Victim** for victim assistance means the person may be in immediate danger due to their own vulnerability or they are involved in dangerous activities and or frequenting or residing in dangerous environments, either by personal choice or circumstances.

1. 2. **Police-based Victim Services** means victim services personnel located in an RCMP detachment, who use RCMP office equipment and supplies. The personnel must have an RCMP Reliability Status (RRS) security clearance and be under the supervision of the detachment commander or delegate.

1. 3. **Persons offence** means an aggressive act or threat of violence against a person, including but not limited to, all categories of assaults, sexual offences, threats of bodily harm, acts of terrorism, human trafficking, property offences causing danger to life, harassment, and driving offences where persons are injured or killed.

1. 4. **Proactive referral** means a referral made without consent, to Victim Services under one of the five circumstances listed in sec. 4.1.4.

1. 5. **Safety Plan** means a personalized, practical plan that is designed to aid in keeping an individual safe, including, but not limited to transporting the victim to a safe place, contacting a friend or family member, the use of code words, and referrals to community partners. As the victim's needs vary throughout the investigation, note that safety plans can be modified or enhanced to meet the needs of the client.

1. 6. **Victim** means a person who has suffered physical or emotional harm, property damage, or economic loss as a result of the commission or alleged commission of an offence. Victim is also defined in Sec. 722, *Criminal Code*.

1. 7. **Victim Services Coordinator** means the designated person, who may be a regular member or a civilian employee, in the detachment or district area that is responsible for overseeing the Victim Services Program.

1. 8. **Victim Services Organization** (VSO) means, as per the *Canadian Victims Bill of Rights* (CVBR) and paragraph 57(1), *RCMP Regulations*:

1. 8. 1. an organization that is certified by the provincial or territorial director or manager of Victim Services in the province in which it operates; and

1. 8. 2. that it complies with the province's security clearance requirements, and the handling, transmission, transportation, storage, and destruction of personal information; and

1. 8. 3. that it must be recognized by the commanding officer of the division that is located in the province or territory as an organization that may receive information as per the CVBR and paragraph 57(1), *RCMP Regulations*.

1. 9. **Victim Services Program** means a program that is designed to assist victims and may be provided or funded by the provincial or territorial government.

1. 10. **Vulnerable Victim** refers to any person or group that is susceptible to physical or emotional injury or harm.

2. General

2. 1. The RCMP recognizes Victim Services to be an integral component of the continuum of comprehensive police services that we deliver to the citizens of Canada.

2. 2. Victims must be treated with courtesy, compassion, and respect in accordance with the core values of the RCMP and the Canadian Statement of Basic Principles of Justice for Victims of Crime.

2. 3. The RCMP supports victim services programs and will share relevant information with the programs as per the *Privacy Act*, *Canadian Victims Bill of Rights* (CVBR), *RCMP Regulations*, and provincial or territorial victims of crime and victim compensation acts so that victims may be informed of information and services to which they are entitled.

2. 4. Timely involvement of Victim Services is critical to the preservation of peace and prevention of crime. It is an integral part of the prevention and reduction of victimization and potential re-victimization and is an obligation of the RCMP. Refer to Sec. 18., Duties and 20., Arrangements with Provinces, *RCMP Act*.

2. 5. Members, victim services coordinators or victim services personnel should be aware of the rights the CVBR provides victims:

2. 5. 1. Right to Information - Victims have the right to information about the criminal justice system, victim services programs, and specific information about the progress of their case and the status of the person who harmed them.

2. 5. 2. Right to Protection - Victims have the right to have their security and privacy considered at all stages of the criminal justice process, reasonable and necessary measures to protect them from intimidation and retaliation, and an enhanced ability to protect their identity from public disclosure.

2. 5. 3. Right to Participation - Victims have the right to convey their views and have them considered at various stages of the criminal justice process, e.g. victims have the right to submit a victim impact statement to the court describing the impact the crime has had on them.

2. 5. 4. Right to Restitution - Victims have the right to seek a restitution order in all offences for readily ascertainable losses. Victims also have the right to have this order enforced as a civil debt in cases where the offender does not pay.

NOTE: Members, victim services coordinators or victim services personnel should provide victims with access to information regarding the CVBR, e.g. resource contact information, websites, pamphlets, cards, brochures.

2. 6. Members must familiarize themselves with their obligations under the CVBR as it relates to the rights of victims. Failure to do so may result in a complaint to the RCMP or the Civilian Review and Complaints Commission.

2. 7. All law enforcement agencies and correctional facilities are bound by the CVBR.

2. 8. The RCMP provides specific information to Victim Services to fulfill its obligation under the CVBR and the provincial or territorial victims of crime acts and to enable victim services programs to safely contact victims of crime.

3. Division

3. 1. Divisions requiring Memorandum of Understandings (MOUs) are subject to the Treasury Board of Canada Secretariat's *Directive on Privacy Impact Assessment* and must be approved by National Criminal Operations.

3. 2. Divisions may share specific information with Victim Services if the victim consents to their information being shared via a referral.

3. 3. The proactive referral information shared with Victim Services without a victim's consent should be limited to information necessary to make contact with the victim while seeking to ensure the safety of both the victim and the victim services worker including:

3. 3. 1. the victim's name, age, gender, address, telephone number, language preference, and any other contact information necessary to facilitate contact with them;

3. 3. 2. the victim's relation to the accused;

3. 3. 3. the type of crime alleged to have been committed against the victim and the charge, if laid;

3. 3. 4. whether the accused, if charged, has been released, and if so, what conditions have been imposed, or are being held pending a bail hearing; and

3. 3. 5. a statement of whether the victim has been informed that information about them is being provided to Victim Services.

NOTE: In the case of a child, the vulnerable, or a deceased victim, the names and contact information of the victim's parent, guardian or next of kin may be provided.

3. 4. The RCMP may also disclose to Victim Services Organizations (VSOs) information of a third party, involved in the crime, offence or other incident.

NOTE: In limited circumstances, the member may disclose some personal information about the suspect (e.g. name, age and description) where it is necessary to ensure the safety of the victim assistance worker.

4. Roles and Responsibilities

4. 1. Member

4. 1. 1. Inform victims of the services provided by Victim Services and make an offer for referral using a referral script such as the following:

"*I would like to advise you that as a victim or witness, you have legal rights under the Canadian Victims Bill of Rights (CVBR) and any victims of crime act in existance in this province or territory. I am going to advise Victim Services about this incident and provide them with your contact information. Victim Services is a confidential service that will further advise you of your legal rights, and will provide you with information about your case, keep you informed and offer support. Is that okay?*"

4. 1. 2. If the victim consents to a referral for their information to be shared with the victim service program, refer to App. 37-6-1, Victim Services Referral Process for the referral process.

4. 1. 2. 1. Complete Form 5151, Victim Services Referral, or the accepted form used in your jurisdiction, and submit it to Victim Services as per divisional or detachment directives.

4. 1. 3. Document on the operational file when victim services has been offered and whether the victim accepted or declined.

4. 1. 4. If the victim does not or is unable to consent to a referral to Victim Services, consider a proactive referral as per paragraph 57(1), *RCMP Regulations*, when there is reasonable grounds to believe that:

4. 1. 4. 1. the person has suffered, or is at risk (vulnerable) of suffering physical or emotional harm or economic loss as a result of a crime, offence or other incident that has been investigated by the RCMP, such as a person's offence or a serious property offence; and or

4. 1. 4. 2. the support of a VSO is necessary to preserve the peace, prevent commission of a crime or an offence.

4. 1. 5. Document the specific circumstance by checking the applicable box on Form 5151 and submit it to Victim Services through the appropriate channel, as outlined in divisional or detachment directives.

4. 1. 6. When making a proactive referral, inform the victim, where appropriate, that a referral will be made to Victim Services and they will be contacting them to offer assistance and support.

4. 1. 7. Ensure that the victim has been informed of the status of the investigation, in accordance with the CVBR, regardless of whether or not an arrest has been made or a charge has been laid.

4. 1. 8. Occurrences involving victim services referrals will include Uniform Crime Reporting Scoring to reflect whether a referral was made with or without consent.

4. 1. 9. If a victim services program does not exist in your area, follow-up with the victim and provide information in accordance with applicable provincial or territorial victims of crime legislation.

4. 1. 10. Before victim services personnel attend a scene, assess risk and ensure the scene or situation is safe before engaging their services.

4. 2. Member, RCMP Victim Services Coordinator or Victim Services Personnel

4. 2. 1. Familiarize yourself with the victim services available in your area and the services they provide.

4. 2. 2. Through consultation with the victim, establish a safety plan.

4. 2. 3. When investigating serious offences, e.g. aggravated assault, child abuse, or homicide, develop a schedule in consultation with the family and or reporting party to provide updates on the status of the investigation.

4. 2. 4.. Ensure that the victim has been advised of the status of any judicial proceedings, including but not limited to: bail hearings, remands, and first appearance dates.

4. 2. 5. Ensure that the victim has been informed of their right to seek restitution.

4. 2. 6. Ensure all follow-up with the victim is documented on the operational file by the member.

4. 3. Supervisor or Detachment Commander

4. 3. 1. Provide members with information about the victim services programs or VSOs available in the area.

4. 3. 1. 1. Provide members with information regarding provincial or territorial victims of crime legislation.

4. 3. 2. When reviewing operational files, confirm that victim services referrals have been made where applicable and appropriately documented on the file.

4. 3. 3. Where a victim services referral should have been made and has not been indicated on the operational file, follow-up with the member to ensure a referral is made and properly documented on the file.

4. 3. 4. Ensure that the member, victim services coordinator or victim services personnel has completed all of their roles and responsibilities as per sec. 4.1., Member as required, and that they have documented all follow-up with the victim on their respective records management system.

4. 4. Divisional Criminal Operations Officer or Delegate

4. 4. 1. Engage provincial prosecution services and provincially sanctioned victims services and approved VSOs to ensure that roles and responsibilities are clearly established concerning: information-sharing processes with victims, e.g. juridical interim release and other application juridical processes, restitution, victim impact statements, victim court appearances, protection and prevention.

4. 4. 2. Consider establishing an MOU with key stakeholders, e.g. those identified in sec. 4.4.1., that outlines the agreed upon roles and responsibilities.

4. 5. Commanding Officer or Delegate

4. 5. 1. Responsible for recognizing and approving VSOs as an organization that may receive information for the purposes of sec. 4.1.4., where the RCMP are investigating a crime, offence or other incident, or where the RCMP's assistance was provided.

4. 5. 2. When approving a VSO, the CO will take into consideration any information they may have become aware of in the course of their duties.

References

- *Canadian Charter of Rights and Freedoms*
- Section 4.2.d., Provincial Police Services Agreement

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 37.9. AMBER Alert

Directive Amended: 2015-11-09

For information regarding this policy, contact the National Centre for Missing Persons and Unidentified Remains at [redacted: Irrelevant]

1. General
2. Commanding Officer/delegate

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1. General

1. 1. AMBER Alert is a voluntary cooperative program between police and broadcasters that sends an emergency alert to the public when a child has been abducted and is believed to be in grave danger.

1. 1. 1. The AMBER Alert program provides the public with immediate, up-to-date information about child abductions through media broadcasts, social media, and an opt-in text messaging program that Canadians can sign up for online at www.wirelessamber.ca.

1. 1. 2. An AMBER Alert may only be activated by police, and is intended for the most serious and time-critical abduction cases. They are designed to solicit the public's help with the safe and swift return of the child.

1. 2. AMBER Alert programs are in place in all ten provinces; they have not yet been established in the three territories.

1. 2. 1. There is a national protocol in place for the extension of AMBER Alerts across provincial borders, when appropriate.

1. 2. 2. There are protocols in place between the provincial programs and their border states for the extension of AMBER Alerts into the United States, when appropriate.

1. 3. Before an AMBER Alert is activated, a specific set of circumstances must exist. Activation criteria vary between provinces. These criteria must be clearly outlined in divisional directives.

1. 4. Training for investigators on the use of AMBER Alerts is available through an Agora online course: Missing Persons and Unidentified Remains (MPUR): Child Abduction – AMBER Alert.

2. Commanding Officer/delegate

2. 1. Ensure that activation criteria and protocols are clearly outlined in divisional directives.

2. 1. 1. Ensure that contact information for the provincial AMBER Alert Coordinator is readily available to investigators.

2. 2. Ensure that appropriate communication resources are available to accommodate the numerous responses that could be received following an AMBER Alert.

2. 3. Forward a detailed report of any activated AMBER Alert to the National Centre for Missing Persons and Unidentified Remains at GroupWise address NCMPUR@rcmp-grc.gc.ca.

2. 4. Periodically test AMBER Alert protocols and ensure contact lists are up-to-date.

References

Date Modified: 2015-11-09

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 38.1. Aboriginal Policing Services

Directive Amended: 2011-09-28

For information regarding this policy, contact National Aboriginal Policing Services, Contract and Aboriginal Policing at [redacted]

1. Policy
2. General
3. Aboriginal Consultative Committee/Group
4. Commanding Officer's Aboriginal Advisory Committee
5. Commissioner's National Aboriginal Advisory Committee
6. Aboriginal Pre-Cadet Training Program (APTP)

App. 38-1-1 Commissioner's National Aboriginal Advisory Committee Members

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1. Policy

1. 1. In partnership with the representatives of aboriginal communities, the RCMP will provide practical, unique and culturally appropriate policing services that are based and reviewed against the needs and recommendations of these communities.

2. General

2. 1. Where so requested by communities with a high concentration of aboriginal peoples, i.e. First Nations, Inuit, non-status and Metis, the RCMP will endeavour to deploy members with identical or similar ethnic and cultural backgrounds as part of the aboriginal policing component.

3. Aboriginal Consultative Committee/Group

3. 1. In each Aboriginal community, the commander will create an Aboriginal Consultative Committee/Group from persons representing the aboriginal population, e.g. elders, women, youth and band, hamlet or community councils.

3. 2. While a member can be part of a committee/group, he/she should not be the chairperson.

3. 3. The purpose of the committee is to improve dialogue and social interaction between the police and aboriginal people through a formal communication structure. It also provides an opportunity for the community to contribute to policy-making decisions affecting the community.

3. 4. Records of meetings must be kept for audit purposes.

3. 5. The commander/delegate will deliver a monthly policing report, orally and in writing, to the band chief/mayor and council in compliance with division policy.

4. Commanding Officer's Aboriginal Advisory Committee

4. 1. In each division, the CO will create an Aboriginal Advisory Committee from persons representing the aboriginal population, e.g. elders, women, youth and band, hamlet or community councils.

4. 2. The purpose of the committee is to improve dialogue and social interaction between the police and aboriginal people through a formal communication structure. The committee also provides an opportunity for communities to contribute to policy-making decisions affecting the division.

4. 3. Records of meetings and minutes must be kept for audit purposes and a copy forwarded after each meeting to National Headquarters, ATTN: National Aboriginal Policing Services.

5. Commissioner's National Aboriginal Advisory Committee

5. 1. This committee is comprised of 13 aboriginal people who meet with the Commissioner and RCMP senior management twice a year. The committee provides the Commissioner with strategic advice and cultural perspective on matters pertaining to the delivery of the highest quality of aboriginal policing services.

5. 2. For the list of committee members, see App. 38-1-1.

6. Aboriginal Pre-Cadet Training Program (APTP)

6. 1. General

6. 1. 1. The APTP provides summer employment for Aboriginal Youth, exposing them to a broad range of policing issues and responsibilities.

6. 1. 2. Students will not be exposed to hazardous situations. The member is accountable if he/she fails to conduct a proper risk assessment including the abilities of the student.

6. 1. 3. COs/delegates are responsible for selecting and hiring the successful candidates, and for managing the division APTP.

6. 1. 4. Students will wear a uniform while on duty. For entitlements, see UDM App. 6-2.

EXCEPTION: When he/she is accompanying an RM on plainclothes duty.

6. 1. 5. The RMs assigned to supervise the students are selected based on their demonstration of the core competencies, particularly in the area of leadership.

NOTE: Supervising RMs must obtain a score of 80% on the Managing Safely Course available from the division summer student program coordinators on CD or through the Infoweb, RCMP U Online.

6. 2. Qualifications

6. 2. 1. Students must be Aboriginal, Metis or Inuit and verification is required.

6. 2. 2. Students can be selected from university/college career placement centers or from Aboriginal, Metis or Inuit communities. Preference is given to students who have completed more than one year of postsecondary studies.

6. 2. 3. Students must provide proof of current university/college registration (if applicable), and must be Canadian citizens, at least 18 years old before engagement, and be in good physical condition. Students must undergo medical examinations by a qualified medical practitioner and the results recorded on Form 3380.

6. 2. 4. Students must be of good character and pass an enhanced reliability operational check.

6. 2. 5. Students with demonstrated abilities who are continuing their postsecondary education to become an RM can be employed on an ongoing basis.

6. 2. 6. Relatives of RCMP members will not be given preference in the selection process.

6. 3. Hiring Procedures

6. 3. 1. General

6. 3. 1. 1. The following forms must be completed before a student is engaged in the APTP:

6. 3. 1. 1. 1. Forms 1800, 1980, 3380, 2344, A-323 (retained by division), C-216C, TBS/SCT 330-47 and TD-1-IN;

6. 3. 1. 1. 2. Oath of Secrecy, worded similarly to Form A114B; and

6. 3. 1. 1. 3. identification card Form 1446, available from National Communication Services, containing the required pertinent information.

6. 3. 1. 1. 3. 1. For security reasons, this card must be destroyed by the unit commander upon termination of the student's employment.

6. 3. 2. S&PO

6. 3. 2. 1. Contact National Aboriginal Policing Services to ensure funding has been established for upcoming APTP fiscal year.

6. 3. 2. 2. If necessary, advertise the program in university/college career placement centers and in Aboriginal, Metis and Inuit communities.

6. 3. 2. 3. Interview students selected on the basis of their qualifications and desire to become a member. Notify all unsuccessful candidates.

6. 3. 2. 4. Ensure that you meet your division position allotment. If unable to fill these positions, inform National Aboriginal Policing Services.

6. 3. 3. Div. Sec. O.

6. 3. 3. 1. Conduct an enhanced reliability operational check in accordance with SM Part 1.

6. 3. 3. 2. See sec. 6.3.1.1. for a list of engagement documents.

6. 3. 4. Regional/Divisional Corporate Management Officer

6. 3. 4. 1. Ensure that sufficient unencumbered funds are available for student engagements.

6. 3. 4. 2. Monitor expenditures to ensure that only salaries, vacation pay and other salary-related benefits are charged to this program.

6. 4. Pay and Benefits

6. 4. 1. See AM II.31.

6. 4. 2. The hourly rate will be reviewed annually.

6. 4. 3. Vacation pay is at the rate of four percent of salary.

6. 4. 4. Refer to AM II.31.K. for designated paid holiday premium pay.

6. 4. 5. Students employed at an isolated post will receive allowances as outlined in the Isolated Posts Directive.

6. 4. 6. Students are entitled to shift premium (see AM II.4.J.4.) and other benefits given to TCEs, see AM II.31.

6. 4. 7. Students are employed for a maximum of 637.5 hours. They may be employed on 8-, 10- or 12-hour shifts.

6. 4. 7. 1. Program funds do not permit payment of total wages in excess of 37.5 hours a week for a 17-week period (37.5 hours x 17 weeks = 637.5 hours-total hours payable to each student).

6. 4. 7. 2. No overtime funds are available from the program. When exceptional circumstances exist and a student exceeds the total number of hours payable from the program funds, the student is entitled to payment, which must come out of the division overtime budget.

6. 4. 7. 3. If a student wishes to work in excess of the total hours payable from the program funds, this overtime is voluntary.

6. 4. 8. If a student is required to attend court after termination of employment in the program, the rate of pay will be the hourly rate (plus benefits) for the additional hours employed. This must be paid by the division and not through APTP funds. See AM II.4.J.5.

6. 4. 9. The RCMP is responsible for the health and safety of all students.

6. 4. 9. 1. Students must provide proof that they are covered by provincial health insurance.

6. 4. 9. 2. Students are covered under the *Government Employees Compensation Act*.

6. 4. 9. 3. Students are not members of the RCMP within the meaning of Sec. 2, *RCMP Act*, and therefore are not eligible for benefits under the Supplementary Income Benefit Plan for Survivors of Members of the RCMP Killed on Duty, the Long-Term Disability Insurance Plan, or the Pension Act.

6. 4. 10. One-time return travel costs are reimbursable for students to proceed to the worksite, if employed outside the unit of work area.

6. 4. 11. Students are responsible for obtaining their own accommodation.

6. 5. Terms of Engagement

6. 5. 1. The students are hired as TCEs under the authority of the Sec. 10(2), *RCMP Act*. They are employed for a period of 17 weeks from May to September.

6. 5. 2. They are appointed peace officers pursuant to Sec. 7(1)(d), *RCMP Act*. Students, in their conduct, will be guided by and conform with the *RCMP Act*, Part I (Sec. 7 and 10) and Part VII. Failure to comply could result in dismissal in accordance with the standard practice for termination.

6. 5. 3. If the conduct of a student warrants it, dismissal or discharge procedures will be initiated through channels urgently.

6. 6. Duties

6. 6. 1. Students are an aid to RCMP municipal, provincial and territorial personnel by providing community-based initiatives in partnership with our Aboriginal communities and

can assist in low risk, non-emergency and civil emergency situations under the direct supervision of an RM.

6. 6. 2. Students will not be employed on full-time office or clerical duties.

6. 6. 3. Students will not initiate enforcement actions/procedures as they are not trained to the same level as an RM. They will not be used in the role as first responder to any incident requiring special skills and intervention practices (i.e. complaints involving violent acts, domestic assaults, situations where violence is inevitable, chemical, biological, radioactive and nuclear incidents or where there exists the potential for grievous bodily harm).

6. 6. 4. Students will not be involved in domestic disputes, complaints involving firearms, or situations where violence is likely or in any situation that places them at risk, such as emergency vehicle operations, search warrant execution and guarding of prisoners.

6. 6. 5. Non-enforcement activities may include the promotion of community-based initiatives that contribute to safer and healthier Aboriginal communities such as community and crime preventions, school talks, bike rodeos, Aboriginal day or provide a community presence with on-duty members.

6. 6. 6. Students may operate police transport in a non-operational function, subject to:

6. 6. 6. 1. the approval of the CO;

6. 6. 6. 2. verification by the student's supervisor that he/she holds a valid driver's license to operate a police transport and is a competent driver;

6. 6. 6. 3. being accompanied by an RM in a marked police transport; and

6. 6. 6. 4. not operating a police transport under hazardous conditions, e.g. emergency vehicle operation.

6. 6. 7. Students operating RCMP transport will be afforded indemnification protection under the Treasury Board Policy on the Indemnification of and Legal Assistance for Crown Servants, provided the student is:

6. 6. 7. 1. operating the transport while on duty,

6. 6. 7. 2. acting within the scope of his/her employment duties, and

6. 6. 7. 3. acting honestly and without malice.

6. 6. 8. In the event of a mishap, should a student be operating police transport beyond the criteria outlined in sec. 6.6.6., the provisions of AM VIII.2. are applicable and the student may be subject to a demand for recovery of all or part of the Crown's loss.

6. 7. Training and Supervision

6. 7. 1. Member

6. 7. 1. 1. Ensure students are competent in performing the tasks they are trained to perform. Record in the student's notebook and your own, the instructions given and the manner in which the duties were performed.

6. 7. 2. Commander

6. 7. 2. 1. Ensure supervising members have successfully completed the Managing Safely training package and that the test results are forwarded to the Director, Occupational Health and Safety Directorate (if taken by CD) for inclusion on HRMIS. See also the NOTE at sec. 6.1.5.

6. 7. 2. 2. Every month, review and initial the student's notebook, record of instructions and demonstration of abilities as outlined in sec. 6.7.1.1.

6. 7. 3. Division Coordinator

6. 7. 3. 1. Ensure training has been completed at "Depot" Division for each student. Obtain an evaluation on the student from "Depot" Division identifying strengths, weaknesses and supervision level needed. Forward a copy of the evaluation and supervision level needed to the respective commander.

6. 7. 3. 2. Ensure the program objectives and job functions are outlined clearly to students and their supervisors.

References

Date Modified: 2011-09-28

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OM - App. 38-1-1 - Commissioner's National Aboriginal Advisory Committee Members

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Directive Amended: 2006-08-15

Ms. Judith Clark Irrelevant Personal Information	Irrelevant Personal Information
Mr. Samuel Lafford Irrelevant Personal Information	
Ms. Tina Armstrong Irrelevant Personal Information	
Mr. Brian McLeod Irrelevant Personal Information	
Mr. Roger Ratt Irrelevant Personal Information	

Mr. Francis (Butch) Wolfleg Irrelevant Personal Information	Irrelevant Personal Information
Ms. Marion Radawetz Irrelevant Personal Information	
Ms. Rosemarie Wilson Irrelevant Personal Information	
Ms. Beatrice Lepine Irrelevant Personal Information	
Ms. Joanna Quassa Irrelevant Personal Information	

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Date Modified: 2006-08-15

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National Home > OM - ch. 38.2. Bias-Free Policing

OM - ch. 38.2. Bias-Free Policing

Directive Amended: 2011-09-28

For information regarding this policy, contact National Crime Prevention Services, Contract and Aboriginal Policing Services Dir. at [redacted]

1. General
2. Definitions
3. Employee
4. Detachment Commander/Supervisor
5. Commanding Officer/Cr. Ops. Officer

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1. General

1. 1. Pursuant to the *Canadian Charter of Rights and Freedoms*, the *Canadian Human Rights Act*, sec. 37, *RCMP Act* and sec. 48, *RCMP Regulations*, RCMP members will provide equitable policing services to all people, while respecting diversity, as outlined in the bias-free policing definition in sec. 2.1.

1. 2. Bias-free policing supports the RCMP's mission, vision, values and commitments, which includes the RCMP's principles of community policing.

1. 3. Racial profiling includes any action or increased scrutiny against an individual based on his/her race, colour, ethnic or national origin.

1. 4. All operational and administrative directives must comply with the bias-free policing directives.

1. 5. Bias-free policing does not preclude the RCMP from conducting when necessary, specialized activities including the legitimate use of relevant information, indicators or the examination of behaviour to support police actions against criminal or potential criminal activity. These activities may include threat assessments, sex-offender profiling, intelligence/criminal analysis, geographical profiling or scientifically based information gathering, e.g. fingerprints and future biometric technology, permitted by law. Personal characteristics, listed in sec. 2.1., are never indicators of criminal activity.

1. 6. To identify a suspect, employees may continue to use observable physical descriptors, e.g. height, weight, hair and eye colour, an individual's race, skin colour or ethnicity, if such factors are relevant to describing a suspect.

1. 7. The principles of bias-free policing must be reflected in all employee relationships and in recruitment, cadet field training and in-service training.

2. Definitions

2. 1. **Bias-free policing** means equitable treatment of all persons by all RCMP employees in the performance of their duties, in accordance with the law and without abusing their authority regardless of an individual's race, national or ethnic origin, colour, religion, gender, sexual orientation, marital status, age, mental or physical disability, citizenship, family status, socio-economic status, or a conviction for which a pardon has been granted.

2. 2. **Racial or colour profiling** means attributing certain criminal activity to an identified group in society on the basis of race or skin colour resulting in the targeting of individual members of that group. Racial profiling may be consciously or unconsciously held.

2. 3. **Employee** includes all ranks, levels, and categories of persons employed by the RCMP.

3. Employee

3. 1. Do not engage in racial profiling.

3. 2. Provide all police services in accordance with the definition of bias-free policing. See sec. 2.1.

3. 3. You will be held accountable for, and must be able to articulate, the reasons for your actions.

3. 4. Immediately report to your supervisor/detachment commander, all allegations and observed incidents by employees in contravention of the bias-free policing policy.

4. Detachment Commander/Supervisor

4. 1. Ensure that employees under your command act in accordance with the bias-free policing policy and that your direction complies with these directives.

4. 2. Biased behaviour, intentional or unintentional, requires immediate intervention or investigation.

4. 3. For early prevention or intervention, consult with community leaders on issues of mutual concern and continue to establish community partnerships, e.g. with community leaders, community consultative groups, outreach programs.

4. 4. Immediately report all incidents/allegations in contravention of bias-free policing to your Commanding Officer/Cr. Ops. Officer. Include the following headings in your report: issue, background, current status, recommendation/strategic advice.

5. Commanding Officer/Cr. Ops. Officer

5. 1. Report all incidents/allegations in contravention of bias-free policing to the OIC National Crime Prevention Services.

References

- *Policing a Country Within a City*, Toronto Police Service Study
- United Nations Code of Conduct For Law Enforcement Officials - Article 1 and 2
- Brown v. Durham Regional Police Force (1998), 43 O.R. (3d) 223

- Hum v. RCMP (1986), 8 CHRR D/223 (F.C.A.)
- R. v. Villatoro (2002) B.C.J. No. 2293 (Prov. Ct.)
- R. v. Campbell (2005) Q.J. No. 394 (C. of Qbc)
- R. v. Byfield (2005) O.J. No. 228 (O.C.A.)
- RCMP Contract and Aboriginal Policing
- Human Rights Code

Date Modified: 2011-09-28

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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OM - ch. 38.2. Bias-Free Policing

Policy Amended: 2020-10-21

For information regarding this policy, contact Vulnerable Persons Unit, National Crime Prevention and Indigenous Policing Services, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities

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1. Definitions

1. 1. **Bias-free policing** means equitable treatment of all persons by all RCMP employees in the performance of their duties, in accordance with the law and without abusing their authority regardless of an individual's race, national or ethnic origin, skin colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, citizenship, socio-economic status, genetic characteristics, disability, or conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

1. 2. **Employee** means all ranks, levels, and categories of persons employed by the RCMP.

1. 3. **Gender expression** is how a person publicly presents their gender. This can include behaviour and outward appearance such as clothing, hair, make-up, body language, and voice. A person's chosen name and pronouns are also common ways of expressing gender.

1. 4. **Gender identity** is each person's internal and individual experience of gender. It is their sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally independent from a person's sexual orientation.

1. 5. **Racial profiling** means attributing certain criminal activity to an identified group in society on the basis of race or skin colour, resulting in the targeting of individual members of that group. Racial profiling includes any action or increased scrutiny towards an individual based on their actual or perceived race, national or ethnic origin, skin colour, or religion, or

any combination of these grounds. Racial profiling may be consciously or unconsciously held.

2. General

2. 1. Pursuant to the *Canadian Charter of Rights and Freedoms*, the *Canadian Human Rights Act*, the *RCMP Act*, section 37 and 48, and the *RCMP Regulations*, RCMP employees provide equitable policing services to all people, while respecting diversity, as outlined in sec. 1.1.

2. 2. Bias-free policing supports the RCMP core values, which include the RCMP's principles of community policing.

2. 3. All operational and administrative polices must comply with this policy.

2. 4. Bias-free policing does not prevent the RCMP from conducting, when necessary, specialized activities including the legitimate use of relevant information, indicators, or the examination of behaviour to support police actions against criminal or potential criminal activity.

2. 4. 1. These activities may include threat assessments, sex-offender profiling, intelligence and/or criminal analysis, geographical profiling, or scientifically based information gathering, for example, fingerprints and future biometric technology, permitted by law.

2. 4. 1. 1. Personal characteristics, such as those listed in sec. 1.1., are never indicators of criminal activity.

2. 5. To identify an individual, employees may continue to use observable physical descriptors (for example, height, weight, hair and eye colour, an individual's perceived race, skin colour, ethnicity, and sex or perceived gender) but only when the descriptor is part of a specific person's description or can be inferred from the description, based on sufficiently trustworthy and relevant information.

2. 5. 1. If practical, an individual should be consulted privately about how they express and identify their gender as per the *Canadian Human Rights Act*, and if practical, be given the opportunity to state, if they choose to, how they identify and express their gender.

2. 6. The principles of bias-free policing must be reflected in all employee relationships and in recruitment, cadet field training, and in-service training.

3. Roles and Responsibilities

3. 1. Employee

3. 1. 1. Do not engage in racial profiling. Refer to sec. 1.5.

3. 1. 2. Complete Bias-Free Policing training and provide all police services in accordance with the definition of bias-free policing. Refer to sec. 1.1.

3. 1. 3. Ensure that you are able to articulate the reasons for your actions, as you will be held accountable for those actions.

3. 1. 4. Immediately report all allegations and observed incidents by employees that contravene this policy to your detachment commander / supervisor.

3. 2. Detachment Commander / Supervisor

3. 2. 1. Ensure that employees under your command act in accordance with this policy.

3. 2. 2. Ensure that your direction to your employees complies with this policy.

3. 2. 3. Biased behaviour, intentional or unintentional, requires immediate intervention and/or investigation.

3. 2. 4. For early prevention or intervention, consult with community leaders on issues of mutual concern and continue to establish community partnerships, such as partnerships with community leaders, community consultative groups, and outreach programs.

3. 2. 5. Immediately report all incidents and/or allegations in contravention of bias-free policing to your commanding officer or criminal operations officer. Include the following headings in your report: incident, background, current status, recommendations, and strategic advice.

3. 3. Commanding Officer / Criminal Operations (Cr. Ops.) Officer

3. 3. 1. Ensure that incidents and/or allegations that contravene this policy are reported using the appropriate process (for example, public complaints, RCMP Code of Conduct, human rights complaints, or internal redress procedures such as the harassment and grievance processes).

References

- *Policing a World Within a City: The Race Relations Initiatives of the Toronto Police Service*
- United Nations Code of Conduct For Law Enforcement Officials, Article 1 and 2
- Brown v. Durham Regional Police Force (1998), 43 O.R. (3d) 223
- Hum v. RCMP (1986), 8 CHRR D/223 (F.C.A.)
- R. v. Villatoro (2002) B.C.J. No. 2293 (Prov. Ct.)
- R. v. Campbell (2005) Q.J. No. 394 (C. of Qbc)
- R. v. Byfield (2005) O.J. No. 228 (O.C.A.)
- RCMP Code of Conduct
- *Human Rights Code* of Ontario
- Canadian Human Rights Commission - Complaint FAQ
- Making a public complaint against an RCMP member

Date Modified: 2020-10-21

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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OM - ch. 38.3. Auxiliary Program

Policy Amended: 2018-09-19

For information regarding this policy, contact National Crime Prevention Services, National Crime Prevention and Indigenous Policing Services, Contract and Indigenous Policing.

1. General
2. Qualifications
3. Training
4. Tiers
5. Activity Exclusions
6. Supervision
7. Clothing and Kit
8. Administration
9. Accident and Injury Reporting
10. Honours and Recognition

App. 38-3-1 Auxiliary Medical Appendix

App. 38-3-2 Auxiliary National Training Matrix

App. 38-3-3 Auxiliary Activity Matrix

App. 38-3-4 Auxiliary Uniform Appendix

App. 38-3-5 Auxiliary Insurance Appendix

1. General

1. 1. Auxiliaries are volunteers who participate in community policing services, crime prevention, and public safety activities.

1. 2. Auxiliaries are a complement to RCMP employees but are not to be relied on as personnel for operational needs.

1. 3. Auxiliaries are not RCMP employees and are not eligible for any employee benefits.

1. 4. Auxiliaries are categorized as Tier 1, Tier 2, or Tier 3. Refer to sec. 4., Tiers, for a description of each tier.

NOTE: Auxiliaries must only perform activities authorized by their designated tier.

1. 5. Tier 2 and Tier 3 auxiliaries must be appointed peace officers where provincial or territorial legislation provides for such appointments.

1. 5. 1. Where no such legislation exists, the divisional commanding officer may deem Tier 2 and Tier 3 auxiliaries supernumerary special constables and then peace officers under the *RCMP Act*.

1. 6. Auxiliaries will be guided by the Values and Ethics Code for the Public Sector, AM ch. XII.13., Public Service Employee Code of Conduct, and AM ch. XVII.1., Conflict of Interest.

1. 7. A standardized Memorandum of Understanding must be in place between the RCMP and the province or territory setting out the terms and conditions of the Auxiliary Program in that province or territory.

1. 8. Auxiliary Program costs that are a provincial/territorial and/or municipal responsibility include:

1. 8. 1. uniforms,

1. 8. 2. insurance,

1. 8. 3. first aid, and

1. 8. 4. for Tier 3, the Canadian Firearms Safety Course and the Canadian Restricted Firearms Safety Course.

2. Qualifications

2. 1. Auxiliaries should be recruited from the local community to provide insight and knowledge of local geography, residents, customs, and issues.

2. 2. Auxiliaries must:

2. 2. 1. be willing to contribute a minimum number of hours per year to the program, as required by their tier. Refer to sec. 4.;

2. 2. 2. be willing to commit to the program for a minimum of two years;

2. 2. 3. have current certification in Standard First Aid, including CPR, and re-certify as required; and

2. 2. 4. for Tier 3 only, have successfully completed the Canadian Firearms Safety Course and the Canadian Restricted Firearms Safety Course.

2. 3. To be eligible to participate in the program, an applicant must:

2. 3. 1. be at least 19 years of age;

2. 3. 2. be a Canadian citizen or have permanent resident status;

NOTE: Individuals with permanent resident status must have resided in Canada for the last five consecutive years.

2. 3. 3. have a mature, responsible attitude and be of good character;

2. 3. 4. have successfully completed high school or its equivalent, or have equivalent work experience;

2. 3. 5. be able to obtain RCMP reliability status;

2. 3. 6. have no conflict of interest. Refer to AM ch. XVII.1.;

2. 3. 7. be proficient in English and/or French;

2. 3. 8. meet the medical requirements, including vision and hearing standards, for Tier 2 and Tier 3 as found in App. 38-3-1, Auxiliary Medical Appendix; and

2. 3. 9. for Tier 2 and Tier 3, have a valid driver's licence.

3. Training

3. 1. Before starting their activities, auxiliaries must successfully complete all mandatory training listed in the App. 38-3-2, Auxiliary National Training Matrix.

3. 1. 1. Tier 1 auxiliaries must successfully complete Tier 1 auxiliary training to become a Tier 1 auxiliary.

3. 1. 2. Tier 2 auxiliaries must successfully complete Tier 1 and Tier 2 auxiliary training to become a Tier 2 auxiliary.

3. 1. 3. Tier 3 auxiliaries must successfully complete Tier 1, Tier 2, and Tier 3 auxiliary training to become a Tier 3 auxiliary.

3. 2. Before operating a boat, all-terrain vehicle, snowmobile, or bicycle, auxiliaries must successfully complete the associated training listed in App. 38-3-2.

NOTE: Tier 1 auxiliaries are not eligible for this training.

3. 3. Divisions will ensure that all auxiliaries have successfully completed the training associated with their tier. A record of course completion must be kept in detachment administrative file 720, Volunteers and be recorded in HRMIS.

4. Tiers

4. 1. For a detailed description of the activities of each tier, refer to App. 38-3-3, Auxiliary Activity Matrix.

4. 2. Tier 1 Auxiliaries

4. 2. 1. Tier 1 auxiliaries are expected to contribute a minimum of 60 hours per year to the program, including training.

4. 2. 2. Tier 1 auxiliaries will perform Tier 1 specific activities under the general supervision of an RCMP employee. Refer to sec. 6, Supervision.

4. 2. 3. Tier 1 auxiliary activities include:

4. 2. 3. 1. watch programs,

4. 2. 3. 2. public education initiatives,

4. 2. 3. 3. non-enforcement support to operations,

4. 2. 3. 4. community fundraising events, and

4. 2. 3. 5. participation in parades and public ceremonies.

4. 3. Tier 2 Auxiliaries

4. 3. 1. Tier 2 auxiliaries are expected to contribute a minimum of 120 hours per year to the program, including training.

4. 3. 2. Tier 2 auxiliaries will perform Tier 2 specific activities under the close supervision of a regular member. Refer to sec. 6.

4. 3. 3. Tier 2 auxiliary activities include:

4. 3. 3. 1. all Tier 1 auxiliary activities,

4. 3. 3. 2. foot or bike presence during planned community or crime prevention events,

NOTE: The events will not include any enforcement activities.

4. 3. 3. 3. access control and traffic control, and

4. 3. 3. 4. disaster assistance.

4. 4. Tier 3 Auxiliaries

4. 4. 1. Tier 3 auxiliaries are expected to contribute a minimum of 180 hours per year to the program, including training.

4. 4. 2. Tier 3 auxiliaries will perform Tier 3 specific activities under the direct supervision of a regular member. Refer to sec. 6.

4. 4. 3. Tier 3 auxiliary activities include:

4. 4. 3. 1. all Tier 1 and Tier 2 activities,

4. 4. 3. 2. general duty patrols,

4. 4. 3. 3. attending calls for service that are not outlined in sec. 5.1.11.,

4. 4. 3. 4. check stops,

4. 4. 3. 5. searches of persons as directed by a regular member, and

4. 4. 3. 6. scene security.

5. Activity Exclusions

5. 1. Auxiliaries must not:

5. 1. 1. issue or serve documents relating to court processes, such as violation tickets, appearance notices, summonses, subpoenas, or warrants;

5. 1. 2. take statements;

5. 1. 3. operate technical devices for enforcement purposes, such as radar sets or breath-testing devices;

5. 1. 4. operate marked police cars, trucks, SUVs, or motorcycles;

5. 1. 5. operate unmarked police cars, trucks, SUVs, or motorcycles in an operational capacity;

5. 1. 6. sign any document in the capacity of a peace officer or a commissioner for taking oaths;

5. 1. 7. initiate an enforcement activity or an investigation;

5. 1. 8. engage in any covert surveillance, agent, or decoy duty, or any other specialized duty or similar non-uniform duty;

5. 1. 9. guard prisoners;

5. 1. 10. provide or be considered backup at any time. Refer to OM ch. 16.9., Backup;

5. 1. 11. attend calls where active violent events are unfolding or where there is a reasonable risk of bodily harm and/or death;

5. 1. 12. carry firearms;

5. 1. 13. participate in any pursuits; or

5. 1. 14. represent themselves to be RCMP officers or employees.

6. Supervision

6. 1. RCMP employees who supervise auxiliaries must first successfully complete the auxiliary supervisor training in App. 38-3-2.

6. 2. While performing their activities, auxiliaries must be supervised by an RCMP employee. There are three distinct levels of supervision related to the activities they perform:

6. 2. 1. General Supervision (Tier&nb1) means an auxiliary may perform activities as directed by an RCMP employee. An auxiliary can attend a Tier 1 activity without an RCMP employee.

6. 2. 2. Close Supervision (Tier&nb2) means a regular member must be in the same immediate area where the auxiliary is performing Tier 2 activities. While under close supervision, the auxiliary must have direct access to advice, guidance, supervision, and assistance or support.

6. 2. 3. Direct Supervision (Tier 3) means the regular member must physically accompany the auxiliary and provide direct and immediate supervision when the auxiliary is performing Tier 3 activities.

6. 3. A regular member supervising an auxiliary must use the Activity Threat Risk Assessment to determine whether an auxiliary should be engaged in a planned authorized activity where local conditions may increase the risk level.

6. 4. A supervisor of an auxiliary must ensure that:

6. 4. 1. the auxiliary does not engage in any of the activities outlined in sec. 5., Activity Exclusions;

6. 4. 2. a Subject Behaviour/Officer Response Report is completed by an auxiliary if they are involved in an incident where it is required. Refer to OM ch. 17.8., Subject Behaviour/Officer Response Reporting.

7. Clothing and Kit

7. 1. Auxiliaries must wear the RCMP-provided uniform that is associated with their tier and level of supervision. Refer to App. 38-3-4, Auxiliary Uniform Appendix.

7. 1. 1. Auxiliaries performing Tier 1 activities must wear the Tier 1 uniform when under general supervision, regardless of what level of training they possess.

7. 2. Auxiliaries must not wear or use unauthorized items of clothing and kit.

7. 3. Auxiliaries will wear their uniform only while performing activities under the direction of the RCMP or when authorized to do so by the detachment commander/delegate.

7. 4. An auxiliary must have completed two years of volunteer service from the start of their training date before requesting the ceremonial uniform.

7. 4. 1. Auxiliaries may wear their ceremonial uniform only when authorized to do so by the detachment commander/delegate.

7. 4. 2. When in ceremonial uniform, auxiliaries must be accompanied by an armed regular member.

7. 5. Upon discharge or resignation, all kit and clothing, including identification cards, must be returned to the RCMP.

EXCEPTION: Waist belts, socks, boots, and shoes may be kept.

7. 5. 1. Auxiliaries who leave the program in good standing may keep their ceremonial uniform with the approval of the divisional auxiliary program coordinator for use during authorized activities.

8. Administration

8. 1. CO/Delegate

8. 1. 1. In partnership with the province or territory, establish the Auxiliary Program when deemed appropriate, and determine which tier(s) of the Auxiliary Program will be implemented in the division.

8. 1. 2. Ensure the structure to manage the program is established and maintained.

8. 1. 3. Assign a divisional auxiliary program coordinator to administer and manage the program.

8. 1. 4. Establish monitoring systems to ensure compliance with RCMP directives.

8. 1. 5. Consider recommendations from the divisional auxiliary program coordinator for awards and recognitions for auxiliaries.

8. 2. Divisional Auxiliary Program Coordinator

8. 2. 1. Administer and manage the Auxiliary Program in the division.

8. 2. 2. Ensure a list of auxiliaries is maintained in HRMIS.

8. 2. 3. Retain personnel files and statistics.

8. 2. 4. Ensure that program resources are used in accordance with RCMP directives.

8. 2. 5. Ensure that auxiliaries remain qualified according to mandatory and in-service training requirements and other training as directed by the division. Refer to App. 38-3-2.

8. 2. 6. Make appropriate recommendations to the commanding officer for any awards or recognition for auxiliaries.

8. 3. Detachment Commander/Delegate

8. 3. 1. Identify resource needs and forward requests to the divisional auxiliary program coordinator.

8. 3. 2. Track volunteer hours and activities performed, and forward to the divisional auxiliary program coordinator annually.

8. 3. 3. Ensure Auxiliary Program resources are used in accordance with RCMP directives.

8. 3. 4. Ensure auxiliaries perform the activities consistent with their designated tier.

8. 3. 5. Provide coaching and mentoring, when applicable.

8. 3. 6. Ensure auxiliaries complete mandatory training. Forward a copy of the certification to the divisional auxiliary program coordinator.

8. 3. 7. If an auxiliary's actions or qualifications are not compatible with the Auxiliary Program, remove them from the program.

8. 3. 7. 1. Upon resignation or removal of an auxiliary:

8. 3. 7. 1. 1. immediately take possession of their ID card, uniform, and kit. Complete Form S-54A, Disposition of Equipment and Uniform on Discharge and follow instructions for disposal as per UDM ch. 10., Disposal;

8. 3. 7. 1. 2. notify the divisional auxiliary program coordinator of their resignation or removal.

9. Accident and Injury Reporting

9. 1. All auxiliary activity-related injuries must be reported to the auxiliary supervisor immediately.

9. 2. The auxiliary supervisor will ensure LAB 1070, Hazardous Occurrence Investigation Report is completed and will forward it according to the distribution list.

9. 3. A report must reach Employment and Social Development Canada within regulated time limits. Refer to *Canada Occupational Health and Safety Regulations*, Part XV, Hazardous Occurrence Investigation, Recording and Reporting.

9. 4. Provinces and territories must maintain insurance coverage for auxiliaries consistent with the national standard. Refer to App. 38-3-5, Auxiliary Insurance Appendix.

10. Honours and Recognition

10. 1. A maple leaf badge will be worn for every five-year period of completed volunteer service for the RCMP, and will be sewn to the blue jacket of the ceremonial uniform, as per UDM ch. 7., Badges, Medals, Commendations and Aiguillettes, sec. E.5., Long Service. Refer to Bulletin UDM-172, Auxiliary Constable Badges and Walking Out and Review Order.

10. 2. Auxiliaries are entitled to the RCMP volunteer "Years of Service" lapel pins acknowledging completed service of 5, 10, 15, 20, 25, 30, 35, and 40 years of service. Refer to Form 5770, Volunteer Years of Service Pin and Certificate Recommendation.

10. 3. Auxiliaries at the Tier 2 and Tier 3 level may be eligible for the Peace Officer Exemplary Service Medal.

10. 4. Auxiliaries may be eligible for the Sovereign's Medal for Volunteers.

References

- AM ch. XII.13.
- AM ch. XVII.1.
- Bulletin UDM-172
- *Canada Occupational Health and Safety Regulations*
- Canadian Firearms Safety Course
- Canadian Restricted Firearms Safety Course
- Employment and Social Development Canada
- Form S-54A
- IMM App. 2-1-1
- LAB 1070
- OM ch. 16.9.
- OM ch. 17.8.
- Peace Officer Exemplary Service Medal
- *RCMP Act*
- Sovereign's Medal for Volunteers
- UDM ch. 7., Badges, Medals, Commendations and Aiguillettes
- UDM ch. 10., Disposal
- Values and Ethics Code for the Public Sector

Date Modified: 2018-09-19

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OM - App. 38-3-1 Auxiliary Medical Appendix

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New Appendix: 2018-09-19

A national standard for medical qualifications for auxiliaries is being developed by National Aboriginal Policing and Crime Prevention Services in consultation with Occupational Health Services. Once the national standard is established, all provinces and territories must adhere to this standard.

Until the national standard is determined, all provinces and territories will use their existing medical qualifications standard. The divisional auxiliary program coordinator will be responsible for informing auxiliaries when the national standard has been determined.

Tier 1 auxiliaries do not have any medical requirements.

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Date Modified: 2018-09-19

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OM - App. 38-3-2 Auxiliary National Training Matrix

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New Appendix: 2018-09-19

Training Requirements	Delivery	Estimated Duration (hrs.)
Tier 1		
Respectful Workplace (000912)	Online Course (Agora)	3.5
Canada Labour Code, Part II - Employee Awareness Training Course (000135)	Online Course (Agora)	0.5
Violence in the Workplace (000963)	Online Course (Agora)	2.0
Bias Awareness for Employees (001023)	Online Course (Agora)	0.5
Security Awareness (000671)	Online Course (Agora)	1.5
History of the RCMP	Foundation Resource Guide (Agora)	0.5
Conduct, Diversity and Ethics	Foundation Resource Guide (Agora)	2.0
Introduction to the National Auxiliary Program	Foundation Resource Guide (Agora)	0.5
Investigative Note Taking	Tier 1 Resource Guide (Agora)	1.0
CAPRA	Tier 1 Resource Guide (Agora)	0.5

Crime Prevention Through Environmental Design (CPTED)	Tier 1 Resource Guide (Agora)	0.5
Crime Control and Participating in Crime Prevention Approaches	Tier 1 Resource Guide (Agora)	0.5
Reporting and Documentation: Writing an Effective Report	Tier 1 Resource Guide (Agora)	0.5
Effective Presentation/Public Speaking	Tier 1 Resource Guide (Agora)	1.0
Orientation for Auxiliaries	Delivered at detachment	7.5
Safe Occupancy of the Workplace (safety orientation at detachment)	Delivered at detachment	varies
First Aid/CPR/AED	External Provider	varies
Courses to be taken at the discretion of the detachment		
Aboriginal Awareness	Online Course (Agora)	5.0
Recognition of Emotionally Disturbed Persons	Online Course (Agora)	2.0
Road to Mental Readiness (R2MR)	Delivered at detachment	4.0
Tier 2		
Chemical, Biological, Radiological, Nuclear (CBRN) pre-course (000178)	Online Course (Agora)	4.0
Crisis Intervention and De-escalation (001073)	Online Course (Agora)	2.0
Drug Identification (000924)	Online Course (Agora)	2.0
Incident Management Intervention Model (IMIM) (000618)	Online Course (Agora)	4.0
Naloxone Nasal Spray Administration (001072)	Online Course (Agora)	0.5

Hard Body Armour (000996) (HBA)	Online Course (Agora)	0.5
Recognition of Emotionally Disturbed Persons (EDP) (000607)	Online Course (Agora)	2.0
Roadside Flare Demonstration	Online Course (Agora)	0.5
Terrorism Event: Pre-Incident Indicators (being updated to *Terrorism Awareness*) - Modules 1-2 (000784)	Online Course (Agora)	1.0
Major Events Security (000689)	Online Course (Agora)	2.0
Workplace Hazardous Materials Information System (WHMIS) 2015 Orientation (000960)	Online Course (Agora)	4.0
Radio Communications	Tier 2 Resource Guide (Agora)	1.0
Tactical Communication	Tier 2 Resource Guide (Agora)	1.0
Traffic Control	Tier 2 Resource Guide (Agora)	1.0
Tier 2: The Law (Powers of Arrest, Common Offences, Powers of Search, etc.)	Tier 2 Resource Guide + Legal Guide (Agora)	15.0
Police Defensive Tactics - Baton, OC Spray, Carotid, Hand Cuffing, Self-Defense	Delivered at detachment	48.0
Provincial Statutes (e.g. Traffic Act, Liquor Act, Mental Health Act)	Delivered at detachment	varies
Courses to be taken at the discretion of the detachment		
CEW Awareness (00003340)	Online Course (Agora)	3.0
Confined Space Awareness (000672)	Online Course (Agora)	1.5
Explosives Awareness (000561)	Online Course (Agora)	1.0

Bicycle course (Note: Mandatory if on bike presence)	Delivered at detachment	varies
ATV, Snowmobile, Boat	Delivered at detachment	varies
Tier 3		
Excited Delirium (000966)	Online Course (Agora)	1.0
Using the Hook Knife (001046)	Online Course (Agora)	0.5
Crime Scene Management (001062)	Online Course (Agora)	2.0
PDU Potential: Vehicle Searches (00001461)	Online Course (Agora)	0.5
PDU Potential: Pre-patrol Inspection (00001461)	Online Course (Agora)	1.5
Officer Safety	Tier 3 Resource Guide (Agora)	1.0
Going on Patrol	Tier 3 Resource Guide (Agora)	0.5
Crime Scene Protection	Tier 3 Resource Guide (Agora)	0.5
Main Information Sources	Tier 3 Resource Guide (Agora)	0.5
Tier 3: The Law	Tier 3 Resource Guide (Agora)	5.0
Vehicle Orientation	Delivered at detachment	0.5
Provincial Statutes (e.g. Traffic Act, Liquor Act, Mental Health Act)	Delivered at detachment	varies
Firearms Familiarization (Canadian Firearms Safety Course and the Canadian Restricted Firearms Safety Course)	External Provider	varies

Courses to be taken at the discretion of the detachment		
CPIC online user course (select modules - query narrative) (00001023)	Online Course (Agora)	5.0
Introduction to Disclosure (000720)	Online Course (Agora)	1.3
Searching in PROS _ Search "PROS" in Agora (000045497)	Online Course (Agora)	4.0
Introduction to Prime course (E Div) (000839)	Online Course (Agora)	3.0
Livescan fingerprinting system	Delivered at detachment	0.5
Bicycle course (Note: Mandatory if on bike patrol)	Delivered at detachment	varies
ATV, Snowmobile, Boat, Drill	Delivered at detachment	varies

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OM - App 38-3-3 Auxiliary Activity Matrix

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New Appendix : 2018-09-19

	Auxiliary Activities Matrix		
	Approved Job Functions	**Examples**	**Example Activities**
Tier 1	Watch programs	Rural/Community Watch, Block Watch, Business Watch, Ski Watch, ChemWatch, Cottage Watch Program.	Providing presentations, organizing groups, managing watch programs, attending trade shows and events, interacting with the public, answering questions, delivering an overview of the existing course.
	Public education	Crime Prevention Through Environmental Design (CPTED), school talks, drug awareness, newcomer orientation/education, property identification numbers, bike rodeos/safety/registration, party programs (safe grad), anti-fraud/counterfeit, child car seats, impaired driving, internet safety, child identification program, anti-bullying, relationship and family violence, water transport safety (on land), awareness programs at community events, home/business/senior safety. Recruitment presentations. Public information booths.	Providing presentations, organizing groups, attending trade shows and events, interacting with the public, answering questions, reading your room, delivering an overview of the existing course.
	Non-enforcement support to operations	Command centre, VIP support/logistics, Division Emergency Operations Centre roles, administrative assistance,	Information gathering, administrative assistance, assembling court packages, crime analysis assistance,

		BCP/emergency preparedness planning, strategic planning, assembling court packages, delivery/participation in training, recovering or accepting found or stolen property (not firearms or drugs), hot spot identification, Occupational Health and Safety inspections, orientation for new employees, communications, non-criminal fingerprinting/indices check (under RM direction), SAFE Plan, note taking, interpretation services (under exigent circumstances), video review.	Occupational Health and Safety inspections, orientation for new employees, communications, non-criminal fingerprinting/indices check (under designate direction).
	Participation in parades and public ceremonies	Canada Day parade, Remembrance Day, local/civic holidays, citizenship court, openings of buildings. (Not to perform crowd/traffic control) (Auxiliaries in ceremonial uniform must be accompanied by an armed regular member.)	Dismounted cavalry drill, setting up, and taking down.
	Community fundraising events	Food bank drives, Cops for Kids, Hospice House, Cops for Cancer, toy drive.	Organizing events, participating in the events, representing the RCMP, interacting with the public.
Tier 2	Foot presence during community policing / crime prevention events	Liaising with citizens/businesses, public education and awareness, distribution of awareness material (e.g. counterfeiting material to a bank), watch programs (e.g. Business Watch), visual presence. (Does not include any enforcement)	Walking, interacting with the public, and using training from Tier 1.
	Bike presence during community policing / crime prevention events	Liaising with citizens/businesses, public education and awareness, distribution of awareness material (e.g. to public, placing material on cars), visual presence, biking on paths and in parks, fairs. (Not a patrol)	Bike riding, interacting with the public, and training from Tier 1.

	Access control / traffic control	Major events, community/special events, sporting events, parade route closures, road closures, accident scenes, directing pedestrians, directing vehicles, moving barricades.	Standing for long periods of time, effectively communicating, carrying objects (barricades, pylons), scanning crowd/traffic, directing traffic.
	Disaster assistance	Evacuation assistance (excluding CBRN or other immediate threat), logistics, access/traffic control.	Flexibility, knocking on doors, directing crowds/traffic, dealing with agitated/difficult individuals, assisting command post, obtaining gear and supplies, sharing knowledge of area (e.g. geography).
Tier 3	General duty patrols (Includes: foot, bike, boat, snowmobile, ATV)	Accompany regular member on patrol (car, marine, ATV, snowmobile, etc.), accompany regular member on foot patrols or bike patrols. Presence on the trail system, which increases public safety. (Auxiliaries are not to participate in vehicle or foot pursuits.)	Pre-patrol inspection, use of radio/emergency/safety equipment, note taking, ability to run a query on the Mobile Work Station (MWS).
	Attending calls for service	Property crime, person crime (non-violent), dealing with suspects, victims, witnesses, vehicle stops.	Attending a scene, assisting with crime scene management, handling of prisoners.
	Check stops	Impaired driving, seatbelt check, gas check (for farm tax purposes).	Assisting with pre (post) trip inspection (kit and equipment working), completing traffic stop accordingly/directing traffic, scanning inside approaching vehicles for officer safety and any observable offences/ threats, running thorough police checks, updating dispatch, observing if subject vehicles enter roadway safely.
	Searches of prisoners/search		Searching, caring for, and handling prisoners.

	incidental to arrest	Searching a prisoner in the presence of a regular member and under the direction of a regular member.	
	Scene security	Ensure people do not enter the scene, preserve the scene.	Standing, interacting with the public, answering questions from the public, securing evidence, observing surroundings, continuity of evidence, safeguarding of evidence.

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Activities	Uniform Worn	Level of Supervision Required
Tier 1	**Tier 1 Uniform** • Grey polo shirt • Blue trouser with no stripe, black belt, and black ankle boots • Navy baseball cap / Navy toque (optional) • Fluorescent 3-in-1 patrol jacket (optional)	General
	Tier 2/3 Uniform • Grey duty shirt, long sleeve or short sleeve • Blue tie with tie bar/pin (optional) with long-sleeve duty shirt • High-visibility vest • Duty belt and intervention options, including internal carrier with soft body armour, baton, OC spray, naloxone nasal spray and pouch, flashlight, handcuffs, and slash resistant gloves • Blue trouser with no stripe, a black belt, and black ankle boots • Navy baseball cap / Navy toque • Fluorescent 3-in-1 patrol jacket	Close
Tier 2	**Tier 2/3 Uniform** • Grey duty shirt, long sleeve or short sleeve • Blue tie with tie bar/pin (optional) with long-sleeve duty shirt • High-visibility vest	Close

	• Duty belt and intervention options, including internal carrier with soft body armour, baton, OC spray, naloxone nasal spray and pouch, flashlight, handcuffs, and slash resistant gloves • Blue trouser with no stripe, a black belt, and black ankle boots • Navy baseball cap / Navy toque • Fluorescent 3-in-1 patrol jacket	
Tier 3	**Tier 2/3 Uniform** • Grey duty shirt, long sleeve or short sleeve • Blue tie with tie bar/pin (optional) with long-sleeve duty shirt • High-visibility vest • Duty belt and intervention options, including internal carrier with soft body armour, baton, OC spray, naloxone nasal spray and pouch, flashlight, handcuffs, and slash resistant gloves • Blue trouser with no stripe, a black belt, and black ankle boots • Navy baseball cap / Navy toque • Fluorescent 3-in-1 patrol jacket	Direct

National Aboriginal Policing and Crime Prevention Services is currently in the development phase for Tier 1, 2, and 3 uniforms. This requires further consultation with Uniform and Dress personnel while respecting the procurement and delivery of all new uniform items. Until the items become available, an interim order of dress will be in effect.

Tier 1 Interim Order of Dress
Tier 1 auxiliaries will wear:

- Personal civilian attire based on exposure to the public audience, which projects a professional image of the RCMP.

Tier 2 and Tier 3 Interim Order of Dress
Tier 2 and Tier 3 auxiliaries will wear:

- Grey duty shirt with Auxiliary shoulder badges removed;
- Blue tie with tie bar/pin (optional) with long-sleeve duty shirt;
- Duty belt and intervention options including internal carrier with soft body armour, baton, OC spray, naloxone nasal spray and pouch,[1] flashlight, handcuffs, and slash-resistant gloves;
- High-visibility Auxiliary vest, name tag;
- Blue trouser with no stripe, to be worn with a black belt and black ankle boots; and
- Navy baseball cap with "Volunteer/Bénévole" patch.

NOTE: Outerwear garments must have Auxiliary shoulder badges removed and be worn with a high-visibility Auxiliary vest overtop.

Bicycle Uniform Interim Order of Dress

- Bike shirt with Auxiliary shoulder badges removed;
- Bike jacket with Auxiliary shoulder badges removed;
- Bike shorts with no stripe; and
- High-visibility Auxiliary vest.

NOTE: Auxiliaries must wear the uniform provided by the RCMP that is associated with their tier and level of supervision. All auxiliaries performing Tier 1 activities must wear the Tier 1 uniform when under general supervision; this includes Tier 2 and Tier 3 auxiliaries performing Tier 1 activities.

Ceremonial Uniform

- The ceremonial uniform will remain status quo until a revision of the uniform is completed.

Phase-in of items: National Crime Prevention Services will communicate with and provide direction to the divisional auxiliary program coordinators as new uniform items become available.

Proposed Tier 1 Uniform:
Tier 1 auxiliaries will wear:

- Grey polo shirt, long sleeve or short sleeve, with an embroidered RCMP crest in full colour on the left chest, and embroidered "Volunteer/Bénévole" and "Auxiliary/Auxiliaire" below the crest;
- Blue trouser with no stripe, to be worn with a black belt and black ankle boots;
- Navy baseball cap with "Volunteer/Bénévole" patch on the front (optional);
- Navy toque with "Volunteer/Bénévole" embroidered on left and right sides (optional); and
- Fluorescent 3-in-1 patrol jacket with "Volunteer/Bénévole" patches on the upper sleeves and "Volunteer/Bénévole" and "Auxiliary/Auxiliaire" wording on the front and back, name tag (optional).

Proposed Tier 2 and Tier 3 Uniform:
Tier 2 and Tier 3 auxiliaries will wear:

- Grey duty shirt, long sleeve or short sleeve, with Auxiliary shoulder badges removed and the addition of "Volunteer/Bénévole" patches in their place;
- Blue tie with tie bar/pin (optional) with long-sleeve duty shirt;
- A high-visibility vest, with reflective "Volunteer/Bénévole" and "Auxiliary/Auxiliaire" wording on the front and back of the vest, name tag;
- Duty belt and intervention options, including internal carrier with soft body armour, baton, OC spray, naloxone nasal spray and pouch, flashlight, handcuffs, and slash-resistant gloves;
- Blue trouser with no stripe, to be worn with a black belt and black ankle boots;
- Navy baseball cap with "Volunteer/Bénévole" patch on the front;

- Navy toque with "Volunteer/Bénévole" embroidered on left and right sides; and
- Fluorescent 3-in-1 patrol jacket with "Volunteer/Bénévole" patches on the upper sleeves and "Volunteer/Bénévole" and "Auxiliary/Auxiliaire" wording on the front and back, name tag.

NOTE: As the fluorescent 3-in-1 patrol jackets and softshells do not include reflective striping, they are not considered to meet Canadian Standards Association (CSA) Z-96 standard. Therefore, auxiliaries would still be required to wear their removable high-visibility Volunteer-Auxiliary vests when performing traffic activities or other activities requiring high visibility.

[1] To be issued at the discretion of the division.

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Benefits	Auxiliaries – Tier 1	Auxiliaries – Tier 2 and Tier 3
Insurer	TBD	TBD
Maximum age	TBD by Province/Territory	TBD by Province/Territory
Principal Sum	$100,000	$250,000
Aggregate Limit	$1,000,000	$2,500,000
Accidental Medical Reimbursement Expense	$15,000	$15,000
Accidental Dental Expense	$2,500	$2,500
Fracture Indemnity	$1,000	$1,000
Weekly Indemnity Benefit - employed auxiliary member	$750.00 - waiting period 7 days. Maximum payable 52 weeks.	$750.00 - waiting period 7 days. Maximum payable 52 weeks.
Weekly Indemnity Benefit- not employed auxiliary member	$150.00 - waiting period 7 days. Maximum payable 52 weeks.	$150.00 - waiting period 7 days. Maximum payable 52 weeks.
Repatriation Benefit	$15,000	$15,000
Rehabilitation Benefit	$15,000	$15,000

Family Transportation Benefit	$15,000	$15,000
Identification Benefit	$15,000	$15,000
Seat Belt Benefit	10% up to $50,000	10% up to $50,000
Home Alteration and/or vehicle modification benefit	$15,000	$15,000
Workplace Modification and Accommodation Benefit	$5,000	$5,000
Dread Disease	Expenses up to $5,000	Expenses up to $5,000
Disappearance	1 year	1 year
Funeral Expense Benefit	$5,000	$5,000
Spousal Retraining Benefit	$15,000	$15,000
In-Hospital Indemnity Benefit	1% up to $2,500 per month for up to 12 months	1% up to $2,500 per month for up to 12 months
Bereavement Benefit	$1,000	$1,000
Dependent Child Education Benefit	5% up to $5,000 per year, up to 4 years	5% up to $5,000 per year, up to 4 years
Day Care Benefit	5% up to $5,000 per year, up to 4 years	5% up to $5,000 per year, up to 4 years
Psychological Therapy	$5,000	$10,000
Felonious Assault	Up to $5,000	Up to $5,000
Burn Benefit	$25,000	$25,000
HIV	$15,000	$15,000

Note: Repatriation, Identification, Seat Belt, Funeral Benefit and Dread Disease are all standard coverage on Special Risk AD&D programs. Some of these coverages may not apply due to the duties performed but are standard "add ins" at no additional cost.

Benefit Descriptions

Below are generic descriptions for the benefits included in the Minimum National Insurance Standard.

Coverage	Description
Principal Sum *	The most that will be paid for (1) claimant.
Aggregate Limit *	The limit of indemnity for all losses arising out of any (1) event (no matter how many claimants are involved)
Maximum Age	Coverage will only apply to eligible persons under the Maximum Age listed in the policy.
Weekly Indemnity	Benefit payable to an Insured Person who is gainfully employed before the date of injury. Indemnity payable for Disability caused by or resulting from an injury, for which medical treatment is being rendered, prescribed or recommended.
Accidental Medical Expense Reimbursement	Reimbursement for medical expenses incurred as a result of an accident which are not covered by Provincial Health Care.
Accidental Dental Expense	Reimbursement for dental costs for injury to sound teeth as a result of a blow to the mouth.
Repatriation Benefit	Payment for the cost of the preparation of the body for burial or cremation and transportation from the place of accident to the place of residence of the Insured Person, up to the specified maximum.
Rehabilitation Benefit	Payment for training required by the Insured Person to perform an occupation that he or she would not be engaged in expect for such injury, up to the specified maximum.
Family Transportation	Payment for cost of the most direct transportation by a licensed carrier for a member of the immediate family over the age of 18 to attend to an Insured Person who is confined to hospital as an inpatient due to an accident, up to the specified maximum.
Identification Benefit	

	Payment for the cost of transportation for an Immediate Family Member for the purpose of identifying the body of the Insured Person, up to the specified maximum.
Seat Belt Benefit	The Insurer will increase the benefit amount payable by an additional 10% up to the specified maximum, for a loss where the Insured Person is the driver or passenger of a private vehicle, the seat belt is properly fastened and the use of the seat belt is noted in the official report.

* Definition of Principal Sum and Aggregate Limit was revised by the RCMP in consultation with AON

Coverage	Description
Home Alteration and Vehicle Modification	Payment for cost of making a home wheelchair accessible or a vehicle driveable following an accident that leaves the Insured Person in a wheel chair, up to the specified maximum.
Fracture Indemnity	Payment when injury results in fractures, dislocations, severances or miscellaneous conditions (will be listed in the policy and can vary slightly among insurers) within 365 days after the date of the accident.
Workplace Modification and Accommodation Benefit	Payment for the cost of adaptive equipment allowing Insured Person to return to Full-Time employment, up to the specified maximum.
HIV	Payment is an Insured Person if an accident results in HIV. (Example: needle stick during a search).
Dread Disease	Payable if an Insured Person is totally disabled from one of the covered diseases: Acute Poliomyelitis, Acute Rheumatic Fever, Amyotrophic Lateral Sclerosis (ALS), Encephalitis, Huntington's Disease, Meningococcal Meningitis, Necrotizing Fasciitis, Parkinson's Disease, Tuberculosis, Typhoid Fever, Yersinia Pestis.
Funeral Expense	Payment up to the specified maximum towards the funeral/burial expenses of an Insured Person who dies away from home.
Spousal Retraining	Payment for the spouse of an Insured Person who suffers loss of life to enter a vocational training program or higher education facility to become qualified for active employment for which he/she would not otherwise have sufficient qualifications, up to the specified maximum.

In–Hospital Indemnity	Payment for confinement to a hospital greater than 5 consecutive nights as a result of an accident, up to the specified maximum.
Bereavement Benefit	Payment of expenses incurred by a spouse or dependent children for grief counselling (typically 6 sessions), up to the specified maximum.
Dependent Child Education Benefit	Payment for any dependent child enrolled in post-secondary at time of Insured Persons death or enrolled within 365 days of death, up to the specified limits and only if the child continues their education.
Burn Benefit	Payment if accident results in burns as defined under the policy.
Day Care Benefit	Payment of Day Care expenses for children under the age of 13, up to the specified maximum.
Psychological Therapy	Payment of psychological therapy for an Insured Person who sustains a covered loss, up to the specified maximum.
Felonious Assault	The Insurer will increase the benefit amount payable by 10% up to the specified maximum, if injury is as a result of a Criminal Act of Violence.
Disappearance	If an Insured Person is not found within one (1) year after the date of disappearance or sinking or wrecking of the conveyance in which the Insured Person was riding at the time of the Accident and under such circumstances as would otherwise be covered by the policy, it will be presumed the Insured Person suffered Loss of Life resulting from injury at the time of disappearance, sinking or wrecking.

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OM - ch. 38.4. RCMP Volunteer Programs

Policy Amended: 2019-02-20

For information regarding this policy, contact National Crime Prevention Services, National Crime Prevention and Indigenous Policing Services, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities
4. Volunteer Programs
5. Rights
6. Dress
7. Security Clearance
8. Training
9. Awards and Recognition
10. Recruitment
11. Logo
12. Termination of RCMP Volunteers
13. Job References

1. Definitions

1. 1. **RCMP employees** include regular members (RMs), special constable members (S/Cst), reservists, civilian members (CMs), and public service employees (PSEs), unless expressed otherwise.

1. 2. **RCMP volunteer** is an individual who provides a direct service to, or on behalf of, the RCMP without compensation or anything of value instead of compensation, other than reimbursement for expenses actually incurred. An RCMP volunteer receives guidance, direction, and instruction solely from an RCMP employee.

1. 3. **RCMP volunteer program or activity** means a program or activity operated by the RCMP with volunteers undertaking the program's activities. An RCMP volunteer program must have a designated RCMP employee to supervise and manage volunteers and coordinate the daily operations of the program.

2. General

2. 1. Volunteers are an integral part of the RCMP, and can enhance police efficiency, responsiveness, and service delivery in support of RCMP strategic priorities. They support rather than replace RCMP staff and employees, and are to be treated as valued partners.

2. 2. Although volunteers represent the RCMP, they are not RCMP employees.

2. 2. 1. The RCMP is obligated, through ongoing screening processes, training, supervision, and monitoring of activities, to ensure that the RCMP's Mission, Vision, and Values statement guide all aspects of volunteer programs and volunteer duties and activities.

2. 3. RCMP volunteers:

2. 3. 1. are required to have a Human Resource Management Information System (HRMIS) Number; and

2. 3. 2. will be guided by the *Values and Ethics Code for the Public Sector*, the RCMP Organizational Code of Conduct, AM ch. XII.13., Public Service Employee Code of Conduct, and the principles of the RCMP Conflict of Interest directives as per AM ch. XVII.1., Conflict of Interest.

2. 4. Search and Rescue Volunteers and RCMP Auxiliaries are not subject to this policy. For Search and Rescue, refer to OM ch. 37.1., Search and Rescue, and for the Auxiliary Program, refer to OM ch. 38.3., Auxiliary Program.

2. 5. The detachment/unit volunteer coordinator and divisional volunteer coordinator roles must be delegated to RCMP employees only. Refer to sec. 3.2. and sec. 3.3.

3. Roles and Responsibilities

3. 1. RCMP Volunteer

3. 1. 1. You have the responsibility to carry out your volunteer activities in a manner that is consistent with the RCMP Mission, Vision, and Values statement.

3. 2. Detachment/Unit Volunteer Coordinator

3. 2. 1. You are responsible for:

3. 2. 1. 1. managing an RCMP volunteer program or activity at a detachment or unit level;

3. 2. 1. 2. establishing and maintaining the mandate, vision, and mission of the RCMP volunteer program;

3. 2. 1. 3. administering and supervising the operations of the RCMP volunteer program;

3. 2. 1. 4. supervising the activities of volunteers under their program;

3. 2. 1. 5. ensuring that all RCMP volunteers have the appropriate security clearance, a HRMIS number which coordinators can obtain by completing Form 4023, HRMIS - Intent to Acquire Contingent Worker Services, and an updated HRMIS account that describes the volunteer's training and credentials;

3. 2. 1. 6. ensuring that records concerning RCMP volunteers are maintained in a secure location;

3. 2. 1. 7. developing and assessing the roles, responsibilities, and activities for each volunteer;

3. 2. 1. 8. providing the RCMP volunteer with a written description of their roles, responsibilities, and activities, and with adequate training and equipment for the volunteer to conduct their activities;

3. 2. 1. 9. ensuring the RCMP volunteer is conducting their activities in a safe manner and environment, consistent with the *Canada Labour Code*, Part II, Occupational Health and Safety; and

3. 2. 1. 10. following the principles of Volunteer Canada's Safe Steps Screening Program.

3. 3. Divisional Volunteer Coordinator

3. 3. 1. You are responsible for:

3. 3. 1. 1. developing and/or coordinating the development of divisional directives regarding volunteer management issues on an ongoing basis to ensure compliance with RCMP directives, Treasury Board policy, and current volunteer management practices;

3. 3. 1. 2. liaising with detachment/unit volunteer coordinators within the division and providing appropriate support;

3. 3. 1. 3. coordinating and providing introductory- and advanced-level volunteer management training;

3. 3. 1. 4. coordinating the divisional volunteer recognition initiatives;

3. 3. 1. 5. liaising with governmental and non-governmental partners involved in volunteer management; and

3. 3. 1. 6. approving the use of the RCMP Volunteer Program Logo. Refer to sec. 11., Logo.

4. Volunteer Programs

4. 1. Each RCMP Volunteer Program must have:

4. 1. 1. a detachment/unit volunteer coordinator managing and supervising the program;

4. 1. 2. a written program description clearly illustrating the mission, vision, and objectives of the RCMP Volunteer Program;

4. 1. 3. established volunteer roles, responsibilities, and activities; and

4. 1. 4. program approval from the CO/delegate.

4. 2. All RCMP volunteer programs must follow the rules and regulations specified under the national sponsorship program. Refer to AM ch. I.4., Sponsorship Program.

4. 3. For a list of programs, refer to the RCMP Volunteer Programs page on Infoweb.

5. Rights

5. 1. RCMP volunteers have the right to:

5. 1. 1. be respected as per the RCMP Mission, Vision, and Values statement;

5. 1. 2. receive appropriate guidance and direction from the RCMP;

5. 1. 3. refuse assignments if they believe them to be unsafe;

5. 1. 4. work in a safe and secure environment; and

5. 1. 5. work in a harassment-free environment.

6. Dress

6. 1. Volunteers will wear clothing appropriate for their assigned activities as determined by the RCMP detachment/unit volunteer coordinator.

6. 2. When under the guidance and direction of an RCMP employee, volunteers must wear volunteer photo identification.

6. 3. Volunteers' identification must have:

6. 3. 1. their first and/or last name or volunteer identification number, if appropriate;

6. 3. 2. their position title;

6. 3. 3. the name of the RCMP Volunteer Program or RCMP event; and

6. 3. 4. a displayed expiration date.

6. 4. Volunteers' identification will follow the RCMP Identity Program, as per AM ch. XIII.2., Identity Program.

6. 5. Volunteers will not wear clothing illustrating the word "POLICE" or any unapproved RCMP official identifiers.

7. Security Clearance

7. 1. All RCMP volunteers will have the appropriate security clearance before being given any responsibility.

7. 2. Any volunteer whose duties require that they have access to RCMP assets and information, must obtain an RCMP Reliability Status (RRS), as per the Personnel Security Policy. Refer to SM Part 1, Personnel Security.

7. 3. In consultation with the RCMP detachment/unit volunteer coordinator, Regional Departmental Security Section (DSS) will be responsible for determining the level of clearance required for volunteers.

8. Training

8. 1. RCMP volunteers will:

8. 1. 1. be provided the appropriate training necessary to perform their activities;

8. 1. 2. receive a general orientation to the RCMP and the program with which they are involved; and

8. 1. 3. have the provisions of the information access directives and the *Privacy Act* included in their orientation. Refer to AM ch. III.11., Information Access.

8. 2. As part of their orientation, volunteers providing a service on behalf of the RCMP will be provided with information about the RCMP Prevention and Resolution of Harassment in the Workplace directives and *Canada Labour Code*, Part II.

8. 3. RCMP detachment/unit volunteer coordinators who provide direction, supervision, or instructions to volunteers must have successfully completed the following courses:

8. 3. 1. Managing Safely - National (000094);

8. 3. 2. Respectful Workplace - National (000912);

8. 3. 3. *Canada Labour Code* (Part II; Employee Awareness) - National (000135); and

8. 3. 4. Violence in the Workplace: Recognize the Risk and Take Action - National (000963).

9. Awards and Recognition

9. 1. Official volunteer awards and recognition must follow the directives as per AM Part 22, Honours and Recognition.

9. 2. RCMP volunteers who have actively participated in an RCMP Volunteer Program for:

9. 2. 1. up to 5, 10, or 15 years are eligible to receive a volunteer years of service pin and a certificate; or

9. 2. 2. up to 20, 25, 30, or 35 years are eligible to receive a volunteer years of service pin and a certificate signed by the RCMP Commissioner.

10. Recruitment

10. 1. Where a need has been identified, consider recruiting diverse volunteers to perform activities that align with RCMP strategic priorities.

11. Logo

11. 1. The RCMP Volunteer Programs Logo will:

11. 1. 1. consist of a blue RCMP Horse and Rider with the terms "volunteer" and "bénévole" adjacent in blue with a scripted "V" and "B" in yellow, and a red maple leaf;

11. 1. 2. be used only for identifying and recognizing RCMP volunteers on identification tags; and

11. 1. 3. be used only on business cards not containing official RCMP identifiers.

11. 2. The Logo will not be used:

11. 2. 1. to replace official RCMP identifiers, i.e. crest, signature, or banner;

11. 2. 2. for national or divisional announcements;

11. 2. 3. on letterheads, vehicles, or equipment;

11. 2. 4. for soliciting funds or sponsorships; and

11. 2. 5. to identify any relationship between the RCMP and an external organization.

11. 3. The divisional volunteer coordinator is responsible for approving the use of the Logo.

12. Termination of RCMP Volunteers

12. 1. The termination of a volunteer means the complete withdrawal of a volunteer from their activities, voluntarily or involuntarily, at the discretion of the detachment/unit commander.

12. 2. Volunteers may be terminated if they fail to adequately perform their roles, responsibilities, and/or activities.

12. 3. The divisional CO/delegate will make the final decision regarding the termination of an RCMP volunteer.

12. 4. The RCMP detachment/unit volunteer coordinator will be responsible for collecting RCMP property from the volunteer when the CO/delegate makes a final decision.

13. Job References

13. 1. An RCMP employee will not provide an RCMP volunteer with a reference letter or reference on behalf of the RCMP.

13. 2. A detachment/unit volunteer coordinator may provide confirmation that an RCMP volunteer has fulfilled their duties or required hours for the purpose of academic requirements or similar circumstances.

References

Date Modified: 2019-02-20

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 38.5. Police Observer Program

Directive Amended: 2016-06-20

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing, Irrelevant

1. General
2. Application Process
3. Media Participation
4. Hazardous Occurrence Reporting

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1. General

1. 1. The purpose of the Police Observer Program is to familiarize the public with the RCMP's role, and allow individuals to experience police-community interaction at the service delivery level.

1. 2. The Program may only be considered for students, applicants to the RCMP, elected officials, members of the news media, and other individuals who wish to gain knowledge of police-related duties.

1. 3. The Police Observer Program does not apply to members of the Auxiliary Constable Program.

1. 4. In addition to the Commissioner's Standing Orders concerning authorized passengers outlined in AM ch. I.3., sec. C., when RCMP employees, such as OCC telecommunication operators who are not RMs, wish to participate in the program, they must also adhere to the directives outlined in this chapter and related divisional supplements.

1. 5. Members are not permitted to host friends and family in this Program.

1. 6. A participant may be transported by unmarked or marked police vehicle. Follow the TMM and divisional supplements concerning use of different types of transportation, e.g. boats, snowmobiles, ATVs.

1. 7. A participant must be at least 18 years old. Youth, 16 and 17 years of age, may apply to a youth familiarization program, if available.

2. Application Process

2. 1. General

2. 1. 1. Program information and application forms are available from participating detachments.

2. 1. 2. The commander reserves the right to refuse an applicant.

2. 2. Member

2. 2. 1. Before you can participate in this program, you must have completed the RCMP Managing Safely Course, and be up to date on all Operational Skills Maintenance training and the IMIM.

2. 2. 2. Ensure your commander/delegate has granted written approval, the application form, before allowing an observer to accompany you.

2. 2. 3. Complete the Police Observer Program Check Sheet, Form 5723, before the start of an observation period.

2. 2. 4. Notwithstanding Sec. 25, *CC*, concerning the intervention of a private person to assist in the enforcement of the law, do not task an observer to support an investigation.

2. 2. 5. Keep the observer aware of emerging hazards, but do not divulge information about police tactics or specific investigations.

2. 2. 6. Do not intentionally disclose information contained in CPIC, PIRS, PROS, and other police information systems.

2. 2. 7. When exiting the vehicle for extended periods, lock-down the in-car laptop computer to prevent unauthorized access.

2. 2. 8. Obtain permission from witnesses or victims for the observer to be present.

2. 2. 9. At the start and end of an observation period, notify the OCC that an observer is present in the police vehicle.

2. 2. 10. You may terminate participation in the program at any time if you feel a situation poses a risk to the observer, or if the observer's conduct brings discredit to the RCMP or the program.

2. 2. 10. 1. If you terminate the session, you must transport the observer to a safe location.

2. 2. 11. Do not expose the observer to high-risk activities, such as:

2. 2. 11. 1. hazardous pursuits or high-speed driving;

2. 2. 11. 2. calls involving violence, or where a history of violence is known;

2. 2. 11. 3. a disturbance at a public gathering or licensed premises;

2. 2. 11. 4. a domestic dispute;

2. 2. 11. 5. an occurrence involving the use, display, or threatened use of a weapon;

2. 2. 11. 6. an occurrence involving a person who may be emotionally/mentally disturbed;

2. 2. 11. 7. cell-block duties or the interview of suspects;

2. 2. 11. 8. patrols to areas where radio/telephone communications are known to be unreliable; and

2. 2. 11. 9. any occurrence or patrol requiring police backup or mass response.

2. 3. Commander/Delegate

2. 3. 1. Consider your resource capacity and associated risks in determining optimal times and days in allowing observers to participate in the program.

2. 3. 2. Ensure the observer has signed the application form and has consented to CPIC, PROS/PRIME, PIRS, and any other indices queries determined necessary, i.e. NCDB, ACIIS, CID, other local databases.

2. 3. 3. Ensure all necessary queries have been completed.

2. 3. 4. Review the application, considering the following criteria:

2. 3. 4. 1. the results of the indices checks;

2. 3. 4. 2. the benefit to the RCMP, the community, and the observer;

2. 3. 4. 3. the potential risks involved; and

2. 3. 4. 4. previous or excessive participation in the program.

2. 3. 5. Consider implementing unit supplements concerning:

2. 3. 5. 1. the duration and frequency of participation; and

2. 3. 5. 2. drop-off contingency plans, such as providing a cell phone to an observer, if he/she must be dropped off because of an emergency or potential danger.

3. Media Participation

3. 1. To participate in the program, a media company must enter into a written agreement.

4. Hazardous Occurrence Reporting

4. 1. In accordance with the *Canada Labour Code*, Part II, employees must promptly report any work-related injury, illness, or hazardous occurrence in the workplace on the Hazardous Occurrence Report, Form 3414. See OSM ch 3.

References

Date Modified: 2016-06-20

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 38.6. Crime Stoppers

Directive Amended: 2011-09-28

For information regarding this policy, contact National Crime Prevention Services, National Crime Prevention and Indigenous Policing Services, Contract and Indigenous Policing.

1. General
2. Handling and Storage of Crime Stoppers Tips
3. Division Crime Stoppers Coordinator/Program Manager
4. Crime Stoppers Police Coordinator/Program Manager
5. Detachment/Unit Crime Stoppers Liaison
6. Detachment/Unit Commander

App. 38-6-1 Guidelines for Crime Stoppers Coordinators

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1. General

1. 1. Crime Stoppers functions on the following premises:

1. 1. 1. citizens, media and law enforcement agencies can work together to solve crime; and

1. 1. 2. someone other than the offender may know who committed a specific crime.

1. 2. Crime Stoppers Associations operate under policies and procedures adopted by each association.

1. 3. In order for the RCMP to support specific Crime Stoppers Associations, their policies and procedures must be compatible with those of the Canadian Crime Stoppers Association or Crime Stoppers International Inc. The associations must also be officially recognized as charitable organizations.

1. 4. All tip information received by the RCMP should remain in the custody of the RCMP until the appropriate retention dates have expired.

1. 5. Only in cases where no other trained call-takers are available or in emergency situations, may an RM who is a Division Crime Stoppers Coordinator/Program Manager receive a Crime Stoppers tip by telephone, cell phone or text messaging, webtips, internet. See App. 38-6-1, sec. 2.1.

1. 5. 1. Auxiliary members, reserve members and community service officers working for these units are subject to the provisions of sec. 1.5.

1. 6. When applications are made for disclosure of Crime Stoppers information, the Division Crime Stoppers Coordinator/Program Manager and the respective Crime Stoppers association representative will notify the Canadian Crime Stoppers Association (CCSA) legal counsel to ensure the information/intelligence is processed appropriately in order to protect the tipster/informant by following the procedures provided in *R. v. Leipert*.

1. 6. 1. Crime Stoppers tips are not subject to disclosure under federal and provincial privacy legislation, including:

1. 6. 1. 1. the *Privacy Act*;

1. 6. 1. 2. the *Access to Information Act*;

1. 6. 1. 3. the *Personal Information Protection and Electronic Documents Act* (PIPEDA); and

1. 6. 1. 4. the *Freedom of Information Act*, the *Freedom of Information and Protection of Privacy Act*, or similar titles.

NOTE: In Alberta and British Columbia, Crime Stoppers tips held by Crime Stoppers Boards and Associations are governed by the Personal Information Protection Act (PIPA), which regulates the collection, use and disclosure of personal information. Crime Stoppers tips are protected against disclosure by the exemptions in those provincial laws.

1. 7. If the Crown requests copies of the tip information sheets, the Crown must be referred to the applicable Crime Stoppers Association.

1. 8. No RCMP employee or any other personnel who performs policing duties inside an RCMP premises should be a voting member on any Crime Stoppers Association Board of Directors. The police role is that of liaison and advisor only.

1. 9. Case law pertaining to Crime Stoppers may be obtained from the division Crime Stoppers Program Manager/Coordinator.

1. 10. For guidelines concerning Crime Stoppers coordinators, see App. 38-6-1.

2. Handling and Storage of Crime Stoppers Tips

2. 1. All Crime Stoppers tips will be assigned a unit investigative file number.

2. 2. All designated Protected A, B and C files will be handled and stored as outlined in AM ch. XI.1., sec. J. through O.

2. 2. 1. All tips and related documents the RCMP receives will be held and stored until the expiration of the applicable retention period as outlined in IM ch. IV.1.

2. 3. The Division Crime Stoppers Coordinator/Program Manager may ensure all tips are reviewed to maintain the sensitivity and security of the tips and ensure that the appropriate security level of the information, based on the contents, is designated in accordance with AM ch. XI.1., sec. J. through O.

2. 3. 1. All material involved in a security level upgrade (Protected B and C) will be handled and stored as outlined in AM ch. XI.1., sec. J. through O.

2. 4. All Crime Stoppers computer data and software must be contained in a secured stand-alone system not connected electronically to an RCMP computer network.

2. 5. Concluded investigation files will be retained and purged in accordance with the provisions of the *Library and Archives of Canada Act*. All Crime Stoppers tip sheets will be purged as outlined in the Memorandum of Understanding between the Canadian Crime Stoppers Association and the RCMP. See IM ch. IV.1., IV.3., IV.4., and IV.5. and the Operational Statistics Reporting Systems Index and Tables.

3. Division Crime Stoppers Coordinator/Program Manager

3. 1. Each division will appoint a Crime Stoppers Coordinator/Program Manager.

3. 2. The Coordinator/Program Manager will:

3. 2. 1. ensure division policies and procedures related to the Crime Stoppers Program are established and maintained;

3. 2. 2. manage the RCMP component of Crime Stoppers Program;

3. 2. 3. coordinate and promote the participation of employees in the Crime Stoppers Program;

3. 2. 4. assist detachment Crime Stoppers Liaison;

3. 2. 5. liaise with provincial, national and international Crime Stoppers Associations;

3. 2. 6. make presentations to public organizations regarding Crime Stoppers issues and initiatives in cooperation with local Crime Stoppers Association members;

3. 2. 7. attend local, regional and/or provincial Crime Stoppers Association meetings and advise the Board of Directors on RCMP participation in their Crime Stoppers Program;

3. 2. 8. prepare monthly reports including the number of calls/tips received, successful tips and tips for payment for their respective Crime Stoppers Associations and as required by RCMP Division senior management;

3. 2. 9. provide applicable in-service training to Crime Stoppers call centers in consultation with the National RCMP Crime Stoppers Coordinator;

3. 2. 10. Communicate regularly with the Crime Stoppers Associations; and

3. 2. 11. ensure there is no direct involvement in any promotional activity as outlined in RCMP Sponsorship Policy. See AM ch. XIII.2., sec. 3.9. and AM ch. I.4.

4. Crime Stoppers Police Coordinator/Program Manager

4. 1. A Crime Stoppers Police Coordinator/Program Manager may or may not be an employee of a police organization.

4. 1. 1. If the Crime Stoppers Police Coordinator/Program Manager is an employee of a police agency, he/she will manage the tips in accordance with the policies and procedures established by the applicable Crime Stoppers Association yet remain under the direction of his/her police agency.

4. 2. The Crime Stoppers Police Coordinator/Program Manager will:

4. 2. 1. process Crime Stoppers tips in accordance with both Crime Stoppers Association and RCMP guidelines;

4. 2. 2. ensure that Crime Stoppers tips files are stored in a secure environment;

4. 2. 3. ensure telephone systems used to receive Crime Stoppers tips do not use call display, recording devices or any other feature that could be used to identify a Crime Stoppers tipster;

4. 2. 4. ensure the Crime Stoppers tips telephone line, for RCMP jurisdictions, is answered by qualified personnel with security clearance;

4. 2. 5. ensure any web/internet tips received prevent identification of originating electronic addresses; and

4. 2. 6. maintain statistics on Crime Stoppers tips received and report these in accordance with Crime Stoppers Association RCMP policies.

5. Detachment/Unit Crime Stoppers Liaison

5. 1. The Detachment/Unit Crime Stoppers Liaison will:

5. 1. 1. liaise with the Crime Stoppers Coordinator and division Program Manager/Coordinator;

5. 1. 2. receive Crime Stoppers tip sheets and ensure they are promptly and completely investigated in accordance with Crime Stoppers guidelines and RCMP policy; and

5. 1. 3. in consultation with the Crime Stoppers Police Coordinator/Program Manager and division Coordinator/Program Manager, promote Crime Stoppers locally, and encourage the use of Crime Stoppers media releases to help solve crimes.

6. Detachment/Unit Commander

6. 1. If a Crime Stoppers Association is based in your jurisdiction, appoint a Crime Stoppers Police Coordinator/Program Manager.

6. 2. If a Crime Stoppers Association is not based in your jurisdiction, appoint an employee to act as a police liaison to the division Crime Stoppers Coordinator/Program Manager.

6. 3. Ensure the Crime Stoppers Program is not compromised by the release of any information that could identify a Crime Stoppers tipster.

6. 4. Ensure tip sheets are not included in the investigation file and are disposed of in accordance with Crime Stoppers and RCMP policy.

References

Date Modified: 2011-09-28

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - App. 38-6-1 - Guidelines for Crime Stoppers Coordinators

Back to chapter

Directive Amended: 2010-09-14

1. Crime Stoppers Association
2. Crime Stoppers Police Coordinator/Program Manager and Division Coordinator/Program Manager
3. Employee
4. Detachment/Unit Investigator

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1. Crime Stoppers Association

1. 1. Administers and controls local Crime Stoppers Programs.

1. 2. Develops and maintains local Crime Stoppers Program policies and procedures.

1. 3. Publicizes unsolved crimes through the media and solicits public assistance with providing information which may help the police to solve crimes.

1. 4. Provides direction to the Crime Stoppers Police Coordinator/Program Manager and Division Coordinator/Program Manager regarding tip management and other activities of the local Crime Stoppers Program.

1. 5. Provides insurance and legal protection against civil or criminal action for members of the Board of Directors, the volunteers and the police coordinators.

1. 6. Raises funds for awards, administrative expenses, and other activities and promotions by soliciting donations from the community or other sources.

2. Crime Stoppers Police Coordinator/Program Manager and Division Coordinator/Program Manager

2. 1. If a tipster telephones, assign a confidential Crime Stoppers tipster code number/word for each tip and provide this confidential code number/word to the tipster during the initial telephone conversation.

NOTE: As the tipster is not required to provide any information related to his/her identity, this unique identifier is essential to verify the identity of the tipster during any subsequent telephone conversations.

2. 2. Provide the Crime Stoppers tip to the law enforcement/investigative agency for investigation, and remind them of the obligation regarding the custody of Crime Stoppers information.

2. 3. Ensure personal information related to suspects or arrested persons is not provided to the Crime Stoppers Associations.

2. 3. 1. The Crime Stoppers Association only requires details related to the number of arrests, the number of charges, the type of crimes solved, the potential risk faced by the tipster, the value of recovered stolen property, the value of seized illicit drugs and any comments related to the impact of the crime on the local community.

2. 4. Report on successful tip investigations to the applicable Crime Stoppers Association to assist in establishing the award amount.

2. 5. Assist with Crime Stoppers media productions and publications in accordance with local Crime Stoppers Association policies and agreements with local police agencies.

2. 6. Publicize unsolved crimes, including notifications for "wanted person" and crime re-enactments, through the local media to solicit public assistance in solving them and add local Crime Stoppers websites to any media release.

2. 6. 1. The following wording is suggested for the final portion of any press release seeking public assistance in solving a crime:

> "If you have information on this, or any other crime, contact your local RCMP Detachment at (phone number) or Crime Stoppers at 1-800-222-8477. You do not have to reveal your identity to Crime Stoppers. If you provide information to Crime Stoppers that leads to an arrest or the recovery of stolen property or the seizure of illicit drugs, you could be eligible for a cash award."

2. 7. Assist with the promotion of Crime Stoppers and Student Crime Stoppers Programs in accordance with local Crime Stoppers Association and police agency policies and priorities.

2. 8. Attend Crime Stoppers training opportunities, where possible.

2. 9. Encourage local Crime Stoppers Association Boards to develop and implement a criminal history check protocol for their membership using Form 3584.

NOTES:

1. No call-taker should ask more of a tipster than what the tipster already knows.

2. No tipster should be tasked to make further inquiries or to seek additional evidence in order to further the investigation. If these guidelines are is not strictly followed, the tipster may be deemed an "agent" of the police, thereby forfeiting her/his anonymity.

3. Employee

3. 1. The following will apply to employees who are not RMs:

3. 1. 1. You may receive a Crime Stoppers tip by telephone, cell phone, text messaging, or webtips;

3. 1. 2. If a tipster telephones, follow the procedures outlined in sec. 2.1. of this chapter;

3. 1. 2. 1. obtain as much information as possible about the crime and the suspects from the tipster during the initial conversation;

3. 1. 2. 2. inform the tipster to communicate again if he/she obtains additional information or wishes to inquire if he/she is eligible for a Crime Stoppers award; and

3. 1. 2. 3. record the tip information in a suitable Crime Stoppers tips database or file record.

NOTE: Information which might identify the Crime Stoppers tipster is not to be recorded or documented on any police or crime stoppers file.

4. Detachment/Unit Investigator

4. 1. Upon receipt of the Crime Stoppers tip, assign a unit investigative file number and follow-up on any leads the tip may provide.

4. 2. Never use Crime Stoppers tips as grounds for arrest or search. They merely provide a starting point to initiate an investigation and such grounds must come from subsequent enquiries and observations.

4. 3. Refer to a Crime Stoppers tipster as a "confidential police informant of unknown reliability".

4. 4. Do not reveal the contents of a Crime Stoppers tip to a suspect or witness or mention the involvement of Crime Stoppers.

4. 5. You should not include any tip information on a warrant application or on an investigative file if it might identify the tipster. In extreme circumstances, if the information is absolutely necessary, apply to have the warrant application sealed. Use the term "anonymous police information" when speaking with suspects or witnesses.

4. 5. 1. Information in these documents, must be worded to indicate the police is not trying to hide any information, e.g. "confidential police informant of unknown reliability alleged that (...name) did (...crime)". It must also state what the investigator did to corroborate or expand on the information received from the tipster.

4. 6. Do not place Crime Stoppers tip sheets on a police investigation file. Subsequent information gathered during the police investigation, must be added to the investigation file and is subject to disclosure.

NOTE: Do not wait until the accused has appeared in court to conclude the tip.

4. 7. Do not include copies of the Crime Stoppers tips sheets in any submission to Crown Council or any other agency. Inform the Crown that a tip exists and have them contact the applicable Crime Stoppers Association regarding disclosure issues.

4. 7. 1. The following wording is suggested for notifying the Crown attorney:

> "Information was received by the (name of Crime Stoppers Association) and passed along to police investigators during the investigation of this case. The investigators may or may not have acted on the Crime Stoppers information during this investigation.

You are hereby notified, as required by the provisions established by the Supreme Court of Canada in *R. v. Stinchcombe*, of the existence of a Crime Stoppers tip sheet which may relate to this investigation. The (name of Crime Stoppers Association) claims informer privilege based on the Supreme Court of Canada decision in *R. v. Leipert*, rendered February 6th, 1997. This ruling determined that all Crime Stoppers information is to be treated as originating from a 'confidential police informant'.

Should you require additional information, or have any questions, please contact the (name, address and phone number of local Crime Stoppers Association)."

4. 8. At the conclusion of the investigation, inform the Crime Stoppers Coordinator or Detachment/Unit Liaison (if applicable) of the results of the investigation and then dispose of the tip information sheets in accordance with the local Crime Stoppers Association's procedures. See sec. 2.3.1.

References

Back to chapter

Date Modified: 2010-09-14

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

National Home > RCMP Manuals > Operational Manual > OM - ch. 4.1. Intervention Equipment

OM - ch. 4.1. Intervention Equipment

Directive Amended: 2017-05-26

For information regarding this policy, contact National Use of Force, Operational Readiness and Response, Contract and Indigenous Policing.

1. General
2. Definitions
3. Approved Equipment
4. Optional Items on Duty Belt
5. Firearms
6. Hard Body Armour
7. Court Appearance
8. Monitoring

App. 4-1-1 Due Diligence Principles

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1. General

1. 1. A member wearing Service Order No. 1 must wear RCMP-approved equipment listed in sec. 3., and may wear RCMP-approved equipment listed in sec. 4.

EXCEPTION: When travelling on an RCMP aircraft or commercial aircraft. See ch. 4.5. and ch. 17.5., sec. 2.4.

1. 2. To ensure public and police safety, a member assigned to plainclothes duties will wear approved intervention equipment that provides the optimum protection, including police identification, see ch. 18.1., sec. 2.6.1., but is not detrimental to performing his/her duties, based on his/her continuous risk assessment.

1. 3. To ensure public and police safety, a member approved for Off Shift Carry in civilian attire will wear approved intervention equipment that provides the optimum protection, including police identification, see ch. 18.1., sec. 2.6.1., but is not detrimental to his/her status as an Off Shift Carry member, based on his/her continuous risk assessment.

NOTE: A member who is an operator or passenger of operational police transport is considered on duty and must comply with sec. 1.1. or 1.2., depending on his/her duties.

1. 4. For situations involving individual members, the CO/Cr. Ops. Officer/delegate may authorize Off Shift Carry of intervention options for members in civilian attire as outlined in sec. 1.3.

1. 5. Completion of Storage of Firearm Exemption, Form 3432, is not required for On Shift Carry or Administrative Carry.

1. 6. While members are acting in the lawful course of their duties under Sec. 18, *RCMP Act*, they are legally permitted to carry intervention options, including firearms, under all three carry statuses, On Shift Carry, Off Shift Carry, and Administrative Carry, for the purpose of their employment while acting within the scope of their duties/status.

NOTE: Members are reminded that any action taken outside the scope of their duties/status could result in a statutory and/or code of conduct investigation.

1. 7. As a result of the elevated legal risks that members may face with respect to carrying firearms under an Off Shift Carry designation, members must read and acknowledge their understanding of their conduct obligations while under this designation by individually signing Form 3432.

1. 8. Members who are authorized for Off Shift Carry according to ch. 2.7., sec. 1.1.3. are not entitled to compensation as this status is voluntary.

1. 8. 1. While in possession of their RCMP intervention options off duty, members authorized for Off Shift Carry must adhere to the RCMP Code of Conduct as if they were on duty, i.e. no consumption of alcohol/liquor, no attendance to a liquor establishment for non-work purposes.

1. 8. 2. Members should document their activities in their notebook or the detachment firearms sign-out log for Administrative Carry, e.g. taking firearm to range for skills development/proficiency training off duty, taking firearm home to clean.

1. 8. 3. When authorized, it is considered best practice for a member to wear or carry individual-issue RCMP firearms on his/her person at all times, regardless of his/her carry status.

1. 8. 4. The threat risk assessment completed according to ch. 2.7. along with the member's and supervisor's input, will determine if a member requires firearms beyond his/her personal-issue pistol, e.g. carbine at their residence. This does not prevent the CO/Cr. Ops. Officer/delegate from immediately authorizing a member from having, at his/her residence, a long-barrel unit issue firearm in the case of serious threats. For approved firearms, see FM App. 6-1. This does not include situations where members are considered on shift and require possession of unit firearms, e.g. member provided carbine to take with them to a fly-in community as relief.

NOTE: Remington Model 700 .308 LTR and Colt C8 IUR 5.56/.223 Patrol Carbine are also included as approved for general purpose use.

2. Definitions

2. 1. **Administrative Carry** means the wearing, carrying, and/or transporting of RCMP intervention options, particularly firearms, by members under circumstances where members are not entitled to compensation, e.g. not considered on shift. These situations may include, but are not limited to: taking duty pistol or patrol carbine to a dwelling for cleaning, members attending the local range, while off shift, for skills development as authorized in ch. 4.9. sec. 2.4. In case of any requirement to identify themselves as a police officer, members must ensure they have their RCMP badge and identification with them under this status.

2. 2. **Function Check** - see Agora Knowledge Centre and sec. 5.2.1.1.

2. 3. **Off Shift Carry** means the wearing, carrying, and/or transporting of RCMP intervention options, particularly firearms, during those times when members are specifically authorized under sec. 1.4. and/or sec. 1.5. to address serious credible threats against them or their families,

are not formally assigned to a work shift, are not on overtime shifts and/or designated as on immediate operational readiness (OR) or operational availability (OA), and are not entitled to compensation.

2. 4. **On Shift Carry** means the wearing, carrying, and/or transporting of RCMP approved intervention options, particularly firearms, during those times when members are formally assigned to a work shift, on approved overtime and or designated as on immediate operational readiness (OR) or operational availability (OA). This status also includes, but is not limited to, attending formal training and relocating.

3. Approved Equipment

3. 1. Approved equipment consists of:

3. 1. 1. Soft Body Armour (SBA) (internal or external carriers);

NOTE: Only approved carbine or MP5 magazines pouches, naloxone in a pouch, and a tourniquet in a pouch are to be attached to the SBA external carrier.

3. 1. 2. a fully-loaded pistol in an approved holster, see ch. 4.3.;

3. 1. 3. a magazine pouch and two fully-loaded magazines;

3. 1. 4. a defensive baton in an approved holder;

3. 1. 5. oleoresin capsicum spray in a carrier, see ch. 17.5., sec. 2.;

3. 1. 6. handcuffs in a handcuff pouch, see ch. 17.6.;

3. 1. 7. a portable radio and/or, a cellular or satellite phone;

3. 1. 8. a flashlight;

3. 1. 9. a conducted energy weapon (CEW) in an approved holster, when the member is certified to operate a CEW and where one is available, see ch. 17.7., sec. 1.1. and App. 17-7-1;

3. 1. 10. the maximum number of operational CEW cartridges the holster is designed to carry, see App. 17-7-1.

3. 2. For commissioned officers, see UDM ch. 1., sec. E.1.h.

4. Optional Items on Duty Belt

4. 1. When wearing a duty belt, the following items are optional:

4. 1. 1. an individual first aid kit (IFAK);

4. 1. 2. a tourniquet;

4. 1. 3. a compatible silent key holder (member supplied); and

4. 1. 4. a folding blade knife in a carrier compatible with the duty belt (member supplied).

5. Firearms

5. 1. Long-Barrelled Firearms

5. 1. 1. Member

5. 1. 1. 1. When working general duties, if you are qualified in the use of a shotgun or carbine, and one is available, it must be taken in your patrol vehicle, where an approved rack or storage container is available.

5. 1. 1. 2. When operating RCMP transport, e.g. snowmobiles, ATVs, water transport, you must conduct a continuous risk assessment to determine if a carbine is required.

5. 2. Pistols

5. 2. 1. Member

5. 2. 1. 1. A function check should be performed before the start of each shift to verify the proper working order of all mechanical features of an unloaded pistol. See Agora Knowledge Centre.

5. 2. 1. 2. All function checks must be preceded by a safety check.

5. 2. 1. 3. Both the safety check and the function check must be conducted with the muzzle pointed in a safe direction, or using an unloading station, with your finger off the trigger.

5. 2. 1. 4. Follow the process to conduct a function check, which is published in Agora under the Knowledge Base Catalogue.

5. 3. Holsters

5. 3. 1. General

5. 3. 1. 1. The approved general duty holster is the [redacted]

5. 3. 1. 2. The approved plain clothes holster is the [redacted]

5. 3. 2. Member

5. 3. 2. 1. At the beginning of each shift, inspect your holster for any wear or damage.

5. 3. 2. 2. As part of regular maintenance, spray the inside of the holster with WD-40, Water Resistant Silicone or Moto Master Silicone Lube, every 30 days. For direction on how to apply silicone spray to the holster, see Agora Knowledge Centre.

5. 3. 2. 3. If using your holster in an environment where debris may enter the holster, examine the holster to ensure no debris has become lodged in the ALS mechanism and ensure the holster is operating properly.

NOTE: When inspecting the holster, ensure the pistol has been removed from the holster and a safety check has been performed on the pistol.

6. Hard Body Armour

6. 1. Member

6. 1. 1. Apply the principles of the Incident Management Intervention Model (IMIM) in your continuous risk assessment and decision to wear Hard Body Armour (HBA). Examples of incidents where HBA should be worn may include, but are not limited to: firearm-related calls, high-risk vehicle stops, searches, road blocks, and containment situations.

6. 1. 2. Once a need-to-wear HBA is determined, it should be donned at the first available opportunity, ideally before arriving at the scene.

6. 1. 3. The HBA is to be worn over the SBA. The HBA is not intended to replace the SBA, but to supplement its protection.

6. 1. 4. Only approved carbine or MP5 magazines pouches, and tourniquets in a pouch are to be attached to the HBA external carrier.

6. 1. 5. For wearing instructions, proper handling of the carrier, and care and maintenance of the HBA, see bulletin UDM-160.

6. 1. 6. When a member is working in a marine environment, he/she must comply with ch. 16.8. RCMP-approved inflatable personal floatation devices (PFDs) will provide sufficient buoyancy to a member who is wearing an HBA. For a list of approved PFDs, see App. 16-8-1.

6. 2. Supervisor/Commander

6. 2. 1. Maintain a unit inventory of one set of HBA per operational police vehicle plus 10 percent, subject to availability through Divisional Stores. Keep one set of HBA in every operational police vehicle; two sets where that vehicle is normally occupied by two members, e.g. field coach and cadet.

EXCEPTION: Based on a continuous risk assessment and in consultation with the Workplace Health and Safety Committee or Safety Representative, unit policy and procedures may be established, which take into consideration specific unit circumstances and allow for more effective deployment of the HBA.

6. 2. 2. Establish a monitoring and maintenance process within your detachment/unit to identify any deficiencies which would require replacement or repairs to the HBA system, i.e. plates, carrier, and/or case. See bulletin UDM-160.

7. Court Appearance

7. 1. When presenting evidence in court, if wearing Service Order No. 1., a member must wear intervention equipment as outlined in sec. 1.1., unless directed otherwise by the presiding Judge.

7. 2. When presenting evidence in court while in plainclothes and on duty, adhere to sec. 1.2., unless directed otherwise by the presiding Judge.

8. Monitoring

8. 1. Commander

8. 1. 1. Ensure approved equipment is available for a member temporarily re-assigned to plainclothes duties as outlined in sec. 1.2.

8. 1. 2. Continuously monitor your members to ensure a proper risk assessment is completed, see sec. 1.2., based on the duties being conducted, e.g. meeting a source, execution of a search warrant. See App. 4-1-1.

8. 1. 3. Ensure approved training and equipment are provided to members for their duties/status.

8. 1. 4. In the event of a critical incident, when and where feasible and/or appropriate, the Commander will provide clear direction to members regarding equipment use, e.g. HBA, Carbine, CBRNE.

References

Date Modified: 2017-05-26

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 4.10. Relinquishment of Issue Firearms and Intervention Equipment

Policy Amended: 2019-06-18

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Member
2. Commander

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1. Member

1. 1. Immediately return or make arrangements to return your RCMP intervention equipment to your commander when:

1. 1. 1. the Health Services Officer (HSO) or your attending physician has informed you that you will be on sick leave for more than 30 calendar days, or

1. 1. 2. you are starting any type of leave without pay.

EXCEPTION: When an authorization has been granted under OM ch. 4.4., Storage of Firearms, sec. 1.9.

NOTE: For a list of RCMP intervention equipment, refer to OM ch. 4.1., Intervention Equipment, sec. 3., Approved Equipment.

2. Commander

2. 1. Take possession of a member's RCMP-issued intervention equipment when:

2. 1. 1. the member has been suspended from duty;

2. 1. 2. there is reason to believe that the member may be unfit to handle a firearm;

NOTES:

1. Being unfit is not limited to physical limitation or injury. A member's mental wellbeing must also be considered, e.g. whether the member has recently been exposed to a traumatic personal and/or work-related incident. Refer to OM ch. 54.1., RCMP External Investigation or Review, sec. 2.6.

2. If there is a concern for life or the potential for serious injury, the authority for seizing firearms is found in common law or under the *Criminal Code* (CC).

2. 1. 3. the HSO or the member's attending physician recommends sick leave in excess of 30 calendar days. Refer to AM ch. 19.3., Sick Leave, sec. 4.5., Intervention Equipment;

2. 1. 4. the member begins any type of leave without pay; or

2. 1. 5. there is a change in the member's medical profile from operational to non-operational, and the change is expected to be in excess of 30 calendar days.

NOTE: For a list of RCMP intervention equipment, refer to OM ch. 4.1., sec. 3.

2. 2. Take note of the transfer of the member's RCMP-issued intervention equipment, and ensure that firearms and prohibited items are stored in accordance with all laws and regulations.

NOTE: If you are not an RM, delegate this task to an RM.

2. 2. 1. Complete Form 4048, Issue and Receipt of RCMP - Issued Firearms and Prohibited Items.

2. 2. 1. 1. Register the reason for relinquishing the member's RCMP-issued intervention equipment in the comments section of Form 4048.

NOTE: Do not send Oleoresin Capsicum spray, loaded magazines, or extendable batons to the armoury.

2. 2. 2. Secure firearms and intervention equipment, as per OM ch. 4.4.

2. 2. 3. If the member's RCMP-issued intervention equipment is relinquished for more than 90 days, as per sec. 2.1., send the member's RCMP-approved pistol and accessories, and Form 3952, Issue, Receipt, Exchange of Pistol and Accessories, to the armoury for entry in the Total Expenditures and Asset Management System.

2. 2. 4. If, within 90 days, the member returns to duty, or is declared fit for duty as shown by a medical certificate from the HSO, return the RCMP intervention equipment to the member, and submit Form 4048.

2. 2. 5. To obtain RCMP replacement firearms, submit Form 3952 to stores or to the armoury

2. 3. When relinquishing RCMP-issued intervention equipment for reasons listed in sec. 2.1.1. and 2.1.2.:

2. 3. 1. provide the member with an explanation; and

2. 3. 2. if necessary, seize additional firearms under the authority of the CC.

2. 3. 3. If the member shows signs of emotional and or mental distress:

2. 3. 3. 1. arrange for immediate medical assistance for them. Refer to AM II.19., Occupational Health Services; and

NOTE: Consider contacting the divisional peer-to-peer coordinator for additional support.

2. 3. 3. 2. inform the spouse, relative, or close friend of the member to stay with them at all times.

2. 4. Ensure that you are aware of your responsibilities for firearms and related equipment that are charged to the unit, and not to specific employees. Refer to FM ch. 6., Issue and Maintenance of Firearms and Related Equipment.

2. 4. 1. Upon a change of command, and annually after that, verify the unit inventory to ensure that all RCMP intervention equipment is up to date.

References

Date Modified: 2019-06-18

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 4.11. Public Agents Firearms Regulations

Policy Amended: 2020-01-31

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Definitions
2. General
3. Detachments and Units
4. Reporting Requirements
5. Disposal Requirements

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1. Definitions

1. 1. **Firearm Identification Number (FIN)** means the number assigned to a firearm by the Registrar of Firearms.

1. 2. **Public Agency Web Services (PWS)** means the online reporting tool each detachment/unit must use to report firearms transactions.

1. 3. **Public Agency Identification Number (PAIN)** means a number assigned to each detachment/unit that has, or may have, firearms in its possession.

1. 4. **Protected firearms** means firearms that are not agency firearms, but that are in an agency's possession, for example, firearms that an agency has found, seized, or is holding for other reasons such as testing or evidence.

1. 5. **Agency firearms** means firearms that are in the possession of a public agency for use by its employees, for example, a police service firearm.

2. General

2. 1. *Public Agents Firearms Regulations* require the RCMP to report agency firearms and protected firearms in their possession to the Registrar of Firearms. These transactions include reporting:

2. 1. 1. possession of firearms found, seized, detained, surrendered, or held for safekeeping;

2. 1. 2. destroyed firearms;

2. 1. 3. transfer of firearms between agencies;

2. 1. 4. a description change of a firearm; and

2. 1. 5. the return of a firearm to its lawful owner.

2. 2. Detachments/units are responsible for reporting protected firearms to the Registrar of Firearms.

2. 3. The National Armourer is responsible for reporting agency firearms to the Registrar of Firearms.

2. 3. 1. Detachments/units should not have any firearms in their agency firearms inventory.

2. 4. For all additional information on firearms, refer to *Public Agents Firearms Regulations*.

3. Detachments and Units

3. 1. A Public Agency Identification Number (PAIN) is required by all detachments/units when reporting protected firearms to the Registrar of Firearms, as per Public Agents Firearms Regulations, sec. 6.

3. 1. 1. All detachments/units that have, could have, or will have protected firearms in their possession must apply for a PAIN through the Canadian Firearms Program.

3. 1. 2. A user identification and password are required to apply for a PAIN.

3. 1. 2. 1. To obtain a user identification and password, contact Public Agency Web Services.

3. 2. All detachments/units:

3. 2. 1. must have a representative listed on the PAIN who is authorized to grant access to Public Agency Web Services (PWS) users;

NOTE: Consider having more than one representative.

3. 2. 2. must have at least one reporting agent with access to the PWS, for example, the exhibit custodian; and

3. 2. 3. should ensure that a replacement agent or representative is provided if the previous agent or representative relocates, retires, or is no longer fulfilling those duties relating to the PWS.

3. 2. 3. 1. To update the representative or to add or remove a reporting agent, contact Public Agency Web Services.

3. 3. Reporting will be completed through the PWS tool on the RCMP Secure Access Portal.

3. 3. 1. If the PWS does not appear in the RCMP Secure Access Portal, contact Public Agency Web Services.

3. 4. For assistance in identifying and describing protected firearms, refer to the Firearms Reference Table available on the PWS tool, or on the RCMP Secure Access Portal.

3. 4. 1. For additional assistance with identification, contact the Firearm Technical Unit within Specialized Firearms Support Services.

3. 4. 2. To become a certified firearm verifier, contact the Verifiers Network.

3. 5. If a protected firearm does not bear a serial number sufficient for identification, the PWS will assign a unique Firearm Identification Number for the firearm unless it is already registered.

3. 5. 1. Any protected firearm held as an exhibit will be marked as per LSM ch. 1., Laboratory Services, sec. 4.3.1., Identification.

4. Reporting Requirements

4. 1. Protected firearms possessed by a detachment/unit for 72 hours or more must be reported to the Registrar of Firearms within 30 days of acquisition.

EXCEPTION: All firearms that are destroyed by the detachment/unit must be reported, regardless of how long they have been in possession, including those firearms that have been in possession for under 72 hours.

4. 2. If a protected firearm is removed from the detachment's/unit's possession and is sent, for any purpose, to another detachment/unit within the RCMP or an external department or agency, for example, a detachment sends a seized firearm to RCMP Forensic Lab, or transports a firearm exhibit to court for trial, there is a requirement to report the transfer of the firearm to the receiving agency through the PWS.

4. 2. 1. If a protected firearm is transferred to another country or police force of a foreign government, the firearm must be reported as exported to a foreign entity through the PWS.

4. 3. If the protected firearm is returned to the owner, is lost, or stolen while in the custody of a detachment/unit, the transaction must be reported to the Registrar of Firearms without delay, using the PWS.

5. Disposal Requirements

5. 1. Dispose of firearms in accordance with *Public Agents Firearms Regulations*, sec. 15 and sec. 16.

References

- *Firearms Act*

Date Modified: 2020-01-31

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 4.12. Firearm Licensing Enforcement Legislation

Directive Amended: 2016-10-24

For information regarding this policy, contact National Criminal Operations, National Use of Force at [redacted]

1. Seizure of Firearms
2. Access to RCMP Records By Firearms Officers

1. Seizure of Firearms

1. 1. If you encounter an individual in possession of a firearm without proper licensing documentation, seize the firearm under Sec. 117.03, *Criminal Code* (CC).

1. 2. Query the individual on the Canadian Firearms Registry On-line (CFRO) through CPIC, or contact the Chief Firearms Office (CFO) to confirm whether an application for a firearm licence is being processed.

1. 3. If proper documentation for possession is produced and no further action is being taken, return the firearm to the lawful owner under Sec. 117.03(2), CC.

1. 4. If the owner refuses to comply with the legal requirements, and no further action is being taken, bring the firearm before a judge for disposal under Sec. 117.03(3), CC.

2. Access to RCMP Records By Firearms Officers

2. 1. General

2. 1. 1. The Firearms Interest Police (FIP) category is a CPIC entry used to record data on a person involved in an incident, as outlined in Sec. 5, *Firearms Act*.

2. 1. 1. 1. A person is ineligible to hold a firearm licence, if to do so, would be contrary to the interests of public safety.

2. 1. 1. 2. A CFO/delegate relies on the information contained in the operational file that supports the FIP entry in order to determine an individual's eligibility to obtain or continue to possess a firearm licence.

2. 1. 1. 3. To access this information, a Firearms Officer must complete Disclosures to Firearms Officers, Form 3825, and submit it to the appropriate RCMP records keeper.

2. 2. Member

2. 2. 1. When Form 3825 is submitted by a Firearms Officer, review the operational file and vet the information in accordance with IMM App. 2-3-1.

2. 2. 2. The Firearms Officer must provide all of the occurrence numbers to be accessed. Do not disclose information from other files not requested, even if the subject is indexed.

2. 2. 3. Return the form by mail or by secure fax.

2. 3. Commander

2. 3. 1. When Form 3825 is submitted by a Firearms Officer, see IMM ch. 2.3.

2. 3. 2. Ensure that the information required is returned promptly. The Police Information Retrieval System (PIRS) will flag all AJ64 files that have not been concluded within two months.

References

Date Modified: 2016-10-24

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

National Home > RCMP Manuals > Operational Manual > OM - ch. 4.13. Prohibition Orders

OM - ch. 4.13. Prohibition Orders

Policy Amended: 2019-04-10

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Mandatory Prohibition Orders
2. Discretionary Prohibition Orders
3. Preventative Prohibition Orders
4. Canadian Police Information Centre Entry of Prohibition Orders

1. Mandatory Prohibition Orders

1. 1. General

1. 1. 1. The courts must issue a mandatory prohibition order for:

1. 1. 1. 1. indictable offences punishable by 10 years or more imprisonment, where violence was used, attempted, or threatened;

1. 1. 1. 2. indictable offences, where domestic violence was used, attempted, or threatened;

1. 1. 1. 3. specific firearms offences, listed in *Criminal Code* (CC), paragraph 109(1)(b);

1. 1. 1. 4. offences under the *Controlled Drugs and Substances Act*, involving trafficking, importing, exporting, or production; and

1. 1. 1. 5. any offence which involves, or the subject matter of which is, a firearm or other regulated item, where the person was prohibited from possessing such a thing.

2. Discretionary Prohibition Orders

2. 1. General

2. 1. 1. The courts may issue a discretionary prohibition order for summary offences and indictable offences that involved actual, threatened, or attempted violence, other than those referred to in CC, subsection 109(1), as well as for offences that involve, or the subject matter of which is, a firearm or other regulated item, where the person was not already prohibited from possessing such a thing, as per CC, subsection 110(1).

2. 2. Member

2. 2. 1. In cases where a person is charged with an offence for which a discretionary prohibition order may be issued, if it is desirable, in the interest of public safety, that the person be

prohibited from possessing firearms or other regulated items, recommend to the Crown counsel that they request such an order.

2. 2. 2. If the charged person is acquitted, consider an application under CC, subsection 111(1), for a preventative prohibition order.

3. Preventative Prohibition Orders

3. 1. General

3. 1. 1. When there are reasonable grounds to believe that it is not in the best interest of the safety of the person, or any other person, to possess a firearm or other regulated item, a preventive prohibition order may be sought, as per CC, subsection 111(1).

3. 1. 1. 1. Hearsay evidence is admissible in a preventative prohibition order application hearing, as per CC, subsection 111(1).

3. 1. 1. 2. The standard of proof for a preventative prohibition order is "balance of probabilities," not "beyond a reasonable doubt," as per CC, subsection 111(1).

3. 2. Member

3. 2. 1. If the person prohibited from possessing a firearm holds a valid Possession and Acquisition Licence, consult with the Crown counsel regarding whether it is necessary to request that the firearm be forfeited.

3. 2. 2. In cases where public safety, including the safety of a person against whom an order would be sought, is a concern based on reasonable grounds, consult with your supervisor to determine if it would be appropriate to seek a preventative prohibition order.

3. 2. 3. You may consult with the National Weapons Enforcement Support Team (NWEST) regarding whether it is appropriate to seek a preventative prohibition order. To contact NWEST, call the Police Investigative Support Line at 1-800-731-4000, Public

3. 2. 4. If the application for a preventative prohibition order is approved by your supervisor, prepare the applicable Crown counsel and court documents.

NOTE: When a prohibition order is issued, you should immediately escort the prohibited person directly to the place of storage, and seize their prohibited firearms and other regulated items.

3. 3. Supervisor

3. 3. 1. Deny requests by members to apply for preventative prohibition orders only if it is not in the public interest or if the grounds are insufficient.

3. 3. 1. 1. If you deny the approval for prohibition orders, document your reasons on the file, along with all other relevant information.

4. Canadian Police Information Centre Entry of Prohibition Orders

4. 1. Member

4. 1. 1. Ensure that prohibition orders and associated limitations on access orders, issued as per CC, subsection 117.011, arising from operational files opened by your detachment, are entered in the Persons, Prohibited category of the Canadian Police Information Centre System.

4. 1. 2. Notify your chief firearms officer.

References

- CPIC User Manual, ch. III.4.1., Category Trigger Words for Persons File
- CPIC User Manual, ch. III.4.2., Adding Person Records

Date Modified: 2019-04-10

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

National Home > OM - ch. 4.14. Tracing Firearms

OM - ch. 4.14. Tracing Firearms

Directive Amended: 2016-04-08

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing at [redacted]

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1. Use Trace Request and Occurrence Report, Form 1726, to record descriptive information about a firearm and to request a trace search or send an e-mail to National Firearms Tracing Unit at NFTU@rcmp-grc.gc.ca.

2. Complete part 1 and parts 3 to 8, where applicable.

NOTE: Parts 1b, 4a - 4e, 4g, 5b, and 5c must be completed for trace processing.

3. Priorities are:

3. 1. Routine - Any request not deemed to be urgent.

3. 2. Urgent - Only the following violent crimes and case circumstances:

3. 2. 1. Assault;

3. 2. 2. Bank Robbery;

3. 2. 3. Kidnapping;

3. 2. 4. Murder/Suicide;

3. 2. 5. Rape/Sex;

3. 2. 6. Terrorist Act;

3. 2. 7. Terrorist Threat;

3. 2. 8. Undercover Case;

3. 2. 9. To Hold a Suspect in Custody; and

3. 2. 10. To Initiate a Search Warrant.

4. When completing part 2, check the following items:

4. 1. **Manufacturer** - Always include the entire name shown on the firearm.

4. 2. **Type** - Use listed data responses found on reverse of Form 1726.

4. 3. **Model** - The model designation can be a letter or numeral designation or a combination thereof.

4. 4. **Caliber or Gauge** - Aways specify .22 short, 22LR or .22 Magnum caliber; 9 mm short (380) or 9 mm Parabellum caliber. Be sure to include any names with the caliber since 9 mm Corto and 9 mm Kurtz indicate 9 mm short (380) caliber.

4. 5. **Serial Number** - Always include letter prefix, suffix, code numbers, or letters over or under the serial number. If a different serial number appears several places, indicate the location of each.

4. 6. **Country of Manufacture** - May appear under the grips or another hidden location.

4. 7. **Importer Markings** - May appear on the side of the firearm. The United States requires all firearms manufactured by a foreign manufacturer and imported into the United States for resale be marked.

5. Submit Form 1726 by e-mail to NFTU at NFTU@rcmp-grc.gc.ca or by fax to 613-825-8423.

6. The mailing address for the Canadian National Firearms Tracing Centre is:

RCMP
Canadian National Firearms Tracing Centre
M1, 3rd Floor, Suite 803
Mailstop 6
Ottawa, ON
K1A 0R2
Tel: 613-843-6934

References

Date Modified: 2016-04-08

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 4.14. Tracing Firearms

Policy Amended: 2020-08-14

For information regarding this policy, contact the Canadian National Firearm Tracing Centre, Canadian Firearms Program, Specialized Policing Services, or by phone at 1-844-486-8722 (1-844-GUN-TRAC).

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1. Use Trace Request and Occurrence Report, Form 1726, to record descriptive information about a firearm and to request a trace search or send an e-mail to National Firearms Tracing Unit at NFTU@rcmp-grc.gc.ca.

2. Complete part 1 and parts 3 to 8, where applicable.

NOTE: Parts 1b, 4a - 4e, 4g, 5b, and 5c must be completed for trace processing.

3. Priorities are:

3. 1. Routine - Any request not deemed to be urgent.

3. 2. Urgent - Only the following violent crimes and case circumstances:

3. 2. 1. Assault;

3. 2. 2. Bank Robbery;

3. 2. 3. Kidnapping;

3. 2. 4. Murder/Suicide;

3. 2. 5. Rape/Sex;

3. 2. 6. Terrorist Act;

3. 2. 7. Terrorist Threat;

3. 2. 8. Undercover Case;

3. 2. 9. To Hold a Suspect in Custody; and

3. 2. 10. To Initiate a Search Warrant.

4. When completing part 2, check the following items:

4. 1. **Manufacturer** - Always include the entire name shown on the firearm.

4. 2. **Type** - Use listed data responses found on reverse of Form 1726.

4. 3. **Model** - The model designation can be a letter or numeral designation or a combination thereof.

4. 4. **Caliber or Gauge** - Aways specify .22 short, 22LR or .22 Magnum caliber; 9 mm short (380) or 9 mm Parabellum caliber. Be sure to include any names with the caliber since 9 mm Corto and 9 mm Kurtz indicate 9 mm short (380) caliber.

4. 5. **Serial Number** - Always include letter prefix, suffix, code numbers, or letters over or under the serial number. If a different serial number appears several places, indicate the location of each.

4. 6. **Country of Manufacture** - May appear under the grips or another hidden location.

4. 7. **Importer Markings** - May appear on the side of the firearm. The United States requires all firearms manufactured by a foreign manufacturer and imported into the United States for resale be marked.

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6. The mailing address for the Canadian National Firearms Tracing Centre is:

RCMP
Canadian National Firearms Tracing Centre
M1, 3rd Floor, Suite 803
Mailstop 6
Ottawa, ON
K1A 0R2
Tel: 613-843-6934

References

Date Modified: 2020-08-14

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 4.15. Patrol Carbine

Policy Amended: 2019-07-24

For information regarding this policy, contact National Use of Force, Operational Readiness and Response, Contract and Indigenous Policing.

1. General
2. Definitions
3. Roles and Responsibilities
4. Training and Qualifications
5. Deployment
6. Post-incident Requirements
7. Storage

1. General

1. 1. Members must wear the approved Soft Body Armour carrier (no. 8080) and magazine pouches (no. 122581). The Soft Body Armour may be supplemented with the approved Hard Body Armour (no. 122032) with magazine pouches.

1. 2. When working general duties, if you are qualified in the use of the patrol carbine, and one is available, it must be taken in your patrol vehicle.

1.3. While being transported on duty, members will secure the patrol carbine in the approved storage rack, located in the cabin of the police vehicle. See ch. 4.4.

EXCEPTION: If operations dictate otherwise.

NOTE: While awaiting the installation of approved storage racks, as an interim solution, members may store the patrol carbine during transportation in the approved storage case.

2. Definitions

2. 1. **Loaded** means the bolt is fully forward, the magazine is inserted, and no round is in the chamber.

EXAMPLE: When secured in patrol vehicle.

2. 2. **Readied** means the carbine is loaded and a round is in the chamber (action was cycled to get to this status).

EXAMPLE: When the patrol carbine is required operationally.

2. 3. **Unloaded** means the magazine was removed and no round is in the chamber. The carbine is completely free from ammunition.

EXAMPLE: When storing the carbine.

2. 4. **Post-incident ammunition** means a round that has been chambered but not fired.

NOTE: This round may have a dimpled primer from the firing pin. It should only be used for training purposes.

3. Roles and Responsibilities

3. 1. Qualified Members

3. 1. 1. Before signing out a patrol carbine for operational duty:

3. 1. 1. 1. Conduct a safety check and pre-duty inspection, before loading the patrol carbine for duty. Refer to the Agora Knowledge Centre.

3. 1. 1. 2. Report deficiencies to the unit commander/delegate.

NOTE: Any deficiency noted under sec. 3.1.1.2. will require that the patrol carbine be removed from service. See FM ch. 6., sec. 4.5.

3. 1. 1. 3. Record the serial number of the patrol carbine in your notebook.

3. 2. Unit Commander/Delegate

3. 2. 1. Ensure that the members under your command are aware of the directives in this chapter.

3. 2. 2. Keep and maintain an adequate supply of ammunition. See AMM ch. 4.4.

3. 2. 3. At a minimum, ensure patrol carbines and vehicle racks are inspected annually to ensure they are in proper working order.

NOTE: This includes cleaning. See FM ch. 6., sec. 4.

3. 2. 4. Ensure post-incident ammunition will be used for training purposes only. Return it to the divisional patrol carbine coordinator (or instructor designate). See AMM ch. 4.4.

4. Training and Qualification

4. 1. Subject to sec. 4.4, only members who have successfully completed the Carbine Operator Course (HRMIS 000882) are permitted to carry a patrol carbine operationally.

4. 2. Members qualified to use the patrol carbine must recertify within 12 months of previous qualification.

4. 3. Members' Carbine Operator Course (HRMIS 000882), Carbine Operator Trainer Course (HRMIS 000881), and Carbine Annual Firearms Qualification must be entered in HRMIS.

4. 4. Members whose patrol carbine certification has lapsed must not carry the patrol carbine operationally until the Carbine Annual Firearms Qualification has been completed.

NOTE: Members who have not recertified on the patrol carbine within three years must successfully complete the Carbine Operator Course (HRMIS 000882) again.

4. 5. Online learning and skills refresher materials are available for members on the Agora website to review regularly (self-directed).

4. 6. Current Emergency Response Team (ERT) members may carry the patrol carbine on duty, provided they:

4. 6. 1. have successfully completed the Carbine Online Course,

4. 6. 2. have successfully completed the Carbine Annual Firearms Qualification, and

4. 6. 3. qualify annually.

5. Deployment

5. 1. Members trained and equipped with the patrol carbine are not a substitute for tactical resources such as the ERT.

5. 2. The patrol carbine should be considered as a response option based on a risk assessment considering the totality of the situation and in line with the principles of the Incident Management Intervention Model (IMIM). See ch. 17.1.

6. Post-incident Requirements

6. 1. If the carbine is readied but not fired, the member must, as soon as practicable, return the carbine to the loaded status.

6. 2. The member must package the chambered round, keep it separate from other ammunition, and return it to the unit commander.

7. Storage

7. 1. Return the carbine to safe storage at the end of shift. See ch. 4.4.

NOTE: Final steps before placing patrol carbine in storage: ensure patrol carbine is unloaded and perform a safety check.

7. 2. Insert the orange safety plug into patrol carbine chamber when being stored.

NOTE: Safety plugs can be acquired from the armourer.

References

Date Modified: 2019-07-24

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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National Home > OM - ch. 4.2. Qualification

OM - ch. 4.2. Qualification

Directive Amended: 2018-06-20

For information regarding this policy, contact Contract and Aboriginal Policing at Irrelevant Irrelevant

1. General
2. Member
3. Basic Firearms Instructor
4. Supervisor
5. Commander
6. Divisional Personnel

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1. General

1. 1. In accordance with the *Canada Labour Code*, the employer must provide each employee with the information, instruction, training, and supervision necessary to ensure their health and safety at work.

1. 2. All regular members (RMs), unless medically exempt by the Health Services Officer (HSO), must participate and complete once every fiscal year, the firearms qualification course, using the service pistol that they normally carry.

1. 3. A police service dog handler must qualify annually with the Blackened Smith and Wesson 9 mm model 5946. Refer to OM ch. 33.1., Police Service Dogs and Specialty Service Dogs and OM ch. 4.3., RCMP-Approved Firearms.

2. Member

2. 1. Inform your supervisor of any conflict that may prevent you from attending a scheduled firearms qualification and provide alternate dates.

2. 2. If you fail to attend scheduled qualification or remedial firearms training without just cause, you may be subject to a code of conduct investigation.

2. 3. If you fail to obtain a qualifying score, you will be scheduled for remedial firearms training conducted by a qualified basic firearms instructor.

2. 4. You may request practice ammunition to maintain or improve your proficiency. Refer to AMM ch. 4.4., Ammunition, sec. 6.3.

3. Basic Firearms Instructor

3. 1. Ensure range facilities are available.

3. 1. 1. Conduct qualification and remedial training each fiscal year.

3. 2. Complete and submit reports to the appropriate authority, noting any RM who has not attended scheduled qualification or remedial firearms training.

4. Supervisor

4. 1. Ensure that RMs under your supervision are scheduled for firearms qualifications. If required, schedule remedial firearms training as soon as practicable.

4. 2. If an RM fails to attend the firearms qualification or remedial firearms training at your direction, advise your unit commander.

5. Commander

5. 1. Ensure all RMs qualify, unless exempted by the HSO.

5. 2. If an RM under your command fails to:

5. 2. 1. obtain a qualifying score, advise your divisional training unit to schedule the RM for retraining as soon as possible; or

5. 2. 2. attend firearms qualification or remedial firearms training without just cause, ensure that the incidents are documented, corrective action is implemented, and follow ups are done.

NOTE: Corrective actions may include conduct measures.

5. 3. Make an informed decision as to whether a member who has failed to meet the minimum standard should have their duty restricted pending a retraining session.

5. 4. Respond to requests from RMs under your command for practice ammunition, as outlined in AMM ch. 4.4., Ammunition, sec. 6.3.

5. 5. Ensure that RMs under your command are aware of these directives.

6. Divisional Personnel

6. 1. To assist members in improving their firearms skills, ensure that a minimum of two practice sessions are scheduled each fiscal year with the appropriately trained RCMP-qualified firearms instructors present.

6. 2. Consider providing these sessions by district for larger divisions.

6. 3. Attendance at these sessions is voluntary for members.

References

Date Modified: 2018-06-20

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 4.2. Qualification

Contact Information Amended: 2021-04-01

For information regarding this policy, contact National Police Intervention Unit, Operational Readiness and Response, Contract and Indigenous Policing.

Directive Amended: 2018-06-20

1. General
2. Member
3. Basic Firearms Instructor
4. Supervisor
5. Commander
6. Divisional Personnel

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1. 2. All regular members (RMs), unless medically exempt by the Health Services Officer (HSO), must participate and complete once every fiscal year, the firearms qualification course, using the service pistol that they normally carry.

1. 3. A police service dog handler must qualify annually with the Blackened Smith and Wesson 9 mm model 5946. Refer to OM ch. 33.1., Police Service Dogs and Specialty Service Dogs and OM ch. 4.3., RCMP-Approved Firearms.

2. Member

2. 1. Inform your supervisor of any conflict that may prevent you from attending a scheduled firearms qualification and provide alternate dates.

2. 2. If you fail to attend scheduled qualification or remedial firearms training without just cause, you may be subject to a code of conduct investigation.

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5. 2. If an RM under your command fails to:

5. 2. 1. obtain a qualifying score, advise your divisional training unit to schedule the RM for retraining as soon as possible; or

5. 2. 2. attend firearms qualification or remedial firearms training without just cause, ensure that the incidents are documented, corrective action is implemented, and follow ups are done.

NOTE: Corrective actions may include conduct measures.

5. 3. Make an informed decision as to whether a member who has failed to meet the minimum standard should have their duty restricted pending a retraining session.

5. 4. Respond to requests from RMs under your command for practice ammunition, as outlined in AMM ch. 4.4., Ammunition, sec. 6.3.

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6. 1. To assist members in improving their firearms skills, ensure that a minimum of two practice sessions are scheduled each fiscal year with the appropriately trained RCMP-qualified firearms instructors present.

6. 2. Consider providing these sessions by district for larger divisions.

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References

Date Modified: 2021-04-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - ch. 4.3. RCMP-Approved Firearms

Directive Amended: 2007-03-27

For information regarding this policy, contact National Contract Policing Br., Comunity, Contract and Aboriginal Policing Services Dir. at Irrelevant

1. RCMP-approved firearms are listed in FM App. 6-1 for use by members.

2. The Cr. Ops. Officer may approve the use of firearms from the Forensic Laboratory Firearms Section, e.g. for undercover operations.

3. Firearms that are the same as those outlined in FM App. 6-1 and are seized, forfeited or donated to the Crown must be sent to the Senior Armourer for reconditioning and redeployment within the RCMP. The Senior Armourer will ensure that the newly acquired firearm is placed on the RCMP's inventory.

4. A member may only use RCMP-approved firearms after successfully completing a firearms training course and requalifying for that firearm.

NOTE: Based upon a continuous risk assessment in accordance with the principles of the IMIM, members may use other firearms at their disposal when their RCMP-issued firearms are inadequate for the situation, provided the member is able to safely handle the firearm to be used.

5. For an RCMP-approved firearm, use only RCMP-approved ammunition. RCMP-approved firearms or ammunition must not be altered in any way.

6. For approved firearms for dog handlers, see OM 33.1., FM 6.2.1.4. and OM 4.2.

References

Date Modified: 2007-03-27

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 4.3. RCMP-Approved Firearms

Contact Information Amended: 2021-04-01

For information regarding this policy, contact National Police Intervention Unit, Operational Readiness and Response, Contract and Indigenous Policing.

Directive Amended: 2007-03-27

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5. For an RCMP-approved firearm, use only RCMP-approved ammunition. RCMP-approved firearms or ammunition must not be altered in any way.

6. For approved firearms for dog handlers, see OM 33.1., FM 6.2.1.4. and OM 4.2.

References

Date Modified: 2021-04-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - ch. 4.4. Storage of Firearms

Directive Amended: 2019-06-18

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Exemption Authorization
3. Personal Issue 9 mm RCMP Firearms Storage Container

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1. General

1. 1. When storing RCMP-approved firearms, all members must comply with the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations* and the *Public Agents Firearms Regulations*.

1. 2. Section 2(1)(*a*) of the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations* exempts a member, acting in the course of his/her duty, or for the purposes of his/her employment, from complying with the Regulations.

1. 3. The RCMP must store seized firearms according to the *Public Agents Firearms Regulations*.

1. 4. When not required for operational or administrative reasons, a member must store an RCMP-issued firearm in accordance with the requirements of Sec. 7. of the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations*. See sec. 3.

EXCEPTION: When operational necessity requires a member to store a firearm in a dwelling in contravention of sec. 1.1. See sec. 1.9.

1. 5. A breach of these Regulations is an offence under Sec. 86(3), *Criminal Code* (CC).

1. 6. RCMP-approved firearms or -seized firearms must be stored and secured so that unauthorized individuals do not have access to them.

1. 6. 1. All keys and combinations giving access to RCMP-approved or -seized firearms must also be secured, so that unauthorized individuals do not have access to them.

1. 6. 2. Storing or leaving keys or combinations in an open, unattended office safe, unlocked office desk, unlocked briefcase, or personal handbag is not secure.

1. 7. Remove firearms, including shotguns and C8 carbines, from any RCMP vehicle when the vehicle is:

1. 7. 1. not required to be in a state of readiness for an operational response; or

1. 7. 2. being operated by, or in the care and control of, non-police officers, e.g. mechanics, radio technicians, municipal staff.

1. 8. When leaving firearms in an unattended vehicle, ensure that firearms are properly secured. A vehicle is considered unattended when the member does not have a visual line of sight of the vehicle and cannot return to it immediately. See ch. 4.1., sec. 1.8.3.

1. 8. 1. When leaving the RCMP pistol in an unattended vehicle, ensure it is made inoperable with a secure locking device, as outlined in sec. 3.2.1.2., and securely locked in the storage container, which must be placed in the locked trunk or locked compartment. If the vehicle is not equipped with a locked trunk or locked compartment, ensure the storage container is locked inside the vehicle cabin and is not visible from outside the vehicle.

1. 8. 2 When leaving the RCMP shotgun and/or C8 carbine in an unattended vehicle, ensure the firearms are properly secured in the approved rack. See ch 4.15., sec. 7.

1. 9. A member may store an RCMP-issued firearm at his/her dwelling. See sec 2.1. and sec. 3.

1. 10. A dwelling includes a hotel, motel, or any other temporary accommodation, including RCMP barracks.

1. 11. To ship an RCMP-issued firearm to the Armourer, see FM ch. 6., sec. 4.

1. 12. Members are encouraged to store all RCMP-issued firearms at their work site during periods of absence from their dwelling, e.g. Regular Time Off, annual leave, hospitalization.

1. 13. For firearms entered as exhibits in court, see ch. 22.4.

2. Exemption Authorization

2. 1. If operational necessity requires a member to store a firearm in a dwelling in contravention of sec. 1.1., an exemption can be obtained through written instructions of the supervisor under Sec. 3(2)(b) of the *Public Agents Firearms Regulations*.

2. 2. For the RCMP, supervisor means the CO or the Cr. Ops. Officer.

2. 3. Written authorization for an exemption will be completed on an individual basis only. The authorization must include a start and end date.

2. 4. An exemption will be granted for an operational necessity only, e.g. a situation in which there is reason to believe that the life or safety of the member or other person may

be in imminent danger. Therefore, the off shift member must have ready access to a fully operational RCMP-issued firearm to act in accordance with the member's duties, as outlined in Sec. 18., *RCMP Act*. See ch. 2.7. and ch. 4.1.

2. 5. The exemption may be revoked at any time by the approving authority, verbally or in writing.

2. 6. If the member is transferred, the exemption expires at the time the member reports for duty at the new posting.

3. Personal Issue 9 mm RCMP Firearms Storage Container

3. 1. General

3. 1. 1. The RCMP firearms storage container must be used to store an issued RCMP pistol according to the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations*, unless using an alternate storage container which meets the requirements of sec. 3.2.1.3.2.

3. 1. 2. The Doskosil or Plano plastic container and the RCMP storage container are approved for transportation purposes.

NOTE: Doskosil [redacted] or Plano [redacted]

3. 1. 3. The design of the RCMP storage container allows for the option of hard mounting, but there is no requirement to hard mount the container.

3. 2. Member

3. 2. 1. In order to meet the requirements under the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations*, you must store your pistol in one of the two storage compartments of the RCMP storage container and store your magazines, ammunition, and pepper spray in the other compartment, as follows:

3. 2. 1. 1. The pistol must be unloaded.

3. 2. 1. 2. The pistol must be made inoperable with a secure locking device. The approved secure locking device for the RCMP is the [redacted] lock issued to each member with the pistol. The hasp of the secure locking device must be placed behind the trigger, to render the pistol inoperable.

NOTE: The Master #7 lock and Abloy cable lock are only approved for use during a 24-month transition period to the [redacted] lock, beginning 2016-07-01. The Master #7 lock and Abloy cable lock should be phased out and removed from service beginning 2018-07-01.

3. 2. 1. 3. The pistol must be locked in:

3. 2. 1. 3. 1. the approved RCMP firearms storage container; or

NOTE: The RCMP firearms storage container must be secured with the supplied lock. The approved lock for the RCMP firearms storage container is the Public Interest lock.

3. 2. 1. 3. 2. a vault, safe, or room that has been constructed or modified for the secure storage of prohibited firearms, and that is kept securely locked.

3. 2. 1. 4. Ammunition for the Smith and Wesson 5946 and 3953 pistols must be stored in the same RCMP firearms storage container (or vault, safe, or room) as the firearm, or kept separate from and not accessible to, the pistol, as outlined in Sec. 7(c)(i), *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations*.

3. 2. 1. 5. For the purposes of transportation, e.g. to or from a dwelling or a range, you may secure your pistol in the approved RCMP firearms storage container, the Doskosil, or the Plano box, if not on your person.

3. 2. 1. 6. When you are transferred to a new posting or when the pistol needs repair, it can only be shipped by a licenced courier and must be packaged in an opaque container.

References

Date Modified: 2019-06-18

OM - ch. 4.7. Discharge of Firearms

Directive Amended: 2012-02-07

For information regarding this policy, contact National Use of Force, Operational Readiness and Response, Contract and Indigenous Policing.

- 1. General
- 2. Member

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1. General

1. 1. In accordance with subsections 25(3), (4) and (5), CC and the principles of the RCMP Incident Management Intervention Model (IM/IM), a member may only discharge a firearm at a person to protect a person from grievous bodily harm or death.

1. 1. 1. A member must carry and be willing to discharge a firearm when the need arises.

[redacted] Public Interest Immunity - s. 37 of CEA and common law

1. 2. The discharge of a firearm at a motor vehicle is an ineffective method of disabling a motor vehicle. Discharging a firearm at a motor vehicle presents a hazard to both the officer and to the public.

2. Member

2. 1. Subject to sec. 2.1.1. to 2.1.1.2., do not discharge a firearm at a motor vehicle or any of its occupants unless you have reasonable grounds to believe it necessary to protect any person, including yourself, from grievous bodily harm or death.

2. 1. 1. You may only discharge a firearm at a person in a motor vehicle being deliberately used as a weapon:

2. 1. 1. 1. when there are reasonable grounds to believe it necessary to protect any person, including yourself, from death or grievous bodily harm, and

2. 1. 1. 2. when there are no reasonable means of escape open to the person, including yourself, being imminently threatened.

2. 2. If you are on foot dealing with a person in a motor vehicle, attempt to re-position yourself so as to ensure you have a means of escape should the driver attempt to use the motor vehicle as a weapon.

2. 2. 1. If you are threatened by an oncoming motor vehicle, attempt to evade the threat instead of discharging a firearm at the motor vehicle or its occupants, unless there are no reasonable means of escape.

2. 3. Do not discharge a firearm at a motor vehicle for the sole purpose of disabling the vehicle.

2. 3. 1. Be aware that disabling the operator of a motor vehicle to gain control of the motor vehicle may present a hazard to both the officer and the public. See also TOM ch. 2.3.

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - ch. 4.8. Reporting Discharge of Firearms

Directive Amended: 2018-01-23

For information regarding this policy, contact National Contract Policing Br., Contract and Aboriginal Policing at Irrelevant

1. Definitions
2. General
3. Roles and Responsibilities
App. 4-8-1 Categories of Member-Involved Shootings

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1. Definitions

1. 1. **Member-Involved Shooting** (M-IS) means an intentional, or unintentional, discharge of a firearm involving:

1. 1. 1. an on-duty member with any firearm or an off-duty member with an RCMP-issued firearm;

1. 1. 2. human death, human injury, risk to public safety and/or property damage (involving an off-duty member described in sec. 1.1.1.); or

1. 1. 3. another person discharging a firearm at a member or RCMP transport or property.

NOTES:

1. An unintentional discharge that occurs during training or an RCMP-sanctioned event, as outlined in ch. 4.9. Firearms Use and Display at RCMP-Approved Activities, sec. 2., and does not involve human death, injury or risk to public or member safety and/or property damage, must be reported in accordance with sec. 3.1. Member, 3.2. Supervisor (excluding sec. 3.2.1.3.), 3.3.2.5., and 3.4.1.4.

2. Discharging a firearm at an animal that is posing a risk to the public or member safety constitutes an M-IS, e.g. a dog attacking a person.

EXCEPTION: An intentional discharge that occurs during training, an RCMP-sanctioned event (see ch. 4.9.) or while putting down an animal for humane reasons, unless human death, injury or risk to public or member safety and/or property damage occurs, should not be reported.

1. 2. **Major Police Incident (MPI)** means an incident where there is a serious injury or death of an individual involving an RCMP member, or where it appears that an RCMP member may have contravened a provision of the *Criminal Code* or other statute and the matter is of a serious or sensitive nature.

NOTE: Not all M-IS incidents are classified as an MPI.

1. 3. **Independent Officer Review** (IOR) means an administrative review (fact-finding inquiry) of a member's actions and his/her application of the RCMP Incident Management Intervention Model, policies, and training that is conducted by a commissioned officer/delegate who is independent of the M-IS.

2. General

2. 1. This chapter is to be read in conjunction with ch. 4.7. Discharge of Firearms, ch. 17.8. Subject Behaviour/Officer Response Reporting, ch. 46.1. National Operations Center, ch. 54.1. RCMP External Investigation or Review, and ch. 54.3. Responsibility to Report.

2. 2. All member-involved shootings (M-IS), whether unintentional or intentional, have the potential to carry substantial liability.

2. 3. M-IS must be fully reported and documented in accordance with this chapter.

2. 4. If the M-IS is a major police incident (MPI), it must be investigated using principles of ch. 25.3. Major Case Management.

2. 5. This chapter applies to Cadets and RCMP members who have peace officer status including RMs, auxiliary constables, reserve constables, supernumerary special constables, special constables, and special constable members i.e. aboriginal community constables, community constables, and community safety officers, which are all hereinafter referred to as member.

2. 6. If a member attempts to discharge their firearm operationally but cannot due to equipment or mechanical malfunction (e.g. stoppage) and/or human error (e.g. round not chambered), report the incident to National Use of Force.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. If involved in an M-IS:

3. 1. 1. 1. immediately notify your supervisor;

3. 1. 1. 2. if the M-IS is an MPI, as defined in sec. 2.2., refer to ch. 54.3., sec. 5.2. Member and ch. 17.8., sec. 3.1. Member; and

3. 1. 1. 3. for hazardous occurrence investigation, recording and reporting procedures, refer to OSM ch. 3. Hazardous Occurrence Investigation, Recording, and Reporting.

3. 2. Supervisor

3. 2. 1. When notified of an M-IS:

3. 2. 1. 1. immediately notify the detachment/unit commander;

3. 2. 1. 2. if the M-IS is an MPI, as defined in sec. 2.2., refer to ch. 54.3., sec. 5.3. On-Scene Supervisor and ch. 17.8., sec. 3.2. Supervisor;

3. 2. 1. 3. without delay, complete a briefing note (BN) and forward it to your detachment/unit commander;

3. 2. 1. 4. within 48 hours, complete a Member Involved Shooting Incident Summary, Form 5094, including all available information, and forward it electronically to your detachment/unit commander; and

3. 2. 1. 5. for hazardous occurrence investigation, recording and reporting procedures, refer to OSM ch 3., sec. 5. Supervisor/Manager.

3. 3. Unit Commander

3. 3. 1. Ensure members under your command are aware of this chapter.

3. 3. 2. When notified of an M-IS:

3. 3. 2. 1. immediately notify your divisional Cr. Ops. Officer/delegate through appropriate channels;

3. 3. 2. 2. if the M-IS is an MPI, as defined in sec. 2.2.:

3. 3. 2. 2. 1. refer to ch. 54.3. Responsibility to Report, sec. 5.4. Detachment/Unit Commander; and

3. 3. 2. 2. 2. immediately notify the Health Services Officer as outlined in AM App. II-19-5 Reporting Psychologically Traumatic Incidents.

3. 3. 2. 3. without delay, ensure the BN prepared by the supervisor is reviewed and forwarded electronically to your Cr. Ops. Officer/delegate;

3. 3. 2. 4. within 72 hours of the incident, ensure Form 5094 is reviewed and forwarded electronically to your Cr. Ops. Officer/delegate; and

3. 3. 2. 5. for hazardous occurrence investigation, recording and reporting procedures, refer to OSM ch. 3., sec. 5.

3. 4. Divisional Cr. Ops. Officer/delegate

3. 4. 1. When notified of an M-IS:

3. 4. 1. 1. if the M-IS is an MPI, as defined in sec. 2.2., see ch. 54.3., sec. 5.5. Cr. Ops. Officer, ch. 46.1. National Operations Center, sec. 4. Division Responsibilities, and ch. 17.8. Subject Behaviour/Officer Response Reporting, sec. 5. National Criminal Operations;

3. 4. 1. 2. immediately and before any media release, send an initial report electronically to the NOC;

3. 4. 1. 3. without delay, ensure a BN to the Commissioner is prepared and forwarded electronically to the NOC;

3. 4. 1. 4. within one week of the incident, review Form 5094 and add applicable strategic advice under the *Investigation and Findings* section. Forward the form electronically to National Criminal Operations Branch - National Use of Force;

3. 4. 1. 5. monitor the investigation and provide a written update to National Criminal Operations Branch - National Use of Force whenever a significant development occurs in the investigation or new information becomes available;

3. 4. 1. 5. 1. Written updates will be provided as needed, or at least every six months.

3. 4. 1. 5. 2. Once the investigation is concluded, a final written update will be provided to National Criminal Operations Branch - National Use of Force with the outcome and/or investigative findings.

3. 4. 1. 5. 3. If the M-IS is an MPI, as defined in sec. 2.2., provide a BN update to NOC whenever a significant development occurs in the investigation or new information becomes available.

3. 4. 1. 5. 3. 1. BN updates will be provided as needed, or at least every six months.

3. 4. 1. 6. assign a unit to investigate when deemed necessary;

3. 4. 1. 7. initiate an IOR of the incident;

3. 4. 1. 7. 1. If the M-IS is an MPI and the Emergency Response Team was involved, appoint, when possible, an experienced and current Incident Commander from outside the division to conduct the IOR.

3. 4. 1. 8. develop divisional supplements, as required, outlining how and by whom the IOR is to be conducted and ensure:

3. 4. 1. 8. 1. a thorough and unbiased investigation;

3. 4. 1. 8. 2. the opinion of an appropriate Use of Force Subject Matter Expert is obtained to determine if the member's actions were aligned with RCMP intervention training, policy, and Criminal Code authorities in place at the time;

3. 4. 1. 8. 3. a determination is made as to whether the members conducted themselves in accordance with the applicable statutes, e.g. *Criminal Code*, *Firearms Act*, *RCMP Act* and *Regulations*, Code of Conduct;

3. 4. 1. 8. 4. necessary information was provided to the appropriate authority/agency, e.g. Department of Justice Canada, RCMP Legal Services, Crown counsel, coroner;

3. 4. 1. 8. 5. potential civil litigation against the RCMP or its members is identified and brought to the attention of the appropriate authority, e.g. RCMP Legal Services;

3. 4. 1. 8. 6. the factors that contributed to an incident are identified and the appropriate policy centres are notified; and

3. 4. 1. 8. 7. a discharge category (outlined in App. 4-8-1 Categories of Member-Involved Shootings) is assigned with supporting rationale.

3. 4. 1. 9. Once the investigation and the IOR are concluded and the discharge category has been assigned, update Form 5094 and forward the completed form along with all final reports (i.e. internal/external review, coroner/medical examiner) to National Criminal Operations Branch - National Use of Force.

3. 4. 1. 9. 1. If the M-IS is an MPI, as defined in sec. 2.2., once the investigation is concluded, provide a final BN update to the NOC with the outcome and/or investigative findings.

3. 5. Commanding Officer

3. 5. 1. If the M-IS is an MPI, as defined in sec. 2.2., see ch. 54.1. RCMP External Investigation or Review, sec. 10. Commanding Officer Responsibilities.

3. 6. NOC

3. 6. 1. Forward all M-IS documentation to National Criminal Operations Branch in accordance with standard operating procedures.

3. 7. National Criminal Operations

3. 7. 1. Ensure divisional compliance with this chapter.

3. 7. 2. Review all briefing notes, forms 5094 and related documentation for each M-IS incident.

3. 7. 3. If an issue is identified during the review process, notify the respective divisional Cr. Ops. Officer/delegate.

References

Date Modified: 2018-01-23

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - ch. 4.8. Reporting Discharge of Firearms

Contact Information Amended: 2021-04-01

For information regarding this policy, contact National Police Intervention Unit, Operational Readiness and Response, Contract and Indigenous Policing.

Policy Amended: 2019-07-24

1. Definitions
2. General
3. Roles and Responsibilities

App. 4-8-1 Categories of Member-Involved Shootings

---

1. Definitions

1. 1. **Member-Involved Shooting** (M-IS) means an intentional, or unintentional, discharge of a firearm involving:

1. 1. 1. an on-duty member with any firearm or an off-duty member with an RCMP-issued firearm;

1. 1. 2. human death, human injury, risk to public safety and/or property damage (involving an off-duty member described in sec. 1.1.1.); or

1. 1. 3. another person discharging a firearm at a member or RCMP transport or property.

NOTES:

1. An unintentional discharge that occurs during training or an RCMP-sanctioned event, as outlined in ch. 4.9. Firearms Use and Display at RCMP-Approved Activities, sec. 2., and does not involve human death, injury or risk to public or member safety and/or property damage, must be reported in accordance with sec. 3.1. Member, 3.2. Supervisor (excluding sec. 3.2.1.3.), 3.3.2.5., and 3.4.1.4.

2. Discharging a firearm at an animal that is posing a risk to the public or member safety constitutes an M-IS, e.g. a dog attacking a person.

EXCEPTION: An intentional discharge that occurs during training, an RCMP-sanctioned event (see ch. 4.9.) or while putting down an animal for humane reasons, unless human death, injury or risk to public or member safety and/or property damage occurs, should not be reported.

1. 2. **Major Police Incident (MPI)** means an incident where there is a serious injury or death of an individual involving an RCMP member, or where it appears that an RCMP member may have contravened a provision of the *Criminal Code* or other statute and the matter is of a serious or sensitive nature.

NOTE: Not all M-IS incidents are classified as an MPI.

1. 3. **Independent Officer Review** (IOR) means an administrative review (fact-finding inquiry) of a member's actions and his/her application of the RCMP Incident Management Intervention Model, policies, and training that is conducted by a commissioned officer/delegate who is independent of the M-IS.

2. General

2. 1. This chapter is to be read in conjunction with ch. 4.7. Discharge of Firearms, ch. 17.8. Subject Behaviour/Officer Response Reporting, ch. 46.1. National Operations Center, ch. 54.1. RCMP External Investigation or Review, and ch. 54.3. Responsibility to Report.

2. 2. All member-involved shootings (M-IS), whether unintentional or intentional, have the potential to carry substantial liability.

2. 3. M-IS must be fully reported and documented in accordance with this chapter.

2. 4. If the M-IS is a major police incident (MPI), it must be investigated using principles of ch. 25.3. Major Case Management.

2. 5. This chapter applies to Cadets and RCMP members who have peace officer status including RMs, auxiliary constables, reserve constables, supernumerary special constables, special constables, and special constable members i.e. aboriginal community constables, community constables, and community safety officers, which are all hereinafter referred to as member.

2. 6. If a member attempts to discharge their firearm operationally but cannot due to equipment or mechanical malfunction (e.g. stoppage) and/or human error (e.g. round not chambered), report the incident to National Police Intervention Unit.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. If involved in an M-IS:

3. 1. 1. 1. immediately notify your supervisor;

3. 1. 1. 2. if the M-IS is an MPI, as defined in sec. 2.2., refer to ch. 54.3., sec. 5.2. Member and ch. 17.8., sec. 3.1. Member; and

3. 1. 1. 3. for hazardous occurrence investigation, recording and reporting procedures, refer to OSM ch. 3. Hazardous Occurrence Investigation, Recording, and Reporting.

3. 2. Supervisor

3. 2. 1. When notified of an M-IS:

3. 2. 1. 1. immediately notify the detachment/unit commander;

3. 2. 1. 2. if the M-IS is an MPI, as defined in sec. 2.2., refer to ch. 54.3., sec. 5.3. On-Scene Supervisor and ch. 17.8., sec. 3.2. Supervisor;

3. 2. 1. 3. without delay, complete a briefing note (BN) and forward it to your detachment/unit commander;

3. 2. 1. 4. within 48 hours, complete a Member Involved Shooting Incident Summary, Form 5094, including all available information, and forward it electronically to your detachment/unit commander; and

3. 2. 1. 5. for hazardous occurrence investigation, recording and reporting procedures, refer to OSM ch 3., sec. 5. Supervisor/Manager.

3. 3. Unit Commander

3. 3. 1. Ensure members under your command are aware of this chapter.

3. 3. 2. When notified of an M-IS:

3. 3. 2. 1. immediately notify your divisional Cr. Ops. Officer/delegate through appropriate channels;

3. 3. 2. 2. if the M-IS is an MPI, as defined in sec. 2.2.:

3. 3. 2. 2. 1. refer to ch. 54.3. Responsibility to Report, sec. 5.4. Detachment/Unit Commander; and

3. 3. 2. 2. 2. immediately notify the Health Services Officer as outlined in AM App. II-19-5 Reporting Psychologically Traumatic Incidents.

3. 3. 2. 3. without delay, ensure the BN prepared by the supervisor is reviewed and forwarded electronically to your Cr. Ops. Officer/delegate;

3. 3. 2. 4. within 72 hours of the incident, ensure Form 5094 is reviewed and forwarded electronically to your Cr. Ops. Officer/delegate; and

3. 3. 2. 5. for hazardous occurrence investigation, recording and reporting procedures, refer to OSM ch. 3., sec. 5.

3. 4. Divisional Cr. Ops. Officer/delegate

3. 4. 1. When notified of an M-IS:

3. 4. 1. 1. if the M-IS is an MPI, as defined in sec. 2.2., see ch. 54.3., sec. 5.5. Cr. Ops. Officer, ch. 46.1. National Operations Center, sec. 4. Division Responsibilities, and ch. 17.8. Subject Behaviour/Officer Response Reporting, sec. 5. National Criminal Operations;

3. 4. 1. 2. immediately and before any media release, send an initial report electronically to the NOC;

3. 4. 1. 3. without delay, ensure a BN to the Commissioner is prepared and forwarded electronically to the NOC;

3. 4. 1. 4. within one week of the incident, review Form 5094 and add applicable strategic advice under the *Investigation and Findings* section. Forward the form electronically to National Criminal Operations Branch - National Police Intervention Unit;

3. 4. 1. 5. monitor the investigation and provide a written update to National Criminal Operations Branch - National Police Intervention Unit whenever a significant development occurs in the investigation or new information becomes available;

3. 4. 1. 5. 1. Written updates will be provided as needed, or at least every six months.

3. 4. 1. 5. 2. Once the investigation is concluded, a final written update will be provided to National Criminal Operations Branch - National Police Intervention Unit with the outcome and/or investigative findings.

3. 4. 1. 5. 3. If the M-IS is an MPI, as defined in sec. 2.2., provide a BN update to NOC whenever a significant development occurs in the investigation or new information becomes available.

3. 4. 1. 5. 3. 1. BN updates will be provided as needed, or at least every six months.

3. 4. 1. 6. assign a unit to investigate when deemed necessary;

3. 4. 1. 7. initiate an IOR of the incident;

3. 4. 1. 7. 1. If the M-IS is an MPI and the Emergency Response Team was involved, appoint, when possible, an experienced and current Incident Commander from outside the division to conduct the IOR.

3. 4. 1. 8. develop divisional supplements, as required, outlining how and by whom the IOR is to be conducted and ensure:

3. 4. 1. 8. 1. a thorough and unbiased investigation;

3. 4. 1. 8. 2. the opinion of an appropriate Use of Force Subject Matter Expert is obtained to determine if the member's actions were aligned with RCMP intervention training, policy, and Criminal Code authorities in place at the time;

3. 4. 1. 8. 3. a determination is made as to whether the members conducted themselves in accordance with the applicable statutes, e.g. *Criminal Code*, *Firearms Act*, *RCMP Act* and *Regulations*, Code of Conduct;

3. 4. 1. 8. 4. necessary information was provided to the appropriate authority/agency, e.g. Department of Justice Canada, RCMP Legal Services, Crown counsel, coroner;

3. 4. 1. 8. 5. potential civil litigation against the RCMP or its members is identified and brought to the attention of the appropriate authority, e.g. RCMP Legal Services;

3. 4. 1. 8. 6. the factors that contributed to an incident are identified and the appropriate policy centres are notified; and

3. 4. 1. 8. 7. a discharge category (outlined in App. 4-8-1 Categories of Member-Involved Shootings) is assigned with supporting rationale.

3. 4. 1. 9. Once the investigation and the IOR are concluded and the discharge category has been assigned, update Form 5094 and forward the completed form along with all final reports (i.e. internal/external review, coroner/medical examiner) to National Criminal Operations Branch - National Police Intervention Unit.

3. 4. 1. 9. 1. If the M-IS is an MPI, as defined in sec. 2.2., once the investigation is concluded, provide a final BN update to the NOC with the outcome and/or investigative findings.

3. 5. Commanding Officer

3. 5. 1. If the M-IS is an MPI, as defined in sec. 2.2., see ch. 54.1. RCMP External Investigation or Review, sec. 10. Commanding Officer Responsibilities.

3. 6. NOC

3. 6. 1. Forward all M-IS documentation to National Criminal Operations Branch in accordance with standard operating procedures.

3. 7. National Criminal Operations

3. 7. 1. Ensure divisional compliance with this chapter.

3. 7. 2. Review all briefing notes, forms 5094 and related documentation for each M-IS incident.

3. 7. 3. If an issue is identified during the review process, notify the respective divisional Cr. Ops. Officer/delegate.

References

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OM - App. 4-8-1 Categories of Member-Involved Shootings

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Directive Amended: 2018-01-23

Category A: A mechanical flaw caused the firearm to discharge, the firearm does not meet the manufacturer's standards, or the discharge of the firearm was beyond the control of the member, e.g. struggling with a suspect, slipping.

Category B: A member unconsciously or unintentionally discharged the firearm by unsafely handling or storing the firearm.

Category C: A firearm was deliberately discharged in accordance with directives.

Category D: A firearm was discharged other than as outlined in Categories A, B or C.

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National Home > RCMP Manuals > Operational Manual > OM - ch. 41.3. Human Deaths

OM - ch. 41.3. Human Deaths

Directive Amended: 2018-06-14

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing at [redacted]

1. General
2. Roles and Responsibilities
3. Notification of Death
4. Death of a Foreign National
5. Deceased Possessing Criminal Record
6. Organ Transplant Donations
7. Autopsy
8. Decomposed Bodies and Skeleton
9. Death Aboard Aircraft or Vessel
10. Assist Foreign Countries
App. 41-3-1 Next of Kin Death Notification Checklist

1. General

1. 1. All reportable deaths occurring within RCMP jurisdiction will be treated as suspicious and will be investigated thoroughly.

1. 2. For a list of reportable deaths and required documentation, refer to the provincial or territorial *Fatality/Coroners Act*. Also consult divisional supplements.

1. 3. The principles of major case management must be used to investigate suspicious deaths and homicides. Refer to OM ch. 25.3., Major Case Management.

1. 4. Notify the provincial/territorial coroner/medical examiner of all reportable deaths occurring within RCMP jurisdiction in accordance with provincial/territorial requirements.

1. 5. The RCMP has primary control of the scene within its jurisdiction, until released to another agency.

1. 6. Investigations are a cooperative effort between the RCMP, medical examiner, coroner, pathologist, other law-enforcement services and other municipal/provincial/territorial/federal agencies e.g. Workers Compensation Board, Occupational Health and Safety.

2. Roles and Responsibilities

2. 1. First Member at Scene

2. 1. 1. Follow first response investigative standards and scene security as outlined in OM ch. 1.2., Scene Security, sec. 2., Member.

2. 1. 2. Immediately notify your supervisor if a death occurred as a result of police action, or while the person was held in RCMP custody, under arrest or control of police whether in hospital, ambulance, other transport, or police facility. Refer to OM ch. 19.5., In-Custody Death (I-CD), OM ch. 4.8., Reporting Discharge of Firearms, and OM ch. 54.1., RCMP Investigation or Review.

2. 1. 3. Consider CBRN contamination. If there is no indication of CBRN contamination, secure the scene for investigation. Refer to OM ch. 14.1., CBRN First Responder Protocol and Reporting.

2. 1. 4. Take control of preserving the scene and evidence, and when necessary, direct-assisting agencies, e.g. ambulance and fire personnel.

2. 1. 5. Restrict access and document the names and actions of all persons entering and exiting the scene.

2. 1. 6. Obtain the names of persons who entered the scene before your arrival.

2. 1. 7. Consider the possibility that these agency personnel may have overheard comments, and may be witnesses.

2. 1. 8. Do not draw conclusions or conclude your investigation until sufficient evidence is gathered to assist in determining the cause of death.

2. 1. 9. If the death appears to be the result of natural causes, notify your supervisor, request the assistance and approval of the coroner/medical examiner for body removal, autopsies, and all other legislative processes. Refer to your provincial/territorial *Coroners Act and Regulations*.

2. 1. 10. If the death appears suspicious:

2. 1. 10. 1. Notify your supervisor and request the attendance of support services, e.g. General Investigation Section (GIS), Major Crimes Unit, Forensic Identification Section (FIS); and

2. 1. 10. 1. Where possible do not remove human remains from the scene until the scene examination has been completed and until directed to do so by the coroner/medical examiner.

2. 2. Primary Investigator

2. 2. 1. Make an initial assessment of the scene for indications of suspected criminal involvement, e.g. witness information, if the deceased was moved post-mortem, conflicting mechanism of injury, evidence of intrusion, signs of violence, inconsistent body temperature, insect or vermin presence, evidence of medication or controlled substances.

2. 2. 2. Update your supervisor/team commander of the status of the investigation.

2. 2. 3. Take note of crime scene evidence involving human material, e.g. DNA, hair and fibre, blood spatters, as it may reveal the identification of the victim/offender, cause of death and/or type of weapon.

2. 2. 4. The preservation and collection of the physical evidence should be under the direction of the exhibit manager and FIS.

2. 2. 5. Evidence that is subject to contamination by weather or other exigent circumstances should be preserved and protected immediately, with the actions documented accordingly.

2. 2. 6. When preserving and seizing exhibits, follow precautions as outlined in OM ch. 22.1., Processing and LSM ch. 1., Laboratory Services.

2. 2. 7. If required:

2. 2. 7. 1. complete a ViCLAS booklet 3364, and

2. 2. 7. 2. request assistance from the divisional ViCLAS coordinator. Refer to OM ch. 36.1., Violent Crime Linkage Analysis System (VICLAS).

2. 2. 8. Complete and submit the mandatory Homicide Survey, Form 138-1, Homicide Survey, (established homicides or not), for the Uniform Crime Reporting Statically.

2. 3. Supervisor

2. 3. 1. Attend the scene of all human deaths where practicable.

2. 3. 2. Immediately attend the scene and report to the detachment commander if a death has occurred as a result of police action. Refer to ch. 19.5., ch. 4.8., and ch. 54.1.

2. 3. 3. Confirm that all investigative actions have been documented on the file and recorded in the Records Management System (RMS).

2. 4. Unit Commander/Detachment Commander or Delegate

2. 4. 1. Advise the Divisional Cr. Ops. Officer/delegate as soon as practicable if the death occurred as outlined in sec. 2.1.2. and follow up with a briefing note. Refer to ch. 25.3., sec. 9.3.

2. 5. Division Criminal Operations Branch

2. 5. 1. If the death occurred as outlined in sec. 2.1.2., immediately send a briefing note to National Headquarters, ATTN: National Operations Centre. Refer to OM ch. 46.1., National Operations Centre. Refer to OM ch. 54.1. for consideration.

2. 5. 2. For all deaths occurring in police custody or resulting from police action, forward a copy of all recommendations resulting from an inquiry or inquest, and the divisional response to each recommendation to National Headquarters, ATTN: DG. NCROPS. Refer to ch. 46.1.

3. Notification of Death

3. 1. Member

3. 1. 1. Before meeting with the family of the deceased, review OM App. 41-3-1, Next of Kin Death Notification Checklist.

3. 1. 2. Arrange for notification of next of kin (NOK) as soon as possible.

3. 1. 3. Make certain the member performing the NOK provides information on the resources and services available to assist the next of kin, e.g. Victim Services, or a chaplain. Refer to OM ch. 37.6., Victim Assistance.

NOTE: If the deceased is Metis, Inuit or First Nations, consider seeking guidance from the elders for cultural protocol.

3. 1. 4. To assist the families with coming to terms with the death, consider requests to view the body or to attend the scene. Members should:

3. 1. 4. 1. Consider the status of the investigation (e.g. criminal investigation).

3. 1. 4. 2. Comply with provincial legislation when gaining access to the scene.

3. 1. 4. 3. Where access to the scene is possible, ensure that the scene has been released by the coroner/medical examiner and the lead investigator before granting/facilitating the family access to the scene.

3. 1. 4. 4. Where the family later requests to view the scene, facilitate and assist their attendance to the location.

NOTE: Depending on the beliefs of the family, they may wish to perform a ceremony at the scene, (e.g. tobacco ceremony).

3. 1. 5. According to the *Privacy Act*, deceased persons retain the right to privacy.

3. 1. 6. Confirm with the coroner/medical examiner that the identity of the deceased has been verified, and that their name may be released.

3. 1. 6. 1. The name of the deceased may be released (e.g. to the news media), after the NOK, in the following circumstances:

3. 1. 6. 1. 1. It will further the investigation, or,

3. 1. 6. 1. 2. If there is a police or public safety concern, or,

3. 1. 6. 1. 3. the identity of the deceased has been made publicly available through other means, such as, but not exclusive to, social media sites.

NOTE: An exception under the *Privacy Act* includes the release of the person's identity when, in the opinion of the investigator, public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure.

3. 1. 7. Do not release the cause of death to the news media (refer to OM ch. 27.2., Media Releases):

3. 1. 7. 1. until it has been determined by an autopsy; and

3. 1. 7. 2. if the death was a result of a criminal action, and/or if the information could compromise the investigation/court proceedings.

3. 1. 8. If the deceased was a member of National Defence, notify the CO of the nearest Canadian Forces Base. If possible, do a joint DND/RCMP NOK.

NOTE: When there is a death of a Canadian citizen overseas, the Consular Services and Emergency Management Branch, Global Affairs Canada (GAC) is responsible for contacting police agencies across Canada directly to request a next of kin notification be completed on their consular cases.

3. 1. 9. Provide the NOK with the file number and the GAC contact information 24/7 Operations Centre at 1-800-387-3124 or 613-996-8885.

3. 1. 10. Once the next of kin has been notified, ensure that you notify GAC immediately at 1-613-944-1294 or email sos@international.gc.ca so that they can contact the next of kin, and provide consular assistance, such as, advice and assistance regarding issues such as the repatriation of remains.

3. 1. 11. For any questions, you may contact GAC's 24/7 Operations Centre at 1-800-387-3124 or 613-996-8885.

NOTE: In exceptional circumstances, prior to notification to the RCMP by GAC or before the member is able to locate the NOK, GAC may deliver the notification to the NOK. e.g. when the NOK contacts GAC, to confirm that their immediate family member has died while overseas. In such situations, attendance is still required by the member to determine the wellbeing of the NOK.

4. Death of a Foreign National

4. 1. Member

4. 1. 1. If the deceased is a foreign national, notify the appropriate consulate/embassy whose country of origin is known. Refer to the following website for an up to date list of Consular Posts.

4. 1. 2. If you are unable to reach someone at the foreign mission, the member may contact the Diplomatic Corps Service at (343) 203-3114 or email at security-liaison-securite.xdc@international.gc.ca. They are available during normal business hours, Monday to Friday.

NOTE: Contact Global Affairs Canada (GAC) 24/7 Operations Centre at 1-800-387-3124 or (613) 996-8885, if you are unable to contact anyone at the mission, and you require urgent assistance.

5. Deceased Possessing Criminal Record

5. 1. Member

5. 1. 1. If the deceased has a criminal record, report on a Notification of Death of Person Known to Have a Criminal Record, Form C-163, Notification of Death of Person Known to Have a Criminal Record, the date, place of death and FPS number to National Headquarters, ATTN: Information and Identification Services Dir.

5. 1. 1. 1. Take the fingerprints if possible. Use discretion when obtaining the fingerprints.

5. 1. 2. Complete Form C-163, if the FPS number is available, and forward to the Canadian Criminal Real Time Identification Services (CCRTIS).

5. 1. 2. 1. The deceased individual's fingerprints will remain searchable in the National Repository of Criminal Records until its purge date.

5. 1. 2. 2. The FPS file will be purged when the deceased person would have reached the age of 80.

5. 1. 3. Take a complete set of fingerprints on Form C-216T, if the FPS number is not established.

5. 1. 4. State the reason on Form C-163, if fingerprints cannot be obtained.

5. 1. 5. If there is a risk of contamination by either blood or toxic substances, such as Fentanyl, and there are no concerns of the identity of the deceased, do not obtain fingerprints. Death notifications are to be submitted to CCRTIS without fingerprints, either via Form C-163 without the fingerprints or by email to CriminalRecordsIMS@rcmp-grc.gc.ca with the name, date of birth, FPS number and date of death of the deceased. The death notification will appear on the National Repository of Criminal Records, but it will specify that it is not supported by fingerprints.

5. 1. 5. 1. If a positive identification is required, obtain and submit the fingerprints using the Central Latent Client. If there is a match to a FPS the death notification on the Central Repository will say supported by fingerprints.

6. Organ Transplant Donations

6. 1. Member

6. 1. 1. Do not allow the removal of organs or tissues until it can be established that they will not be required for analysis, if death was caused by a criminal act or suspicious circumstances. Refer to your divisional supplements.

7. Autopsy

7. 1. Member

7. 1. 1. In order to obtain and secure evidence, provide assistance to the pathologist, and obtain information which may assist in the investigation.

7. 1. 2. Attend all autopsies when there is evidence or suspicion of foul play or homicide.

7. 1. 3. Consider attending autopsies when the death is believed to be self-inflicted, the result of an accident, or of unknown cause.

7. 2. Have Forensic Identification Section (FIS) send the fingerprints through the Regional Automated Fingerprint Identification Access System (RAFIAS) as a latent image if the deceased has not been positively identified.

7. 2. 1. If there is no local FIS, contact the Canadian Police Services Information Center (CPSIC) at: cpsic.iis@rcmp-grc.gc.ca for direction.

7. 2. 2. If the deceased has not been positively identified, submit fingerprints to National Headquarters, ATTN: Information and Identification Services Directorate.

7. 2. 3. Have photographs, odontograms (dental records) and X-rays taken, if necessary.

7. 2. 4. Enter the identifiers on CPIC and check for hits on CPIC.

8. Decomposed Bodies and Skeleton

8. 1. General

8. 1. 1. All reports of Unidentified Remains (UR) must be handled as human remains.

8. 1. 1. 1. In cases where only partial remains or bones are found, only a coroner/medical examiner should make the determination of human versus animal.

8. 1. 2. In most provinces, the coroner/medical examiner is legislated to assume the responsibility of investigating unidentified remains cases. The provincial/territorial *Coroners Act and Regulations* must be consulted.

8. 2. Member

8. 2. 1. Cooperate with authorized anthropologists, local aboriginal leaders, or archaeologists in protecting and respecting the site if a skeleton is believed to be of ancient origin. Refer to your divisional supplements and provincial/territorial legislation.

8. 2. 2. The National Center for Missing Persons and Unidentified Remains (NCMPUR) can provide specialized analytical services or assist with requests to publish UR information to their website. Contact NCMPUR through email: NCMPUR@rcmp-grc.gc.ca.

8. 2. 3. Investigate all UR as being the result of foul play until determined otherwise. Refer to sec. 1.2.

8. 2. 4. Notify the provincial/territorial coroner/medical examiner of all UR reported within RCMP jurisdiction in accordance with provincial/territorial requirements.

8. 2. 5. Conduct RMS and CPIC checks, including a CPIC Off-line search for applicable missing person or related UR cases. Refer to Part A.II.3., CPIC User Manual.

8. 2. 6. Make certain that any data on the UR provided by the coroner/medical examiner, is entered into CPIC (BODY) as soon as practicable, and updated as new information becomes available, including the removal from CPIC once the identity of the deceased is confirmed by the coroner/medical examiner. Refer to Part B, Appendix III.4.G., CPIC User Manual.

NOTE: The BODYUR information entered into CPIC is sent automatically to the Missing Children/Missing Persons and UR database (MC/PUR) which is managed by the NCMPUR, and is also sent to NCIC (USA system).

8. 2. 7. Consider requesting a CPIC zone alert to notify local area police agencies of the found remains.

8. 2. 8. If the identity of the UR is confirmed, refer to sec. 3.

8. 2. 9. Complete the ViCLAS booklet and consider requesting the assistance of the divisional ViCLAS coordinator. Refer to ch. 36.1.

9. Death Aboard Aircraft or Vessel

9. 1. General

9. 1. 1. It is possible that a death occurring on an international flight or vessel may be the result of a contagious or infectious disease; specific precautions must be taken.

9. 1. 2. The *Quarantine Regulations*, sec. 19(1) and 19(2) require the person in charge of an aircraft arriving in Canada from a destination outside Canada to immediately notify the quarantine officer at the airport of the death of any person on board.

9. 2. Member

9. 2. 1. Investigate as a sudden death if the death occurred on a domestic flight or vessel.

9. 2. 2. Determine if the victim connected from an international flight, and notify the quarantine officer accordingly and, if so, follow the *Quarantine Regulations*.

9. 2. 3. Contact Public Health through the following website: www.phac-aspc.gc.ca/contac-eng.php.

10. Assist Foreign Countries

10. 1. Detachment/Unit Commander

10. 1. 1. Give priority to a request from National Headquarters to notify the next of kin of a person who died in a foreign country.

10. 1. 2. When you have notified the next of kin, immediately notify National Headquarters, ATTN: OIC International Liaison Br., National Central Bureau, Interpol.

10. 1. 3. According to sec. 4., notify the appropriate consulate/embassy, if the country of origin of the deceased foreign national is known.

10. 1. 4. If the identity of the deceased is unknown, and you believe that they may be from outside Canada, notify National Headquarters, ATTN: OIC International Liaison Br., National Central Bureau, Interpol.

10. 1. 4. 1. Supply a complete description of the remaining clothing, fingerprints, odontogram, and head-and-shoulders photographs. Refer to OM ch. II.6., Specialized Support, sec. F., Identification.

References

- *Administration Manual*, ch. II.19.
- *Canadian Association of Chiefs of Police, Code of Police Practice: A Guide for First Line Officers*
- Forensic Support Services, CPIC, NCMPUR, INTERPOL Ottawa

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OM - App. 41-3-1 - Next of Kin Death Notification Checklist

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New Appendix: 2018-06-14

Every death notification has a long-lasting impact on family members. How the notification of the death is provided can positively or negatively affect family members.

Receiving a death notification can be an extremely stressful experience. Adhering to the core values of the RCMP, by delivering the death notification respectfully with professionalism, clarity, and compassion, may mitigate some of the stress.

It is critical to be well informed and prepared as family members need accurate and complete information about the death of their loved one.

Investigators will follow the provincial and divisional procedures pertaining to human deaths.

Planning

- Members should, depending on the circumstances of the death, collaborate with the coroner before any notification of next of kin (NOK), to ensure that positive identification has been made and that the notification will not interfere with any ongoing coroner's investigation.
- Notification of NOK should be done as soon as possible.
- Identify and verify the legal NOK to be notified, (e.g. spouse, parent, or legal guardian).
- Verify the victim's full name, age (if known), and relationship with the family members being notified.
- Know the location of the victim and the process for family members to see the victim and/or make arrangements to recover their loved one.
- Know the contact information of the victim services in your area.

Notification

- Introduce yourself.
- Confirm the identity of the person with whom you are speaking and their relationship to the victim.
- Ask to come inside and ask or encourage family members to sit down. Provide a one-sentence statement to prepare the family for the news (e.g. "I'm sorry to have to share this news"). Provide notification immediately following your prepared statement, using

the victim's name and clearly understood words such as died, death, or dead (e.g. "I'm sorry to inform you that your son Davis died this evening as a result of a traffic accident").

- Provide family members with the details of when, where, and how the death occurred.
- Provide family members with the current location of the victim, and the process to make arrangements to see and/or recover the victim.
- Advise family members of the medical examiner's or coroner's contact information.
- Answer all questions honestly. Provide only information that you know to be true and that you can release.

After the Notification

- Be prepared to repeat information to both the NOK and family members.
- Be prepared for any type of emotional or physical reaction, e.g. denial, anger, screaming, fainting, and vomiting.
- Do not leave family members alone. Ask if you can call anyone for them, and wait until that person arrives.
- If there is victim assistance available in your area, offer to have them attend the residence. If it is not required, provide the family with the contact information of the victim services unit.

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - ch. 41.5. Extra-Jurisdictional Police Officer Status

New Chapter: 2005-07-22

For information regarding this policy, contact National Contract Policing Br., Community, Contract and Aboriginal Policing Services Dir. at Irrelevant

1. General
2. Definitions
3. Commander/Delegate
4. Cr. Ops. Officer/Delegate

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1. General

1. 1. In certain jurisdictions, a provincial/territorial minister may designate an RCMP officer as an appointing officer.

1. 2. The Cr. Ops. Officer/delegate has the responsibility to grant extra-jurisdictional police officer status.

1. 3. Except in exigent circumstances, a request for extra-jurisdictional police officer status in the jurisdiction of the appointing official must be made in writing by an extra-jurisdictional commander.

2. Definitions

2. 1. **Appointing officer** means a member of the RCMP designated by a provincial/territorial minister for the purpose of appointing extra-jurisdictional police officers within their jurisdiction.

2. 2. **Local commander** means:

2. 2. 1. the chief of police of a municipal police force in the jurisdiction of the appointing official,

2. 2. 2. the member in charge of a local RCMP detachment, and

2. 2. 3. the commanding officer of a law enforcement body designated by regulation as a police force within the jurisdiction of the appointed officer.

2. 3. **Extra-jurisdictional commander** means:

2. 3. 1. the commanding officer, director general or commissioner of the provincial police force of another province, or his/her delegate; and

2. 3. 2. the chief of police of a municipal or regional police force from another province or territory, or his/her delegate.

2. 4. **Extra-jurisdictional police officer** means a police officer appointed or employed under the law of another province/territory, but does not include a member of the RCMP.

3. Commander/Delegate

3. 1. Forward all requests for appointments to the Cr. Ops. Officer.

4. Cr. Ops. Officer/Delegate

4. 1. Ensure all requests conform to provincial/territorial legislation and regulations and include:

4. 1. 1. the name and rank of the officer to be appointed;

4. 1. 2. the duration of the appointment;

4. 1. 3. the name and telephone number of the immediate supervisor of the officer to be appointed;

4. 1. 4. a general description of the officer's duties in the enacting jurisdiction;

4. 1. 5. in the case of an operation or investigation, the name of target person, if known;

4. 1. 6. where the officer is expected to perform those duties;

4. 1. 7. an assessment of the risks associated with the officer's duties including the possibility of firearms being used; and

4. 1. 8. whether the duties might require a designation to be made under section 25.1, CC.

4. 2. Deny requests made by an extra-jurisdictional police officer to perform duties of a routine nature.

4. 3. Prior to issuing the appointment, consult the local commander of the involved jurisdiction.

References

Date Modified: 2005-07-22

OM - ch. 41.6. Firearms Act

New Chapter: 2011-06-07

For information regarding this policy, contact Licensing and Program Policy Br., Firearms Investigative and Enforcement Services Dir. at [redacted]

- 1. General
- 2. Contacts

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1. General

1. 1. The *Firearms Act* and *Regulations* apply to licensing, transportation, use, registration and storage of firearms in Canada.

1. 2. The Canadian Firearms Program provides:

1. 2. 1. service to the public in relation to the administration of the *Firearms Act* and its associated Regulations, and

1. 2. 2. operational support to law-enforcement agencies in firearms-related inquiries and investigations.

2. Contacts

2. 1. For enquiries contact:

Director General
Canadian Firearms Program
73 Leikin Drive, Mail Stop 6
Ottawa, ON K1A 0R2

References

- Chapter 4.11., Public Agents Firearms Regulations
- Chapter 4.12., Firearm Licensing Enforcement Legislation
- Chapter 4.13., Prohibition Orders

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OM - ch. 45.1. National Defence/Military Assistance

Policy Amended: 2019-10-02

For information regarding this policy, contact Operational Readiness and Response, Contract and Indigenous Policing.

1. General
2. Request for Military Assistance

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1. General

1. 1. To enable the RCMP to fulfill its mandate when resources are unavailable, insufficient, or unique requirements arise, it may become necessary to request assistance from the Canadian Armed Forces (CAF).

1. 2. Requests for CAF assistance will be made only after all other avenues and options have been exhausted, or when other options are not practical, given the unique circumstances of the situation.

1. 3. RCMP employees must minimize the need for assistance from the CAF, whenever possible or feasible, by:

1. 3. 1. using existing RCMP resources and personnel;

1. 3. 2. requesting the assistance of other police departments and law enforcement agencies; and

1. 3. 3. using private sector resources, e.g. security guards, perimeter fencing, transport vehicles, temporary facilities, and field communication equipment.

2. Request for Military Assistance

2. 1. The Military Assistance Request Plan (MARP) outlines the specific request process for each type of military assistance to ensure each request meets the requirements of the *National Defence Act*, Orders in Council, and CAF operational policy imperatives.

2. 2. Before the RCMP formally requests CAF assistance, cost-recovery projections should be taken into account. Cost recovery is addressed within the MARP.

2. 3. Do not request CAF assistance on behalf of other law enforcement agencies or other municipal, provincial, or federal departments, as the RCMP may be held accountable for the payment of services rendered.

2. 4. The MARP identifies all forms of potential requests for CAF assistance.

2. 4. 1. For each form of assistance, the MARP provides:

2. 4. 1. 1. a brief description of the assistance,

2. 4. 1. 2. a flow chart depicting the request process,

2. 4. 1. 3. an assistance matrix identifying the initiating authority by type of assistance request, and

2. 4. 1. 4. samples of all required supporting documentation.

2. 5. The requestor will:

2. 5. 1. consult with the appropriate CAF Regional Joint Task Force Headquarters (RJTF HQ), as per the MARP, or the National Headquarters CAF liaison officers at 613-843-4794 or 613-808-1701 when considering or initiating a request for assistance;

2. 5. 2. follow the applicable MARP process when requesting CAF assistance; and

2. 5. 3. provide a clear, concise statement outlining the capability and/or effect required when initiating a request for assistance.

NOTE: The CAF uses this information to determine and task the appropriate resources necessary to deliver the desired effect.

2. 6. For urgent events, verbal requests may be made with a formal written request to follow.

2. 7. When CAF provides assistance to the RCMP, the RCMP will retain full responsibility for the conduct of law enforcement operations, at all times.

2. 8. Divisions are to establish and maintain a liaison with the appropriate CAF RJTF HQ and ensure contact lists are updated regularly.

NOTE: There are six CAF RJTF HQ located across Canada. Locations and contact numbers are in the MARP.

2. 8. 1. Liaising with the CAF RJTF HQ is usually a responsibility of the divisional Emergency Management Program.

References

- *Emergencies Act*

Date Modified: 2019-10-02

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OM - ch. 45.9. Assistance from Canada Border Services Agency: Lookouts and Cautions

New Policy: 2019-08-23

For information regarding this policy, contact Operational Policy and Compliance, National Criminal Operations, Contract and Indigenous Policing.

1. Definitions
2. General
3. Types of Lookouts
4. Roles and Responsibilities

1. Definitions

1. 1. **Lookout**, for the purposes of this policy, means a specific intelligence product designed to identify a person, corporation, conveyance, or shipment that, according to various risk indicators or other available intelligence, may pose a threat to the health, safety, security, economy or environment of Canada and Canadians.

1. 2. **Caution**, for the purposes of this policy, means a description, attached to a lookout, that brings to the attention of Canada Border Services Agency (CBSA) officers that the individual named in the lookout possesses certain characteristics of special note, or poses potential danger and/or a known threat.

1. 3. **Tearline** refers to the portions of an intelligence report that provide the substance of a more highly classified or controlled report without identifying sensitive sources, methods, or other operational information.

1. 4. **Sensitive operations**, for the purposes of this policy, refers to, but is not limited to, investigations into allegations of which public knowledge could:

1. 4. 1. threaten the life, security, or physical safety of any person; or

1. 4. 2. disclose covert operations, e.g. corruption of a law enforcement officer (Part VI).

2. General

2. 1. Assistance from CBSA may be required when an investigation reveals that a person may pose a threat to the health, safety, security, or environment of Canada or Canadians.

2. 1. 1. A lookout request may include cautions, reporting requirements, and substantive contact instructions without requiring intervention, while allowing the intercepting CBSA officer to stay within the CBSA mandate. Refer to *Customs Act*, section 107 and *Privacy Act*, section 8.

2. 1. 2. If the lookout requires the intercepting CBSA officer to interfere with the person's reasonable expectation of privacy or to ask questions that are not related to the administration of CBSA program legislation, a general warrant is required. Refer to *R. v. Ling*, [2002] 3 S.C.R. 814, 2002 SCC 74.

2. 2. Form 3798, Lookout/Caution Request must contain clear instructions to enable intercepting CBSA officers to take appropriate action under the CBSA mandate. Refer to sec. 4.1.2.1. and 4.1.2.2. for direction on where to submit Form 3798 to CBSA.

2. 3. When the reason for the lookout request pertains to sensitive operations or information and cannot be included in the lookout request, it must be clearly indicated in the lookout instructions how CBSA can access the information.

2. 4. When an investigation involves national security concerns, refer to OM ch. 12.2., National Security Criminal Investigations.

2. 5. When working on a joint investigation with CBSA, confirm that they will be forwarding the request to the Intelligence Tactical Operations Centre (ITOC) for the lookout or caution.

2. 6. CBSA is not authorized to release lookout information to other agencies or countries.

3. Types of Lookouts

3. 1. Person of Interest

3. 1. 1. This is used in circumstances where:

3. 1. 1. 1. a person is believed or suspected to be possibly involved in a crime that is enforceable by an act of Parliament but has not been charged or arrested; or

3. 1. 1. 2. a person is believed to be a victim of a crime, e.g. human smuggling or child luring.

3. 2. Suspect

3. 2. 1. This is used in circumstances where a person is a suspect in a criminal offence, or is suspected of engaging in criminal activity.

NOTE: A caution is to be included in the lookout request when a person of interest or a suspect is known to pose a threat or danger to law enforcement, the public, or themself.

4. Roles and Responsibilities

4. 1. Member

4. 1. 1. When it is determined through an investigation that a person of interest or a suspect will be entering or leaving Canada or is known to travel often via a land, air, or water border, submit the completed Form 3798 to your supervisor for approval, and then to CBSA for their consideration.

4. 1. 1. 1. Form 3798 is to contain:

4. 1. 1. 1. 1. lookout radius;

4. 1. 1. 1. 2. lookout type;

4. 1. 1. 1. 3. lookout duration;

4. 1. 1. 1. 4. officer safety cautions, if any;

4. 1. 1. 1. 5. description of the subject, as well as subject's name, date of birth, gender, citizenship, address, and place of birth;

4. 1. 1. 1. 6. subject's aliases;

4. 1. 1. 1. 7. identification of document data elements;

4. 1. 1. 1. 8. originating member and alternate member with contact information; and

4. 1. 1. 1. 9. any other comments, instructions, or tearlines that will assist CBSA in identifying and examining the subject.

4. 1. 1. 1. 10. Provide a rationale and a brief synopsis of the file to CBSA, identifying the information requested when the encounter with the subject occurs.

NOTE: If the information to be obtained is outside the normal line of questioning from CBSA, a general warrant is required. Refer to *R. v. Ling*, [2002] 3 S.C.R. 814, 2002 SCC 74.

4. 1. 1. 1. 11. An "armed and dangerous" officer safety caution is to be used only when available information and intelligence provide reasonable grounds to believe that the person is likely to travel to Canada, is armed, and is likely to use armed force if encountered.

4. 1. 2. Send the approved Form 3798 to CBSA as follows:

4. 1. 2. 1. During normal business hours, email the form to ITOC at Public Interest Immunity - s. 37 up to Protected B / encrypted email.

4. 1. 2. 2. For after-hours urgent RCMP Headquarters requests only, email the form to Public Public Interest Immunity - s. 37 of CEA and common law, up to Protected B / encrypted email.

4. 1. 2. 3. Secret-level requests are to be hand delivered to:

Public Interest Immunity - s. 37 of CEA and common law

NOTE: If hand delivery is not feasible, send an encrypted email to Public Public Interest Immunity - s. 37 of CEA and

4. 1. 3. Upload Form 3798 onto the records management system (RMS).

4. 1. 4. Follow up with an email to CBSA at Public Interest Immunity - s. 37 of CEA and within 24 hours to confirm that Form 3798 was received and to determine what action they plan on implementing.

NOTE: If CBSA does not action the request, document the rationale given on the RMS.

4. 1. 5. Review lookout or caution requests every 14 days to determine the status, relevance, and continued use.

4. 1. 6. Promptly notify CBSA by email at Public Interest Immunity - s. 37 of CEA and when there are any modifications to the request, e.g. when the subject or circumstances of the investigation changes.

4. 1. 7. If the subject of a lookout is believed to be leaving Canada to enter the United States (U.S.), with approval from your supervisor you may advise U.S. Customs and Border Protection.

4. 2. Supervisor

4. 2. 1. Review Form 3798 and upon approval, return it to the member for transmittal to CBSA.

4. 2. 2. Forward a copy of Form 3798 to the unit commander/delegate for their information.

4. 2. 3. Review lookout or caution requests every 14 days to determine the status, relevance, and continued use.

4. 3. Unit Commander/Delegate

4. 3. 1. Review Form 3798 and forward it to the divisional Cr. Ops. officer/delegate for their information.

4. 3. 2. In the case of a national security investigation, refer to OM ch. 12.2., sec. 2.6.1.

References

- *Canadian Charter of Rights and Freedoms*

Date Modified: 2019-08-23

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OM - ch. 46.1. National Operations Centre

Policy Amended: 2019-05-17

For information regarding this policy, contact National Operations Centre.

1. General
2. Routine Operational Services
3. Crisis Operations
4. Roles and Responsibilities

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1. General

1. 1. The National Operations Centre (NOC), located at National Headquarters, operates 24 hours a day, and responds to routine and crisis operations.

1. 2. NOC can be reached by:

1. 2. 1. telephone, at 613-993-4460 or 613-993-6379 (secure line);

1. 2. 2. facsimile, at 613-993-0260 or 613-993-0216;

1. 2. 3. secure facsimile, at 613-993-1271 or 613-993-1272;

1. 2. 4. satellite phone, at 613-980-5676 or 613-980-5331;

1. 2. 5. contacting the National Headquarters Administrative Communications Centre (ACC-NOC), at 613-991-5920; and

1. 2. 6. email, at National Operations Centre.

2. Routine Operational Services

2. 1. NOC provides routine operational services, such as:

2. 1. 1. coordinating video conferencing between National Headquarters and divisions;

2. 1. 2. providing bridging for secure telephone conference calls between National Headquarters and divisions;

2. 1. 3. monitoring all critical incidents of national and international interest;

2. 1. 4. tracking the location of RCMP senior executives and other officers involved in key operations;

2. 1. 5. providing a senior executive brief to senior management, before 0900, seven days a week, on matters that are of national interest to the RCMP;

2. 1. 6. providing a 24-hour contact point for RCMP personnel on foreign duty;

2. 1. 7. providing access to government and RCMP Emergency Operations Plans; and

2. 1. 8. liaising with federal government department operation centres.

3. Crisis Operations

3. 1. For major events, national crises, or incidents requiring centralized coordination, the Deputy Commissioner, Contract and Indigenous Policing, may order additional staffing of NOC to coordinate RCMP interests at National Headquarters and Division Emergency Operations Centres (DEOC).

3. 2. An emergency that does not require Senior Executive Committee (SEC) involvement will be coordinated by DEOC, and monitored by NOC. The commanding officer (CO) will retain control and authority for the operation.

3. 3. During an emergency operation, liaison with foreign agencies, other federal departments and agencies, and the office of the minister will be conducted through NOC.

3. 4. The *Security Offences Act*, subsection 6(1), Role of RCMP, assigns primary jurisdiction to the RCMP for peace officer duties relating to national security. Refer to OM Part 12, National Security.

3. 5. Agreements pursuant to the *Security Offences Act*, subsection 6(2), Arrangements, have been signed with most major police departments across Canada, outlining the RCMP's protocols when assuming responsibility in an emergency related to national security.

NOTE: Copies of these agreements are retained by NOC.

4. Roles and Responsibilities

4. 1. Division

4. 1. 1. Complete and submit Form 6525, Situation Report to NOC, for appropriate processing and distribution, in these instances:

4. 1. 1. 1. the discharge of a firearm by a member, causing human death or injury;

4. 1. 1. 2. a pursuit, resulting in injury or death;

4. 1. 1. 3. the death of a person in RCMP custody;

4. 1. 1. 4. a serious injury or the death of a member, while on duty;

4. 1. 1. 5. a criminal offence or major incident committed against, or related to, any person under RCMP protection;

4. 1. 1. 6. a major demonstration or any criminal offence, at an embassy or consulate;

4. 1. 1. 7. serious allegations of a criminal offence, a code of conduct violation, sexual misconduct, or the suspension of a member;

NOTE: For the definition of sexual misconduct, refer to AM ch. XII.1., Conduct, sec. 2.13.

4. 1. 1. 8. a high-profile confrontation between the RCMP and the public; and

4. 1. 1. 9. an investigation that is likely to receive national media attention.

4. 1. 1. 9. 1. In addition to the above-noted instance, the CO/delegate will immediately inform the Commissioner's Chief of Staff about unfolding incidents happening in other police jurisdictions that are of national security, or relate to public safety.

4. 1. 2. If a significant development or change of information occurs in an investigation pertaining to any of the incidents mentioned in sec. 4.1., regular updates must be provided to NOC by completing and submitting Form 6525, for processing and distribution.

4. 1. 2. 1. Form 6525 will be provided as needed to NOC (at least once every six months), and must include information on the status of the incident, and the actions that have been completed to date.

4. 1. 2. 2. Once the matter is concluded, a final Form 6525 must be provided to NOC, and must include information on the status of the incident, and the actions that have been completed to date.

4. 2. Directorate

4. 2. 1. If Form 6525 is addressed to the attention of the Commissioner, it must be sent to NOC for processing and distribution. For briefings related to national security, refer to OM ch. 12.1., Reporting Incidents, and OM ch. 12.4., Media Relations/Communications and Briefing/Briefing Note.

4. 3. National Operations Centre

4. 3. 1. NOC will, in reference to sec. 4., prepare Form 6525 with the available information received, and forward it to the appropriate recipients in this format:

- Dissemination Level

- Notification Event
- Description of the Event
- Source
- Current RCMP Action
- Current Action (other)
- Initial Analysis
- External Notification
- Internal Notification
- Next Actions

References

- OM Part 27, Media

Date Modified: 2019-05-17

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - ch. 47.1. Management of PROS/SPROS

Directive Amended: 2018-06-19

For information regarding this policy, contact Operations Systems Services Centre, Contract and Aboriginal Policing, at Irrelevant

1. Policy
2. Site Security
3. PROS Access
4. SPROS Access
5. Role-Based Access Control
6. Data Quality
7. Occurrence Classification Table
8. Geo-Coding
9. PROS On-line Help
10. Mobile Workstation Reporting
11. Police Information Portal
12. Public Safety Portal

App. 47-1-1 Certification Requirements for Access to PROS/SPROS

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1. Policy

1. 1. The Police Reporting and Occurrence System (PROS) must be used as the Operational Records Management System (O/RMS) for occurrences which involve statutory or regulatory offences and related intelligence.

1. 2. PROS must be used by all RCMP operational units.

EXCEPTION: "E" Division, which uses Police Records Information Management Environment British Columbia (PRIME-BC), and Halifax Regional Municipality (HRM), which uses Versadex.

1. 2. 1. The Secure Police Reporting and Occurrence System (SPROS) must be used as the O/RMS for occurrences which involve national security criminal investigations. Refer to OM Part 12, National Security.

1. 2. 2. The Police Access Tool (PAT) is a web-based interface that uses a simplified method of entering and retrieving information to and from the PROS database.

NOTES:

1. The PAT is not an O/RMS; it is used to streamline the data input into PROS.

2. The Police Records Information Management Environment British Columbia (PRIME-BC) is currently the authorized O/RMS for "E" Division, with the exception of "E" Division Integrated National Security Enforcement Team, which must use SPROS as its O/RMS. Separate PRIME-BC policies and procedures are posted on the "E" Division website, at IM ch. 4.100., PRIME-BC Policy.

3. Versadex is currently the authorized O/RMS for the HRM served by two police services, the Halifax Regional Police (HRP) and the RCMP.

1. 2. 3. Independent File Management or Independent Work Management is not permitted within PROS/SPROS.

1. 2. 3. 1. All occurrences must be reviewed by a supervisor within five days.

EXCEPTION: Police Access Tool (PAT) Ticketing - Self-generated ticket occurrences initiated and completed in PAT do not require supervisor approval. Supervisors may review self-generated occurrences at any time.

1. 3. The collection and use of operational investigative information in RCMP operations systems i.e. PROS/SPROS, PRIME, Police Information Retrieval System, is governed by the *Privacy Act*, as described in the Treasury Board of Canada Secretariat's (TBS) standard personal information banks (PIBs).

1. 3. 1. To determine whether or not access to these systems is justified, consult the consistent use provisions of the applicable PIBs: CMP PPU 005, Operational Case Records; CMP PPU 015, Criminal Operational Intelligence; or CMP PPU 025, National Security Investigations. Refer to the TBS standard PIBs.

NOTE: Personal information bank CMP PPU 025, National Security Investigations, must be entered only in SPROS.

1. 4. The D/Commr., Contract and Aboriginal Policing (CAP), is responsible for PROS and for the information contained in PROS and the business practices governing PROS.

1. 4. 1. The D/Commr., Contract and Aboriginal Policing (CAP), is responsible for assessing, and enhancing as appropriate, the practices in place to monitor user access to PROS; and the monitoring of risks relating to inappropriate access to PROS.

1. 4. 2. Federal Policing is responsible for information contained in SPROS and the business practices governing SPROS.

1. 5. The director generals of Infrastructure Engineering and Development and IM/IT Business Solutions respectively, are responsible for the technical performance and information management aspects of PROS/SPROS within the CIO Sector.

1. 6. The Information Management Policy Section, Information Management Branch, with advice from CAP, is the final authority on the types of RCMP activities permitted to be included in the RCMP O/RMS.

1. 7. Requests for changes, modifications, or enhancements to PROS/SPROS and PAT will be forwarded through the division Operational Records Management System (ORMS) coordinators to the Operations Systems Services Centre (OSSC). Each request will include:

1. 7. 1. a detailed description of the requested change, modification, or enhancement;

1. 7. 2. the circumstances, conditions, or rationale to substantiate the need;

1. 7. 3. the expected benefits to law enforcement, in the prevention and interdiction of crime;

1. 7. 4. documented support, e.g. front-line investigators; and

1. 7. 5. other options and recommendations.

1. 8. The OSSC personnel will manage access control lists and the addition, modification, and removal of PROS users, roles, access profiles, and units' hierarchy design.

1. 8. 1. Federal Technology Solutions will manage access control lists and the addition, modification, and removal of SPROS users, roles, access profiles, and unit hierarchy design.

1. 9. The D/Commr., CAP, will be consulted early in the process regarding national, regional, divisional, or detachment organizational changes so that the impact on the PROS database structure can be assessed before the changes are implemented.

1. 10. A copy of all PROS/SPROS/PRIME divisional directives, including policy, procedures, and Standard Operating Procedures, must be forwarded to National Headquarters, ATTN: OSSC, Strategic Policing Agreement Branch, before publication and implementation.

2. Site Security

2. 1. Each PROS/SPROS site must conform to the RCMP Departmental Security requirements and SM Part 4, Information and Communications Technology Security, and must be subject to inspection by the OIC, Departmental Security/delegate.

2. 2. The SPROS data must not be electronically transferred to any other environment except those applications which exist in the classified environment.

2. 3. The Human Resources Management Information System (HRMIS) is the official human resources management system of the RCMP.

2. 3. 1. The only human resources data entered in PROS must be the HRMIS number and name of personnel required for the operation of PROS.

EXCEPTION: Where an RCMP employee is the subject of a statutory investigation with the status of suspect, charged, or victim, personal details must be collected.

3. PROS Access

3. 1. General

3. 1. 1. Canadian Police agencies will access PROS data through the Police Information Portal (PIP). Refer to sec. 11., Police Information Portal.

3. 1. 2. Information obtained through the PIP must be confirmed with the originating investigator and must be noted on the file. Refer to sec. 11.

3. 1. 3. The PROS course training standards and training modules must be approved by the OSSC in consultation with the OIC, Learning and Development, and the relevant law-enforcement program areas in operations, before delivery to candidates, to ensure the material conforms to program requirements.

3. 1. 4. division ORMS coordinators must conduct bi-annual reviews of active PROS users to identify those who have no operational need to access the RMS. The division ORMS coordinators must also ensure the PROS users have the appropriate roles for their current position. The results of these audits must be placed in an administrative file for audit purposes.

3. 2. RCMP Non-Operational

3. 2. 1. Access to PROS for non-operational RCMP programs must be requested through the A/Commr., CAP/delegate.

NOTE: This does not apply to individual requests.

3. 3. Police Partner Agencies

3. 3. 1. Police partner agencies who meet the definition of a recognized police agency, and have Canadian Police Information Centre (CPIC) Category I designation, must apply to the RCMP Divisional Commanding Officer if they require access to PROS. A Memorandum of Understanding (MOU) will be required.

3. 4. Seconded Employees to RCMP

3. 4. 1. Access to PROS will be granted to seconded employees from police and non-police agencies to the RCMP. This access will be based on a formal secondment or Joint Forces Operation (JFO) agreement.

3. 4. 2. A seconded employee must have:

3. 4. 2. 1. an agreement that identifies their mandate with the RCMP and the requirement for having access to the O/RMS;

3. 4. 2. 2. an acceptable and current security clearance. The minimum security-clearance level for access to PROS is equivalent to RCMP Basic Reliability;

3. 4. 2. 3. an RCMP-approved Smart Card or Entrust Token;

3. 4. 2. 4. received at minimum, the PROS End-User course . See sec. 5., Role-Based Access Control;

3. 4. 2. 5. completed Form 6327, Access Request for Police Reporting Occurrence System (PROS)/Secure Police Reporting Occurrence System (SPROS), with supervisor support, and forward it to the divisional O/RMS coordinator for review;

3. 4. 2. 6. read and signed that they agree to comply with the Acceptable User Practices for RCMP Information Technology Systems. Refer to IM App. III-1-2, Acceptable User Practices for RCMP Information Technology; and

3. 4. 2. 7. signed the OSSC PROS User Access Agreement.

3. 5. Integrated Units with RCMP O/RMS Lead

3. 5. 1. Access to PROS will be granted to integrated units from police and non-police agencies that have a current Memorandum of Understanding (MOU). This access will be based on a formal integrated or JFO agreement.

3. 5. 2. The MOU must clearly identify and define its mandate and that PROS will be the O/RMS where the investigations will be captured.

3. 5. 3. An integrated employee must have:

3. 5. 3. 1. an acceptable and current security clearance. The minimum security clearance level for access to PROS is equivalent to RCMP Basic Reliability;

3. 5. 3. 2 an RCMP-approved Smart Card or Entrust Token;

3. 5. 3. 3. received at minimum, the PROS End-User course. See sec. 5.;

3. 5. 3. 4. completed Form 6327, with supervisor support, and forward it to the divisional O/RMS coordinator for review;

3. 5. 3. 5. read and signed that they agree to comply with the Acceptable User Practices for RCMP Information Technology Systems as per IM App. III-1-2; and

3. 5. 3. 6. signed the OSSC PROS User Access Agreement.

4. SPROS Access

4. 1. General

4. 1. 1. Access to SPROS must be approved by the OIC or delegate of the applicant's home unit.

4. 1. 1. 1. The applicant must fill out Form 6425, Classified Environment User Account Request and obtain approval from their home unit OIC or delegate.

4. 2. Non-RCMP Agency

4. 2. 1. A non-RCMP agency must:

4. 2. 1. 1. be subject to Classified Environment Access, and Form 6425;

4. 2. 1. 2. have an acceptable and current security clearance. The minimum security-clearance level for access to SPROS is Top Secret; and

4. 2. 1. 3. have received, at minimum, the PROS End User course. See sec. 5.

4. 2. 2. Upon request for access, the user must complete, Form 6327, with supervisor support, and forward it to the NHQ CE Data Manager for review.

4. 3. Non-Usage of PROS/SPROS

4. 3. 1. If a user has not logged into PROS/SPROS for six months, their access to the O/RMS will be end-dated.

4. 3. 2. If PROS/SPROS access has been end-dated because it has been inactive for six months, the user must contact their divisional O/RMS coordinator or NHQ CE Data Manager (SPROS) who will determine if training and access are required.

4. 3. 3. If a user has been inactive for five years, they must re-train and/or re-certify. This decision is at the discretion of the division O/RMS coordinator. Refer to OM App. 47-1-1, Certification Requirements for Access to PROS/SPROS.

5. Role-Based Access Control

5. 1 General

5. 1. 1. Access to PROS/SPROS must be based solely on the role or roles the employee will perform without regard for rank or position.

5. 1. 1. 1. The role access assigned in PAT is solely based on the role granted in PROS End-User certification.

5. 1. 2. PROS/SPROS End-User certification is mandatory in order to grant an employee the appropriate role. Additional levels of certification may be required to support certain roles. Refer to OM App. 47-1-1.

5. 1. 2. 1. Division ORMS coordinators will decide who will have access to the PROS/SPROS Query course. Should the employee move into a position where maintenance of the occurrence is required, then the PROS End-User Certification will remain mandatory.

5. 1. 3. The PROS/SPROS End-User certification exam will be administered immediately upon completion of a PROS/SPROS End-User training course.

5. 1. 3. 1. Employees who do not pass the test for PROS/SPROS End-User certification on their first attempt will be granted a 60-day grace period to improve their skills and retry the exam.

5. 1. 3. 2. Employees who do not qualify will be allowed to work on PROS/SPROS only with the support of a PROS/SPROS mentor who is certified on PROS/SPROS. They will be permitted access to the PROS/SPROS operational and instructional database.

5. 1. 3. 3. The supervisor or commander will set aside time during the workday for employee hands-on practice on the application and training exercises to improve specific PROS/SPROS skills.

5. 1. 3. 4. Employees who do not qualify for PROS/SPROS End-User certification within the grace period will be required to repeat the classroom training course before trying the exam for a third time.

5. 1. 3. 5. If the employee fails to become certified within the 60-day grace period, the supervisor or commander will submit a report documenting the types of errors made, opportunities for training and practice, and recommendations, through channels, to the divisional O/RMS Coordinator.

5. 1. 3. 6. Based on the recommendations of the O/RMS Coordinator, the Cr. Ops. Officer or delegate may authorize restriction of the employee's access to the PROS View role only.

5. 1. 4. The PROS/SPROS Supervisor certification exam will be administered immediately upon completion of a PROS/SPROS Supervisor training course.

5. 1. 4. 1. Employees who do not pass the test for PROS/SPROS Supervisor certification on their first attempt will be granted a 60-day grace period to improve their skills and retry the exam.

5. 1. 4. 2. Employees who do not qualify for the supervisor role will be allowed to work on PROS/SPROS with Record Based Control Access level 1, only with the support of a PROS/SPROS mentor who is certified on PROS/SPROS Level 1.

5. 2. Supervisor Certification

5. 2. 1. The supervisor or commander will set aside time during the workday for employee hands-on practice with the application, and training exercises to improve specific PROS/SPROS supervisor skills.

5. 2. 2. Employees who do not qualify for PROS/SPROS Supervisor certification within the grace period will be required to repeat the classroom training course before trying the exam for a third time.

5. 2. 3. If the employee fails to become certified within the 60-day grace period, the supervisor or commander will submit a report documenting the types of errors made, opportunities for training and practice, and recommendations, through channels, to the divisional O/RMS Coordinator.

5. 3. Information Manager Certification

5. 3. 1. PROS/SPROS Information Manager (IM) candidates must be certified before they can be granted the role of Records Manager (Records or Records Maintenance).

5. 3. 2. Candidates who fail the PROS/SPROS IM exam may retry the exam within 60 days of completing the PROS/SPROS for Information Managers Course, after which they will be required to repeat the course and retry the exam.

6. Data Quality

6. 1. Data accuracy and completeness are essential to the integrity of O/RMS and to all law-enforcement activities which result directly or indirectly from O/RMS data in order to:

6. 1. 1. enhance police and public safety;

6. 1. 2. prevent legal liabilities;

6. 1. 3. provide reliable data on which to base management decisions, and performance measurement activities, e.g. the Balanced Scorecard Tool; and

6. 1. 4. ensure the effectiveness of all law-enforcement activities that result directly or indirectly from O/RMS data.

6. 2. The lead investigator must be responsible and accountable for the data in the PROS/SPROS occurrences to which they are assigned.

6. 3. Supervisors and commanders must be accountable for the completeness and accuracy of all data in PROS/SPROS.

6. 4. Unless otherwise directed in PROS/SPROS directives, users must:

6. 4. 1. select only from existing drop-down list values as they exist in PROS/SPROS;

6. 4. 2. only use the drop-down list of pre-determined values, rather than manually typing new values into any data field; and

6. 4. 3. select the value OTHER and clarify in the REMARKS field in cases where no applicable value is available in the relevant drop-down list.

6. 5. Inquiries regarding PROS/SPROS data quality must be forwarded through the divisional O/RMS coordinator.

6. 6. The divisional O/RMS coordinator must monitor compliance with PROS/SPROS standards in consultation with the detachment/unit.

6. 6. 1. Concerns identified by the division ORMS coordinators that have divisional, regional, or national ramifications must be forwarded to National Headquarters, ATTN: OSSC, Strategic Policing Agreement Branch.

6. 7. Users must familiarize themselves with the PROS definitions outlined in OM App. 47-2-1, Definitions. Also refer to OM App. 47-2-2, Classification Field - Involved Person/Organization and OM App. 47-2-3, Occurrence Status Definitions.

6. 8. Users must ensure data entered through the PAT adheres to all PROS policies.

6. 8. 1. All data entered into the PAT feeds into PROS.

EXCEPTION: Police Access Tool Ticketing may hold data in its own databank that cannot be pushed into PROS where fields do not exist in PROS.

6. 8. 2. The PAT is not an RMS; it is used to streamline data input into PROS.

6. 8. 2. 1. Updates to an occurrence that cannot be done in PAT must be done in the PROS RMS environment.

6. 9. Regardless of which major case management system is used, e.g. SuperText E & R III, all information relating to individuals, vehicles, addresses, and businesses involved in criminal investigations must be associated to a PROS occurrence and be indexed on the PROS database.

7. Occurrence Classification Table

7. 1. The PROS/SPROS Occurrence Classification Table (OCT) consists of all the PROS/SPROS occurrence types required by both the RCMP and the Canadian Centre for Justice Statistics.

7. 2. The OCT must be centrally managed by the OSSC.

7. 3. The division ORMS coordinators must forward requests to modify the OCT, with accompanying justification, to the OSSC. See sec. 1.7. for requests for enhancements.

8. Geo-Coding

8. 1. The geo-coding fields in PROS/SPROS, e.g. Police Info, Division, Detachment, are mandatory for the occurrence/dispatch address of each occurrence.

8. 2. Geo-coding, to the extent possible, must remain unchanged over time to ensure accuracy and integrity of historical law-enforcement trends analysis.

8. 3. The geo-coding values for Division, District, Detachment, and First Nations Reserve are administered nationally by the OSSC, in consultation with the divisional O/RMS coordinator.

8. 4. If no drop-down list exists divisionally for Zone and Atom, the geo-coding values must be added as free text upon creation of the new address and monitored for accuracy by the divisional O/RMS coordinator.

8. 5. The F3 function key must be used to complete the Police Info, Division, and Detachment fields. If there is no applicable selection on the drop-down list, contact your divisional O/RMS coordinator.

9. PROS On-Line Help

9. 1. Users must consult PROS On-Line Help and PROS directives and standard operating procedures before contacting the Central Help Desk (CHD).

9. 2. The CHD is the single point of contact for all user problems, including application translation or queries regarding the PROS/SPROS application.

9. 3. If the CHD is unable to resolve the problem, the request must be rerouted in accordance with CHD's standard troubleshooting procedures.

9. 4. PAT on-line help is available through a link within the application.

10. Mobile Workstation Reporting

10. 1. General

10. 1. 1. If the police vehicle is equipped with a mobile workstation, members must login through the workstation.

10. 1. 1. 1. Ensure the system is logged into both the Status and Messaging Module (SAMM) and PAT, if available, during each shift.

10. 1. 1. 2. The mobile workstation must be mounted and locked inside the respective police vehicle.

EXCEPTION: At the discretion of the unit commander, the laptop may be removed to:

1. facilitate reporting requirements in a remote environment, where no dedicated PROS terminal is available; or

2. transfer the laptop from one police vehicle to another.

NOTE: In all instances, the laptop must remain in the direct control of the investigator or RCMP IT technician, as applicable.

10. 1. 1. 3. All keys used to secure the laptop in the police vehicle must be controlled by the watch/detachment commander/delegate.

10. 2. Status and Messaging Module

10. 2. 1. The CPIC, PIP, Police Automated Registration Information System, and Roadside must be queried only from SAMM, which automatically alerts the Operational Communication Centre.

NOTE: All queries conducted through PAT Ticketing automatically route through SAMM.

11. Police Information Portal

11. 1. Information Obtained from the Police Information Portal

11. 1. 1. The following applies only to information obtained from PIP and used for operational investigation purposes.

11. 1. 2. Information obtained and used from PIP must be verified with the originating agency for accuracy prior to its use.

11. 1. 3. Information obtained and used from PIP will be documented on the related PROS occurrence, as outlined in the PIP Self-Audit and Quality Assurance (SA&QA) Standard Operating Procedures, found on AGORA.

11. 2. Validation of Information Obtained from the Police Information Portal

11. 2. 1. When an agency makes a request to validate the accuracy of information obtained from PIP, the originating agency will be responsible for validating the information and replying to the requesting agency accordingly.

11. 2. 2. When information is validated by the originating agency, it will document the request for validation and its outcome on PROS, as outlined in the PIP SA&QA Standard Operating Procedures.

12. Public Safety Portal

12. 1. Non-Police departments, e.g. Canada Border Services Agency, Transport Canada, or any other federal department, may be provided query access to PROS data through the Public Safety Portal. An MOU agreement should be in place for any non-RCMP access to PROS data.

References

Date Modified: 2018-06-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - App. 47-1-1 - Certification Requirements for Access to PROS/SPROS

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Directive Amended: 2018-06-19

Those who have the following roles must successfully complete the identified certification programs before being granted the role indicated. Granting of certain roles may require further justification in addition to the required certification.

Role	Certification Required
View	Query
Support	End User
Analyst	End User
Level 2	End User
Level 1	End User and Supervisor
Storekeeper	End User
Records	End User and Information Managers
Records Maintenance	End User and Information Managers
CPIC Maintenance	End User
ACL	End User and Access Control List
Pardons	End User and Information Managers and Access Control List * Limited to five users per division
ATIP	Query * Limited to 50 users from NHQ Access to Information and Privacy Branch only

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Date Modified: 2018-06-19

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 47.2. PROS/SPROS General Occurrences

Directive Amended: 2018-02-22

For information regarding this policy, contact Operations Systems Services Centre, Contract and Aboriginal Policing at [redacted]

1. General
2. Numbering
3. Free Text Fields
4. Court
5. Current Officers
6. Occurrence Window
7. Entities
8. Persons Data
9. Photos/Photo Line-up
10. Prisoner Booking
11. Reports
12. Specialty Reports
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14. Search Warrants
15. Uniform Crime Reporting (UCR)/Uniform RCMP Statistics (URS)
16. Task Work Flow
17. Flags and Cautions
18. Firearms Interest Police

App. 47-2-1 Definitions

App. 47-2-2 Classification Field - Involved Person/Organization

App. 47-2-3 Occurrence Status Definitions

App. 47-2-4 Document Types

App. 47-2-5 Task Categories for Classification Other

App. 47-2-6 Administrative Activities Excluded From PROS

App. 47-2-7 Person Cautions in PROS

. General

1. 1. A Police Reporting and Occurrence System (PROS) or Secure Police Reporting and Occurrence System (SPROS) occurrence must be created for each separate police call for service or self-generated work, regardless of the number of persons, offences, or charges involved.

NOTE: Any data entered into the Police Access Tool (PAT) must follow the same policies and practices as PROS.

1. 1. 1. For definitions used in the PROS system, see App. 47-2-1.

1. 1. 2. For administrative activities excluded from PROS, see App. 47-2-6.

1. 2. At least one task must be created for each occurrence.

1. 3. The Alarms tab/New Alarm System/Alarm System window, information files, intelligence occurrences, or any other PROS/SPROS function or feature must not be used to circumvent the creation of occurrences relating to calls for service.

1. 4. An occurrence must be created within 24 hours of the information coming to the attention of the police.

1. 5. All entities must be associated, linked, or attached to an occurrence, street check, or other entity, using the data-entry method. An occurrence or street check may be associated or linked to another occurrence or street check.

1. 6. For all entities linked to an occurrence, the Classification and Effective From fields must be completed.

1. 7. A Contact-log entry must be completed each time the complainant or victim has been contacted, or each time there is an attempt to contact the complainant or victim.

1. 8. When a Crime Stoppers coordinator requests that the RCMP investigate a tip, it will be stated, in the PROS occurrence summary only, that the information was generated as the result of a Crime Stoppers tip.

1. 9. All information must be confirmed with the originating unit before taking police action.

2. Numbering

2. 1. Occurrence, task, and street check numbers are sequentially generated by PROS/SPROS. A new occurrence number sequence is reset at the beginning of each calendar year.

2. 2. Gaps in occurrence numbers are permitted. Gaps may result from Field Reporting Module activities, or the cancellation or merging of occurrences.

2. 3. Numbering that is automatically generated by PROS/SPROS must not be overridden or manually entered, including, but not limited to, occurrence, street check, case folder, property, or task numbers.

2. 3. 1. Property and Case folders are prefixed with their specific occurrence number.

3. Free Text Fields

3. 1. The Remarks field is used to clarify or provide additional information that is relevant to the previous fields in that window. Reference the exact field to which the remarks apply.

3. 2. Names of persons, businesses, and organizations must not be recorded in any Remarks or free text fields.

EXCEPTION: Entry of names of persons, businesses, and organizations is permitted in the Summary field on the occurrence window.

3. 3. The Notes or R function button must not be used on tasks and entities, as they are not searchable, and cannot be restricted using an Access Control List (ACL).

3. 4. In the Summary field, the names of entities must be used.

NOTE: Terms such as "subject 1" or "business 2" should not be used.

3. 5. Personal opinions of a sarcastic, cynical, or racial nature, or other derogatory comments must not be included, unless they are the direct opinions/comments of an involved person recorded as part of an investigation.

4. Court

4. 1. The lead investigator is responsible and accountable for his/her case folder and for preparing the applicable court brief assembly.

4. 2. The entire court brief assembly must be submitted to the Crown counsel with advice concerning information which should be protected. The court brief assembly must not be confused with legal disclosure to the defence.

5. Current Officers

5. 1. All investigations must have an identified primary unit and a lead investigator.

5. 1. 1. Any other investigator would be classified as assisting officer.

5. 2. Only the primary investigative unit will select Primary in the Classification field on the Link window.

5. 3. Any occurrence type beginning with "Assistance to..." must have a Primary PROS/SPROS unit and an Assisted agency/unit linked or associated to the occurrence.

5. 4. If a unit is handing over responsibility, the original primary unit must end date their role as primary.

6. Occurrence Window

6. 1. The following fields on the occurrence window are mandatory:

6. 1. 1. Occurrence number (use the green starburst to create an occurrence number);

6. 1. 2. Occurrence Type;

6. 1. 3. Reported Date;

6. 1. 4. Occurred Between (first field);

6. 1. 5. Status;

6. 1. 6. Status Date;

6. 1. 7. one entry under the Current Officers tab; and

6. 1. 8. Primary Unit identifier.

6. 2. Only computer-aided dispatch (CAD) will complete the Source, Priority, and CAD event # fields on the occurrence window.

7. Entities

7. 1. Every new entity that has operational value to an occurrence, must be added by using the data-entry method.

NOTE: Every pre-existing entity must be linked to the occurrence.

7. 2. Every occurrence must have at least one Involved Address, with a classification value of Dispatched Address or Occurrence Address.

7. 3. Every involved address linked to an occurrence and classified with an Occurrence Address or Dispatched Address value must have the Police Info and Uniform Crime Reporting (UCR) Type fields completed using the drop-down pick list.

8. Persons Data

8. 1. At least one classification value must be selected for each Involved Person. See App. 47-2-2.

8. 2. The date of birth is mandatory when the person classification value is Charged, Suspect Chargeable, or Charges Recommended.

8. 3. All classification values must be complete, accurate, and up-to-date, e.g. if a person is classified as Suspect and later deemed no longer suspect, the classification value must be changed.

8. 4. The following information must not be recorded unless it is directly relevant to the prosecution of a criminal offence, collected for criminal intelligence purposes, or is required to identify a missing person, an unidentified person, or found human remains:

8. 4. 1. names of RCMP members, other police officers, emergency services personnel, or firearms officers;

EXCEPTION: RCMP members who are the subject of a complaint, or statutory/internal investigations.

8. 4. 2. medical or religious data, except when relative to prisoners in RCMP custody;

8. 4. 3. social insurance numbers; and

8. 4. 4. citizenship data.

9. Photos/Photo Line-up

9. 1. Photos of Individuals

9. 1. 1. If the equipment is available, photos of individuals taken under the authority of the *Identification of Criminals Act* (*ICA*) must be added to PROS.

9. 1. 2. Photos of individuals taken under the authority of the *ICA* must be entered on the identification/fingerprint form window of the specific occurrence for which the photo is taken.

9. 1. 2. 1. In accordance with the *ICA*, photographs can be obtained and retained only for indictable offences or dual proceeding offences.

9. 1. 2. 2. According to Sec. 4, *ICA*, where a person charged with an offence that is designated as a contravention under the *Contraventions Act* is fingerprinted or photographed and the Attorney General, within the meaning of that Act, makes an election under Sec. 50 of that Act, the fingerprints or photographs will be destroyed.

9. 1. 3. Photos of individuals taken for reasons not outlined in the*ICA* must be:

9. 1. 3. 1. entered from the person entity description window;

9. 1. 3. 2. taken and/or uploaded on PROS/SPROS with consent; and

9. 1. 3. 3. limited to non-criminal situations such as missing persons, Alzheimer patients, persons with loss of memory, or persons who are mentally challenged.

NOTE: Once consent is revoked, the photographs must be removed.

9. 1. 4. Photos of individuals obtained for reasons not outlined in the *ICA* and that do not meet the criteria listed in sec. 9.2. must be:

9. 1. 4. 1. relevant to law-enforcement activities; and

9. 1. 4. 2. added to the specific occurrence as an external document from the report tab.

9. 1. 5. Photos of individuals obtained from other agencies, e.g. a driver's licence photograph, must not be added to PROS/SPROS, unless they are of evidentiary value and are entered on the specific occurrence as an external document.

9. 1. 6. Photos entered into PROS/SPROS must be relevant to law-enforcement activities.

9. 1. 7. Photographs of a graphic nature, explicit and pornographic images, including investigative material, must not be entered on PROS/SPROS. Such material must be kept in a hard copy file or, if available, within another RCMP-approved system specific for that purpose, e.g. Child Exploitation Tracking System (CETS).

9. 2. Photo Line-Ups

9. 2. 1. In a photo line-up, only photos taken under the *ICA* can be used.

9. 2. 2. Photos must not exceed a file size of 5 MB for PROS, and 5 MB for SPROS.

9. 3. Size Limitations

9. 3. 1. Photos entered under the person window or the identification/fingerprint form must not exceed a size of 5 MB.

9. 3. 2. Photos entered on PROS/SPROS are subject to the same rules of retention and destruction as any other records. See IMM ch. 1.1.

9. 3. 3. Photos that would be disposed of in accordance with sec. 9.1.2. may be retained if they are of evidentiary value to an ongoing investigation, and are entered as an external document.

9. 3. 4. Upon receipt of a request for destruction for a non-conviction from an individual, see ch. 2.12.

10. Prisoner Booking

10. 1. Before attempting to use the Prisoner Booking Report, the PROS user must ensure there is a PROS occurrence and at least one linked person with the status SUS, SUS CHG, or CHG.

10. 2. The Prisoner Booking Report must be used when processing persons arrested or placed in RCMP custody.

10. 3. The following information must be entered at the time of booking:

10. 3. 1. arrest time, place of arrest, arresting officer;

10. 3. 2. custody number;

10. 3. 3. circumstances of arrest;

10. 3. 4. detention reason and type;

10. 3. 5. warrant number if available;

10. 3. 6. Prisoner Booking Report;

10. 3. 7. risk assessment;

10. 3. 8. property taken from the detainee, to be held until release; and

10. 3. 9. information pertaining to the time the prisoner was read his/her rights, and the lawyer assigned.

10. 4. The PROS user must not attempt to conclude an occurrence until the prisoner has been released.

10. 4. 1. PROS will display the status "prisoner disposition is still outstanding" if the prisoner has not been released, and will not permit the conclusion of the occurrence.

11. Reports

11. 1. Only the lead investigator for an occurrence will use the Police Reporting and Occurrence System (PROS/SPROS) General Report. All other contributors to an occurrence will use the Supplemental Report.

11. 2. Do not change a report while it is in the Unit Task queue awaiting supervisory approval.

11. 2. 1. Do not erase or delete any reports from the Records Management System (RMS).

EXCEPTION: Occurrence type 8999.9999: Cancellation of Occurrences and Deletion of Entities. See the Standard Operating Procedure on Agora, under the PROS Training Material.

11. 2. 2. The deletion of reports is documented through the RMS Audit Log Viewer functionality.

11. 2 . 3. Existing reports and those which have been deleted are subject to disclosure and examination by the courts in criminal, civil, and administrative proceedings, and may be accessed under the *Access to Information Act*.

11. 2. 4. Reports added to the wrong occurrence should be transferred to the correct occurrence, and a supplementary report should be added to the original occurrence, indicating what was transferred, why it was transferred, and the file it was transferred to.

11. 2. 5. Place any investigational direction provided by the NCO/Supervisor on a supplementary report.

11. 2. 6. Do not put corrective or disciplinary feedback on a general or supplementary report.

11. 2. 6. 1. Corrective or disciplinary feedback from the NCO/Supervisor must be documented on Performance Log, Form 1004.

11. 3. A paper folder/paper supplement will be created in PROS/SPROS to identify the existence of physical items/information (records) external to the application.

11. 4. The investigator will complete a Contact Log entry each time an attempt to contact, or actual contact with the complainant or victim, is made.

11. 5. PROS/SPROS electronic documents attached to an occurrence, and originating from outside PROS/SPROS must not exceed 10 MB. If the file exceeds 10 MB, save it as an external or paper document.

11. 6. For document types, see App. 47-2-4.

12. Specialty Reports

12. 1. C-13-1 Prisoner Reports

12. 1. 1. The C-13-1 Prisoner Report is replaced by the Prisoner Booking Report. The C-13-1 Report can be used only when the Prisoner Booking Report is not available.

12. 1. 2. The PROS user must not conclude an occurrence if a prisoner has not yet been released.

12. 2. CPIC Maintenance Person Reports

12. 2. 1. Before requesting rollover of entities to CPIC, a search must be completed to verify if a CPIC entry already exists for the entity.

NOTE: The CPIC Person Maintenance Report remains linked to the person after a CPIC Maintenance transaction is submitted.

12. 2. 2. The reports cannot be re-used in future transactions. These reports serve as a history of CPIC transactions involving the current entity, in order to track what was sent to CPIC.

12. 3. External Document Reports

12. 3. 1. Documents imported into the PROS application must not exceed 10 MB.

12. 3. 1. 1. Only the following file formats can be imported or scanned: .JPG, spreadsheet and word processor formats, HTML, and text.

NOTE: The .TIF format cannot be imported or used.

12. 4. Homicide/Sudden Death Reports

12. 4. 1. A Homicide/Sudden Death Report must be used to enter case details and a description of the deceased person, including photos, clothing, and other descriptive details.

NOTE: The Homicide/Sudden Death Report is not the same as the Homicide Survey Return.

12. 5. Homicide Survey Return

12. 5. 1. A Homicide Survey Return report must be completed, and a copy of the completed form must be scanned and saved in PROS.

12. 5. 2. Within 45 days of the homicide date, the report must be printed and faxed to the National RCMP Homicide Survey Coordinator.

12. 5. 3. When a homicide offence is cleared, the PROS user will update the Incident and Victim questionnaires with clearance and relationship information, and individual Charged/Suspect Chargeable Questionnaires for each suspect that is charged or chargeable, including those who subsequently committed suicide after the homicide.

12. 6. Identification/Fingerprint Report

12. 6. 1. The Identification and Fingerprint Report must be used to summarize all relevant details pertaining to booking.

12. 7. Missing Person Report

12. 7. 1. A Missing Person Report must be completed as soon as possible after creating the Person Reported Missing occurrence.

12. 7. 2. The Missing Person Report must be used to enter case details, narrative, and a description of a missing person, including photos, clothing, and other descriptive information.

12. 8. Property Seizure Report

12. 8. 1. Only items, including vehicles, seized by way of search warrant are subject to a property seizure report.

12. 8. 2. If several items come into the possession of the police in the same occurrence but under a different search warrant, a separate Property Seizure Report must be added for each warrant.

12. 9. Vehicle Tow Report

12. 9. 1. A Vehicle Tow Report is used at the discretion of the division/detachment.

12. 9. 2. The Vehicle Tow Report is used to summarize information pertaining to a situation where a vehicle has been towed.

12. 10. Victim Report

12. 10. 1. A Victim Report will be completed for each subject with a classification Victim - crime against person.

12. 11. Witness Statement or Will Say Report

12. 11. 1. A Witness Statement or Will Say Report must be used to enter a narrative of what happened in an occurrence, as told by a witness or other individual with relevant information.

13. Electronic Signature

13. 1. An electronic signature includes digital signature (Entrust) and electronic-signature pads, including optical pens and pads, pen-based signing tablet devices, and enables one or more of the following functions:

13. 1. 1. sign forms or reports electronically;

13. 1. 2. eliminate physical paper documents and ensure signatures are kept within the system; and

13. 1. 3. assist in authenticating, securing, and auditing data within the system.

13. 2. Where e-signature is not available, the user will print the document, sign, or have it signed, and scan the signed document into PROS/SPROS. The original document must be retained.

14. Search Warrants

14. 1. Search warrant-related activities entered in PROS/SPROS must conform to Part 21.

14. 2. All search warrants must be linked to an occurrence.

15. Uniform Crime Reporting (UCR)/Uniform RCMP Statistics (URS)

15. 1. The lead investigator must complete the Uniform Crime Reporting (UCR) Incident window when completing the initial data entry in the PROS/SPROS occurrence. See App. 47-2-3.

15. 2. The UCR Incident window must be updated within 72 hours of any of the following data entry actions:

15. 2. 1. the addition of a new suspect;

15. 2. 2. new or changed charges;

15. 2. 3. a change to Clearance Date or Clearance Status;

15. 2. 4. change to the Victim status;

15. 2. 5. change to stolen property; or

15. 2. 6. changes to any other UCR-related fields.

16. Task Work Flow

16. 1. General

16. 1. 1. All requests for work related to an occurrence must be the subject of a task in PROS/SPROS. All tasks must be linked to an occurrence.

16. 1. 2. The detachment commander, unit commander, watch commander or shift commander or his/her delegate is responsible for managing the detachment, unit, watch, or shift task queue.

16. 1. 2. 1. Task sharing is not permitted in PROS.

16. 1. 3. The task categories outlined in App. 47-2-5 must be used. If the task to be performed does not meet one of the categories listed, select Other as type and describe the task in the Remarks field.

16. 1. 4. If the category selected has multiple options, e.g. court documents, the option or options covered must be specified in the Remarks field.

16. 2. Tasking Between Units

16. 2. 1. If work is to be performed by another detachment/unit, the task must be assigned from the originating detachment/unit task queue to the task queue of the detachment/unit performing the work.

16. 2. 2. Once the investigator-to-investigator assignment is approved, the respective investigators may task each other directly for that specific investigation.

17. Flags and Cautions

17. 1. General

17. 1. 1. The Diary Date flag on the Flag window cannot be used for Involved entities.

17. 1. 2. Cautions placed on a person in PROS/SPROS must be authorized and documented on the PROS/SPROS occurrence by the detachment commander, unit commander, or his/her delegate. The mandatory Type field on the PROS/SPROS Caution window must be completed for persons as follows:

17. 1. 2. 1. The person Caution Type values: Alcohol, Drugs, Hate Crime, Non-contact/communication, Solvent Abuse, or Stalker cannot be used.

17. 1. 2. 2. The Caution placed on a person must meet the criteria outlined in App. 47-2-7, and a corresponding Special Interest Police, CPIC entry must exist.

17. 1. 3. Where a mandatory flag expiry date is required, the maximum period is 14 days.

17. 1. 4. The supervisor/commander must approve any Search Hit flags and Silent Search Hit flags.

17. 1. 5. Cautions must be end-dated, and not deleted.

17. 2. Be On the Look Out (BOLO)/BOLO Flag

17. 2. 1. A BOLO may be assigned for up to five days without supervisor approval or up to 30 days with supervisor approval. Extensions must be approved by a supervisor.

17. 2. 2. A BOLO must be end-dated, not deleted.

17. 2. 3. A BOLO Flag cannot be applied to an address.

17. 2. 4. An occurrence cannot be concluded if there is an outstanding BOLO or BOLO Flag.

17. 3. Exempt Bank Flag

17. 3. 1. An exempt bank flag must be assigned to any occurrence classified as Criminal Intelligence, Human Source, or National Security.

17. 3. 2. When an exempt bank flag is assigned, the diary date must be modified to 700 days from the date that the flag is assigned, to allow for the review and re-certification of the file as intelligence.

17. 4. Young Person Icon

17. 4. 1. PROS automatically generates an icon to indicate when a young person is assigned the person Classification Values: Arrested, Charged, Charges Recommended, Diverted, Escapees Parolee, Prisoner, Probation, Suspect, Suspect Chargeable, or Wanted.

18. Firearms Interest Police

18. 1. The Firearms Interest Police (FIP) extraction criteria is based on *sec. 5., Firearms Act*.

18. 2. FIP data is automatically extracted to CPIC on a daily (Monday to Friday) basis.

18. 3. If qualifying FIP data is part of a special project domain or has been subject to ACL, the automated extract to FIP will not occur. In these circumstances, if the user believes the person may pose a risk to public safety, he/she must make a direct CPIC FIP entry. See CPIC Reference Manual.

18. 4. A Primary Unit and a Lead Investigator are mandatory for all FIP occurrence data to be extracted to CPIC.

References

- *Identification of Criminals Act*
- *Information Management Manual* - Information Management Stewardship
- Chapter 2.12., Retention and Destructions of Non-Conviction Information - Adults
- Treasury Board of Canada Secretariat, Policy on Information Management

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OM - App. 47-2-1 - Definitions

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Directive Amended: 2010-04-09

Terminology	Definition
application	Unless otherwise noted, the term application refers to PROS.
assisted unit	A police, private or public organization being given law-enforcement assistance by a PROS unit.
assisting officer	An investigator who is assisting or contributing to the occurrence under the direction of the lead investigator no matter where the assisting officer is geographically located.
assisting unit	A PROS unit that is providing law-enforcement assistance to a police, private, or public organization.
auto-merging	A system action based on predefined criteria that automatically merges two entities.
BOLO	Be on the Lookout (BOLO) is a PROS alert concerning persons, vehicles or other entities where police action (arrest, detain, hold, advise, or report) is required. A BOLO placed on an entity is to alert users that a significant event has occurred and needs to be kept in mind during a shift. Do not confuse with a caution.
BOLO flag	A visual indicator to signal the existence of a BOLO.
CAD mobile field reporting (CMFR)	The field reporting module used in conjunction with computer-aided dispatch (CAD) Mobile (collectively called the PROS Mobile). The CMFR also deals with CAD-dispatched events.
call for service	A communication by an alarm system, telephone, personal contact, or other electronic or mechanical device to a police organization reporting the need for police involvement. A call for service does not include routine patrols.
cancellation of occurrence	An occurrence type in PROS for the purpose of reclassifying an occurrence that has been inadvertently created.

caution	A type of PROS flag alert about potential hazards if a particular person, vehicle, address, or other entity is encountered. A caution is not placed on an occurrence. A caution may remain on an entity for a long period of time. A caution must be reviewed each time an entity is linked to an occurrence to ensure the validity of the caution.
disconnected field reporting (DFR)	The field reporting module on a laptop with a wired LAN connection.
electronic signature (E-signature)	E-signature includes: 1. digital signature that is a signature or code applied through electronic means to authenticate the identity of the sender of a message or to ensure that the original content of the e-signed message or document remains unchanged; and 2. electronic signature pads (including optical pens and pads, pen-based signing tablet devices) used to sign documents in electronic form.
entity	One or more data fields that contain information (attributes) specifically about a person, property, vehicle, address, phone number, task, report, etc. See also involved entity and orphan entity.
field reporting module	A stand-alone, portable workstation (single laptop) that can operate in either a disconnected or connected mode.
flag	A PROS function which marks or tags specific activities in PROS, e.g. BOLO, caution, ViCLAS, warrants, or a records management function.
ghost writer	A person who transcribes investigator's notes or otherwise enters data into task actions or reports on the authority of that investigator.
incident-based occurrence	An occurrence which involves an attempted or established UCR reportable crime incident whether resulting from a call for service or self-generated. It equates to one UCR incident and is reportable to Canadian Centre for Justice Statistics (CCJS).
information	Unprocessed data from all sources which may be used in the production of intelligence.
information management	A business discipline that directs and supports effective and efficient management of information in an organization, from planning and systems development to disposal or long-term preservation. [Source: Policy on the Management of Government Information].
intelligence	The collection, evaluation, collation, analysis, reporting, and dissemination of information.

investigative unit	A PROS unit that is either the primary investigative unit or an assisting unit that contributes to a particular PROS occurrence. Do not use investigative unit as a classification in PROS.
investigator	The term investigator when used in PROS includes both lead investigator and assisting officer. Do not use investigator as a classification in PROS.
involved entity	An entity in PROS linked directly to an occurrence through the Involve tab and qualified by the appropriate classification value. The term "involved" is not accusatory in nature and merely reflects a primary association to the police investigation. Involved entities include address, aircraft, business/organization, criminal organization, E-mail, license (plate or tag), person, telephone, vehicle, and watercraft.
lead investigator	The peace officer responsible for the occurrence. A lead investigator must be assigned to every PROS occurrence.
linking	Associating one entity with another.
master name index/master filing	The process of making sure that there is only one entity in the database representing that unique referenced entity.
merging	The combining of any two similar database entities into one, thus eliminating duplicate entities.
occurrence	The recording of an incident in PROS following a call for service or police activity.
occurrence address	The location where the reported event occurred.
orphan entity	Any entity (except street check or occurrence) not linked directly or indirectly to an occurrence.
primary unit	A unit that has the primary investigative responsibility for an occurrence. A primary unit must be assigned to every occurrence.
report	A document created by PROS or by an external reporting tool, e.g. Business Intelligence - BI, that compiles or analyzes data from PROS and outputs to paper, disk file or E-mail.
reportable occurrence	An occurrence that requires further action and is not concluded in the first instance (formerly "still under investigation" (SUI)). Once an occurrence is determined to be reportable, the check mark will remain throughout the life of the occurrence.
support unit	A unit which provides operational support such as Forensic Identification, Special "O", Special "I", Police Service Dog, Explosives Disposal Unit,

	Polygraph, etc. Select the appropriate unit from the pick list on the Investigating Police Unit/Section screen.
task	A request for action to be performed.
wireless field reporting (WFR)	The field reporting module used on a laptop with a wireless connection.
young offender	Applies to persons under the age of 18 years and under the jurisdiction of the *Young Offenders Act* before 2003-04-01.
young person	Applies to all persons (including child) under the age of 18 years and under the jurisdiction of the *Youth Criminal Justice Act* commencing 2003-04-01.

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Date Modified: 2010-04-09

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OM - App. 47-2-2 - Classification Field - Involved Person/Organization

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Directive Amended: 2014-10-07

Value	Definition
Adult Diverted	An adult who has been diverted from the criminal court system.
Alzheimer patient	A person believed to be afflicted with Alzheimer's.
Applicant	A person or business applying to police for official documentation.
Arrested	A person placed in police custody.
Assisted organization	A unit of a law-enforcement agency, government dept./agency, non-government agency, assisted by a PROS agency.
Assisting organization	A PROS unit assisting a law-enforcement agency, government dept./agency, or non-government agency.
Associated to search warrant	Not used by the RCMP.
Attending physician	A medical doctor who is attending an injured or deceased person.
Charged	A Court Information or Summary Offence Ticket has been laid/issued against a subject or business by the unit or agency with jurisdiction.
Charges recommended	A written or electronic report to Crown counsel, recommending charges against a person or business, has been forwarded by an enforcement unit or agency with jurisdiction, but Crown counsel has either not yet laid the charge or has decided to not approve the laying of a charge. In the event Crown counsel approves the charge, the status code must be modified to "Charged".
Child < 12	A child less than 12 years old.
Complainant	

	A person or business requesting the services of a law-enforcement body.
Coroner	A person appointed by the provincial authority and discharging the duties of a coroner.
Courier	A person or business known or suspected of transporting anything in relation to a crime or the breach of a statute.
Cyclist	A person cycling at the time of involvement.
Dangerous to police	A person who is known or suspected to be dangerous to police.
Deceased	A person who has been declared dead by a qualified medical practitioner.
Deported	A person who has been deported from Canada under a Canadian court order. See also Extradited.
DNA Sample	A person from whom a DNA sample has been taken either voluntarily or by warrant.
Emotionally disturbed person (EDP)	A person believed to be mentally unstable and who might pose a threat to a police officer, himself/herself or others. Includes known suicidal tendencies.
Escapee	A person who is unlawfully at large and has escaped from legal custody.
Exporter	A person or business licensed to export goods.
Extradited	A person who has been extradited from Canada by a country with whom Canada has an extradition treaty. See also Deported.
Family Violence	An individual involved in an incident of family violence, including physical, emotional, financial, sexual abuse, mistreatment, or neglect. The violence can occur within the immediate or extended family, or in a relationship of intimacy, kinship, dependency, or trust. This classification can only be used in combination with the Charged or Suspect/Chargeable classification, and will only be used on occurrences that are directly related to family violence.
Finder	A person who found property and turned it in to the police.
Firearms interest to police (FIP) candidate	A person who, in the opinion of an investigating officer, should not possess firearms, ammunition, or explosives. This code will automatically upload the subject to the CPIC/FIP category.
Firearms refused/ revoked	A person who has had any of the following refused or revoked: - Firearms Acquisition Certificate (FAC), - Firearms Registration Certificate (FRC),

	- Firearms Licences, - Firearms Authorizations, and - other Firearms Certificates. See also the CPIC Reference Manual, Persons File, Refused Person.
Hist YO under 16	A person under the jurisdiction of the *Young Offenders Act* before 2003-04-01.
Immigrant	A person who has landed immigrant status or is in Canada on an Immigrant Visa.
Importer	A person or business licensed to import goods.
Injured	A person with physical or emotional injuries caused by crime or by an accident.
Inmate	A person serving a judicial sentence in a federal or provincial institution.
International criminal	A person who is known or suspected to be criminally active internationally.
Internationally protected person	A person who is known to have official status as an internationally protected person while in Canada.
Intoxicated	A person who is, or appears to be, under the influence of alcohol, drugs or other substances.
Lead investigator	A police investigator who is the primary investigator in charge of, managing or directing an investigation.
Leasee	A person or business who is leasing a property from another person or business.
Leaser	A person or business who is leasing a property to another person or business.
Located	A person who has been found and had been the subject of a "missing person" or a "request to locate" occurrence.
Lookout	A person who is known or suspected to act as a lookout for criminal associates during the commission of an offence.
Missing	A person who has been reported as missing and includes runaways.
Neighbourhood check	Not used by the RCMP.
NOK	Next of kin.
Other	

	A person or business that cannot be properly described by any of the available values. Do not use this value to hide the actual status of the person or business.
Owner	A person or business who legally owns a particular property other than vehicles, watercraft, vessels, or aircraft.
Parolee	A person who has been released on parole, day parole or life parole, statutory release, or temporary absence over 24 hours from a penal institution.
Passer	A person or business that passes or utters counterfeit currency.
Peace Officer non-RCMP	An individual who, by federal, provincial, or municipal legislation, is given specified powers and authority to enforce statutes, regulations, and municipal by-laws, and is responsible for the maintenance of public order. This includes correctional officer (provincial correctional facility), classification officer, or nurse employed in prison or jail, sheriff/bailiff, customs and excise officers, fish/game officer, mayor, justice of the peace, or municipal by-law officer.
Pedestrian	A person on foot.
Printer	A person or business involved in printing counterfeit currency or documents.
Prisoner	A person in custody, either in cells or during a prisoner escort.
Probation	A person sentenced and placed on probation as a result of a probation order.
Property representative	A person or business that is the owner's representative, in relation to a residence, business, or other property.
Public complaint subject	An RCMP employee who is the subject of a public complaint.
Refugee	A person who has official refugee status or has made application for refugee status in Canada.
Registered owner	A person or business that is the legal or apparent owner of a vehicle, watercraft, vessel, or aircraft.
Reportee	A person or business required/ordered by court or lawful process to report to police at specific intervals.
Reporter	A news journalist.
Reviewer/analyst	Not used by the RCMP.
Rider	Not used by the RCMP.

Source	A person who supplies information to the police but is not a coded informant or police agent.
Special interest person	A person who is of special but unspecified interest to an investigation, and who does not necessarily meet the criteria for an entry on CPIC under the Special Interest Police classification.
Subject of complaint	A person or business who is being complained about, or who was a suspect and has been cleared. This value is non-accusatory.
Subject of interest to intelligence	A person who is indexed on intelligence occurrences or is a coded informant or police agent, or in the source/witness protection program.
Suspect	A person or business believed to be involved in the commission of a crime or statute breach, but charges have not been laid.
Suspect/chargeable	A person or business for which grounds exist to support the laying of a charge, but for any of the acceptable reasons for clearing otherwise, no charges were laid.
Tip source	Not used by the RCMP. See Source.
Trafficked person	A person who has been smuggled into or out of Canada.
Vehicle driver	A person operating or having care and control of a motor vehicle.
Vehicle passenger	A person on or in a motor vehicle.
Victim - crime against person	A person who has been targeted or injured from an aggressive action or threat.
Victim - other	This value is only to be used on offence types such as Crime Against Humanity and War Crime Act. It is not to be used when the Victim - crime against person or the Victim - property crime classifications are applicable.
Victim - property crime	A person or business whose property has been stolen or damaged through criminal activity.
Violent person	A person that may resort to violence towards police officers or others.
Visitor	A person who is a tourist or visitor to Canada.
Wanted	A person who is arrestable or for whom a warrant or apprehension order has been issued. This includes DNA warrants, orders, and authorizations.
Warned	A person or business who is given an official written warning under any federal, provincial, or territorial statute.

Witness	A person who observed or has some knowledge relating to a crime, statute breach, or accident.
Youth diverted	A person between the ages of 12 and 17 who has been diverted from the criminal court system.
YP 12-17- criminal offence	A young person or young offender who has reached his/her 12th birthday, but who has not yet reached his/her 18th birthday, who is classified in PROS with one, or a combination of, the following Person Classification values: Arrested, Charged, Charges Recommended, Diverted, Escapee, Parolee, Prisoner, Probation, Suspect, Suspect/Chargeable, or Wanted.

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OM - App. 47-2-3 - Occurrence Status Definitions

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Appendix Amended: 2019-11-06

Status	Definition
Open/SUI	For all open investigations and for those where action has yet to be taken on the reported incident.
Complete – solved (non-criminal)	For non-offence occurrence types for 8000 series codes (e.g. Information File, Assistance to General Public, etc.) and some 9900 series (e.g. Traffic violations).
Cleared by charge/charge recommended	At least one charged or suspect chargeable (CSC) has been identified and there are charges laid against or recommended to be laid against the CSCs in connection with the incident.
Charge(s) recommended but all declined by Crown	Police have recommended to the Crown that charges be laid, but the Crown declines to proceed with any of the charges. This clearance will largely apply to provinces that require Crown charge approval (such as New Brunswick, Quebec, and British Columbia), but can be used by police in other provinces where an incident involves a recommendation to the Crown.
Insufficient evidence to proceed	For incidents where there is insufficient or conflicting evidence for the police service to lay charges or recommend charges to the Crown.
Victim/complainant declines to proceed (No CSC identified)	For incidents where an accused cannot be identified either because the victim/complainant or other witnesses do not want to identify a CSC or they do not want to actively participate in the investigation.
Unfounded	An incident is unfounded if it has been determined through police investigation that the offence reported did not occur, nor was it attempted.
CSC already sentenced*	

	CSC is already serving a sentence in a correctional facility and no useful purpose would be served by laying charges in connection with this particular incident.
Committal of the CSC to a mental health facility*	CSC is committed to a mental health facility without hope of early release and is therefore not available for prosecution.
Victim/complainant requests that no further action be taken (CSC identified)*	The CSC is known and sufficient evidence exists to lay charges but the victim/complainant requests that no further action be taken by police. As a result, police use their discretion and do not lay charges or recommend charges.
CSC involved in other incidents*	CSC is involved in other incidents in which charges have been laid, and it is decided not to lay charges for this particular incident.
CSC outside Canada, cannot be returned*	CSC is not in Canada and cannot be returned to Canada to face charges because either Canada does not have an extradition treaty with the country in question or the government decides not to proceed with extradition.
CSC under 12 years of age*	CSC is a child under 12 years and cannot be prosecuted for criminal activities.
Death of CSC (not suicide)*	The CSC loses their life by circumstances other than suicide prior to the laying of charges.
Death of complainant/witness*	The complainant or an essential witness loses their life prior to the laying of charges.
Departmental discretion*	For reasons not already listed in the 'cleared otherwise' category, the police decide not to lay charges and no diversionary program is involved, e.g. if a CSC is given a warning, caution, or a referral to a community-based program.
Diplomatic Immunity*	CSC is a diplomat of a Member State of the United Nations (UN) and is protected under the *Privileges and Immunities (North Atlantic Treaty Organisation) Act* and UN Conventions that exempt the CSC from charges for specific offences in Canada.
Diversionary program*	The CSC is diverted away from the court process into a formal diversionary program. Commonly referred to as Alternative Measures or Extrajudicial Sanctions.
Reason beyond control of department (policy)*	By directive either of policy or stated procedure, the police cannot lay charges. This includes circumstances where

	direction is received from an external authority such as from the Attorney General or their agent (Crown Prosecutor) not to prosecute.
Suicide of CSC*	The CSC takes their life prior to the laying of charges.

***Note: Cleared Otherwise**

To clear otherwise, at least one person must be identified and classified as either "charged" or "suspect chargeable" (CSC) and there must be sufficient grounds to lay charges. If no charges are laid or recommended, use one of the cleared otherwise statuses.

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OM - App. 47-2-4 - Document Types

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Directive Amended: 2010-04-09

Document Type	Definition	Document Title/Description
Accounting	ledgers, journals and documents which are typically managed by an accountant or bookkeeper	Account history Accounts receivable Accounts payable Balance sheet Income statement Statement of earnings Payroll
ATIP report	when ATIP personnel isolate specific PROS data for vetting and the actual vetted data	ATIP Non-vetted report ATIP Vetted report
Autopsy report		
Business card	business and personal business cards	
Case law	documents on case law including legal articles	
Certificate	types of certificates	Birth certificate Education certificate Technical certificate
Cheque	cheques from both credit cards and bank accounts	Bank account Credit card: AMEX Credit card: M/C Credit card: VISA Registered money order
Cheque stub	cheque stubs from employee's pay cheque or account holder's cheque book	
Contract	documents that legally binds an agreement between two parties but not police agencies (See Correspondence. Do not assign to	Contractor contract Internet provider Lease agreement

	contracts regarding real estate. See Real estate.)	Pager contract Sales contract Telephone contract
Coroner report		
Correspondence	correspondence between external parties	
Correspondence: incoming	letter from outside person/agency to RCMP	Email Fax Fax cover sheet Letter List Memorandum MOA/LOA MOU Transit slip
Correspondence: internal	letter from RCMP to RCMP	
Correspondence: outgoing	letter from RCMP to outside person/agency	
Court documents	self-explanatory	Affidavit Affidavit application Authorization to intercept Charge and booking form Detention order Feeney warrant Information to obtain warrant Information to obtain Feeney warrant Legal decision Legal factum Order Probation order Report to a Justice Sealing order Sealing order affidavit Warrant for arrest Warrant to obtain DNA Warrant to search Warrant to seize Undertaking
Crats report	Crats counts and reports	
Credit card		M/C Application M/C Cheque M/C Receipt M/C Statement VISA Application VISA Cheque

		VISA Receipt VISA Statement
Crime report		Homicide survey Preliminary ViCLAS booklet ViCLAS booklet supplement ViCLAS potential linkage report ViCLAS quality control sheets
Database centre	CPIC, PIRS, NCDB, FOSS, etc.	CPIC BOLF CPIC CNI CPIC Criminal record CPIC Entry CPIC Fanout CPIC Fanout response CPIC FPS query CPIC Message CPIC Person query CPIC Query CPIC Registered owner history CPIC Subject query CPIC Surveillance CPIC Unsolicited message CPIC Vehicle history CPIC Vehicle query CPIC Wants PIRS Address query PIRS Business list report PIRS Occurrence screen PIRS Request for off line search
Database centre (cont'd)	CPIC, PIRS, NCDB, FOSS, etc. (cont'd)	PIRS Subject list report PIRS Subject screen PIRS Subject summary report PIRS Telephone query PIRS Vehicle screen
Dental records	dental records and consent form to obtain dental records	Consent to obtain dental records Dental records

Deposit slip	deposit slip produced by a financial institution which shows the deposit of money into the account	Deposit slip Toronto Dominion, etc.
Employment records	government or business employment records	
Financial		Account application Activity statement Bank book Bank card Cheque book Credit agreements Credit card statement Credit/debit memo Duplicated cheques Foreign exchange voucher Loan Money order receipt Money order slip Monthly statement Mortgage Process report - stocks Safety deposit box Signature card Trade transaction Transfer of funds Withdrawal slip
Graphic		Chart Drawing Map Sketch
Identification	government-issued documents that identify an individual	Age of majority Birth certificate Citizenship Driver's licence Health card Passport Social insurance
Insurance	documents prepared by an insurance company	Applications Appraisals Auto insurance: claim Auto insurance: policy Home insurance: claim Home insurance: policy Life insurance: claim

		Life insurance: policy Mortgage insurance
Invoice		
Legal		Bankruptcy Civil lawsuit Divorce papers Notice of intent to defense Traffic tickets
Media	media documents such as newspaper clippings, internal news reports, web site news printouts	CBC: website RCMP Press release Vancouver Sun
Medical records	medical records and consent form to obtain medical records	Consent to obtain medical records Medical records
Notebook	member's notebook (not form 1624, Continuation Report)	
Personal information	documents which contain personal information on a person	Day planner Marriage certificate Membership Resume Telephone book
Police report: Not RCMP	police reports from outside police forces/agencies	Ottawa Police - Report Vancouver Police - Report
Prisoner	documentation related to a prisoner such as Movement Report, Warrant Remanding a Prisoner, etc.	
Profile	person and company profiles and target sheets	Profile: Company Profile: Person Target sheet: Company Target sheet: Person
RCMP: Exhibit	exhibit reports and flow charts	Form 1625 Exhibit control sheet
RCMP: Financial	documents that show expenses	1393, 1112, 1330, 2462
RCMP: Firearms	tracing firearms, registration, etc.	

RCMP: Forensic lab	forensic laboratory reports	Behavioral science DNA analysis Hair and fiber analysis Hand writing analysis
RCMP: Ident	ident reports	Composite drawing Fingerprinting
RCMP: Investigative report	continuation report	Form 1624
RCMP: Occurrence	occurrence reports	Form 2500
RCMP: Operational plan	operational plan	
RCMP: Person	persons report	
RCMP: Polygraph	polygraph consent, exam, and report and consent form	Polygraph consent Polygraph exam Polygraph report 0994
RCMP: Source debriefing	source debriefing report	
RCMP: Surveillance	surveillance reports	
Real estate	documents regarding real estate	Agency agreement CREA Deed Home inspection certificate Land title OREA Property leases Property tax Survey Treb Waiver
Receipt	documents which show money paid, i.e. receipt or statement of account which says paid	AMEX receipt M/C receipt Retail receipt Travel receipt VISA receipt
Registration	documents that show the registration of property typically with a government agency	Aircraft Firearms

		Vehicle Vessel
Shipping	documents which show the importing or exporting of goods/services	Airway bills Bills of lading Customs declarations Inspection certificates Any import/export documents
Statement	all statements taken by RCMP or by an outside police agency	Statement accused: KGB Statement accused: verbal Statement victim: KGB Statement victim: verbal Statement victim impact
Statement of account	statement of accounts billed to or by a person or company	Telephone bill Utility bill
Tax document	documents which show various taxes due, paid or returned	Personal tax credit return Statement of remuneration paid (Use the title of the document)
Travel	documents that indicate travel, e.g. travel itinerary (Do not assign to travel receipts - these should go under Receipt.)	

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OM - App. 47-2-5 Task Categories for Classification Other

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Directive Amended: 2010-04-09

If using classification Other from dropdown list, use one of the categories in this table.

Category	Definition
ADMIN	Assign to tasks regarding administrative duties and responsibilities, e.g. data management, financial.
AUTOPSY	Assign to tasks regarding an autopsy, such as review report, acquire report, witness.
BACKGROUND	Assign to tasks regarding a workup/background check on a person or business, i.e. CPIC, PIRS, NCDB, SCIS, BC ONLINE.
COMPOSITE	Assign to tasks to produce, review, submit and distribute, etc., composite drawings.
CORONER	Assign to tasks regarding the coroner, such as review report, acquire report, witness.
COURT DOC	Assign to tasks to review, prepare and execute: Affidavit Affidavit Applications Authorization to Intercept Charge and Booking Form Detention Order Feeney Warrant Information to Obtain Feeney Information to Obtain Warrant Legal Decision Legal Factum Order Probation Order Report to Justice Sealing Order

	Sealing Order Affidavit Warrant for Arrest Warrant to Obtain DNA Warrant to Search Warrant to Seize
CRIME REPORT	Assign to tasks to review, summarize and request crime report data, such as ViCLAS, Homicide survey.
CRIMINAL ANALYSIS	Assign to tasks to research and prepare a criminal analysis.
DAILY LOG	Assign to tasks to review, prepare or analyze the daily log.
DATA QUALITY REMEDIAL ACTION	Assign to tasks to perform remedial work specific to data quality issues/concerns.
DATA QUALITY REVIEW	Assign to tasks to perform a specific data quality review.
DENTAL RECORDS	Assign to tasks to acquire, review and input dental records.
DISCLOSURE	Assign to tasks to prepare, vet and submit documents.
DNR	Assign to tasks regarding DNR work.
EXHIBIT	Assign to tasks to seize, forward, identify, photograph, and analyze, etc., the exhibit.
FORENSIC LAB	Assign to tasks to review and acquire forensic work regarding DNA analysis, hair and fibre analysis, hand-writing analysis, behavioral science work, etc.
INQUIRY	Assign to tasks to conduct inquiries specific to a neighborhood, business, airport, hotel/motel, campground, etc.
LIAISE	Assign to tasks to request a liaison with a person or business. (This is not the same as inquiry.)
MEDIA	Assign to tasks to meet with, review, acquire or distribute media reports. Use media source (e.g. Globe and Mail) and include date of media report.
MEDICAL RECORDS	Assign to tasks to acquire, review or analyze medical records.
MEETING	Assign to tasks to attend a meeting or prepare, collect, analyze, and distribute meeting minutes or notes.
NOK	Assign to tasks to notify next of kin. Use surname of person being notified.

NOTEBOOK	Assign to tasks to request an investigator's notebook. Use the investigator's surname. The investigator's notebook should be scanned into PROS prior to disclosure.
OPS PLAN	Assign to tasks to research, prepare and approve the operational plan.
PART VI	Assign to tasks to research, prepare, approve, and submit a Part VI.
POLICE AGENCY	Assign to tasks for requests made to an outside agency for database check or assistance.
POLYGRAPH	Assign to tasks to request, organize, administer, and review polygraph consent, report, exam, etc.
PRESS RELEASE	Assign to tasks to request, prepare and distribute press releases.
PRISONER	Assign to tasks specific to any work regarding a prisoner.
PROFILE	Assign to tasks to prepare, acquire and review a profile of person or enterprise.
REVIEW	Assign to tasks to retrieve, review and analyze telephone records, bank records, file. NOTE: Do not assign this to tasks for review of dental, medical, autopsy, or any other item covered by its own specific category.
SCENE EXAM	Assign to tasks regarding a crime scene or search site and specific to police service dog, dive team, ERT, aerial photography, Ident. Unit, security, etc.
STATEMENT	Assign to tasks to take and acquire interviews/statements regarding witness, suspect, accused KGB, accused verbal, victim KGB, victim verbal, victim impact, etc.
SURV	Assign to tasks regarding surveillance work. Use surname or location.
TIMELINE	Assign to tasks to request a time-line of events.

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Date Modified: 2010-04-09

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 47-2-6 - Administrative Activities Excluded from PROS

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Directive Amended: 2015-05-13

App. 47-2-6 - Administrative Activities Excluded from PROS [(1)]

OSR CODE	DESCRIPTION
AF28	Order of Canada/CDN Bravery Decorations
AJ06	Security enquiries level III only
AJ10	Civil action against RCMP or employees
AJ15	Civil action resulting from improper info on CPIC system
AJ16	Reliability enquiries/security enquiries level I/II
AJ33	Financial claims made by the Crown
AJ34	*Privacy Act* - request for access
AJ35	*Access to Information Act* - request for access
AJ59	Visits - general public
AJ63	Provincial information access and *Privacy Act* request
EM28	Inspections - other
EM30	Consultations - vital points
EM31	Consultations - federal government facilities
EM32	Consultations - provincial government facilities
EM33	Consultations - municipal government facilities
EM34	Consultations - RCMP facilities

EM36	Consultations - EDP facilities
EM37	Consultations - foreign mission facilities
EM38	Consultations - EDU
EM80	Federal exercise
EM82	Federal penitentiaries - protective policing
EM83	Provincial correctional institutes/municipal jails - protective policing
EM84	Contingency planning divisional - other
EN47	Investigative mechanical
EN48	Protective mechanical
EN49	Other mechanical
EN53	Investigative electronic
EN54	Protective electronic security
EN55	Protective electronic consultations
EN56	Counter technical intrusion - inspections
EN57	Counter technical intrusion - other
RV01	Informal discipline
RV02	Appeal - informal discipline
RV03	Suspension with pay
RV04	Suspension without pay
RV11	Formal discipline
RV12	Hearing - formal discipline
RV13	Appeal of adjudication board
RV21	Part V discharge
RV22	Referral to ERC (External Review Committee)
RV23	Administrative discharge
RV41	Board of inquiry

RV51	External Review Committee
XX01	RCMP applicants
XX03	Applicants - PS positions
XX04	PS grievances
XX05	In-service training/talks RCMP personnel
XX06/XX07	In-service training/talks to a mixture of RCMP/non-RCMP personnel
XX08	Public service managerial classification review process
XX13	Garnishment - maintenance payments
XX14	Garnishment - judgement/debt
XX16	Financial claims against the RCMP
XX21	Public relations/liaison - red serge detail - special events
XX22	Public relations/liaison - attendance at parades, coaching, local meetings
XX23	Public relations/liaison - talks to schools
XX24	Public relations/liaison - talks to Native groups
XX25	Public relations/liaison - talks to others
XX36	DAP - Interviews
XX42	DAP Request for training/lectures unfilled
XX43	DAP Training lectures - to RCMP
XX44	DAP Training lectures - to non-RCMP
XX46	Internal security - Security Breach
XX47	Internal security - security violation
XX48	Breach of security - CPIC System
XX49	Internal security - misuse of narrative traffic (CPIC System)
XX58	DAP - cooperation with other Government agencies
XX59	DAP - cooperation with other non-Government agencies
XX65	DAP - cooperation with other police

XX69	DAP - corporate sponsorship
XX71	RCMP motor transport collisions
XX72	*Official Languages Act*
XX76	Awards and honours
XX77	Personnel exchange or secondment
XX81	Internal complaints against RCMP, including non-members
XX83	Public complaints against RCMP, including non-members
XX87	Complaints - *Privacy Act*
XX88	Complaints - *Access to Information Act*
XX90	Harassment workplace
XX92	*Privacy Act* - correction request
XX93	DAP - conference attendance
XX97	DAP - documents to the public
XX99	DAP - number of participants

(1) These administrative type occurrences were formerly included in the sequential records system (PIRS/OSRS).

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OM - App. 47-2-7 Person Cautions in PROS

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Appendix Amended: 2020-02-13

PROS Caution Values: Person (1)	Description
Armed and dangerous	Canadian Police Information Centre (CPIC) Policy Manual 10.5.2.1.1.: An individual with a history of armed violence or attempted armed violence should be flagged as armed and dangerous when it is known or is reasonably suspected of being in possession of a weapon. CPIC Caution Code: A.
Carries/Uses weapons	*Criminal Code* (CC) Definition: A weapon means anything used, designed to be used, or intended for use (a) in causing death or injury to any person; or (b) for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes a firearm and, for the purposes of sections 88, 267, and 272, anything used, designed to be used, or intended to be used in binding or tying up a person against their will.
Communicable disease	CPIC Policy Manual • 10.5.2.1.2.1.: This health-related caution flag must be supported (refer to 10.5.2.1.2.2) and should only be added when: • 10.5.2.1.2.1.1.: written and/or informed consent from the flagged individual, a legal guardian, or a regulated health practitioner exists; • 10.5.2.1.2.1.2.: a carrier of a communicable disease has threatened to infect a police officer or a member of the public, and is a danger to others; and/or • 10.5.2.1.2.1.3.: the individual is the subject of a health-related warrant. NOTE: All Communicable Disease Records must include supporting remarks indicating the individual or health authority's consent to disclose, and/or the circumstances identifying the risk to the public or officer safety, as well as any recommended precautions.

	CPIC Caution Code: C.
Dangerous offender (2)	CPIC Policy Manual 10.5.3.6.4.: An individual who has been designated by the court as a dangerous or long-term offender. CPIC Special Interest to Police (SIP) Type: DO.
Escape risk	CPIC Policy Manual 10.5.2.1.3.: An individual who has a history of escaping from custody. CPIC Caution Code: E.
Family violence	CPIC Policy Manual 10.5.2.1.4.: An individual who is known to be violent in family situations or demonstrate a risk of domestic violence should be flagged under Family Violence. This includes intra- and extra-familial abuse of children and youth, the elderly, and/or abuse of partners or spouses. It can include physical assault, intimidation, mental or emotional abuse, sexual abuse, neglect, deprivation and/or financial exploitation. The violence can occur within the immediate or extended family, or in a relationship of intimacy, affection, kinship, dependency, or trust. Refer to OM ch. 2.4., Violence/Abuse in Relationships. CPIC Caution Code: F.
Hates police	An individual who has indicated by statements that were spoken, written, or recorded, or by actions or other means, a hatred or wanton towards police, and is subject to incite, provoke, or act on this hatred when dealing with, or in the presence of, police.
High-risk offender (2)	CPIC Policy Manual 10.5.3.6.3.: An individual who is at high risk for future violent conduct and demonstrates a high potential for prosecution as a dangerous offender under *Criminal Code*, Part XXIV, Dangerous Offenders and Long-term Offenders, as determined by a representative of the National Flagging System. CPIC Special Interest to Police (SIP) Type: HR.
Observed behaviour (2)	CPIC Policy Manual: • 10.5.3.6.2.: An individual who demonstrates behaviour that poses danger or causes concern for their safety or the safety of others; • 10.5.3.6.2.1.: An individual who has threatened or attempted a self-inflicted injury either when in or out of police custody;

	• 10.5.3.6.2.2.: An individual who has attempted intentional provocation of persons in authority or otherwise to inflict injury on themselves; or • 10.5.3.6.2.4.: An individual who is subject to an absolute discharge by a Review Board under *Criminal Code*, paragraph 672.54(a), which finds the individual not criminally responsible due to a mental disorder and does not list any street-enforceable conditions. CPIC Special Interest to Police (SIP) Type: OB.
Sex offender [(2)]	CPIC Policy Manual: • 10.5.3.6.1.1.: An individual who is convicted of a summary conviction offence or provincial legislation relating to a sex offence; or • 10.5.3.6.1.2.: An individual who was formerly placed on a peace bond that has expired, but is related to a sex offence. CPIC Special Interest to Police (SIP) Type: SO.
Violent or assaultive	CPIC Policy Manual 10.5.2.1.5.: An individual who has a history of violence or attempted violence should be flagged as violent where there is known actual use of serious violence or a threat of serious violence directed at others. CPIC Caution Code: V.
Other: SIP (General/no associated SIP type) [(2)]	CPIC Policy Manual: • 10.5.3.1.2.: An individual who is involved in or committing criminal offences in Canada or in a foreign country; • 10.5.3.1.3.: An individual who is a known hostage-taker; • 10.5.3.1.4.: An individual who is in danger of being a victim of family violence; • 10.5.3.1.5.: An individual who is a foreign fugitive for whom there is no authority to arrest in Canada; • 10.5.3.1.6.: An individual who has been released by the Review Board on a vacated Warrant of Committal and no probation conditions are in effect; • 10.5.3.1.7.: An individual who is an applicant for a pardon from the Parole Board of Canada (formally known as the National Parole Board); • 10.5.3.1.8.: An individual who is the subject of a DNA order or authorization (Forms 5.03, 5.04, 5.06, and 5.09); or • 10.5.3.1.9.: An individual who is overdue on a weekend or day pass from a federal penitentiary and whereby a warrant has not yet been issued by Correctional Services Canada (once a warrant is issued,

	the SIP Person Caution is removed from CPIC and entered as Wanted).

(1) As listed in the Type field of the Caution window in the most recent PROS version.

(2) CPIC Policy Manual 10.5.3.3: All CPIC Special Interest to Police (SIP) records must be supported with appropriate remarks that explain why the individual is of special interest, and must include instructions for the person conducting the query, e.g. providing contact information when action is required. Remarks for a sex offender (CPIC SIP Type: SO) must also include any notice of a "Publication Ban" for a summary conviction offence related to a sexual offence.

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OM - ch. 47.3. PROS/SPROS Specific Occurrence Types

Policy Amended: 2019-11-27

For information regarding this policy, contact Operations Systems Services Centre, Contract and Indigenous Policing.

1. 10-105 Reporting
2. Offender Management
3. Application for Dangerous Offender
4. Assistance Occurrence
5. RCMP Act - Public Complaint Investigations
6. Crime Prevention and Community-Based Policing
7. Criminal Intelligence Occurrence
8. Disclosure to Firearms Officers
9. Human Source
10. Index Checks
11. Information Occurrence or Tip Information
12. Multiple Incidents and Single Occurrence Data Entry
13. Persons Reported Missing
14. Roadside Suspension - Alcohol Related - No Grounds For Charge
15. Street Checks
16. Very Important Persons or Major Events
17. Threat Assessments

1. 10-105 Reporting

1. 1. General

1. 1. 1. The 10-105 reporting is intended to increase efficiency by placing a greater focus on investigations, and promoting police visibility in communities.

1. 1. 2. A criminal operations (Cr. Ops.) officer may authorize the use of 10-105 reporting within a division, district, detachment, or unit.

1. 1. 2. 1. Each division is encouraged to develop divisional supplements that define specific incident types or criteria, when 10-105 reporting is authorized.

1. 2. Roles and Responsibilities

1. 2. 1. Member

1. 2. 1. 1. Attend the call for service and gather information that will be recorded in the Police Reporting and Occurrence System (PROS) occurrence.

1. 2. 1. 1. 1. Determine if the call for service meets divisional criteria to use 10-105 reporting.

1. 2. 1. 2. If you are equipped with a PROS mobile workstation, and 10-105 reporting is authorized, use the Status and Messaging Module (SAMM) component to add information to the PROS occurrence, using the Computerized Integrated Information and Dispatch System (CIIDS) Event in SAMM.

NOTE: This requires SAMM 50 or higher.

1. 2. 1. 3. If you are not equipped with a PROS mobile workstation, and 10-105 reporting is authorized through the Operational Communications Centre (OCC), contact the OCC operator, and request 10-105 reporting to signal to the OCC that the call meets 10-105 reporting criteria, and that it can be updated by a single entry.

1. 2. 1. 3. 1. Provide your regimental number to the OCC operator to confirm that you have provided the verbal update.

1. 2. 1. 4. If a PROS occurrence is updated using 10-105 reporting, as per sec. 1.2.1.2. or sec. 1.2.1.3., and is subsequently determined to be incomplete by your supervisor, complete the PROS occurrence and resubmit it for review.

1. 2. 2. Data Entry Personnel

1. 2. 2. 1. Query and locate all PROS occurrences using 10-105 reporting, and complete data entry.

1. 2. 2. 2. If an occurrence does not provide sufficient details to complete the data entry correctly, reassign it to the unit task queue of the primary unit for that occurrence.

1. 2. 3. Operational Communications Centre Operator

1. 2. 3. 1. Add the information provided by the member in the associated CIIDS Details of Event field. Refer to sec. 1.2.1.3.

1. 2. 4. Operational Communications Centre Supervisor

1. 2. 4. 1. Determine the OCC's ability to assist with 10-105 reporting, based on the workload at the time.

1. 2. 5. Supervisor

1. 2. 5. 1. When reviewing all PROS occurrences under your responsibility, ensure that any occurrences identified as 10-105 reporting meet the established criteria. Refer to OM ch. 47.1., Management of PROS/SPROS, sec. 6.3.

1. 2. 5. 2. If a PROS occurrence does not meet the 10-105 reporting criteria, reassign the associated task to the lead investigator for that occurrence, so that the occurrence can be completed, as per PROS and Secure Police Reporting and Occurrence System (SPROS) directives.

1. 2. 6. Operational Records Management System Coordinator

1. 2. 6. 1. When performing data quality activities, ensure 10-105 reporting occurrences are examined, and make recommendations to the district or unit, based on the level of compliance with directives.

1. 2. 6. 2. Monitor the use of 10-105 reporting practices in the division, district, detachment, and unit, and make recommendations to the Cr. Ops. officer to amend directives, as required.

2. Offender Management

2. 1. The offender management occurrence type must be used for monitoring or verifying individual repeat offenders who have been identified through divisional crime reduction strategies.

2. 2. Offender management occurrences created in PROS must meet these criteria:

2. 2. 1. the offender must have current court conditions imposed on them;

2. 2. 2. the occurrence must be linked on the related tab of the original occurrence for which the conditions exist;

2. 2. 3. a separate occurrence must be opened for each offender;

2. 2. 4. the occurrence must be concluded when the conditions expire; and

2. 2. 5. no charges can be attached to the occurrence, as it is a non-offence code.

NOTE: Any charges laid will either be reported on the original offence occurrence, or a new occurrence will be opened with the appropriate offence code. A second line of scoring will not be entered on this occurrence type.

2. 3. The use of this occurrence type will be supported by supplemental divisional policy and procedures.

3. Application for Dangerous Offender

3. 1. An application for the dangerous offender occurrence type will be created, as per the *Criminal Code*. Refer to IMM ch. 2.3., Operational Information Resources, sec. 4.7.3.1.

3. 2. Occurrences that are used in support of the application must:

3. 2. 1. be linked to the application occurrence. Refer to IMM ch. 2.3., sec. 4.7.3.2.1.; and

3. 2. 2. have a disposition date that is the same as, or after, the disposition of the application occurrence. Refer to IMM ch. 2.3., sec. 4.7.3.2.2.

4. Assistance Occurrence

4. 1. An assistance occurrence can only be created in PROS when assisting non-PROS or SPROS units or agencies.

4. 2. Only Interpol Ottawa can use the assistance to foreign Interpol offices occurrence type.

4. 3. An assistance occurrence is created in SPROS when assisting other non-SPROS units and agencies.

4. 3. 1. When a primary SPROS investigative unit completes its work, the primary responsibility for the investigation may be transferred to an assisting unit, if required.

5. RCMP Act - Public Complaint Investigations

5. 1. Public complaint investigations must be created in PROS, and restricted using an Access Control List (ACL) as per OM ch. 47.5., Security of Information, sec. 2., Access Control List. Refer to AM ch. XII.2., Public Complaints and *RCMP Act*, Part VII, Investigation, Review and Hearing of Complaints.

6. Crime Prevention and Community-Based Policing

6. 1. Crime prevention and community-based policing occurrence types must be used to capture activities directed toward preventing a specific type of crime (e.g. break and enter), or an approved or accepted community-based policing program (e.g. Drug Abuse Resistance Education).

6. 2. Crime prevention and community-based policing occurrence types cannot be used to classify public relations activities, e.g. school events, or parades.

7. Criminal Intelligence Occurrence

7. 1. The series 8610, criminal intelligence occurrence type, must be applied, as per OM ch. 28.7., *Privacy Act* Exempt Bank.

7. 2. Criminal intelligence occurrences must meet the exempt bank tests and considerations, and must have an active exempt flag. Refer to OM ch. 28.7.

7. 2. 1. A criminal intelligence occurrence that has an active exempt flag must not be concluded.

7. 3. Intelligence data that qualifies for exempt bank status must not be placed on an information file.

7. 4. When it has been determined that intelligence data does not meet the exempt bank criteria, the occurrence must be classified as an information file with criminal intelligence as the secondary occurrence type, or reclassified to the appropriate primary offence file. Refer to OM ch. 28.7.

7. 5. When it has been determined that intelligence data no longer meets the exempt bank criteria, the occurrence must be reclassified as an information file with the secondary occurrence type reflecting the original criminal intelligence classification, or reclassified to the appropriate primary offence file. The Access to Information and Privacy exempt flag must be end-dated. Refer to OM ch. 28.7.

NOTE: An intelligence file can only be reclassified to the primary offence file if it becomes an investigative file.

7. 6. When an occurrence is classified as an information file with criminal intelligence as the secondary occurrence type, the retention period must be extended to reflect the criminal intelligence retention period.

8. Disclosure to Firearms Officers

8. 1. Unless the requested information is stored in the Police Information Retrieval System, a separate occurrence in PROS/SPROS cannot be created to capture a disclosure to a firearms officer.

9. Human Source

9. 1. Human source occurrences must be created by the divisional human source coordinator, and as per OM Part 31, Human Sources, and OM ch. 28.7.

9. 2. Human source occurrences must meet the exempt bank tests and considerations, and must have an active exempt flag. Refer to OM ch. 28.7.

NOTE: Do not enter any human source information, vetted or unvetted, in PROS, or link the human source occurrence to any other occurrences.

9. 3. When it has been determined that the human source file does not meet the exempt bank criteria, the occurrence must be classified as an information file with human sources as the secondary occurrence type. Refer to OM ch. 28.7., sec. 4., Human Source and Witness Protection Files.

9. 4. The retention period for human source files must be extended according to the retention and disposition schedules that are established by the Information Management Policy Section, when the primary occurrence type is human source, or an information file, and when the secondary occurrence type is human source.

10. Index Checks

10. 1. Criminal record checks must be created and managed as an administrative file, rather than in the Operational Records Management System (O/RMS). Refer to IMM ch. 2.3., sec. 1.7., and your local records management office, regarding this administrative process.

10. 2. Criminal record information can only be released in accordance with OM ch. 28.5., Criminal History/Record Checks.

11. Information Occurrence or Tip Information

11. 1. An information occurrence must be created when the:

11. 1. 1. information received is not a call for service, or

11. 1. 2. person or agency supplying the information does not expect police action.

EXCEPTION: Refer to sec. 7., Criminal Intelligence Occurrence.

12. Multiple Incidents and Single Occurrence Data Entry

12. 1. Multiple instances of a single occurrence type may be reported on a single PROS/SPROS occurrence if:

12. 1. 1. the occurrences are limited to specific 8000 and 9900 series violation codes; and

12. 1. 2. there is no intelligence value in the location, date, and time information.

12. 2. Each occurrence must not contain more than 200 entities.

12. 3. Each occurrence must remain open for no more than one calendar month. Occurrences of this type may be opened more frequently than once per month if the volume warrants it.

EXCEPTION: For 9960.0020 (check stop) and 9960.0015 (operation impact), one occurrence for each day and each location must be opened.

12. 4. All involved entities must be indexed and linked to an occurrence.

13. Persons Reported Missing

13. 1. If a person is reported missing, use the person reported missing occurrence type.

13. 2. After a person reported missing occurrence is created, a PROS/SPROS missing person report must be completed as soon as possible.

NOTE: A runaway is considered a missing person.

13. 3. Open person reported missing occurrences must be reviewed annually.

13. 4. The occurrence can be concluded only when the person is located, either alive or dead.

14. Roadside Suspension - Alcohol Related - No Grounds for Charge

14. 1. No charges, reported, pending, or actual, may be related to the roadside suspension - alcohol related - no grounds for charge occurrence type.

14. 2. If an occurrence that results, or may have resulted, in a charge also results in a roadside suspension, only the impaired operation, i.e. alcohol or drug, should be scored on the Uniform Crime Reporting incident, and the incident should be noted as "cleared by charge" or "cleared otherwise."

15. Street Checks

15. 1. For information on recording and managing details involving a street check relating to an RCMP-approved O/RMS, refer to OM ch. 1.4., Street Checks.

16. Very Important Persons or Major Events

16. 1. A very important person (VIP) or major events occurrence will be created in PROS/SPROS by National Headquarters, VIP or major events policy centre, or a divisional VIP or major events unit.

16. 1. 1. All other RCMP detachments or units will be in a PROS/SPROS support role, and will input their activity directly into the VIP or major events occurrence.

16. 2. VIP escorts associated to specific VIP visits or major events will be captured on the applicable VIP visit or major event occurrence.

16. 2. 1. Other VIP escorts will be captured using:

16. 2. 1. 1. VIP escorts - National Capital Region – PROS/SPROS occurrence types; or

16. 2. 1. 2. VIP escorts - non-National Capital Region – PROS/SPROS occurrence types.

17. Threat Assessments

17. 1. When a need for a threat assessment has been identified due to a concern that a person may commit a serious act of violence, the threat assessment code must be scored on an occurrence.

17. 1. 1. If the threat relates to national security or VIP security, use the appropriate national security or VIP security threat assessment code.

17. 2. The lead investigator/delegate must contact the Behavioral Sciences Branch or a divisional threat assessment unit, where one exists; they will complete a threat evaluation, and or provide management strategies. Refer to OM ch. 2.7., Acts or Threats of Violence Against the RCMP, the Judicial Process, or Protected Persons.

References

Date Modified: 2019-11-27

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 47.4. Management of PROS Information

Directive Amended: 2018-05-24

For information regarding this policy, contact Operations Systems Services Centre, Contract and Aboriginal Policing at [redacted]

1. General
2. Records Management
3. Protection of Information
4. Homicide Surveys
5. CPIC
6. Retention
7. Non-Disclosure
8. Disposition of Information

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1. General

1. 1. Police Reporting and Occurrence System (PROS)/Secure Police Reporting and Occurrence System (SPROS) occurrences are not owned by any one unit, but are the responsibility of the unit designated as the primary unit.

1. 1. 1. It is the responsibility that is transferred, and not the occurrence.

1. 2. When an occurrence has been created, the lead investigator is responsible for all information on the occurrence.

1. 2. 1. Only the lead investigator may modify an occurrence or request that records management personnel make changes to existing data.

1. 3. If data has been entered by others, the lead investigator must review the data and consult the originator before recommending or requesting modifications.

1. 4. Any user may use the occurrence type "Cancellation of Occurrence", but only information or records management personnel (RCMP records) can complete the cancellation process.

1. 5. Divisional information or records management personnel, or a delegate of their choosing, are responsible for:

1. 5. 1. ensuring that information or records management directives and standard operating procedures are followed during the life of all occurrences, and

1. 5. 2. maintaining and disposing of occurrences in PROS/SPROS after they have been concluded. Refer to IMM ch. 2.3., Operational Information Resources, sec. 6., Retention and Disposition.

1. 6. When information from a PROS occurrence is entered into a different RCMP-approved system, e.g. Canadian Police Information Centre (CPIC), SPROS, National Criminal Data Bank (NCDB), Automated Criminal Intelligence Information System (ACIIS), Evidence and Reports III (E&RIII), Violent Crime Linkage Analysis System (ViCLAS), it must be recorded on the PROS occurrence as follows:

1. 6. 1. From the "Retention" tab, select the "Information in external system" field, and from the drop-down pick-list, check all systems that apply.

1. 6. 2. On the PROS "General Report" or "Supplementary Report", include a brief summary of the information being entered into the external system.

NOTE: If a check box in the "Information in external system" field is selected, the occurrence will not purge. Upon file review, ensure that information in any affected systems is purged simultaneously.

1. 7. ViCLAS booklets are not to be uploaded to PROS or retained in a hard-copy operational file. All ViCLAS booklets are to be kept by the ViCLAS Program.

1. 7. 1. The investigator must identify the operational files that have associated ViCLAS booklets (i.e. select the ViCLAS checkbox in the "Information in external system" field) and the appropriate retention period will be applied to the occurrence.

2. Records Management

2. 1. Occurrences in PROS do not require the creation of a paper folder, unless a document cannot be digitized and uploaded due to:

2. 1. 1. size limitations in PROS, and/or

2. 1. 2. the need for the document to be preserved in its original format or state. Refer to IMM ch. 2.5., Digitization and Destruction of Information Resources of Business Value, sec. 3., Information Not Eligible for Digitization and Destruction.

NOTE: Documents must not exceed a file size of 10 megabytes (MB), whereas photos must not exceed a file size of 5 MB.

2. 2. Where there is a records management office, paper folders created for an occurrence must be maintained during the occurrence's life cycle by the records management office, in accordance with information management policy.

2. 3. Where no records management office is available, paper folders may be created and maintained by the lead investigator or the primary unit.

2. 4. An occurrence with an associated CPIC entry may be concluded on PROS/SPROS, provided all investigative action has been concluded.

2. 4. 1. The disposition date for a concluded occurrence with an associated CPIC entry must be the same as, or later than, the expiry date of the CPIC entry.

2. 5. Before the scheduled disposition date, occurrences or any associated entities may only be removed from the PROS/SPROS database in response to a judicial order.

2. 6. All reports and information on an occurrence or entity designated higher than "Protected B" must be printed and maintained in a paper folder.

2. 6. 1. To facilitate retrieval of information, basic indexing of entities must remain on PROS. Linked information on entities must not be modified, except to remove sensitive information directly related to an occurrence designated higher than "Protected B".

2. 7. The PROS/SPROS occurrence must be managed until its conclusion by the unit having the primary investigative responsibility, regardless of which unit created it.

EXCEPTION: Where a records management office is available to the primary investigating unit, hard-copy components of the occurrence must be managed by records management personnel.

2. 8. A PROS/SPROS document is considered to be the original if it was initially created in PROS/SPROS.

2. 9. Judicial acceptance of PROS/SPROS electronic documents is limited to those documents that meet the provisions of the *Canada Evidence Act*.

2. 10. The original documents must be retained in a paper folder once all information contained in an external report or correspondence is scanned into PROS/SPROS. The PROS/SPROS version is considered a copy of the original.

2. 10. 1. Where a records management office is available to the investigating unit, the hard-copy documents must be maintained by records management personnel.

2. 10. 2. The hard-copy documents must be maintained and disposed of according to information or records management directives. Refer to IMM ch. 2.3., sec. 6.

2. 11. For all reportable PROS/SPROS occurrences, a contact log entry must be completed each time an attempt is made to contact the complainant or victim, or the victim has been contacted.

2. 12. During the active life of the occurrence, PROS/SPROS data must be maintained with accurate and up-to-date information.

2. 13. When an occurrence is concluded, a final review must be done to ensure all data is up to date and accurate, e.g. if a person is classified as "Suspect" and the person is subsequently charged, the classification value must be changed to "Charged".

2. 13. 1. The occurrence summary must reflect the events in brief. When the occurrence is concluded, the final remarks must be entered.

2. 14. The "Concluded Summary" field must be completed only by information or records management personnel.

3. Protection of Information

3. 1. All *Access to Information Act* and *Privacy Act* requests for PROS/SPROS information are centrally received, initiated, and managed by National Headquarters, Access to Information and Privacy Branch.

3. 2. Files must consist of predominantly personal information as described in Sec. 21. or Sec. 22., *Privacy Act*.

3. 3.The PROS/SPROS investigative data must not be disclosed outside the RCMP, except in accordance with all applicable legislation, regulations, policies (including third-party rule), and RCMP directives.

3. 4. Young person non-disclosure information, including extra-judicial sanctions, will be available to all PROS/SPROS users until the non-disclosure provisions have been met.

3. 4. 1. If convicted before the non-disclosure date, pursuant to Sec. 119.(2)(i), *Youth Criminal Justice Act* (YCJA), all existing non-disclosure dates are reset to the non-disclosure date of the most recent conviction, and information may be disclosed until the new non-disclosure date is reached.

3. 4. 2. Information concerning previous charges against a young person who has been charged after the non-disclosure date comes into effect, according to the YCJA, cannot be disclosed to anyone.

4. Homicide Surveys

4. 1. General

4. 1. 1. The RCMP National Homicide Survey Manager, Operations Systems Services Centre, is responsible for RCMP homicide surveys that the RCMP submits to the Canadian Centre for Justice Statistics (CCJS).

4. 1. 2. The homicide survey consists of five questionnaires: the Incident Questionnaire, the Victim Questionnaire, the Charged/Suspect-Chargeable Questionnaire, the Police Officer Killed Questionnaire, and the Correctional Worker Killed Questionnaire.

4. 2. Investigator

4. 2. 1. Complete the Incident and Victim Questionnaires for all homicide offences (murder first degree, murder second degree, manslaughter, and infanticide) for which the RCMP has prime investigative authority. Send them to the RCMP National Homicide Survey Manager within 45 days of the homicide offence becoming known to the police.

4. 2. 2. Provide additional information and corrections to the RCMP National Homicide Survey Manager within 10 days of the information becoming known to the investigator, on the appropriate questionnaire.

4. 2. 3. When a homicide offence is cleared, submit a Charged/Suspect-Chargeable Questionnaire for each of the charged or suspect-chargeable, including those who committed suicide after the homicide.

5. CPIC

5. 1. The CPIC data that could jeopardize operational investigations or contravene privacy legislation must not be stored in a PROS/SPROS occurrence.

5. 2. Only CPIC information pertaining to the subject of the occurrence can be stored in its associated PROS/SPROS occurrence.

NOTE: CPIC printouts stored in a PROS/SPROS occurrence are subject to pretrial disclosure. Refer to the CPIC User Manual.

5. 3. The lead investigator must complete the CPIC Maintenance Report for each entity that is to be sent to CPIC.

5. 4. The person who has the CPIC maintenance role is responsible for transferring information to CPIC. All mandatory fields in the CPIC "Roll-Over" window in PROS/SPROS must be completed according to CPIC policy.

6. Retention

6. 1. The minimum retention period is associated with the most serious offence related to the occurrence, as shown on the first line of the Uniform Crime Reporting (UCR) incident tab.

6. 2. Any extension of retention periods must comply with IMM ch. 2.3., sec. 6.6., Retention Extensions.

6. 3. Occurrences and associated hard-copy files must be disposed of in accordance with the associated operational code and retention exceptions. Refer to IMM App. 2-3-1, Operational Information Classification and Retention Structure.

7. Non-Disclosure

7. 1. Entities associated to an occurrence may be sequestered (i.e. rendered invisible) using an Access Control List (ACL), before an occurrence is disposed of if:

7. 1. 1. the entity has received a pardon, an absolute discharge, or a conditional discharge (refer to IMM ch. 4.1., Record Suspensions, Clemency, and Revocations/Cessations and IMM ch. 4.2., Non-Disclosure of Information);

7. 1. 2. the entity is a protected witness or a human source;

7. 1. 3. the entity is a young person and the non-disclosure date, pursuant to Sec. 119., YCJA, has been reached (refer to IMM ch. 4.2.); or

7. 1. 4. the disclosure of the entity would jeopardize the investigation or the safety of the individual.

8. Disposition of Information

8. 1. Refer to IMM ch. 2.3. for procedures on disposition.

References

Date Modified: 2018-05-24

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 47.5. Security of Information

Directive Amended: 2016-07-15

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing at [redacted]

1. General
2. Access Control List
3. Creation of Access Control List Groups
4. Removing Access
5. Access Control List Restrictions
6. RCMP ACL Role
7. Audit Log Requests

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1. General

1. 1. A PROS occurrence may include any combination of information which is undesignated, designated Protected-A, or designated Protected-B.

1. 2. Information designated higher than Protected-B must be profiled on PROS and retained in hard copy in the appropriate secure area.

1. 3. SPROS can accept information classified up to Top Secret.

2. Access Control List

2. 1. An Access Control List (ACL) is a tool that restricts access to information. It allows access only to select groups, units, individuals, or combinations of these.

2. 2. An ACL may be used to restrict access to information concerning, but not limited to:

2. 2. 1. subjects who have received an absolute or conditional discharge for which sec. 6.1., *Criminal Records Act* (CRA) applies and the non-disclosure date has been reached, including the individual's information and any reports referencing the charges and/or conviction of the subject. A vetted copy of the original reports must be accessible to all users;

2. 2. 2. subjects who are covered under sec. 119(2), *Youth Criminal Justice Act* (YCJA), and for which the non-disclosure date has been reached, including the individual's information and any reports referencing the offence committed by the subject and the outcome/disposition. A vetted copy of the original reports must be accessible to all users;

2. 2. 3. subjects who have received a pardon, royal pardon, clemency, or wrongful conviction, for which sec. 6.1., *Criminal Records Act* (CRA), applies, including the individual's information and any information contained within reports that is referencing the charges and/or conviction of the subject. A vetted copy of the original reports must be accessible to all users;

2. 2. 4. sensitive information that can only be shared within a specific group, as outlined in ch. 51.9.; or

2. 2. 5. an occurrence which must be restricted to a specific group, e.g. investigations under the RCMP Act Part IV, Part VII and/or Statutory investigations.

3. Creation of Access List Control Groups

3. 1. ACL groups are created and maintained by the Operations Systems Services Centre (OSSC).

3. 2. All requests regarding the creation of an ACL group for the purpose of restricting information:

3. 2. 1. must identify, with the assistance of the divisional Occurrence Records Management Systems (ORMS) coordinator, who needs access to the file;

3. 2. 2. must provide the following information which must be recorded on the request spreadsheet available on the ACL web page:

3. 2. 2. 1. the units to be included in the ACL group by collator and unit name;

3. 2. 2. 2. the name and HRMIS number of designated individuals who will require access to the information, but who fall under a different collator code than those included in the ACL groups identified above; and

3. 2. 2. 3. the name and HRMIS number of at least one user who has RCMP Records Role-based Access Control (RBAC) and is responsible for the management of records of the requesting unit.

3. 2. 3. must be forwarded to the divisional ORMS coordinator who will submit it to OSSC at the Groupwise address HQ_PROS_ACL.

3. 3. To grant access to a specific occurrence to an individual that is not part of the original ACL group, the ACL spreadsheet template, identifying the occurrence number and the name and HRMIS # of the individual who needs to be added, must be completed and submitted to the divisional ORMS coordinator who will forward it to HQ_PROS_ACL through GroupWise. The ACL access will be modified for that occurrence only to include the additional individual.

3. 4. To add, delete, or modify user access to an ACL restriction, a new spreadsheet must be submitted through ORMS.

4. Removing Access

4. 1. It is the responsibility of the lead investigator and/or unit managing the restricted records to:

4. 1. 1. monitor who has access to his/her information, and

4. 1. 2. ensure the removal of access for individuals or groups who should not have access.

4. 2. To remove access, the ACL spreadsheet, identifying the occurrence number and the name and HRMIS # of the individual or ACL group name to be removed, must be completed and submitted to the divisional ORMS coordinator who will forward it to HQ_PROS_ACL through GroupWise.

5. Access Control List Restrictions

5. 1. An ACL restriction limits the access to information to specific users, individual entities or, when necessary, whole occurrences can be restricted.

5. 1. 1. When an ACL restriction is applied to information, documentation supporting the reasons for the ACL restriction must be included in the occurrence in paper or electronic format.

5. 1. 2. For operational restrictions, authorization must be obtained from the divisional Cr. Ops. Officer/delegate. The approved request for an operational restriction must be sent to the ORMS/Intelex unit as outlined in ch. 51.9.

5. 1. 3. For information that is restricted for IM purposes under the CRA and the YCJA, ACL restrictions must be applied in accordance with the CRA and the YCJA, as outlined in IM IV.3.

5. 1. 4. Professional Standards Units may manage their own restrictions.

5. 2. ACL restrictions can be applied to information by anyone who holds an ACL role and who is included in the ACL group that will be selected.

5. 2. 1. Only the individuals in the selected ACL group have access to the restricted ACL information.

5. 3. Operationally restricted information must be periodically reviewed and when investigationally acceptable, information no longer deemed sensitive must be unrestricted.

6. RCMP ACL Role

6. 1. A request to obtain the RCMP ACL RBAC for operational or information management purposes must be approved by the divisional Cr. Ops. Officer/delegate.

6. 1. 1. Once approved, the request must be sent to the ORMS coordinator who will forward it to OSSC through the HQ_PROS_ACL GroupWise account.

6. 1. 2. A thorough rationale supporting the RCMP ACL RBAC request must be provided by the ORMS coordinator for each request.

6. 2. For IM-related ACL functions, e.g. Pardons, YCJA, Absolute and Conditional discharge, the RBAC user:

6. 2. 1. must have successfully completed the PROS for End User and PROS IM courses;

6. 2. 2. must have at least two years of active PROS use or the written support of the unit manager for which the tasks will be performed; and

6. 2. 3. will be required to complete ACL training.

6. 3. For operational restrictions, including Part IV and VII and Statutory investigations and sensitive or Criminal Intelligence-related information, the RBAC user must:

6. 3. 1. belong to the ORMS, Intelex or Professional Standards Units or the Records Unit responsible for managing information for the aforementioned units;

6. 3. 2. have at least one year of active use of PROS; and

6. 3. 3. have completed the ACL training, when available.

7. Audit Log Requests

7. 1. Access by users to the PROS or SPROS RMS, and usage within those systems, is monitored through the application's Audit Log Viewer (ALV) functionality.

7. 1. 1. An ALV report may be requested in support of:

7. 1. 1. 1. security breaches;

7. 1. 1. 2. breach of the Acceptable User Practices for RCMP Information Technology. See IM App. III-1-2;

7. 1. 1. 3. internal or statutory investigations; or

7. 1. 1. 4. ATIP requests.

7. 2. An Audit Log request:

7. 2. 1. can only be processed by Operational Systems (OS) at NHQ;

7. 2. 2. must be approved by your divisional Cr. Ops. Officer/delegate;

7. 2. 3. once approved, must be submitted to your divisional ORMS Coordinator, who will submit the request to the OS who will keep record of each request; and

7. 2. 4. must be encrypted when submitted by e-mail.

References

Date Modified: 2016-07-15

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 5.1. Traffic

TMM ch. 3.1. - Related Link

Directive Amended: 2016-04-19

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing.

1. General
2. Roles and Responsibilities
3. Standard Police Vehicle and Equipment

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1. General

1. 1. All vehicles used for traffic duty should be fully marked and pursuit rated.

NOTE: A fully marked police vehicle means a police vehicle equipped with roof lamps, a siren, and the standard RCMP police decal kit. See TMM ch. 3.1., sec. 2.

1. 2. The CO will, at his/her discretion, approve the following vehicles for traffic-related duties:

1. 2. 1. unmarked cars, and

1. 2. 2. non-pursuit rated vehicles, e.g. SUV's, 4x4 pickup trucks. See TMM ch. 3.1., sec. 2.5.

NOTE: Specific consideration for trucks will be provided to geographical locations where only non-pursuit rated vehicles are utilized.

1. 3. The CO may authorize the use of a subdued decal vehicle. See ch. 5.4., sec. 10.4.3.

NOTE: A subdued decal vehicle means an unmarked car equipped with RCMP approved, low-conspicuity reflective decals, and must be treated as an unmarked vehicle. See ch. 5.4.

1. 4. Traffic enforcement and safety programs should be planned selectively by analyzing seat belt, impaired driving, and collision statistics. The use of traffic surveys should be considered where available.

1. 5. Use traffic checkpoints to enforce provincial and federal traffic-related safety laws, amber alert incidents, and investigations specific to criminal code offences. See R.vs. Ladouceur.

1. 5. 1. The location for traffic checkpoint operations must not compromise police or public safety.

1. 6. Only members who have successfully completed the RCMP Operator's training courses may use relevant speed-measuring equipment for speed enforcement.

1. 6. 1. If a member has not operated speed-measuring equipment within the last two years, he/she must demonstrate proficiency while participating in hands-on, supervised instruction by a qualified speed-measuring device operator.

1. 6. 2. At the discretion of the qualified operator, the member will be approved to use speed-measuring devices.

2. Roles and Responsibilities

2. 1. Member

2. 1. 1. Review divisional/unit/detachment road strategies and identify road safety issues in the area before performing traffic duties.

2. 1. 2. Ensure that safety precautions are taken for the protection of the public and police personnel when conducting any type of traffic enforcement, or performing traffic control duties.

2. 1. 3. When conducting any type of traffic checkpoint, advise your supervisor of the location and gain approval before commencing.

2. 1. 4. Wear an appropriate, approved high-visibility vest or jacket at all times while outside a police vehicle performing traffic duties. See the guidelines on the Canadian Centre for Occupational Health and Safety (CCOHS) website and Sec. 12.13., *Canada Occupational Health and Safety Regulations*.

2. 1. 5. Activate emergency equipment when stopping a vehicle, and continue to use emergency lighting equipment throughout the contact. See ch. 5.4.

2. 1. 6. Provide safety for police personnel, the violator, and other motorists when stopping and approaching a traffic violator. Perform a continuous risk assessment of the vehicle stop and the violator to assure police and public safety. See ch. 17.1.

2. 1. 7. Take into consideration:

2. 1. 7. 1. the design and conditions of the road,

2. 1. 7. 2. the urgency to stop the driver,

2. 1. 7. 3. traffic volume and speed, and

2. 1. 7. 4. the weather and visibility.

2. 1. 8. When taking any enforcement action against a Department of National Defence (DND) employee operating a DND vehicle, ensure you take action against the DND 404 driver's licence, and not the employee's provincial licence.

2. 2. Supervisor/Commander

2. 2. 1. Make certain that approved high-visibility vests or jackets are available and used by all members conducting traffic duties. See the guidelines on the CCOHS website and Sec. 12.13., *Canada Occupational Health and Safety Regulations*.

2. 2. 2. Make certain that members using speed-measuring equipment have been trained and certified to use the equipment.

2. 2. 3. Make certain that the location selected for a traffic checkpoint is suitable, safe for the police and the public, and approve it accordingly.

2. 3. Cr. Ops. Officer/Delegate

2. 3. 1. Consider a program plan for the delivery of traffic services by:

2. 3. 1. 1. developing and monitoring the divisional program, and conducting an annual review; and

2. 3. 1. 2. responding to issues concerning clothing and kit, equipment, or directives.

3. Standard Police Vehicle and Equipment

3. 1. The National Vehicle Equipment Committee (NVEC) is responsible for developing and recommending for approval, police vehicle and equipment specifications. See TMM ch. 3.1., sec. 2.

3. 2. The installation of equipment that is not part of the standard police vehicle fit-up must be reviewed and recommended by the NVEC. See TMM ch. 1.3., sec. 8.

NOTE: NVEC can be contacted at Groupwise address:
National Vehicle Equipment Committee

3. 3. For vehicle specifications and fit-up, see Approved Equipment/Standard Offer.

3. 3. 1. A list of National Standing Offers for police vehicle equipment can be on the Approved Equipment/Standing Offer website. Installations should follow the guidelines outlined in AMM Part 1 and AMM ch. 6.1.

3. 4. For procedures concerning the temporary deactivation of daytime running lights, see TMM ch. 3.1., sec. 3.

3. 5. Each operational police vehicle must contain the following safety equipment, which must be periodically inspected to ensure they are replenished and in working order:

3. 5. 1. six electronic flares or fuses;

3. 5. 2. a dry chemical fire extinguisher, as outlined in the Canada Labour Code;

3. 5. 3. a high-visibility safety vest;

3. 5. 4. an emergency blanket, as outlined in Schedule II, subsec. 16.7.(2) and (4), *Canada Occupational Health and Safety Regulations*; and

3. 5. 5. a first-aid kit, as outlined in Type B, Part XVI, Schedule II, *Canada Occupational Health and Safety Regulations*.

References

Date Modified: 2016-04-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 5.10. In-Car Video System

Policy Amended: 2019-03-22

For information regarding this policy, contact Contract and Indigenous Policing, National Traffic Services.

1. Definitions
2. General
3. Retention of Media or Data
4. Roles and Responsibilities

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1. Definitions

1. 1. **Configuration Settings** means parameters for configuration of the In-Car Video System (ICVS). This includes event tags, on screen management, pre-event recording times, and recording properties.

1. 2. **Disposition** means the process that enables government institutions to purge records that no longer have operational value.

1. 3. **Personal Information** means information about an identifiable individual that is recorded in any form.

1. 4. **System Administrator** means an employee who holds rights to manage data within the ICVS storage repository.

1. 5. **Transitory record** means a record required only for a limited time to ensure the completion of a routine action or the preparation of a subsequent record.

2. General

2. 1. The ICVS is an audio and video recording system installed in operational police vehicles to enhance police and public safety, and to collect evidence of Criminal Code, Federal Statute, and Provincial Statute offences to support policing activities and investigations.

2. 2. Only an ICVS system meeting all of the technical requirements outlined by Contract and Aboriginal Policing can be used in an RCMP police vehicle. For current specifications, contact National Traffic Services.

2. 3. If an employee is operating an ICVS-equipped police vehicle, and the employee is trained in the operation of the ICVS, the system must be used during an occurrence.

2. 4. Configuration settings are not to be adjusted, unless approved by Contract and Aboriginal Policing.

2. 4. 1. The ICVS will be configured to allow for 30 second pre-event recording.

2. 4. 2. The ICVS will be configured to start recording automatically when emergency equipment is activated or the police vehicle is involved in a collision.

2. 5. Continue recording until the occurrence is over.

2. 6. The ICVS may be activated manually to collect evidence, e.g. when following a possible impaired driver.

2. 7. The ICVS removable storage device will only be used in the vehicle it is assigned to.

2. 8. All recorded information, regardless of the medium of creation or storage will be stored securely, and will only be accessed, when required, for judicial, administrative, or operational purposes.

2. 8. 1. Recordings from ICVS are classified as Protected B, and must be handled and stored in accordance with Protected B material.

2. 9. Recordings from ICVS must not be disclosed outside the RCMP.

EXCEPTION: In accordance with all applicable legislation, regulations, policies, including third-party rule, and RCMP directives.

3. Retention of Media or Data

3. 1. Recorded media, regardless of the medium of creation or storage, will be retained in accordance with IMM ch. 2.3., Recorded Media Containing Operational Information, sec. 4.6.6.

3. 2. Recorded media used for investigative purposes will be associated to an operational file and retained in accordance with IMM - App. 2-3-1, Operational Information Classification and Retention Structure.

3. 3. Recorded media not used for an investigative purpose must not be retained on an operational file and will be retained in accordance with IMM ch. 2.3., sec. 4.6.6.3.1. and sec. 4.6.6.3.2.

3. 3. 1. If the recorded media cannot be placed on an operational file, it can be stored on Information Management (IM) approved shared drive.

NOTE: Contact the divisional IM manager for approval.

3. 4. Only employees designated as ICVS system administrators will purge recorded data.

4. Roles and Responsibilities

4. 1. Member

4. 1. 1. Ensure that you are familiar with the ICVS manufacturer's operating instructions before using the equipment.

4. 1. 2. Before your shift, inspect the ICVS to ensure it is working properly.

4. 1. 3. If the ICVS is inoperable or damaged, notify your supervisor immediately.

4. 1. 4. Ensure that both audio and video recording are activated on the ICVS during all contact with the public and when investigating an occurrence. Refer to *R. v. Fotheringham, 2014 YKTC 32*.

4. 1. 5. Consider officer safety when positioning an ICVS-equipped vehicle in order to capture all relevant data during an occurrence.

4. 1. 6. When tactically practicable, advise the individual under investigation that they are being video and audio recorded.

4. 1. 7. Do not deactivate the ICVS before the conclusion of a contact or investigation.

EXCEPTIONS:

1. ICVS should be deactivated when dealing with an informant, source, or other persons whose identity needs to be protected. Document rationale for deactivation in your notebook or on camera.

2. Situations where legal privileges exist, e.g. prisoner contacting legal counsel while in the police vehicle. For these circumstances the audio portion of the ICVS recording must be deactivated while the video portion continues recording. Document rationale to deactivate the audio recording in your notebook or on camera. Reactivate audio recording when contact with legal counsel is complete.

4. 1. 8. Use of an ICVS does not relieve a member of the responsibility to make notes as per OM ch. 25.2., Investigator's Notes.

4. 1. 8. 1. Make notes promptly and prior to viewing any ICVS footage.

4. 1. 8. 2. Document in your notes when ICVS footage is viewed.

4. 1. 8. 3. If while viewing the ICVS footage, you notice details not previously documented in your notes, add these details to your notes.

4. 1. 8. 3. 1. Include clear documentation indicating that these notes were made after viewing the ICVS footage.

4. 1. 9. If an individual asks to view a recording of which they are the subject, allow the individual to view the recording, at your discretion, and in consideration of officer safety. This may be done at the roadside or detachment at a pre-arranged time.

4. 1. 9. 1. To ensure no privacy or security concerns are created, members are to preview the recording before reviewing it with the individual.

4. 1. 10 Where informal access to the recording is not practicable, the employee must advise the requester of their right to seek access to the recording by making a formal request under the *Privacy Act* or the *Access to Information Act*. Refer to IMM ch. 3.1., Information Access, sec. F.6.b., Employee.

4. 1. 11. For ICVS using DVD RAM, ensure the media is managed as an exhibit and stored securely. Refer to OM ch. 22.1., Processing.

4. 1. 12. If using an ICVS requiring a USB key, ensure there is enough recording media available to cover your shift. Make every attempt to download all data to a secure/approved storage system at the end of your shift. Refer to IM ch. III.1., Information Technology Standards.

NOTE: PROS does not have the capability to store ICVS video files at this time.

4. 1. 13. Report any lost/damaged USB or DVD to your supervisor. Refer to SM ch. 4.2., Security Responsibilities for RCMP Personnel, sec. 5.5.

4. 1. 14. Do not erase, alter, modify, or tamper with ICVS recordings.

4. 1. 15. View original recordings only with approved ICVS/video equipment, authorized and issued by the RCMP.

4. 2 Supervisor

4. 2. 1. Ensure that members are familiar with the ICVS operation before using the equipment. Refer to sec. 2.3.

4. 2. 2. Ensure members follow procedures for the use and operation of the ICVS.

4. 2. 3. Ensure only persons with administrative rights purge ICVS recordings.

4. 2. 4. Ensure only RCMP ICVS-approved equipment is used.

4. 2. 4. 1 Ensure recording media/USB keys are identifiable to a particular police vehicle.

4. 2 .5. Provide audio-video disclosure of the original relevant portion of the recorded data to the Crown Attorney, if evidence of the occurrence exists in relation to the charge. Refer to OM ch. 20.1., Disclosure.

4. 3. Detachment/Unit Commander

4. 3. 1. Monitor the overall management of the ICVS system, e.g. equipment use, data access and review, data safeguarding, and purging and disposition of recorded data.

4. 3. 1. 1. Identify a system administrator who is responsible for administrative management of data within the ICVS storage repository.

4. 3. 2. Ensure all disclosure requests are actioned. Refer to OM ch. 20.1.

4. 3. 3. Document action taken to replace/locate a lost or damaged ICVS USB key. Refer to SM ch. 4.2., sec. 5.

4. 3. 4. Complete informal requests for access to recordings as outlined in IMM ch. 3.1., sec. H., Informal Request for Information.

4. 3. 5. Consider using the Unit Level Quality Assurance process to identify and monitor high risk activities associated to using the ICVS, e.g. verify ICVS use, maintenance/service records. Refer to AM ch. I.7., Audit and Evaluation Programs.

References

Date Modified: 2019-03-22

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 5.3. Roadblocks

Directive Amended: 2010-10-05

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing at [redacted]

1. Acceptable Use
2. Deployment
3. Tire Deflation Devices

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1. Acceptable Use

1. 1. For the purposes of this subsection:

1. 1. 1. A **barrier** is the partial blocking of a roadway to ensure the slowing of all vehicles, e.g. two police vehicles placed diagonally on the roadway a short distance apart forcing vehicles to maneuver between them.

1. 1. 2. A **barricade** is the total blockage of a roadway to prevent the passage of vehicles.

NOTE: A motorcycle cannot be used as a barricade or barrier.

1. 2. If the roadblock will not endanger the lives or safety of other persons, a roadblock may be set up to prevent the escape of a person who may be lawfully arrested, or prevent injury or death to a member or other person.

2. Deployment

2. 1. Before setting up a roadblock, barrier or barricade, consider:

2. 1. 1. other means available to apprehend the suspect, e.g. arrest at a later time through other procedures;

2. 1. 2. the seriousness of the offence;

2. 1. 3. traffic and pedestrian volume; and

2. 1. 4. road and weather conditions.

2. 2. Ensure that a continuous risk assessment is being conducted during a roadblock operation.

2. 3. Take adequate precautions for the protection of life and property.

2. 4. To maximize safety, use adequate signs, electronic flares, fuses and lights.

3. Tire Deflation Devices

3. 1. Use a tire deflation device if practical for the situation. If applicable, the tire deflation device must be provincially approved for use in your division.

NOTE: Only fully trained members may use a tire deflation device.

3. 2. Do not use a tire deflation device to stop a motorcycle or three-wheeled vehicle.

References

- National Traffic Services

Date Modified: 2010-10-05

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 5.4. Emergency Vehicle Operations (Pursuits)

Directive Amended: 2019-10-07

For information regarding this policy, contact National Traffic Services, National Criminal Operations, Contract and Indigenous Policing.

1. General
2. Definitions
3. Pursuit Involvement and Limitations
4. Interjurisdictional Pursuit
5. Non-Pursuable Offences
6. Primary Pursuit Vehicle
7. Secondary Pursuit Vehicle
8. Closing the Distance
9. Termination of a Pursuit
10. Responsibilities

1. General

1. 1. Emergency vehicle operations include pursuits, closing the distance, and emergency vehicle response.

1. 2. The Incident Management Intervention Model (IMIM) must guide any decision to initiate, continue, or terminate an emergency vehicle operation. See ch. 17.1.

1. 2. 1. Public and police officer safety must be considered when conducting an emergency vehicle response. A continuous risk assessment must be applied.

1. 2. 2. In conducting the risk assessment to initiate a pursuit, the seriousness of the situation and the necessity for immediate apprehension must outweigh the level of danger created by the pursuit.

2. Definitions

2. 1. **Closing the distance** means catching up to a vehicle, but does not include a pursuit. See sec. 8.

2. 2. **Emergency vehicle response** means the operation of a police motor vehicle responding to an incident that requires an immediate police attendance based on information received and the member's risk assessment.

2. 3. **Pursuit** means the operation of any emergency vehicle for the purpose of apprehending a person/suspect who refuses to stop their vehicle as directed by a peace officer, and attempts to evade apprehension.

2. 4. **Primary pursuit vehicle** means the police vehicle that maintains direct visual contact and is the closest unit to the suspect vehicle during the pursuit.

2. 5. **Secondary pursuit vehicle** means the police vehicle closest to the primary to provide backup assistance and when in visual contact may take over radio communication.

2. 6. **Fully marked vehicle** means a police vehicle equipped with roof lamps and the standard RCMP police decal kit. A subdued decal vehicle is not included in this definition. See ch. 5.1.

2. 7. **Subdued decal vehicle** means an unmarked car equipped with RCMP approved, low-conspicuity reflective decals.

2. 8. **OCC** means Operational Communications Centre.

2. 9. **Pursuit Supervisor** means a person assuming command of a "pursuit in progress," at the request of the primary or secondary pursuit vehicle through the OCC.

3. Pursuit Involvement and Limitations

3. 1. A pursuit may occur when a suspect driver refuses to stop for a peace officer and attempts to evade apprehension.

3. 2. When the identification or apprehension of the suspect may be done by other means at a later time, the necessity for a pursuit should be re-evaluated.

NOTE: A driver's attempt to evade apprehension is not a factor in determining the seriousness of the offence, or the need for immediate apprehension.

3. 3. If a tire deflation device is successfully deployed or air support is being utilized, members must re-assess the necessity to continue a pursuit.

3. 4. Only RMs or supernumerary Special Constables can operate an RCMP vehicle in a pursuit.

3. 5. Only peace officers can be a passenger during a pursuit.

3. 6. Only a fully marked police vehicle equipped with emergency equipment may be used in a pursuit.

EXCEPTIONS:

1. An unmarked police vehicle may be used in a pursuit only in exigent circumstances to protect life. Use of an unmarked police vehicle in a pursuit must be relinquished to a fully marked police vehicle as soon as possible. A subdued decal police vehicle will be deemed an unmarked vehicle.

2. A police motorcycle may only be used in a pursuit in exigent circumstances to protect life and weather/road conditions permitting. The use of a police motorcycle in a pursuit must be relinquished to a fully marked police vehicle as soon as possible.

3. 7. All police vehicle emergency equipment must be activated during a pursuit.

3. 8. Members are prohibited from discharging a firearm at a motor vehicle for the sole purpose of disabling a vehicle. See ch. 4.7., sec. 1.2. and TOM ch. 2.3., sec. 5.

3. 9. Except in exigent circumstances, only a primary and secondary police vehicle may be involved in a pursuit.

3. 10. No other police vehicles are permitted to parallel a pursuit in an urban setting. There may be occasion in a rural setting to parallel the pursuit from a safe distance.

4. Interjurisdictional Pursuit

4. 1. If a pursuit approaches a neighbouring jurisdiction, the appropriate RCMP detachment or police department must be notified, and that jurisdiction is responsible for assuming control of the pursuit at the earliest opportunity.

4. 2. When a pursuit enters a non-RCMP jurisdiction and control cannot immediately be transferred to the other agency, termination of the pursuit will be contemplated. Factors to consider include the seriousness of the offence and the situation, the necessity for immediate apprehension, and the direction from the police agency of jurisdiction.

4. 3. When a pursuit enters RCMP jurisdiction from a non-RCMP jurisdiction, communication will be established, the reason for initiating the pursuit will be determined, and control of the pursuit will be assumed, if warranted.

4. 4. Members are not authorized to continue a pursuit of a fleeing vehicle which originated in Canada and crosses the United States border.

5. Non-Pursuable Offences

5. 1. A pursuit will not be initiated for the following types of offences:

5. 1. 1. taking a motor vehicle without the owner's consent;

5. 1. 2. theft of a vehicle;

5. 1. 3. possession of a stolen vehicle;

5. 1. 4. flight from police as defined in the *Criminal Code*, sec. 320.17, or dangerous driving when the only evidence of either offence is gained while conducting a vehicle stop or closing the distance;

5. 1. 5. a violation of a provincial statute or provincial regulation offence;

5. 1. 6. a violation of a municipal bylaw offence;

5. 1. 7. a property-related offence in general, e.g. break and enter, possession of stolen property, theft; and

5. 1. 8. a violation of a federal traffic regulation.

6. Primary Pursuit Vehicle

6. 1. Once a pursuit has been initiated, the OCC must be immediately notified.

6. 2. The primary or secondary pursuit vehicle will direct the OCC to locate a watch commander or patrol supervisor to assume command of the pursuit.

6. 3. Radio communication must be maintained with the OCC and the pursuit status continually updated, e.g. location, direction, speed, vehicle and pedestrian traffic, and weather and road conditions.

6. 4. After a pursuit, the operator of the primary pursuit vehicle must complete Pursuit Report, Form 2088.

7. Secondary Pursuit Vehicle

7. 1. When a secondary pursuit vehicle becomes involved, the operator must maintain a safe distance from the primary pursuit vehicle, and immediately notify the OCC.

7. 2. If possible, the operator of the secondary pursuit vehicle should assume responsibility for radio communication when in a position to visually monitor the pursuit.

7. 3. A secondary pursuit vehicle must not pass the primary pursuit vehicle unless the operator of the primary pursuit vehicle requests it.

8. Closing the Distance

8. 1. Attempting to close the distance (catching up) between a police vehicle and another vehicle is not the same as a pursuit, e.g. officer/violator contact for a territorial or provincial act infraction.

8. 2. Before attempting to close the distance, a risk assessment must be applied, and public/police safety considered.

8. 3. Emergency lights must be used when closing the distance. The siren will also be used if the risk assessment indicates a risk to public and police safety. The siren may be discontinued once the violator's vehicle has pulled over and stopped.

8. 4. When approaching an intersection, the operator of the police vehicle must abide by the territorial, provincial, or municipal legislation relating to the operation of an emergency vehicle.

8. 4. 1. If no applicable legislation exists, at minimum, the police vehicle must be slowed down, taking reasonable care and using emergency equipment.

EXCEPTION: Covert police vehicles (surveillance) are not required to use emergency equipment while following or closing the distance. A continuous risk assessment must be carried out as outlined in the IMIM. See sec. 1.2.1.

9. Termination of a Pursuit

9. 1. A pursuit must be terminated when the risk to life becomes too great, the pursuit becomes futile, or other means of apprehension are possible.

9. 2. The decision to terminate a pursuit may be made by the pursuit supervisor and either the primary or secondary pursuit vehicle.

9. 3. All units will terminate a pursuit once control has been assumed by a police aircraft.

9. 4. The decision to terminate a pursuit is final and must be immediately broadcast to all members involved. All members involved will acknowledge the broadcast.

9. 5. Upon termination of a pursuit, and when it is safe to do so, all members involved will:

9. 5. 1. pull over to the roadside, stop their vehicles, deactivate their emergency equipment, and notify the OCC that the pursuit has been terminated and they are stopped at roadside.

10. Responsibilities

10. 1. Pursuit Supervisor

10. 1. 1. All supervisors must successfully complete the online Emergency Vehicle Operations Supervisors course (000995).

10. 1. 2. The pursuit supervisor will:

10. 1. 2. 1. inform all members involved in a pursuit that he/she has assumed command;

10. 1. 2. 2. monitor the pursuit and continually apply the risk assessment process;

10. 1. 2. 3. terminate the pursuit if circumstances warrant it; and

10. 1. 2. 4. review and complete the required sections of Form 2088. If applicable, see the Divisional Police Pursuit Supervisors Guide.

10. 2. OCC

10. 2. 1. The OCC telecommunications operator/dispatcher or supervisor, when notified of a pursuit, will follow procedures and policies as outlined in ch. 46.2., OCC Emergency Vehicle Operation (Pursuits) Standard Operating Procedures (SOPs), and/or divisional policies/SOPs.

10. 2. 2. When notified of a pursuit, the OCC will immediately assign radio priority and keep an open channel for members involved in the pursuit. A broadcast of the pursuit will be made to all units.

10. 2. 3. The OCC will contact an on-duty NCO from the area of the pursuit to assume command. If no on-duty NCO is available, the OCC will contact an NCO from another detachment in the OCC area. If unable to contact an NCO, the senior member available will assume command.

10. 2. 4. If required, the OCC may contact an off-duty NCO to assume command.

10. 2. 5. Local police departments in the area must be informed by the OCC to facilitate coordination.

10. 2. 6. All units must be notified when a pursuit is terminated.

10. 3. Unit/Detachment Commander

10. 3. 1. A commander must be certain all members have reviewed pursuit policies and procedures.

10. 3. 2. A debriefing session will be conducted following a pursuit to review compliance with established policies and procedures.

10. 3. 3. Form 2088 must be forwarded to the division Cr. Ops. Officer/delegate within 30 days of the incident.

10. 4. Division

10. 4. 1. When a pursuit results in injury or death, immediately submit an advance report to NOC.

10. 4. 2. The division Cr. Ops. Officer/delegate will review all forms 2088. If corrective measures are recommended, e.g. training, operational guidance, the Cr. Ops. Officer/delegate will make recommendations and implement them as soon as practicable.

10. 4. 3. The divisional CO may authorize the use of a subdued decal vehicle. See ch. 5.1., sec. 1.3.

10. 4. 4. Before the end of January each year, divisions are expected to report all pursuits from the previous calendar year on a Pursuit Recapitulation Report, Form 2438, and forward it to National Headquarters. The form will automatically be directed to National Criminal Operations, Contract and Aboriginal Policing.

References

- National Traffic Services
- Chapter 46.1.

Date Modified: 2019-10-07

Emergency Vehicle Operation (Pursuits)

Emergency vehicle operation includes pursuits, closing the distance and emergency vehicle response. The primary objective of any intervention is public safety. Police officer safety is an essential element of public safety.

One of the most important aspects to remember on any call is never assume any fact or detail not provided.

All OCC Operators must ensure they have read and understood the *Emergency Vehicle Operation policy*, OM ch. 5.4., sec. 3. as follows. Refer to division OM green sheets for additional information. as follows. Refer to division OM green sheets for additional information.

Information Needed:

- Suspect mode of transportation, description (CYMBAL) and direction of travel.
- Number of occupants in suspect vehicle.
- Reason for pursuit.
- Road conditions.
- Traffic Conditions.
- Pedestrian traffic.
- Weather conditions.
- Primary pursuit vehicle (police unit) speed.
- Name, DOB, physical and/or clothing description of suspect(s) if known.

Action Required:

- Ensure all appropriate database checks are performed and attached to the event. Ensure responding member(s) is aware of the results of these queries.
- Delegate all other areas of responsibility while pursuit is in progress (if feasible).
- Notify the OCC shift supervisor.
- Assign radio priority and keep an open channel for member(s) involved in the pursuit.
- A broadcast of the pursuit will be made to all units.
- Where technology permits, enable all location tracking options on the police vehicle(s) or member(s) involved in the pursuit.
- Create an event with all relevant details and dispatch as per the *National Backup Policy*.

- The OCC will contact the Watch Commander or Patrol Supervisor from the area of the pursuit to assume command of Pursuit Supervisor, monitoring and directing the patrol units.
- If no Watch Commander or Patrol Supervisor is available, the OCC will contact a Watch Commander or Patrol Supervisor from another RCMP detachment.
- If unable to contact a Watch Commander or Patrol Supervisor, the senior patrol member available will assume command as Pursuit Supervisor.
- If required, the OCC may contact an off-duty detachment/Watch Commander or Patrol Supervisor to assume command as Pursuit Supervisor.
- Deploy support units at the request of the member(s).
- Initiate telephone calls at the request of the member(s).
- Keep an accurate event log and time of all call outs.
- Continuously update and record all information regarding pursuit.
- Advise NCO or delegate.
- Broadcast to surrounding areas and detachments advising of pursuit.
- If applicable, update member(s) of any further information received.
- Status keep for responding member(s) and member(s) involved.

[Back to SOP menu]

OM - ch. 5.5. Collision Analysis/Reconstruction

Directive Amended: 2016-01-22

For information regarding this policy, contact National Traffic Services, National Criminal Operations, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities
4. Psychological Assessment Program

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1. Definitions

1. 1. **Canadian Adult Achievement Test** (CAAT) means a test intended to measure a member's functional level in mathematics, reading, and language.

1. 2. **Event Data Recorder** (EDR) means a device installed in automobiles to record information related to vehicle crashes.

1. 3. **Naglieri Nonverbal Ability Test** (NNAT) means a test intended to assess a member's cognitive abilities.

1. 4. **Program Manager** means the person responsible for the training and operational needs of the Collision/Reconstructionist program for a specific area. Program Managers will be designated by divisional Cr. Ops. Officers.

2. General

2. 1. Only RCMP-certified collision analysts and collision reconstructionists will perform motor-vehicle collision technical analysis and reconstruction duties.

2. 1. 1. A member who successfully completes the Advanced Collision Analysis Course - Level III 000197 (previously AK4003) is qualified to be a collision analyst.

2. 1. 2. A member who successfully completes the Collision Reconstruction Course - Level IV 000247 (previously DK4007) is qualified to be a collision reconstructionist.

2. 2. Potential candidates for the Advanced Collision Analysis Course - Level III 000197, must have successfully completed the CAAT and NNAT.

2. 3. Only a certified collision analyst or collision reconstructionist trained in EDR recovery and analysis will conduct EDR functions.

2. 4. Contract and Aboriginal Policing (CAP) will be the sole keeper of the aptitude tests and marking templates.

2. 5. Completed CAAT/NNAT tests will be marked by CAP and the results will be forwarded to the divisional Collision Reconstruction Program Manager.

NOTE: The NNAT and CAAT aptitude tests are conducted at the divisional level.

2. 6. Employees must wear personal protective equipment (PPE) when handling seized property for employee safety and the preservation of evidence.

2. 6. 1. For more information on PPE, consult with the National Occupational Health and Safety Branch. See OSM ch. 1.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. Consult with a collision analyst or collision reconstructionist in the following situations:

3. 1. 1. 1. collisions involving death or serious injury;

3. 1. 1. 2. police motor-vehicle collisions involving death, injuries, or collisions that are contentious;

3. 1. 1. 3. property damage collisions involving multiple vehicles, complex collisions, e.g. heavy commercial vehicles, and/or collisions involving unusual circumstances;

3. 1. 1. 4. hit and run collisions where additional investigative expertise may be required; and

3. 1. 1. 5. any motor vehicle collision where the investigating member is unaware of the circumstances surrounding the crash.

3. 1. 2. For information regarding the release of collision analyst or collision reconstruction reports, see AM ch. III.11.

3. 2. Collision Analyst/Collision Reconstructionist

3. 2. 1. For job descriptions, see CMM App. 5-8.

3. 2. 2. In a collision analyst or collision reconstruction report, do not include personal information or personal identifiers of the parties involved.

3. 2. 3. If a specialized internal resource is required, i.e. Major Crimes Unit or Forensic Science and Identification Services, contact the divisional Collision Reconstruction Program Manager or team leader/Unit Commander for assistance.

3. 2. 4. Retain a copy of all investigational notes, diagrams, measurements, photographs, field notes, sketches, and any other relevant material from the investigation on the unit master file.

3. 2. 5. In investigations where mechanical defects or failures are suspected, contact the Transport Canada defect investigator for assistance.

3. 2. 6. If the services from an engineering firm are required, consult divisional policy.

3. 2. 7. Collision analyst or reconstruction reports must be reviewed before dissemination, in accordance with the divisional review process.

3. 2. 8. Use all provided PPE to mitigate exposure to hazards.

3. 2. 8. 1. The level of PPE worn by a collision analyst/reconstructionist at a scene will be dictated by the type of hazard present. See ch. 14.1.

3. 3. Divisional Collision Analyst/Collision Reconstruction Program Manager

3. 3. 1. Be a member of the National Collision Reconstructionist Program Managers Committee.

NOTE: The purpose of the Committee is to assist in national policy decisions, training, equipment, and strategic planning for improved road safety.

3. 3. 2. Oversee all aspects of the divisional program.

3. 3. 3. For a job description, see CMM App. 5-8.

NOTES:

1. A divisional Collision Analyst or Collision Resconstructionist Manager must be certified at the time he/she assumes the position.

2. A member is deemed to be a qualified collision analyst or collision reconstructionist when he/she is actively involved in the program or in facilitating advanced collision investigation courses.

3. Where Reconstructionist Unit Supervisors exist, they will be responsible for the roles and responsibilities outlined in sec. 3.3.4. to 3.3.9.

3. 3. 4. Monitor and assess the competency and proficiency of all new and current collision analysts/reconstructionists. When warranted, direct the member to attend training courses for re-certification.

3. 3. 5. Designate all new and existing collision analysts/reconstructionists as competent, by considering the following criteria:

3. 3. 5. 1. Actively attends collision scenes and conducts an analysis of the collision.

3. 3. 5. 2. Investigations are completed adequately, accurately, and to the standards of the collision reconstruction program.

3. 3. 5. 3. Able to demonstrate that he/she has a strong understanding of the principles that are used in the field of collision reconstruction.

3. 3. 5. 4. Able to produce and/or explain his/her findings to other interested parties, e.g. courts, coroners.

3. 3. 5. 5. His/her overall investigations, analysis, and findings do not bring the collision reconstruction program into disrepute.

3. 3. 6. Grant, suspend, or terminate a member's involvement in the program, if necessary.

3. 3. 7. De-certify members who do not exhibit the required proficiency level or have not demonstrated active involvement in the program in two years.

3. 3. 7. 1. The following indicators may demonstrate active involvement in the program:

3. 3. 7. 1. 1. attending collision scenes and completing technical reports,

3. 3. 7. 1. 2. reviewing technical reports and supplying feedback,

3. 3. 7. 1. 3. facilitating collision investigation courses,

3. 3. 7. 1. 4. participating in collision investigation workshops,

3. 3. 7. 1. 5. participating in collision investigation testing, and

3. 3. 7. 1. 6. mentoring a collision analyst.

3. 3. 8. Oversee the re-certification review of a member who has been deemed de-certified.

NOTES:

1. To re-certify as an analyst, the member must successfully re-take the Level III course 000197 (previously AK4003). To re-certify as a reconstructionist, the member must successfully complete the Level IV course 000247 (previously DK4007).

2. A previously-trained member may, if permitted by the program manager, challenge a course by successfully passing all quizzes and the final exam.

3. 3. 9. Ensure that PPE is provided to employees and that:

3. 3. 9. 1. it is used as specified by the manufacturer or applicable standard;

3. 3. 9. 2. it is stored, maintained, inspected, and tested by a qualified person to confirm it is in a safe condition for use;

3. 3. 9. 3. if it is deemed defective and unsafe for use, that it is tagged as unsafe and removed from the employee;

3. 3. 9. 4. employees receive instruction/training regarding the PPE; and

3. 3. 9. 5. you maintain an up-to-date record of all employees who are given PPE and related training.

3. 4. Detachment/Unit Commander

3. 4. 1. Due to the technical nature of the collision analyst or collision reconstruction report, if clarification is required, direct all requests for information to the collision analyst or collision reconstructionist.

3. 4. 2. Forward any concerns/discrepancies in the findings of the collision report to the divisional Collision Reconstruction Program Manager.

4. Psychological Assessment Program

4. 1. For information regarding the psychological assessment and screening for a collision analyst or collision reconstructionist, see AM ch. II.19., sec. H.2. and HSM App. III-1-6.

References

Date Modified: 2016-01-22

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 5.6. Motor Vehicle Collisions

Directive Amended: 2015-08-26

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing, at Irrelevant [redacted]

1. Definitions
2. General
3. Roles and Responsibilities
4. Vehicles Equipped with Supplemental Restraint Systems
5. Hybrid Vehicles
App. 5-6-1 Hybrid Vehicle Electrical Dangers

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1. Definitions

1. 1. **Hybrid vehicle** means a vehicle that uses two or more distinct power sources for propulsion.

1. 2. **Supplemental restraint systems** means a restraining system in a vehicle, other than seatbelts, designed to provide protection for the occupants.

2. General

2. 1. Police will attend collision scenes that involve:

2. 1. 1. death,

2. 1. 2. injuries,

2. 1. 3. road hazards,

2. 1. 4. *Criminal Code* violations, and

2. 1. 5. police vehicle collisions.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. Notify the Operational Communications Centre (OCC) of the collision location, action being taken, and assistance required.

3. 1. 2. If the collision involves explosive/hazardous/dangerous material, see ch. 33.3. for handling and disposal procedures, and inform the OCC. The Canadian Transport Emergency Centre for dangerous materials may be contacted 24 hours a day, by calling 1-613-996-6666.

3. 1. 3. For road closures or temporary highway stoppages required for an investigation, consult divisional policy.

3. 1. 4. Take all reasonable action necessary to prevent further injury or damage.

3. 1. 5. A collision analyst or collision reconstructionist must be consulted for:

3. 1. 5. 1. collisions involving death or serious injury; and

3. 1. 5. 2. police motor vehicle collisions involving death or injuries, or collisions that are considered contentious.

3. 1. 6. For property damage collisions involving multiple vehicles, complex collisions, e.g. heavy commercial vehicles, or collisions involving unusual circumstances, see ch. 5.5.

3. 1. 7. If a collision results in a death, see ch. 41.3. for additional investigation procedures.

3. 1. 8. Treat all vehicles, including commercial vehicles, as exhibits until the investigation is concluded or they are no longer required.

3. 1. 9. Ensure that vehicles required for further investigation, e.g. mechanical inspection, are stored appropriately.

3. 1. 10. If a request is received for a copy of a motor vehicle collision report from a government department, parties involved, their lawyers, or insurance adjusters, follow your divisional supplements.

3. 1. 10. 1. In the absence of divisional supplements, you may disclose the following factual information:

3. 1. 10. 1. 1. names and addresses of operators and passengers, and the particulars of provincial charges resulting from the collision; and

NOTE: Criminal Code charges must first be sworn by a peace officer or recommended/approved by crown counsel.

3. 1. 10. 1. 2. field sketches, scale diagrams, and digital images or photographs of the collision scene. See ch. I.3., sec. L.

3. 1. 11. If charges are pending, unless provincial or territorial legislation states otherwise, all disclosure will be made through the Crown Attorney's office.

3. 2. Supervisor/Commander

3. 2. 1. Only release collision information if you are satisfied that releasing the information will not jeopardize a criminal investigation.

3. 2. 2. Ensure the written request is maintained on the investigation file. Document what information is released.

3. 2. 3. Review all collision reports where a fatality or injury has resulted, for quality assurance.

4. Vehicles Equipped with Supplemental Restraint Systems

4. 1. Vehicles equipped with supplemental restraint systems can create potential hazards to first responders and investigators.

NOTE: Forward air bags, side impact bags, rollover protection, and seat belt pre-tensioners are all armed with pyrotechnic devices and can cause serious or fatal injury if accidentally deployed. These devices may not deploy in every crash. Rescuers may be at risk even while observing a deployed air bag because several other systems may still be armed.

4. 2. To avoid accidental deployment of supplemental restraint systems, rescue techniques, e.g. Jaws of Life, pry bar, should only be performed by trained rescue personnel.

4. 3. For additional safety alerts and information on how to report work place injuries, see the Occupational Safety Directorate Infoweb site.

5. Hybrid Vehicles

5.1. Hybrid vehicles may pose potentially high-voltage hazards. See App. 5-6-1.

References

- *Canadian Transportation Accident Investigation and Safety Board Act*

Date Modified: 2015-08-26

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - App. 5-6-1 Hybrid Vehicle Electrical Dangers

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Directive Amended: 2015-08-26

1. Hybrid vehicles are powered through a combination of gasoline engines and high-voltage batteries. The presence of high-voltage components in these vehicles creates a potential hazard for serious injury or death from electrical shock for members responding to traffic collisions and vehicle fires.

2. Take added precautions when attending collisions and fires involving hybrid vehicles. Take the same precautions as approaching any high-voltage situation. Never presume the vehicle is shut off because of no sound; always assume the vehicle is powered up.

3. To disable the high-voltage system, put the vehicle in park, turn the ignition off, and remove the key.

3. 1. Submerged or partially submerged hybrid vehicles should not be approached until the vehicle is removed from the water.

4. If possible, members should wait for the fire department or towing company to disable the electrical system.

5. The high-voltage battery pack, which stores electricity for all of these vehicles, is located in the rear of the vehicle.

5. 1. High-voltage cables are orange in colour.

5. 2. To help identify hybrid vehicles, look for:

5. 2. 1. "hybrid" badge on vehicle;

5. 2. 2. high-voltage components, warning labels; or

5. 2. 3. hybrid instrument panel.

6. High-voltage components are clearly identified and protected by encased orange and red plastic shields and bear warning decals, including the high voltage alert symbol.

7. Never touch, cut, or open any orange high-power cable or high-voltage component.

8. In the event of a fire, the high-voltage battery pack will burn rapidly and burn itself out. The best protection in the case of a fire is to remain at a safe distance from the vehicle until the fire department has extinguished the fire.

9. For additional information, see the National Fire Protection Association Manufacturer Resources web page.

10. See also the Officer Safety Alerts posted by Occupational Safety Directorate.

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Date Modified: 2015-08-26

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 54.1. RCMP External Investigation or Review

Policy Amended: 2017-09-28

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing, at [redacted]

1. Policy
2. Definitions
3. General
4. Independent External Investigation
5. Independent Investigation by a Different RCMP Division
6. Independent External Review
7. Independent Observation
8. RCMP Investigative Resource Guidelines
9. Designated Contact Member Responsibilities
10. Commanding Officer Responsibilities

1. Policy

1. 1. The effectiveness of policing is dependent upon the level of trust and support the public has in its policing institutions. The RCMP is accountable to the citizens of Canada, including their elected representatives. The RCMP will work cooperatively in an open and transparent way with federal, provincial, and territorial partners in order to continue to earn public trust and support.

1. 2. The intent of this Directive is to specify the procedures outlined in Part VII.1., *RCMP Act*. These procedures will ensure fair, effective, thorough, and impartial investigations of RCMP employees.

1. 2. 1. The RCMP would prefer to never be called upon to conduct investigations of RCMP employees. When there is no other option, the *RCMP Act* outlines transparent procedures that, augmented by this Directive, demonstrate the RCMP's commitment to accountability.

1. 3. The RCMP National Public Complaints Directorate (NPCD) will serve as the primary point of contact with the Civilian Review and Complaints Commission (CRCC) for matters where the CRCC has invoked its authority, or where there is a notification or reporting requirement to the CRCC.

2. Definitions

2. 1. **Commission** means the Civilian Review and Complaints Commission (CRCC) for the RCMP, established by Subsec. 45.29(1), *RCMP Act*. Pursuant to Subsec. 45.34(1), *RCMP Act*, the CRCC may complete all necessary reviews of the activities related to RCMP policies, procedures, and guidelines, in accordance with the *RCMP Act* or the *Witness Protection Program Act*.

2. 2. **Commissioner/delegate** means the Commissioner of the RCMP. For the purposes of this Directive, the Commissioner's authority has been delegated to the divisional Commanding Officer to exercise the Commissioner's powers, duties, or functions under the *RCMP Act*.

2. 3. **Designated Authority** means the person appointed for a province/territory, pursuant to Subsec. 45.79(2), *RCMP Act*, by the lieutenant governor in council of the province/territory, to make decisions regarding the investigation, or independent observation of the investigation, of serious incidents as outlined in Part VII.1., *RCMP Act*.

2. 4. **Investigative body** means a provincial/territorial entity, other than a police force, whose authority includes the power to investigate a serious incident for the purpose of determining whether an offence under federal or provincial law has occurred.

2. 5. **Serious incident** means an incident where the actions of a member, or other person appointed or employed under Part I, *RCMP Act*, or any person assisting the RCMP in exercising its powers or performing its duties and functions under the *RCMP Act* may have:

2. 5. 1. resulted in serious injury to, or the death of, any person; or

2. 5. 2. constituted an offence under federal, provincial, or territorial law, and one or more of the following persons decide that it would be in the public interest to have the actions investigated by an investigative body, or by a police force other than the RCMP;

2. 5. 2. 1. the Commissioner;

2. 5. 2. 2. the provincial/territorial minister who has primary responsibility for policing in the province or territory in which the incident is alleged to have occurred, if there is an arrangement between the government of that province/territory and the Minister of Public Safety under Sec. 20., *RCMP Act*; or

2. 5. 2. 3. the Minister of Public Safety.

2. 6. **Serious injury**, in the absence of a definition in the *RCMP Regulations*, means an injury that:

2. 6. 1. creates a substantial risk of death;

2. 6. 2. causes substantial disfigurement; or

2. 6. 3. causes substantial loss or impairment of mobility of the body as a whole, or of the function of any particular bodily member or organ.

NOTE: Substantial means significant or considerable, and does not include imaginary or illusory.

3. General

3. 1. Investigations of RCMP employees will be fair, effective, thorough, impartial, timely, and culturally sensitive, and will be conducted in a manner that promotes public confidence.

3. 2. The Commissioner/delegate will, as soon as practicable, notify the Designated Authority of a serious incident that is alleged to have occurred in that province/territory.

3. 2. 1. The Commissioner and the NPCD will receive all notifications in accordance with National Operations Centre (NOC) Briefing Note Protocols.

3. 2. 2. Divisional personnel must include in their briefing notes whether consideration was given to declare the incident a serious incident, as defined in Part VII.1., *RCMP Act*.

3. 2. 3. If the incident is declared a serious incident, divisional personnel must document in their briefing notes which steps of the serious incident investigation protocol have been undertaken to date. See Part VII.1., *RCMP Act*, and ch. 54.3.

3. 3. When a serious incident is alleged to have occurred, the Responsibility to Report Directive requires RCMP members to document all decisions and rationales, and retain them on file. This documentation may include: notes, e-mails, briefing notes, and administrative processes associated with the incident. See ch. 25.3., sec. 7. and ch. 54.3.

3. 4. If there is an investigative body in the province in which the serious incident is alleged to have occurred, the Designated Authority for that province will first consider appointing that investigative body to investigate the serious incident.

3. 5. If there is no investigative body, or, after consideration, the Designated Authority does not appoint one, the Designated Authority may appoint another police force to investigate the serious incident.

3. 6. If the Designated Authority appoints an investigative body or other police force to investigate the serious incident, the RCMP will, as soon as practicable, refer the investigation of the serious incident to that investigative body or other police force.

3. 7. If there is no Designated Authority for a province, or the Designated Authority for a province notifies the RCMP that no investigative body or other police force will be appointed to investigate the serious incident, the RCMP will, as soon as practicable, request an investigative body or other police force to investigate. See sec. 3.13. and sec. 4.

3. 7. 1. The RCMP will make reasonable efforts under this section to identify an investigative body or other police force to investigate the serious incident, and will keep a written record of the efforts made.

3. 7. 2. The Commissioner/delegate will provide the CRCC, through the NPCD, with a report outlining the efforts made by the RCMP under sec. 4.

3. 8. If another police force is appointed under sec. 3.5., or accepts, following a request made under sec. 3.7. to investigate a serious incident, and no independent observer is appointed by the Designated Authority:

3. 8. 1. the Commissioner/delegate will, as soon as practicable, notify the CRCC through the NPCD, of the serious incident; and

3. 8. 2. the CRCC may, with the agreement of the provincial minister who has primary responsibility for policing in the province in which the incident is alleged to have occurred, appoint an independent observer to assess the impartiality of the investigation.

3. 9. If the investigative body or other police force that receives the request notifies the RCMP that it will not investigate the serious incident, and the RCMP does not consider any other investigative body or other police force to be appropriate to receive such a request, the RCMP will, as soon as practicable:

3. 9. 1. notify the CRCC, through the NPCD, that it will investigate the serious incident, and

3. 9. 2. investigate the serious incident. See sec. 5.

3. 10. If the RCMP investigates a serious incident, the RCMP will permit an independent observer appointed by a Designated Authority or appointed by the CRCC to assess the impartiality of the investigation. See sec. 7.

3. 11. If no observer is appointed to an investigation of a serious incident under sec. 3.10., the Commissioner/delegate will provide the CRCC, through the NPCD, with a report that outlines all measures that have been or will be taken by the RCMP to ensure the impartiality of the investigation.

3. 12. In all cases where the RCMP has completed, or is in the process of conducting an investigation pursuant to this Directive, an independent external review may be requested by another police force, or a federally, provincially, or territorially established investigative body to assess the adequacy of the investigation. See sec. 6.

3. 13. An organization called upon pursuant to sec. 4. to conduct an independent external investigation, or called upon pursuant to sec. 6. to conduct an independent external review, must be another police force, or federally, provincially, or territorially established investigative agency with the appropriate experience, expertise, and capacity to provide the investigative services or review required.

3. 14. Questions about whether and how to provide access to particularly sensitive and/or privileged information, e.g. solicitor/client privilege, names of confidential informers, and details of undercover or national security operations, should all be considered in

consultation with the relevant divisional criminal operations and national policy centre, and in accordance with applicable legislation and common law principles.

4. Independent External Investigation

4. 1. If a Designated Authority does not appoint an investigative body or other police force, or there is no Designated Authority, the RCMP will request an investigative body or other police force to investigate pursuant to sec. 3.7. The conduct of any such investigation includes both the pre- and post-charge phases.

4. 1. 1. An investigative body or other police force undertaking an investigation pursuant to this Directive must have no reporting obligations to the RCMP, except for the provision of investigative findings to the RCMP as outlined in sec. 4.6.4.

4. 2. To initiate an independent external investigation, the Commissioner/delegate will make a written request to an appropriate investigative body or police force, either directly, or pursuant to applicable established protocols.

4. 3. The Commissioner/delegate will request confirmation from the investigative body or other police force of its acceptance to undertake the investigation, and will also request the identity of the Team Commander.

4. 4. Upon receipt of the investigative body's or other police force's acceptance and the appointment of a Team, the Commissioner/delegate will notify the CRCC, through the NPCD, the Designated Authority, and/or the provincial minister.

4. 4. 1. The Commissioner/delegate will appoint a designated primary and secondary contact member within the RCMP to communicate with the investigative body or other police force. See sec. 9.

4. 5. In order to preserve the independence of the investigation, after the initial request for assistance and acceptance, any communication between the investigative body or other police force and the RCMP division requesting the investigation, other than that which is required as part of the investigational process, will be restricted to the designated primary and secondary contact members and the Team Commander, plus an observer if applicable.

4. 6. It is expected that, subject to circumstances, the investigative body or other police force may:

4. 6. 1. engage or seek legal advice from Crown Counsel, in a manner that is consistent with the practices of the jurisdiction;

4. 6. 2. initiate or recommend charges depending on the process in place in the jurisdiction and the available evidence;

4. 6. 3. liaise with Crown Counsel as necessary, to provide the information they require to make a decision to prosecute; and

4. 6. 4. provide an investigative report to the Commissioner/delegate.

5. Independent Investigation by a Different RCMP Division

5. 1. An independent investigation by a different RCMP division may be initiated by the Commissioner/delegate. See sec. 3.9.2.

5. 2. The Commissioner/delegate will request confirmation from the designated assisting division of its decision to undertake the investigation, and will also request the identity of the contact member. See sec. 5.4.

5. 3. The assisting division will provide documentation to the Commissioner/delegate attesting that the investigating members have been screened for any actual or perceived conflict of interest with the subject of the investigation, using the criteria outlined on Conflict of Interest Disclosure, Form 6402.

5. 4. Both the requesting and assisting divisions will appoint designated contact members. See sec. 9.

5. 5. In order to preserve the independence of the investigation, after the initial request for assistance and acceptance, any communication between the assisting RCMP division and the RCMP division requesting the investigation, other than that which is required as part of the investigational process, will be restricted to the designated contact members, the Team Commander, and observers if applicable.

5. 6. It is expected that, subject to circumstances, the assisting division may:

5. 6. 1. engage or seek legal advice from Crown Counsel, in a manner that is consistent with the practices of the jurisdiction;

5. 6. 2. initiate or recommend charges depending on the process in place in the jurisdiction and the available evidence;

5. 6. 3. liaise with Crown Counsel as necessary, to provide the information they require to make a decision to prosecute; and

5. 6. 4. provide an investigative report to the Commissioner/delegate.

6. Independent External Review

6. 1. Whenever the RCMP has investigative responsibility pursuant to the *RCMP Act* or provincial legislation, and has completed, or is in the process of conducting an investigation, the Commissioner/delegate may request a review by another police force or federally, provincially, or territorially established investigative agency. This independent external review may begin at any point during the investigation.

6. 2. To initiate an independent external review, the Commissioner/delegate will make a written request to an appropriate agency either directly, or pursuant to applicable provincial or territorial protocols.

6. 3. The Commissioner/delegate will request confirmation from the reviewing agency of its acceptance to undertake the investigative review, and request the identity of the lead reviewers.

6. 4. Upon receipt of the reviewing agency's acceptance and the appointment of a lead reviewer, the Commissioner/delegate may delegate the appointment of a designated primary and secondary contact member within the RCMP to communicate with the reviewing agency to the CO of the originating division, and:

6. 4. 1. if the investigation has been completed, provide the reviewing agency with the full investigative file; or

6. 4. 2. if the investigation has not been completed, provide the reviewing agency with access to the investigative file as completed to date, and all subsequent materials until all information has been provided. Before disclosing sensitive information, see sec. 3.14.

6. 5. In order to preserve the independence of the investigation review, after the initial request for assistance and acceptance, any communication between the reviewing agency and the RCMP division for which the review was requested, other than that which is required as part of the review process, will be restricted to the designated contact members and lead reviewers.

6. 6. It is expected that, subject to circumstances, the reviewing agency may:

6. 6. 1. engage or seek legal advice from Crown Counsel in a manner that is consistent with the practices of the jurisdiction;

6. 6. 2. initiate or recommend charges depending on the process in place in the jurisdiction and the available evidence;

6. 6. 3. liaise with Crown Counsel as necessary to inform their decision to prosecute; and

6. 6. 4. provide an investigative report to the Commissioner/delegate.

7. Independent Observation

7. 1. The role of an independent observer is to monitor investigations through direct observation in order to assess and report on the impartiality of the investigation.

7. 1. 1. The independent observer will liaise with the RCMP designated contact member on immediate issues relating to the impartiality of the investigation.

7. 2. An independent observer is a compellable witness in every criminal, civil, or administrative action or proceeding, or inquiry, in respect of any matter coming to the knowledge of the observer as a result of exercising a power or performing a duty or function under Part VII.1., *RCMP Act*.

7. 3. Pursuant to the *RCMP Act*, no person will disclose privileged information, as defined in this Act, to an independent observer.

7. 4. An independent observer may be called upon to assess the impartiality of an investigation. See sec. 3.10.

7. 5. Where no independent observer is appointed by the Designated Authority or the CRCC, the Commissioner/delegate may:

7. 5. 1. consider the input of local community leaders, RCMP Headquarters, and anyone else considered to be of assistance when identifying and selecting individuals to act as independent observers; and

7. 5. 2. make a written request to an independent observer either directly, or pursuant to applicable established protocols.

7. 6. The Commissioner/delegate will request confirmation from the independent observer of its acceptance to undertake the observation, and the identity of the lead observer.

7. 7. Upon receipt of the independent observer's acceptance and the appointment of a lead observer, the Commissioner/delegate may delegate the appointment of a designated contact member within the RCMP to communicate with the independent observer, and notify the CRCC through the NPCD, the Designated Authority, and/or provincial or territorial minister.

7. 8. The independent observer will submit his/her report to the Commissioner/delegate and the CRCC.

7. 8. 1. Where there is no existing observer protocol, the independent observer's report will also be provided by the Commissioner/delegate to the CRCC, through the NPCD, and to the relevant federal, provincial, or territorial minister responsible for policing.

8. RCMP Investigative Resource Guidelines

8. 1. All investigators undertaking an investigation pursuant to this Directive will be screened for any actual or perceived conflict of interest using the criteria outlined on Form 6402.

8. 2. The following guidelines will be followed to the greatest extent possible whenever the RCMP undertakes an investigation pursuant to this Directive:

8. 2. 1. the rank of the primary investigator will be at least one rank higher than that of all members that are subjects of an investigation;

8. 2. 2. the investigations will be assigned to a team of at least two members, and be led by an investigator who has the requisite experience and has completed appropriate training; and

8. 2. 3. the workload of members assigned to investigations will be reassigned or adjusted, to give priority to RCMP investigations undertaken pursuant to this Directive.

9. Designated Contact Member Responsibilities

9. 1. The designated contact members:

9. 1. 1. will provide assistance to the investigative body or other police force, assisting RCMP investigative team, independent external review, or independent observer as requested;

9. 1. 2. must not attempt to direct, influence, question, or challenge the investigative body or other police force, assisting RCMP investigative team, independent external review, or independent observer;

9. 1. 3. must not be involved, in any way, in the matter being investigated, reviewed, or observed, and will be screened for any actual or perceived conflict of interest using the criteria outlined on Form 6402;

9. 1. 4. will monitor the external investigation to the degree required in order to determine that the investigational mandate is being followed;

9. 1. 5. will keep confidential any information received from the investigative body or other police force, assisting RCMP investigative team, independent external review, or independent observer, except to the extent necessary to address their requests, or with their consent for status updates of investigations or reviews; and

9. 1. 6. will, if required by the investigative body or other police force, assisting RCMP investigative team, independent external review, or independent observer, coordinate the provision of specialized RCMP resources, ensure that any specialized resources are screened for any actual or perceived conflict of interest using the criteria outlined on Form 6402, and ensure that any specialized resources do not direct or challenge the investigation or review.

10. Commanding Officer Responsibilities

10. 1. The CO will:

10. 1. 1. upon notification of a serious incident, advise the Commissioner and the CRCC through the NPCD. See sec. 3.2.

10. 1. 2. when initiating an independent external investigation, independent investigation by a different RCMP division, independent external review, or independent observation, ensure a file is opened in the appropriate RCMP Operational Records Management System.

10. 1. 3. after six months from the date that an independent external investigation or independent investigation by a different RCMP division was initiated, and every six-month interval thereafter, provide a written update on the status of the investigation to the Commissioner.

10. 1. 4. at the conclusion of an independent external investigation or independent investigation by a different RCMP division, provide a written update on the findings to the Commissioner.

10. 1. 5. when an independent external investigation or review is complete, conduct a debriefing with the external agency to identify and discuss lessons learned.

10. 1. 6. ensure that members are aware of their legal rights, and are provided with assistance in obtaining legal counsel if required.

10. 1. 7. where a serious incident investigation was generated from a public complaint, provide a copy of the investigative report to the NPCD.

Date Modified: 2017-09-28

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 54.3. Responsibility to Report

Directive Amended: 2015-02-16

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing at [redacted]

1. Policy
2. Definitions
3. Major Police Incident Investigation
4. Preliminary Report
5. Duties and Responsibilities

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1. Policy

1. 1. This chapter applies to all RCMP members, whether or not the RCMP is the police force of jurisdiction, and should be read in conjunction with Sec. 18. and 37., *RCMP Act*.

1. 2. In order to protect the public while maintaining their trust and support, the RCMP must be open, transparent, and fully accountable for its actions. While all members of the RCMP enjoy the legal rights and privileges of citizenship, Canadians rightfully expect a higher standard of conduct from police officers in the execution of their duties than they do from other citizens.

1. 3. Police work can be complex and at times require the use of force in the course of duties. This can result in serious injury or death. When an individual is seriously injured or killed as a result of a major police incident, the RCMP has a duty to account to the public for its actions. In the process of accounting to Canadians, the RCMP must continue to preserve the peace, prevent crime, and apprehend offenders while also protecting the rights and well-being of RCMP members.

1. 4. This chapter seeks to fulfill the RCMP's requirement to be accountable to Canadians while respecting the individual rights of RCMP members. In seeking to achieve this balance, this chapter assumes that:

1. 4. 1. in the absence of any evidence to the contrary, a member will have performed his/her duties in good faith and in accordance with all applicable laws, regulations, and professional standards;

1. 4. 2. where a member is suspected of having committed an offence, he/she will have all the legal protections accorded to Canadians;

1. 4. 3. immediate response to a major police incident must first address the public interest, which includes safeguarding the public, securing evidence and preventing the continuation of offences; and

1. 4. 4. being involved in a major police incident can be deleterious to a member.

1. 5. This chapter does not seek to compel a member to provide involuntary statements which may incriminate him/her but rather seeks to compel him/her, to discharge the obligation to report by promptly and diligently preparing and filing reports documenting the circumstances of his/her work.

2. Definitions

2. 1. For the purpose of this chapter, the following definitions apply:

2. 1. 1. **Responsibility to report** means a member's legal, moral, and professional obligation to provide a prompt written or verbal report describing a police incident, the actions he/she took during the incident, setting out his/her rationale for these actions, and any observations made during the course of his/her duty.

2. 1. 2. **Major police incident** means an incident where there is a serious injury or death of an individual involving an RCMP member, or where it appears that an RCMP member may have contravened a provision of the *Criminal Code* or other statute and the matter is of a serious or sensitive nature.

2. 1. 3. **Preliminary report** means a member's basic written or verbal report describing the events surrounding a major police incident and consists of the member's direct knowledge, observations and any other pertinent information related to public safety or security. It is limited to the information required to form an immediate police response for the purpose of safeguarding the public, securing evidence, and preventing the continuation of offences. See sec. 4.

2. 1. 4. **Detailed report** means a comprehensive written police report, describing a member's actions and rationale for these actions while performing his/her duties in a major police incident, and includes answering any follow-up questions.

2. 1. 5. **Subject witness member** means a member whose duties or other actions, in the opinion of the on-scene supervisor or lead investigator, directly or indirectly contributed to a death or serious injury of a person in a major police incident, or whose conduct is the subject of an investigation under this policy.

2. 1. 6. **Non-subject witness member** means a member involved directly or indirectly in a major police incident under investigation and who may have relevant information but is not a subject witness member.

2. 1. 7. **Suspect member** means a member for whom there are reasonable and articulable grounds to suspect that he/she has contravened a provision of the *Criminal Code* or other statute.

2. 1. 8. **Weapon of opportunity** means an object used as a weapon when an approved intervention tool is not available or appropriate. A member may use any reasonable object, not specifically designed or approved as a weapon, to defend himself/herself or others. See Part 17.

2. 1. 9. **Serious injury** will initially be presumed when the victim is admitted to hospital, suffering from a fractured limb, rib, vertebra, or skull, a gunshot wound, burns to a major portion of the body, loss of any portion of the body or of vision or hearing.

2. 1. 10. **On-scene supervisor** means the ranking or senior RCMP member at the scene of a major police incident who is neither a subject witness member nor a suspect member .

3. Major Police Incident Investigation

3. 1. Investigations of RCMP members will be fair, effective, thorough, impartial, culturally sensitive, and be conducted in a timely and diligent manner that promotes public confidence.

3. 2. For major police incidents, the RCMP will request a provincially or federally established body, an external law enforcement agency or other duly authorized investigative agency to conduct an independent external investigation. See ch. 54.1.

4. Preliminary Report

4. 1. A preliminary report is a basic account of the events surrounding a major police incident and will focus on the following:

4. 1. 1. status, description, and location of the subject(s) and witness(es) involved;

4. 1. 2. injuries which require medical attention;

4. 1. 3. other potential dangers;

4. 1. 4. scene parameters (where does it start and end);

4. 1. 5. identification and location of evidence to be protected;

4. 1. 6. nature of the event;

4. 1. 7. behaviour of the subject(s) involved; and

4. 1. 8. identification of intervention tools used, and where a firearm was discharged, the direction of fire.

5. Duties and Responsibilities

5. 1. General

5. 1. 1. It is expected that members will perform their duties in accordance with all applicable laws, policies, and professional standards.

5. 1. 2. Members are required to report their actions at all times by documenting events in their notebooks and various police reports. Therefore, unless there is a reasonable and articulable basis to suspect that a member has committed an offence, members will be presumed to be witnesses to the events which occur in the course of their duty, including major police incidents.

5. 1. 3. An RCMP member suspected of a statutory offence will be treated in accordance with all applicable laws and policies. This includes being advised of his/her suspect status, read the Police Caution and, if detained, informed of his/her rights under Sec. 10.(a) and (b) *Canadian Charter of Rights and Freedoms*.

5. 1. 3. 1. Where a member has been identified as a suspect member, he or she must not be compelled to provide a detailed report. Statements from suspect members may be obtained with the usual regard for voluntariness and Charter compliance.

5. 1. 4. The RCMP recognizes the possibility of deleterious effects on a member engaged in the use of force or other police activities which could result directly or indirectly in the death of, or serious injury to a person.

5. 1. 5. In order to balance the health and well-being of RCMP members with the primary duty to preserve public safety, it is important for the purposes of this chapter to distinguish between a subject witness member and a non-subject witness member when responding to a major police incident.

5. 1. 5. 1. Classifying a member involved in a major police incident as either a subject witness member or a non-subject witness member is the responsibility of the on-scene supervisor/lead investigator of the investigative response to the major police incident.

5. 1. 6. Subject to sec. 5.1.7., a subject witness member will have a reasonable opportunity to seek legal, medical, psychological, emotional, or spiritual support and advice, if necessary, once the immediate police responsibility of safeguarding the public, securing evidence and preventing the continuation of offences has been discharged. However, a subject witness member may be required to provide a preliminary report as outlined in sec. 4., immediately or very soon after the major police incident.

5. 1. 7. A subject witness member must provide a detailed report setting out the circumstances of a major police incident within a reasonable time, not to exceed 10 working days, unless prevented from doing so by his/her health or status within the investigation. For each case, the time frame for submitting a report will be determined by the subject witness member's unit or detachment commander based on:

5. 1. 7. 1. availability of legal counsel and the diligence of the member in seeking counsel;

5. 1. 7. 2. the health and emotional well-being of the member; and

5. 1. 7. 3. the availability of other information with which to determine the circumstances of the matter.

NOTE: The period of time will not normally exceed 10 working days. Any request for an extension to this period must be in writing and be submitted through channels to the Cr. Ops. Officer.

5. 1. 8. Unless there are exceptional circumstances as determined by the on-scene supervisor/lead investigator, a non-subject witness member:

5. 1. 8. 1. must immediately provide a preliminary report of a major police incident to the on-scene supervisor/lead investigator;

5. 1. 8. 2. must provide a detailed report at the first reasonable opportunity after the event, unless there are exceptional circumstances before going off duty;

5. 1. 8. 3. may be required to answer questions with respect to his/her detailed report; and

5. 1. 8. 4. will continue to provide detailed reports as required by the investigative team.

5. 1. 9. Where the on-scene supervisor or lead investigator has determined there are exceptional circumstances which would preclude a non-subject witness member from providing a preliminary report, he/she must document those circumstances and through channels, notify the Cr. Ops. Officer before going off duty.

5. 1. 10. The on-scene supervisor/lead investigator must seize and retain all relevant intervention tools and equipment as soon as is practicable and treat them as exhibits.

5. 1. 10. 1. The affected member's detachment/unit commander must arrange for replacement intervention equipment.

5. 1. 11. Members' legal rights and obligations as outlined in AM ch. VIII.7. must be respected.

5. 2. Member

5. 2. 1. If you are involved in a major police incident:

5. 2. 1. 1. Notify the Operational Communications Centre (OCC) and make appropriate requests for assistance, e.g. ambulance and backup.

5. 2. 1. 2. Notify a supervisor or request OCC to notify a supervisor.

5. 2. 1. 3. Provide first aid to an injured person, as required.

5. 2. 1. 4. Take appropriate steps to prevent the continuation of any offence.

5. 2. 1. 5. Secure the scene, the evidence, including any intervention equipment, and any weapons of opportunity used by member until he/she is relieved. See ch. 4.1.

5. 2. 1. 6. Make detailed notes concerning the incident at your first opportunity. For directives concerning notebooks, see ch. 25.2.

5. 2. 1. 7. Refrain from discussing the incident with anyone, except supervisors or investigators duly authorized to conduct the investigation.

5. 2. 1. 8. Provide a preliminary report to a supervisor or investigator at the scene when requested.

5. 2. 1. 9. If you are a non-subject witness member, immediately provide a preliminary report to the on-scene supervisor/lead investigator and provide a detailed report as soon as is practicable. Answer any follow-up questions as required and continue to provide detailed reports when required by the investigative team.

5. 2. 1. 10. If you are a subject witness member, you may wish to consult with Employee Assistance Services (EAS) by calling 1-800-268-7708/TB number 1-800-567-5803, from anywhere in Canada, or with the Staff Relations Representative (SRR) and/or seek legal, medical, psychological, emotional, or spiritual support and advice if necessary.

NOTE: As a subject witness member, you may be required to provide a preliminary report before consulting anyone.

5. 2. 1. 11. If you are a subject witness member, you must be diligent in seeking advice and/or counselling within a reasonable period of time, which in any case should be within 10 days, at which point you will be required to provide a detailed report.

5. 3. On-Scene Supervisor

5. 3. 1. When a member under your command or supervision has been involved in a major police incident:

5. 3. 1. 1. Verbally notify the detachment/unit commander.

5. 3. 1. 2. Attend the scene, and in conjunction and consultation with the police of jurisdiction, ensure the scene is put under control.

5. 3. 1. 3. Assess, if appropriate, with the police of jurisdiction, the circumstances to determine the threat to public safety, the need to prevent the possible continuation of the offence, the need to preserve evidence, and the availability of sources of information to determine what happened.

5. 3. 1. 4. Identify subject and non-subject witness members involved and notify them of your determination.

5. 3. 1. 5. Direct subject and non-subject witness members to refrain from discussing the incident with anyone, except supervisors and investigators duly authorized to conduct the investigation.

5. 3. 1. 6. Direct the non-subject witness members to provide an immediate preliminary report to you, and if appropriate, to the police of jurisdiction. Should the non-subject witness member decline to do so without a reasonable excuse, ensure the member understands your direction to be an order, record the circumstances, and initiate disciplinary procedures.

5. 3. 1. 7. If appropriate, assess, with the police of local jurisdiction, the need for an immediate preliminary report from a subject witness member.

5. 3. 1. 7. 1. If an immediate preliminary report is required to safeguard the public, prevent the continuation of an offence, or preserve evidence, direct the subject witness member to provide an immediate preliminary report to you and, if appropriate, to the police of local jurisdiction.

5. 3. 1. 7. 2. If the subject witness member declines to do so without a reasonable excuse, ensure the member understands your direction to be an order, record the circumstances, and initiate disciplinary procedures.

5. 3. 1. 7. 3. Document the reports, your rationale, and your direction in your notebook.

5. 3. 1. 8. If no immediate preliminary report is required from the subject witness member:

5. 3. 1. 8. 1. secure the scene, secure and preserve evidence, including the availability of potential witnesses;

5. 3. 1. 8. 2. seize all intervention equipment and treat as exhibits;

5. 3. 1. 8. 3. tend to the subject witness member's immediate medical, psychological, and emotional needs, which includes alerting a divisional Peer-to-Peer Coordinator and SRRs of the incidents;

5. 3. 1. 8. 4. where possible, separate and remove subject and non-subject witness members from the scene; and

5. 3. 1. 8. 5. make detailed notes of your observations of the scene and actions taken.

5. 3. 1. 9. Direct non-subject witness members to provide a detailed report before going off duty and advise them to be available for follow-up interviews with the investigative team when required. See sec. 4.

5. 3. 1. 10. Document your questions and responses received relating to the preliminary report.

5. 3. 1. 11. If you have reasonable grounds to suspect that a member has committed a statutory offence, treat the member in accordance with all applicable laws and policies. This includes reading the Police Caution and if detained, informing him/her of his/her rights under Sec. 10.(a) and (b) *Canadian Charter of Rights and Freedoms*.

5. 3. 1. 12. Complete form 3414 and make appropriate notifications, e.g. Occupational Safety Officers, Employment and Social Development Canada (ESDC). See OSM ch. 3.

5. 3. 1. 13. Submit copies of your notes and reports to your immediate supervisor before going off duty.

5. 3. 1. 14. Where exceptional circumstances preclude the provision of a preliminary report by a non-subject witness member, document these circumstances and the associated rationale and submit them through channels to your Cr. Ops. Officer.

5. 3. 1. 15. Where there are reasonable impediments to having the non-subject witness member provide a detailed report, document these and submit them through channels to your Cr. Ops. Officer.

5. 4. Detachment/Unit Commander

5. 4. 1. When a major police incident occurs:

5. 4. 1. 1. Advise your divisional Cr. Ops. Officer through channels.

5. 4. 1. 2. Identify the on-scene supervisor and validate his/her identification of subject and non-subject witness members and the decisions around any immediate need for preliminary reports to safeguard the public, prevent the continuation of an offence, or preserve evidence.

5. 4. 1. 3. Confirm that all non-subject witness members have provided detailed reports as soon as practicable and continue to provide detailed reports as required by the investigative team.

5. 4. 1. 4. In areas where the RCMP is not the police of local jurisdiction, monitor the interactions between the on-scene supervisor and the police force of jurisdiction.

5. 4. 1. 5. If a pre-existing investigation led to the major police incident, make appropriate resources available to continue the original investigation.

5. 4. 1. 6. In consultation with the appropriate investigative body and taking into consideration jurisdictional issues:

5. 4. 1. 6. 1. maintain control of the scene and evidence until the investigative body assumes control; and

5. 4. 1. 6. 2. consider establishing a police liaison for the injured subject or family of deceased.

5. 4. 1. 7. Contact a divisional Peer-to-Peer Coordinator and the SRR to provide support and assistance to involved members.

5. 4. 1. 8. Assess and consider the duty status of affected members and monitor throughout the investigation.

5. 4. 1. 8. 1. Follow the progress of all subject witness members and provide appropriate support.

5. 4. 1. 9. In instances where the subject witness member is seeking advice or counselling, allow a reasonable period of time, which should not exceed 10 working days except in extraordinary circumstances, before ordering the subject witness member to provide a detailed report.

5. 4. 1. 10. Where non-subject witness members or subject witness members do not provide a preliminary or detailed report when directed to do so, ensure follow-up disciplinary action is undertaken.

5. 4. 1. 11. Comply with the directives on hazardous occurrence investigation recording and reporting outlined in OSM ch. 3.

5. 4. 1. 12. Contact a Health Services Officer (HSO) and advise him/her of the member's involvement in the major police incident.

5. 4. 1. 13. Monitor the progress of the investigation.

5. 4. 1. 14. Continue to update the divisional Cr. Ops. Officer.

5. 4. 1. 15. Document your involvement, decisions, and rationale and submit copies on a regular basis to the investigative body for disclosure. This includes notes, emails, briefing notes, and administrative processes associated with the major police incident.

5. 5. Cr. Ops. Officer

5. 5. 1. When a member has been involved in a major police incident:

5. 5. 1. 1. In consultation with the CO/delegate, initiate an independent external investigation, independent investigation by a different RCMP division, independent external review, or independent observation. See ch. 54.1.

5. 5. 1. 2. When appropriate, and in consultation with the CO/delegate, notify the relevant federal, provincial, or territorial minister responsible for policing, and advise the Commr./delegate.

5. 5. 1. 3. Document your involvement, decisions, and rationale and submit copies of such documentation on a regular basis to the investigative body for disclosure. This includes notes, emails, briefing notes, and administrative processes associated with the major police incident.

5. 5. 1. 4. Ensure that non-subject witness members provide preliminary and detailed reports when required and, if reports are not provided due to exceptional circumstances, verify the reason for not providing reports.

5. 5. 1. 4. 1. Once the exceptional circumstances preventing reports from being completed have been addressed, ensure that non-subject and subject witness members are directed to provide reports and that follow-up disciplinary action is taken where warranted.

5. 5. 1. 5. Ensure the subject witness member has access to legal, medical, psychological, emotional, or spiritual support as required.

5. 5. 1. 6. Secure detailed reports from the subject witness member within a reasonable period, not to exceed 10 working days, except in extraordinary circumstances. Personally approve or deny requests for extensions.

5. 6. Commanding Officer

5. 6. 1. Facilitate transparency and public confidence in all investigations of major police incidents. See ch. 54.1.

5. 6. 2. Document your involvement, decisions, and rationale and submit copies of such documentation on a regular basis to the investigative body for disclosure. This includes notes, emails, briefing notes, and administrative processes associated with the major police incident.

5. 6. 3. Oversee the compliance with this chapter and specifically ensure that members are being properly and reasonably directed to provide preliminary and detailed reports, as the case may be, and that appropriate follow-up disciplinary action is being taken where warranted.

5. 6. 4. Apply the provisions of ch. 54.1., notify the relevant federal, provincial, or territorial minister responsible for policing in all appropriate circumstances, and advise the Commr./delegate.

5. 7. Health Services Officer

5. 7. 1. Order an immediate medical assessment of involved members to determine fitness for duty. See HSM.

5. 7. 2. Provide continuous follow-up to meet the medical needs of the members involved, as required.

5. 8. Media Relations Officer

5. 8. 1. Before providing media releases and interviews, consult with the assigned investigative body. See ch. 27.2.

References

Date Modified: 2015-02-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 8.1. Program Monitoring

Directive Amended: 2014-03-04

For information regarding this policy, contact Federal Coordination Centre - Domestic, Federal Policing Special Services at [redacted]

1. Unit Commander

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1. Unit Commander

1. 1. Report all Customs and Excise Program activities on appropriate RCMP statistical, data and intelligence collection systems.

1. 2. Report to National Headquarters (NHQ), OIC, Federal Coordination Centre - Domestic:

1. 2. 1. issues that may have a negative impact on the program or the RCMP;

1. 2. 2. litigious, delicate or sensitive questions and issues that require National Headquarter's assistance;

1. 2. 3. *Export and Import Permits Act* investigations;

1. 2. 4. *Cultural Property Export and Import Act* investigations;

1. 2. 5. *National Energy Board Act* investigations; and

1. 2. 6. *Export and Import of Rough Diamonds Act* investigations.

1. 3. Send photographs, only when the seizure involves unusual methods of concealment, or criminal technique, to NHQ, Federal Coordination Centre - Domestic, Federal and International Special Services for training purposes.

References

Date Modified: 2014-03-04

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - ch. 8.2. Customs Act

Directive Amended: 2008-11-24

For information regarding this policy, contact Customs and Excise Br., Federal and International Operations Dir.

1. Appraisals
2. Foreign Vehicles or Goods Seized in Civil Proceedings or Impounded Under Provincial Statutes
3. Derelict or Abandoned Vehicles
4. Livestock, Nursery Stock or Other Agricultural Products
5. Canadian Aircraft
6. Controlled Deliveries
7. Reporting
8. Limitation of Action
9. Terms of Release or Demands for Payment
10. Administrative Monetary Penalty System (AMPS)
11. Conveyances
12. Penalty Collection
13. First-Party Claims
14. Third-Party Claims
15. Corrections
16. Prosecution
17. Disclosure of Customs Information
18. Disposal Procedures

8-2-1 Canada Border Services Agency Regional Compliance Verification Offices

8-2-2 Regional Customs Investigations Divisions, Canada Border Services Agency

8-2-3 Distribution of Reports Under the Customs Act, Excise Act and Related Statutes

8-2-4 Seizure or Ascertained Forfeiture - Terms of Release or Demand for Payment: Goods Imported/Exported for Commercial Purposes

8-2-5 Ascertained Forfeiture - Demand for Payment, Goods Imported for Commercial Purposes (Contraventions Prior to 2002-10-07)
8-2-6 Terms of Release: Goods Imported for Personal Use (Grouping of Goods)
8-2-7 Terms of Release: Penalties on Conveyances Used to Transport Goods for Personal Use and Not Reported at Customs
8-2-8 Special Terms of Release for Conveyances Used in Drug Smuggling - Personal Use Only
8-2-9 Terms of Release: Minor Violations of the Customs Act and Regulations - Personal Contraventions
8-2-10 Contravention and Penalty Schedule: Goods Imported/Exported for Commercial Purposes - Administrative Monetary Penalty System (AMPS)
8-2-11 Canada Border Services Agency - Customs Collections Offices
8-2-12 Prosecution Procedures
8-2-13 Disposal Procedures - Customs Act
8-2-14 Allegations for Form K19 - Physical Seizures for Civil Action Only
8-2-15 Allegations for Form K9 - Ascertained Forfeitures for Civil Action Only

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1. Appraisals

1. 1. General

1. 1. 1. Appraisals of goods seized are the responsibility of the Canada Border Services Agency (CBSA), Compliance Verification offices. See App. 8-2-1 for address and Sec. 47 to 55, *Customs Act*.

1. 2. Jewelry

1. 2. 1. Before having jewelry appraised, notify the Director, Compliance Verification. See App. 8-2-1 for address.

NOTE: For appraisal purposes, watches must be treated as general goods.

1. 2. 2. Obtain a detailed description of the jewelry from a gemologist, e.g. condition, special markings and estimated age.

1. 2. 3. Send the appraisal report and a certified copy of the gemologist's account to the Regional Director, Compliance Verification, for payment, with a copy to Adjudications, CBSA. See App. 8-General-4 and 8-2-1 for address.

1. 2. 4. Ensure the value for duty (VFD) shown on Form K99 reflects a reduction of 56 percent for personal items and 78 percent for commercial items from the gemologist's appraisal.

1. 3. Prohibited Goods

1. 3. 1. Prohibited goods are listed in the Customs tariffs No. 9897.00.00, 9898.00.00 or 9899.00.00. Contact your Regional Director, Compliance Verification for a copy, see App. 8-2-1 for address, or from the CBSA internet site.

1. 3. 2. Request that the Director, Compliance Verification provide an appraisal only to determine an Administrative Monetary Penalty (AMPS) for a commercial contravention, or a conveyance penalty for goods transported for personal use.

1. 3. 3. If a prohibited vehicle, consult with the Director, Compliance Verification.

1. 3. 4. If the goods are deemed to be obscene, see ch. 2.10.

2. Foreign Vehicles or Goods Seized in Civil Proceedings or Impounded Under Provincial Statutes

2. 1. Immediately inForm the authority in possession of the vehicle or goods, e.g. a provincial government or civil court, that the vehicle or goods are subject to Customs clearance. See Sec. 116, *Customs Act*.

2. 2. Notify the Regional Director, Customs Investigations, CBSA. See App. 8-2-2.

3. Derelict or Abandoned Vehicles

3. 1. When a vehicle is left in Canada as a result of an accident, breakdown or other disability, report the matter to your Regional Director, Customs Investigations, CBSA. See App. 8-2-2.

4. Livestock, Nursery Stock or Other Agricultural Products

4. 1. When seized as smuggled, notify the nearest inspector, Food, Plant and Animal Inspection Function, CBSA.

5. Canadian Aircraft

5. 1. For undeclared repairs or the overhaul of an aircraft, notify the nearest inspector of Civil Aviation, Transport Canada.

6. Controlled Deliveries

6. 1. For controlled deliveries, contact the CBSA Regional Director/Manager of Investigations. See App. 8-General-2 and 8-2-2 for addresses.

6. 2. For procedures relating to undercover operations and agent sources, see Part 30 and ch. 31.1.

6. 3. The guidelines outlined in ch. 6.2., sec. 2. also apply to Customs investigations.

7. Reporting

7. 1. See App. 8-General-6, 8-General-7 and 8-2-3.

7. 2. All applicable Forms must be submitted immediately, from date of seizure or date of notice, to Adjudications, CBSA. See Sec. 114(2) and 128, *Customs Act*.

7. 3. Items seized as evidence only, e.g. items not shown on the customs Forms, will be returned forthwith upon completion of all proceedings. See Sec. 114(3), *Customs Act*.

7. 4. The allegations portion for Form K9 or K19 must state the reason for the seizure or demand and specify the section of the *Customs Act* violated. See App. 8-2-14 and 8-2-15.

8. Limitation of Action

8. 1. For a civil action under Sec. 113, *Customs Act*, a penalty may not be imposed if six years have elapsed from the date of entry.

8. 2. Criminal action for summary conviction offences hold a three-year limitation pursuant to Sec. 163, *Customs Act*.

9. Terms of Release or Demands for Payment

9. 1. For seizures or ascertained forfeitures, on goods unlawfully imported for commercial purposes, on or after 2002-10-07, see App. 8-General-6 and 8-2-4.

9. 2. For ascertained forfeitures on goods unlawfully imported for commercial purposes prior to 2002-10-07, see App. 8-2-5.

9. 3. For goods unlawfully imported for personal purposes, conveyances used to transport goods for personal purposes or minor violations of the *Customs Act* or its *Regulations*, see App. 8-2-6, 8-2-7, 8-2-8 and 8-2-9.

9. 4. For terms of release for minor *Customs Act* or its *Regulations* violations related to a personal contravention, see App. 8-2-9.

10. Administrative Monetary Penalty System (AMPS)

10. 1. AMPS only applies to commercial contraventions of the *Customs Act* or its *Regulations*. For penalties applicable to the RCMP, see App. 8-2-10.

10. 2. An AMPS penalty may be assessed against every person who fails to comply with the *Customs Act* or its *Regulations*. See sec. 2. and 109.1, *Customs Act*.

10. 3. The maximum AMPS penalty for a single contravention cannot exceed $25,000. See Sec. 109.1, *Customs Act*. Where multiple contraventions are identified for the same occurrence, AMPS penalties may be applied for each contravention.

10. 4. In addition to an AMPS penalty, the following commodities are designated as "specified goods" and are to be seized as forfeit without terms of release, or, where the goods are not available for seizure, an ascertained forfeiture. See Sec. 109.3(3), 110(1) and 124(1)(b), *Customs Act* and App. 8-General-6:

10. 4. 1. alcohol, ethyl alcohol and spirits;

10. 4. 2. beer or malt liquor;

10. 4. 3. wine;

10. 4. 4. tobacco products;

10. 4. 5. firearms;

10. 4. 6. weapons and ammunition set out under Customs Tariff Item No. 9898.00.00. (see sec. 1.3.);

10. 4. 7. controlled substances (drugs) as defined in the *Controlled Drugs and Substances Act*, and

10. 4. 8. child pornography.

10. 5. In addition to an AMPS penalty, goods subject to import or export controls under any statute that prohibits, controls or regulates the importation or exportation of goods are to be seized as forfeit with no terms of release or where they are not available for seizure, an ascertained forfeiture. See Sec. 109.3(3), 110(1) and 124(1)(b), *Customs Act* and App. 8-General-6.

10. 5. 1. Before taking an enforcement action, obtain instructions from the appropriate government agency to determine status of the goods, e.g., International Trade Canada, export of strategic goods, (*Export and Import Permits Act*), Heritage Canada, export of controlled cultural property (*Cultural Property Export and Import Act*). See App. 8-General-4 for address.

10. 6. In the case of general dutiable goods, where the amount of money that would be assessed as an AMPS penalty does not exceed $25,000, the goods may be seized from the person in whose possession they are found. See Sec. 110(1) of the *Customs Act* and sec. 9.1.

10. 6. 1. Where an AMPS penalty exceeds $25,000, see sec. 9.1.

10. 6. 2. If applicable, an AMPS penalty may be assessed against any person, other than the one from whom the goods were seized, who is party to the offence. See Sec. 109.1 and 152 of the *Customs Act* and App. 8-General-6 and 8-2-4.

10. 6. 3. Unless required as evidence, the goods may be released to the person from whom they were seized on payment of the assessed penalty and proof of payment of the duties and taxes owed.

10. 7. Apply an AMPS penalty where general dutiable goods are not available for seizure and the amount of money that would be assessed as a penalty is $25,000 or less. See App. 8-General-6.

10. 7. 1. Where general dutiable goods are not available for seizure and the amount of money that would be assessed as a penalty exceeds $25,000 apply an ascertained forfeiture. See App. 8-General-6.

10. 7. 2. If the offender has no vested interest in the goods and may not pay the amount demanded, you may wish to exercise discretion by assessing a maximum AMPS penalty of $25,000 in lieu of an ascertained forfeiture.

10. 7. 3. Ensure that the Compliance and Verification officer is advised of this course of action when submitting Form 4017, Request for Notice of Penalty Assessment. See App. 8-General-7 and 8-2-1.

11. Conveyances

11. 1. Do not seize conveyances used in a commercial contravention unless there is evidence that the conveyance has been specifically modified or manufactured for smuggling purposes.

11. 2. Seize conveyances used to transport goods unlawfully imported for personal use. They may be released on payment of a conveyance penalty. See App. 8-2-7 and 8-2-8.

11. 3. Where there is evidence that the conveyance has been specifically modified or manufactured for smuggling purposes it will be seized as forfeit and no terms of release offered. See App. 8-General-5 and 8-General-6.

11. 4. A modified conveyance is one that has been altered from its original manufactured state by the addition of false panels or the creation of hidden compartments and used in the unlawful importation or transportation of goods. Modifications do not include those instances where the interior of a conveyance is left unfinished by the manufacturer and is subsequently finished by the owner.

12. Penalty Collection

12. 1. The CBSA is responsible for the collection of penalties from the issuance of a Notice of Penalty Assessment; and the collection of a demand for payment from an ascertained forfeiture. See App. 8-2-11 and 8-2-3.

12. 2. Where applicable, the RCMP may collect penalties from a seizure or ascertained forfeiture assessed on Forms K9 or K19.

13. First-Party Claims

13. 1. If a claim is received under Sec. 129, *Customs Act*:

13. 1. 1. Acknowledge receipt of the claim in writing.

13. 1. 2. InForm the claimant that the claim has been sent to Adjudications, CBSA.

13. 1. 3. Report on Form C-237 the full particulars of the seizure and any evidence to refute or confirm the claim.

13. 1. 4. Send the original claim and a copy of Form C-237 to Adjudications, CBSA. If Form C-237 is delayed, send the claim notice immediately and submit Form C-237 as soon as possible. See App. 8-General-4 for address.

13. 2. Pursuant to Sec. 130, *Customs Act*, you will receive a notice of reasons for action from Adjudications, CBSA, confirming receipt of the claim.

14. Third-Party Claims

14. 1. Where you believe that a third party has an interest in anything that has been seized under the *Customs Act*, make every reasonable effort to inform the party using Form K138. See App. 8-General-7 and Sec. 110(4), *Customs Act*.

14. 2. Do not investigate to establish the validity of any claim.

14. 3. If you are served with, or receive, the original of any document regarding an application under Sec. 138, *Customs Act*, send it directly to Adjudications, CBSA. See App. 8-General-4 for address.

14. 3. 1. Include any evidence to refute or confirm the claim in an accompanying report.

14. 4. For a rental vehicle used to transport unlawfully imported goods for personal use, Sec. 103, *Customs Act* allows the seizing officer to leave the conveyance in the custody of "any other person satisfactory to the officer".

14. 4. 1. If the person from whom a rental vehicle is seized elects not to pay the penalty for the release of the vehicle, the rental company, if an innocent third party and the vehicle has not been physically altered for the purposes of smuggling, should be phoned as soon as possible in order to leave the vehicle in the company's custody pending determination by the courts. The rental company has to make a third-party claim.

14. 4. 2. Form E 622 must be completed and signed by the rental company's authorized representative. The Form is available from the nearest CBSA regional office.

15. Corrections

15. 1. Refer all requests for a correction to a Notice of Penalty Assessment, seizure or ascertained forfeiture immediately to Adjudications, CBSA. See Sec. 127.1, *Customs Act* and App. 8-General-4 for address.

16. Prosecution

16. 1. Member

16. 1. 1. When considering prosecution, see App. 8-2-12.

16. 1. 2. When approval has been granted to initiate criminal proceedings under the *Customs Act*, notify the Regional Director, Customs Investigations, CBSA, prior to the laying of charges or incurring expenses for which Customs is to assume. See App. 8-General-2, Notification, and App. 8-2-12.

16. 1. 3. Send a copy of invoices for expenses which are the responsibility of the CBSA, to the Regional Director, Investigations, together with a brief description of the circumstances surrounding the expense. See App. 8-2-2.

16. 2. Cr. Ops. Officer

16. 2. 1. When you are absent or unavailable, you may, for the purposes of App. 8-2-12, articles 4(a), (b) and (c), delegate your authority to approve prosecution to the next line officer responsible for federal enforcement.

16. 2. 2. Prosecution authority pursuant to App. 8-2-12, articles 4(d) and (e), may not be delegated.

17. Disclosure of Customs Information

17. 1. Customs inFormation collected for the purpose of administering or enforcing customs legislation may only be disclosed in accordance with Sec. 107, *Customs Act*.

17. 2. Customs inFormation is to be obtained through the Regional Intelligence Officer, a JFO or other written collaborative arrangement with the CBSA.

18. Disposal Procedures

18. 1. See App. 8-2-13.

References

Date Modified: 2008-11-24

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OM - App. 8-2-1 - Canada Border Services Agency Regional Compliance Verification Offices

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Moved from IV.4: 2006-11-01

Region	CV Contact
Atlantic	Director, Compliance Verification ; [redacted]
Quebec	Directeur, Vérification de l'observation [redacted]
Northern Ontario	Director, Compliance Verification [redacted]
Southern Ontario	Director, Multi-Program Compliance Verification [redacted]

Prairie	Director, Compliance Verification Public Interest Immunity - s. 37 of CEA and common law
Pacific	Director, Compliance Verification Public Interest Immunity - s. 37 of CEA and common law

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Date Modified: 2006-11-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 8-2-2 - Regional Customs Investigations Divisions, Canada Border Services Agency

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Directive Amended: 2008-11-24

Region	Phone	Address
Atlantic (Halifax/Fredericton/Saint John, NB/St. John's, Nfld.)	Public Interest Immunity - s. 37 of CEA and common law	Public Interest Immunity - s. 37 of CEA and common law
Quebec (Montreal/Laval/Quebec/Sherbrooke)		
Northern Ontario (Ottawa/Sault Ste-Marie/ Cornwall/Lansdowne/Thunder Bay)		
Niagara Falls - Fort Erie (Hamilton/Niagara Falls/Fort Erie)		
Windsor - St-Clair (London/Windsor)		
Greater Toronto Area (GTA) (Toronto)		

Prairie (Winnipeg/Saskatchewan/ Calgary/Coutts/Edmonton)	Public Interest Immunity - s. 37 of CEA and common law	Public Interest Immunity - s. 37 of CEA and common law
Pacific (Vancouver)		

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Date Modified: 2008-11-24

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OM - App. 8-2-3 - Distribution of Reports Under the Customs Act, Excise Act and Related Statutes

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Moved from IV.4.: 2006-11-01

Type of Seizure or Report	Act	Form (6)	Distribution of Forms and Reports							
			[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Physical Customs	Customs	K19 K99	Original Copy	N/A N/A	Copy Copy	N/A N/A	N/A Copy	Copy Copy	Copy Original	(4)
All Customs	Customs	K138 C-237 C-264-B 1625 E 622 4017	N/A N/A N/A N/A N/A N/A	Original N/A N/A N/A White N/A	Copy Copy Copy Copy Buff N/A	N/A N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A Original	N/A Original Original Copy Pink N/A	Copy Copy Copy Original Yellow Copy	(4)
Ascertained Forfeiture (5)	Customs	K9 B23 B124	Original Copy Copy	N/A N/A N/A	Copy Copy Copy	N/A N/A N/A	N/A Copy N/A	Copy Copy Copy	Copy Original Copy	(4)
Notice of Penalty Assessment	Customs	E650	Original (9)	N/A	Copy	N/A	N/A	Copy	Copy	(4)
Excise (1)	Excise	EA69 EA88.1 C-237 C-264-B 1625	Original N/A N/A N/A N/A	N/A Original N/A N/A N/A	Copy Copy Copy Copy Copy	N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A	Copy N/A Original Original Copy	Copy Copy Copy Copy Original	(4)
	Excise, 2001	EA263 EA278 C-237 C-264-B 1625	Original N/A N/A N/A N/A	N/A Original N/A N/A N/A	Copy Copy Copy Copy Copy	N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A	Copy N/A Original Original Copy	Copy Copy Copy Copy Original	(4)
Excise Tax	Excise Tax	C-237 1625	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	Original Copy	Copy Original	(4)
Export and Import Permits Cultural Property Export and Import National Energy Board	Export and Import Permits Cultural Pro- perty Export and Import National Energy Board	K19 K99 K9 B23 B124 K138 C-237 1625 4017	Original Copy Original Copy Copy N/A N/A N/A N/A	N/A N/A N/A N/A N/A Original N/A N/A N/A	Copy Copy Copy Copy Copy Copy Copy Copy N/A	N/A N/A N/A N/A N/A N/A N/A N/A N/A	N/A Copy N/A Copy Copy Original N/A N/A Original	Copy Copy Copy Copy Copy Copy Original Copy N/A	Copy Original Copy Original Copy Copy Copy Original Copy	(8)
Export and Import of	Export and Import of	KP25 C-237	Original N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	Copy Original	Copy Copy	(8)

Rough Diamonds	Rough Diamonds									
Cross Border Currency Reporting	Proceeds of Crime (Money Laundering) and Terrorist Financing	K19C C-237	Original (page 2) N/A	N/A N/A	Copy Copy	Copy Copy	N/A N/A	Copy Copy	Copy Copy	(4)

(1) Send a copy of all *Excise Act* or *Excise Act, 2001* Seizure Reports to Excise Duty Operations, Excise Duties and Taxes Division, Canada Revenue Agency (CRA). See App. 8-General-4 for address.

(2) Send *Excise Act*/*Excise Act, 2001* reports to CRA, Adjudications. For all other reports, submit to Canada Border Services Agency (CBSA), Adjudications. See App. 8-General-4 for address.

(3) Serve on the violator in person or by registered mail.

(4) Do not send copies of reports to National Headquarters, Customs and Excise Branch except as provided for in ch. 8.1., sec. 2.

(5) Send copies to the regional Revenue Collections office, Canada Border Services Agency (CBSA). See App. 8-2-11. Where an E650 has been issued, note the CBSA reference number.

(6) Do not put classified information on forms. If classified information must be provided to Adjudications, use a C-237, classify accordingly and clearly indicate that it is not for release to third parties.

(7) Follow division policy.

(8) Send a copy of all forms and reports to the National Headquarters, Customs and Excise Branch, and the respective client department as follows: *Export and Import Permits Act* - International Trade Canada (ITCan), *Cultural Property Export and Import Act* - Heritage Canada, *Export and Import of Rough Diamonds Act* - Natural Resources Canada, and *National Energy Board Act* - National Energy Board. See App. 8-General-4 for address.

(9) Served by Compliance Verification office, Canada Border Services Agency (CBSA).

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Date Modified: 2006-11-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 8-2-4 - Seizure or Ascertained Forfeiture - Terms of Release or Demand for Payment: Goods Imported/Exported for Commercial Purposes

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Directive Amended: 2007-12-05

Contravention Customs Act	General Dutiable Goods Seizure or Ascertained Forfeiture (1)(3)		Specified Goods or Goods Subject To Import/Export Controls (2)(3)	
			Seizure	Ascertained Forfeiture (3)
Non-Report in respect of Imports (sec. 12) C366 and C367	1st offence	20% of the value for duty	No Terms of Release	Value for Duty
	2nd offence	40% of the value for duty		
	3rd and subsequent offences	60% of the value for duty		
Untrue Statements in respect of Imports (sec. 13) C025	1st offence	20% of the value for duty	No Terms of Release	Value for Duty
	2nd offence	40% of the value for duty		
	3rd and subsequent offences	60% of the value for duty		
False Information in	1st offence	20% of the value for duty	No Terms of Release	Value for Duty

respect of Imports (sec. 7.1) C348	2nd offence	40% of the value for duty		
	3rd and subsequent offences	60% of the value for duty		
Possession of illegally imported goods (sec. 15) C031	1st offence	20% of the value for duty	No Terms of Release	Value for Duty
	2nd offence	40% of the value for duty		
	3rd and subsequent offences	60% of the value for duty		

Contravention Customs Act	**General Dutiable Goods Seizure or Ascertained Forfeiture(1)(3)**		**Specified Goods or Goods Subject To Import/Export Controls (2)(3)**	
			Seizure	**Ascertained Forfeiture (3)**
Non-Report in respect of Exports of goods subject to export control (sec. 95(1)) C345	1st offence	20% of the valueof goods	No Terms of Release	Value of Goods
	2nd offence	40% of the value of goods		
	3rd and subsequent offences	60% of the valueof goods		
False Information in respect of Exports (sec. 7.1) C348	1st offence	20% of the value of goods	No Terms of Release	Value of Goods
	2nd offence	40% of the value of goods		
	3rd and subsequent offences	60% of the value of goods		

(1) Calculation applies to both seizure and ascertained forfeitures.

(2) See sec. 10.

(3) Where applicable, in addition to the amount required as terms of release or as a demand for payment, duties and taxes will be assessed and collected separately by the Canada Revenue Agency (CRA). Do not include the amount of duties and taxes with the penalty calculation on the Form K19 or K9.

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Date Modified: 2007-12-05

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 8-2-5 - Ascertained Forfeiture - Demand for Payment, Goods Imported for Commercial Purposes (Contraventions Prior to 2002-10-07) (1)

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Moved from IV.4: 2006-11-01

Category	Circumstances	Demand for Payment	
		First Offence	Repeat Offence
General dutiable goods for consumption in Canada	Goods unlawfully imported and not available for seizure	Duty and taxes and a penalty equal to double the duty and taxes evaded.	Duty and taxes and a penalty equal to triple the duty and taxes evaded.
	Undervalued (goods declared at less than the actual purchase price) (2)	Duty and taxes short paid plus a penalty equal to double the duty plus double the taxes evaded.	Duty and taxes short paid plus a penalty equal to triple the duty plus triple the taxes evaded.
	Misdescribed (misleading information is discovered on the invoice) (2)	Duty and taxes short paid plus a penalty equal to double the duty plus double the taxes evaded.	Duty and taxes short paid plus a penalty equal to triple the duty plus triple the taxes evaded.

(1) For contraventions that occur on or after 2002-10-07, refer to App. 8-2-4.

(2) These offences are the primary responsibility of the Canada Border Services Agency (CBSA). Refer all cases to them in writing. Investigate only if requested in writing by the CBSA.

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Date Modified: 2006-11-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 8-2-6 - Terms of Release: Goods Imported for Personal Use (Grouping of Goods)

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Moved from IV.4: 2006-11-01

Groups

Group 1	Group 2	Group 3
Clothing and footwear; textiles including towels, bedding, curtains and carpets; and jewelry including watches.	All other groups except for alcoholic beverages and tobacco products.	All alcoholic beverages and tobacco products.

Levels of Infractions

Level 1	When goods are not reported to Customs, however, the non-declaration was due to oversight. Any other situation where the benefit of the doubt may be extended.
Level 2	Same as Level 1 except that the unlawful importation was made willfully.
Level 3	Same as Level 2 except that the goods were concealed in a false compartment, or the offender has been the subject of a previous seizure.

Goods Not Reported To Customs

Group	Level 1	Level 2	Level 3
1	40% of value for duty	60% of value for duty	80% of value for duty
2	25% of value for duty	40% of value for duty	55% of value for duty
3	NO TERMS OF RELEASE		
Vehicle Repairs	If value of repairs is $2,000 or more, 5% of the value. (No conveyance penalty.)		

Duty-Free and Tax-Exempt Goods	If value of goods is under $2,000, refer to Customs for forced accounting. If value of goods is over $2,000, 5% of value for duty. (No conveyance penalty.)	If value of goods is under $1,000, refer to Customs for forced accounting. If value of goods is over $1,000, 10% of value for duty. (No conveyance penalty.)
Prohibited Goods	Prohibited goods	Do not release. See App. 8-2-13. For conveyance penalty, see App. 8-2-7. Have Canada Border Services Agency (CBSA) complete Form K99 showing value for duty and prohibited tariff.

NOTES:

1. Innocent possessor: Do not seize goods. Have the person pay CBSA the applicable duty and taxes by way of a forced entry. The term innocent possessor means that the person was acting in good faith and did not deliberately attempt to avoid paying duty and taxes.

2. Undervaluation: (CBSA responsibility) same terms of release apply to undervalued portion only.

3. Misdescription: (CBSA responsibility) same terms of release apply based on group of goods.

4. Undeclared vehicle, vessel, aircraft and accessories fall under Group 2 goods. Vehicle/aircraft other than U.S.-manufactured, must be current year and not a prohibited entry. As of 1993-01-01, the age restriction on vehicles imported from the U.S. is eliminated. Used vehicles built in countries other than the U.S. remain a prohibited entry for 15 years. In all cases, used vehicles being imported into Canada must comply with Transport Canada standards.

5. When release is conditional upon exportation, reduce penalty by 20%, e.g. value for duty = $1,000 - penalty - Group 2 Level 2 (40% x $1,000 = $400) penalty for release in this instance - ($400 x 20% = $320).

6. Firearms: Release in accordance with App. 8-2-13.

7. Diversion: When goods are diverted from duty and tax-free status to a taxable and dutiable use or to a use other than that for which they were imported, no seizure action can be taken until 90 days after the date the diversion occurred. See Sec. 32.2., *Customs Act*.

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Date Modified: 2006-11-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 8-2-7 - Terms of Release: Penalties on Conveyances Used to Transport Goods for Personal Use and Not Reported at Customs

Back to chapter

Directive Amended: 2009-04-28

Conveyance Penalty (1)(3)(4)(5)(6)			
Level of Infraction			
Group of Goods	**Level 1**	**Level 2**	**Level 3**
1	N/A	50% (2)	100% (2)
2	N/A	50% (2)	100% (2)
3	N/A	$40 per 200 cigarettes $120 per 1 kg of tobacco $10 per 1 liter of alcohol $10 per 24 beer $2 per 1 liter of wine	$55 per 200 cigarettes $160 per 1 kg of tobacco $12 per 1 liter of alcohol $12 per 24 beer $3 per 1 liter of wine
Firearms and Weapons (7)	Non-Prohibited or Unrestricted Firearms (e.g., rifles and shotguns)		1st contravention - 50% of terms of release offered for the firearm 2nd contravention - 100% of the terms of release offered for the firearm 3rd and subsequent contravention - 100% of the terms of release offered for the firearm
	Prohibited or Restricted Firearms		

		1st contravention - $1,000 per firearm 2nd contravention - $2,000 per firearm 3rd and subsequent contravention - $3,000 per firearm
	Prohibited Weapons	$500 per weapon
	Prohibited Ammunition Prohibited Devices (e.g., hand gun barrel, silencer, large-capacity magazine, replica firearm) Components or Parts (designed exclusively for use in manufacturing or assembling automatic firearms)	$500 per commodity
Prohibited Goods	Prohibited Material	Penalty equal to 25% of the value of the seized goods
	Controlled Substances (Drugs) as defined in the Controlled Drugs and Substances Act.	Penalty. See App. 8-2-8.

(1) Penalty applies to a vehicle, vessel or aircraft.

(2) Conveyance penalty is calculated from terms of release on goods.

> e.g. Value for duty of the goods is $1,000. Terms of release (Group 2 - Level 2) 40% x $1,000 = $400. Conveyance penalty - 50% x 400 = $200. Total penalty for release of the goods and the vehicle is $400 + $200 = $600.

(3) For a conveyance used subsequent to the original violation, ensure that there is a direct link established between the conveyance used to illegally enter the goods and the conveyance used subsequently.

(4) Penalty must not exceed the value of the conveyance.

(5) Do not assess a penalty when a repair is an integral part of the vehicle.

(6) No terms of release are to be offered for seized conveyances that have been specifically modified to conceal goods.

(7) See sec. 2 CC for the meaning of "firearm" and "weapon". See sec. 84(1) CC for the meaning of "prohibited ammunition", "prohibited device", "prohibited firearm", "prohibited weapon", "restricted firearm" and "restricted weapon".

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Date Modified: 2009-04-28

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OM - App. 8-2-8 - Special Terms of Release for Conveyances Used in Drug Smuggling - Personal Use Only

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Moved from IV.4: 2006-11-01

Amount	Marihuana	Hashish	Hashish Oil	Controlled Drugs	Hallucinogens	Cocaine/ Opiates
$220 (1)	over 8 g not over 15 g	over 2 g not over 4 g	1 g or less	over 10 pills not over 20 pills	over 1 dosage not over 4 dosages	1 g or less $400
$440	over 15 g not over 30 g	over 4 g not over 8 g	over 1 g not over 2 g	over 20 pills not over 40 pills	over 4 dosages not over 8 dosages	
$550	over 30 g not over 60 g	over 8 g not over 16 g	over 2 g not over 4 g	over 40 pills not over 60 pills	over 8 dosages not over 12 dosages	
$660	over 60 g not over 100 g	over 16 g not over 24 g	over 4 g not over 6 g	over 60 pills not over 80 pills	over 12 dosages not over 16 dosages	
$770	over 100 g not over 150 g	over 24 g not over 32 g	over 6 g not over 8 g	over 80 pills not over 100 pills	over 16 dosages not over 20 dosages	
$880	over 150 g not over 200 g	over 32 g not over 40 g	over 8 g not over 10 g	over 100 pills not over 140 pills	over 20 dosages not over 24 dosages	
$990	over 200 g not over 250 g	over 40 g not over 46 g	over 10 g not over 12 g	over 140 pills not over 160 pills	over 24 dosages not over 28 dosages	
$1100	over 250 g not over 300 g	over 46 g not over 56 g	over 12 g not over 14 g	over 160 pills not over 180 pills	over 28 dosages not over 32 dosages	
For amounts in excess of the above stated sums:	over 300 g: $4 for each additional g	over 56 g: $20 for each additional g	over 14 g: $70 for each additional g	over 180 pills: $8 for each additional pill	over 32 dosages: $40 for each additional dosage	over 1 g: $400 for each g

(1) This amount may be applied in instances of smaller quantities if individual is known to have a previous history of drug smuggling.

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Date Modified: 2006-11-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 8-2-9 - Terms of Release: Minor Violations of the Customs Act and Regulations - Personal Contraventions

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Directive Amended: 2007-01-31

Category	Terms of Release (2)
Running the port (3) (Failure to remain or leaving the confines of a port without instruction)	First offence $1,000 Second offence $2,000 Third offence $3,000
Failing to report inwards (3) (Enter at a place other than at a Customs office that was open for business.)	First offence $1,000 Second offence $2,000 Third offence $3,000
Non-resident who sells duty-exempt goods, misuse of permit, or other contravention of regulations (1)(4)	
Goods left in Canada by a non-resident and not being used by anyone, e.g. an American leaving a boat at a marina during off-season (1)(4)	

(1) These offences are prime responsibilities of the Canada Border Services Agency (CBSA). Inform them in writing of the violation. Assist only when requested in writing by the CBSA.

(2) The penalty imposed must be determined by the seriousness of the violation.

(3) Motor vehicle, vessel, aircraft or any other contrivance used to move persons or goods.

(4) Subject to export under Customs control or documentation by Customs.

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Date Modified: 2007-01-31

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 8-2-10 - Contravention and Penalty Schedule: Goods Imported/Exported for Commercial Purposes - Administrative Monetary Penalty System (AMPS)

Back to chapter

Directive Amended: 2007-01-31

Contravention No.	Customs Act	Contravention	Penalty	Penalty Basis
C366	12(1)	Person failed to report imported goods valued at **$1,600 or greater**, to Customs forthwith at the nearest designated customs office open for business.	1st - $2,000 or 20% of the value for duty, whichever is greater. 2nd - $4,000 or 40% of the value for duty, whichever is greater. 3rd and subsequent, $6,000 or 60% of the value for duty, whichever is greater.	Value for Duty
C367	12(1)	Person failed to report imported goods valued at **less than $1,600**, to Customs forthwith at the nearest designated customs office open for business.	1st - $100 or 20% of the value for duty, whichever is greater. 2nd - $200 or 40% of the value for duty, whichever is greater. 3rd and subsequent, $300 or 60% of the value for duty, whichever is greater.	Value for Duty

CO21	12(1)	Person (Carrier) failed to report imported goods, to Customs forthwith in writing at the nearest designated customs office that was open for business.	Flat rate - $1,000	Per Shipment
CO22	12(1)	Person (Carrier) failed to report imported goods valued **at less than $1,600**, to customs forthwith in writing at the nearest designated customs office that was open for business.	Flat rate - $100	Per Shipment
CO23	12(1)	Person failed to report conveyances inbound.	1st - $1,000 2nd - $2,000 3rd and subsequent - $3,000	Per Non-Report

Contravention No.	Customs Act	Contravention	Penalty	Penalty Basis
CO25	13(a)	Person reporting goods under sec. 12 of the Customs Act inside or outside Canada failed to answer truthfully any question asked by an officer with respect to the goods.	1st - $2,000 or 20% of the value for duty, whichever is greater. 2nd - $4,000 or 40% of the value for duty, whichever is greater. 3rd and subsequent, $6,000 or 60% of the value for duty, whichever is greater.	Value for Duty
CO31	15	A person failed to report to an officer goods in their possession in respect of which an Act of Parliament that prohibits, controls or regulates the importation of goods has been contravened,	1st - $2,000 or 20% of the value for duty, whichever is greater. 2nd - $4,000 or 40% of the value for duty, whichever is greater. 3rd and subsequent, $6,000 or 60% of the	Value for Duty

		or in respect of which duties have not been paid.	value for duty, whichever is greater.	
C344	13(a)	Person reporting goods valued at less than $1,600 under sec. 12 of the Customs Act inside or outside Canada failed to answer truthfully any question asked by an officer with respect to the goods.	1st - $100 or 20% of the value for duty, whichever is greater. 2nd - $200 or 40% of the value for duty, whichever is greater. 3rd and subsequent, $300 or 60% of the value for duty, whichever is greater.	Value for Duty
C345	95(1)	Exporter failed to report goods subject to export control prior to export.	1st - $2,000 or 20% of the value of goods, whichever is greater. 2nd - $4,000 or 40% of the value of goods, whichever is greater. 3rd and subsequent, $6,000 or 60% of the value for duty, whichever is greater.	Value of Goods
C348	7.1	Person intentionally provided false information in any permit, certificate, licence, document or declaration required to be provided for imported or exported goods under the Customs Act, the Customs Tariff or Special Import Measures Act (SIMA) or under any other Act of Parliament that prohibits, controls or regulates the importation or exportation of goods.	1st - $2,000 or 20% of the value for duty or value of goods, whichever is greater. 2nd - $4,000 or 40% of the value for duty or value of goods, whichever is greater. 3rd and subsequent, $6,000 or 60% of the value for duty or value of goods, whichever is greater.	Value for Duty or Value of Goods

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Date Modified: 2007-01-31

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 8-2-11 - Canada Border Services Agency - Customs Collections Offices

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Directive Amended: 2007-01-31

ATLANTIC (Halifax)	**QUEBEC (Montréal)**
Revenue Collections ATTN: Customs Collections [redacted]	Recouvrement des recettes ATTN: Recouvrement des Douanes [redacted]
NORTHERN ONTARIO (Belleville)	**SOUTHERN ONTARIO (Hamilton)**
Revenue Collections ATTN: Customs Collections [redacted]	Revenue Collections ATTN: Customs Collections [redacted]
SOUTHERN ONTARIO (Toronto)	**SOUTHERN ONTARIO (Windsor)**
Revenue Collections ATTN: Customs Collections [redacted]	Revenue Collections ATTN: Customs Collections **Mailing address only** [redacted]

Public Interest Immunity - s. 37 of CEA and common law	**Courier deliveries** Customs Collections Public Interest Immunity - s. 37 of CEA and common law
PRAIRIES **(Winnipeg)**	**PRAIRIES** **(Calgary)**
Revenue Collections ATTN: Customs Collections Public Interest Immunity - s. 37 of CEA and common law	Revenue Collections ATTN: Customs Collections Public Interest Immunity - s. 37 of CEA and common law
PACIFIC **(Vancouver)**	
Revenue Collections ATTN: Customs Collections Public Interest Immunity - s. 37 of CEA and common law	

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Date Modified: 2007-01-31

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OM - App. 8-2-12 - Prosecution Procedures

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Moved from IV.4: 2006-11-01

Guidelines and General Information

1. The following information is to clarify and expand upon the sections referred to and is not part of the formal policy:

> 4(a) When a designated officer approves the initiation of the criminal process, all prosecution costs associated with the case will be assumed by Customs.
>
> 5. If required, Customs Investigations will provide assistance to the RCMP in the form of training in preparation of ascertained forfeiture.
>
> 8. Although this policy formally comes into effect September 6, 1983, it is recognized that Customs line officers may not have received by that date adequate training to enable them to administer a criminal action procedure. For this reason, as an interim measure, it is suggested that all Customs line decisions to prosecute should be vetted by the Regional Manager, Investigations, prior to proceeding to the Department of Justice.

February 11, 1983

DEPARTMENT OF NATIONAL REVENUE
CUSTOMS PROSECUTION POLICY
FOR OFFENCES UNDER THE
CUSTOMS ACT

Definitions

Minister - means the Minister of National Revenue.

Designated Officers - each of the officers identified in the addendum.

Criminal Process - means judicial proceedings of a criminal nature as opposed to proceedings which are civil in nature.

Prosecution - a proceeding instituted and carried on by the due course of law before a competent tribunal for purposes of determining the guilt or innocence of a person against whom charges have been laid.

Commercial Goods - means any goods which have been imported for resale or use in a business.

Goods for Personal Use - means any goods for the personal use of the importer or any other individual and not for resale or use in a business.

Revenue - means duty or taxes.

Policy

1. To achieve and maintain a high degree of uniformity in the enforcement of Customs legislation with respect to the initiation of criminal proceedings, all officers employed by the Department of National Revenue, Customs and Excise, and all members of the Royal Canadian Mounted Police acting as Customs officers will be governed by the policy stated therein.

2. Whenever an offence under the *Customs Act* is uncovered and there is evidence of intent to avoid the payment of a substantial amount of duty or taxes, consideration should be given to initiating the criminal process. Depending upon the nature and gravity of the offence, the substance of the evidence may be referred to the Department of Justice for its opinion on the sufficiency of the evidence available to justify prosecution.

3. (a) The preferring of charges must be carefully considered, as theoretically all Customs seizures could result in charges being made. Relevant considerations in determining whether charges should be preferred shall be the possibility that seizure and forfeiture will have provided sufficient penalty in the circumstances, the gravity of the alleged offence, the amount of revenue evaded, the frequency of unlawful importations, and the degree of culpability and the demonstrated intent.

(b) The final decision relating to the initiation of the prosecution rests with the Attorney General for Canada.

4. The criminal process may be initiated where the offence falls within the following criteria, subject to the conditions outlined:

(a) All cases which fall within any of the categories (i) to (iv) are to be referred for review and evaluation to designated officers.

Such referral should contain an outline of the facts of the case, the evidence uncovered during the course of investigation and the reasons for recommending prosecution under the *Customs Act*. The designated officer will ensure that cases meet the guidelines. Where proof of willful and premeditated action is required under the guidelines, evidence of its existence must be shown even though prosecution may be contemplated under sections of the Act that do not require such proof. Where the cases referred meet the prosecuting guidelines outlined, the designated officer may approve the initiation of the criminal process.

Categories

(i) Where goods for personal use have been smuggled into Canada and the revenue evaded on any single occasion exceeds an amount determined by the Minister and evidence is found during the course of an investigation to indicate the smuggling was willful and premeditated;

(ii) Where goods for commercial use have been smuggled into Canada and the revenue evaded on any single occasion exceeds an amount determined by the Minister and evidence is found during the course of an investigation to indicate the smuggling was willful and premeditated;

(iii) Where during the course of an investigation evidence is found to indicate that fraud had been committed in respect of imported goods and the revenue evaded during the course of any twelve month period exceeds an amount determined by the Minister;

(iv) Where evidence indicates that goods have unlawfully been imported, and:

(A) there has been a previous infraction by the same party, even if the revenue evaded does not exceed the amounts determined for (i) and (ii) above, and

(B) the aggregate of revenue evaded during the course of any twelve month period exceeds an amount determined by the Minister.

(b) Where evidence indicates that the importer or person in possession of smuggled goods is not a resident of Canada, may abscond if allowed to proceed, the evidence discloses that the goods were smuggled in a willful and premeditated manner, the goods appear to be commercial goods for use or resale in Canada, and the revenue evaded exceeds an amount determined by the Minister, criminal proceedings may be initiated immediately after consultation with an officer or officers designated by the Minister, notwithstanding sec. 5.

(c) Where pornography in commercial quantities, or restricted firearms are smuggled or otherwise unlawfully imported into Canada, prosecution will be the responsibility of the appropriate agency, but where prosecution under the *Customs Act* is contemplated, the offence shall be dealt with in the manner outlined in section 4(a) of this policy.

(d) All offences that would otherwise fall within the guidelines, except that the amount of revenue evaded is less than the amounts determined by the Minister.

(e) All other Customs offences where revenue is not an element of the offence.

5. Wherever a decision to initiate criminal proceedings has been taken, the appropriate seizure or ascertained forfeiture proceedings will be initiated and the necessary reports will be forwarded to the Deputy Minister of Customs and Excise as required by the *Customs Act*, before a decision is taken to proceed with criminal proceedings.

6. The Regional Collector for the Region in which a case originates will be notified:

(a) wherever a decision to initiate criminal proceedings has been taken by a designated officer other than a Regional Collector for Customs and Excise.

b) wherever a decision is taken to initiate criminal proceedings under the *Criminal Code* even though such proceedings can be initiated under the *Customs Act*.

7. Should there arise any difference of opinion between Customs and the RCMP respecting the interpretation of this policy, the matter will be referred to the Assistant Deputy Minister, Customs Programs and the Deputy Commissioner of the RCMP for resolution, failing which, resolution will be sought at more senior levels.

Coming into Force

8. This policy shall come into force on September 6, 1983.

Notification and Termination

9. This policy may be amended or terminated by the Minister upon giving parties affected by such amendment or termination sixty days prior notice.

ADDENDUM TO THE CUSTOMS PROSECUTION POLICY FOR OFFENCES UNDER THE CUSTOMS ACT

Amounts Determined by Minister		Officers Designated by Minister (1)		
Pursuant to Section	**Amount**	**Pursuant to Section**	**Customs**	**RCMP**
4(a)(i) 4(a)(ii) 4(a)(iii) 4(a)(iv) 4(c)	$2,000 $1,000 $1,000 $ 500 Not Applicable	4(a) and 4(c)	Deputy Minister Assistant Deputy Minister, Customs Operations Regional Collector Regional Manager, Investigations	Commissioner Deputy Commissioner Commanding Officer Officer in Charge, Criminal Operations
4(b)	$1,000	4(b)	Deputy Minister Assistant Deputy Minister, Customs Operations Regional Collector Regional Manager, Investigations Manager of the Customs Office	Commissioner Deputy Commissioner Commanding Officer Officer in Charge, Criminal Operations
4(d) 4(e)	Not Applicable Not Applicable	4(d) and 4(e)	Deputy Minister Assistant Deputy Minister, Customs Operations Regional Collector Regional Manager, Investigations	Commissioner Deputy Commissioner Commanding Officer Officer in Charge, Criminal Operations

(1) Designated officers will discharge their duties subject to such limitations as may be specified by the Deputy Minister (for Customs and Excise employees) or the Commr. (for RCMP).

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Date Modified: 2006-11-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 8-2-13 - Disposal Procedures - Customs Act

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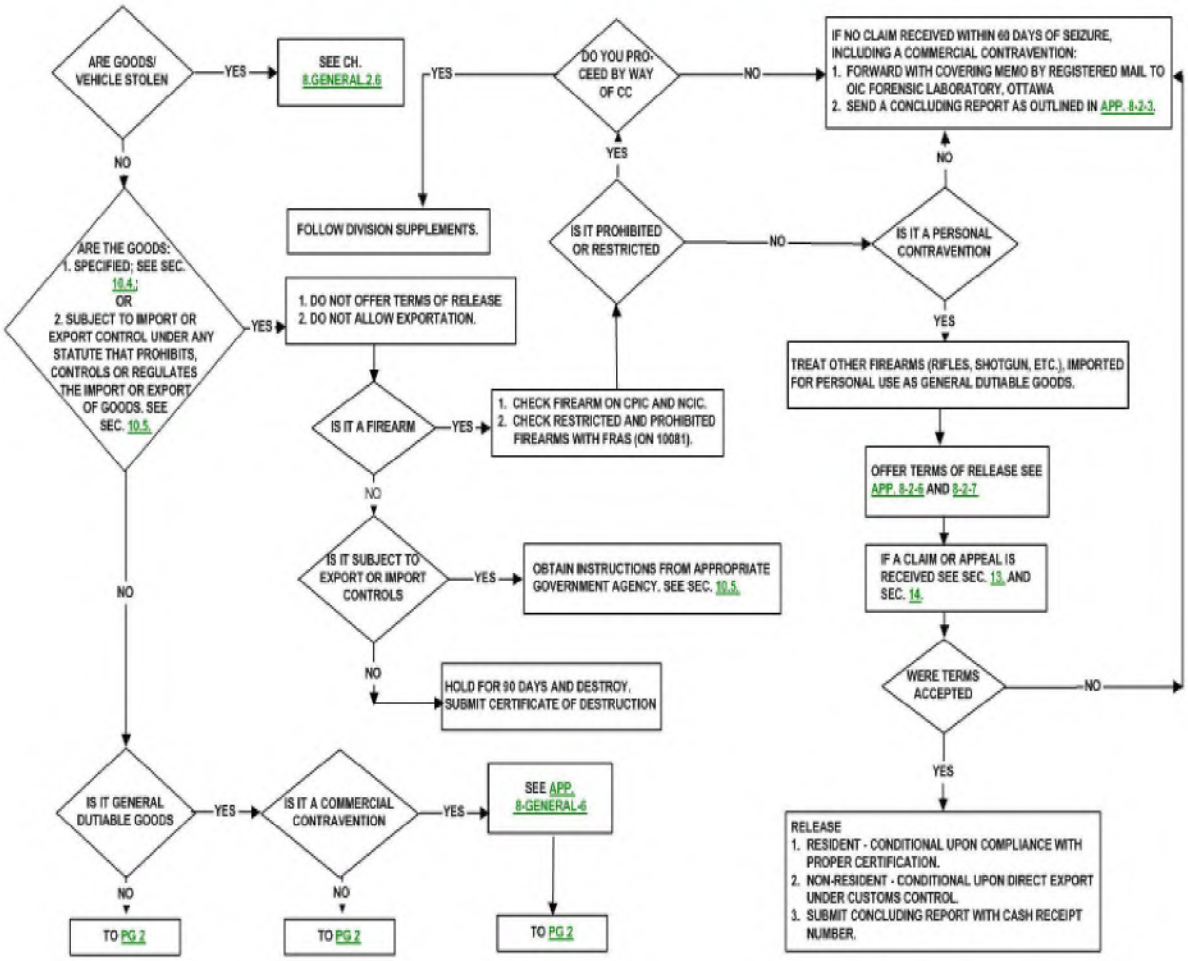
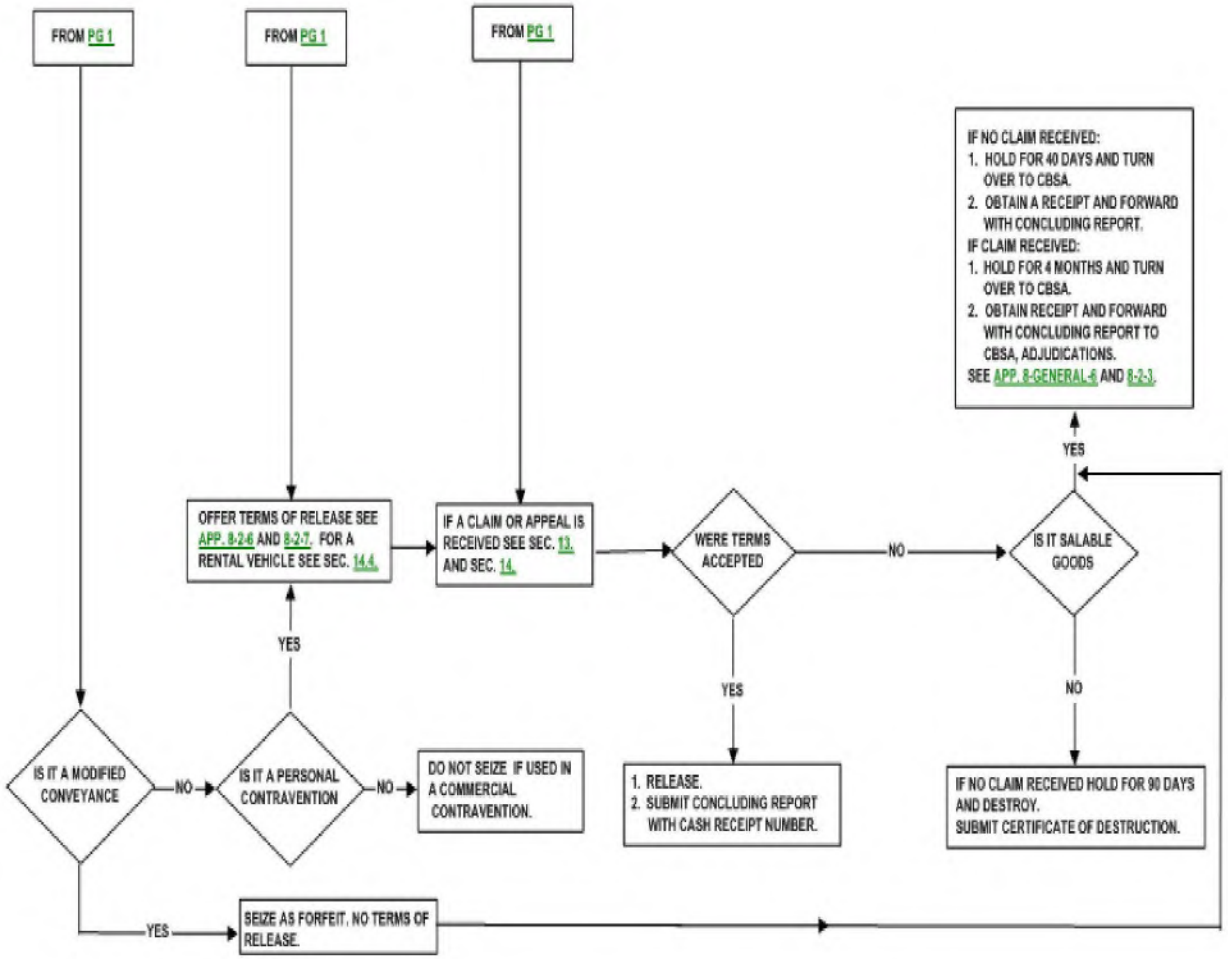
Moved from IV.4: 2006-11-01





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Date Modified: 2006-11-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OM - App. 8-2-14 - Allegations for Form K19 - Physical Seizures for Civil Action Only

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Moved from 8.3.: 2007-01-31

Offence	Statement
Non-Report (Smuggling)	That the said goods are seized under sec. 110 of the *Customs Act* because they have been unlawfully imported by reason of Non-Report contrary to the provisions of sec. 12 of the said Act.
Possession	That the said goods in your possession were not reported to Customs, contrary to sec. 15 of the *Customs Act*.
Conveyance with Smuggled Goods (2)	And that the said conveyance was made use of therein, contrary to sec. 110(1)(b) of the *Customs Act*.
Conveyance After the Fact and Without Goods (2)	That the said conveyance was used to unlawfully import or to subsequently transport goods in Canada, contrary to sec. 110(1)(b) of the *Customs Act*.
Undervaluation/Misdescription	That the said goods were unlawfully imported by reason of untrue statements, contrary to the provisions of sec. 7.1. of the *Customs Act*.
Leaving Customs Office Without Authority/Running the Port	That the said conveyance was not presented to Customs for examination when requested by an officer in contravention of sec. 13 of the *Customs Act*.
Entering at Place Other Than Customs Port	That the person in charge of the said conveyance did not, upon arrival into Canada, present himself/herself to Customs

	in contravention of sec. 11 of the *Customs Act*.
Export and Import Permits Act	That the said goods, which are included in an Import Control List, were imported into Canada without a valid import permit required pursuant to sec. 14 of the *Export and Import Permits Act*. (3)
Cultural Property Export and Import Act	That the said goods, which are controlled under sec. 37(2) of the *Cultural Property Export and Import Act*, were imported into Canada contrary to sec. 43 of the said Act. (4)
Unlawful Export Non-Report	That the said goods were not reported at Customs in contravention of sec. 95 of the *Customs Act*.

(1) For criminal information (prosecutions) under sec. 153 to 161, the *Customs Act* applies. Civil action applies to goods and criminal action is against the person.

(2) Modified conveyances are to be seized as forfeit when the conveyance has been modified and there are reasonable grounds to believe that it was used for smuggling.

(3) Wording will vary depending on the offence, i.e. exports = export control list and area control list, sec. 13, *Export and Import Permits Act*. Do not put contrary to the *Customs Act*.

(4) Wording will vary depending on the offence, i.e. export = sec. 37(3) and 44(1), *Cultural Property Export and Import Act*.

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Date Modified: 2007-01-31

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OM - App. 8-2-15 - Allegations for Form K9 - Ascertained Forfeitures for Civil Action Only

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Moved from 8.3: 2007-01-31

Offence	Statement
Non-Report (Smuggling)	That the goods were unlawfully imported into Canada and the payment of duties lawfully payable was not made in contravention of sec. 12, 17 and 32 of the *Customs Act*.
Undervaluation/Misdescription	That the said goods were unlawfully imported by reason of untrue statements, contrary to the provisions of sec. 7.1. of the *Customs Act*.
Unlawful Export Non-Report	That the said goods were not reported at Customs in contravention of sec. 95 of the *Customs Act*.

(1) There are no provisions for ascertained forfeitures for such violations as run the port, permit violations and prohibited goods.

(2) Section 11(a), *Canadian Charter of Rights and Freedoms* states that "any person charged with an offence (includes anything giving rise to penal consequences) has the right to be informed without unreasonable delay of the specific offence." Therefore, the section number of the *Customs Act* (i.e. sec. 12) must accompany the allegation.

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Date Modified: 2007-01-31

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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OM - ch. 8. - General

Directive Amended: 2010-12-03

For information regarding this policy, contact Customs and Excise Br., Federal and International Operations Dir. at [redacted]

1. Policy
2. Ministerial Responsibilities
3. Enforcement Operations
4. Foreign Intelligence Patrols
5. Statements
6. Stolen Goods/Vehicles
7. Searches
8. Authority to Release Goods
9. Disposal of Exhibits by Destruction
10. Exhibits for Training
11. Proceeds of Crime
12. National Security
13. Customs and Excise Forms

App. 8-General-1 Department of National Revenue, Division of Investigative and Enforcement Responsibilities

App. 8-General-2 Customs/RCMP, Division of Investigative and Enforcement Responsibilities

App. 8-General-3 U.S. Territory by Division for Foreign Intelligence Patrols

App. 8-General-4 Addresses

App. 8-General-5 Enforcement Action

App. 8-General-6 Processing Seized Articles

App. 8-General-7 Completion of Forms - Customs Act, Export and Import Permits Act, Cultural Property Export and Import Act, National Energy Board Act and Proceeds of Crime (Money Laundering) and Terrorist Financing Act

1. Policy

1. 1. Where applicable, based on project-oriented policing, investigations should be undertaken in the following priority:

1. 1. 1. national security,

1. 1. 2. organized crime,

1. 1. 3. commercial activity,

1. 1. 4. personal activity, and

1. 1. 5. regulatory activity.

2. Ministerial Responsibilities

2. 1. Pursuant to the 1932 Order-in-Council and Memorandum from the Commissioners of Customs and Excise dated 1932-03-21, the RCMP is responsible for the enforcement and investigation of violations of the:

2. 1. 1. *Customs Act* relating to smuggling;

NOTE: This is further defined under the Ministerial Directives on the Division of Investigative and Enforcement Responsibilities. See App. 8-General-1, 8-General-2, and the Joint Policy - Investigative Responsibilities for Enforcement of the Customs Act on the Customs and Excise website.

2. 1. 2. *Excise Act* relating to beer and brewing operations under Part III - Breweries; and

2. 1. 3. *Excise Act, 2001* relating to the unlawful manufacture and distribution of spirits, tobacco and wine products.

2. 2. Canada Border Services Agency (CBSA) is responsible for policy relating to the enforcement of the *Customs Act*, and Part 2 of the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*.

2. 3. Foreign Affairs and International Trade Canada DFAIT) is responsible for the administration of the *Export and Import Permits Act* and *Regulations*.

2. 4. Canadian Heritage is responsible for the administration of the *Cultural Property Export and Import Act*.

2. 5. Canada Revenue Agency (CRA) is responsible for *Excise Tax Act* the enforcement of the, *Excise Act*, *Excise Act, 2001*, and *Regulations*.

2. 6. National Energy Board is responsible for the administration of *National Energy Board Act*, portions of the *Energy Administration Act* and the *Northern Pipeline Act*.

2. 7. Health Canada is responsible for the administration and enforcement of the *Tobacco Act*. See ch. 50.10. for additional information regarding RCMP enforcement responsibilities.

2. 8. Federal Enforcement Br. is responsible for enforcement of the *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act*, referred to as *Convention on International Trade in Endangered Species of Wild Fauna and Flora*. See Part 48.

2. 9. Natural Resources Canada (NRCan) is responsible for the administration of the *Export and Import of Rough Diamonds Act*.

3. Enforcement Operations

3. 1. For joint forces operations, see Part 15.

3. 2. For undercover operations, see Part 30.

3. 3. For investigations and surveillance in the U.S., see ch. II.1. and ch. II.3.

3. 4. For electronic surveillance, see ch. II.3., sec. E.

4. Foreign Intelligence Patrols

4. 1. Foreign intelligence patrols to the U.S. or other countries are approved at the division. See ch. II.1.

4. 2. Patrols in the U.S. should be confined to the territorial areas outlined in App. 8-General-3.

4. 3. When it is necessary for a member to travel to other territorial areas, the division concerned must be notified before the patrol.

5. Statements

5. 1. A member will attempt to obtain written or verbal statements to support civil and criminal actions, and report such statements to Adjudications. See App. 8-General-4 for address.

6. Stolen Goods/Vehicles

6. 1. If goods or vehicles are found to be stolen before a civil seizure action, process the property pursuant to the 8. 1. Goods and conveyances seized under the *Customs Act*, *Excise Act* or *Excise Act, 2001*, provisions of the CC.

6. 2. If goods or vehicles are found to be stolen after starting civil seizure action, e.g. the submission of reports to Adjudications, request instructions from Adjudications for their disposal. See App. 8-General-4 for address.

7. Searches

7. 1. For the *Customs Act*, see Sec. 99(1)(f), 110 and 111.

7. 2. For the *Export and Import Permits Act*, see Sec. 25, and Sec. 110 and 111, *Customs Act*.

7. 3. For the *Cultural Property Export and Import Act*, see Sec. 51, and Sec. 110 and 111, *Customs Act*.

7. 4. For the *Excise Act*, Sec. 487, CC must be used when searching for articles related to offences under Part III - Breweries.

7. 5. For the *Excise Act, 2001*, see Sec. 258.

7. 6. For the *National Energy Board Act*, see Sec. 122, and Sec. 110 and 111, *Customs Act*.

7. 7. Section 487, CC also provides authority for search in respect of any offence against any other act of Parliament. Searches under the CC must be in support of criminal charges only. See ch. 21.1.

7. 8. Even though common law or statutory authority exists for warrantless searches, a member should obtain legal authorization by way of a warrant to conduct a search. See ch. 21.4.

7. 9. Articles seized as a result of a search conducted under authority of a CC search warrant must be dealt with under the CC by making a return to a justice. See App. 8-General-5 and App. 8-General-6.

8. Authority to Release Goods

8. 1. Goods and conveyances seized under the *Customs Act*, *Excise Act* or *Excise Act, 2001*, are the property of the Crown and can only be dealt with as outlined in Sec. 122, 133(1), *Customs Act*, Sec. 71, *Excise Act* and Sec. 264 to 267, *Excise Act, 2001*.

8. 1. 1. When forms used to document a customs and excise enforcement action have been served and submitted, obtain approval from Adjudications to return any goods or conveyances, regardless of whether you are later satisfied that there was not a contravention. See App. 8-General-4 for address.

8. 2. If a court orders the disposal of seized goods, immediately notify Adjudications so that an appeal can be considered. See App. 8-General-4 for address.

8. 3. See Sec. 117 to 121, *Customs Act*, 112, *Excise Act* and 264 to 269, *Excise Act, 2001*.

9. Disposal of Exhibits by Destruction

9. 1. Complete a certificate of destruction using Form C-237. The date, method of destruction and names of two witnesses must be included and a copy must be sent to Adjudications. See App. 8-General-4 for address.

10. Exhibits for Training

10. 1. To retain forfeited goods for training, send a copy of the seizure report identifying the goods required, with justification for their retention, to Customs and Excise Br. for approval.

11. Proceeds of Crime

11. 1. In operational plans, include early referral or consultation with the Proceeds of Crime Unit. See Part 49.

11. 2. See Sec. 462.3, CC for proceeds of crime provisions.

11. 3. For asset management, see ch. 49.2.

11. 4. For money laundering and terrorist financing, see ch. 49.5.

12. National Security

12. 1. For national security investigations, see Part 12.

13. Customs and Excise Forms

13. 1. Forms unique to customs and excise enforcement are available electronically from the Web Forms Catalogue.

13. 2. The following forms may be ordered from the Canada Revenue Agency(CRA) warehouse: E 128A - Neck Label and E 128 - Body Label. See App. 8-General-4 for address.

13. 3. For completion instructions, see App. 8-General-7 and App. 8-5-1.

References

- Department of National Revenue, Ministerial directive *Division of Investigative and Enforcement Responsibilities* (1991-06-19)
- Memorandum of Understanding dated 1982-02-26 with Communication Canada
- Memorandum of Understanding dated 1985-03-13 with the National Energy Board
- Memorandum of Understanding dated 1984-06-11 with the Department of Foreign Affairs and International Trade

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OM - App. 8-General-1 Department of National Revenue, Division of Investigative and Enforcement Responsibilities

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Moved from IV.4: 2006-11-01

June 19, 1991

Heading

Department of National Revenue Policy Respecting the Division of Investigative and Enforcement Responsibilities Assigned to Customs Officers Under Various Federal Statutes.

Definitions

For the purpose of this policy:

Minister - means the Minister of National Revenue.

Smuggling - means where the undeclared goods have been imported into Canada at a place where no Customs office is located, or, the undeclared goods have been carried past a Customs office; smuggling does not include any goods, regardless of quantity, contained in a conveyance formally entered at Customs where such goods would reasonably be expected to appear in business books and records.

Authority

1. The Minister has approved the policies set forth hereunder respecting the division of investigative and enforcement responsibilities assigned to Customs Officers under various federal statutes.

2. The standards to be met in carrying out the duties assigned in this policy will be determined by the Minister.

Policy

3. Any person lawfully acting as a Customs Officer will be governed by the policy stated herein.

4. The following supersedes the 1983 policy concerning the division of investigative responsibilities:

(a) Given that the parties wish to achieve greater cooperation in the conduct of Customs investigations in accordance with their respective expertise, while maximizing the use of resources and avoiding duplication of effort.

(b) Taking into account that Customs has responsibility for the administration and enforcement of Customs Legislation, including any related investigations involving the examination of books and records, and the development of information and cultivation of informants thereto.

(c) Whereas, the RCMP has a primary role as a federal law enforcement agency in the conduct of criminal investigations requiring the employment of specialized police techniques (electronic eavesdropping, mobile surveillance, undercover operations, and protection and relocation of informants), and whenever the safety of individuals may be threatened.

(d) The RCMP is responsible for the investigation of smuggling, and Customs is responsible for the investigation of undervaluation of goods and other frauds in connection with goods entered at Customs pursuant to the Order-in-Council No. PC 857, dated the 16th day of April, 1932, and as further defined in this document.

5. The respective investigative responsibilities of Customs and the RCMP are as follows:

That Customs has responsibility for investigating Customs infractions in accordance with its legislative mandate, except as specified below:

(a) The RCMP will be delegated responsibility for Customs enforcement on all aboriginal reserves (excluding Customs ports located on reserves), will provide administrative and enforcement assistance to the Department in the north and other isolated areas, and will continue to enforce the *Customs Act* along unmanned borders between Customs ports of entry.

(b) The RCMP will provide assistance and police techniques in Customs cases at the request of Customs where the prevalent expertise required still remains that of the examination of books and records.

(c) Customs will refer to the RCMP any criminal investigations requiring the use of police operational techniques and where no prevalent books and records' examination expertise is required.

6. Procedures will be developed by Customs, in consultation with the RCMP, regarding notification requirements by the RCMP of any ongoing investigations, the exchange of information and personnel, as well as pertaining to a control mechanism, consisting of Mediation Committees, to handle cases where there is potential overlap of responsibilities.

7. All recommended courses of action and control mechanisms will be implemented on April 1, 1991, and a full review of the implementation of the operating principles will be completed within one year.

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OM - App. 8-General-2 Customs/RCMP, Division of Investigative and Enforcement Responsibilities

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Moved from IV.4: 2006-11-01

GUIDELINES

Introduction

These guidelines are intended to provide clarification, where appropriate, to those issues which are subject to the Agreement between Canada Customs and the RCMP, which was signed by the Minister, Revenue Canada, the Deputy Minister, Customs and Excise, and the Commissioner of the Royal Canadian Mounted Police on June 19, 1991, relative to the **Division of Investigative and Enforcement Responsibilities**.

It is recognized that both agencies entered into this Agreement in a constructive attempt to achieve improved mutual cooperation and communication in the undertaking of investigations pursuant to the *Customs Act* and *Regulations*, to realize the maximum utilization of investigative resources, to eliminate the duplication of efforts, and to effectively apply each agency's specialized expertise.

It is expected that cooperation between the two agencies, combined with effective open communication, will assist in the resolution of any differences.

These guidelines should be interpreted using common sense and good judgement.

Smuggling vs. Enclosure

The definition of smuggling contained in the policy excludes cases of enclosure.

"Enclosure" happens when goods which are formally declared at Customs include additional goods which are undeclared. These undeclared goods would normally be shown in the records of the business. The key elements in determining the difference between a smuggling offence (RCMP responsibility) and the offence of enclosure (Customs responsibility) are, if a formal entry was made at Customs, and if the concealed goods would normally appear in the commercial books and records (Appendix "A": Scenarios #1, 2 and 3).

Referrals of Information

Information with respect to violations received by one agency, which clearly falls within the mandate of the other agency will be referred to that agency having jurisdiction. All referrals will be in writing and will be transmitted in a timely fashion. The contact points for referrals will be the Regional Manager of Investigations, or his/her delegate, and the NCO IC of the RCMP unit responsible for Customs investigations.

It is agreed that once the information is transmitted, the receiving agency has the full responsibility for any follow-up action relative to the allegation. Should additional offences be identified which fall within the original referring agency's mandate discussions should be held to resolve the issue (Appendix "A": Scenarios #4 and 5).

When information is developed by one agency which, upon further investigation, reveals an offence found in the other agency's mandate, it is agreed that the portion of the file which falls within the other agency's area of jurisdiction will be discussed with and offered to that agency (Appendix "A": Scenario #6).

Informants/Control of Information

Information received from human sources will be turned over to the agency which has the enforcement mandate. If the source feels comfortable with the arrangement, he/she may be referred to or turned over to, the investigating agency.

The source of information must be protected at all costs, and, in cases where the source will be involved throughout the investigation, the source handler should remain with the investigation (if necessary in a Joint Forces role) to control the source and channel the information to the proper investigators. The source handler will decide on the extent and nature of the information released to the investigation from the source, in order to protect the source.

Notification

The RCMP will notify the Regional Manager of Customs Investigations:

(a) Prior to executing a search warrant or performing other on-site investigational activity at a commercial establishment as the result of a smuggling investigation. This will allow the Department to determine if it wishes to participate in the pursuit of related offences other than smuggling.

(b) Prior to incurring any expenses for which Customs will assume the costs, in order to ensure it is in accordance with Departmental policies to expend such funds.

(c) Prior to laying criminal charges as a result of any *Customs Act* offence, in order to advise the Minister of the pending legal action.

Customs will notify the RCMP of any smuggling-related offence (other than personal smuggling) encountered by the Department.

With respect to paragraph (a):

Notification of RCMP entry (search warrant or other on-site investigational activity) will be provided sufficiently in advance of same to enable Customs Investigations to review the circumstances and determine if their involvement regarding offences of their responsibility may

be pursued at the same time. On-site investigational activity includes visitation to the bona fide commercial premises of a suspect/target company.

For example, execution of a search warrant by the RCMP at a bona fide commercial establishment, further to a *Customs Act* smuggling investigation, or initial RCMP entries into bona fide commercial establishments for the purpose of interviewing suspect/target individuals relative to a smuggling investigation, would require that the RCMP notify Customs in advance of each activity.

Where investigational circumstances make prior notification unfeasible, notification at the earliest possible opportunity will occur (Appendix "A": Scenario #7).

With respect to paragraph (b):

Canada Customs assumes the costs for various expenses incurred by the RCMP during *Customs Act* investigations. The purpose of notification prior to commitment of expenses is to ensure that Canada Customs is made aware of these potential financial responsibilities.

With respect to paragraph (c):

The RCMP will provide Customs with specific details relative to the initiation of criminal charges as a result of any *Customs Act* offence or any charges under the *Criminal Code of Canada* related to a *Customs Act* investigation (i.e. conspiracy to smuggle, sec. 465, CC).

Included in these details will be:

(a) the names and addresses of those charged;

(b) the section charged under; and

(c) the number of counts.

Where investigational pursuit precludes prior notification of the initiation of criminal charges, notification will occur in writing at the first available opportunity (Appendix "A": Scenario #8).

It is recognized that the RCMP will primarily be concentrating on the investigation of commercial smuggling offences, with Customs referring any commercial smuggling matters it encounters to the RCMP.

Specific Enforcement and Prosecution Action at the Port of Entry

Canada Customs Prosecution Policy remains in effect as per the 1983 Agreement in regard to the amount of revenue evaded as well as the authority to prosecute.

Seizures made by the Port which fall under the Prosecution Guidelines are the responsibility of the local Customs Investigations Unit, however, the option must remain open for the local Port Manager and the Manager of Investigations to refer Port prosecutions to the RCMP if they feel this is necessary. Notification of the prosecution should also be made to the responsible RCMP Unit in these cases, for possible follow-up related to other offences where these other offences are those of RCMP responsibility, (i.e. smuggling).

Seizures made by the Port as a result of "specific" information provided by the RCMP should be handled criminally by the RCMP if they fall within the prosecution guidelines.

Specific information would include facts about suspected smuggling, where factors such as the suspect, commodity, time period, conveyance, and method of concealment are included.

General information, that an importer is known to smuggle a commodity, should not be considered as **specific** information.

Controlled Delivery of Goods

On occasion, in furtherance of an investigation, it may be necessary to allow goods to pass under control through the Port of Entry. This type of controlled delivery will be considered only in exceptional circumstances. The NCO IC of the RCMP Unit will contact the Regional Manager of Investigations to set up the procedures with the Port Manager. The NCO IC of the RCMP Unit and the Manager Investigations will liaise to discuss the details of the case (Appendix "A": Scenario #9).

Joint Operations

In those instances where investigations involve an overlap of mandate, (i.e. smuggling offence included with *Customs Act* frauds) or where the expertise of one Agency is required to complement that of the other, both Departments encourage the establishment of joint operations. A Memorandum of Understanding will be prepared which will detail the responsibilities of each agency. Each agency's internal policies in regard to JFO's will be adhered to (Appendix "A": Scenarios #10 and 11).

Ascertained Forfeitures

It should be recognized that **smuggling**, as defined in the RCMP Customs Agreement, includes both physical seizures and ascertained forfeitures with a **smuggling** allegation.

For example:

Goods which were smuggled into Canada and subsequently disposed of will be handled by the RCMP as an ascertained forfeiture. It is recognized that searches may be necessary to gather documentary evidence to support the smuggling allegation and possible *Customs Act* criminal charges which surface as a result.

Meetings

To ensure the smooth introduction of this recently approved policy, we recommend that meetings be held, as required, between the Manager of Investigations and the local RCMP Unit Commander responsible for customs investigations in those areas where Customs Investigations Units exist. Minutes should be generated and signed by both agencies to ensure consistency.

Copies of the Minutes of these meetings should be forwarded to the Officer in Charge of Customs and Excise Br. at RCMP Headquarters, and the Director of Enforcement Operations Division in Ottawa.

Training (Mutual)

Participation in training programs offered by the RCMP and Canada Customs should be considered on an exchange basis by each Department. This participation would help to ensure cooperation between Departments and a willingness to work together.

Requesting/Providing Assistance to the Other Agency

Each Regional Investigations office is encouraged to liaise closely with their RCMP counterparts relative to the provision of those services necessary for investigative pursuit.

Exchange of Personnel

The exchange of personnel between the Customs Investigations Sections and the Customs and Excise Sections of the RCMP is encouraged. Such exchanges will enable each agency to benefit from the exposure to the other's operational procedures, policies and guidelines. Each Regional Manager of the Customs Investigations Division is encouraged to liaise with their RCMP counterpart and discuss the appropriateness of a two-way exchange program relative to their geographic area. Decisions regarding file assignment, length of secondments, and reporting relationships will be the purview of the Regional/Divisional offices.

Furthermore, the exchange of personnel between the RCMP Headquarters, Customs and Excise Br., and Customs Headquarters, Enforcement Operations Division will be carefully considered by the Officer-in-Charge and the Director of Enforcement Operations Division, respectively.

The Mediation Process

Unresolved disputes as to case pursuit, or the responsibility for service provision between Customs and the RCMP, will be actioned using a mediation process as follows:

Discussion between the Regional Manager of Investigations and his/her RCMP counterpart at the Division will take place, in an effort to resolve the issue(s). This group, known as the Working Group, using the Agreement as reference, will attempt to ensure the file is actioned in a manner which is cost effective and efficient. Where resolution is not able to be accomplished at the Working Group level, the matter will then be referred to the next level in the mediation process. A written statement of each Agency's position will be forwarded to the next level for review.

The next level in the process, known as the Mediation Committee, would consist of the Director, Enforcement Operations Division, and the Officer-in-Charge of the Customs and Excise Br., RCMP. The mandate of the Mediation Committee will be, using the Agreement as a basis for review, to investigate the circumstances of the dispute, and arrive at a decision as to the course of action which will prevail. Their decision would be transmitted in writing back to the Regional/Divisional level, and would be binding on the participants.

APPENDIX "A"

Please find listed various scenarios which are for the benefit of field personnel, which are designed to further clarify the guidelines.

Scenario #1

Investigation has revealed that a company, which is involved in the retail sales of televisions, stereo equipment, and other similar components, smuggles thirty (30) televisions into Canada (i.e. a cube van contains thirty (30) televisions, however, the declaration to the Customs office was that the van was empty and the vehicle was allowed to proceed). It is reasonable to expect that invoices, letters and documentary evidence may be found in the business records of the company. As there is no formal entry at Customs, this is considered to be a smuggling offence and falls within the responsibility of the RCMP.

Scenario #2

Investigation has revealed that a company, which is involved in the retail sales of televisions, stereo equipment, and other similar components, came through a Port of Entry with thirty (30) televisions and twenty (20) stereos. Only the thirty (30) televisions were declared at the time of entry. Since the twenty (20) stereos could reasonably be expected to show up in the company records, they are an enclosure, and the responsibility for further investigation lies with Customs.

Scenario #3

Investigation has revealed that a company, which is involved in the retail sales of televisions, stereos and other similar equipment, came through a Port of Entry with thirty (30) televisions and twenty (20) undeclared cases of liquor. Investigation has revealed that the thirty (30) televisions were properly reported at the time of entry, and the twenty (20) cases of liquor were concealed. In this case, as the liquor would not reasonably be expected to appear in the books and records of the business, it is deemed to be smuggled and is the responsibility of the RCMP.

Scenario #4

The RCMP receives information relative to a major undervaluation fraud perpetrated by an importer of computer parts. The full particulars of the received information are documented and forwarded to the Regional Manager of Investigations for follow up action. During the course of the pursuit, Customs Investigations uncovers evidence of some commercial smuggling, in addition to the undervaluation scheme. Canada Customs will contact the RCMP to discuss the appropriate responsibility for file resolution.

Scenario #5

Customs Investigations uncovers a plot which suggests that commercial quantities of jewellery have been smuggled into Canada concealed in shipments of furniture. It is believed that the jewellery is not entered in the books and records of the business, but is sold to buyers in an under-the-counter transaction. All details of the available information are forwarded to the RCMP for their pursuit as a smuggling investigation. The RCMP investigation confirms the smuggling of jewellery as well as the undervaluation of some of the previous shipments of furniture. The RCMP will contact Canada Customs to discuss how to efficiently resolve the matter.

Scenario #6

Customs Investigations executes a search warrant at the commercial premises of an auto parts wholesaler suspected of undervaluing shipments of carburetors. During the search of the

President's office, a personal file is found which suggests the commercial smuggling of $100,000 worth of jewellery. Customs Investigations will complete the investigation relative to the undervaluation, and discuss with the RCMP their interest in the possible smuggling offence, and how the file responsibility may be divided.

Scenario #7

The RCMP receives information at 03:00 hours that a quantity of smuggled goods is at a commercial establishment and circumstances dictate that an immediate search is necessary. Obviously, no prior notification in this instance is possible.

Scenario #8

A confidential source telephones the RCMP to advise that a nonresident is selling smuggled watches from a hotel room in Canada. Subsequent investigation results in the seizure of the smuggled goods, and the arrest of the nonresident. Criminal charges under the *Customs Act* are laid by the RCMP at 23:00 hours and the accused is remanded in custody.

Obviously, no prior notification of the impending criminal prosecution is possible in the above-mentioned scenario and notification should occur as soon as conveniently possible.

Scenario #9

Information has been received by the RCMP that a quantity of cigarettes will be smuggled through a particular Port and that they will be delivered to a major distributor. It is imperative that the distributor be identified so that a large cache of previously smuggled cigarettes may be seized and the distributor charged.

In a case such as this, the RCMP member in charge of the unit responsible for Customs investigations will contact the Manager of Investigations and will request the necessary assistance in the controlled delivery through the Port. Customs Investigations will assist the RCMP with the facilitation of the shipment of the goods in question through the Port of Entry.

Scenario #10

The Investigations Division is working on the investigation of a major Customs fraud. Mobile surveillance and electronic eavesdropping are necessary to further the investigation. A loan or exchange of RCMP personnel may be made in a situation such as this to accommodate the investigation. The Department with the investigative mandate (in this case, Customs) will control the overall investigation while the RCMP member with the necessary expertise will control the technical/police assistance.

Scenario #11

The recently dismissed bookkeeper of a furniture distribution warehouse comes to Customs Investigations with information that her former employer is undervaluing furniture being brought into Canada from the United States. She even advises that the supplier in the United States is giving false bills of sale for presentation to Customs to support the undervaluation. During the

conversation, she says that they are also stopping on the way back and purchasing large quantities of videotapes for a friend of the owner of the business. They are concealing the videotapes in the furniture boxes and smuggling them into Canada.

In this type of case, a **joint operation** should be conducted from the onset to account for both the undervaluation and smuggling allegations, with Canada Customs responsible for the undervaluation and the RCMP for the smuggling.

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OM - App. 8-General-3 U.S. Territory by Division for Foreign Intelligence Patrols

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Division	Territory
"B"	St. Pierre/Miquelon
"C"	Delaware Maryland New Hampshire New Jersey New York (east of 75 degrees longitude) Pennsylvania (east of 78 degrees longitude) Vermont
"D"	Arkansas Iowa Louisiana Kansas Minnesota Missouri Nebraska North Dakota Oklahoma South Dakota Texas
"E"	California Idaho Nevada Oregon Washington
"H"	Connecticut Long Island Massachusetts Rhode Island

"J"	Maine
"K"	Arizona Colorado Montana New Mexico Utah Wyoming
"M"	Alaska
"O"	Alabama Florida Georgia Illinois Indiana Kentucky Michigan Mississippi New York (west of 75 degrees longitude) North Carolina Ohio Pennsylvania (west of 78 degrees longitude) South Carolina Virginia West Virginia Wisconsin

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Directive Amended: 2008-11-24

Adjudications	
Customs Act, Cross-Border Currency Reporting, Export and Import Permits Act, Cultural Property Export and Import Act Canada Border Services Agency Irrelevant	*Excise Act, 2001, Excise Act* Canada Revenue Agency Irrelevant
Canada Border Services Agency Irrelevant	Canada Border Services Agency Irrelevant
Canada Revenue Agency Irrelevant	Canadian Heritage Irrelevant
Foreign Affairs and International Trade Canada Irrelevant	National Energy Board Irrelevant

Irrelevant	Irrelevant
Natural Resources Canada Irrelevant	Public Works and Government Services Canada Irrelevant
Publications	
To obtain an electronic version of "A Guide to Canada's Export Controls" see Key documents and links.	To obtain the Canadian Cultural Property Export Control List, contact: Canadian Heritage Irrelevant
Forms	
To order Excise forms, contact: Canada Revenue Agency Irrelevant	

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Date Modified: 2008-11-24

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OM - App. 8-General-5 Enforcement Action

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Directive Amended: 2007-12-05

Item	*Customs Act*, Sec. 110	*Excise Act*, 2001, Sec. 260
Automobile/ Conveyance	You may seize a vehicle as: 1. non-reported goods for personal use; 2. a conveyance used to smuggle non-reported goods for personal use; or 3. being specifically modified and used for smuggling purposes. See ch. 8.2., sec. 11.2. Do not seize a conveyance if: 1. used to transport goods for commercial use; 2. goods were declared, e.g. diversion, undervaluation; 3. disclosure is voluntary; 4. possessor is innocent; 5. statute of limitations expired; 6. goods are received in the mail. For a rental vehicle, see ch. 8.2., sec. 14.4.	You may seize a vehicle for transporting goods/articles in violation of the Act. The vehicle is forfeited to the Crown. Consider seizing a vehicle if tobacco or alcohol products are seized in it and the following criteria are met: 1. 40 or more cartons of cigarettes; 2. 40 or more pouches/tins of tobacco; or 3. 40 or more liters of alcohol. A vehicle can be seized for smaller quantities when dealing with repeat offenders or in special circumstances. See App. 8-General-6, sec. 5.2. (Analysis).
Goods/Articles	Take appropriate enforcement action. See App. 8-General-6. **Do not seize if:** 1. imported by mail, refer to the Regional Collector, Canada Border Services Agency (CBSA) in writing; 2. disclosure is voluntary, refer to Regional Collector, CBSA, in writing; or 3. possessor is innocent, refer to Regional Collector, CBSA, for forced	Seize anything in contravention of the Act.

	accounting. If firearms are illegally entered into Canada, seize under the *Customs Act* and prosecute under the CC. If no prosecution is entered under the CC, proceed under the *Customs Act*. See App. 8-2-13.	
Ship Search	This is the responsibility of CBSA. Do not search a ship in port unless Customs specifically requests assistance.	Not applicable.
Cash Money/ Monetary Instruments and Documentary Evidence	Currency or monetary instruments seized under Part 2, *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*. See ch. 8.9. Evidence of a *Customs Act* violation. See sec. 110(3), *Customs Act*. Authority also exists under the CC. Report on Form 1625 only.	*Excise Act* - Seize under Sec. 487, CC. *Excise Act, 2001*, see Sec. 258 and 260. Authority also exists under the CC. Currency seized under Sec. 260 of the Act may be reported on Form EA263. Report documentary evidence on Form 1625 only.
Goods Imported by Mail	Refer to the regional manager, Customs Investigations.	Not applicable.
Stills	Not applicable.	Contact the CBSA, Laboratory and Scientific Services Division for proper care and handling. See App. 8-General-4 for address.

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OM - App. 8-General-6 Processing Seized Articles

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Directive Amended: 2009-07-16

1. Customs Act - Commercial Contraventions
1. 1. Importation or Exportation of Specified or Controlled Goods
1. 1. 1. Goods Available for Seizure
1. 1. 2. Goods Not Available for Seizure
1. 2. General Dutiable Goods
1. 2. 1. Goods Available for Seizure
1. 2. 2. Goods Not Available for Seizure
2. Customs Act - Modified Conveyances
3. Customs Act - Personal Contraventions
4. Excise Act
4. 1. General
5. Excise Act, 2001
5. 1. General
5. 2. Analysis of Alcohol and Tobacco Products
6. Cross Border Currency Reporting
6. 1. General
7. Storage Information
7. 1. Goods
7. 2. Conveyances
7. 3. Storage Charges

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1. Customs Act - Commercial Contraventions (1)(2)(3)(6)

1. 1. Importation or Exportation of Specified or Controlled Goods. See ch. 8.2., art. 9. and ch. 8.2., art. 10.

1. 1. 1. Goods Available for Seizure

1. 1. 1. 1. Seize as forfeit and apply an AMPS penalty, Sec. 109.1 and 110(1)(a), *Customs Act*, by:

1. 1. 1. 1. 1. completing and serving Form K19. Do not offer Terms of Release. See App. 8-General-7 and App. 8-2-4.

1. 1. 1. 1. 2. forwarding completed RCMP Form 4017 and draft Form K99 to the Compliance Verification office, Canada Border Services Agency (CBSA). See ch. 8.2., sec. 1., App. 8-General-7, App. 8-2-1 and NOTE [5];

1. 1. 1. 1. 3. reviewing form(s) returned from CBSA;

1. 1. 1. 1. 4. validating and returning form(s) E 650 to CBSA for service;

1. 1. 1. 1. 5. serving Form K99 on named offender(s). See App. 8-2-3; and

1. 1. 1. 1. 6. retaining goods for disposal. See App. 8-2-13.

1. 1. 2. Goods Not Available for Seizure

1. 1. 2. 1. Apply an ascertained forfeiture and an AMPS penalty (see Sec. 109.1 and 124, *Customs Act*) by:

1. 1. 2. 1. 1. forwarding completed RCMP Form 4017 and draft B23 to the Compliance Verification office, Canada Border Services Agency (CBSA). See ch. 8.2., sec. 1., App. 8-General-7, App. 8-2-1 and NOTE [5];

1. 1. 2. 1. 2. reviewing form(s) returned from CBSA;

1. 1. 2. 1. 3. validating and returning form(s) E 650 to CBSA for service;

1. 1. 2. 1. 4. creating a Form K9 and demanding a penalty in an amount equal to the value for duty on imports or the value of the goods on exports. See App. 8-General-7; and

1. 1. 2. 1. 5. serving Form K9, Form B23 and Form B124 on named offender(s). See App. 8-2-3.

1. 2. General Dutiable Goods (See ch. 8.2., sec. 9. and ch. 8.2., sec. 10.)

1. 2. 1. Goods Available for Seizure

1. 2. 1. 1. Seize the goods and offer terms of release by:

1. 2. 1. 1. 1. documenting the goods on Form K99 for appraisal by the Compliance Verification office, Canada Border Services Agency (CBSA). See ch. 8.2., sec. 1., App. 8-General-7 and App. 8-2-1.

1. 2. 1. 1. 2. creating a Form K19 in the name of the person from whom the goods were seized;

1. 2. 1. 1. 3. calculating the penalty amount for the relevant contravention and showing this amount on the Form K19 as the "Amount Required for Return". See App. 8-General-7 and App. 8-2-4.

1. 2. 1. 1. 4. serving the Form K19 and completed Form K99. See App. 8-2-3; and

1. 2. 1. 1. 5. where not required for court purposes, releasing the goods on payment of the assessed penalty, proof of payment of duties and taxes owed and where applicable compliance with all permits and/or regulations. See sec. 7., Storage Information.

1. 2. 1. 2. If applicable, assess an AMPS penalty (Sec. 109.1, 152, *Customs Act*, App. 8-General-7, 8-2-1 and 8-2-10) against any person, other than the person from whom the goods were seized, who was party to the offence by:

1. 2. 1. 2. 1. submitting form(s) 4017 to the CBSA Compliance Verification office;

1. 2. 1. 2. 2. reviewing form(s) returned from CBSA; and

1. 2. 1. 2. 3. validating and returning form(s) E 650 to CBSA for service.

1. 2. 2. Goods Not Available for Seizure [(4)]

1. 2. 2. 1. Document the goods on Form B23 and forward with Form 4017 to the CBSA Compliance Verification office for appraisal and a determination whether to proceed by way of an AMPS assessment or an ascertained forfeiture in lieu of an AMPS. See ch. 8.2., sec. 1., App. 8-General-7 and App. 8-2-1.

1. 2. 2. 2. Where an AMPS is assessed:

1. 2. 2. 2. 1. review forms returned from CBSA;

1. 2. 2. 2. 2. validate and return form E 650 to CBSA for service; and

1. 2. 2. 2. 3. serve the completed Form B23 on the named offender(s). See App. 8-2-3.

1. 2. 2. 3. Where an ascertained forfeiture in lieu of an AMPS is assessed, see App. 8-2-4:

1. 2. 2. 3. 1. review forms returned from CBSA;

1. 2. 2. 3. 2. create a Form K9 demanding a penalty in an amount as determined for the relevant contravention; and

1. 2. 2. 3. 3. serve the Form K9, B23 and B124 on named offender(s). See App. 8-2-3.

2. Customs Act - Modified Conveyances

2. 1. Conveyance must have been made use of in respect of goods subject to seizure, whether at or after the time of the contravention.

2. 2. Seize modified conveyances as forfeit. See Sec. 110(1)(b), *Customs Act*. See ch. 8.2., sec. 11.

2. 3. List modified conveyance on Form K99 and serve with Form K19. See App. 8-General-7 and App. 8-2-3. **DO NOT OFFER TERMS OF RELEASE.**

3. Customs Act - Personal Contraventions [(2)]

3. 1. Contact the Compliance Verification office, Canada Border Services Agency (CBSA), to obtain the value for duty (VFD) for the purposes of Form K99 except when the value of the goods are known. See ch. 8.2., sec. 1. and App. 8-2-1.

3. 2. Complete and serve forms Form K19 and Form K99. See App. 8-General-7 and 8-2-3.

3. 3. Apply terms of release. See App. 8-2-6, 8-2-7, 8-2-8 and 8-2-9.

4. Excise Act

4. 1. General

4. 1. 1. The following applies only to beer and breweries under the *Excise Act*, Part III:

4. 1. 1. 1. Complete forms EA 69 and C-237. See App. 8-5-1.

4. 1. 1. 2. Immediately forward copies of reports. See App. 8-2-3.

4. 1. 1. 3. Only items seized pursuant to the *Excise Act* may be listed on Form EA 69. See seizure authorities as outlined in Sec. 88(1), 88(2), 158(2), 163(3), and 239.1(2), *Excise Act*.

4. 1. 1. 4. Other articles seized as evidence must be listed on Form 1625.

5. Excise Act, 2001

5. 1. General

5. 1. 1. Complete forms EA 263, and C-237. See App. 8-5-1.

5. 1. 2. Immediately forward copies of reports. See App. 8-2-3.

5. 1. 3. Only items seized pursuant to the *Excise Act, 2001* may be listed on Form EA 263.

5. 1. 4. Other articles seized as evidence must be listed on Form 1625.

5. 2. Analysis of Alcohol and Tobacco Products

5. 2. 1. When unlawfully manufactured alcohol is found in a vehicle, ensure that an analysis is conducted to support the forfeiture of the vehicle.

5. 2. 2. If an analysis of exhibits is required, deliver a sample by hand or by registered or certified mail with Form C-414, to an RCMP forensic laboratory or to the Laboratory and Scientific Services Division, Canada Border Services Agency (CBSA). [(7)(8)] See App. 8-Geenral-4 for address.

5. 2. 3. Place samples in clean shipping containers. Include a proportionate amount of solids and leave room for expansion.

5. 2. 4. Ensure the labels (forms E 128 and E 128A) are properly completed, initialed and placed on the container.

5. 2. 5. Retain a second sample at your unit.

5. 2. 6. The Laboratory and Scientific Services Division, CBSA analyst will issue two certified true copies of the Certificate of Analysis to the unit.

NOTE: The original will be retained by CBSA in case the analyst needs to testify in court.

5. 2. 7. Forward a copy of the analyst's report to Adjudications, Canada Revenue Agency (CRA). See App. 8-General-4 for address.

6. Cross Border Currency Reporting

6. 1. General

6. 1. 1. Complete Form K19C. See App. 8-General-7.

6. 1. 2. Immediately forward copies of reports. See App. 8-2-3.

6. 1. 3. For seizures resulting in penalties or forfeiture of non-reported currency or monetary instruments:

6. 1. 3. 1. Complete a PWGSC form PWGSC-TPSGC 1002-1, PWGSC-TPSGC 1002-2 and/or PWGSC-TPSGC 1002-3 as appropriate by indicating whether the amounts are seized as forfeit or if terms of release have been offered. Forms are available on Infoweb, Web Forms Catalogue.

6. 1. 3. 2. Where there is an indication that terms of release will be accepted, retain for a reasonable length of time.

6. 1. 3. 3. Where currency or monetary instruments are suspected proceeds of crime or used in terrorist financing, forward immediately to Seized Property Management Directorate, Public Works and Government Services Canada.

6. 1. 3. 4. Contact Seized Property Management Directorate for assistance. See App. 8-General-4 for address.

7. Storage Information

7. 1. Goods

7. 1. 1. In addition to unit storage, goods may be stored at a CBSA secure facility.

7. 1. 2. For large or bulk seizures, contract for seizure storage.

7. 2. Conveyances

7. 2. 1. Ensure the vehicle, vessel or aircraft is held in secure storage.

7. 2. 2. Complete Form C-240 for all motor vehicles seized.

7. 2. 3. For a rental vehicle seized under the *Customs Act*, see ch. 8.2., sec. 14.4.

7. 2. 4. Towing charges are the responsibility of the RCMP.

7. 3. Storage Charges

7. 3. 1. Salable Goods

7. 3. 1. 1. No Civil Appeal = RCMP responsible up to 40 days. Turn over to CBSA after 40 days.

7. 3. 1. 2. Civil Appeal = RCMP responsible for up to four months. After four months, turn over to CBSA.

7. 3. 2. Do not retain longer than absolutely necessary. Dispose of as soon as possible.

7. 3. 3. If CBSA wishes to leave goods in the care of the RCMP, it will issue a receipt and assume all storage costs and responsibility from that date.

NOTES:

(1) CBSA is responsible for the assessment and collection of applicable duties and taxes. Do not include the amount of duties and taxes with penalty calculation on the Form K19 or the Form K9.

(2) Form 1625 must be used to report supporting evidence seized, e.g. cash or documents, to Adjudications, CBSA. See Sec. 114 and 115, *Customs Act*.

(3) Sec. 109.1(1), *Customs Act* provides that the maximum AMPS penalty that may be applied, for a single contravention, cannot exceed $25,000.

(4) Although the AMPS penalty exceeds $25,000, where it has been determined that the offender (s) has no vested interest in the goods and may not pay the penalty, you may wish to exercise discretion, by proceeding with a maximum AMPS penalty of $25,000. See ch. 8.2., art. 10.3.

(5) Complete a separate Form 4017 for each contravention and/or offender.

(6) Where there are multiple offences, for the same contravention, an incremental AMPS penalty may be assessed, i.e. C019-Non-Report Sec. 12, *Customs Act*.

(7) Tobacco products must only be sent to the CBSA, laboratory. Do not have excise exhibits, which are required for court, analyzed at a provincial government scientific laboratory.

(8) For proper shipping methods, refer to the LSM.

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Date Modified: 2009-07-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - App. 8-General-7 Completion of Forms (1) - Customs Act, Export and Import Permits Act, Cultural Property Export and Import Act, National Energy Board Act and Proceeds of Crime (Money Laundering) and Terrorist Financing Act

Back to chapter

Directive Amended: 2007-01-31

1. Form 4017 - Request for Notice of Penalty Assessment
2. K19 - RCMP Seizure Receipt
2. 1. Date of Seizure
2. 2. Name and Address
2. 3. Reason for Seizure
2. 4. Release
2. 5. Narrative
3. K99 - Statement of Goods Seized or Detained
3. 1. Personal Seizures
3. 2. Commercial Seizure
3. 3. Personal and Commercial Seizures
4. K138 - Third Party Notice of Seizure
4. 1. To
4. 2. Customs Seizure No.
4. 3. Customs Office
4. 4. List of Goods
4. 5. Seizing Officer
5. K9 - Notice of Ascertained Forfeiture
5. 1. Date of Notice
5. 2. Name and Address

5. 3. Reason for Demand

5. 4. Narrative

6. K19C - RCMP Seizure Receipt Currency and Monetary Instruments

6. 1. Name and Address

6. 2. Narrative Report

6. 3. Release

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1. Form 4017 - Request for Notice of Penalty Assessment

1. 1. Form 4017 is completed for all commercial contraventions of the *Customs Act*.

1. 2. Complete a separate Form 4017 for each offender and contravention.

1. 3. If known, provide client business number, carrier code or sub-office work location. These are unique codes issued to commercial clients by the Canada Border Services Agency (CBSA).

1. 4. In the Reason for Penalty Assessment, provide a narrative report explaining the circumstances in support of the relevant contravention. Include the date of the contravention. Do not include police techniques or other sensitive investigative information.

1. 5. Submit completed forms to the CBSA, Compliance Verification office. See App. 8-2-1.

2. K19 - RCMP Seizure Receipt

2. 1. **Date of Seizure:** The actual date that a Form K19 is issued.

2. 2. **Name and Address:** Complete in the name of the person in possession of the goods. If more than one person is involved, and no one accepts responsibility, use "et al" and report other names on Form C-237 or K19A.

2. 3. **Reason for Seizure** (See App. 8-2-14).

2. 3. 1. State the reason for the seizure of the goods or conveyance. The specific allegation must be made on the Form K19 including the section of the act violated.

2. 3. 2. For *Export and Import Permits Act*, include the type of violation, i.e. Area Control List, Export Control List or Import Control List and group.

2. 3. 3. For *Cultural Property Export and Import Act*, include the *Cultural Property Export and Import Act* group.

2. 3. 4. For *National Energy Board Act*, specify the section of the *National Energy Board Act* violated.

2. 4. **Release:** When applicable, release should be offered to the person from whom the goods or conveyance was seized.

2. 5. **Narrative:** Give a brief narrative, on Form C-237 or K19A, and attach copies of supporting documents, e.g. receipts, statements, to substantiate the seizure.

3. K99 - Statement of Goods Seized or Detained (For all physical seizures that require an appraisal). [(3)]

3. 1. **Personal Seizures** - App. 8-2-6 and 8-2-7

3. 1. 1. **Name:** Same as outlined on Form K19. Only value for duty is required [(2)]. Assistance in determining the value for duty may be solicited from a CBSA, Compliance Verification office. See App. 8-2-1.

3. 1. 2. **Description:** Describe the goods without assuming any facts, e.g. an 18" 10 carat gold chain would be described as 18" yellow metal chain marked 10K. Use the Recapitulation field to indicate the terms of release, e.g.:

3. 1. 2. 1. Goods: Value for duty $1200.00 TERMS OF RELEASE Group 1 and Level 2, 60 percent of value $720.00

3. 1. 2. 2. Conveyance: TERMS OF RELEASE Group 1 and Level 2, 50 percent of the terms of release of the goods $360.00

3. 2. **Commercial Seizure:** Have the Compliance Verification office, CBSA, determine the tariff classification, value for duty and origin of goods and document on Form K99. See ch. 8.2., sec. 1. and App. 8-2-1. Use the recapitulation field to indicate penalty assessment. See App. 8-2-4.

3. 3. **Personal and Commercial Seizures:** When a vehicle is appraised, request the Compliance Verification office to supply a copy of the work order and forward it to, Adjudications, CBSA. See App. 8-General-4 for address. When available, include the brand name, serial number and model number of the seized item.

4. K138 - Third Party Notice of Seizure

4. 1. **To:** Name and address of the third party having an interest in the seized goods.

4. 2. **Customs Seizure No.:** Detachment/unit file number.

4. 3. **Customs Office:** Name of detachment or section.

4. 4. **List of Goods:** List the goods and conveyance seized.

4. 5. **Seizing Officer:** Name of the member who made the seizure.

5. K9 - Notice of Ascertained Forfeiture

5. 1. **Date of Notice:** The actual date that the Form K9 is issued.

5. 2. **Name and Address:** Complete Form K9 in the name of the person/company alleged to have committed the offence. See Sec. 124, *Customs Act*.

5. 2. 1. If a company is involved, include its full legal name and address, the names of all executives and whether it is operating under a provincial/federal charter.

5. 3. **Reason for Demand:** Include the specific allegation on Form K9. See App. 8-2-15.

5. 4. **Narrative:** Give a brief narrative on Form C-237 or K9A, Statement of Circumstances, and attach copies of supporting documents, e.g. receipts, statements to substantiate the forfeiture.

6. K19C - RCMP Seizure Receipt Currency and Monetary Instruments

6. 1. **Name and Address:** Complete name of the person in possession of the currency or monetary instruments arriving in or departing from Canada. See Sec. 18(3), *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*.

6. 2. **Narrative Report:** Provide a brief description of the circumstances supporting the seizure. Do not include police techniques or other sensitive information in the report.

6. 3. **Release:** Where terms of release have been offered and the seizure penalty paid, enter the amount received and receipt number on Form K19C.

NOTES:

(1) Distribute the forms as outlined in App. 8-2-3.

(2) Value for Duty (VFD): appraised value of goods in the country of origin converted to Canadian currency.

(3) Form 1625 must be used to report supporting evidence seized, e.g. cash or documents, to Adjudications, CBSA. See Sec. 114 and 115 *Customs Act*.

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Date Modified: 2007-01-31

OM - ch. 99.1. Emergency Response Teams – Maintenance Training

Policy Amended: 2019-10-28

For information regarding this policy, contact Critical Incident Program, Operational Readiness and Response, Contract and Indigenous Policing.

1. ERT Member
2. ERT Leader
3. CO
4. Contract and Aboriginal Policing Headquarters Personnel

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1. ERT Member

1. 1. Only perform duties for which you are certified. You are considered certified once you have successfully completed the initial training, as outlined in the approved ERT Course Training Standard. See TOM ch. 2.2, sec. 3.7.

1. 2. Ensure you are physically and mentally capable for ERT duties, and to minimize the risk of injury or death to members or to the public, you must complete 40 hours of mandatory team training per month.

1. 3. Additional mandatory training is required for the following specialized profiles, including:

1. 3. 1. Sniper/Observer/Specialized Reconnaissance – 1 x 8 hours a day per month;

1. 3. 2. Tubular Intervention – 3 x 8 hours a day per year (excluding travel);

1. 3. 3. Marine Operations – 3 x 8 hours a day per year (excluding travel);

1. 3. 4. High Angle – 2 x 8 hours a day per six months;

1. 3. 5. CBRNE Operations – to be determined;

1. 3. 6. Tactical Casualty Management – 1 x 8 hours a day per three years;

1. 3. 7. Explosive Forced Entry – 3 x 8 hours a day per year; and

1. 3. 8. Breaching – 4 x 8 hours a day per year.

EXCEPTION: Situations may arise that preclude the ability to meet the mandatory 40 hours/month of training. Reasons may include, but are not limited to, leave or other operational requirements (especially for part-time ERT members).

2. ERT Leader

2. 1. Ensure that all team members maintain proficiency in all skill areas. See TOM ch. 2.2., sec. 3.9.

2. 1. 1. If a team member is not proficient in a particular skill, ensure that the member is not deployed in that capacity. In consultation with the member, develop and implement a remedial course of action. See TOM ch. 2.2., sec. 3.9.1.

2. 2. At the end of each month, conduct a review and determine if ERT members met the monthly 40-hour requirement, and document reasons for non-compliance.

2. 3. Send a report bi-annually to the divisional CO (cc to Contract and Aboriginal Policing Headquarters: Critical Incident Program.NHQC.NCR_LEIKIN@rcmp-grc.gc.ca) before July 15th (for the period Jan. 1st to June 30th), and before Jan. 15th (for the period July 1st to Dec. 31st of the preceding year).

2. 3. 1. This report will outline the following:

2. 3. 1. 1. For each ERT member – whether the requisite 40 hours of training/month was met; and reasons for not meeting the standard; and

2. 3. 1. 2. For each ERT member with a Specialized Profile – whether the requisite training was met; and reasons for not meeting the standard.

3. CO

3. 1. Address areas of non-compliance and report actions taken to the A/Commr., Contract and Aboriginal Policing.

4. Contract and Aboriginal Policing Headquarters Personnel

4. 1. Track the results nationally to identify trends, issues, and opportunities for improvement.

References

Date Modified: 2019-10-28

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OM - ch. 99.2. Mandatory Training: Active Threats

Policy Amended: 2019-10-28

For information regarding this policy, contact National Use of Force, Operational Readiness and Response, Contract and Indigenous Policing.

1. Regular Members (RMs)
2. Contract and Aboriginal Policing Headquarters Personnel
3. Divisional Commanding Officers

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1. Regular Members (RMs)

1. 1. Operational RMs must complete the Immediate Action Rapid Deployment (IARD) training. See ch. 16.10, sec. 1.2.

1. 1. 1. This training will consist of the following:

1. 1. 1. 1. Introduction to IARD – National (001041) – online,

1. 1. 1. 2. IARD - Scenario Based Training Indoor Active Threat (001043),

1. 1. 1. 3. Introduction to IARD Outdoor Active Threats – National (001042) – online, and

1. 1. 1. 4. IARD – Outdoor Practical Course (001045).

1. 2. Operational RMs must complete the requisite training before being permitted to carry a patrol carbine operationally. See ch. 4.15., sec. 4.

1. 2. 1. This training will consist of the following:

1. 2. 1. 1. C8 Carbine Operator Online Pre-course – National (000880),

1. 2. 1. 2. Carbine Operator Course (000882), and

1. 2. 1. 3. Carbine Annual Qualification.

2. Contract and Aboriginal Policing Headquarters Personnel

2. 1. Track the results of the mandatory training compliance nationally to identify trends.

2. 1. 1. Operational RMs must complete IARD training by 2019-03-31.

2. 1. 2. Divisions must have 65% of front line operational RMs trained in the use of the patrol carbine by 2018-03-31.

2. 2. Send a report annually, for the period April 1st to March 31st, to Divisional Commanding Officers.

3. Divisional Commanding Officers

3. 1. Analyze the report in sec. 2.2. to determine if the trends identify issues and opportunities for improvement.

3. 2. Report any actions taken to improve mandatory training compliance to the A/Commr., Contract and Aboriginal Policing.

References

Date Modified: 2018-01-08

1. PREVENTION

A. **ORIGINATOR**

A. 1. Community, Contract and Aboriginal Policing Services Directorate.

B. **REFERENCES**

C. **POLICY**

D. **GENERAL**

E. **PATROLS - rewritten and moved to OM ch. 16.9., Backup - 2020-04-16**

F. **ALARMS**

F. 1. **Response - moved to ch. 11.3. 2006-09-14**

Amended 2006-09-14

F. 2. **Monitoring Systems**

F. 2. a. The following conditions must exist before a detachment commander may approve the installation of an alarm monitoring system in an RCMP-occupied building:

1. installation meets a community crime-prevention need,
2. no suitable monitoring system can be installed elsewhere,
3. proper security escort can be maintained during installation,
4. RCMP personnel are not required to perform operator/clerical action associated with the opening/closing of protected premises, and
5. firm accepts that the alarm will be monitored only when members are present in the office.

F. 2. b. An alarm monitoring system must not be connected to/associated with a detachment alarm system. Installation requirements are outlined in PMM, App. III-1-1.

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1998-09-18

G. **CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN - moved to ch. 16.5. 2007-01-31**

Amended 2007-01-31

H. **RESERVED**

Amended 2005-07-14

I. **POLICE FAMILIARIZATION PROGRAM - rewritten and moved to ch. 38.5**

2005-01-27

Amended 2005-01-27

J. **YOUTH EMPLOYMENT PROGRAMS - see AM II.17.**

Amended 2007-01-24

K. **AUXILIARY CST. PROGRAM - rewritten and moved to ch. 38.3 2004-08-19**

Amended 2004-08-19

L. **RESERVED**

Amended 2007-01-24

M. **LABOR DISPUTES - moved to ch. 37.7. 2006-04-26**

Amended 2006-04-26

N. **SAFETY ALERTS - moved to ch. 16.2 2006-11-14**

Amended 2006-11-14

3. ASSISTANCE

A. **ORIGINATOR**

A. 1. National Criminal Operations, Community, Contract and Aboriginal Policing Services.

A. 2. Access to Information and Privacy Branch, Public Affairs and Communication Services.

B. **REFERENCES**

B. 1. *Administration Manual* III.2., III.7., III.11. and XI.4.

B. 2. *Tactical Operations Manual.*

B. 3. Provincial Police Services Contract, Sec 10.6.d.

B. 4. Municipal Police Services Contract, Sec. 9.8.d.

B. 5. Solicitor General's Manual, "*Police Procedures for Ground Search and Rescue for Lost and Missing Persons*", 1994.

B. 6. *The New SAR Initiatives Fund (NIF) Guide.*

B. 7. National Search and Rescue Secretariat, web site: www.nss.gc.ca.

C. **POLICY**

D. **GENERAL**

E. **FEDERAL GOVERNMENT**

E. 1. **Locating Persons Indebted to the Crown**

E. 1. a. Only CPIC and PIRS index checks will be conducted once the federal department gives written assurance that all other reasonable sources have been exhausted in trying to locate the individual.

E. 1. b. Do not perform field investigations or seek third-party information, e.g. relatives, spouse or neighbor.

E. 1. c. Responses should contain only addresses that are different from those provided by the requesting department.

E. 1. d. As positive identification of a person is not possible without fingerprints, affirmative responses should state that the address supplied is for a subject with a name and birth date similar to that mentioned in their inquiry.

E. 2. **Fingerprinting Job Applicants**

E. 2. a. Use form C-216C or the departmental fingerprint form, and give it to the applicant in the number of copies he/she requests.

2780
2001-07-19

E. 3. **Citizenship and Immigration Canada (CIC)**

E. 3. a. **Social Insurance Number Cards - moved to ch. 45.4 2006-04-26**

E. 3. b. **Fingerprinting Aliens - moved to ch. 45.4 2006-04-26**

E. 3. c. **Aliens Who Require Protection - moved to ch. 45.4 2006-04-26**

Amended 2006-04-26

E. 3. d. **Citizenship Court - moved to ch. 7.2 2006-07-18**

E. 3. e. **Citizenship Applicant Fingerprints - moved to ch. 7.2 2006-07-18**

E. 3. f. **Citizenship Certificates - Deceased Persons - moved to ch. 7.2 2006-07-18**

Amended 2006-07-18

E. 4. **Dept. of Foreign Affairs and International Trade (DFAIT) - moved to 7.4. 2006-06-22**

Amended 2006-06-22

E. 5. **Government House - Chancellery of Canadian Orders, Decorations and Medals - moved to AM ch. II.3. 2006-05-03**

Amended 2006-05-03

E. 6. **National Parole Board (NPB)**

E. 6. a. **General**

1. The RCMP will supply the NPB with such reports and records as are necessary and releasable to assist in the parole and pardon of individuals.

    1. The *Privacy Act* requires that the inmate be entitled access to all reports used by the NPB in arriving at the decision to approve or deny parole. Sensitive personal information pertaining to victims, witnesses or even accomplices should not be included in Automatic Parole Reports.

E. 6. b. **Automatic Parole Report**

1. When a person is sentenced to two or more years for offences investigated by the RCMP, prepare an Automatic Parole Report containing the following information:

    1. a concise history of circumstances leading up to and surrounding the commission of the crime, method of operation, previous convictions for the same type of offence, violence, alcohol or drugs involved, and age of victim;

2. names of accomplices and the disposition of their cases and whether the inmate was the instigator of the crime;

3. attitude and degree of cooperation of the person after arrest, during the trial and after conviction;

4. details of any known additional convictions not shown on the FPS report;

5. extent or form of the recovery or disposition of the stolen goods, restitution or compensation made by the person; and

6. any additional information that would be of value to the board, e.g. involvement in organized crime.

NOTE: Copies of investigative reports or the Report to Crown counsel should not be forwarded to Correctional Service Canada/National Parole Board.

2. If subsequent information is obtained that may affect a person's eligibility for parole, another report must be submitted.

3. Parole reports are identified by a security classification/designation and are marked as follows:

"This document is the property of the Government of Canada. It is only on loan to your agency and its contents are not to be reclassified or further disseminated verbally or in written form without the consent of the originator."

1. If Correctional Service Canada makes a specific request prior to parole, seeking RCMP enquiries into the expected reaction or attitude of the public, including community support or assistance, a separate report will be submitted. Contacts or persons interviewed must not be named.

E. 6. c. **Pardons**

1. According to the *Criminal Records Act*, NPB can issue, grant, deny, or revoke pardons for criminal convictions under Canadian federal acts or regulations.

2. A person may apply for a pardon under the act following a specified waiting period after completion of the sentence.

3. According to the act, the name, date of birth and last known address from pardoned files can be released for an:

1. investigation where a fingerprint was found at a crime scene,

2. attempt to identify a deceased person, or

3. attempt to identify an individual suffering from amnesia.

4. According to the act, NPB can revoke a pardon:

    1. upon subsequent conviction of a summary conviction offence;

    2. if there is evidence the person is no longer of good conduct; or

    3. the person knowingly made a false or deceptive statement in his/her application to be pardoned.

5. According to the act, a pardon automatically ceases to have effect upon a new conviction by indictment under an act or regulation of Parliament.

E. 6. d. **Pardon Applications**

1. Provide each applicant with a copy of the NPB **Pardon Kit**.

    1. If you do not have any pardon kits, inform the applicant to request one by writing to:

        Clemency and Pardons Division
        National Parole Board
        340 Laurier Ave. West
        Ottawa, Ont.
        K1A 0R1

2. Tell the applicant to carefully follow the instructions in the leaflet **How to Apply for a Pardon**.

3. Tell the applicant that information for a pardon may also be obtained from an NPB regional office.

4. Tell the applicant that he/she must supply NPB with a copy of his/her criminal record. This can only be obtained through the submission of thumbprints or fingerprints to:

    The Director
    Information and Identification Services
    Royal Canadian Mounted Police
    Box 8885
    Ottawa, Ont.
    K1G 3M8

5. If requested, assist by taking thumbprints using the material and form NPB 301-A provided in the Pardon Kit.

    1. You may also be requested to assist by filling out form NPB 301-B. In doing so, ensure that you do not release information to a third party without the express written consent of the applicant, i.e. ensure the person named on form NPB 301-B appears before you or you are in possession of a signed release.

2. Document convictions that do not appear on the applicant's criminal record.

6. Conduct a complete pardon applicant field investigation when requested by the Clemency and Pardons Div., NPB. (This can also be for an application for a Royal Prerogative of Mercy.) See E.6.e.

E. 6. e. **Pardon Applicant Field Investigation**

1. Inform the applicant that the pardon investigation is being conducted.

2473
1997-10-09

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2. For a pardon investigation to be complete, you must include indices checks, community checks, and interview the applicant.

3. Under normal circumstances, do not hold in abeyance a pardon investigation because of an ongoing criminal investigation.

    1. To defer a pardon investigation, request approval from div. headquarters.

4. If the applicant cannot be located after reasonable efforts have been made, terminate the investigation and notify NPB.

    1. If the applicant contacts the RCMP to confirm a new address, tell him/her to notify the Pardons and Clemency Division, NPB, in writing.

5. Interview the applicant on, but not limited to, the following:

    1. the reason for wanting a pardon;

    2. the applicant's version of the events/circumstances surrounding the crimes for which he/she was convicted and the degree of participation;

    3. the applicant's attitude toward law enforcement;

    4. employment status;

    5. indications of drug or alcohol abuse or chronic gambling;

    6. information associating the applicant to known or suspected criminals and his/her explanation of the association;

    7. involvement in any community clubs, organizations or associations; and

    8. the applicant's explanation, if applicable, of living beyond his/her means.

6. When requested, provide a complete physical description of the applicant.

7. Interview references identified by the applicant and any other sources that are surfaced in the field investigation who may supply information relevant to the

applicant.

1. If necessary, tell the references or sources the reason for the investigation.

2. Do not reveal the identity of any source to another source or reveal to a source information provided by another source in confidence.

8. Do not conduct ACIIS checks for pardon applicants.

9. Do not be concerned with provincial or municipal statute violations unless the frequency is indicative of a total disregard for the law.

E. 6. f. **Reporting**

1. **Member**

1. If the information is not considered sensitive, report the results of the investigation on form C-237 directly to the Clemency and Pardons Division, NPB.

   EXCEPTION: Send reports containing RCMP intelligence bank information or any other information considered sensitive to your div. headquarters.

2. You may report negative results of indices checks conducted with other law-enforcement agencies; however, do not disclose the particulars of information collected from those indices checks or inquiries.

   - In those cases, provide NPB with the enforcement agency's address and telephone number.

3. Reference the NPB file number in the report and ensure the caption includes complete name, birth date and FPS number.

4. Subdivide the report into Indices, Interview of Applicant, and Information from Other Sources.

5. Limit investigative reports to the facts.

6. Do not give opinions as to the applicant's overall suitability to be granted a pardon or unsupported views about the applicant.

   NOTE: There is judicial precedence whereby a pardon applicant may access information from a field investigation used to deny an application for a pardon under the Criminal Records Act.

7. Do not use formatted reports for pardon investigations.

8. Do not identify sources who supply information in confidence and who wish to remain anonymous.

- Qualify the reliability of any references or other sources and their relationship to the applicant.

- Give your views on whether the information provided may be released to the applicant by NPB.

9. Report all relevant information collected during the applicant's interview to NPB.

10. Report to NPB whether an applicant is subject of an active RCMP criminal investigation.

11. Direct NPB not to disclose information to an applicant if it may:

    - jeopardize an active RCMP criminal investigation;

    - threaten the safety of another person;

    - reasonably be expected to lead to the commission of a crime;

    - reasonably be expected to be injurious to the physical or psychological health of the applicant; or

    - reasonably be expected to be injurious to the conducting of lawful investigations, including any such information that would reveal the source of information obtained in confidence.

12. Provide any other information requested by Clemency and Pardons Division; e.g. reasons for withdrawal of charges, or why no charges were initiated.

13. Provide NPB with three-month updates of any outstanding pardon investigations.

2. **Div.**

    1. Review and monitor pardon applicant field investigations that contain sensitive information.

        - where applicable, send a vetted report to the Pardons and Clemency Division, NPB.

    2. Ensure NPB is updated every three months on pardon files containing sensitive information.

2211
1995-10-12

E. 7. **Canada Customs and Revenue Agency - moved to ch. 42.10 2006-04-26**

Amended 2006-04-26

E. 8. **Canada Post**

E. 8. a. **Confiscated Ammunition**

1. If you receive confiscated ammunition and an investigation is not necessary, turn the ammunition over to the nearest forensic laboratory.

2. If it is not possible to deliver confiscated ammunition to a forensic laboratory, turn it over to the nearest explosives disposal unit for destruction.

3. Report the disposition/destruction of confiscated ammunition on form 1625.

4. Give a copy of form 1625 to the local postal agent.

E. 8. b. **Fraudulent Use of Mail**

1. If you receive a complaint of an offence under Sec. 381 CC involving fraudulent/deceptive invoices, the Canada Post Legal Branch requires the envelope, its contents and a written complaint to support a prohibition order to stop the scheme.

    1. If the envelope is not available, a certificate in the following format is necessary:

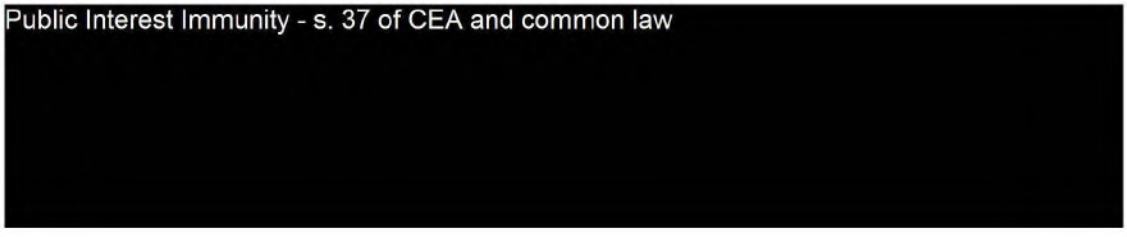
        I ____ of ____, certify that I received from _____ an unsolicited invoice through Canadian mails, delivered by Canada Post on or about _____. A copy of the invoice is attached. The envelope/mail cover cannot be located.

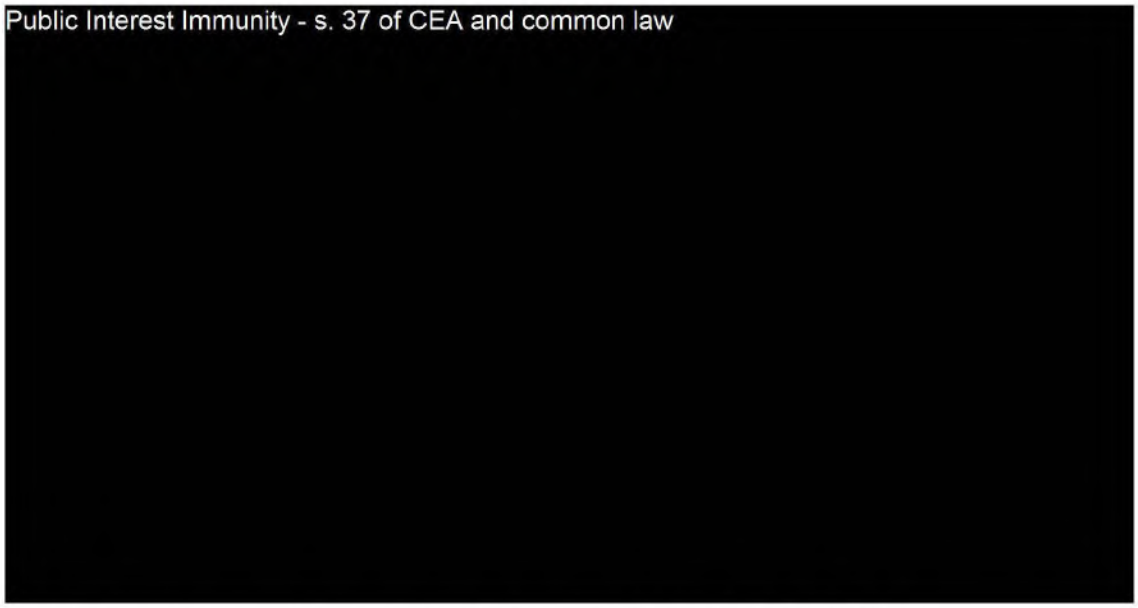
        Witnessed _____ Signed _____
        Date _____ Date _____
        Place _____

    2. Send the complaint and documents to:

        Supervisor
        Canada Post
        Illegal Mail Unit
        Corporate Security, Suite N1153
        2701 Riverside Dr.
        Ottawa, Ontario
        K1A 0B1

E. 8. c. **Controlled Delivery of Mail**





5. The request must be preapproved in writing by the Cr. Ops. Officer/ delegate.

E. 9. **Reserved**

Amended 2003-02-19

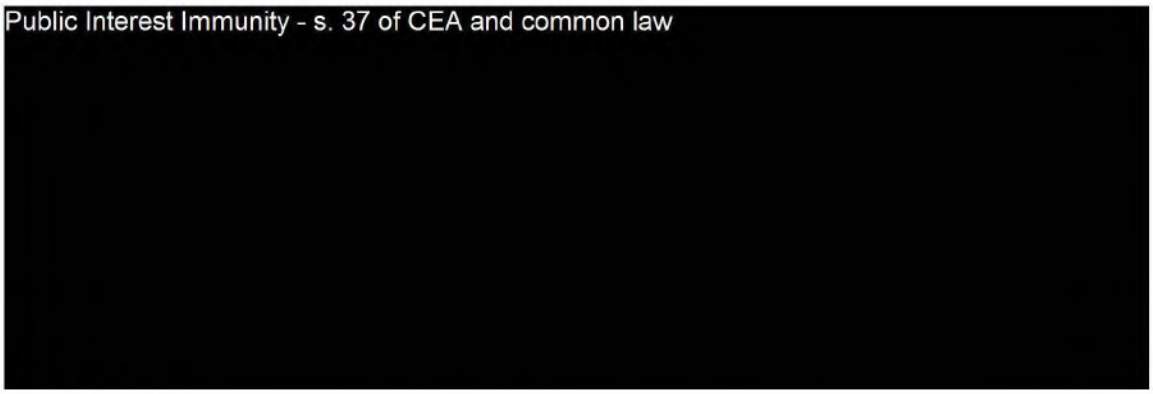
E. 10. **Correctional Service Canada** - Moved to OM ch. 42.14.

E. 11. **National Defence** - Moved to OM ch. 42.13.

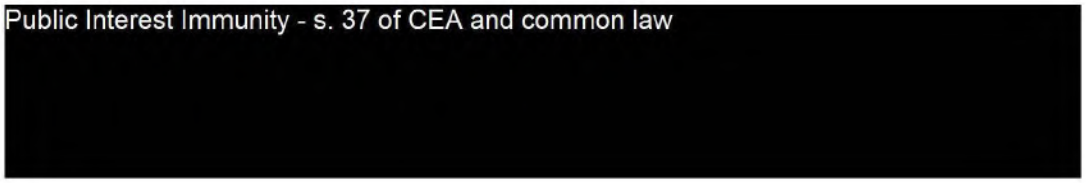
E. 12. **Reserved**

E. 13. **Public Works and Government Services Canada (PWGSC), Superannuation Directorate**

E. 13. a. **General**



E. 13. b. **Member**



Public Interest Immunity - s. 37 of CEA and common law

E. 14. **Reserved**

2434
2017-02-16

E. 15. **Canadian Security Intelligence Services (CSIS)**

Public Interest Immunity - s. 37 of CEA and common law

1968
1994-02-11

Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

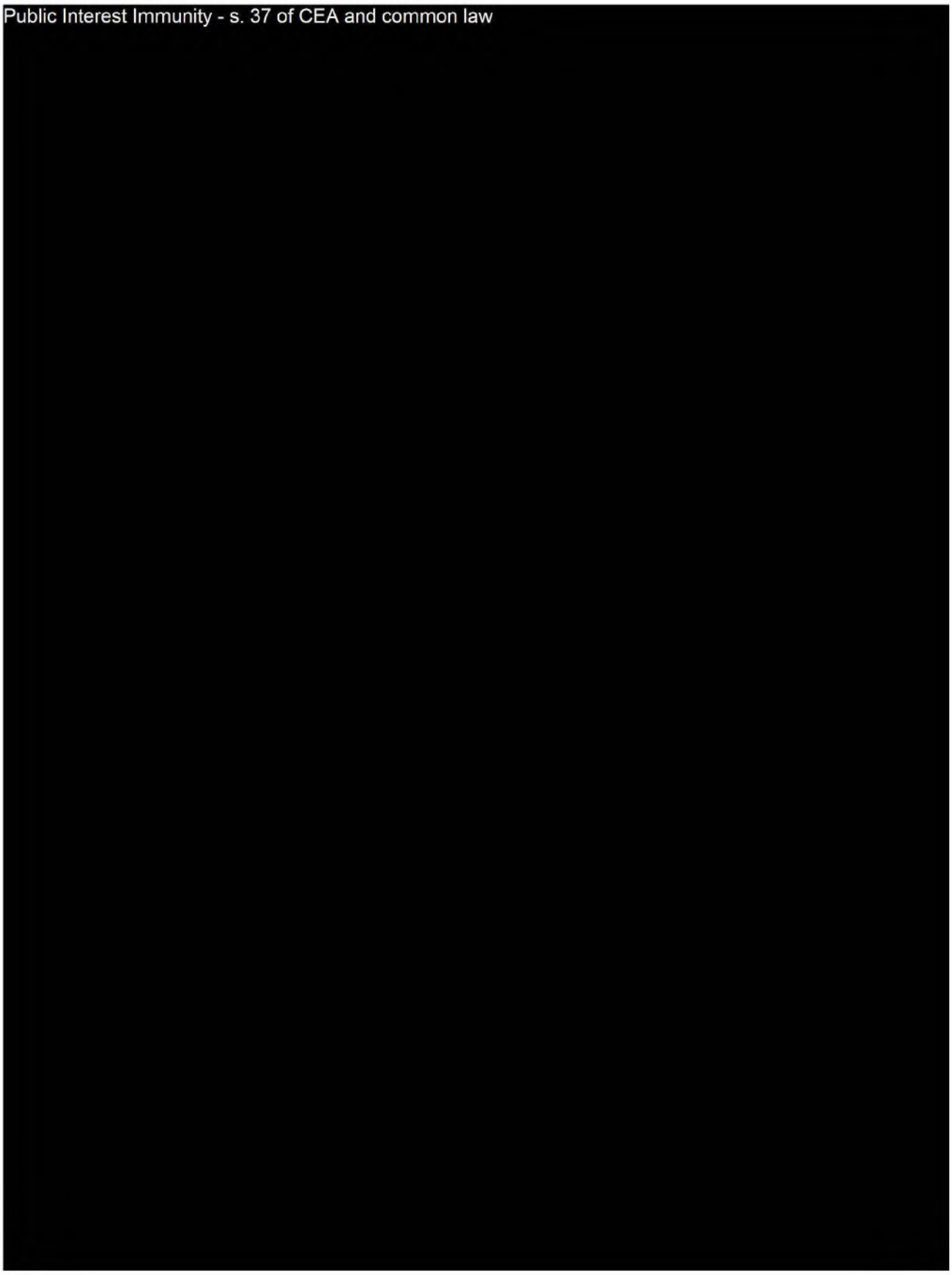
Public Interest Immunity - s. 37 of CEA and common law

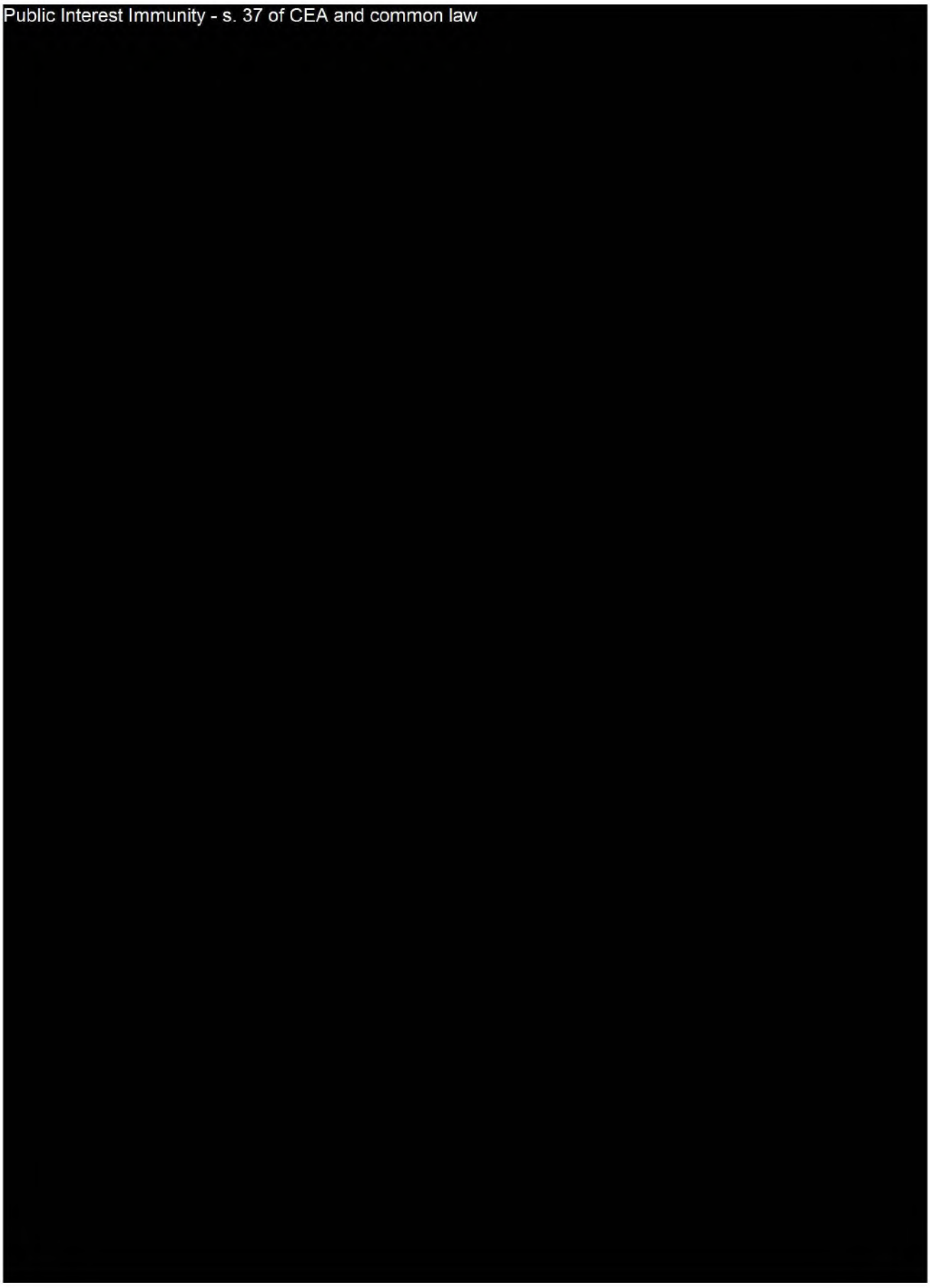
Amended 2007-05-15

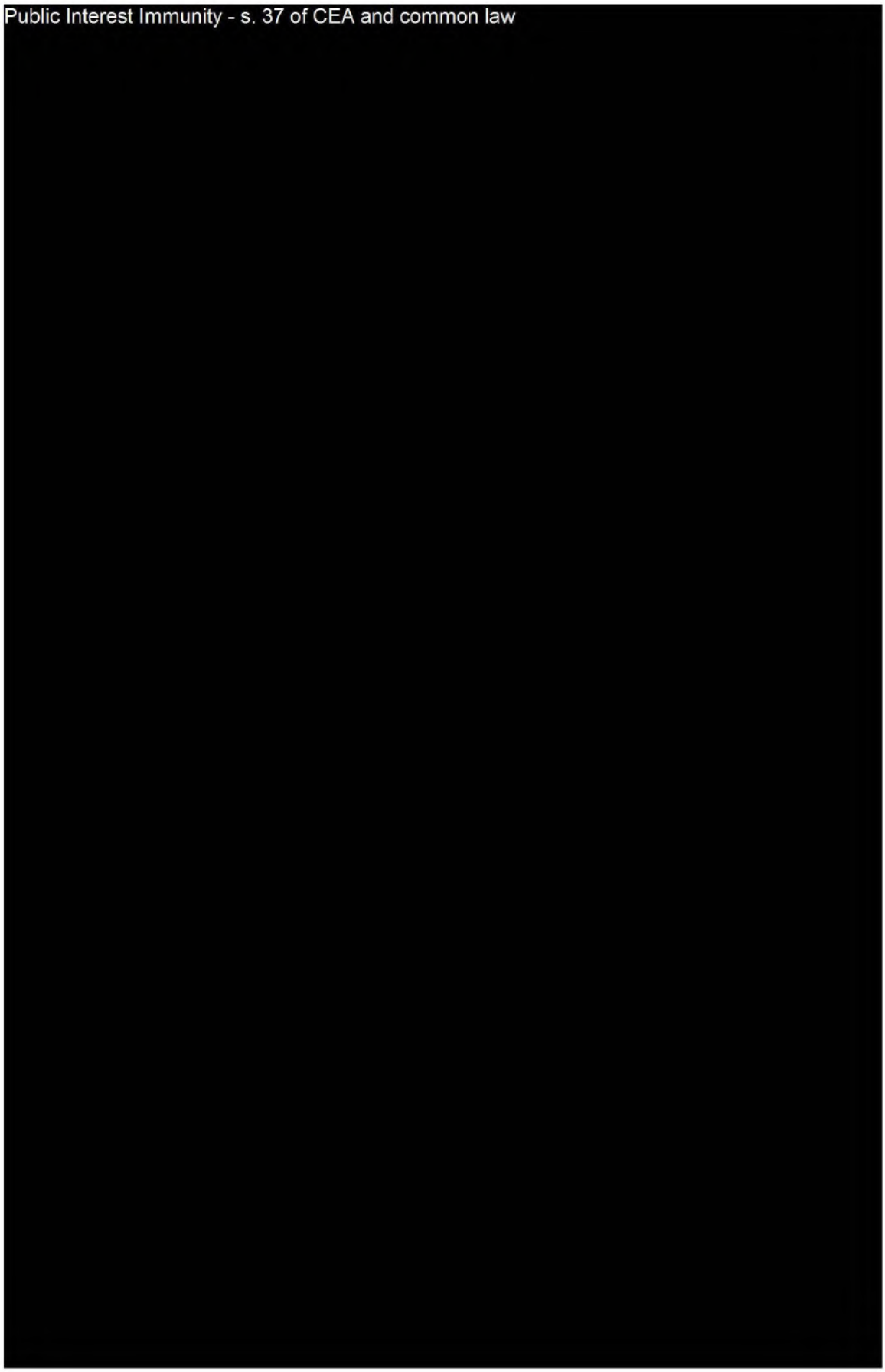
Public Interest Immunity - s. 37 of CEA and common law

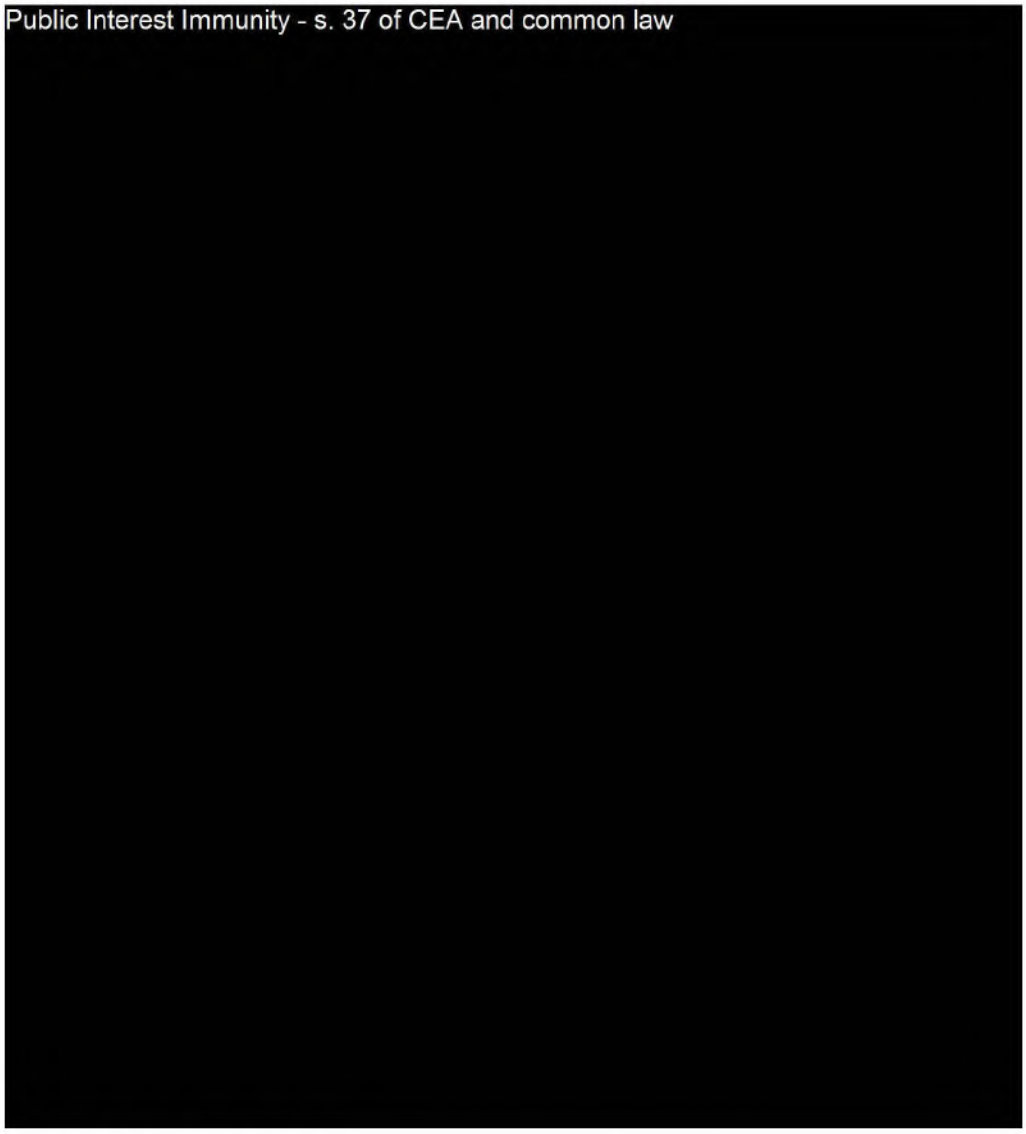
1968
1994-02-11

Public Interest Immunity - s. 37 of CEA and common law


Public Interest Immunity - s. 37 of CEA and common law


Public Interest Immunity - s. 37 of CEA and common law


Public Interest Immunity - s. 37 of CEA and common law



F. **PROVINCIAL GOVERNMENTS**

F. 1. **Provincial Parole Service** - moved to OM ch. 41.1. 2019-05-01

F. 2. **Prisons** - moved to OM ch. 41.1. 2019-05-01

F. 3. **Psychiatric Examination**

F. 3. a. A psychiatrist conducting a court-ordered examination of an accused person on the issues of fitness to stand trial or sanity, who requests copies of police reports or other information concerning the alleged offence to assist in his/her evaluation, must make his/her request to the Crown prosecutor responsible for the case.

G. **FOREIGN GOVERNMENTS**

G. 1. **Embassy and Consulate Offices**

G. 1. a. Direct the embassy/consular authority to refer his/her request for an investigation/ inquiry to DFAIT.

1. If you receive a request from the embassy/consular office of a country of security concern, report by message to National Headquarters, ATTN: Criminal Intelligence Directorate.

G. 1. b. When requested by National Headquarters, International Liaison Branch, make inquiries and report the results through the same channel by which the request was received.

H. **RESERVED**

I. **U.S. LAW-ENFORCEMENT AND OTHER AGENCIES**

I. 1. **Requests Received by National Headquarters**

I. 1. a. If a request for assistance on other than security matters is received by National Headquarters, it must be sent direct to the unit concerned for action. In serious cases, a copy of the request must be sent to division headquarters.

I. 2. **Requests Received Direct by Unit**

I. 2. a. A unit will handle inquiries in accordance with these directives and divisional supplements.

I. 2. b. A division must refer exceptional requests to the appropriate director at National Headquarters.

Amended
2019-05-01

I. 3. **Request to Locate a Fugitive**

I. 3. a. **General**

1. International Liaison Branch is the coordinating policy center at National Headquarters for all requests to locate a fugitive foreign national who is believed to be in Canada.

1. International Liaison Branch will ensure that the requests are investigated by the appropriate division/agency.

2. If a request is received by another National Headquarters policy center, it must be sent to International Liaison Branch for processing.

I. 3. b. **Unit**

1. If a request is received from a U.S. agency to locate a fugitive in Canada, begin the investigation and inform International Liaison Branch of the request and

results.

I. 4. **Bureau of Customs**

I. 4. a. The U.S. *Currency and Foreign Transaction Reporting Act* is the responsibility of the U.S. Bureau of Customs.

1. Under this law, it is an offence to transport currency, negotiable securities or monetary instruments in excess of $10,000 into or out of the U.S. without reporting to U.S. Customs.

I. 4. b. Assistance may be given to U.S. Customs staff at the local level.

Amended 2003-10-29

I. 5. **U.S. Agencies Conducting Investigations in Canada - moved to ch. 43.1. 2005-11-08**

Amended 2005-11-08

I. 6. **Carnegie Hero Fund Commission - moved to AM ch. II.3. 2006-05-03**

Amended 2006-05-03

J. **FOREIGN LAW-ENFORCEMENT AGENCIES OTHER THAN U.S.**

J. 1. **Requests for Inquiries in Canada**

J. 1. a. **General**

1. Assistance to other foreign law-enforcement agencies will be coordinated through Headquarters, National Central Bureau, Interpol.

J. 1. b. **Unit**

1. If you are requested to locate a fugitive, follow the procedures outlined in Sec. I.3.

2. Carry out the investigation upon receipt of a request from National Headquarters, National Central Bureau, Interpol.

3. Forward replies directly to National Central Bureau, Interpol.

J. 1. c. **Division**

1. Report all information relating to foreign travel by known international criminals to National Central Bureau, Interpol.

J. 2. **Requests for Permission to Enter Canada to Conduct Inquiries**

J. 2. a. **General**

1. When a foreign agency, other than U.S., requests permission to enter Canada

for operational purposes, the approval of the appropriate National Headquarters director is required.

EXCEPTIONS:

1. The CO "A" Division will approve requests from the UN International Criminal Tribunal and foreign War Crime Unit to enter Canada for operational purposes.

2. The CO/delegate "A" Division will notify the applicable division to which the tribunal or war crime investigators wish to conduct inquiries.

3. The A/Commr. Criminal Intelligence Directorate must approve all national security investigations.

2. All foreign agents conducting inquiries in Canada within RCMP jurisdiction must be accompanied by an RCMP member.

3. No foreign law-enforcement agent entering Canada may carry a restricted weapon.

J. 2. b. **Division**

1. If a request is received directly from another Canadian law-enforcement agency on behalf of a foreign agency and from a country other than the U.S., refer it to the appropriate National Headquarters directorate.

Amended 2003-10-29

K. GENERAL PUBLIC

K. 1. Canadian Police Certificates for Visa, Foreign Travel or Foreign Work Permit Applicants

K. 1. a. General

1. Detachments and other field units where CPIC terminals are located will issue certificates of **No Record** when an applicant satisfies a member that a police certificate is required and he/she does not have a record.

K. 1. b. Member

1. Make a Criminal Name Index (CNI) check on CPIC. If applicable, include a check of maiden names and aliases.

2. If the CNI check is negative, complete form 1868 in triplicate and give two copies to the applicant.

    1. Retain a copy of the form and the CNI check for a minimum of two years, as required by subsec. 6(1) of the Privacy Act and subsec. 4(1) of the Privacy Regulations.

3. If the CNI check produces respondents that cannot be eliminated through comparison of descriptive data, **do not release record information**.

    1. Take fingerprints in duplicate on form C-216C.

    2. Forward fingerprints to Headquarters, ATTN: Forensic Science and Identification Services Dir., or if requested, the fingerprints may be given to the applicant for mailing.

4. Inform the applicant that:

    1. Forensic Science and Identification Services Dir. will conduct a search and mail fingerprints stamped **No Criminal Record** or with the record attached, directly to the applicant unless instructed otherwise.

    2. It will be at least 15 days before he/she is told of the results of the fingerprint search.

    3. The form C-216C, stamped **No Criminal Record**, will serve as a certificate of clearance.

5. If an applicant requests certificates and you have no CPIC terminal, tell him/her where the nearest terminal is located, or if he/she wants, he/she may be fingerprinted and the forms submitted to Headquarters, ATTN: Forensic Science and Identification Services Dir.

K. 2. **Divorce Cases**

K. 2. a. All requests for the production of a criminal record in a divorce action will be referred to Forensic Science and Identification Services Dir.

K. 2. b. If it is a written request, Forensic Science and Identification Services Dir. will release only the name of the court and the date and location where a conviction was registered.

K. 2. c. If it is a subpoena, Forensic Science and Identification Services Dir. will produce the criminal record.

K. 3. **Missing Persons - rewritten and moved to ch. 37.3. and 37.10. 2005-11-29**

K. 4. **Compassionate Reasons to Locate - moved to ch. 37.5. 2018-09-20**

K. 5. **Identification Fingerprints**

K. 5. a. If a person requests that his/her fingerprints be taken for identification purposes:

    1. Take the fingerprints on form C-216C in single copy.

    2. Give the applicant the completed form C-216C and tell him/her to store it in a safe place and to notify his/her next of kin of the location.

3. If the applicant insists that the RCMP keep his/her fingerprints, mark the form **To be retained for personal identification**.

4. Ensure that the name of the person or law firm to be notified in the event of death is recorded on the reverse of form C-216C.

5. Send form C-216C to National Headquarters, ATTN: Forensic Science and Identification Services Dir.

6. Tell the applicant that receipt will not be acknowledged.

Amended 2008-03-07

L. RELEASE OF INFORMATION

L. 1. Marking of Documents

L. 1. a. When releasing a document to a provincial agency **other than** the provincial justice/attorney general's department, mark it as follows:

"This document is the property of the Government of Canada. It is loaned, in confidence, to your agency only and is not to be reclassified or further disseminated without the consent of the originator."

L. 2. Disclosure of Personal Information - Privacy Act

L. 2. a. General

1. The disclosure of personal information must be made in accordance with the *Privacy Act*.

2. Subsection 8(1), *Privacy Act*, forbids disclosure of personal information without the consent of the person to whom the information relates.

    1. Subsection 8(2) lists exceptions to Subsec. 8(1).

3. Two exceptions in Subsec. 8(2) are covered more fully in L.2.b. and c., i.e. consistent use disclosure and public interest disclosure.

4. If there is any doubt about the application of any of the conditions in Subsec. 8(2), the matter is to be referred to Access to Information and Privacy Branch.

5. Vetting guidelines for records requested by a firearms officer are outlined in IM IV.3.G.18.

2820
2001-12-20

L. 2. b. Consistent Use Disclosure - Paragraph 8(2)(a)

1. As law enforcement is considered one broad consistent use, the RCMP may collect personal information for one law enforcement purpose and release it

for another law enforcement purpose.

1. A member must not seek or collect personal information solely for the purpose of facilitating inquiries or investigations undertaken by another law enforcement or government agency.

2. In such a case, a law enforcement or government agency should be advised to seek direct access to the desired information.

2. Under the provisions of L.2.b.1., the RCMP may disclose personal information to the following agencies for legitimate investigative purposes in connection with their official duties and responsibilities relating to the enforcement or administration of the law:

1. Canadian law enforcement agencies and correctional services, and investigative, enforcement and support bodies of federal, provincial or territorial governments; and

2. foreign law enforcement agencies, correctional services, and investigative or enforcement bodies of government departments.

3. Before releasing information or reports, a member must be satisfied that disclosure is in accordance with policy. See the following references:

1. criminal history information provisions, II.4.;

2. *CPIC Reference Manual*, Ch. I.2.; and

3. AM III.11.

Amended 2004-03-31

L. 2. c. **Public Interest Disclosure - Paragraph 8(2)(m)**

1. **General**

1. Personal information may be released in the public interest pursuant to sec. 8(2)(m), *Privacy Act*, with the prior approval of the CO where:

- the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or

- disclosure would clearly benefit the individual to whom the information relates.

2. In an emergency situation, the following must be considered:

- Does the situation include a health/medical emergency, an accident, national disaster, or hostile/terrorist act where one or more individuals' lives or well-being depend on the disclosure?

- Is it an emergency situation where the circumstances are unambiguous and the disclosure is clearly in the public's interest and explicitly outweighs the individual's privacy rights?

- Have the following invasion-of-privacy considerations been carefully examined: (a) the individual's expectations; (b) the sensitivity of the information; and (c) the probability of injury to the individual?

3. Where the disclosure involves personal information pertaining to a dangerous offender, the following must be considered:

   - Does the individual's criminal history indicate violence or repetitive activity of a nature requiring public awareness of the offender's presence in the community?

   - Is there a court ban or legislation regarding the disclosure of information, e.g. *Young Offenders Act*?

   - Has the offender been released from gaol at warrant expiry date? An offender granted early release on probation, temporary absence or mandatory supervision, should generally not be considered for disclosure; however, extenuating circumstances may dictate otherwise.

   - Is the information being considered for release factual?

4. Public-interest disclosures can range from the notification of one person, e.g. a victim; target group, e.g. school; or a full community, e.g. media release. However, all require approval if personal information is being disclosed.

5. The Privacy Commissioner is to be notified of the intended disclosure prior to its release, in accordance with sec. 8(5), *Privacy Act*.

2. **Member**

   1. Before applying for a public-interest disclosure, carefully consider the following issues:

      - The individual's psychological profile must suggest a strong likelihood of re-offending.

      - Disclosure can be considered for an inmate, identified as violent with a high possibility to re-offend, who has served all his/her time and is being released at warrant expiry date.

      - Disclosure of personal information should only be considered as a last resort. All practicable means of dealing with the individual must be considered first, e.g. short-term surveillance.

      - Disclosure is an extreme intrusion of privacy. Consider other viable

options to protect public safety, e.g. investigative procedures, CC provisions in sec. 487.01, 492.1, 492.2, 810.1., etc.

- Should the individual be entered on CPIC under "Special Interest Police Category".

- The individual's criminal profile/history must substantiate the necessity for a public-interest disclosure.

- Is the information, intended for disclosure, available publicly from other sources, e.g. courts?

Amended 2007-10-24

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2. Consider the resultant negative impact upon the individual, such as:

   - vigilante reprisal;

   - withdrawal from treatment/reintegration programs;

   - driving the individual underground, away from police or other monitoring agencies.

3. Consider the impact of the disclosure on the community, such as:

   - The disclosure may leave the perception that the police are unable to provide adequate measures to assure public security.

   - Studies have brought into question the extent to which the disclosure is effectively retained by the public.

   - How long should the notice be run, should be repeated, etc.?

   - Continual disclosures of this nature could result in the public's desensitization and reduce the intended benefit.

   - There may be reprisals against another person due to mistaken identity.

   - Disclosure could merely result in the individual relocating to another jurisdiction. This simply shifts the burden to another agency to contemplate whether to continue the public disclosure at that point.

4. Forward the request through channels to your CO and include:

   - the name and address of the individual concerned;

   - the purpose of the disclosure;

   - an explanation to justify the disclosure, commenting on each issue identified in L.2.c.1. and L.2.c.2.;

   - scope of disclosure, e.g. victim, target group, public by media coverage;

and

- degree of disclosure, e.g. name and address, photo or description only, complete or partial criminal record.

5. A disclosure must clearly demonstrate a public interest, resist making disclosures merely to satisfy public curiosity.

6. Resist requests from the media to discuss a public-interest disclosure as this could be interpreted as an indication of harassment. A public-interest disclosure may generate significant media attention.

3. **CO**

1. Upon receipt of a request for a public-interest disclosure, consider the issues identified in L.2.c.1. and L.2.c.2. Notify the OIC Access to Information and Privacy Coordinator, National Headquarters, of your intentions immediately.

2. If you agree a disclosure is warranted, determine the degree of disclosure to satisfy the needs of the public:

   - Disclose a general description only, not the name or photograph. This degree of disclosure does not include any personal information of an identifiable individual. A disclosure of this nature would be made primarily to schools or other target groups to alert the public to the need for extra vigilance. **A notice to the Privacy Commissioner is not required.**

   - For the disclosure of personal information, e.g. photographs, name, criminal history, employment history, physical description, race, marital status, address, associated vehicles, etc. when linked to an identifiable individual, limit it to the minimum of detail, yet sufficient to satisfy the purpose of the disclosure on a case-by-case basis. **A written notice to the Privacy Commissioner is required as outlined in L.2.c.3.4.**

3. If the provincial government has developed a protocol pertaining to the disclosure of dangerous offender information, facilitate a consistent approach to a disclosure on a provincial level. However, all disclosures by the RCMP respecting public-interest disclosures, must comply with the disclosure provisions of Sec. 8(2)(m), *Privacy Act*.

4. Forward notices of approved public-interest disclosures to National Headquarters, ATTN: OIC Access to Information and Privacy Branch, who will make the required notification to the Privacy Commissioner in accordance with Sec. 8(5), *Privacy Act*. When possible, the Privacy Commissioner should be given two weeks' advance notification.

Amended 2004-03-31

L. 2. d. **Disclosure Under an Agreement or Arrangement, Para. 8(2)(f), *Privacy Act***

1. Under an agreement or arrangement, this provision of the Act allows the exchange of information between federal police, security and investigative bodies and their Canadian and international counterparts for law enforcement purposes.

2. Formal written agreements between the Government of Canada and the provincial and territorial governments requires that requests be made in writing, stipulating the exact information required, and the statute and section being administered or enforced.

3. It is not an obligation to release personal information under this provision: disclosures should be restricted to only that part of a record actually required, and the information condensed to a synopsis whenever possible.

4. The written request along with the response and what was disclosed must be filed on the original record.

5. An additional agreement should also be considered for provincial agencies that routinely request disclosure of personal information, e.g. workers' compensation, child or social services. The agreement should include the "in confidence" statement outlined in L.1.a. since any information disclosed will form part of the recipient's records and be subject to access under provincial access and privacy legislation.

6. Assistance regarding these disclosures may be addressed to the division Privacy/Access Coordinator or National Headquarters, Access to Information and Privacy Branch.

2769
2001-06-07

L. 2. e. **Disclosure of Personal Information for Research or Statistical Purposes - Paragraph 8(2)(j)**

1. **General**

1. Personal information may be disclosed to any person or body for research or statistical purposes pursuant to Para. 8(2)(j), *Privacy Act* with the prior approval of the CO when:

- disclosure cannot reasonably be accomplished unless the information is provided in a form that would identify the individual to whom it relates; and

- the person or body submits a Research Application and Undertaking, form 4026, as outlined in L.2.e.1.3.

2. Research privileges must be immediately withdrawn from any person or body found to be improperly disclosing personal information as a result of a disclosure under Para. 8(2)(j), *Privacy Act* and immediate steps must be taken to prevent further disclosures.

3. A **Research Application and Undertaking**, form 4026, should contain:

   - the name and address of the researcher and, where applicable, his/her institutional or organizational affiliation;

   - a general description of the research project;

   - a description of the type or class of information to which access is requested;

   - an undertaking that no subsequent disclosure of the information in a manner that could reasonably be expected to identify the individual to whom it relates will be made to any other person or third party which is not participating in the research project.

   - a statement that no further personal information will be provided to the researcher if this agreement is violated; and

   - the signature of the researcher.

2. **Member**

   1. If you receive an application from an individual or body for disclosure of personal information for research or statistical purposes, in addition to L.2.e.1. also consider:

      - the expectations of the individual to whom the information pertains: Was the information compiled or obtained under guarantees which would preclude some or all types of disclosures? Can the information be considered to have been unsolicited or given freely or voluntarily with little expectation of it being maintained in confidence?

      - the sensitivity of the personal information: Is the information of a highly sensitive personal nature or does it appear to be fairly harmless information? Is the information current and for that reason more sensitive, or has the passage of time possibly reduced that sensitivity so that disclosure would not cause measurable injury to the individual's privacy? Could the disclosure of the personal information, even after the passage of time simply reopen old wounds?

      - the probability of injury: If the information is considered sensitive, does disclosure carry with it the probability of causing measurable injury? Injury can be interpreted as any harm or embarrassment which will have direct negative effects on an individual's career, reputation, financial position, safety, health or well-being.

      - Is the information available through another source, e.g. court records, newspapers, libraries, statistical reports published for public use.

   2. If you think the request satisfies all the conditions in L.2.e.2.1., have the

requester complete a Research Application and Undertaking, form 4026, as outlined in L.2.e.1.3. and forward it through channels to your CO for approval.

3. **CO**

1. When you receive a request, consider the issues identified in L.2.e.1. and L.2.e.2.

2. If you approve the request, a notation of the information disclosed should be recorded on file in the event a complaint is made to the Privacy Commissioner.

2870
2002-08-21

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3. If particularly sensitive or current personal information is being used for research or statistical purposes, you may wish to attach an addendum to the Research Application and Undertaking including:

- a statement concerning the access conditions and criteria imposed on researchers using the information, including: (a) an undertaking that the information will be rendered anonymously i.e. coded, name-stripped, at the earliest time possible; (b) a list of any data linkages which have been approved and an undertaking not to perform other matches without written authorization; and (c) an undertaking not to contact the data subjects unless specifically authorized to do so. If the researchers are so authorized, to guarantee any additional information obtained from those individuals is at the same level of confidentiality as maintained for the original data;

- a statement regarding the location where data or copies of the records will be consulted or used. If it is in a federal institution, a statement regarding the applicable Acts and Regulations and any oaths to be sworn by the researchers should be included.

- if it is in another institution or organization, the conditions governing the transfer and secure storage of the data must be stipulated;

- a statement regarding the conditions governing disposal of identifiable personal data stored outside a federal institution and, if desirable and applicable, the archival arrangements for working data and the relevant programs, codes and guides;

- a statement providing the RCMP with the right to examine any results or reports in order to verify that there has been no compromise of the personal information; and

- the signature of the appropriate officers in the federal institutions and all principals involved in the research project.

4. Should the researcher or statistician to whom personal information has been

provided under this process wish to release it in a personally identifiable manner, you may authorize the disclosure if:

- consent is obtained from the subject individuals; or
- permission to disclose the information is given on the basis of a public-interest disclosure pursuant to Subpara. 8(2)(m)(i), *Privacy Act*. See L.2.c.

L. 3. **Release of Photos, Videos, Plans and Certificates of Analysis**

L. 3. a. **General**

1. In provincial statute and CC investigations leading to charges, the release of these items is at the discretion of the provincial attorney general unless there is a conflict with the *Privacy Act*. See AM III.11.
2. In federal statute investigations when no CC charges are laid, release of these items comes under federal authority.

L. 3. b. **Member**

1. If you are releasing items as outlined in L.3.a.1. and there is a conflict with the *Privacy Act,* consult Access to Information and Privacy Branch.
2. If you are releasing items as outlined in L.3.a.2., ensure the release does not conflict with the *Privacy Act*. Obtain the approval of your Cr. Ops. Officer.
3. When you are in doubt about the application of the *Privacy Act* in the release of the items in question, contact Access to Information and Privacy Branch.
4. See AM App. VII-7-1 for prices to be charged for items obtained through laboratory or identification units.

2879

2002-10-09

L. 4. **Release of Criminal Record - moved to ch. 28.5. 2013-11-01**

Amended 2013-11-01

L. 5. **Release of Criminal Record Information to the U.S.**

L. 5. a. If a U.S. agency, authorized to receive criminal record information, requests a records check, query CPIC.

1. If the response is negative, inform the requesting agency.

2. If the response is a possible hit and the agency:

    1. has access to the National Law Enforcement Telecommunications System (NLETS), direct them to submit the request through the NLETS.

    2. does not have access to NLETS, send a message to CPSIC (ON10000).

    NOTE: CPSIC will not release young offender and pardon information.

2615
1999-01-29

M. **DEFENSIVE KEYS AND KEY CODES - moved to ch. 34.3. 2008-04-28**

Amended 2008-04-28

N. **EMERGENCY POLICE SERVICES - CONTRACT DIVISIONS - moved to ch. 13.3. 2006-12-13**

Amended 2006-12-13

O. **SEARCH AND RESCUE (SAR)**

O. 1. **General - moved to ch. 37.1. 2005-11-29**

O. 2. **Lost/Overdue Person - moved to ch. 37.2. 2005-11-29**

O. 3. **Lost/Downed Aircraft or Vessels in Distress - moved to ch. 37.1. 2005-11-29**

Amended 2005-11-29

O. 4. **New Initiatives Fund (NIF) - moved to ch. 37.11. 2005-12-22**

Amended 2005-12-22

P. **SPECIAL EVENTS - moved to ch. 37.4. 2005-10-14**

Amended 2005-10-14

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3. ASSISTANCE

A. **ORIGINATOR**

A. 1. National Criminal Operations, Community, Contract and Aboriginal Policing Services.

A. 2. Access to Information and Privacy Branch, Public Affairs and Communication Services.

B. **REFERENCES**

B. 1. *Administration Manual* III.2., III.7., III.11. and XI.4.

B. 2. *Tactical Operations Manual.*

B. 3. Provincial Police Services Contract, Sec 10.6.d.

B. 4. Municipal Police Services Contract, Sec. 9.8.d.

B. 5. Solicitor General's Manual, "*Police Procedures for Ground Search and Rescue for Lost and Missing Persons*", 1994.

B. 6. *The New SAR Initiatives Fund (NIF) Guide.*

B. 7. National Search and Rescue Secretariat, web site: www.nss.gc.ca.

C. **POLICY**

D. **GENERAL**

E. **FEDERAL GOVERNMENT**

E. 1. **Locating Persons Indebted to the Crown**

E. 1. a. Only CPIC and PIRS index checks will be conducted once the federal department gives written assurance that all other reasonable sources have been exhausted in trying to locate the individual.

E. 1. b. Do not perform field investigations or seek third-party information, e.g. relatives, spouse or neighbor.

E. 1. c. Responses should contain only addresses that are different from those provided by the requesting department.

E. 1. d. As positive identification of a person is not possible without fingerprints, affirmative responses should state that the address supplied is for a subject with a name and birth date similar to that mentioned in their inquiry.

E. 2. **Fingerprinting Job Applicants**

E. 2. a. Use form C-216C or the departmental fingerprint form, and give it to the applicant in the number of copies he/she requests.

2780
2001-07-19

E. 3. **Citizenship and Immigration Canada (CIC)**

E. 3. a. **Social Insurance Number Cards - moved to ch. 45.4 2006-04-26**

E. 3. b. **Fingerprinting Aliens - moved to ch. 45.4 2006-04-26**

E. 3. c. **Aliens Who Require Protection - moved to ch. 45.4 2006-04-26**

Amended 2006-04-26

E. 3. d. **Citizenship Court - moved to ch. 7.2 2006-07-18**

E. 3. e. **Citizenship Applicant Fingerprints - moved to ch. 7.2 2006-07-18**

E. 3. f. **Citizenship Certificates - Deceased Persons - moved to ch. 7.2 2006-07-18**

Amended 2006-07-18

E. 4. **Dept. of Foreign Affairs and International Trade (DFAIT) - moved to 7.4. 2006-06-22**

Amended 2006-06-22

E. 5. **Government House - Chancellery of Canadian Orders, Decorations and Medals - moved to AM ch. II.3. 2006-05-03**

Amended 2006-05-03

E. 6. **National Parole Board (NPB) – moved to OM ch. 42.1. 2020-05-13**

Amended 2020-05-13

E. 7. **Canada Customs and Revenue Agency - moved to ch. 42.10 2006-04-26**

Amended 2006-04-26

E. 8. **Canada Post**

E. 8. a. **Confiscated Ammunition**

1. If you receive confiscated ammunition and an investigation is not necessary, turn the ammunition over to the nearest forensic laboratory.

2. If it is not possible to deliver confiscated ammunition to a forensic laboratory, turn it over to the nearest explosives disposal unit for destruction.

3. Report the disposition/destruction of confiscated ammunition on form 1625.

4. Give a copy of form 1625 to the local postal agent.

E. 8. b. **Fraudulent Use of Mail**

1. If you receive a complaint of an offence under Sec. 381 CC involving fraudulent/deceptive invoices, the Canada Post Legal Branch requires the envelope, its contents and a written complaint to support a prohibition order to stop the scheme.

    1. If the envelope is not available, a certificate in the following format is necessary:

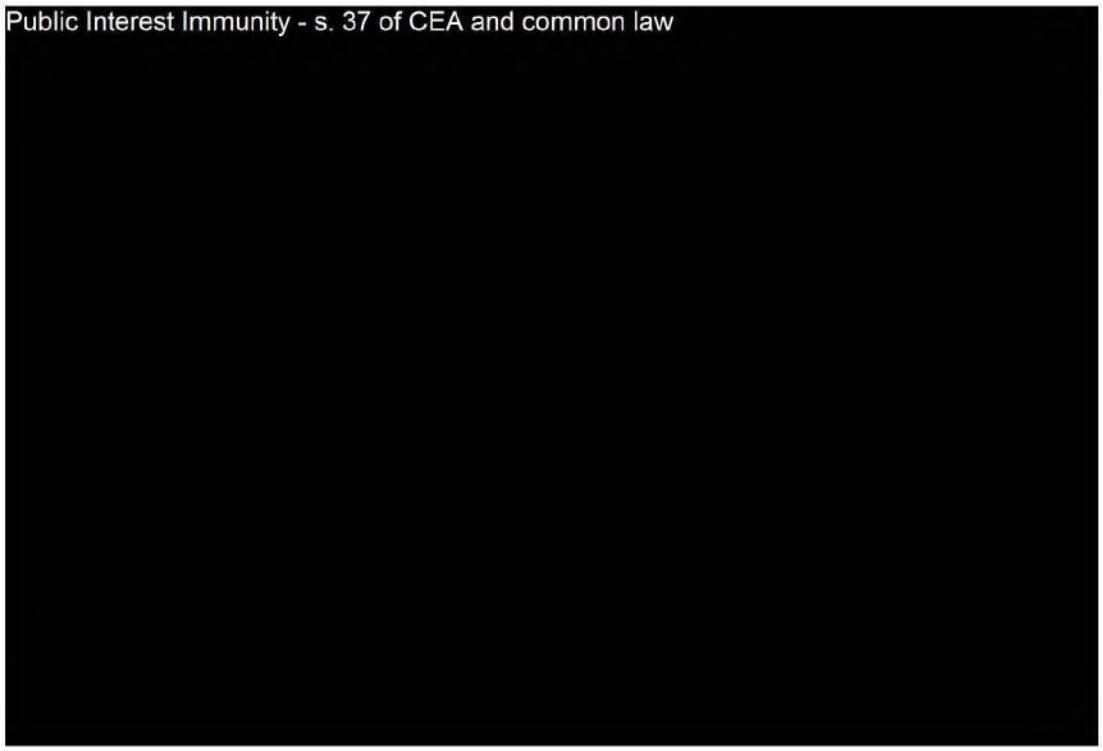
        I ____ of ____, certify that I received from _____ an unsolicited invoice through Canadian mails, delivered by Canada Post on or about _____. A copy of the invoice is attached. The envelope/mail cover cannot be located.

        Witnessed _____ Signed _____
        Date _____ Date _____
        Place _____

    2. Send the complaint and documents to:

        Supervisor
        Canada Post
        Illegal Mail Unit
        Corporate Security, Suite N1153
        2701 Riverside Dr.
        Ottawa, Ontario
        K1A 0B1

E. 8. c. **Controlled Delivery of Mail**



5. The request must be preapproved in writing by the Cr. Ops. Officer/ delegate.

E. 9. **Reserved**

Amended 2003-02-19

E. 10. **Correctional Service Canada** - Moved to OM ch. 42.14.

E. 11. **National Defence** - Moved to OM ch. 42.13.

E. 12. **Reserved**

E. 13. **Public Works and Government Services Canada (PWGSC), Superannuation Directorate**

E. 13. a. **General**

Public Interest Immunity - s. 37 of CEA and common law

E. 13. b. **Member**

Public Interest Immunity - s. 37 of CEA and common law

E. 14. **Reserved**

2434
2017-02-16

E. 15. **Canadian Security Intelligence Services (CSIS)**

Public Interest Immunity - s. 37 of CEA and common law

[redacted]

[redacted]

1968
1994-02-11

[redacted]

Public Interest Immunity - s. 37 of CEA and common law

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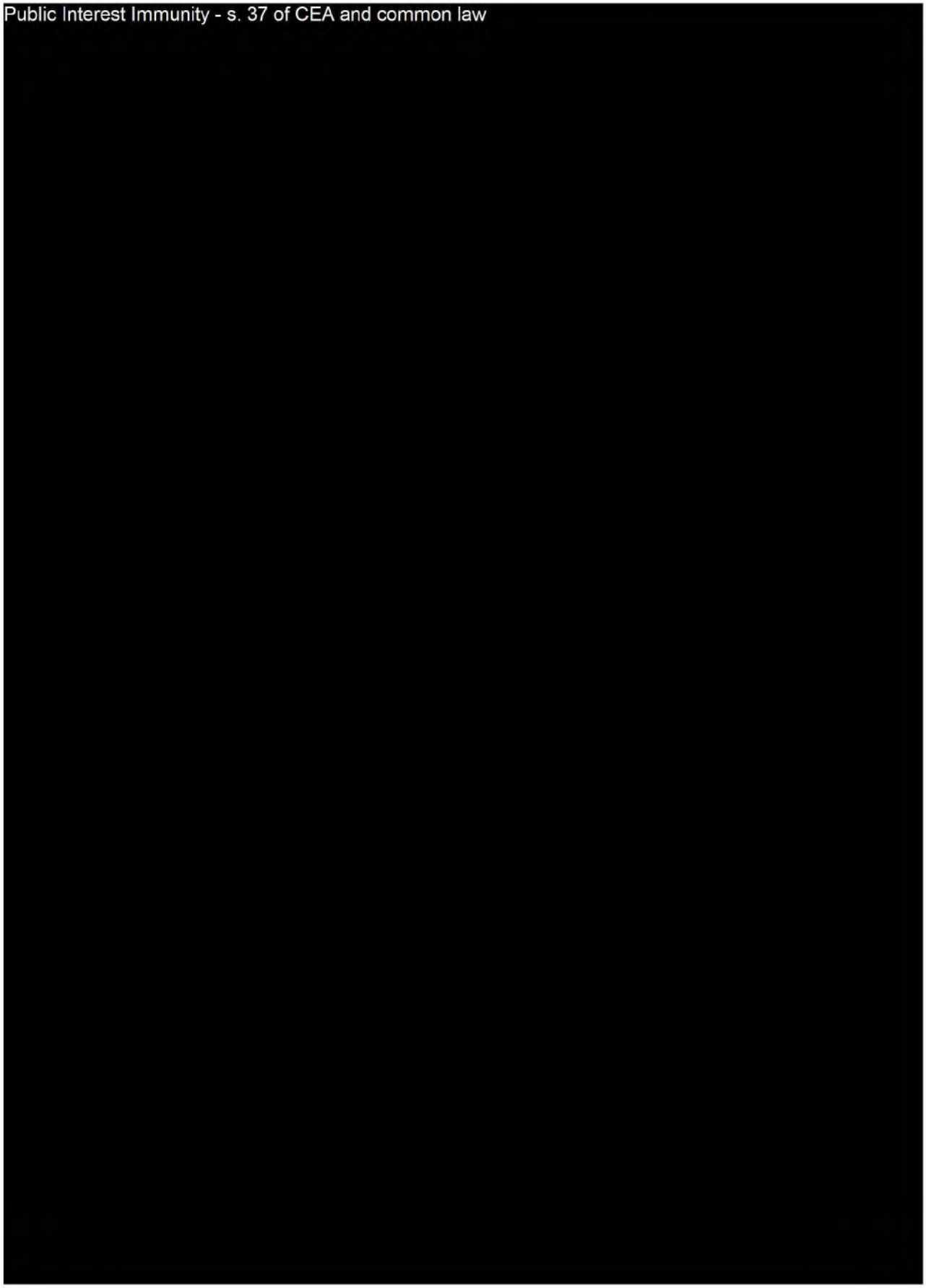
Amended 2007-05-15

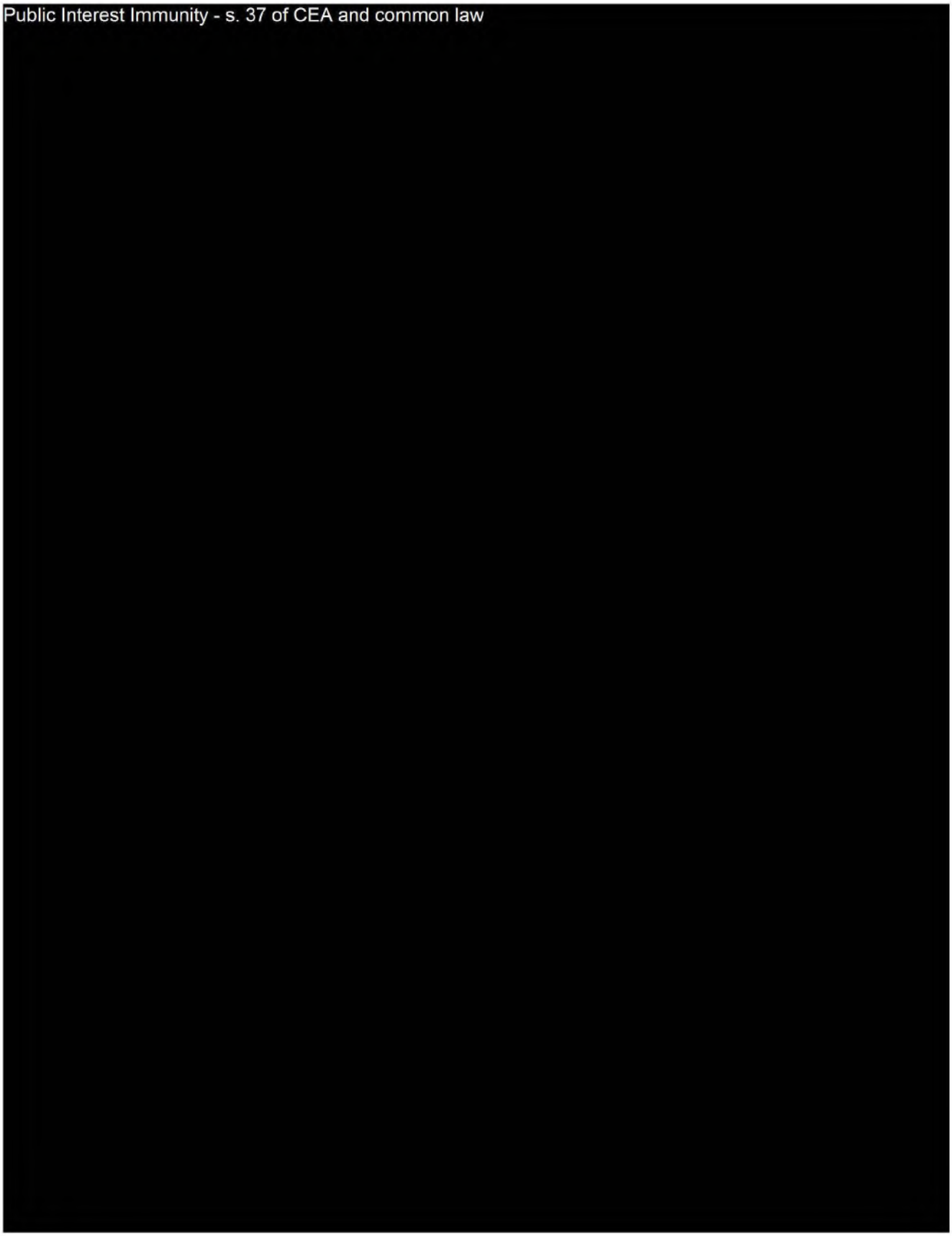
Public Interest Immunity - s. 37 of CEA and common law

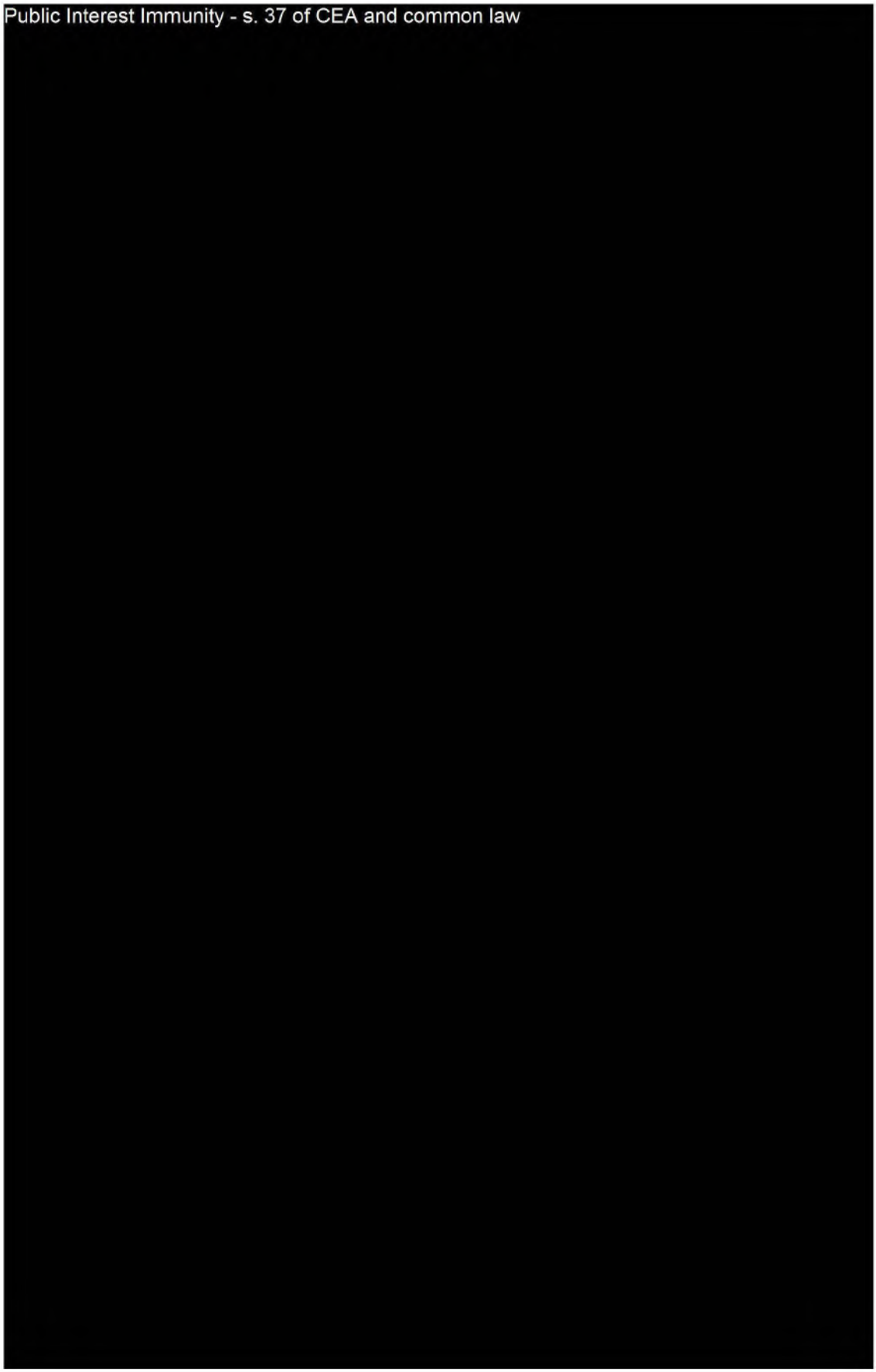
Public Interest Immunity - s. 37 of CEA and common law

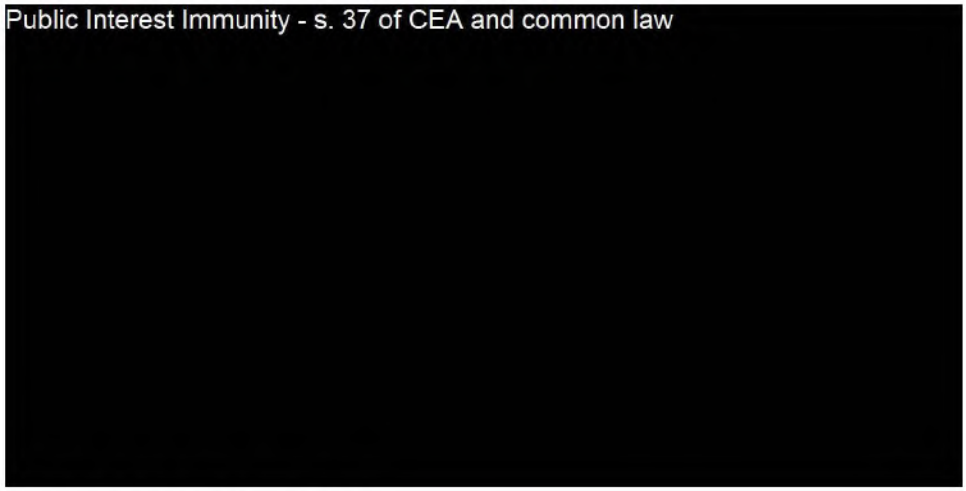
1968
1994-02-11

Public Interest Immunity - s. 37 of CEA and common law


Public Interest Immunity - s. 37 of CEA and common law


Public Interest Immunity - s. 37 of CEA and common law


Public Interest Immunity - s. 37 of CEA and common law



F. **PROVINCIAL GOVERNMENTS**

F. 1. **Provincial Parole Service** - moved to OM ch. 41.1. 2019-05-01

F. 2. **Prisons** - moved to OM ch. 41.1. 2019-05-01

F. 3. **Psychiatric Examination**

F. 3. a. A psychiatrist conducting a court-ordered examination of an accused person on the issues of fitness to stand trial or sanity, who requests copies of police reports or other information concerning the alleged offence to assist in his/her evaluation, must make his/her request to the Crown prosecutor responsible for the case.

G. **FOREIGN GOVERNMENTS**

G. 1. **Embassy and Consulate Offices**

G. 1. a. Direct the embassy/consular authority to refer his/her request for an investigation/ inquiry to DFAIT.

1. If you receive a request from the embassy/consular office of a country of security concern, report by message to National Headquarters, ATTN: Criminal Intelligence Directorate.

G. 1. b. When requested by National Headquarters, International Liaison Branch, make inquiries and report the results through the same channel by which the request was received.

H. **RESERVED**

I. **U.S. LAW-ENFORCEMENT AND OTHER AGENCIES**

I. 1. **Requests Received by National Headquarters**

I. 1. a. If a request for assistance on other than security matters is received by National Headquarters, it must be sent direct to the unit concerned for action. In serious

cases, a copy of the request must be sent to division headquarters.

I. 2. **Requests Received Direct by Unit**

I. 2. a. A unit will handle inquiries in accordance with these directives and divisional supplements.

I. 2. b. A division must refer exceptional requests to the appropriate director at National Headquarters.

Amended 2019-05-01

I. 3. **Request to Locate a Fugitive**

I. 3. a. **General**

1. International Liaison Branch is the coordinating policy center at National Headquarters for all requests to locate a fugitive foreign national who is believed to be in Canada.

    1. International Liaison Branch will ensure that the requests are investigated by the appropriate division/agency.

2. If a request is received by another National Headquarters policy center, it must be sent to International Liaison Branch for processing.

I. 3. b. **Unit**

1. If a request is received from a U.S. agency to locate a fugitive in Canada, begin the investigation and inform International Liaison Branch of the request and results.

I. 4. **Bureau of Customs**

I. 4. a. The U.S. *Currency and Foreign Transaction Reporting Act* is the responsibility of the U.S. Bureau of Customs.

1. Under this law, it is an offence to transport currency, negotiable securities or monetary instruments in excess of $10,000 into or out of the U.S. without reporting to U.S. Customs.

I. 4. b. Assistance may be given to U.S. Customs staff at the local level.

Amended 2003-10-29

I. 5. **U.S. Agencies Conducting Investigations in Canada - moved to ch. 43.1. 2005-11-08**

Amended 2005-11-08

I. 6. **Carnegie Hero Fund Commission - moved to AM ch. II.3. 2006-05-03**

Amended 2006-05-03

J. FOREIGN LAW-ENFORCEMENT AGENCIES OTHER THAN U.S.

J. 1. Requests for Inquiries in Canada

J. 1. a. General

1. Assistance to other foreign law-enforcement agencies will be coordinated through Headquarters, National Central Bureau, Interpol.

J. 1. b. Unit

1. If you are requested to locate a fugitive, follow the procedures outlined in Sec. I.3.

2. Carry out the investigation upon receipt of a request from National Headquarters, National Central Bureau, Interpol.

3. Forward replies directly to National Central Bureau, Interpol.

J. 1. c. Division

1. Report all information relating to foreign travel by known international criminals to National Central Bureau, Interpol.

J. 2. Requests for Permission to Enter Canada to Conduct Inquiries

J. 2. a. General

1. When a foreign agency, other than U.S., requests permission to enter Canada for operational purposes, the approval of the appropriate National Headquarters director is required.

   EXCEPTIONS:

   1. The CO "A" Division will approve requests from the UN International Criminal Tribunal and foreign War Crime Unit to enter Canada for operational purposes.

   2. The CO/delegate "A" Division will notify the applicable division to which the tribunal or war crime investigators wish to conduct inquiries.

   3. The A/Commr. Criminal Intelligence Directorate must approve all national security investigations.

2. All foreign agents conducting inquiries in Canada within RCMP jurisdiction must be accompanied by an RCMP member.

3. No foreign law-enforcement agent entering Canada may carry a restricted weapon.

J. 2. b. **Division**

1. If a request is received directly from another Canadian law-enforcement agency on behalf of a foreign agency and from a country other than the U.S., refer it to the appropriate National Headquarters directorate.

Amended 2003-10-29

K. GENERAL PUBLIC

K. 1. Canadian Police Certificates for Visa, Foreign Travel or Foreign Work Permit Applicants

K. 1. a. General

1. Detachments and other field units where CPIC terminals are located will issue certificates of **No Record** when an applicant satisfies a member that a police certificate is required and he/she does not have a record.

K. 1. b. Member

1. Make a Criminal Name Index (CNI) check on CPIC. If applicable, include a check of maiden names and aliases.

2. If the CNI check is negative, complete form 1868 in triplicate and give two copies to the applicant.

    1. Retain a copy of the form and the CNI check for a minimum of two years, as required by subsec. 6(1) of the Privacy Act and subsec. 4(1) of the Privacy Regulations.

3. If the CNI check produces respondents that cannot be eliminated through comparison of descriptive data, **do not release record information**.

    1. Take fingerprints in duplicate on form C-216C.

    2. Forward fingerprints to Headquarters, ATTN: Forensic Science and Identification Services Dir., or if requested, the fingerprints may be given to the applicant for mailing.

4. Inform the applicant that:

    1. Forensic Science and Identification Services Dir. will conduct a search and mail fingerprints stamped **No Criminal Record** or with the record attached, directly to the applicant unless instructed otherwise.

    2. It will be at least 15 days before he/she is told of the results of the fingerprint search.

    3. The form C-216C, stamped **No Criminal Record**, will serve as a certificate of clearance.

5. If an applicant requests certificates and you have no CPIC terminal, tell him/her where the nearest terminal is located, or if he/she wants, he/she may be fingerprinted and the forms submitted to Headquarters, ATTN: Forensic Science and Identification Services Dir.

K. 2. **Divorce Cases**

K. 2. a. All requests for the production of a criminal record in a divorce action will be referred to Forensic Science and Identification Services Dir.

K. 2. b. If it is a written request, Forensic Science and Identification Services Dir. will release only the name of the court and the date and location where a conviction was registered.

K. 2. c. If it is a subpoena, Forensic Science and Identification Services Dir. will produce the criminal record.

K. 3. **Missing Persons - rewritten and moved to ch. 37.3. and 37.10. 2005-11-29**

K. 4. **Compassionate Reasons to Locate - moved to ch. 37.5. 2018-09-20**

Amended 2020-12-18

L. **RELEASE OF INFORMATION**

L. 1. **Marking of Documents**

L. 1. a. When releasing a document to a provincial agency **other than** the provincial justice/attorney general's department, mark it as follows:

"This document is the property of the Government of Canada. It is loaned, in confidence, to your agency only and is not to be reclassified or further disseminated without the consent of the originator."

L. 2. **Disclosure of Personal Information - Privacy Act**

L. 2. a. **General**

1. The disclosure of personal information must be made in accordance with the *Privacy Act*.

2. Subsection 8(1), *Privacy Act*, forbids disclosure of personal information without the consent of the person to whom the information relates.

    1. Subsection 8(2) lists exceptions to Subsec. 8(1).

3. Two exceptions in Subsec. 8(2) are covered more fully in L.2.b. and c., i.e. consistent use disclosure and public interest disclosure.

4. If there is any doubt about the application of any of the conditions in Subsec.

8(2), the matter is to be referred to Access to Information and Privacy Branch.

5. Vetting guidelines for records requested by a firearms officer are outlined in IM IV.3.G.18.

2820
2001-12-20

L. 2. b. **Consistent Use Disclosure - Paragraph 8(2)(a)**

1. As law enforcement is considered one broad consistent use, the RCMP may collect personal information for one law enforcement purpose and release it for another law enforcement purpose.

    1. A member must not seek or collect personal information solely for the purpose of facilitating inquiries or investigations undertaken by another law enforcement or government agency.

    2. In such a case, a law enforcement or government agency should be advised to seek direct access to the desired information.

2. Under the provisions of L.2.b.1., the RCMP may disclose personal information to the following agencies for legitimate investigative purposes in connection with their official duties and responsibilities relating to the enforcement or administration of the law:

    1. Canadian law enforcement agencies and correctional services, and investigative, enforcement and support bodies of federal, provincial or territorial governments; and

    2. foreign law enforcement agencies, correctional services, and investigative or enforcement bodies of government departments.

3. Before releasing information or reports, a member must be satisfied that disclosure is in accordance with policy. See the following references:

    1. criminal history information provisions, II.4.;

    2. *CPIC Reference Manual*, Ch. I.2.; and

    3. AM III.11.

Amended 2004-03-31

L. 2. c. **Public Interest Disclosure - Paragraph 8(2)(m)**

1. **General**

    1. Personal information may be released in the public interest pursuant to sec. 8(2)(m), *Privacy Act*, with the prior approval of the CO where:

        - the public interest in disclosure clearly outweighs any invasion of privacy

that could result from the disclosure, or

- disclosure would clearly benefit the individual to whom the information relates.

2. In an emergency situation, the following must be considered:

   - Does the situation include a health/medical emergency, an accident, national disaster, or hostile/terrorist act where one or more individuals' lives or well-being depend on the disclosure?

   - Is it an emergency situation where the circumstances are unambiguous and the disclosure is clearly in the public's interest and explicitly outweighs the individual's privacy rights?

   - Have the following invasion-of-privacy considerations been carefully examined: (a) the individual's expectations; (b) the sensitivity of the information; and (c) the probability of injury to the individual?

3. Where the disclosure involves personal information pertaining to a dangerous offender, the following must be considered:

   - Does the individual's criminal history indicate violence or repetitive activity of a nature requiring public awareness of the offender's presence in the community?

   - Is there a court ban or legislation regarding the disclosure of information, e.g. *Young Offenders Act*?

   - Has the offender been released from gaol at warrant expiry date? An offender granted early release on probation, temporary absence or mandatory supervision, should generally not be considered for disclosure; however, extenuating circumstances may dictate otherwise.

   - Is the information being considered for release factual?

4. Public-interest disclosures can range from the notification of one person, e.g. a victim; target group, e.g. school; or a full community, e.g. media release. However, all require approval if personal information is being disclosed.

5. The Privacy Commissioner is to be notified of the intended disclosure prior to its release, in accordance with sec. 8(5), *Privacy Act*.

2. **Member**

   1. Before applying for a public-interest disclosure, carefully consider the following issues:

      - The individual's psychological profile must suggest a strong likelihood

of re-offending.

- Disclosure can be considered for an inmate, identified as violent with a high possibility to re-offend, who has served all his/her time and is being released at warrant expiry date.

- Disclosure of personal information should only be considered as a last resort. All practicable means of dealing with the individual must be considered first, e.g. short-term surveillance.

- Disclosure is an extreme intrusion of privacy. Consider other viable options to protect public safety, e.g. investigative procedures, CC provisions in sec. 487.01, 492.1, 492.2, 810.1., etc.

- Should the individual be entered on CPIC under "Special Interest Police Category".

- The individual's criminal profile/history must substantiate the necessity for a public-interest disclosure.

- Is the information, intended for disclosure, available publicly from other sources, e.g. courts?

Amended 2007-10-24

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2. Consider the resultant negative impact upon the individual, such as:

   - vigilante reprisal;

   - withdrawal from treatment/reintegration programs;

   - driving the individual underground, away from police or other monitoring agencies.

3. Consider the impact of the disclosure on the community, such as:

   - The disclosure may leave the perception that the police are unable to provide adequate measures to assure public security.

   - Studies have brought into question the extent to which the disclosure is effectively retained by the public.

   - How long should the notice be run, should be repeated, etc.?

   - Continual disclosures of this nature could result in the public's desensitization and reduce the intended benefit.

   - There may be reprisals against another person due to mistaken identity.

   - Disclosure could merely result in the individual relocating to another jurisdiction. This simply shifts the burden to another agency to contemplate whether to continue the public disclosure at that point.

4. Forward the request through channels to your CO and include:

   - the name and address of the individual concerned;

   - the purpose of the disclosure;

   - an explanation to justify the disclosure, commenting on each issue identified in L.2.c.1. and L.2.c.2.;

   - scope of disclosure, e.g. victim, target group, public by media coverage; and

   - degree of disclosure, e.g. name and address, photo or description only, complete or partial criminal record.

5. A disclosure must clearly demonstrate a public interest, resist making disclosures merely to satisfy public curiosity.

6. Resist requests from the media to discuss a public-interest disclosure as this could be interpreted as an indication of harassment. A public-interest disclosure may generate significant media attention.

3. **CO**

1. Upon receipt of a request for a public-interest disclosure, consider the issues identified in L.2.c.1. and L.2.c.2. Notify the OIC Access to Information and Privacy Coordinator, National Headquarters, of your intentions immediately.

2. If you agree a disclosure is warranted, determine the degree of disclosure to satisfy the needs of the public:

   - Disclose a general description only, not the name or photograph. This degree of disclosure does not include any personal information of an identifiable individual. A disclosure of this nature would be made primarily to schools or other target groups to alert the public to the need for extra vigilance. **A notice to the Privacy Commissioner is not required.**

   - For the disclosure of personal information, e.g. photographs, name, criminal history, employment history, physical description, race, marital status, address, associated vehicles, etc. when linked to an identifiable individual, limit it to the minimum of detail, yet sufficient to satisfy the purpose of the disclosure on a case-by-case basis. **A written notice to the Privacy Commissioner is required as outlined in L.2.c.3.4.**

3. If the provincial government has developed a protocol pertaining to the disclosure of dangerous offender information, facilitate a consistent approach to a disclosure on a provincial level. However, all disclosures by the RCMP respecting public-interest disclosures, must comply with the

disclosure provisions of Sec. 8(2)(m), *Privacy Act*.

4. Forward notices of approved public-interest disclosures to National Headquarters, ATTN: OIC Access to Information and Privacy Branch, who will make the required notification to the Privacy Commissioner in accordance with Sec. 8(5), *Privacy Act*. When possible, the Privacy Commissioner should be given two weeks' advance notification.

Amended 2004-03-31

L. 2. d. **Disclosure Under an Agreement or Arrangement, Para. 8(2)(f), *Privacy Act***

1. Under an agreement or arrangement, this provision of the Act allows the exchange of information between federal police, security and investigative bodies and their Canadian and international counterparts for law enforcement purposes.

2. Formal written agreements between the Government of Canada and the provincial and territorial governments requires that requests be made in writing, stipulating the exact information required, and the statute and section being administered or enforced.

3. It is not an obligation to release personal information under this provision: disclosures should be restricted to only that part of a record actually required, and the information condensed to a synopsis whenever possible.

4. The written request along with the response and what was disclosed must be filed on the original record.

5. An additional agreement should also be considered for provincial agencies that routinely request disclosure of personal information, e.g. workers' compensation, child or social services. The agreement should include the "in confidence" statement outlined in L.1.a. since any information disclosed will form part of the recipient's records and be subject to access under provincial access and privacy legislation.

6. Assistance regarding these disclosures may be addressed to the division Privacy/Access Coordinator or National Headquarters, Access to Information and Privacy Branch.

2769
2001-06-07

L. 2. e. **Disclosure of Personal Information for Research or Statistical Purposes - Paragraph 8(2)(j)**

1. **General**

1. Personal information may be disclosed to any person or body for research or statistical purposes pursuant to Para. 8(2)(j), *Privacy Act* with the prior approval of the CO when:

- disclosure cannot reasonably be accomplished unless the information is provided in a form that would identify the individual to whom it relates; and

- the person or body submits a Research Application and Undertaking, form 4026, as outlined in L.2.e.1.3.

2. Research privileges must be immediately withdrawn from any person or body found to be improperly disclosing personal information as a result of a disclosure under Para. 8(2)(j), *Privacy Act* and immediate steps must be taken to prevent further disclosures.

3. A **Research Application and Undertaking**, form 4026, should contain:

   - the name and address of the researcher and, where applicable, his/her institutional or organizational affiliation;

   - a general description of the research project;

   - a description of the type or class of information to which access is requested;

   - an undertaking that no subsequent disclosure of the information in a manner that could reasonably be expected to identify the individual to whom it relates will be made to any other person or third party which is not participating in the research project.

   - a statement that no further personal information will be provided to the researcher if this agreement is violated; and

   - the signature of the researcher.

2. **Member**

   1. If you receive an application from an individual or body for disclosure of personal information for research or statistical purposes, in addition to L.2.e.1. also consider:

      - the expectations of the individual to whom the information pertains: Was the information compiled or obtained under guarantees which would preclude some or all types of disclosures? Can the information be considered to have been unsolicited or given freely or voluntarily with little expectation of it being maintained in confidence?

      - the sensitivity of the personal information: Is the information of a highly sensitive personal nature or does it appear to be fairly harmless information? Is the information current and for that reason more sensitive, or has the passage of time possibly reduced that sensitivity so that disclosure would not cause measurable injury to the individual's privacy? Could the disclosure of the personal information, even after the passage

of time simply reopen old wounds?

- the probability of injury: If the information is considered sensitive, does disclosure carry with it the probability of causing measurable injury? Injury can be interpreted as any harm or embarrassment which will have direct negative effects on an individual's career, reputation, financial position, safety, health or well-being.

- Is the information available through another source, e.g. court records, newspapers, libraries, statistical reports published for public use.

2. If you think the request satisfies all the conditions in L.2.e.2.1., have the requester complete a Research Application and Undertaking, form 4026, as outlined in L.2.e.1.3. and forward it through channels to your CO for approval.

3. **CO**

1. When you receive a request, consider the issues identified in L.2.e.1. and L.2.e.2.

2. If you approve the request, a notation of the information disclosed should be recorded on file in the event a complaint is made to the Privacy Commissioner.

2870
2002-08-21

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3. If particularly sensitive or current personal information is being used for research or statistical purposes, you may wish to attach an addendum to the Research Application and Undertaking including:

- a statement concerning the access conditions and criteria imposed on researchers using the information, including: (a) an undertaking that the information will be rendered anonymously i.e. coded, name-stripped, at the earliest time possible; (b) a list of any data linkages which have been approved and an undertaking not to perform other matches without written authorization; and (c) an undertaking not to contact the data subjects unless specifically authorized to do so. If the researchers are so authorized, to guarantee any additional information obtained from those individuals is at the same level of confidentiality as maintained for the original data;

- a statement regarding the location where data or copies of the records will be consulted or used. If it is in a federal institution, a statement regarding the applicable Acts and Regulations and any oaths to be sworn by the researchers should be included.

- if it is in another institution or organization, the conditions governing the transfer and secure storage of the data must be stipulated;

- a statement regarding the conditions governing disposal of identifiable

personal data stored outside a federal institution and, if desirable and applicable, the archival arrangements for working data and the relevant programs, codes and guides;

- a statement providing the RCMP with the right to examine any results or reports in order to verify that there has been no compromise of the personal information; and

- the signature of the appropriate officers in the federal institutions and all principals involved in the research project.

4. Should the researcher or statistician to whom personal information has been provided under this process wish to release it in a personally identifiable manner, you may authorize the disclosure if:

   - consent is obtained from the subject individuals; or

   - permission to disclose the information is given on the basis of a public-interest disclosure pursuant to Subpara. 8(2)(m)(i), *Privacy Act*. See L.2.c.

L. 3. **Release of Photos, Videos, Plans and Certificates of Analysis**

L. 3. a. **General**

1. In provincial statute and CC investigations leading to charges, the release of these items is at the discretion of the provincial attorney general unless there is a conflict with the *Privacy Act*. See AM III.11.

2. In federal statute investigations when no CC charges are laid, release of these items comes under federal authority.

L. 3. b. **Member**

1. If you are releasing items as outlined in L.3.a.1. and there is a conflict with the *Privacy Act,* consult Access to Information and Privacy Branch.

2. If you are releasing items as outlined in L.3.a.2., ensure the release does not conflict with the *Privacy Act*. Obtain the approval of your Cr. Ops. Officer.

3. When you are in doubt about the application of the *Privacy Act* in the release of the items in question, contact Access to Information and Privacy Branch.

4. See AM App. VII-7-1 for prices to be charged for items obtained through laboratory or identification units.

2879

2002-10-09

L. 4. **Release of Criminal Record - moved to ch. 28.5. 2013-11-01**

Amended 2013-11-01

L. 5. **Release of Criminal Record Information to the U.S.**

L. 5. a. If a U.S. agency, authorized to receive criminal record information, requests a records check, query CPIC.

1. If the response is negative, inform the requesting agency.

2. If the response is a possible hit and the agency:

1. has access to the National Law Enforcement Telecommunications System (NLETS), direct them to submit the request through the NLETS.

2. does not have access to NLETS, send a message to CPSIC (ON10000).

NOTE: CPSIC will not release young offender and pardon information.

2615
1999-01-29

M. **DEFENSIVE KEYS AND KEY CODES - moved to ch. 34.3. 2008-04-28**

Amended 2008-04-28

N. **EMERGENCY POLICE SERVICES - CONTRACT DIVISIONS - moved to ch. 13.3. 2006-12-13**

Amended 2006-12-13

O. **SEARCH AND RESCUE (SAR)**

O. 1. **General - moved to ch. 37.1. 2005-11-29**

O. 2. **Lost/Overdue Person - moved to ch. 37.2. 2005-11-29**

O. 3. **Lost/Downed Aircraft or Vessels in Distress - moved to ch. 37.1. 2005-11-29**

Amended 2005-11-29

O. 4. **New Initiatives Fund (NIF) - moved to ch. 37.11. 2005-12-22**

Amended 2005-12-22

P. **SPECIAL EVENTS - moved to ch. 37.4. 2005-10-14**

Amended 2005-10-14

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3. ASSISTANCE

A. **ORIGINATOR**

A. 1. National Criminal Operations, Community, Contract and Aboriginal Policing Services.

A. 2. Access to Information and Privacy Branch, Public Affairs and Communication Services.

B. **REFERENCES**

B. 1. *Administration Manual* III.2., III.7., III.11. and XI.4.

B. 2. *Tactical Operations Manual.*

B. 3. Provincial Police Services Contract, Sec 10.6.d.

B. 4. Municipal Police Services Contract, Sec. 9.8.d.

B. 5. Solicitor General's Manual, "*Police Procedures for Ground Search and Rescue for Lost and Missing Persons*", 1994.

B. 6. *The New SAR Initiatives Fund (NIF) Guide.*

B. 7. National Search and Rescue Secretariat, web site: www.nss.gc.ca.

C. **POLICY**

D. **GENERAL**

E. **FEDERAL GOVERNMENT**

E. 1. **Locating Persons Indebted to the Crown**

E. 1. a. Only CPIC and PIRS index checks will be conducted once the federal department gives written assurance that all other reasonable sources have been exhausted in trying to locate the individual.

E. 1. b. Do not perform field investigations or seek third-party information, e.g. relatives, spouse or neighbor.

E. 1. c. Responses should contain only addresses that are different from those provided by the requesting department.

E. 1. d. As positive identification of a person is not possible without fingerprints, affirmative responses should state that the address supplied is for a subject with a name and birth date similar to that mentioned in their inquiry.

E. 2. **Fingerprinting Job Applicants**

E. 2. a. Use form C-216C or the departmental fingerprint form, and give it to the applicant in the number of copies he/she requests.

2780
2001-07-19

E. 3. **Citizenship and Immigration Canada (CIC)**

E. 3. a. **Social Insurance Number Cards - moved to ch. 45.4 2006-04-26**

E. 3. b. **Fingerprinting Aliens - moved to ch. 45.4 2006-04-26**

E. 3. c. **Aliens Who Require Protection - moved to ch. 45.4 2006-04-26**

Amended 2006-04-26

E. 3. d. **Citizenship Court - moved to ch. 7.2 2006-07-18**

E. 3. e. **Citizenship Applicant Fingerprints - moved to ch. 7.2 2006-07-18**

E. 3. f. **Citizenship Certificates - Deceased Persons - moved to ch. 7.2 2006-07-18**

Amended 2006-07-18

E. 4. **Dept. of Foreign Affairs and International Trade (DFAIT) - moved to 7.4. 2006-06-22**

Amended 2006-06-22

E. 5. **Government House - Chancellery of Canadian Orders, Decorations and Medals - moved to AM ch. II.3. 2006-05-03**

Amended 2006-05-03

E. 6. **National Parole Board (NPB) – moved to OM ch. 42.1. 2020-05-13**

Amended 2020-05-13

E. 7. **Canada Customs and Revenue Agency - moved to ch. 42.10 2006-04-26**

Amended 2006-04-26

E. 8. **Canada Post**

E. 8. a. **Confiscated Ammunition**

1. If you receive confiscated ammunition and an investigation is not necessary, turn the ammunition over to the nearest forensic laboratory.

2. If it is not possible to deliver confiscated ammunition to a forensic laboratory, turn it over to the nearest explosives disposal unit for destruction.

3. Report the disposition/destruction of confiscated ammunition on form 1625.

4. Give a copy of form 1625 to the local postal agent.

E. 8. b. **Fraudulent Use of Mail**

1. If you receive a complaint of an offence under Sec. 381 CC involving fraudulent/deceptive invoices, the Canada Post Legal Branch requires the envelope, its contents and a written complaint to support a prohibition order to stop the scheme.

    1. If the envelope is not available, a certificate in the following format is necessary:

        I ____ of ____, certify that I received from _____ an unsolicited invoice through Canadian mails, delivered by Canada Post on or about _____. A copy of the invoice is attached. The envelope/mail cover cannot be located.

        Witnessed _____ Signed _____
        Date _____ Date _____
        Place _____

    2. Send the complaint and documents to:

        Supervisor
        Canada Post
        Illegal Mail Unit
        Corporate Security, Suite N1153
        2701 Riverside Dr.
        Ottawa, Ontario
        K1A 0B1

E. 8. c. **Controlled Delivery of Mail**

Public Interest Immunity - s. 37 of CEA and common law

[redacted]

5. The request must be preapproved in writing by the Cr. Ops. Officer/ delegate.

E. 9. **Reserved**

Amended 2003-02-19

E. 10. **Correctional Service Canada** - Moved to OM ch. 42.14.

E. 11. **National Defence** - Moved to OM ch. 42.13.

E. 12. **Reserved**

E. 13. **Public Works and Government Services Canada (PWGSC), Superannuation Directorate**

E. 13. a. **General**

Public Interest Immunity - s. 37 of CEA and common law

E. 13. b. **Member**

Public Interest Immunity - s. 37 of CEA and common law

E. 14. **Reserved**

2434
2017-02-16

E. 15. **Canadian Security Intelligence Services (CSIS)**

Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

1968
1994-02-11

Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

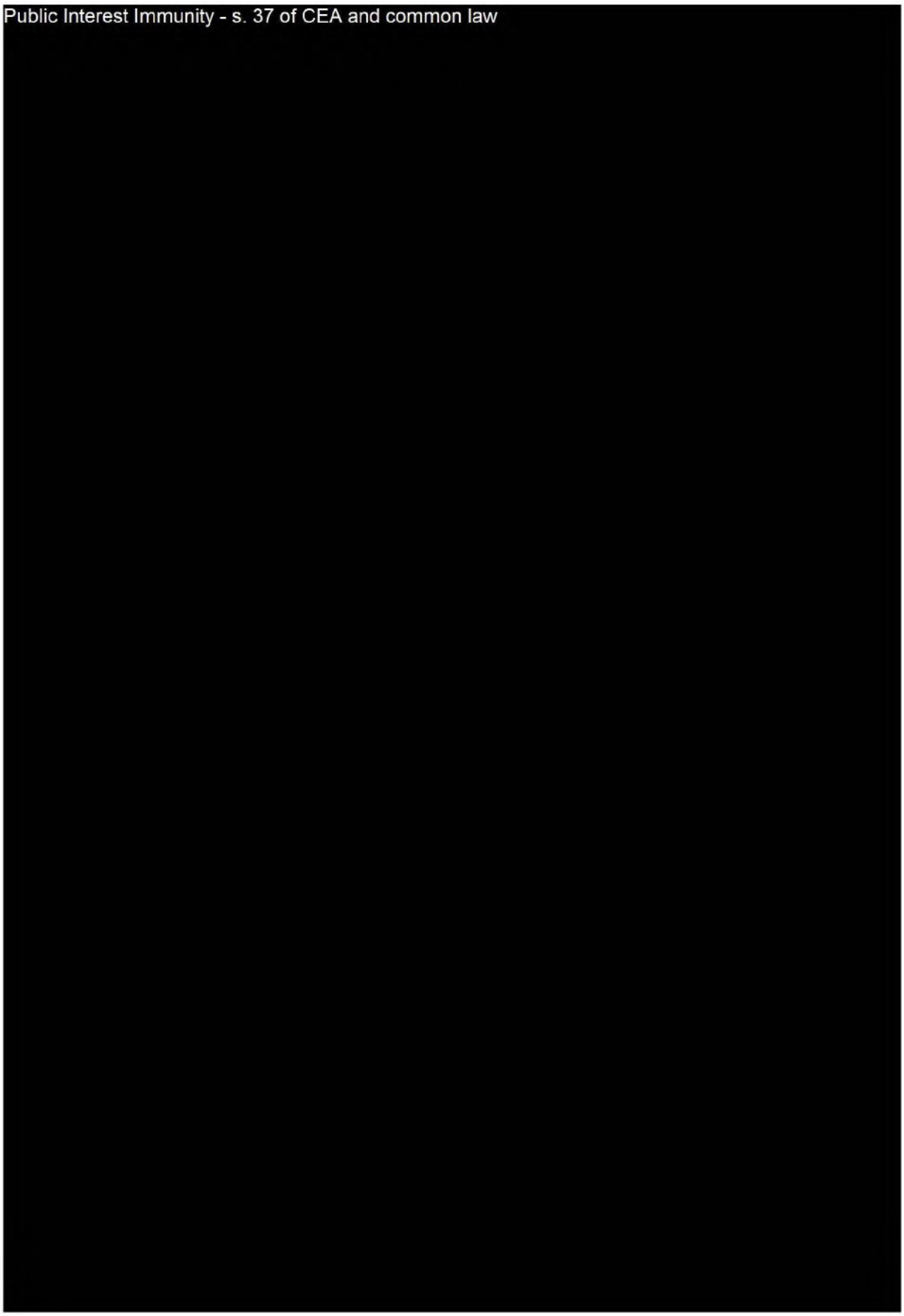
Public Interest Immunity - s.

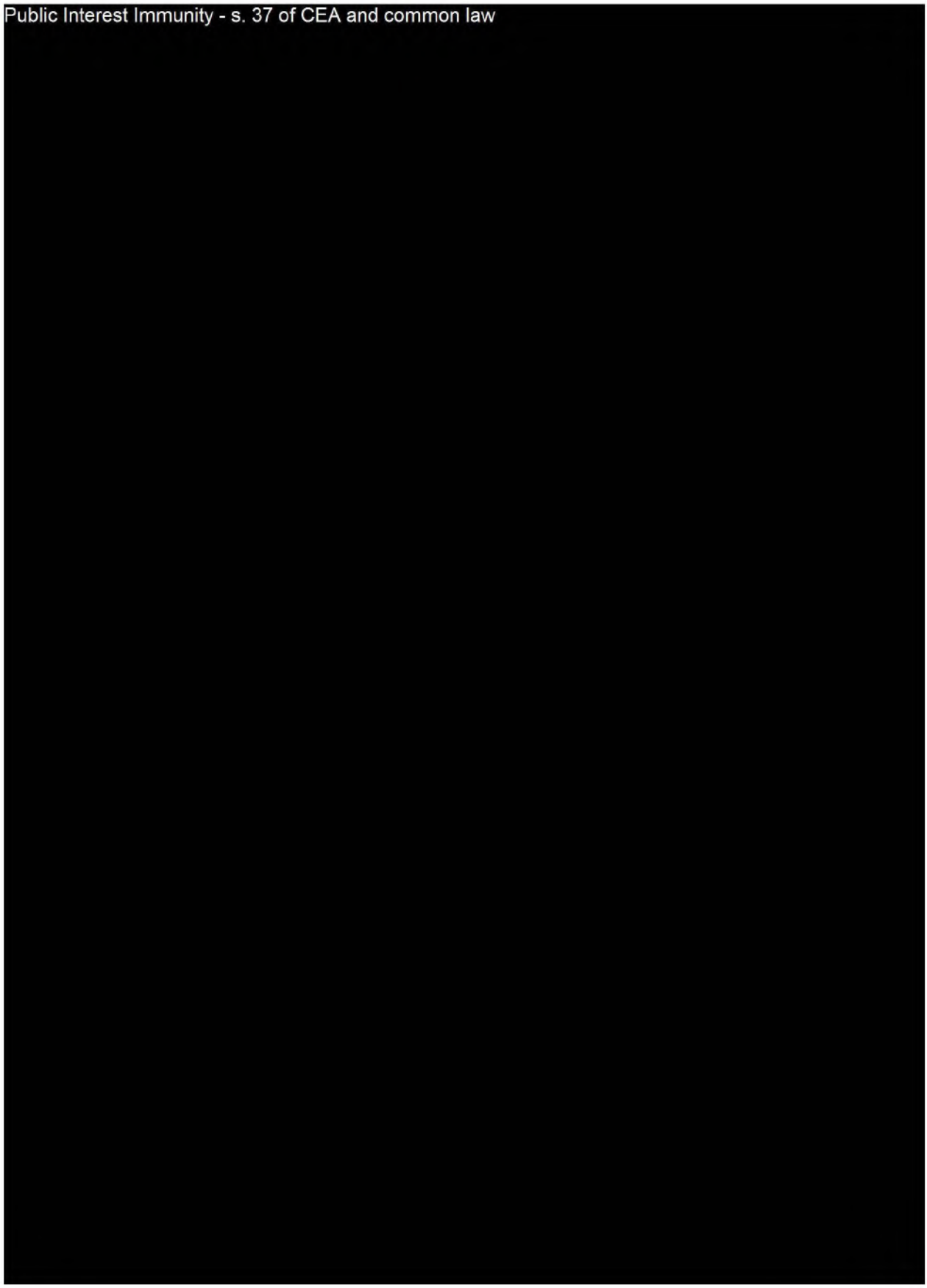
Amended 2007-05-15

Public Interest Immunity - s. 37 of CEA and common law

1968
1994-02-11

Public Interest Immunity - s. 37 of CEA and common law


Public Interest Immunity - s. 37 of CEA and common law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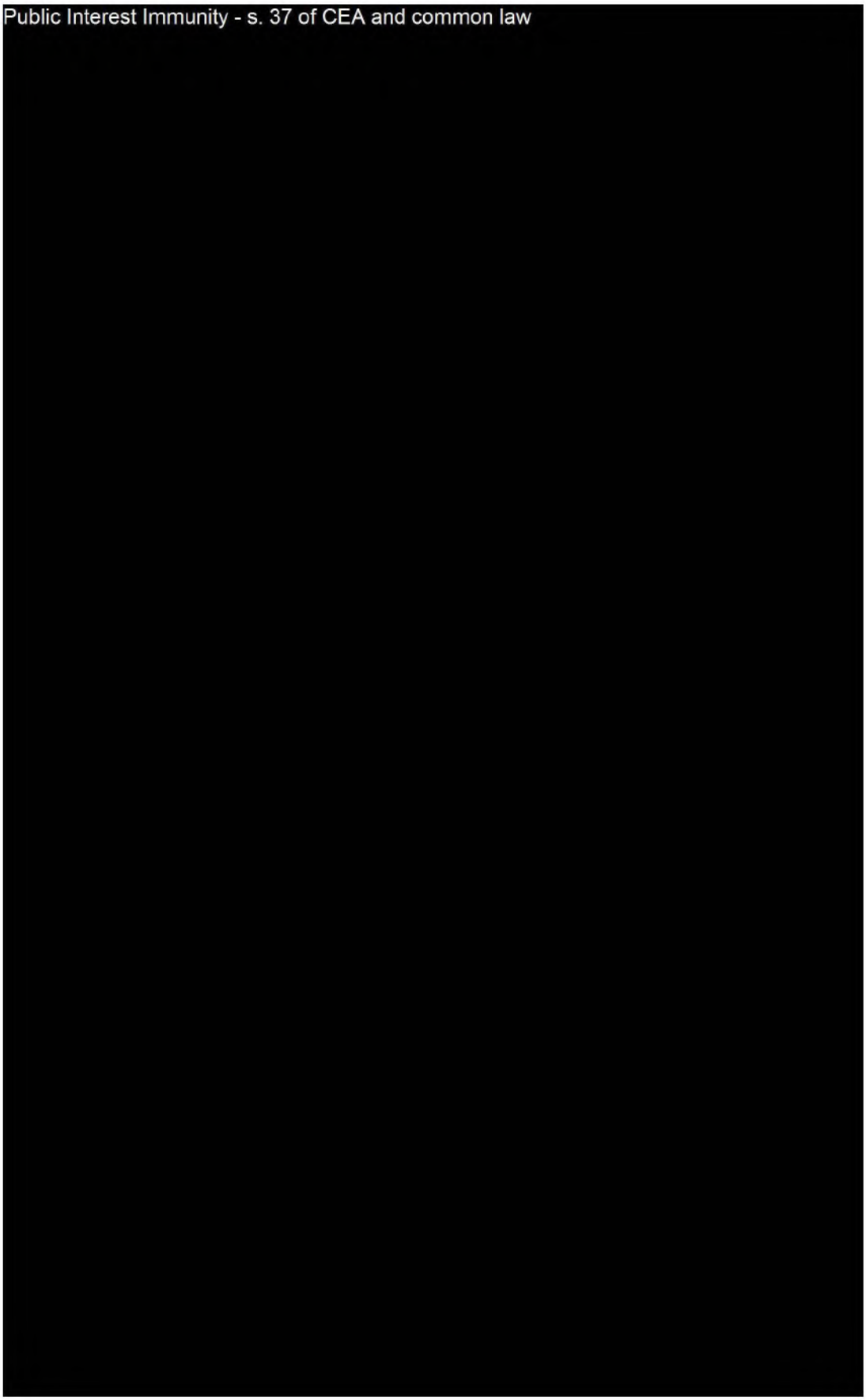
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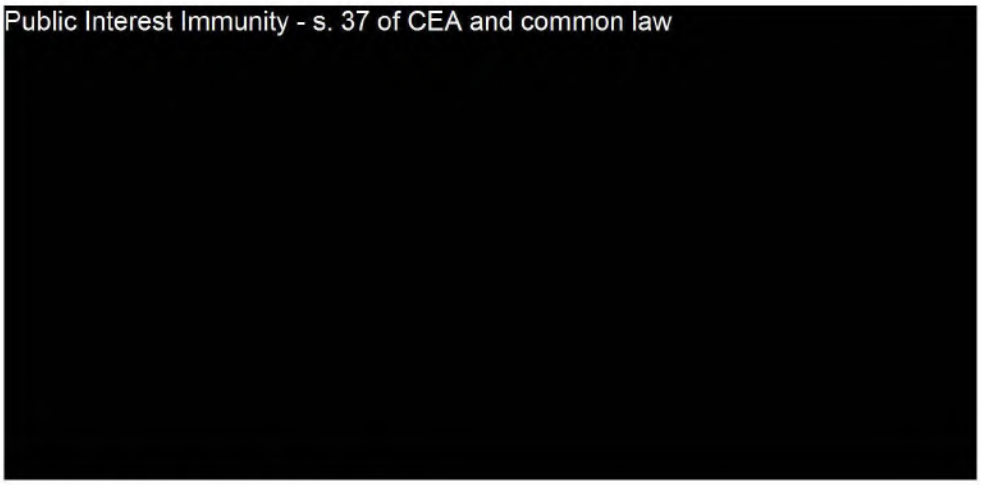

F. **PROVINCIAL GOVERNMENTS**

F. 1. **Provincial Parole Service** - moved to OM ch. 41.1. 2019-05-01

F. 2. **Prisons** - moved to OM ch. 41.1. 2019-05-01

F. 3. **Psychiatric Examination**

F. 3. a. A psychiatrist conducting a court-ordered examination of an accused person on the issues of fitness to stand trial or sanity, who requests copies of police reports or other information concerning the alleged offence to assist in his/her evaluation, must make his/her request to the Crown prosecutor responsible for the case.

G. **FOREIGN GOVERNMENTS**

G. 1. **Embassy and Consulate Offices**

G. 1. a. Direct the embassy/consular authority to refer his/her request for an investigation/ inquiry to DFAIT.

1. If you receive a request from the embassy/consular office of a country of security concern, report by message to National Headquarters, ATTN: Criminal Intelligence Directorate.

G. 1. b. When requested by National Headquarters, International Liaison Branch, make inquiries and report the results through the same channel by which the request was received.

H. **RESERVED**

I. **U.S. LAW-ENFORCEMENT AND OTHER AGENCIES**

I. 1. **Requests Received by National Headquarters**

I. 1. a. If a request for assistance on other than security matters is received by National Headquarters, it must be sent direct to the unit concerned for action. In serious

cases, a copy of the request must be sent to division headquarters.

I. 2. **Requests Received Direct by Unit**

I. 2. a. A unit will handle inquiries in accordance with these directives and divisional supplements.

I. 2. b. A division must refer exceptional requests to the appropriate director at National Headquarters.

Amended
2019-05-01

I. 3. **Request to Locate a Fugitive**

I. 3. a. **General**

1. International Liaison Branch is the coordinating policy center at National Headquarters for all requests to locate a fugitive foreign national who is believed to be in Canada.

    1. International Liaison Branch will ensure that the requests are investigated by the appropriate division/agency.

2. If a request is received by another National Headquarters policy center, it must be sent to International Liaison Branch for processing.

I. 3. b. **Unit**

1. If a request is received from a U.S. agency to locate a fugitive in Canada, begin the investigation and inform International Liaison Branch of the request and results.

I. 4. **Bureau of Customs**

I. 4. a. The U.S. *Currency and Foreign Transaction Reporting Act* is the responsibility of the U.S. Bureau of Customs.

1. Under this law, it is an offence to transport currency, negotiable securities or monetary instruments in excess of $10,000 into or out of the U.S. without reporting to U.S. Customs.

I. 4. b. Assistance may be given to U.S. Customs staff at the local level.

Amended 2003-10-29

I. 5. **U.S. Agencies Conducting Investigations in Canada - moved to ch. 43.1. 2005-11-08**

Amended 2005-11-08

I. 6. **Carnegie Hero Fund Commission - moved to AM ch. II.3. 2006-05-03**

Amended 2006-05-03

J. FOREIGN LAW-ENFORCEMENT AGENCIES OTHER THAN U.S.

J. 1. Requests for Inquiries in Canada

J. 1. a. General

1. Assistance to other foreign law-enforcement agencies will be coordinated through Headquarters, National Central Bureau, Interpol.

J. 1. b. Unit

1. If you are requested to locate a fugitive, follow the procedures outlined in Sec. I.3.

2. Carry out the investigation upon receipt of a request from National Headquarters, National Central Bureau, Interpol.

3. Forward replies directly to National Central Bureau, Interpol.

J. 1. c. Division

1. Report all information relating to foreign travel by known international criminals to National Central Bureau, Interpol.

J. 2. Requests for Permission to Enter Canada to Conduct Inquiries

J. 2. a. General

1. When a foreign agency, other than U.S., requests permission to enter Canada for operational purposes, the approval of the appropriate National Headquarters director is required.

   EXCEPTIONS:

   1. The CO "A" Division will approve requests from the UN International Criminal Tribunal and foreign War Crime Unit to enter Canada for operational purposes.

   2. The CO/delegate "A" Division will notify the applicable division to which the tribunal or war crime investigators wish to conduct inquiries.

   3. The A/Commr. Criminal Intelligence Directorate must approve all national security investigations.

2. All foreign agents conducting inquiries in Canada within RCMP jurisdiction must be accompanied by an RCMP member.

3. No foreign law-enforcement agent entering Canada may carry a restricted weapon.

J. 2. b. **Division**

1. If a request is received directly from another Canadian law-enforcement agency on behalf of a foreign agency and from a country other than the U.S., refer it to the appropriate National Headquarters directorate.

Amended 2003-10-29

K. GENERAL PUBLIC

K. 1. Canadian Police Certificates for Visa, Foreign Travel or Foreign Work Permit Applicants

K. 1. a. General

1. Detachments and other field units where CPIC terminals are located will issue certificates of **No Record** when an applicant satisfies a member that a police certificate is required and he/she does not have a record.

K. 1. b. Member

1. Make a Criminal Name Index (CNI) check on CPIC. If applicable, include a check of maiden names and aliases.

2. If the CNI check is negative, complete form 1868 in triplicate and give two copies to the applicant.

    1. Retain a copy of the form and the CNI check for a minimum of two years, as required by subsec. 6(1) of the Privacy Act and subsec. 4(1) of the Privacy Regulations.

3. If the CNI check produces respondents that cannot be eliminated through comparison of descriptive data, **do not release record information**.

    1. Take fingerprints in duplicate on form C-216C.

    2. Forward fingerprints to Headquarters, ATTN: Forensic Science and Identification Services Dir., or if requested, the fingerprints may be given to the applicant for mailing.

4. Inform the applicant that:

    1. Forensic Science and Identification Services Dir. will conduct a search and mail fingerprints stamped **No Criminal Record** or with the record attached, directly to the applicant unless instructed otherwise.

    2. It will be at least 15 days before he/she is told of the results of the fingerprint search.

    3. The form C-216C, stamped **No Criminal Record**, will serve as a certificate of clearance.

5. If an applicant requests certificates and you have no CPIC terminal, tell him/her where the nearest terminal is located, or if he/she wants, he/she may be fingerprinted and the forms submitted to Headquarters, ATTN: Forensic Science and Identification Services Dir.

K. 2. **Divorce Cases**

K. 2. a. All requests for the production of a criminal record in a divorce action will be referred to Forensic Science and Identification Services Dir.

K. 2. b. If it is a written request, Forensic Science and Identification Services Dir. will release only the name of the court and the date and location where a conviction was registered.

K. 2. c. If it is a subpoena, Forensic Science and Identification Services Dir. will produce the criminal record.

K. 3. **Missing Persons - rewritten and moved to ch. 37.3. and 37.10. 2005-11-29**

K. 4. **Compassionate Reasons to Locate - moved to ch. 37.5. 2018-09-20**

K. 5. **Identification Fingerprints**

K. 5. a. If a person requests that his/her fingerprints be taken for identification purposes:

1. Take the fingerprints on form C-216C in single copy.

2. Give the applicant the completed form C-216C and tell him/her to store it in a safe place and to notify his/her next of kin of the location.

3. If the applicant insists that the RCMP keep his/her fingerprints, mark the form **To be retained for personal identification**.

4. Ensure that the name of the person or law firm to be notified in the event of death is recorded on the reverse of form C-216C.

5. Send form C-216C to National Headquarters, ATTN: Forensic Science and Identification Services Dir.

6. Tell the applicant that receipt will not be acknowledged.

Amended 2008-03-07

L. **RELEASE OF INFORMATION**

L. 1. **Marking of Documents**

L. 1. a. When releasing a document to a provincial agency **other than** the provincial justice/attorney general's department, mark it as follows:

"This document is the property of the Government of Canada. It is loaned, in confidence, to your agency only and is not to be reclassified or further disseminated without the consent of the originator."

L. 2. **Disclosure of Personal Information - Privacy Act**

L. 2. a. **General**

1. The disclosure of personal information must be made in accordance with the *Privacy Act*.

2. Subsection 8(1), *Privacy Act*, forbids disclosure of personal information without the consent of the person to whom the information relates.

    1. Subsection 8(2) lists exceptions to Subsec. 8(1).

3. Two exceptions in Subsec. 8(2) are covered more fully in L.2.b. and c., i.e. consistent use disclosure and public interest disclosure.

4. If there is any doubt about the application of any of the conditions in Subsec. 8(2), the matter is to be referred to Access to Information and Privacy Branch.

5. Vetting guidelines for records requested by a firearms officer are outlined in IM IV.3.G.18.

2820
2001-12-20

L. 2. b. **Consistent Use Disclosure - Paragraph 8(2)(a)**

1. As law enforcement is considered one broad consistent use, the RCMP may collect personal information for one law enforcement purpose and release it for another law enforcement purpose.

    1. A member must not seek or collect personal information solely for the purpose of facilitating inquiries or investigations undertaken by another law enforcement or government agency.

    2. In such a case, a law enforcement or government agency should be advised to seek direct access to the desired information.

2. Under the provisions of L.2.b.1., the RCMP may disclose personal information to the following agencies for legitimate investigative purposes in connection with their official duties and responsibilities relating to the enforcement or administration of the law:

    1. Canadian law enforcement agencies and correctional services, and investigative, enforcement and support bodies of federal, provincial or territorial governments; and

    2. foreign law enforcement agencies, correctional services, and investigative or enforcement bodies of government departments.

3. Before releasing information or reports, a member must be satisfied that disclosure is in accordance with policy. See the following references:

    1. criminal history information provisions, II.4.;

    2. *CPIC Reference Manual*, Ch. I.2.; and

    3. AM III.11.

Amended 2004-03-31

L. 2. c. **Public Interest Disclosure - Paragraph 8(2)(m)**

1. **General**

    1. Personal information may be released in the public interest pursuant to sec. 8(2)(m), *Privacy Act*, with the prior approval of the CO where:

        - the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure, or

        - disclosure would clearly benefit the individual to whom the information relates.

    2. In an emergency situation, the following must be considered:

        - Does the situation include a health/medical emergency, an accident, national disaster, or hostile/terrorist act where one or more individuals' lives or well-being depend on the disclosure?

        - Is it an emergency situation where the circumstances are unambiguous and the disclosure is clearly in the public's interest and explicitly outweighs the individual's privacy rights?

        - Have the following invasion-of-privacy considerations been carefully examined: (a) the individual's expectations; (b) the sensitivity of the information; and (c) the probability of injury to the individual?

    3. Where the disclosure involves personal information pertaining to a dangerous offender, the following must be considered:

        - Does the individual's criminal history indicate violence or repetitive activity of a nature requiring public awareness of the offender's presence in the community?

        - Is there a court ban or legislation regarding the disclosure of information, e.g. *Young Offenders Act*?

        - Has the offender been released from gaol at warrant expiry date? An offender granted early release on probation, temporary

absence or mandatory supervision, should generally not be considered for disclosure; however, extenuating circumstances may dictate otherwise.

- Is the information being considered for release factual?

4. Public-interest disclosures can range from the notification of one person, e.g. a victim; target group, e.g. school; or a full community, e.g. media release. However, all require approval if personal information is being disclosed.

5. The Privacy Commissioner is to be notified of the intended disclosure prior to its release, in accordance with sec. 8(5), *Privacy Act*.

2. **Member**

1. Before applying for a public-interest disclosure, carefully consider the following issues:

- The individual's psychological profile must suggest a strong likelihood of re-offending.

- Disclosure can be considered for an inmate, identified as violent with a high possibility to re-offend, who has served all his/her time and is being released at warrant expiry date.

- Disclosure of personal information should only be considered as a last resort. All practicable means of dealing with the individual must be considered first, e.g. short-term surveillance.

- Disclosure is an extreme intrusion of privacy. Consider other viable options to protect public safety, e.g. investigative procedures, CC provisions in sec. 487.01, 492.1, 492.2, 810.1., etc.

- Should the individual be entered on CPIC under "Special Interest Police Category".

- The individual's criminal profile/history must substantiate the necessity for a public-interest disclosure.

- Is the information, intended for disclosure, available publicly from other sources, e.g. courts?

Amended 2007-10-24

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2. Consider the resultant negative impact upon the individual, such as:

- vigilante reprisal;

- withdrawal from treatment/reintegration programs;

- driving the individual underground, away from police or other monitoring

agencies.

3. Consider the impact of the disclosure on the community, such as:

   - The disclosure may leave the perception that the police are unable to provide adequate measures to assure public security.

   - Studies have brought into question the extent to which the disclosure is effectively retained by the public.

   - How long should the notice be run, should be repeated, etc.?

   - Continual disclosures of this nature could result in the public's desensitization and reduce the intended benefit.

   - There may be reprisals against another person due to mistaken identity.

   - Disclosure could merely result in the individual relocating to another jurisdiction. This simply shifts the burden to another agency to contemplate whether to continue the public disclosure at that point.

4. Forward the request through channels to your CO and include:

   - the name and address of the individual concerned;

   - the purpose of the disclosure;

   - an explanation to justify the disclosure, commenting on each issue identified in L.2.c.1. and L.2.c.2.;

   - scope of disclosure, e.g. victim, target group, public by media coverage; and

   - degree of disclosure, e.g. name and address, photo or description only, complete or partial criminal record.

5. A disclosure must clearly demonstrate a public interest, resist making disclosures merely to satisfy public curiosity.

6. Resist requests from the media to discuss a public-interest disclosure as this could be interpreted as an indication of harassment. A public-interest disclosure may generate significant media attention.

3. **CO**

1. Upon receipt of a request for a public-interest disclosure, consider the issues identified in L.2.c.1. and L.2.c.2. Notify the OIC Access to Information and Privacy Coordinator, National Headquarters, of your intentions immediately.

2. If you agree a disclosure is warranted, determine the degree of disclosure

to satisfy the needs of the public:

- Disclose a general description only, not the name or photograph. This degree of disclosure does not include any personal information of an identifiable individual. A disclosure of this nature would be made primarily to schools or other target groups to alert the public to the need for extra vigilance. **A notice to the Privacy Commissioner is not required.**

- For the disclosure of personal information, e.g. photographs, name, criminal history, employment history, physical description, race, marital status, address, associated vehicles, etc. when linked to an identifiable individual, limit it to the minimum of detail, yet sufficient to satisfy the purpose of the disclosure on a case-by-case basis. **A written notice to the Privacy Commissioner is required as outlined in L.2.c.3.4.**

3. If the provincial government has developed a protocol pertaining to the disclosure of dangerous offender information, facilitate a consistent approach to a disclosure on a provincial level. However, all disclosures by the RCMP respecting public-interest disclosures, must comply with the disclosure provisions of Sec. 8(2)(m), *Privacy Act*.

4. Forward notices of approved public-interest disclosures to National Headquarters, ATTN: OIC Access to Information and Privacy Branch, who will make the required notification to the Privacy Commissioner in accordance with Sec. 8(5), *Privacy Act*. When possible, the Privacy Commissioner should be given two weeks' advance notification.

Amended 2004-03-31

L. 2. d. **Disclosure Under an Agreement or Arrangement, Para. 8(2)(f), *Privacy Act***

1. Under an agreement or arrangement, this provision of the Act allows the exchange of information between federal police, security and investigative bodies and their Canadian and international counterparts for law enforcement purposes.

2. Formal written agreements between the Government of Canada and the provincial and territorial governments requires that requests be made in writing, stipulating the exact information required, and the statute and section being administered or enforced.

3. It is not an obligation to release personal information under this provision: disclosures should be restricted to only that part of a record actually required, and the information condensed to a synopsis whenever possible.

4. The written request along with the response and what was disclosed must be filed on the original record.

5. An additional agreement should also be considered for provincial agencies

that routinely request disclosure of personal information, e.g. workers' compensation, child or social services. The agreement should include the "in confidence" statement outlined in L.1.a. since any information disclosed will form part of the recipient's records and be subject to access under provincial access and privacy legislation.

6. Assistance regarding these disclosures may be addressed to the division Privacy/Access Coordinator or National Headquarters, Access to Information and Privacy Branch.

2769
2001-06-07

L. 2. e. **Disclosure of Personal Information for Research or Statistical Purposes - Paragraph 8(2)(j)**

1. **General**

1. Personal information may be disclosed to any person or body for research or statistical purposes pursuant to Para. 8(2)(j), *Privacy Act* with the prior approval of the CO when:

- disclosure cannot reasonably be accomplished unless the information is provided in a form that would identify the individual to whom it relates; and

- the person or body submits a Research Application and Undertaking, form 4026, as outlined in L.2.e.1.3.

2. Research privileges must be immediately withdrawn from any person or body found to be improperly disclosing personal information as a result of a disclosure under Para. 8(2)(j), *Privacy Act* and immediate steps must be taken to prevent further disclosures.

3. A **Research Application and Undertaking**, form 4026, should contain:

- the name and address of the researcher and, where applicable, his/her institutional or organizational affiliation;

- a general description of the research project;

- a description of the type or class of information to which access is requested;

- an undertaking that no subsequent disclosure of the information in a manner that could reasonably be expected to identify the individual to whom it relates will be made to any other person or third party which is not participating in the research project.

- a statement that no further personal information will be provided to the researcher if this agreement is violated; and

- the signature of the researcher.

2. **Member**

   1. If you receive an application from an individual or body for disclosure of personal information for research or statistical purposes, in addition to L.2.e.1. also consider:

      - the expectations of the individual to whom the information pertains: Was the information compiled or obtained under guarantees which would preclude some or all types of disclosures? Can the information be considered to have been unsolicited or given freely or voluntarily with little expectation of it being maintained in confidence?

      - the sensitivity of the personal information: Is the information of a highly sensitive personal nature or does it appear to be fairly harmless information? Is the information current and for that reason more sensitive, or has the passage of time possibly reduced that sensitivity so that disclosure would not cause measurable injury to the individual's privacy? Could the disclosure of the personal information, even after the passage of time simply reopen old wounds?

      - the probability of injury: If the information is considered sensitive, does disclosure carry with it the probability of causing measurable injury? Injury can be interpreted as any harm or embarrassment which will have direct negative effects on an individual's career, reputation, financial position, safety, health or well-being.

      - Is the information available through another source, e.g. court records, newspapers, libraries, statistical reports published for public use.

   2. If you think the request satisfies all the conditions in L.2.e.2.1., have the requester complete a Research Application and Undertaking, form 4026, as outlined in L.2.e.1.3. and forward it through channels to your CO for approval.

3. **CO**

   1. When you receive a request, consider the issues identified in L.2.e.1. and L.2.e.2.

   2. If you approve the request, a notation of the information disclosed should be recorded on file in the event a complaint is made to the Privacy Commissioner.

2870
2002-08-21

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   3. If particularly sensitive or current personal information is being used for research or statistical purposes, you may wish to attach an addendum to the Research Application and Undertaking including:

- a statement concerning the access conditions and criteria imposed on researchers using the information, including: (a) an undertaking that the information will be rendered anonymously i.e. coded, name-stripped, at the earliest time possible; (b) a list of any data linkages which have been approved and an undertaking not to perform other matches without written authorization; and (c) an undertaking not to contact the data subjects unless specifically authorized to do so. If the researchers are so authorized, to guarantee any additional information obtained from those individuals is at the same level of confidentiality as maintained for the original data;

- a statement regarding the location where data or copies of the records will be consulted or used. If it is in a federal institution, a statement regarding the applicable Acts and Regulations and any oaths to be sworn by the researchers should be included.

- if it is in another institution or organization, the conditions governing the transfer and secure storage of the data must be stipulated;

- a statement regarding the conditions governing disposal of identifiable personal data stored outside a federal institution and, if desirable and applicable, the archival arrangements for working data and the relevant programs, codes and guides;

- a statement providing the RCMP with the right to examine any results or reports in order to verify that there has been no compromise of the personal information; and

- the signature of the appropriate officers in the federal institutions and all principals involved in the research project.

4. Should the researcher or statistician to whom personal information has been provided under this process wish to release it in a personally identifiable manner, you may authorize the disclosure if:

   - consent is obtained from the subject individuals; or

   - permission to disclose the information is given on the basis of a public-interest disclosure pursuant to Subpara. 8(2)(m)(i), *Privacy Act*. See L.2.c.

L. 3. **Release of Photos, Videos, Plans and Certificates of Analysis**

L. 3. a. **General**

1. In provincial statute and CC investigations leading to charges, the release of these items is at the discretion of the provincial attorney general unless there is a conflict with the *Privacy Act*. See AM III.11.

2. In federal statute investigations when no CC charges are laid, release of these items comes under federal authority.

L. 3. b. **Member**

1. If you are releasing items as outlined in L.3.a.1. and there is a conflict with the *Privacy Act,* consult Access to Information and Privacy Branch.

2. If you are releasing items as outlined in L.3.a.2., ensure the release does not conflict with the *Privacy Act*. Obtain the approval of your Cr. Ops. Officer.

3. When you are in doubt about the application of the *Privacy Act* in the release of the items in question, contact Access to Information and Privacy Branch.

4. See AM App. VII-7-1 for prices to be charged for items obtained through laboratory or identification units.

2879

2002-10-09

L. 4. **Release of Criminal Record - moved to ch. 28.5. 2013-11-01**

Amended 2013-11-01

L. 5. **Release of Criminal Record Information to the U.S.**

L. 5. a. If a U.S. agency, authorized to receive criminal record information, requests a records check, query CPIC.

1. If the response is negative, inform the requesting agency.

2. If the response is a possible hit and the agency:

    1. has access to the National Law Enforcement Telecommunications System (NLETS), direct them to submit the request through the NLETS.

    2. does not have access to NLETS, send a message to CPSIC (ON10000).

NOTE: CPSIC will not release young offender and pardon information.

2615

1999-01-29

M. **DEFENSIVE KEYS AND KEY CODES - moved to ch. 34.3. 2008-04-28**

Amended 2008-04-28

N. **EMERGENCY POLICE SERVICES - CONTRACT DIVISIONS - moved to ch. 13.3. 2006-12-13**

Amended 2006-12-13

O. **SEARCH AND RESCUE (SAR)**

O. 1. **General - moved to ch. 37.1. 2005-11-29**

O. 2. **Lost/Overdue Person - moved to ch. 37.2. 2005-11-29**

O. 3. **Lost/Downed Aircraft or Vessels in Distress - moved to ch. 37.1. 2005-11-29**

Amended 2005-11-29

O. 4. **New Initiatives Fund (NIF) - moved to ch. 37.11. 2005-12-22**

Amended 2005-12-22

P. **SPECIAL EVENTS - moved to ch. 37.4. 2005-10-14**

Amended 2005-10-14

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3. ASSISTANCE

A. **ORIGINATOR**

A. 1. National Criminal Operations, Community, Contract and Aboriginal Policing Services.

A. 2. Access to Information and Privacy Branch, Public Affairs and Communication Services.

B. **REFERENCES**

B. 1. *Administration Manual* III.2., III.7., III.11. and XI.4.

B. 2. *Tactical Operations Manual.*

B. 3. Provincial Police Services Contract, Sec 10.6.d.

B. 4. Municipal Police Services Contract, Sec. 9.8.d.

B. 5. Solicitor General's Manual, "*Police Procedures for Ground Search and Rescue for Lost and Missing Persons*", 1994.

B. 6. *The New SAR Initiatives Fund (NIF) Guide.*

B. 7. National Search and Rescue Secretariat, web site: www.nss.gc.ca.

C. **POLICY**

D. **GENERAL**

E. **FEDERAL GOVERNMENT**

E. 1. **Locating Persons Indebted to the Crown**

E. 1. a. Only CPIC and PIRS index checks will be conducted once the federal department gives written assurance that all other reasonable sources have been exhausted in trying to locate the individual.

E. 1. b. Do not perform field investigations or seek third-party information, e.g. relatives, spouse or neighbor.

E. 1. c. Responses should contain only addresses that are different from those provided by the requesting department.

E. 1. d. As positive identification of a person is not possible without fingerprints, affirmative responses should state that the address supplied is for a subject with a name and birth date similar to that mentioned in their inquiry.

E. 2. **Fingerprinting Job Applicants**

E. 2. a. Use form C-216C or the departmental fingerprint form, and give it to the applicant in the number of copies he/she requests.

2780
2001-07-19

E. 3. **Citizenship and Immigration Canada (CIC)**

E. 3. a. **Social Insurance Number Cards - moved to ch. 45.4 2006-04-26**

E. 3. b. **Fingerprinting Aliens - moved to ch. 45.4 2006-04-26**

E. 3. c. **Aliens Who Require Protection - moved to ch. 45.4 2006-04-26**

Amended 2006-04-26

E. 3. d. **Citizenship Court - moved to ch. 7.2 2006-07-18**

E. 3. e. **Citizenship Applicant Fingerprints - moved to ch. 7.2 2006-07-18**

E. 3. f. **Citizenship Certificates - Deceased Persons - moved to ch. 7.2 2006-07-18**

Amended 2006-07-18

E. 4. **Dept. of Foreign Affairs and International Trade (DFAIT) - moved to 7.4. 2006-06-22**

Amended 2006-06-22

E. 5. **Government House - Chancellery of Canadian Orders, Decorations and Medals - moved to AM ch. II.3. 2006-05-03**

Amended 2006-05-03

E. 6. **National Parole Board (NPB) – moved to OM ch. 42.1. 2020-05-13**

Amended 2020-05-13

E. 7. **Canada Customs and Revenue Agency - moved to ch. 42.10 2006-04-26**

Amended 2006-04-26

E. 8. **Canada Post**

E. 8. a. **Confiscated Ammunition**

1. If you receive confiscated ammunition and an investigation is not necessary, turn the ammunition over to the nearest forensic laboratory.

2. If it is not possible to deliver confiscated ammunition to a forensic laboratory, turn it over to the nearest explosives disposal unit for destruction.

3. Report the disposition/destruction of confiscated ammunition on form 1625.

4. Give a copy of form 1625 to the local postal agent.

E. 8. b. **Fraudulent Use of Mail**

1. If you receive a complaint of an offence under Sec. 381 CC involving fraudulent/deceptive invoices, the Canada Post Legal Branch requires the envelope, its contents and a written complaint to support a prohibition order to stop the scheme.

    1. If the envelope is not available, a certificate in the following format is necessary:

        I ____ of ____, certify that I received from _____ an unsolicited invoice through Canadian mails, delivered by Canada Post on or about _____. A copy of the invoice is attached. The envelope/mail cover cannot be located.

        Witnessed _____ Signed _____
        Date _____ Date _____
        Place _____

    2. Send the complaint and documents to:

        Supervisor
        Canada Post
        Illegal Mail Unit
        Corporate Security, Suite N1153
        2701 Riverside Dr.
        Ottawa, Ontario
        K1A 0B1

E. 8. c. **Controlled Delivery of Mail**

[redacted]
Public Interest Immunity - s. 37 of CEA and common law

5. The request must be preapproved in writing by the Cr. Ops. Officer/ delegate.

E. 9. **Reserved**

Amended 2003-02-19

E. 10. **Correctional Service Canada** - Moved to OM ch. 42.14.

E. 11. **National Defence** - Moved to OM ch. 42.13.

E. 12. **Reserved**

E. 13. **Public Works and Government Services Canada (PWGSC), Superannuation Directorate**

E. 13. a. **General**

Public Interest Immunity - s. 37 of CEA and common law

E. 13. b. **Member**

Public Interest Immunity - s. 37 of CEA and common law

E. 14. **Reserved**

2434
2017-02-16

E. 15. **Canadian Security Intelligence Services (CSIS)**

Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

1968
1994-02-11

Public Interest Immunity - s. 37 of CEA and common law

[redacted]

Public Interest Immunity - s. 37 of CEA and common law

Amended 2007-05-15

[redacted]

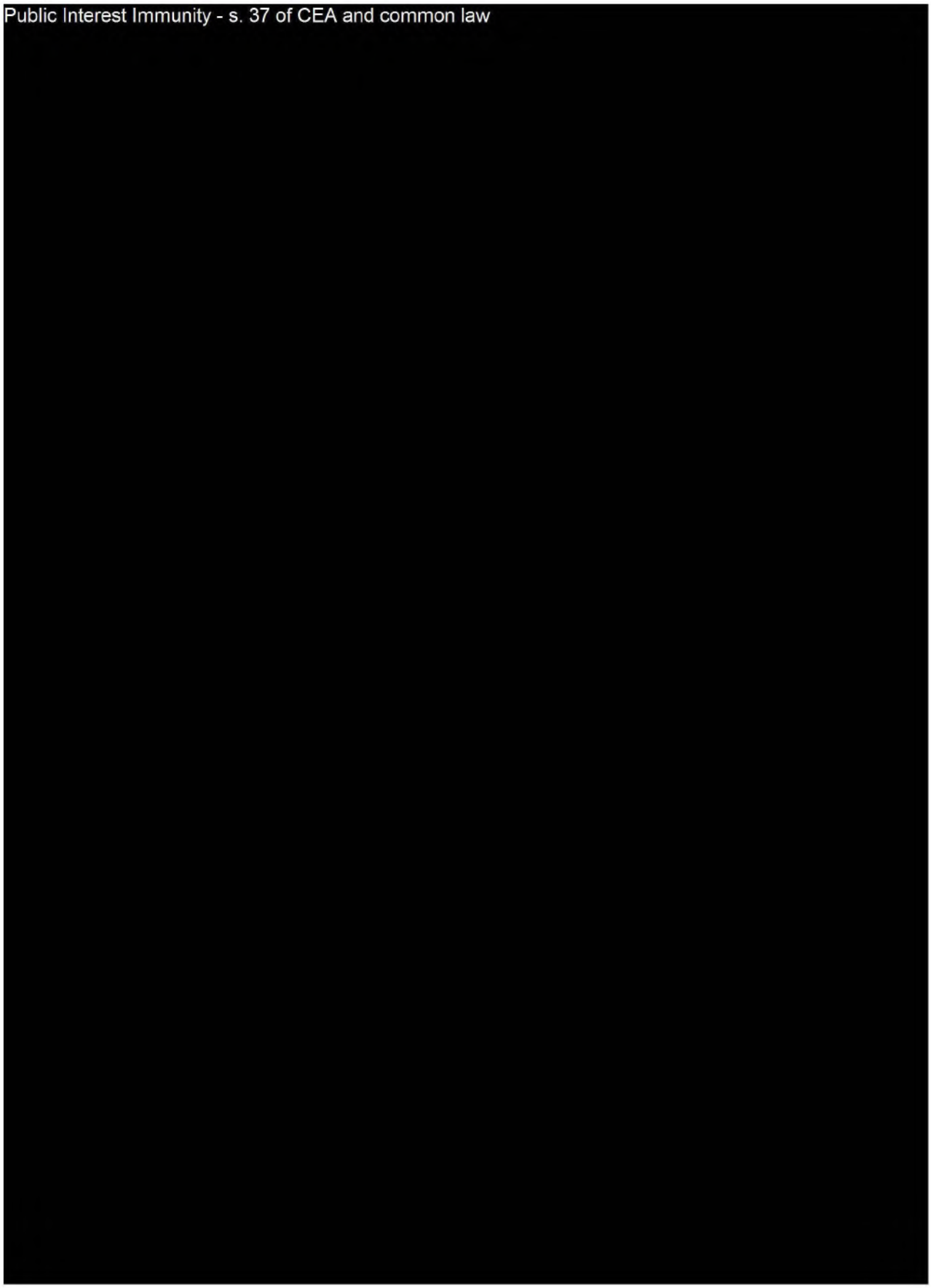
Public Interest Immunity - s. 37 of CEA and common law

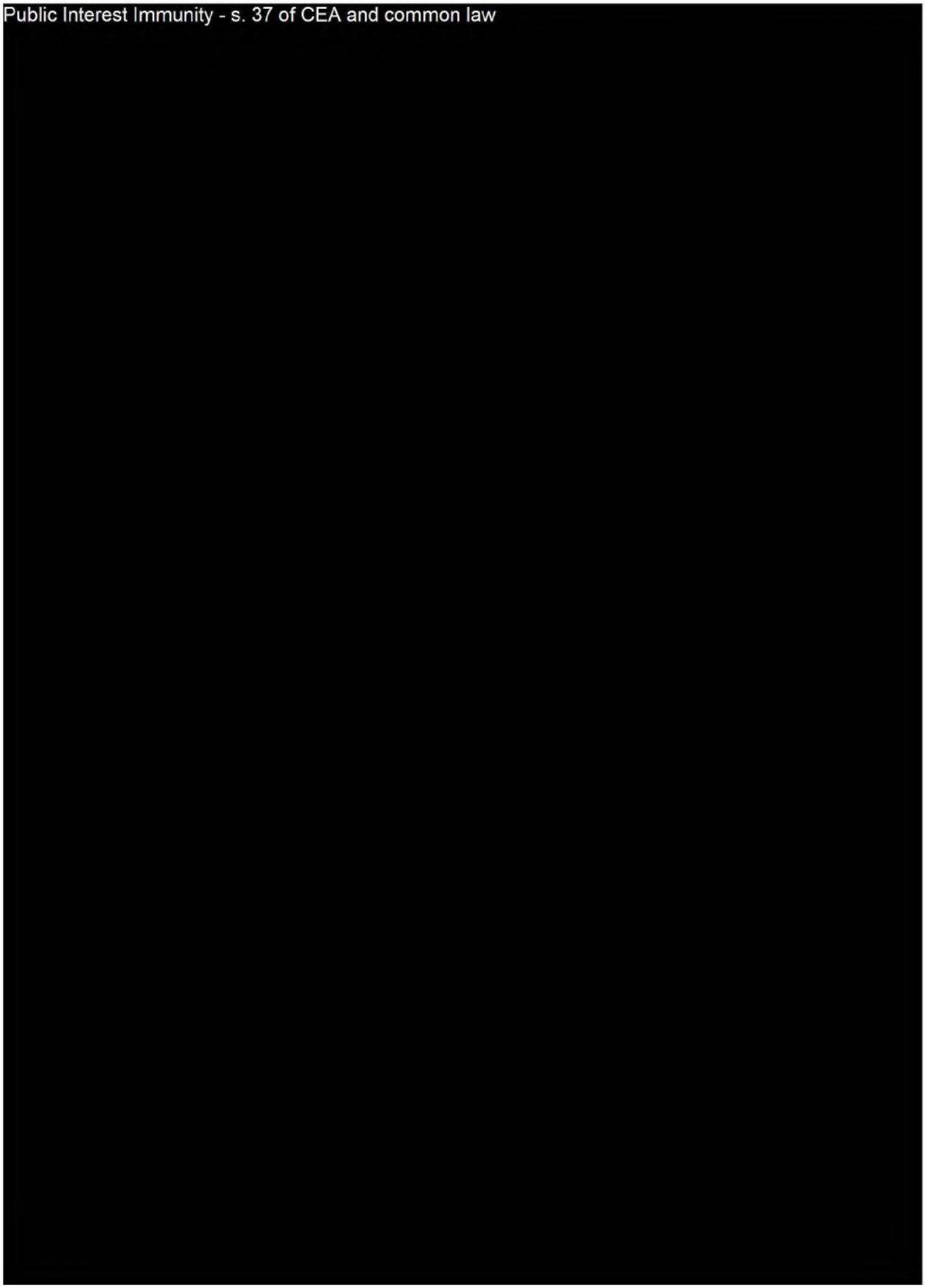
1968

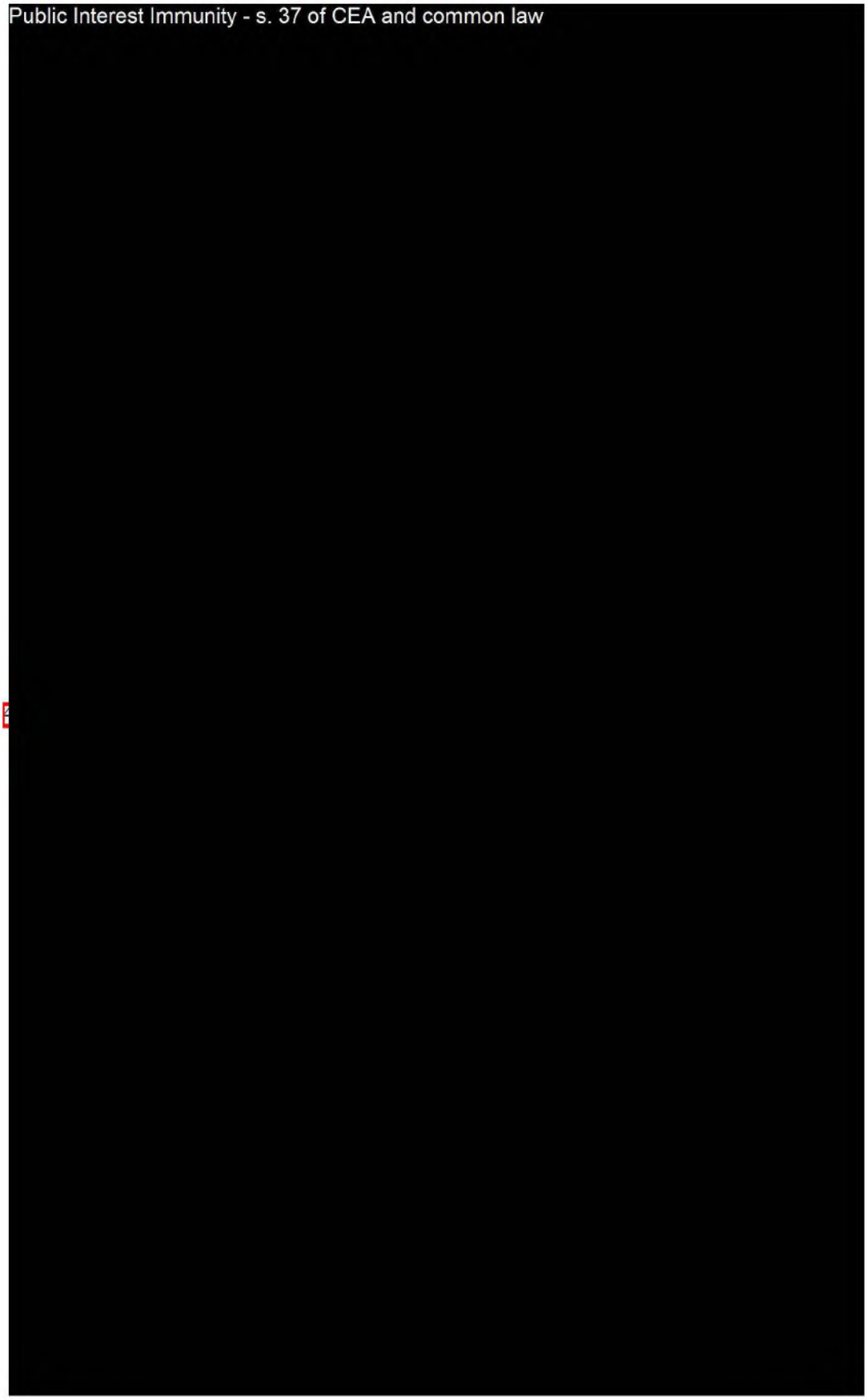
1994-02-11

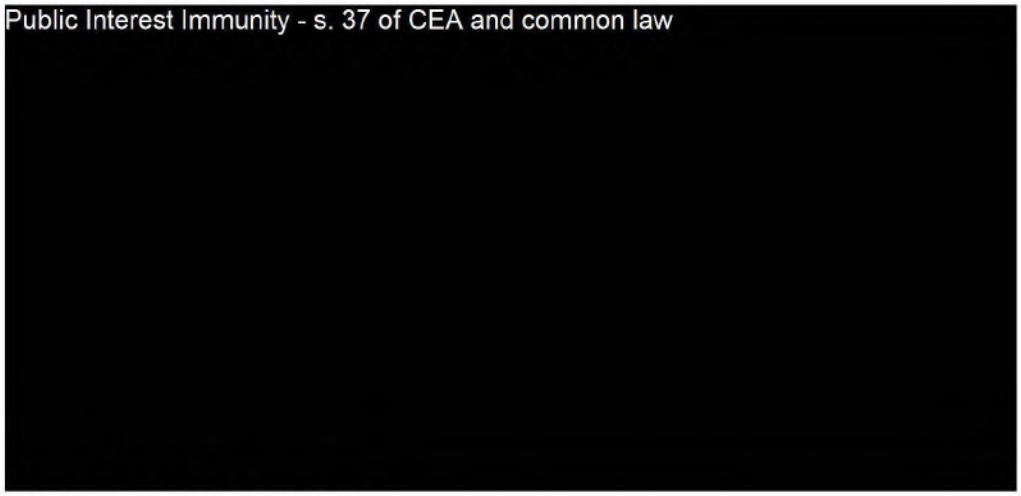
[redacted]

Public Interest Immunity - s. 37 of CEA and common law


Public Interest Immunity - s. 37 of CEA and common law


Public Interest Immunity - s. 37 of CEA and common law


Public Interest Immunity - s. 37 of CEA and common law



F. **PROVINCIAL GOVERNMENTS**

F. 1. **Provincial Parole Service** - moved to OM ch. 41.1. 2019-05-01

F. 2. **Prisons** - moved to OM ch. 41.1. 2019-05-01

F. 3. **Psychiatric Examination**

F. 3. a. A psychiatrist conducting a court-ordered examination of an accused person on the issues of fitness to stand trial or sanity, who requests copies of police reports or other information concerning the alleged offence to assist in his/her evaluation, must make his/her request to the Crown prosecutor responsible for the case.

G. **FOREIGN GOVERNMENTS**

G. 1. **Embassy and Consulate Offices**

G. 1. a. Direct the embassy/consular authority to refer his/her request for an investigation/ inquiry to DFAIT.

1. If you receive a request from the embassy/consular office of a country of security concern, report by message to National Headquarters, ATTN: Criminal Intelligence Directorate.

G. 1. b. When requested by National Headquarters, International Liaison Branch, make inquiries and report the results through the same channel by which the request was received.

H. **RESERVED**

I. **U.S. LAW-ENFORCEMENT AND OTHER AGENCIES**

I. 1. **Requests Received by National Headquarters**

I. 1. a. If a request for assistance on other than security matters is received by National Headquarters, it must be sent direct to the unit concerned for action. In serious

cases, a copy of the request must be sent to division headquarters.

I. 2. **Requests Received Direct by Unit**

I. 2. a. A unit will handle inquiries in accordance with these directives and divisional supplements.

I. 2. b. A division must refer exceptional requests to the appropriate director at National Headquarters.

Amended 2019-05-01

I. 3. **Request to Locate a Fugitive**

I. 3. a. **General**

1. International Liaison Branch is the coordinating policy center at National Headquarters for all requests to locate a fugitive foreign national who is believed to be in Canada.

    1. International Liaison Branch will ensure that the requests are investigated by the appropriate division/agency.

2. If a request is received by another National Headquarters policy center, it must be sent to International Liaison Branch for processing.

I. 3. b. **Unit**

1. If a request is received from a U.S. agency to locate a fugitive in Canada, begin the investigation and inform International Liaison Branch of the request and results.

I. 4. **Bureau of Customs**

I. 4. a. The U.S. *Currency and Foreign Transaction Reporting Act* is the responsibility of the U.S. Bureau of Customs.

1. Under this law, it is an offence to transport currency, negotiable securities or monetary instruments in excess of $10,000 into or out of the U.S. without reporting to U.S. Customs.

I. 4. b. Assistance may be given to U.S. Customs staff at the local level.

Amended 2003-10-29

I. 5. **U.S. Agencies Conducting Investigations in Canada - moved to ch. 43.1. 2005-11-08**

Amended 2005-11-08

I. 6. **Carnegie Hero Fund Commission - moved to AM ch. II.3. 2006-05-03**

Amended 2006-05-03

J. FOREIGN LAW-ENFORCEMENT AGENCIES OTHER THAN U.S.

J. 1. Requests for Inquiries in Canada

J. 1. a. General

1. Assistance to other foreign law-enforcement agencies will be coordinated through Headquarters, National Central Bureau, Interpol.

J. 1. b. Unit

1. If you are requested to locate a fugitive, follow the procedures outlined in Sec. I.3.

2. Carry out the investigation upon receipt of a request from National Headquarters, National Central Bureau, Interpol.

3. Forward replies directly to National Central Bureau, Interpol.

J. 1. c. Division

1. Report all information relating to foreign travel by known international criminals to National Central Bureau, Interpol.

J. 2. Requests for Permission to Enter Canada to Conduct Inquiries

J. 2. a. General

1. When a foreign agency, other than U.S., requests permission to enter Canada for operational purposes, the approval of the appropriate National Headquarters director is required.

   EXCEPTIONS:

   1. The CO "A" Division will approve requests from the UN International Criminal Tribunal and foreign War Crime Unit to enter Canada for operational purposes.

   2. The CO/delegate "A" Division will notify the applicable division to which the tribunal or war crime investigators wish to conduct inquiries.

   3. The A/Commr. Criminal Intelligence Directorate must approve all national security investigations.

2. All foreign agents conducting inquiries in Canada within RCMP jurisdiction must be accompanied by an RCMP member.

3. No foreign law-enforcement agent entering Canada may carry a restricted weapon.

J. 2. b. **Division**

1. If a request is received directly from another Canadian law-enforcement agency on behalf of a foreign agency and from a country other than the U.S., refer it to the appropriate National Headquarters directorate.

Amended 2003-10-29

K. GENERAL PUBLIC

K. 1. Canadian Police Certificates for Visa, Foreign Travel or Foreign Work Permit Applicants

K. 1. a. General

1. Detachments and other field units where CPIC terminals are located will issue certificates of **No Record** when an applicant satisfies a member that a police certificate is required and he/she does not have a record.

K. 1. b. Member

1. Make a Criminal Name Index (CNI) check on CPIC. If applicable, include a check of maiden names and aliases.

2. If the CNI check is negative, complete form 1868 in triplicate and give two copies to the applicant.

    1. Retain a copy of the form and the CNI check for a minimum of two years, as required by subsec. 6(1) of the Privacy Act and subsec. 4(1) of the Privacy Regulations.

3. If the CNI check produces respondents that cannot be eliminated through comparison of descriptive data, **do not release record information**.

    1. Take fingerprints in duplicate on form C-216C.

    2. Forward fingerprints to Headquarters, ATTN: Forensic Science and Identification Services Dir., or if requested, the fingerprints may be given to the applicant for mailing.

4. Inform the applicant that:

    1. Forensic Science and Identification Services Dir. will conduct a search and mail fingerprints stamped **No Criminal Record** or with the record attached, directly to the applicant unless instructed otherwise.

    2. It will be at least 15 days before he/she is told of the results of the fingerprint search.

    3. The form C-216C, stamped **No Criminal Record**, will serve as a certificate of clearance.

5. If an applicant requests certificates and you have no CPIC terminal, tell him/her where the nearest terminal is located, or if he/she wants, he/she may be fingerprinted and the forms submitted to Headquarters, ATTN: Forensic Science and Identification Services Dir.

K. 2. **Divorce Cases**

K. 2. a. All requests for the production of a criminal record in a divorce action will be referred to Forensic Science and Identification Services Dir.

K. 2. b. If it is a written request, Forensic Science and Identification Services Dir. will release only the name of the court and the date and location where a conviction was registered.

K. 2. c. If it is a subpoena, Forensic Science and Identification Services Dir. will produce the criminal record.

K. 3. **Missing Persons - rewritten and moved to ch. 37.3. and 37.10. 2005-11-29**

K. 4. **Compassionate Reasons to Locate - moved to ch. 37.5. 2018-09-20**

Amended 2020-12-18

L. **RELEASE OF INFORMATION**

L. 1. **Marking of Documents**

L. 1. a. When releasing a document to a provincial agency **other than** the provincial justice/attorney general's department, mark it as follows:

"This document is the property of the Government of Canada. It is loaned, in confidence, to your agency only and is not to be reclassified or further disseminated without the consent of the originator."

L. 2. **Disclosure of Personal Information - Privacy Act**

L. 2. a. **General**

1. The disclosure of personal information must be made in accordance with the *Privacy Act*.

2. Subsection 8(1), *Privacy Act*, forbids disclosure of personal information without the consent of the person to whom the information relates.

    1. Subsection 8(2) lists exceptions to Subsec. 8(1).

3. Two exceptions in Subsec. 8(2) are covered more fully in L.2.b. and c., i.e. consistent use disclosure and public interest disclosure.

4. If there is any doubt about the application of any of the conditions in Subsec.

8(2), the matter is to be referred to Access to Information and Privacy Branch.

5. Vetting guidelines for records requested by a firearms officer are outlined in IM IV.3.G.18.

2820
2001-12-20

L. 2. b. **Consistent Use Disclosure - Paragraph 8(2)(a)**

1. As law enforcement is considered one broad consistent use, the RCMP may collect personal information for one law enforcement purpose and release it for another law enforcement purpose.

    1. A member must not seek or collect personal information solely for the purpose of facilitating inquiries or investigations undertaken by another law enforcement or government agency.

    2. In such a case, a law enforcement or government agency should be advised to seek direct access to the desired information.

2. Under the provisions of L.2.b.1., the RCMP may disclose personal information to the following agencies for legitimate investigative purposes in connection with their official duties and responsibilities relating to the enforcement or administration of the law:

    1. Canadian law enforcement agencies and correctional services, and investigative, enforcement and support bodies of federal, provincial or territorial governments; and

    2. foreign law enforcement agencies, correctional services, and investigative or enforcement bodies of government departments.

3. Before releasing information or reports, a member must be satisfied that disclosure is in accordance with policy. See the following references:

    1. criminal history information provisions, II.4.;

    2. *CPIC Reference Manual*, Ch. I.2.; and

    3. AM III.11.

Amended 2004-03-31

L. 2. c. **Public Interest Disclosure - Paragraph 8(2)(m)**

1. **General**

    1. Personal information may be released in the public interest pursuant to sec. 8(2)(m), *Privacy Act*, with the prior approval of the CO where:

        - the public interest in disclosure clearly outweighs any invasion of privacy

that could result from the disclosure, or

- disclosure would clearly benefit the individual to whom the information relates.

2. In an emergency situation, the following must be considered:

   - Does the situation include a health/medical emergency, an accident, national disaster, or hostile/terrorist act where one or more individuals' lives or well-being depend on the disclosure?

   - Is it an emergency situation where the circumstances are unambiguous and the disclosure is clearly in the public's interest and explicitly outweighs the individual's privacy rights?

   - Have the following invasion-of-privacy considerations been carefully examined: (a) the individual's expectations; (b) the sensitivity of the information; and (c) the probability of injury to the individual?

3. Where the disclosure involves personal information pertaining to a dangerous offender, the following must be considered:

   - Does the individual's criminal history indicate violence or repetitive activity of a nature requiring public awareness of the offender's presence in the community?

   - Is there a court ban or legislation regarding the disclosure of information, e.g. *Young Offenders Act*?

   - Has the offender been released from gaol at warrant expiry date? An offender granted early release on probation, temporary absence or mandatory supervision, should generally not be considered for disclosure; however, extenuating circumstances may dictate otherwise.

   - Is the information being considered for release factual?

4. Public-interest disclosures can range from the notification of one person, e.g. a victim; target group, e.g. school; or a full community, e.g. media release. However, all require approval if personal information is being disclosed.

5. The Privacy Commissioner is to be notified of the intended disclosure prior to its release, in accordance with sec. 8(5), *Privacy Act*.

2. **Member**

   1. Before applying for a public-interest disclosure, carefully consider the following issues:

      - The individual's psychological profile must suggest a strong likelihood

of re-offending.

- Disclosure can be considered for an inmate, identified as violent with a high possibility to re-offend, who has served all his/her time and is being released at warrant expiry date.

- Disclosure of personal information should only be considered as a last resort. All practicable means of dealing with the individual must be considered first, e.g. short-term surveillance.

- Disclosure is an extreme intrusion of privacy. Consider other viable options to protect public safety, e.g. investigative procedures, CC provisions in sec. 487.01, 492.1, 492.2, 810.1., etc.

- Should the individual be entered on CPIC under "Special Interest Police Category".

- The individual's criminal profile/history must substantiate the necessity for a public-interest disclosure.

- Is the information, intended for disclosure, available publicly from other sources, e.g. courts?

Amended 2007-10-24

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2. Consider the resultant negative impact upon the individual, such as:

   - vigilante reprisal;

   - withdrawal from treatment/reintegration programs;

   - driving the individual underground, away from police or other monitoring agencies.

3. Consider the impact of the disclosure on the community, such as:

   - The disclosure may leave the perception that the police are unable to provide adequate measures to assure public security.

   - Studies have brought into question the extent to which the disclosure is effectively retained by the public.

   - How long should the notice be run, should be repeated, etc.?

   - Continual disclosures of this nature could result in the public's desensitization and reduce the intended benefit.

   - There may be reprisals against another person due to mistaken identity.

   - Disclosure could merely result in the individual relocating to another jurisdiction. This simply shifts the burden to another agency to contemplate whether to continue the public disclosure at that point.

4. Forward the request through channels to your CO and include:

   - the name and address of the individual concerned;

   - the purpose of the disclosure;

   - an explanation to justify the disclosure, commenting on each issue identified in L.2.c.1. and L.2.c.2.;

   - scope of disclosure, e.g. victim, target group, public by media coverage; and

   - degree of disclosure, e.g. name and address, photo or description only, complete or partial criminal record.

5. A disclosure must clearly demonstrate a public interest, resist making disclosures merely to satisfy public curiosity.

6. Resist requests from the media to discuss a public-interest disclosure as this could be interpreted as an indication of harassment. A public-interest disclosure may generate significant media attention.

3. **CO**

1. Upon receipt of a request for a public-interest disclosure, consider the issues identified in L.2.c.1. and L.2.c.2. Notify the OIC Access to Information and Privacy Coordinator, National Headquarters, of your intentions immediately.

2. If you agree a disclosure is warranted, determine the degree of disclosure to satisfy the needs of the public:

   - Disclose a general description only, not the name or photograph. This degree of disclosure does not include any personal information of an identifiable individual. A disclosure of this nature would be made primarily to schools or other target groups to alert the public to the need for extra vigilance. **A notice to the Privacy Commissioner is not required.**

   - For the disclosure of personal information, e.g. photographs, name, criminal history, employment history, physical description, race, marital status, address, associated vehicles, etc. when linked to an identifiable individual, limit it to the minimum of detail, yet sufficient to satisfy the purpose of the disclosure on a case-by-case basis. **A written notice to the Privacy Commissioner is required as outlined in L.2.c.3.4.**

3. If the provincial government has developed a protocol pertaining to the disclosure of dangerous offender information, facilitate a consistent approach to a disclosure on a provincial level. However, all disclosures by the RCMP respecting public-interest disclosures, must comply with the

disclosure provisions of Sec. 8(2)(m), *Privacy Act*.

4. Forward notices of approved public-interest disclosures to National Headquarters, ATTN: OIC Access to Information and Privacy Branch, who will make the required notification to the Privacy Commissioner in accordance with Sec. 8(5), *Privacy Act*. When possible, the Privacy Commissioner should be given two weeks' advance notification.

Amended 2004-03-31

L. 2. d. **Disclosure Under an Agreement or Arrangement, Para. 8(2)(f), *Privacy Act***

1. Under an agreement or arrangement, this provision of the Act allows the exchange of information between federal police, security and investigative bodies and their Canadian and international counterparts for law enforcement purposes.

2. Formal written agreements between the Government of Canada and the provincial and territorial governments requires that requests be made in writing, stipulating the exact information required, and the statute and section being administered or enforced.

3. It is not an obligation to release personal information under this provision: disclosures should be restricted to only that part of a record actually required, and the information condensed to a synopsis whenever possible.

4. The written request along with the response and what was disclosed must be filed on the original record.

5. An additional agreement should also be considered for provincial agencies that routinely request disclosure of personal information, e.g. workers' compensation, child or social services. The agreement should include the "in confidence" statement outlined in L.1.a. since any information disclosed will form part of the recipient's records and be subject to access under provincial access and privacy legislation.

6. Assistance regarding these disclosures may be addressed to the division Privacy/Access Coordinator or National Headquarters, Access to Information and Privacy Branch.

2769
2001-06-07

L. 2. e. **Disclosure of Personal Information for Research or Statistical Purposes - Paragraph 8(2)(j)**

1. **General**

1. Personal information may be disclosed to any person or body for research or statistical purposes pursuant to Para. 8(2)(j), *Privacy Act* with the prior approval of the CO when:

- disclosure cannot reasonably be accomplished unless the information is provided in a form that would identify the individual to whom it relates; and

- the person or body submits a Research Application and Undertaking, form 4026, as outlined in L.2.e.1.3.

2. Research privileges must be immediately withdrawn from any person or body found to be improperly disclosing personal information as a result of a disclosure under Para. 8(2)(j), *Privacy Act* and immediate steps must be taken to prevent further disclosures.

3. A **Research Application and Undertaking**, form 4026, should contain:

   - the name and address of the researcher and, where applicable, his/her institutional or organizational affiliation;

   - a general description of the research project;

   - a description of the type or class of information to which access is requested;

   - an undertaking that no subsequent disclosure of the information in a manner that could reasonably be expected to identify the individual to whom it relates will be made to any other person or third party which is not participating in the research project.

   - a statement that no further personal information will be provided to the researcher if this agreement is violated; and

   - the signature of the researcher.

2. **Member**

   1. If you receive an application from an individual or body for disclosure of personal information for research or statistical purposes, in addition to L.2.e.1. also consider:

      - the expectations of the individual to whom the information pertains: Was the information compiled or obtained under guarantees which would preclude some or all types of disclosures? Can the information be considered to have been unsolicited or given freely or voluntarily with little expectation of it being maintained in confidence?

      - the sensitivity of the personal information: Is the information of a highly sensitive personal nature or does it appear to be fairly harmless information? Is the information current and for that reason more sensitive, or has the passage of time possibly reduced that sensitivity so that disclosure would not cause measurable injury to the individual's privacy? Could the disclosure of the personal information, even after the passage

of time simply reopen old wounds?

- the probability of injury: If the information is considered sensitive, does disclosure carry with it the probability of causing measurable injury? Injury can be interpreted as any harm or embarrassment which will have direct negative effects on an individual's career, reputation, financial position, safety, health or well-being.

- Is the information available through another source, e.g. court records, newspapers, libraries, statistical reports published for public use.

2. If you think the request satisfies all the conditions in L.2.e.2.1., have the requester complete a Research Application and Undertaking, form 4026, as outlined in L.2.e.1.3. and forward it through channels to your CO for approval.

3. **CO**

1. When you receive a request, consider the issues identified in L.2.e.1. and L.2.e.2.

2. If you approve the request, a notation of the information disclosed should be recorded on file in the event a complaint is made to the Privacy Commissioner.

2870
2002-08-21

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3. If particularly sensitive or current personal information is being used for research or statistical purposes, you may wish to attach an addendum to the Research Application and Undertaking including:

- a statement concerning the access conditions and criteria imposed on researchers using the information, including: (a) an undertaking that the information will be rendered anonymously i.e. coded, name-stripped, at the earliest time possible; (b) a list of any data linkages which have been approved and an undertaking not to perform other matches without written authorization; and (c) an undertaking not to contact the data subjects unless specifically authorized to do so. If the researchers are so authorized, to guarantee any additional information obtained from those individuals is at the same level of confidentiality as maintained for the original data;

- a statement regarding the location where data or copies of the records will be consulted or used. If it is in a federal institution, a statement regarding the applicable Acts and Regulations and any oaths to be sworn by the researchers should be included.

- if it is in another institution or organization, the conditions governing the transfer and secure storage of the data must be stipulated;

- a statement regarding the conditions governing disposal of identifiable

personal data stored outside a federal institution and, if desirable and applicable, the archival arrangements for working data and the relevant programs, codes and guides;

- a statement providing the RCMP with the right to examine any results or reports in order to verify that there has been no compromise of the personal information; and

- the signature of the appropriate officers in the federal institutions and all principals involved in the research project.

4. Should the researcher or statistician to whom personal information has been provided under this process wish to release it in a personally identifiable manner, you may authorize the disclosure if:

   - consent is obtained from the subject individuals; or

   - permission to disclose the information is given on the basis of a public-interest disclosure pursuant to Subpara. 8(2)(m)(i), *Privacy Act*. See L.2.c.

L. 3. **Release of Photos, Videos, Plans and Certificates of Analysis**

L. 3. a. **General**

1. In provincial statute and CC investigations leading to charges, the release of these items is at the discretion of the provincial attorney general unless there is a conflict with the *Privacy Act*. See AM III.11.

2. In federal statute investigations when no CC charges are laid, release of these items comes under federal authority.

L. 3. b. **Member**

1. If you are releasing items as outlined in L.3.a.1. and there is a conflict with the *Privacy Act,* consult Access to Information and Privacy Branch.

2. If you are releasing items as outlined in L.3.a.2., ensure the release does not conflict with the *Privacy Act*. Obtain the approval of your Cr. Ops. Officer.

3. When you are in doubt about the application of the *Privacy Act* in the release of the items in question, contact Access to Information and Privacy Branch.

4. See AM App. VII-7-1 for prices to be charged for items obtained through laboratory or identification units.

L. 4. **Release of Criminal Record - moved to ch. 28.5. 2013-11-01**

Amended 2013-11-01

L. 5. **Release of Criminal Record Information to the U.S.**

L. 5. a. If a U.S. agency, authorized to receive criminal record information, requests a records check, query CPIC.

1. If the response is negative, inform the requesting agency.

2. If the response is a possible hit and the agency:

1. has access to the National Law Enforcement Telecommunications System (NLETS), direct them to submit the request through the NLETS.

2. does not have access to NLETS, send a message to CPSIC (ON10000).

NOTE: CPSIC will not release young offender and pardon information.

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1999-01-29

M. **DEFENSIVE KEYS AND KEY CODES - moved to ch. 34.3. 2008-04-28**

Amended 2008-04-28

N. **EMERGENCY POLICE SERVICES - CONTRACT DIVISIONS - moved to ch. 13.3. 2006-12-13**

Amended 2006-12-13

O. **SEARCH AND RESCUE (SAR)**

O. 1. **General - moved to ch. 37.1. 2005-11-29**

O. 2. **Lost/Overdue Person - moved to ch. 37.2. 2005-11-29**

O. 3. **Lost/Downed Aircraft or Vessels in Distress - moved to ch. 37.1. 2005-11-29**

Amended 2005-11-29

O. 4. **New Initiatives Fund (NIF) - moved to ch. 37.11. 2005-12-22**

Amended 2005-12-22

P. **SPECIAL EVENTS - moved to ch. 37.4. 2005-10-14**

Amended 2005-10-14

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1. INVESTIGATION GUIDELINES

A. ORIGINATOR

A. 1. National Criminal Operations, Contract and Aboriginal Policing; and

A. 2. Access to Information and Privacy Branch, Strategic Policy and Planning Directorate.

B. REFERENCES

B. 1. *Law Enforcement in the Global Village*, Department of Justice Canada, (DOJC), 1990.

Amended 2012-08-13

C. POLICY

C. 1. Regina vs. Campbell

C. 1. a. On 1999-04-22, the Supreme Court of Canada (SCC) rendered a decision (R. v. Campbell) that clarified the authority of the police to violate the law within the context of an investigation.

1. Although the case dealt specifically with a drug operation, the effect of this decision extends to other law enforcement areas.

2. The court ruled that a police officer, while conducting a criminal investigation, has no authority to engage in illegal conduct, unless done under a specific statutory or regulatory exemption, and as such cannot benefit from Crown immunity for his/her actions.

C. 1. b. The SCC ruling was not intended to specifically address emergency or exigent circumstances and whether any kind of immunity may exist. Therefore, any action taken by a member, under those specific conditions, may still be excused from the application of the law, subject to full justification.

C. 1. c. Members will suspend any planned investigative activity that may result in a contravention of the law.

1. A drug or proceeds of crime investigation is not affected by this direction because statutory exemptions exist.

C. 1. d. Should assistance be needed to determine if a planned or anticipated activity would result in a violation of the law, members will consult their regional Department of Justice Canada office or attorney general.

Amended 2004-02-11

D. GENERAL - Removed 2019-08-09

E. COLLECTION AND USE OF PERSONAL INFORMATION

E. 1. Subsection 5(2), *Privacy Act*, requires that when personal information is collected from an individual during an investigation, that individual must be informed of the purpose of the collection and that the information is to be used for law-enforcement purposes, except as outlined in E.2.

E. 2. It is not necessary to inform the individual of the purpose of the collection or what use will be made of the information if it:

E. 2. a. would result in the collection of inaccurate information; or

E. 2. b. would defeat the purpose, or prejudice the use for which the information is collected, e.g. undercover or intelligence-gathering operations.

E. 3. Sections 7 and 8, *Privacy Act*, state that personal information under the control of a government institution will not be used or disclosed by the institution without the consent of the individual to whom the information relates, except for the purpose for which the information was collected or for a use consistent with that purpose.

E. 4. Law enforcement is considered one broad consistent use; therefore, information collected for one law-enforcement purpose can be used for another law-enforcement purpose.

2799
2001-08-30

E. 5. The collection and communication of medical information not directly relevant to an investigation or the performance of a duty are prohibited.

E. 6. Medical information obtained during an investigation or the performance of a duty, and which is essential to support a prosecution or perform a duty, may be recorded on PIRS and CPIC.

E. 7. If there is doubt as to whether medical information should be collected or communicated, the approval of the Cr. Ops. Officer must first be obtained.

E. 8. Subsection 8(2), *Privacy Act*, contains a limited number of exceptions under which personal information may be used or disclosed without the consent of the individual to whom the information pertains. These exceptions are outlined in I.3.L. When the authority to disclose is unclear, contact National Headquarters, ATTN: OIC Access to Information and Privacy Branch.

E. 9. If during an investigation, a person voluntarily reveals that he/she has received a pardon/absolute or conditional discharge, the information may not be used for other than the investigation for which it was provided.

E. 9. a. The information may only be disclosed to:

1. investigating members; and

2. in the case of a public complaint, Public Complaint Commission members.

E. 9. b. When the record is concluded:

1. It is not necessary to seal the record.

2. The information may not be used for other than the investigation for which it was provided.

3. The fact that an individual has received a pardon/absolute or conditional discharge may not be indexed on PIRS.

4. The information may not be disclosed to anyone other than those outlined in E.9.a.

2785
2001-07-26

F. **OFFENCES BY MEMBERS - moved to ch. 54.3. 2016-12-21**

Amended 2016-12-21

G. **MEMBER'S NOTEBOOK - moved to ch. 25.2. 2006-01-10**

Amended 2006-01-10

H. **VICTIM ASSISTANCE - moved to ch. 37.6. 2011-07-28**

Amended 2011-07-28

I. **FOREIGN TRAVEL - moved to ch. 40.1. and 40.2. 2005-03-07**

Amended 2005-03-07

J. **FOREIGN LIAISON ASSISTANCE AND INVESTIGATIONS INVOLVING THE U.S.**

J. 1. **Foreign Liaison Assistance to Canadian Authorities**

J. 1. a. Inform the Director, International Liaison and Protective Operations of any request for:

1. introductory or liaison assistance in foreign countries made by other Canadian agencies, e.g. police agencies/crime commissions pursuing an investigation for which they have primary responsibility;

1. If a police agency/investigative body does not want to use the RCMP as an intermediary, refer them to the Department of Foreign Affairs and International Trade.

2. letters of introduction; or

3. delivery of rogatory letters. See III.4.G.

J. 2. **Liaison Assistance to Foreign Authorities**

J. 2. a. A member who receives a request for assistance or technical equipment in investigations with no Canadian interest must refer the foreign authority to the head of the Canadian mission, who will forward it through channels.

J. 2. b. Foreign authorities requesting investigational/technical assistance in their country for investigations with a Canadian interest should forward their request directly to the Commissioner through the LO in their country.

1. If possible, Canadian citizens involved should be prosecuted in Canada.

J. 3. **Acquiring Affidavit Evidence in the U.S.**

J. 3. a. If you are conducting enquiries in the U.S. and require an affidavit, you may request assistance from the Canadian Embassy or Consulates through the appropriate National Headquarters policy center.

1. Consular personnel will not be requested to travel to areas distant from their post, whereby expenses for airline transportation, hotel expenses, etc., would be incurred.

J. 3. b. The LO in Washington, D.C., has attaché status pursuant to Sec. 52 of the *Canada Evidence Act* and you may use him/her for attestation at the point of your enquiries.

J. 3. c. Make tentative arrangements for the attestation of documents at the time travel authorization is requested from the appropriate National Headquarters policy center.

2781
2001-07-19

J. 4. **International Investigations - moved to ch. 44.4. 2013-09-25**

Amended 2013-09-25

K. **HIGH PROFILE INVESTIGATIONS**

K. 1. A high profile investigation, including national security investigations, means an investigation of national interest and with significant implications for the RCMP.

K. 2. The D/Commr. Operations will inform the Regional D/Commr./CO when a high profile investigation is or has been launched.

K. 3. The divisional Cr. Ops. Officer will be responsible for the investigation and will appoint a Major Case Manager for the investigation.

son officer

identified.

K. 5. The Major Case Manager will brief the Cr. Ops. Officer and National Headquarters as directed and when any significant events occur. Video/audio conferences will be initiated.

K. 6. If the investigation is in more than one division, in consultation with the Regional D/Commr. concerned, the D/Commr. Operations will identify the lead division based on the place of offence, where the charges are laid, where the evidence is located, etc.

K. 7. A Joint Management Team (JMT) will be created with representatives from each division. The Major Case Manager will report to the JMT.

K. 8. All investigative reports will be entered on SCIS/NCDB.

Amended 2003-08-25

L. ALERTING THE PUBLIC TO A DANGEROUS OFFENDER

L. 1. Alert the public to a dangerous offender when a warrant is issued and an alert could aid in the apprehension of the person, or you are aware of the existence of a dangerous offender in the community whose identity is not known.

L. 2. If an incarcerated person has been released and there is reason to believe that he/she could be a threat to the community, see I.3.L. for disclosure in the public interest.

2721
2000-12-01

M. MUTUAL LEGAL ASSISTANCE TREATY - moved to ch. 42.7. 2012-08-13

Amended 2012-08-13

N. INCIDENTS INVOLVING CONTAMINANTS

N. 1. When responding to an incident in which you may be exposed to contaminants, take the following precautions:

N. 1. a. Assess the situation and if necessary have the proper resources dispatched to the scene.

N. 1. b. Set up a safety perimeter around the scene and if necessary, begin evacuating the surrounding area.

N. 1. c. Do not stand downwind unless properly protected.

N. 1. d. Do not start a search or investigation while materials are combusting or smoldering, unless you are properly equipped with respiratory protection, gloves, disposable coveralls complete with a hood, and disposable shoe covers.

NOTE: Respiratory protection should be selected, maintained and used in accordance with CSA Z94.4-93 or subsequent editions.

N. 1. e. Tell ambulance or emergency transport personnel if a victim has been exposed to a contaminant.

N. 1. f. Before leaving the scene, have the proper on-site authorities provide you with decontamination procedures.

N. 1. g. If you have an open wound that has been exposed to a contaminant, seek immediate medical attention.

N. 2. Before leaving a scene where contaminants pose a threat to the public or the environment:

N. 2. a. In the case of a building, contact the owner or building authority and release the scene into his/her custody as he/she is liable for the property and must ensure that it has been decontaminated.

N. 2. b. If the owner or building authority cannot be reached, release the scene to an agency that has the knowledge and ability to effect proper decontamination.

N. 2. c. In all other cases, release the scene to the appropriate agency for decontamination.

2771
2001-06-07

4. INFORMATION SOURCES

A. ORIGINATOR

A. 1. Federal and International Operations Directorate,

A. 2. Public Affairs and Communication Services, and

A. 3. Forensic Science and Identification Services.

B. REFERENCES

B. 1. *Privacy Act.*

B. 2. *CPIC Reference Manual.*

C. POLICY

D. GENERAL

D. 1. The consequences of any request for information must be considered when compliance could place the information source in an embarrassing or prejudicial position, e.g. violating some policy, terms of employment or code of ethics.

D. 2. An information source is not to be used in his/her professional capacity, e.g. to conduct an appraisal or evaluation, or as an expert witness for the Crown in a case that was developed from information provided by that source.

D. 3. A copy of a formalized agreement on the exchange of information entered into by a division will be forwarded to the appropriate National Headquarters policy center.

NOTE: A copy of all formalized agreements must be forwarded to Corporate Management Directorate.

2609
1998-12-18

E. PRIVACY ACT - moved to ch. 28.2. 2006-06-22

Amended 2006-06-22

F. RCMP SOURCES

F. 1. Canadian Police Information Centre (CPIC)

F. 1. a. General

1. CPIC is a central repository of police information. The information is contributed and maintained by the participating police agencies.

2787
2001-07-26

2. The *CPIC Reference Manual* has complete details on how to access the

information.

F. 1. b. **Off-line Search**

1. When information is not available to make a normal or special query by terminal, an off-line search can be conducted including the centrally stored vehicle registered owner records.

    1. A request for an off-line search is sent to the OIC CPIC Services at ORI IC90002.

2. An off-line search can assist an investigator to identify or eliminate suspects, or provide additional avenues of investigation.

2623
1999-02-26

F. 2. **Canadian Police Services Information Centre (CPSIC)**

F. 2. a. **General**

1. CPSIC is that part of the Canadian Police Services that provides accredited law enforcement agencies with round-the-clock information and services that they cannot obtain direct through CPIC.

2. CPSIC acts as an intermediary between Canadian and U.S. information centers, particularly the FBI National Criminal Information Centre (NCIC).

3. The services provided by CPSIC include:

    1. supplying criminal records, fingerprints and descriptions from FPS files;

    2. determining if credit cards are lost or stolen;

    3. providing registered owner details of aircraft registered in Canada and the U.S.;

    4. providing information on the location of Canadian Customs offices for small vessel registration;

    5. searching tire track measurements for possible identification of motor vehicles; and

    6. searching fingerprints of suspects in custody and urgent latent fingerprints outside core hours.

4. To obtain information pertaining to FBI NCIC files, U.S. criminal records, fingerprints and photographs of known criminals, U.S. vehicle registration and drivers' licence particulars, refer to INTERPOL ACUPIES System. See L.

F. 2. b. **Criminal Records and Related Documents**

1. To enquire about a criminal record and to obtain documents, notify CPSIC. Include in your request the FPS number, name, aliases and date of birth.

2. If you request, CPSIC will send you the complete record with fingerprints by mail; otherwise, only a resumé of the person's record will be supplied.

F. 2. c. **Certificates of Conviction and Certificates of Fingerprint Comparison**

1. Request a Certificate of Conviction, sec. 667(1)(a)(iii) CC, from Canadian Criminal Real Time Identification Services (CCRTIS) only when you are required to prove a criminal record, e.g. the subject denies having a record, or dangerous offender proceedings.

    1. In most cases, the ordinary criminal record is sufficient for court purposes.

    2. Certificates of conviction contain all criminal convictions as well as absolute and conditional discharges that are reported to CCRTIS and are supported by fingerprints.

2. Request a Certificate of Fingerprint Comparison, sec. 667(1)(c) CC, from CCRTIS only when it is not possible or convenient to have a local identification member, who has been appointed a fingerprint examiner under sec. 667(5) CC, issue the document.

    1. The CCRTIS requires an additional current set of fingerprints before it can issue this certificate.

3. Send your request to National Headquarters, ATTN: Records Analysis Section, CCRTIS.

    1. When the request is made by CPIC, send your message to ORI ON10576.

F. 2. d. **Wanted Persons**

1. When a Canada-wide warrant exists, Fingerprinting Services Unit, CCRTIS will publish wanted circulars, upon request.

2. This unit will also publish, upon request, circulars on missing persons and unidentified deceased or living persons.

3. For missing person enquiries, see ch. 37.3., 37.10. and CPIC Manual App. III-4-G.

Amended 2008-04-02

F. 2. e. **Property**

1. **Canadian Bonds**

1. The Bank of Canada supplies CPSIC with a list of bonds recorded in its Lost Bond File.

2. If a CPIC query fails to turn up information on a recovered bond, CPSIC can be asked to check the file.

2. **Credit Cards**

1. CPSIC can usually determine the name and address of a credit card holder, and whether a particular credit card has been reported lost or stolen.

F. 3. **Central Forensic Laboratory Document Section (CFLDS)**

F. 3. a. **General**

1. The CFLDS maintains a collection of handwritten documents that have been used in criminal offences.

2. The collection consists of holdup notes, bomb threats, and anonymous letters concerning threats, obscenities, extortions, etc.

3. When the author is unknown, CFLDS conducts a search to compare a questioned document with documents in the collection.

4. An opinion rendered by a CFLDS examiner is categorized as:

1. probable,

2. warrants suspicion, or

3. suspect only.

5. An opinion can only be given on handwriting or handprinting that can be compared with that on criminal fingerprint form C-216 or with that on documents held in the CFLDS collection.

F. 3. b. **Member**

1. Complete form C-414 including the FPS number if available. Mail it with a good quality photocopy of the questioned exhibit or a 1:1 photograph of the original exhibit to:

RCMP
Central Forensic Laboratory
ATTN: Document Section
Box 8885
Ottawa, Ont.
K1G 3M8

2. If urgent, send a fax message at (613) 952-7325.

3. When your case is concluded, send a copy of the handwritten/handprinted exhibits which have not been previously submitted to CFLDS, with a copy of your concluding report, to be added to the central repository.

2623
1999-02-26

F. 4. **Reserved**

F. 5. **Canadian Bomb Data Centre (CBDC)**

F. 5. a. The CBDC, Technical Operations Directorate, is an international repository of information on bomb technology and criminal incidents involving the use of explosives and incendiary devices.

F. 5. b. The CBDC services include:

1. periodic reports on CBDC evaluation of incidents involving explosives;
2. bulletins on subjects such as bomb incident procedures, disarming, transportation, storage, and investigations;
3. advice about the handling of explosives and incendiary devices, and thefts of explosives;
4. lists of publications on improvised explosive devices;
5. classified technical bulletins;
6. 35 mm colored slides; and
7. a list of law enforcement and military explosive disposal units.

F. 5. c. For information, CBDC can be contacted at:

1. CPIC: ORI ONIU0080,
2. Telephone: (613) 993-7880 (office hours), (613) 952-4200 (silent hours), or
3. Fax: (613) 993-9917.

Amended 2004-08-25

G. **FEDERAL GOVERNMENT SOURCES**

G. 1. **Human Resources Development Canada (HRDC) - moved to ch. 45.3. 2005-09-01**

G. 2. **Citizenship and Immigration Canada (CIC) - moved to ch. 45.4. 2005-09-01**

G. 3. **Public Works and Government Services Canada (PWGSC) - moved to ch. 45.5. 2005-09-01**

G. 4. **Statistics Canada - moved to ch. 45.6. 2005-09-01**

G. 5. **Industry Canada - moved to ch. 45.7. 2005-09-01**

G. 6. **Foreign Affairs and International Trade Canada (FAIT) - Passport Office - moved to ch. 45.8. 2005-09-01**

Amended 2005-09-01

H. **RESERVED**

I. **RESERVED**

J. **RESERVED**

2804
2001-09-27

K. U.S. COMPUTER INFORMATION BANKS

K. 1. General

K. 1. a. Most U.S. federal computer information banks can be accessed through the El Paso Intelligence Centre (EPIC). See K.1.b. to K.1.e.

1. The MOU between the RCMP and EPIC restricts access to EPIC to the RCMP.

2. Enquiries are limited to those categories of crimes currently covered by EPIC's Charter, e.g. violations relating to drugs, illegal aliens and weapons trafficking.

3. Requests for EPIC checks can be submitted to the regional Operational Communication Centre (OCC). Requests that cannot be completed by the OCC can be submitted to the National Operations Centre (NOC) at (613) 993-4460 or by non-secure fax at (613) 993-0260. The NOC is staffed 24 hours a day.

K. 1. b. **Pathfinder I (PFI)**

1. PFI provides the U.S. Drug Enforcement Administration (DEA) with centralized storage and retrieval of intelligence concerning illicit drugs, illegal aliens, weapons smuggling, and other activities.

2. PFI can correlate information concerning individuals, activities, significant events, associations among individuals and activities, aircraft, vessels, vehicles, observations, and movements.

K. 1. c. **Narcotics and Dangerous Drugs (NADDIS)**

1. NADDIS provides DEA with an index of subjects or suspects related to narcotics activities.

K. 1. d. **The Treasury Enforcement Communications System (TECS)**

1. TECS is an information and communications system of the U.S. Customs Service, the Bureau of Alcohol, Tobacco and Firearms (BATF), the Internal Revenue Service and the U.S. National Central Bureau of Interpol. TECS also serves DEA, the U.S. Department of State and the U.S. Coast Guard.

2. TECS provides lookout information on suspect individuals, businesses, vehicles, aircraft, and vessels; an automated index to customs enforcement files; records on fugitives, stolen weapons and explosives; Private Aircraft Inspection Reporting System (PAIRS) information charting arrivals from foreign countries by pilots in private aircraft, airport intelligence, up-to-date information on smuggling techniques encountered at airports; the Vessel Violations Profile System (VVPS) with enforcement records on commercial vessels and sighting information on suspect small boats.

K. 1. e. **Financial Crimes Enforcement Network (FinCEN)**

1. FinCEN is operated by the U.S. Treasury Department to provide tactical financial intelligence support, strategic analysis reports, general threat assessments, and special studies.

2. FinCEN operates a 24-hour communication link to receive and process information regarding money laundering and support field operations. It functions as a neutral clearing house for coordinating money laundering operations.

3. FinCEN integrates data from federal law enforcement and regulatory agencies, state and local governments, foreign governments, and the private sector.

K. 2. **Enquiries**

K. 2. a. Border detachments or units with territorial jurisdiction adjacent to a border state should establish liaison with nearby U.S. agencies, e.g. Border Patrol, Immigration and Naturalization Service and Customs Service who may, upon request, obtain information from their available information banks.

K. 2. b. Other detachments may request information from U.S. information banks through the appropriate policy center at Enforcement Services Directorate, unless division directives instruct otherwise.

EXCEPTIONS:

1. For queries concerning FBI NCIC files, U.S. criminal records, fingerprints and photographs of known criminals, U.S. vehicle registration, and drivers' license particulars, refer to the ACUPIES System in the *CPIC Reference Manual*. See Sec. L.

2. Request FinCEN enquiries through your National Headquarters policy center, who will forward the request to the LO Washington.

Amended 2006-01-10

L. INTERPOL

L. 1. General

L. 1. a. Interpol is the commonly used name of the International Criminal Police Organization (ICPO) headquartered in Lyon, France.

L. 1. b. Interpol's mandate is to aid police organizations around the world in combatting international crime through international agreements for the exchange of information and mutual assistance.

L. 1. c. Each member country operates a national central bureau (NCB). The Canadian NCB is Interpol Ottawa, and is attached to International Liaison Branch, International Liaison and Protective Operations Directorate and acts as the intermediary between Canadian and foreign law-enforcement agencies.

L. 1. d. The Interpol constitution prohibits its involvement in political, religious, military, or racial matters.

L. 1. e. Interpol does not deal with requests from the public but refers all such matters to the police agency having jurisdiction.

L. 2. Enquiries

L. 2. a. Enquiries and notices can be circulated to all Interpol member countries by Interpol Ottawa on the Interpol communications network, e.g.:

1. missing, dead, seriously ill or injured persons, notification of next-of-kin or compassionate requests to locate;

2. foreign criminal records, criminal intelligence, photographs, extraditions, unidentified bodies, and other criminal matters;

3. foreign motor vehicles, drivers licenses and valuable property, and foreign passports lost or stolen in Canada;

4. stolen artifacts; and

5. other quasi-police matters, e.g.:

    1. foreign FAC inquiries;

    2. requests for character checks from police-agency applicants;

    3. assistance to Canadian police officers traveling abroad on criminal investigations;

    4. requests for information on the methods, techniques, working principles, statistics, and research of foreign law enforcement agencies; and

5. any area of mutual assistance between law enforcement agencies.

6. Interpol Ottawa may direct a matter of a sensitive nature to the appropriate RCMP liaison officer.

L. 3. **International Notices**

L. 3. a. The ICPO has developed a communication system of international notices which are described in App. II-4-1.

L. 3. b. The notices are entered on CPIC by Interpol Ottawa.

L. 4. **Urgent Information Diffusions**

L. 4. a. When information must be circulated to several countries on an urgent basis, Interpol can effect a diffusion which is then followed by an international notice.

L. 5. **Extradition**

L. 5. a. Interpol Ottawa coordinates all extraditions in Canada. Persons may be extradited from foreign countries for prosecution in Canada when:

1. the country has an extradition treaty with Canada;

2. the offence is extraditable;

3. the Cr. Ops. officer agrees;

4. the provincial department of justice agrees (when applicable); and

5. the Department of Justice Canada agrees.

L. 5. b. See III.5. for details on extradition.

L. 6. **Stolen Artifacts**

L. 6. a. The Criminal Operations Unit assists Interpol Ottawa in the verification of stolen artifacts and has access to the ICPO register of stolen art and artifacts.

L. 6. b. When requesting information about a stolen artifact, supply a complete description of the item, and the name of the author or artist. When possible, supply a clear photo for reference.

L. 7. **Guidelines for General Enquiries**

L. 7. a. **General**

1. Interpol Ottawa can be contacted by:

1. Telephone: 613 990-9595,

2. CPIC: ON10059,

3. Fax: 6 13 993-8309, or

4. Mail: Interpol Ottawa
   1200 Vanier Parkway
   Ottawa, Ontario
   K1A 0R2

2. The Interpol communications network only transmits unclassified information.

L. 7. b. **Persons**

1. When enquiring about a person, supply as much standard identification information as possible, e.g. FPS number, photos, fingerprints, and complete description.

2. When enquiring from a foreign agency (see App. II-4-1 for a list of member countries) you require more detailed information than is usual in a Canadian enquiry, e.g. full names, parents' names, aliases, sex, place of birth, physical description, passport number, metric measurements, identity card number, and place and date of issue.

3. If enquiring about a Chinese national, include the Chinese Telegraphic Code, (CTC) which is a numeric representation of the names found in passports, immigration documents and visas.

4. When trying to identify a found body and your jurisdiction borders on the U.S., obtain from Interpol Ottawa a list of persons reported missing in the U.S.

L. 7. c. **Property**

1. If you suspect stolen personal property of substantial value may be in another country, ask Interpol Ottawa to contact the authorities in the other country on behalf of the RCMP.

2. When a valuable item, e.g. exotic motor vehicle, large vessel or aircraft, is suspected of being in a particular geographical area overseas, a general broadcast on the Interpol network can be made to the countries in that area.

L. 7. d. **U.S. Enquiries**

1. Send enquiries for Interpol Washington to Interpol Ottawa for actioning.

2. If you have an enquiry for a specific U.S. police agency, send it directly to the agency on the ACUPIES network. See the *CPIC Reference Manual.*

   EXCEPTION: When you require the assistance of Interpol Ottawa.

M. FOREIGN LIAISON

M. 1. General

M. 1. a. International Liaison Branch directs the exchange of security and criminal intelligence between the RCMP and approved foreign authorities.

M. 1. b. The Committee of Deputy Ministers on Foreign and Defence Policy regulates Canadian government foreign activities including those of the RCMP.

M. 1. c. The Department of Foreign Affairs and International Trade formalizes agreements between the RCMP and foreign police, security or intelligence agencies.

M. 1. d. Foreign liaison offices are situated at 20 or more Canadian diplomatic missions abroad and cover many countries.

M. 2. International Enquiries

M. 2. a. For enquiries in the U.S., see II.1.

M. 2. b. For drug enforcement enquiries in the U.S., see IV.3.H.

M. 2. c. For sworn affidavits from a foreign country that are suitable for court under the *Canada Evidence Act*, have the prosecuting counsel handling the case:

1. Prepare the outline of the affidavit he/she would like to see.

2. Provide advice on the specific evidence he/she would like to see covered in the affidavit, to ensure it meets both federal and provincial evidentiary requirements.

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1999-08-20

M. 3. Enquiries from Foreign Governments that Violate Human Rights - moved to ch. 44.1. 2011-09-23

Amended 2011-09-23

OPS. MANUAL
APPENDIX II-4-1
FRANÇAIS

INTERNATIONAL NOTICES (COLOR-CODED) AND MEMBER STATES

WANTED NOTICE	**RED**	**REQUEST FOR INFORMATION NOTICE**	
Describes a person who has committed a statutory offence and whose extradition will be requested. If extradition is not requested, Interpol may publish an International Request for Information Notice.		Used to identify a suspected international criminal or to an arrested person has been convicted elsewhere.	
PREVENTIVE NOTICE	**GREEN**	**MISSING PERSON NOTICE**	
Describes a criminal who has been convicted of a serious criminal offence and has a tendency to commit crimes in various countries or has been implicated in an international type of crime, e.g. drug trafficking, frauds.		Used to locate missing persons and persons unable to id themselves.	
UNIDENTIFIED BODY NOTICE	**BLACK**	**MODUS OPERANDI NOTICE**	
Describes an unidentified human body where it is suspected that the person may have lived abroad.		Describes the method used to commit a crime by a knov unknown suspect, e.g. international drug trafficking.	

MEMBER STATES

Albania
Algeria
Andorra
Angola
Antigua and Barbuda
Argentina
Armenia
Aruba
Australia
Austria
Azerbaijan
Bahamas
Bahrain
Bangladesh
Barbados
Belarus
Belgium
Belize
Benin
Bolivia
Bosnia-Herzegovina
Botswana
Brazil
Brunei
Bulgaria
Burkina-Faso
Cyprus
Czech Republic
Denmark
Djibouti
Dominica
Dominion Republic
Ecuador
Egypt
El Salvador
Equatorial Guinea
Estonia
Ethiopia
Fiji
Finland
Former Yugoslav Republic of Macedonia
France
Gabon
Gambia
Georgia
Germany
Ghana
Greece
Grenada
Guatemala
Guinea
Korea (Republic of)
Kuwait
Kyrgystan
Laos
Latvia
Lebanon
Lesotho
Liberia
Libya
Liechtenstein
Lithuania
Luxembourg
Madagascar
Malawi
Malaysia
Maldives
Mali
Malta
Marshall Islands
Mauritania
Mauritius
Mexico
Moldova
Monaco
Mongolia
Morocco
Portugal (2)
Qatar
Romania
Russia
Rwanda
St. Kitts and Nevis
St. Lucia
St. Vincent and the Grenadines
Sao Tomé and Principe
Saudi Arabia
Senegal
Seychelles
Sierra Leone
Singapore
Slovakia
Slovenia
Somalia
South Africa
Spain
Sri Lanka
Sudan
Suriname
Swaziland
Sweden
Switzerland

Burundi
Cambodia
Cameroon
Canada
Cape Verde
Central African Republic
Chad
Chile
China (1)
Colombia
Congo
Congo (Democratic Republic)
Cormoros (Federal Islamic Republic)
Costa Rica
Côte d'Ivoire (Ivory Coast)
Croatia
Cuba
Guinea Bissau
Guyana
Haiti
Honduras
Hungary
Iceland
India
Indonesia
Iran
Iraq
Ireland
Israel
Italy
Jamaica
Japan
Jordan
Kazakhstan
Kenya
Kiribati
Mozambique
Myanmar
Namibia
Nauru
Nepal
Netherlands
Netherlands Antilles
New Zealand
Nicaragua
Niger
Nigeria
Norway
Oman
Pakistan
Panama
Papua New Guinea
Paraguay
Peru
Philippines
Poland
Syria
Tanzania
Thailand
Togo
Tonga
Trinidad and Tobago
Tunisia
Turkey
Uganda
Ukraine
United Arab Emirates
United Kingdom (3)
United States (4)
Uruguay
Uzbekistan
Venezuela
Vietnam
Yemen
Zambia
Zimbabwe

(1) **CHINA SUB-BUREAU:** HONG KONG, CHINA.
(2) **PORTUGAL SUB-BUREAU:** MACAO.
(3) **UNITED KINGDOM SUB-BUREAUS:** ANGUILLA, BERMUDA, BRITISH VIRGIN ISLANDS, CAYMAN ISLANDS,
GIBRALTAR, MONTSERRAT, AND TURKS AND CAICOS.
(4) **UNITED STATES SUB-BUREAUS:** AMERICAN SAMOA, AND PUERTO RICO.

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1999-02-26

6. SPECIALIZED SUPPORT

A. **ORIGINATOR**

A. 1. Community Contract and Aboriginal Policing Services Directorate, and other directorates.

B. **REFERENCES**

B. 1. *Criminal Code*, Part IV.1, Invasion of Privacy.

B. 2. Forensic Laboratory Services Dir., *Approved Screening Devices and Approved Instruments*.

C. **POLICY**

D. **GENERAL**

E. **INVESTIGATIVE TECHNIQUES**

E. 1. **Analysis of Alcohol Consumption**

E. 1. a. See IV.11.

2843
2002-06-12

E. 2. **Hypnosis - moved to ch. 24.4. 2008-12-01**

Amended 2008-12-01

E. 3. **Reserved**

E. 4. **Traffic Services**

E. 4. a. See IV.11.

E. 5. **Emergency Vehicle Operations**

E. 5. a. See IV.11.

E. 6. **Roadblocks**

E. 6. a. See IV.11.

Amended 2003-01-15

E. 7. **Underwater Recovery Operations - moved to ch. 52.5. and 52.6. 2006-08-01**

Amended 2006-08-01

E. 8. **Police Service Dogs - moved to ch. 33.1. 2007-03-27**

E. 9. **Speciality Service Dogs - moved to ch. 33.1. 2007-03-27**

Amended 2007-03-27

E. 10. **Gaming Enforcement - Moved to OM ch. 41.2.**

E. 11. **Traffic Collision Analysis/Reconstruction**

E. 11. a. See IV.11.

2893
2002-10-30

F. **IDENTIFICATION**

F. 1. **Fingerprinting, Palmprinting and Photographing Suspects (Persons not Under Arrest) - moved to OM ch. 35.3. - 2019-12-19**

F. 2. **Fingerprints - moved to OM ch. 35.3. - 2019-12-19**

F. 3. **Forensic Identification Support - moved to OM ch. 35.3. - 2019-12-19**

F. 4. **Photograph/Video - moved to OM ch. 35.3. - 2019-12-19**

F. 5. **Film Processing - moved to OM ch. 35.3. - 2019-12-19**

F. 6. **Criminal Photo Album - moved to OM ch. 35.3. - 2019-12-19**

F. 7. **Composite Drawings - moved to OM ch. 35.3. - 2019-12-19**

F. 8. **Computer Photo Age/Postmortem Enhancement and Fugitive Updates - moved to OM ch. 35.3. - 2019-12-19**

F. 9. **Lineups - moved to ch. 25.4., 25.5. - 2006-03-29**

F. 10. Property Crime Examiner (PCE) Program - moved to OM ch. 35.3. - 2019-12-19

G. ANALYTICAL SUPPORT

G. 1. Computer Analysis of Evidence

G. 1. a. General

1. **Division EDP Services Section, in conjunction with Informatics Directorate, may develop and execute computer programs specifically designed programs to assist investigators in the correlation or analysis of information/evidence.**

2. **Secure storage in a controlled environment is available at Informatics Directorate for data on tape or disk.**

G. 1. b. Commander

1. **For assistance in the correlation/analysis of information or evidence, consult your division EDP Services Section.**

G. 2. Laboratory Analysis

G. 2. a. The RCMP Forensic Laboratories offer technical and scientific assistance in criminal matters and when required, will provide court testimony. See LSM.

G. 2. b. Laboratories are divided into the following specialized sections:

1. **Biology Services;**
2. **Firearms and Toolmark Identification and Canadian Integrated Ballistic Identification Network (CIBIN);**
3. **National Anti-Counterfeiting Bureau (includes document examination and handwriting comparison);**
4. **Toxicology Services (includes alcohol); and**
5. **Trace Evidence (includes chemistry and explosives).**

G. 2. c. To submit a request to the RCMP Forensic Laboratories, complete form C-414 and forward it to the Forensic Assessment Centre (FAC) by fax to 1-877-243-5047 or by e-mail to FAC-CEJ@rcmp-grc.gc.ca for review and authorization. Complete checklists and submit as required.

Amended 2012-02-23

G. 3. Audio and Video Recording Analysis - moved to ch. 33.8. 2006-06-12

Amended 2006-06-12

G. 4. Cryptanalysis

G. 4. a. General

1. **Cryptanalysis assistance may aid an investigation that requires the decoding of cryptograms, ciphers or codes to which the key is not known.**

G. 4. b. Member

1. **For assistance, send your request through channels to National Headquarters, ATTN: OIC Technical Investigation Services Branch.**

Amended 2005-03-18

G. 5. Behavioural Sciences

G. 5. a. Behavioural Sciences Branch is the national policy center for the following areas and also provides criminal investigative analysis services to the Canadian police community:

1. **criminal investigative analysis, see G.6.;**

2. **violent crime linkage analysis (ViCLAS), see G.7.;**

3. **truth verification, see G.8.; and**

4. **geographic profiling analysis, see G.9.**

G. 5. b. Not all cases are suitable for criminal investigative analysis. The investigator should contact his/her division criminal investigative analysis coordinator or Behavioural Sciences Branch directly before submitting any material.

G. 6. Criminal Investigative Analysis

G. 6. a. General

1. **Criminal investigative analysis, also known as criminal profiling, is an investigative tool that is used to help solve violent crimes. Evidence from crime scenes, witnesses and victims is reviewed and analysed from an investigative perspective and a behavioural perspective. The analysis may provide insight into the characteristics and traits of unknown offenders, investigative suggestions and strategies for interviews. Only members certified by the International Criminal Investigative Analysis Fellowship may provide:**

    1. **Personality Profile: the investigative analysis of an unsolved violent crime including victimology, crime reconstruction, significant behavioral facts of an autopsy, characteristics and traits of the offender, post-offence behavior, and investigative suggestions;**

    2. **Indirect Personality Assessment: the evaluation of a known offender based on a comprehensive examination of his/her background for use in developing interviews, interrogations, trial and undercover strategies, and equivocal death investigations;**

    3. **Equivocal Death Analysis: in-depth, crime-scene reconstruction to provide an opinion on the manner of death, e.g. homicide, suicide, accidental death, death by natural causes, or death by misadventure. This is generally done in conjunction with a psychological autopsy.**

    4. **Threat Assessment/Extortion: an evaluation of written or verbal communications containing direct or implied threats to harm or injure a person, industry, institution, or government agency. Communications are analyzed for content and stylistic characteristics, and the analysis may include a profile of the unknown author/caller or an evaluation of the potential for the unknown subject to carry out the threat;**

    5. **Investigative Suggestions: the techniques designed to influence offender behavior and cause predictive actions on his/her part; and**

6. **Trial Strategy: this is available at the request of the prosecutor regarding opening and closing arguments and cross-examination of witnesses.**

2. **Criminal investigative analysis services can assist in the investigation of crimes of interpersonal violence, particularly homicide and sexual assault. These services are suitable for single-incident or serial cases with one or more victims, including:**

    1. **arson and bombings,**

    2. **child molestation and non-parental abductions,**

    3. **threats and extortions,**

    4. **criminal harassment, and**

    5. **other unusual, seemingly motiveless, repetitive, or bizarre violent crimes.**

3. **The services of a non-RCMP criminal investigative analyst (criminal profiler) may only be used with the approval of the OIC Behavioural Sciences Branch.**

G. 6. b. Member

1. **Contact your division criminal investigative analysis coordinator early in the investigation to determine if it is suitable for these services. Generally the following conditions should be present before referring a case for analysis:**

    1. **It is a crime of violence on a person.**

    2. **Most investigative leads have been exhausted.**

    EXCEPTION: Consult the coordinator if special circumstances exist.

2. **See App. II-6-9 for a list of material required for the analysis of homicide or sexual assault cases.**

3. **Direct all requests from other Canadian police departments for criminal investigative analysis services to the division coordinator or to Behavioural Sciences Branch.**

4. **Direct all requests from foreign police departments for criminal investigative analysis services to National Headquarters, ATTN: OIC Behavioural Sciences Branch.**

G. 6. c. Coordinator

1. **Assist in the preparation of investigation materials required to complete an analysis and forward them to National Headquarters, ATTN: Behavioural Sciences Branch. In the Pacific Region, forward to the Behavioural Sciences Group, "E" Division.**

Amended 2005-09-28

G. 7. Violent Crime Linkage Analysis System (ViCLAS) - moved to ch. 36.1 2005-08-03

Amended 2005-08-03

G. 8. Truth Verification

G. 8. a. Statement Analysis - moved to ch. 24.2. 2009-04-09

Amended 2009-04-09

G. 8. b. Polygraph - moved to ch. 24.3. 2008-12-01

Amended 2008-12-01

G. 9. Geographic Profiling Analysis

G. 9. a. General

1. **Serial crime investigations benefit most from geographic profiling. Geographic profiling can assist in cases of violent serial crime involving a minimum of five crimes or five crime-related locations, and have been linked to a common offender. Series involving fewer than five sites are better served using other forms of geographic analysis. Crimes best suited for geographic profiling include:**
    1. **homicide,**
    2. **sexual assault,**
    3. **arson or bombings,**
    4. **burglary,**
    5. **missing bodies, and**
    6. **any multiple location crime.**
2. **The services of a non-RCMP Geographic Profiler may only be used with the approval of the OIC Behavioural Sciences Branch.**
3. **Only members who have successfully completed the Geographic Profiling Understudy Program may provide the following services:**
    1. **Geographic Profile: the geographic analysis of a series of linked crimes to establish the highest probability area for the unknown offender's anchor point (frequently a residence).**

2. **Geographic Assessment: the geographic assessment may be suitable when a full profile cannot be prepared e.g. cases involving only a few crime sites. Thiesson Polygon analysis, time-speed-distance calculations, journey-to-crime estimates, mental-map interpretations may also be used.**

3. **Missing Bodies: geographic analysis techniques may be used in missing person cases that are suspected homicides. Geographic analysis may help determine probable body dump site areas.**

4. **Investigative Strategies: based on the results of a geographic profile, investigative strategies can be provided which may enhance efficiency and resource management. Strategies such as suspect prioritization, directed patrols, surveillance, neighborhood canvasses, mail-outs, and database searches can be designed to work in conjunction with the geographic profile results.**

5. **Expert Evidence: this is available at the request of Crown Attorneys. The spatial relationship between the locations of a crime series and an accused offender's activity sites can be assessed in terms of the probability of their consistency.**

6. **Mapping Assistance: geographic profilers have access to a variety of mapping software and tools which can assist investigators with such tasks as retracing routes, mapping crimes or crime-related activities, the presentation of case details or events involving geography (maps) and accessing sources for maps and aerial photographs.**

4. **To learn more about geographic profiling, visit the Behavioural Sciences Branch site at:**

   http://infoweb.rcmp-grc.gc.ca/to/bsb/bsb_e.htm

G. 9. b. Member

1. **If you feel you have a case suitable for a geographic profile, contact the "E" Division Major Crimes Profiling Unit, or National Headquarters, Behavioural Sciences Branch.**

2. **See App II-6-9 for a list of material that may be required for a geographic profile.**

3. **Direct all requests from foreign police departments for geographic profiling to National Headquarters, ATTN: OIC Behavioural Sciences Branch.**

2846
2002-06-12

H. TECHNICAL SUPPORT

H. 1. Reserved

2884
2002-10-09

H. 2. Covert, Overt or Skilled Forced Entries; Locks/Alarms Crime Scene Analysis - moved to ch. 34.1. 2006-10-12

Amended 2006-10-12

H. 3. Counter-Technical Intrusion Services

H. 3. a. Counter-technical intrusion sections (CTIS) are located in the Technical Operations Directorate, and at "E" Division.

H. 3. b. If a request for CTIS service is received from:

1. **a federal government department, refer the requester to his/her own department security officer;**

2. **a provincial or municipal government which the RCMP is under contract to provide police services to, refer the requester to your security systems section; or**

3. **a local law-enforcement agency, refer the requester to your CO/delegate.**

H. 4. Forced Entry Using Explosives

H. 4. a. If a forced entry using explosives is required, see PRPM Ch. 4.

H. 5. Radiography Services

H. 5. a. General

1. **Technical Operations Directorate and explosives disposal units (EDUs) provide radiography services in support of police operations.**

2. **Explosive Disposal and Technology Section (ED&TS), National Headquarters, uses X-ray and gamma radiography to provide a national service for the non-destructive examination of objects in the following applications:**

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2002-06-12

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1. **location of drug caches or other contraband inside vehicles, boats, machinery, bulk-shipping containers, parcels, furniture, etc.;**

2. **location of suspected/actual improvised explosive devices and their methods of construction;**

3. **in support of VIP operations for locating explosives, weapons or other threatening devices;**

4. **examination of incoming mail to federal government officials as designated by the IC ED&TS;**

5. **forensic radiography in support of forensic laboratory operations; and**

6. **in support of other police activity or at the discretion of the IC ED&TS.**

NOTE: Objects to be x-rayed must be accessible on opposing sides.

3. **Security Engineering Branch (SEB) provides radiography services for locking devices, security containers, vaults and door systems.**

4. **Counter technical intrusion sections (CTIS) provide basic radiography support for detecting interception of private communications devices and other CTIS activities.**

5. **If within the capability of their equipment and personnel, division EDUs can provide basic radiography support for investigation of known/suspected improvised explosive devices, and routine explosives searches, as required.**

6. **The operation of radiographic equipment is restricted to those members who are trained and qualified according to the provisions outlined in the *Protective Policing Manual*.**

H. 5. b. Member

1. **If you require radiographic services for any of the purposes outlined in H.5.a., contact the appropriate unit.**

   NOTE: The member IC Radiography Services, ED&TS, National Headquarters can be reached at (613) 762-2244 (24 hr. cell phone) and (613) 993-7880 (weekdays), or (613) 952-4200.

2662
1999-10-15

H. 6. High Altitude Surveillance Program (HASP)

H. 6. a. If HASP is required to identify persons and objects at long range, see II.3.G.4.

Amended 2003-11-05

H. 7. Rapid Deployment Equipment - moved to ch. 34.2. 2008-04-28

H. 8. National Electronic Security Network - moved to ch. 34.2. 2008-04-28

H. 9. Protective Video Security Systems - moved to ch. 34.2. 2008-04-28

H. 10. Protective Technical Services - moved to ch. 34.2. 2008-04-28

Amended 2008-04-28

I. EXTERNAL SUPPORT

I. 1. Reserved

2865
2002-07-10

I. 2. National Defence Aid/Assistance - moved to ch. 45.1 2005-03-10

Amended 2005-03-10

Mass Casualty Commission Exhibit

I. 3. Reserved

2865
2019-09-11

I. 4. Multilingual Translation - moved to ch. 29.10. 2009-02-12

Amended 2009-02-12

I. 5. Auditor General of Canada

I. 5. a. General

1. **The Office of the Auditor General of Canada may be used for financial audits of federal programs under investigation.**

2. **A request for this service must be preapproved by the Special Audits, Justice Section, Auditor General of Canada, Ottawa, before being assigned to a regional office.**

I. 5. b. Member

1. **Request financial audit services through channels to National Headquarters, ATTN: Economic Crime Branch.**

2848
2002-06-12

OPS. MANUAL
APPENDIX II-6-9
FRANÇAIS

INFORMATION/MATERIAL REQUIRED FOR THE ANALYSIS OF A HOMICIDE/SEXUAL ASSAULT

ITEM	INFORMATION
Victimology	All available information on the victim including age, sex, race, physical description, marital status, intelligence, scholastic achievement, lifestyle, habits, assertiveness, criminal history, occupation, sexual adjustment, etc. Where conflicting views or opinions exist concerning the victim, the reliability of each piece of information must be assessed. The physical relationship between the victim's residence/work site/crime scene must be illustrated on a map. (See below).
Victim Photo	Natural photograph of the victim, as close as possible to how he/she looked immediately before the murder/sexual assault.
Map	A commercial map of the area showing all significant points, e.g. victim's residence, work site, hangouts, crime scene and the distance between each location must be included.
Plan Drawing	A plan drawing/sketches of the crime scene.
Scene Photos	Copies of all crime scene photographs, numbered and indexed as to the main focus of each photo. Lay of the Land photographs and photographs taken from the center of the crime scene looking out. Aerial photograph of the crime scene if available.
Investigative Reports	Copies of investigative reports summarizing significant investigative results. Information about the suspect and a long narrative of investigative efforts should not be included.
Press Clippings	Copies of major press clippings. Not every mention of the case in the media is required, however, articles that contain a blend of media coverage of the case should be included, particularly statements by police.
Video	A video of the crime scene should be included if available, however, this cannot be used as a substitute for still photographs of the scene.
Forensic Lab/ Rape Kit	Copies of the forensic lab/rape kit results.
Demographics	Information about the area, i.e. population and density, major industries/institutions, racial breakdown, crime rate, general description of the area, including the weather at the time of the offence, should be included.
Other Data	Other relevant data that is specific to the case, e.g. tidal information, if the tides played a role, should be included.
Contacts	The full name, address and telephone number of the file coordinator or primary investigator should be included. Direct contact between the profiler and investigator is frequently necessary.

ADDITIONAL INFORMATION/MATERIAL REQUIRED FOR THE ANALYSIS OF A HOMICIDE

ITEM	INFORMATION
Autopsy Photographs	Copies of all autopsy photographs, numbered with an explanation of the wounds, before and after cleaning.
Autopsy Report	A copy of the autopsy report complete with diagram/drawings, toxicology results and any unwritten opinions of the pathologist.

ADDITIONAL INFORMATION/MATERIAL REQUIRED FOR THE ANALYSIS OF A SEXUAL ASSAULT

ITEM	INFORMATION
Statements	Victim statements, including behavioral-oriented statements, and specific verbal exchanges between the offender and the victim.
Injuries	Photographs of injuries to the victim.
Medical Examinations	Results of medical examinations.

2554
1998-06-26

8. CRIMINAL INTELLIGENCE PROGRAM

A. ORIGINATOR

A. 1. Criminal Organizations Branch, Criminal Intelligence Directorate.

Amended 2008-04-01

B. REFERENCES

B. 1. *Privacy Act*, Sec. 3, 18 and 22.

B. 2. *Administration Manual*, III.11.

B. 3. *Informatics Manual*, IV.3.

B. 4. *RCMP Criminal Intelligence Program Implementation Guide.*

B. 5. *RCMP Handbook* - Roles and Functions - Headquarters Criminal Intelligence Management Steering Committee.

B. 6. *Criminal Intelligence Service Canada Constitution.*

C. POLICY

C. 1. All information collected and intelligence produced by the RCMP will conform to the RCMP's law enforcement mandate.

D. GENERAL

D. 1. The Criminal Intelligence Program provides criminal information/intelligence to the RCMP for the detection and prevention of crime that is serious, organized or threatens Canada's national security.

D. 2. Information is unprocessed data from all sources which may be used in the production of intelligence.

D. 3. Intelligence is the end product of information that has been subject to the intelligence process which involves the collection, evaluation, collation, analysis, reporting and dissemination of information.

D. 4. Tactical intelligence is support by the analytical unit to an operational section or investigator during a criminal investigation.

D. 5. Strategic intelligence is support by the analytical unit to provide an overview of the scope and dimension of criminal activity. It assists in the development of policy and long-term plans to combat emerging crime trends rather than after-the-fact response to individual criminal acts.

D. 6. Criminal Analysis Branch, Criminal Intelligence Directorate, is responsible for:

D. 6. a. strategic and tactical analysis of criminal information that is interdivisional/national;

D. 6. b. coordinating information from Division Criminal Analysis Section (DCAS); and

D. 6. c. providing the National Headquarters Criminal Intelligence Management Steering Committee (CIMSC) with national strategic and tactical assessments.

D. 7. The National Headquarters CIMSC provides planning, direction and prioritization for the overall criminal-information collection and strategic/tactical analytical requirements of the RCMP.

D. 8. The division CIMSC sets priorities for the division Criminal Intelligence Branch and evaluates the effectiveness of the program.

E. DIVISION CRIMINAL ANALYSIS SECTION

E. 1. General

E. 1. a. The DCAS is the central component for all RCMP criminal analysis/intelligence personnel in the division.

E. 1. b. The DCAS employs the intelligence process to provide analysis and maintain an information/intelligence database at the division.

1. Strategically, DCAS assists divisional senior management in planning and implementing long-range enforcement strategies by providing an overview of crime trends in the division that deal with crime that is serious, organized, or threatens Canada's national security.

2. Tactically, DCAS supports operational units involved in major and complex ongoing investigations by:

    1. suggesting points to focus on and avenues of investigation previously unexplored by the investigating unit,

    2. making flowchart and link analysis diagrams, and

    3. collating information from the investigation with information stored in the National Criminal Data Bank (NCDB).

E. 2. Reporting

E. 2. a. The DCAS will provide the division CIMSC with an annual analytical-assessment report of criminal activities in the division. A copy of the report must be forwarded to National Headquarters, ATTN: OIC Criminal Analysis Branch.

E. 3. Requests for Assistance

E. 3. a. **Commander**

1. Use the services of the DCAS at the outset of complex or lengthy investigations requiring tactical analysis.

2. Send requests to your division Criminal Intelligence Branch.

3. For verbal guidance, contact the DCAS directly.

2762
2001-05-10

F. PRIVACY ACT EXEMPT BANK FILES - CRIMINAL OPERATIONAL INTELLIGENCE RECORDS AND NATIONAL SECURITY INVESTIGATIONS RECORDS - moved to ch. 28.7.

Amended 2012-08-22

G. CRIMINAL INTELLIGENCE SERVICE CANADA

G. 1. Criminal Intelligence Service Canada (CISC) is a national intelligence organization whose mandate is to provide the facilities to ensure the exchange of criminal intelligence between enforcement units, intelligence units and the CISC provincial bureaus.

G. 1. a. The Central Bureau of CISC provides and coordinates:

1. direction and compliance for the ACIIS Program;

2. interprovincial and international strategic projects and the monitoring of national priorities;

3. training, conferences, seminars, and workshops; and

4. in collaboration with Criminal Intelligence Directorate, the publication of an annual report outlining the state of significant organized crime trends in Canada.

G. 2. Membership in CISC consists of:

G. 2. a. regular membership, which is restricted to federal, provincial and municipal police departments that maintain full-time criminal intelligence units;

G. 2. b. associate membership, which is restricted to municipal and regional police departments with part-time criminal intelligence units; and

G. 2. c. affiliate membership, which is restricted to organizations or police departments other than those defined in G.2.a. and b.

G. 3. Member organizations gather criminal information within their jurisdictions. Tactical information must be analyzed to produce intelligence before it is released to the CISC provincial bureau for entry on ACIIS.

G. 4. There are nine CISC provincial bureaus operating across Canada which, in turn, contribute information regionally and interprovincially, and if it is of nationwide interest, to National Headquarters, CISC Central Bureau.

G. 4. a. Within the RCMP, the Criminal Intelligence Directorate and field units of the

Criminal Intelligence Program have a role which complements but does not replace CISC.

1. Most units of the RCMP Criminal Intelligence Program are participating members of the CISC Program.

G. 5. Member organizations will contribute processed intelligence for entry on ACIIS.

G. 5. a. CISC maintains ACIIS, which is the National on-line database used by CISC to share intelligence that relates to organized crime groups on approved projects and priorities identified by the CISC National Executive Committee.

G. 5. b. All member organizations have access to ACIIS files.

H. ORGANIZED CRIME/CRIMINAL GROUP INVESTIGATIONS

H. 1. General

H. 1. a. The Criminal Organizations component of the Criminal Intelligence Program, including any units involved in JFOs, engages proactively in combatting major organized crime groups involved in criminal activities by:

1. gathering criminal information or intelligence, and

2. selecting and enforcing targets.

H. 1. b. Criminal Intelligence Section conducts tactical or strategic investigations of criminal groups which operate on a national/international scale.

H. 1. c. The Organized Crime/Criminal Intelligence Section may, with the approval of the Cr. Ops. Officer, undertake tactical criminal investigations that fall under the responsibility of other programs, e.g. drug enforcement, economic crime.

1. These investigations will generally relate to organized crime.

H. 2. Organized Crime/Criminal Intelligence Section

H. 2. a. Forward copies of investigational reports to National Headquarters, ATTN: OIC Criminal Organizations Branch, by means of NCDB.

OR

H. 2. b. For an approved project, enter the following information in the National Criminal Information System (NCIS):

1. an investigation which relates to national priorities set by the National Headquarters Criminal Intelligence Management Steering Committee;

2. an investigation which is interprovincial, national or international in scope and which may be of interest to other divisions, law enforcement agencies or foreign authorities;

3. a new trend in criminal activity which is observed and that may be of inter-divisional/national interest;

4. a new or unusual investigative technique used (whether successful or counter-productive);

5. new case law which has resulted from an investigation and which could be of interest to others; or

6. a report which is specifically requested by Criminal Organizations Branch.

H. 2. c. Once the information is entered on NCIS, inform Criminal Organizations Branch by E-mail.

H. 2. d. For an investigation outlined in H.1.c., forward your initial report on form 2350 to the responsible National Headquarters policy center with a copy to the A/Commr., Criminal Intelligence.

1. The A/Commr., Criminal Intelligence will review the report to ensure that program resources are used in a manner consistent with the Criminal Intelligence Program mandate.

H. 2. e. Send subsequent reports **only** to the responsible National Headquarters policy center.

2902
2002-12-04

I. NATIONAL CRIMINAL INFORMATION SYSTEM - moved to ch. 51.9. 2008-05-27

Amended 2008-05-27

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OSM - ch. 1. Occupational Health and Safety

Directive Amended: 2014-08-12

For information regarding this policy, contact Occupational Health and Safety Branch at Irrelevant

1. Policy
2. General
3. Manager and Supervisor Responsibilities
4. Employee Rights and Responsibilities

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1. Policy

1. 1. All managers, supervisors, and employees may be subject to internal conduct measures and penalties as described under Part II, *Canada Labour Code*, if they are found to be negligent in the performance of their safety-related duties. Penalties could include fines and terms of imprisonment.

1. 2. Senior management will ensure continuous improvement of the RCMP Internal Responsibility System Internal Responsibility by establishing and maintaining an efficient Occupational Health and Safety management system, which will monitor and coordinate the RCMP OHS Program. See sec. 86.1., *RCMP Regulations*.

1. 3. The Occupational Health and Safety program will be coordinated by RCMP employees who are qualified safety professionals and who will support the Internal Responsibility System. See Job Code 942 for qualifications.

1. 4. Managers cannot dismiss, suspend, demote, or have other penalties imposed upon an employee following this employee exercising a right, performing a duty established under, or seeking enforcement of, any provision of Part II, *Canada Labour Code*.

1. 5. When a safety-related problem cannot be resolved or dealt with at a given level, managers or employees will advise the next level of management and will provide recommendations.

1. 6. Notwithstanding sec. 1.5., managers are expected to take all necessary precautions and use existing resources to implement interim measures to protect employees' health and safety in the work place.

2. General

2. 1. The purpose of the RCMP Occupational Health and Safety Program is to protect the health and safety of RCMP employees by preventing work-related accidents, incidents, injuries, and illnesses. The intent is to provide protection equal to, or better than, that afforded by Part II, *Canada Labour Code*, and to adhere to applicable legislation, regulations, standards, and collective agreements.

2. 1. 1. This protection applies to the work place and living accommodations as outlined in sec. 71., *RCMP Regulations*.

2. 1. 2. The Internal Responsibility System (IRS) refers to the interaction of all parties within the RCMP with the objective of identifying and preventing work-related injuries and illnesses. In the IRS, safety is integrated into every individual's job, at every level of the organization, and everyone is held responsible and accountable for his/her actions or omissions.

2. 2. In accordance with Part II, *Canada Labour Code*, an employee has three basic rights concerning health and safety in the work place:

2. 2. 1. Right to Know - It is an employee's right to be informed of all known and foreseeable risks which exist in the workplace and could endanger a person's health or safety.

2. 2. 2. Right to Participate - Every employee has the right to be involved in everything that affects his/her health and safety at work.

2. 2. 3. Right to Refuse Dangerous Work - an employee has the right to refuse dangerous work as long as the refusal does not put the life, health, or safety of another person directly in danger, or the danger in question is not a normal condition of employment.

2. 2. 3. 1. Although there may be a normal condition of employment, the employee may still refuse to work if there is no personal protective equipment, training, or procedures provided by the employer.

3. Manager and Supervisor Responsibilities

3. 1. For the purpose of this chapter:

3. 1. 1. the term manager means an employee who has delegated authority and responsibility for managing financial and human resources, and

3. 1. 2. supervisors means an employee who is responsible for the safe and proper conduct of an operation or of the work of at least one employee. Supervisory functions may be dictated by an operational requirement and may be of a temporary nature.

3. 2. All managers and supervisors will:

3. 2. 1. be informed of and trained with respect to their responsibilities as described under Part II, *Canada Labour Code*;

3. 2. 2. be held accountable for their decisions, and for the potential impact these decisions may have on the safety of RCMP employees and on all persons granted access to RCMP facilities;

3. 2. 3. ensure that work-related risks are identified, assessed, and controlled and provide employees with safety information, training, protective equipment, and administrative and engineering controls;

3. 2. 4. respond as soon as possible to safety issues brought to their attention;

3. 2. 5. establish work place health and safety committees and health and safety representatives as required by Part II, *Canada Labour Code*;

3. 2. 6. facilitate the mandate of the work place health and safety committees and health and safety representatives by providing training, facilities, equipment, and personnel necessary for them to operate effectively;

3. 2. 7. consult work place health and safety committees or health and safety representatives on all matters relating to occupational health and safety; and

3. 2. 8. perform the same responsibilities and enjoy the same rights as all other employees.

4. Employee Rights and Responsibilities

4. 1. Employees will:

4. 1. 1. be trained to safely perform their work;

4. 1. 2. comply with RCMP administrative standards, programs, and policies concerning health and safety;

4. 1. 3. participate in the ongoing improvement of work procedures, operations, and policies;

4. 1. 4. report all accidents, incidents, near-misses, and hazardous occurrences to their immediate supervisors;

4. 1. 5. cooperate with any person carrying out a duty imposed under Part II, *Canada Labour Code*, including Employment and Social Development Canada Health and Safety Officers;

4. 1. 6. immediately report to their supervisor situations where the employee believes or has reasonable grounds to believe that any thing or circumstance in the work place is likely to be hazardous to employees' health and safety or that of other persons in the work place;

4. 1. 7. report any contravention of Part II, *Canada Labour Code* to their supervisors; and

4. 1. 8. be held accountable for their actions or omissions, and the potential impact these decisions may have on the safety of other RCMP employees.

References

- *Safety and Health Committees and Representatives Regulations*
- Treasury Board of Canada Secretariat Manual, *Occupational Health and Safety*

Date Modified: 2014-08-12

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - ch. 10. Training

Directive Amended: 2014-05-22

For information regarding this policy, contact Occupational Health and Safety Branch at [redacted]

1. General
2. Mandatory Training
3. Permanent Structures
4. Temporary Structures and Excavations
5. Levels of Sound
6. Electrical Safety
7. Sanitation - Food Handling
8. Hazardous Substances
9. Confined Spaces
10. Safety Materials, Equipment, Devices and Clothing
11. Tools and Machinery
12. Materials Handling
13. First Aid
14. Safe Occupancy of the Work Place
15. Diving Operations
16. Hazard Prevention Program

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1. General

1. 1. Occupational safety and health training is legislated by the *Canada Labour Code*, Part II and is regulated by the *Canada Occupational Health and Safety Regulations* (COHSR).

1. 2. The RCMP must provide, in the prescribed manner, each employee with the information, instruction, training and supervision necessary to ensure his/her safety and health at work.

1. 3. The RCMP will ensure that an employee receives all necessary safety and health training when he/she commences work at the work place, is assigned new duties or will be exposed to a new hazard.

1. 4. The safety and health training must include:

1. 4. 1. the procedures to be followed in the event of a fire or other emergency;

1. 4. 2. the location of first-aid facilities;

1. 4. 3. the identification of prohibited or restricted areas;

1. 4. 4. information for the recognition of, and the precautions to be taken against physical, chemical or biological hazards the employee may likely handle or be exposed to. Refer to Material Safety Data Sheets (MSDS).

1. 4. 5. procedures, plans, policies and programs that the RCMP is required to develop or any regulations that apply to the employee's duties in the work place; and

1. 4. 6. any other training that is necessary to ensure the safety and health of the employee in the work place.

1. 5. All on-the-job training must be based on written procedures.

1. 6. All supervisors, managers and employees must be aware of their duties and responsibilities under the *Canada Labour Code*, Part II and the COHSR.

1. 7. If a copy of the training materials is made available in electronic form, provide appropriate training to employees to enable them to have access to them and, on the request of an employee, make a printed copy available.

1. 8. An employee with a special need will be given any direction, notice, information, instruction or training that is required by any method of communication that readily permits the employee to receive it, including braille, large print, audio tape, computer disk, sign language and verbal communication.

1. 8. 1. For the purposes of this chapter, an employee has a special need if he/she is affected by a condition that impairs his/her ability to receive any direction, notice, information, instruction or training given by a method that would otherwise be sufficient.

1. 9. The RCMP may test the employee to verify that he/she remembers, understands and can apply the knowledge and skills learned.

1. 9. 1. A written test may be administered to assess knowledge.

1. 9. 2. A practical test may be administered to assess skills and knowledge of procedures.

1. 10. After training is completed, the employee will acknowledge in writing that they received it, and the RCMP will acknowledge in writing that they provided it.

2. Mandatory Training

2. 1. All employees must successfully complete the *Canada Labour Code*, Part II, Employee Awareness Course available online through the Occupational Health and Safety website.

2. 2. In compliance with the *Canada Labour Code*, Part II, all managers, supervisors and RMs must successfully complete the Managing Safely Course.

2. 3. In compliance with the Part II, *Canada Labour Code*, all members of the Occupational Health and Safety Committee and Health and Safety Representatives will complete the Work Place Health and Safety training program as outlined in RCMP training standards. See ch. 2.

2. 4. The RCMP, in consultation with the Work Place Health and Safety Committee (WPHSC), will ensure that all employees who are likely to handle or are exposed to a controlled substance in the work place, will complete the Workplace Hazardous Materials Information System (WHMIS) education program.

2. 5. Any other safety and health training required by the employee to perform his/her duties.

3. Permanent Structures (**COHSR, Part II**)

3. 1. Pursuant to sec. 2.18(1) of the Regulations, no employee will climb a tower, an antenna, or an antenna-supporting structure unless:

3. 1. 1. the RCMP has authorized the employee to do so,

3. 1. 2. the employee has been trained and instructed in a safe method of climbing, and

3. 1. 3. the RCMP has provided a fall-protection system in accordance with sec. 12.10(1) of the Regulations.

3. 2. Pursuant to sec. 2.18(2) of the Regulations, no employee will climb or work on a tower, an antenna or an antenna-supporting structure:

3. 2. 1. when weather conditions are likely to be hazardous to the safety or health of the employee, except when the work is required to remove a hazard or to rescue an employee; or

3. 2. 2. if the physical condition of the tower, antenna or antenna-supporting structure is likely to be hazardous to the safety or health of the employee.

4. Temporary Structures and Excavations (**COHSR, Part III**)

4. 1. Pursuant to sec. 3.5 of the Regulations, no employee will use a temporary structure unless:

4. 1. 1. the employee has authority from the RCMP to use it, and

4. 1. 2. has been trained and instructed in its safe and proper use.

5. Levels of Sound (COHSR, Part VII)

5. 1. Pursuant to sec. 7.7(2) of the Regulations, where the RCMP provides a hearing protector to an employee, the RCMP will:

5. 1. 1. in consultation with the WPHSC or the health and safety representative, formulate a program to train the employee in the fit, care and use of the hearing protector; and

5. 1. 2. implement the program.

6. Electrical Safety (COHSR, Part VIII)

6. 1. Pursuant to sec. 8.4(1) of the Regulations, all testing or work performed on electrical equipment will be performed by a qualified person or an employee under the direct supervision of a qualified person.

6. 2. Pursuant to sec. 8.4.(2) of the Regulations, where the electrical equipment has a voltage in excess of 5,200 V between any two conductors or in excess of 3,000 V between any conductor and ground, the qualified person will:

6. 2. 1. use such insulated protection equipment and tools as will protect him/her from injury during the performance of the work; and

6. 2. 2. be instructed and trained in the use of the insulated protection equipment and tools.

6. 3. Pursuant to sec. 8.8(1) of the Regulations, where an employee is working on or near live electrical equipment and, because of the nature of the work or the condition or location of the work place, it is necessary for the safety of the employee that the work be observed by a person not engaged in the work, the RCMP will appoint a safety watcher:

6. 3. 1. to warn all employees in the work place of the hazard, and

6. 3. 2. to ensure that all safety precautions and procedures are complied with.

6. 4. Pursuant to sec. 8.8(2) of the Regulations, a safety watcher will be:

6. 4. 1. informed of his/her duties as a safety watcher and of the hazard involved in the work,

6. 4. 2. trained and instructed in the procedures to follow in the event of an emergency,

6. 4. 3. authorized to stop immediately any part of the work that he/she considers dangerous, and

6. 4. 4. free of any other duties that might interfere with his/her duties as a safety watcher.

6. 5. For the purposes of this section, the RCMP may appoint himself as a safety watcher.

6. 6. Pursuant to sec. 8.10(1) of the Regulations, before an employee climbs a pole or elevated structure that is used to support electrical equipment, the RCMP will give instructions and training to the employee respecting inspections and tests of the pole or structure to be carried out before the pole or structure is climbed.

6. 7. Pursuant to sec. 8.10(2) of the Regulations, where, as a result of an inspection or test of a pole or elevated structure, it appears to an employee that the pole or structure will be safe for climbing only when temporary supports have been installed, pike-poles alone will not be used for such supports.

6. 8. Pursuant to sec. 8.10(3) of the Regulations, no employee will work on any pole or elevated structure unless he/she has been instructed and trained in the rescue of employees who may be injured in the course.

7. Sanitation - Food Handling (COHSR, Part IX)

7. 1. Pursuant to sec. 9.34(1) of the Regulations, each food handler will be instructed and trained in food handling practices that prevent the contamination of food.

7. 2. Pursuant to sec. 9.34(2) of the Regulations, no person who is suffering from a communicable disease will work as a food handler.

8. Hazardous Substances (COHSR, Part X)

8. 1. Pursuant to sec. 10.14(1) of the Regulations, the RCMP will, in consultation with the WPHSC or the health and safety representative, develop and implement an employee educational program with respect to hazard prevention and control at the work place.

8. 2. Pursuant to sec. 10.14(2) of the Regulations, the employee educational program will include:

8. 2. 1. the instruction of each employee who is likely to handle or be exposed to a hazardous substance; and

8. 2. 2. the instruction and training of each employee who installs, operates, maintains or repairs an assembly of pipes or any other equipment.

8. 3. Pursuant to sec. 10.14(3) of the Regulations, the employee educational program will be reviewed and if necessary, revised:

8. 3. 1. at least once a year,

8. 3. 2. whenever there is a change in conditions in respect of the hazardous substances in the work place, and

8. 3. 3. whenever new hazard information in respect of a hazardous substance in the work place becomes available to the RCMP.

8. 4. Pursuant to sec. 10.15 of the Regulations, the RCMP will keep a written or computerized record of the instruction and training given to every employee.

9. Confined Spaces (COHSR, Part XI)

9. 1. Pursuant to sec. 11.11(1) of the Regulations, the RCMP will provide every employee who is likely to enter a confined space with instructions and training in the:

9. 1. 1. procedures established for this exercise, and

9. 1. 2. use of the protection equipment.

NOTE: A person will not enter a confined space unless he/she has been properly trained to do so. See ch. 7.

10. Safety Materials, Equipment, Devices and Clothing (COHSR, Part XII)

10. 1. Pursuant to sec. 12.15(1) of the Regulations, every person granted access to the work place who uses protection equipment will be instructed by the RCMP in the use of the equipment.

10. 2. Pursuant to sec. 12.15(2) of the Regulations, every employee who uses protection equipment will be instructed and trained in the use, operation and maintenance of the equipment.

10. 3. Pursuant to sec. 12.15(3) of the Regulations, every person granted access to a work place will be instructed in respect of the written emergency procedures.

10. 4. Pursuant to sec. 12.15(4) of the Regulations, the instructions referred to in sec. 10.2. and 10.3. will be:

10. 4. 1. set out in writing, and

10. 4. 2. kept by the RCMP readily available for examination by every person granted access to the work place.

11. Tools and Machinery (COHSR, Part XIII)

11. 1. Pursuant to sec. 13.11 of the Regulations, every employee will be instructed and trained by a qualified person appointed by the RCMP in the safe and proper inspection, maintenance and use of all tools and machinery that he/she is required to use.

11. 2. Pursuant to sec. 13.12(1) of the Regulations, the RCMP will maintain a manual of operating instructions for each type of portable electric tool, portable air-powered tool, explosive actuated fastening tool and machine used by employees.

11. 3. Pursuant to sec. 13.12(2) of the Regulations, the instructions manual will be kept by the RCMP readily available for examination by an employee who is required to use the tool or machine to which the manual applies.

12. Materials Handling (COHSR, Part XIV)

12. 1. Pursuant to sec. 14.23(1) of the Regulations, the RCMP will ensure that every operator of motorized materials handling equipment has been instructed and trained in the procedures to be followed for its:

12. 1. 1. inspection;

12. 1. 2. fuelling; and

12. 1. 3. safe and proper use, in accordance with any instructions provided by the manufacturer and taking into account the conditions of the work place in which the operator will operate the materials handling equipment.

12. 2. Pursuant to sec. 14.23(3) of the Regulations, the RCMP will ensure that every operator of manual materials handling equipment receives on-the-job training by a qualified person on the procedures to be followed for its:

12. 2. 1. inspection; and

12. 2. 2. safe and proper use, in accordance with any instructions of the manufacturer and taking into account the conditions of the work place in which the operator will operate the manual materials handling equipment and the operator's physical capabilities.

12. 3. Pursuant to sec. 14.23(4) of the Regulations, the RCMP will keep a written record, in respect of an operator, of any instruction or training for as long as the operator remains in the RCMP's employment.

12. 4. Pursuant to sec. 14.47 of the Regulations, employees whose primary tasks do not include manual lifting or carrying, are not required to manually lift or carry materials, goods or things in excess of 23 kg.

12. 5. Pursuant to sec. 14.48 of the Regulations, where an employee is required manually to lift or carry loads weighing in excess of 10 kg, the RCMP will instruct and train the employee in a:

12. 5. 1. safe method of lifting and carrying the loads that will minimize the stress on the body; and

12. 5. 2. work procedure appropriate to the employee's physical condition and the conditions of the work place.

13. First Aid (COHSR, Part XVI)

13. 1. For directives on first-aid training, see ch. 9.

14. Safe Occupancy of the Work Place (COHSR, PART XVII)

14. 1. Pursuant to sec. 17.6.(1) of the Regulations, every employee will be instructed and trained in:

14. 1. 1. the procedures to be followed by him/her in the event of an emergency; and

14. 1. 2. the location, use, and operation of fire-protection equipment and emergency equipment provided by the RCMP.

14. 2. Pursuant to sec. 17.6(2) of the Regulations, notices that set out the details of the evacuation plans and procedures will be posted at locations accessible to every employee at the work place. See sec. 17.4(2)(c), 17.5(2)(a) and (b) of the Regulations.

14. 3. Pursuant to sec 17.8(1) of the Regulations, every emergency warden, deputy emergency warden and monitor appointed under sec. 17.7 of the Regulations will be instructed and trained in:

14. 3. 1. his/her responsibilities under the emergency evacuation plan and the emergency procedures, and

14. 3. 2. the use of fire-protection equipment.

14. 4. Pursuant to sec. 17.8(2) of the Regulations, a record of all instruction and training provided in this section will be kept in the work place to which it applies for a period of two years from the date on which the instruction or training is provided.

15. Diving Operations (COHSR, Part XVIII)

15. 1. Pursuant to sec. 18.5(1) of the Regulations, the RCMP will provide an employee required to dive with instructions and training in the type of dives he/she is likely to participate and the equipment to use.

15. 2. Pursuant to sec. 18.5(2) of the Regulations, an employee involved in diving operations must demonstrate on an annual basis that he/she is competent to perform the types of dives he/she is required to perform.

15. 3. Pursuant to sec. 18.5(3) of the Regulations, the RCMP will ensure that persons who are not employees and who dive with employees, demonstrate that they are competent to perform the types of dives in which he/she will participate and the equipment to use.

15. 4. Pursuant to sec. 18.6(1) of the Regulations, the RCMP will ensure that an employee required to dive has been trained in first-aid and cardio-pulmonary resuscitation and in the recognition of the symptoms and the management of diving-related injuries.

15. 5. Pursuant to sec. 18.6(2) of the Regulations, where oxygen equipment for therapeutic purposes is provided at the dive site, the RCMP will ensure that an employee required to dive or act as a diver's tender is trained in its use.

15. 6. For instructions, standards and training requirements pertaining to the RCMP Underwater Recovery Team, see OM Part 52.

16. Hazard Prevention Program (COHSR, Part XIX)

16. 1. The RCMP will provide training for the prevention of hazards in the work place:

16. 1. 1. whenever new hazard information in respect of a hazard in the work place becomes known to the RCMP; or

16. 1. 2. before the employee is assigned a new activity or exposed to a new hazard.

References

Date Modified: 2014-05-22

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - ch. 14. Assurance of Voluntary Compliance and Direction

Chapter Rewrite: 2015-09-21

For information regarding this policy, contact the Occupational Health and Safety Branch at [redacted]

1. General
2. Assurance of Voluntary Compliance
3. Direction
4. Appeals
5. Prosecution
6. Assistance

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1. General

1. 1. The Minister of Labour, Employment and Social Development Canada (ESDC), authorizes ESDC Health and Safety Officers to enforce the provisions of Part II, *Canada Labour Code* (*CLC*), in all federally-regulated work places.

1. 2. Pursuant to sec. 141.(1), Part II, *CLC*, as it relates to health and safety inspections, investigations, and complaints, ESDC Health and Safety Officers may, in carrying out the Minister's duties and at any reasonable time, enter any work place controlled by an employer and, in respect of any work place, may:

1. 2. 1. conduct examinations, tests, inquiries, investigations, and inspections, or direct the employer to conduct them;

1. 2. 2. take or remove for analysis, samples of any material or substance or any biological, chemical, or physical agent;

1. 2. 3. be accompanied or assisted by any person and bring any equipment that they deem necessary to carry out their duties;

1. 2. 4. take or remove, for testing, material or equipment, if there is no reasonable alternative to doing so;

1. 2. 5. take photographs and make sketches;

1. 2. 6. direct the employer to ensure that a specified place or thing is not disturbed for a reasonable period of time, pending an examination, test, inquiry, investigation, or inspection in relation to the place or thing;

1. 2. 7. direct any person not to disturb a specified place or thing for a reasonable period of time, pending an examination, test, inquiry, investigation, or inspection in relation to the place or thing;

1. 2. 8. direct the employer to produce documents and information relating to the health and safety of the employer's employees or the safety of the work place, and permit them to examine and make copies of, or to extract from, the documents and information;

1. 2. 9. direct the employer or an employee to make or provide statements in the form and manner that they specify, respecting working conditions, material, and equipment that affect the health or safety of employees;

1. 2. 10. direct the employer, an employee, or a designated person to accompany them while they are in the work place; and

1. 2. 11. meet with any person, e.g. employer, employee, in private, or at the request of the person, in the presence of the person's union representative or legal counsel.

1. 2. 11. 1. The employer or employee may request legal counsel through the Director, Occupational Safety, Policy and Programs.

1. 3. When an ESDC Health and Safety Officer enters a work place with the intent of performing an inspection, the employer will:

1. 3. 1. ensure a member of the Work Place Health and Safety Committee (WPHSC), the Work Place Health and Safety Representative (WPHSR), or an acceptable alternate is present;

1. 3. 2. contact the Occupational Safety Officer (OSO) as soon as practicable, to inform him/her of the inspection; and

1. 3. 3. provide to the Health and Safety unit, a written record of the inspection or visit for retention.

1. 4. The ESDC Health and Safety Officer may proceed with an inspection in the absence of the committee member or representative, if that person chooses not to be present. See sec. 1.3.1. and sec. 141.1(2), Part II, *CLC*.

NOTE: In certain circumstances, e.g. facilities with higher security levels, ESDC Health and Safety Officers may be required to provide advance notification of an impending inspection.

1. 5. In monitoring and ensuring compliance with Part II, *CLC*, ESDC Health and Safety Officers appointed by the Minister of Labour, have three graduated options for encouraging and ensuring compliance:

1. 5. 1. accept a written Assurance of Voluntary Compliance. See sec. 2.;

1. 5. 2. issue a Direction. See sec. 3.; or

1. 5. 3. recommend and initiate prosecution. See sec. 5.

2. Assurance of Voluntary Compliance

2. 1. General

2. 1. 1. For the purpose of this chapter, Assurance of Voluntary Compliance (AVC) means a written statement to the ESDC Health and Safety Officer, that was approved and signed by a person acting on behalf of the employer, who acknowledges that there was a minor violation of the *CLC*, a regulation, or a referenced standard, or that there could also be a potentially hazardous situation or activity to be corrected.

NOTE: Managers and supervisors who approve and sign an AVC must have the authority to assign resources and ensure compliance within the time frame established by the ESDC Health and Safety Officer.

2. 1. 2. The ESDC Health and Safety Officer may complete the AVC before leaving the premises, after inspection, or at a later date, and submit the AVC to the RCMP by mail.

2. 1. 3. The ESDC Health and Safety Officer will identify on the AVC, the areas of concern that require correction, and will propose a compliance date.

2. 1. 4. The employer may negotiate the proposed compliance date, which is not considered firm unless agreed to by both parties.

2. 1. 5. The ESDC Health and Safety Officer may choose to conduct a follow-up visit. If there is non-compliance with the AVC, the ESDC Health and Safety Officer could issue a Direction.

2. 2. Manager/Supervisor/Employee

2. 2. 1. When the inspection results in the issuance of an AVC, the supervisor, manager, or employee who receives the AVC:

2. 2. 1. 1. will not sign the AVC;

2. 2. 1. 2. will advise the ESDC Health and Safety Officer that the AVC will be forwarded to the appropriate management level for signature and action;

2. 2. 1. 3. will immediately notify and provide a copy of the AVC to the Unit OIC and the divisional OSO. See the divisional OSO contact list;

2. 2. 1. 4. may make recommendations, in consultation with the WPHSC/WPHSR, divisional OSO, and Unit OIC, to resolve the deficiencies outlined in the AVC; and

2. 2. 1. 5. will take immediate action to protect the health and safety of the employees in the work place, if he/she has the authority to do so.

NOTE: The person addressing the areas of concern must be aware that further guidance may be brought forward by the Director, Occupational Safety, Policy and Programs, upon his/her review of the AVC.

2. 3. Divisional OSO

2. 3. 1. Immediately notify and provide a copy of the AVC to the Director, Occupational Safety, Policy and Programs.

2. 3. 2. Work with the unit that received the AVC to address the issues outlined in the AVC.

2. 4. Unit OIC

2. 4. 1. In consultation with the divisional OSO and the Director, Occupational Safety, Policy and Programs, review and assess the AVC, and determine the potential implications at the local, divisional, and national levels.

2. 4. 2. For issues that have local or divisional implications:

2. 4. 2. 1. if you agree with the AVC:

2. 4. 2. 1. 1. sign the AVC;

2. 4. 2. 1. 2. prepare a written reply to the ESDC Health and Safety Officer to confirm which actions were taken or will be taken to correct the identified issues; and

NOTE: By signing the AVC, you are committing the employer to address the areas of concern by the compliance date that was negotiated between the ESDC Health and Safety Officer and the employer.

2. 4. 2. 1. 3. send a copy of the signed AVC to the Office of the Director, Occupational Safety, Policy and Programs.

2. 4. 2. 2. if you disagree with the AVC, immediately bring the matter to the attention of the Director, Occupational Safety, Policy and Programs, for guidance.

2. 4. 3. For issues that have national implications, seek guidance from the Director, Occupational Safety, Policy and Programs.

2. 5. Director, Occupational Safety, Policy and Programs

2. 5. 1. Provide guidance to the Unit OIC and the OSO.

2. 5. 2. Report to the Treasury Board of Canada Secretariat (TBS), any AVC that was sent to ESDC.

2. 5. 3. Report to the National Policy Health and Safety Committees, any AVC that you have received.

3. Direction

3. 1. General

3. 1. 1. For the purpose of this chapter, a Direction means the formal written order directing the employer or employee to terminate and correct a contravention of the *CLC* within a specified period of time.

3. 1. 2. A Direction may be issued by an ESDC Health and Safety Officer when a situation of danger exists in the work place or when the ESDC Health and Safety Officer determines that non-compliance with an AVC may lead to a dangerous situation.

3. 1. 3. Non-compliance with a Direction may lead to prosecution.

3. 2. Supervisor/Manager

3. 2. 1. If you receive a Direction:

3. 2. 1. 1. immediately notify and provide to the Unit OIC and the divisional OSO, a copy of the Direction; and

3. 2. 1. 2. work with the Unit OIC, the divisional OSO, and the Director, Occupational Safety, Policy and Programs, to ensure that the contraventions outlined in the Direction are addressed.

3. 3. Divisional OSO

3. 3. 1. Immediately notify and provide to the Director, Occupational Safety, Policy and Programs, a copy of the Direction.

3. 3. 2. Provide guidance to the unit that received the Direction, and ensure that the contraventions outlined in the Direction are addressed.

3. 4. Unit OIC

3. 4. 1. Upon receipt of a Direction, and in consultation with the divisional OSO and the Director, Occupational Safety, Policy and Programs, review and assess the Direction, and determine the potential implications at the local, divisional, and national levels.

3. 4. 2. If the Direction has local or divisional implications, prepare a written reply to the ESDC Health and Safety Officer to confirm which actions were taken or will be taken to address the Direction.

3. 4. 3. If the Direction has national implications, immediately seek guidance from the Director, Occupational Safety, Policy and Programs, for the review and coordination of the response.

3. 4. 4. If you disagree with the Direction, immediately bring the matter to the attention of the Director, Occupational Safety, Policy and Programs.

3. 4. 5. Send a copy of all completed Directions and associated documentation to the Office of the Director, Occupational Safety, Policy and Programs, and the Delegated Manager for Human Resources/delegate.

3. 5. Director, Occupational Safety, Policy and Programs

3. 5. 1. Provide guidance to the Unit OIC and the OSO.

3. 5. 2. Report to TBS, all Directions received from ESDC.

3. 5. 3. Report to the National Policy Health and Safety Committees, all Directions.

4. Appeals

4. 1. Only a Direction can be appealed. If the RCMP disagrees with the Direction, the appeal process will be applied as outlined in sec. 146.(1), Part II, *CLC*.

4. 1. 1. An appeal must be sent to an appeals officer, in writing, within 30 days of the date the Direction was issued.

4. 1. 2. Until a Direction is varied or rescinded, the employer or employee must comply with the Direction.

4. 1. 3. An ESDC appeals officer will examine the Direction and the circumstances surrounding it to uphold, vary, or rescind the Direction.

4. 2. Given the impact to the RCMP of the appeal of a Direction with national implications, appeals will be coordinated by the Office of the Director, Occupational Safety, Policy and Programs.

4. 3. The Appeals Office can be contacted at:

Occupational Health and Safety Tribunal Canada
47 Clarence, Office 200
Ottawa, ON K1N 9K1
Telephone: 613-957-6344
Facsimile: 613-954-6404
Website: http://www.ohstc-tsstc.gc.ca

5. Prosecution

5. 1. An ESDC Health and Safety Officer can recommend and initiate the prosecution of an employing department, agency, or Crown corporation when a situation, usually a fatality or serious incident, warrants such a response. If the action or inaction of a manager or supervisor can be shown to have resulted in the incident, or in the circumstances leading to the fatality or serious injury, that person is also likely to be prosecuted.

5. 1. 2. Upon being served with a summons for prosecution, the receiving person should immediately contact the Office of the Director, Occupational Safety, Policy and Programs.

5. 1. 2. 1. The Office of the Director, Occupational Safety, Policy and Programs, will coordinate the defence of all prosecutions.

6. Assistance

6. 1. For additional information on, or assistance with, an AVC or a Direction, an employee can contact:

6. 1. 1. his/her OSO; or

6. 1. 2. the Director, Occupational Safety, Policy and Programs.

References

Date Modified: 2015-09-21

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - ch. 15. Violence Prevention in the Work Place

Policy Amended: 2021-05-19

Please note that a brand new policy on work place harassment and violence prevention is forthcoming. The current amended date reflected on this policy (OSM ch. 15) does not reflect the requirements of Bill C-65, *An Act to amend the Canada Labour Code (harassment and violence), the Parliamentary Employment and Staff Relations Act and the Budget Implementation Act, 2017, No.1* and the new *Work Place Harassment and Violence Prevention Regulations*.

For information regarding this policy, contact the Occupational Health and Safety Branch.

1. Policy
2. Definitions
3. General
4. Prohibited Conduct
5. Prevention
6. Reporting Work Place Violence Incidents
7. Investigation
8. Resolution
9. Roles and Responsibilities
10. Assistance to Employee
App. 15-1 Competent Person Standard

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1. Policy

1. 1. The RCMP will provide a healthy, safe, and violence-free work place in accordance with Part II of the *Canada Labour Code* and the Treasury Board Policy on Government Security.

1. 2. The RCMP will not tolerate violent and abusive behaviour in the work place, and with its employees, will promote a work place that is free from intimidation, violence, bullying, threats of violence, and other disruptive behaviours.

1. 3. To prevent work place violence, Part XX of the *Canada Occupational Health and Safety Regulations* mandates all federal employers to develop violence prevention in the work place policies that address factors that contribute to work place violence.

1. 4. This Policy applies to all categories of RCMP employees (RM, CM, PSE), reservists, cadets, contractors, TCEs, students, auxiliaries, municipal employees, subcontractors, employees of other government departments performing work for RCMP, visitors to RCMP facilities, and clients in the extended work place.

1. 5. This Policy applies to all work places controlled by the RCMP, and work places not under RCMP control, but where RCMP employees are engaged in work activities on behalf of the employer.

1. 6. This Policy does not apply to RMs who encounter violent situations when performing operational duties. The risk of violence is mitigated through the RCMP's IMIM. Encountering violent situations is considered an inherent risk of their duties. Exposure to violence in these situations will be investigated under different departmental processes. See ch. 3.

1. 7. The Commissioner will be responsible for the overall administration of this Policy. Commanding Officers will be responsible for implementing this Policy.

2. Definitions

2. 1. **Bullying** includes deliberate or habitual intimidation, cruelty, or persecution towards others. Bullying is usually seen as acts or verbal comments that could mentally harm or isolate a person in the work place. Bullying can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade, or humiliate a particular person or group of people. It can also be the assertion of power through aggression. See the Canadian Centre for Occupational Health and Safety.

2. 2. **Competent Person**, for the purpose of this policy and as defined in Part XX of the *Canada Occupational Health and Safety Regulations*, means a person who:

2. 2. 1. is impartial and is seen by all parties to be impartial;

2. 2. 2. has knowledge, training, and experience in issues relating to work place violence; and

2. 2. 3. has knowledge of relevant legislation.

2. 3. **Emergency Services** means an organization that responds to and deals with emergencies, i.e. ambulance, fire fighters, and police.

2. 4. **Employee Representative** means a Union/Labour Representative.

2. 5. **Harassment** means any improper conduct by an individual, that is directed at and is offensive to another individual in the work place, and that the individual knew or ought reasonably to have known would cause offence or harm. It includes an objectionable act, comment, or display that demeans, belittles, or causes personal humiliation or

embarrassment, and any act of intimidation or threat. It also includes harassment within the meaning of the *Canadian Human Rights Act*, i.e. based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, and pardoned conviction. In the context of this policy, harassment can be considered as a risk factor, similar to bullying, teasing, or other aggressive behaviours, that can potentially contribute to acts of violence. See AM ch. XII.17, sec. 4.1.

2. 6. **Hazardous Occurrence** means an accident, occupational disease, or other occurrence arising in the course of, or in connection with, the employee's work, that has caused or is likely to cause injury to the employee or any other person.

2. 7. **National Policy Health and Safety Committee** means the legislative committee established by the employer for the purpose of addressing health and safety policy and program matters on a national level. For the duties of the committee, see Part II, subsec. 134.1.(4), *Canada Labour Code*.

2. 8. **Occupational Safety Officers** mean subject matter experts on critical or ongoing health and safety problems and issues, who are responsible for administering the health and safety program, managing inspections, investigations, performance measurements, and audits to ensure employee health and safety. See CM, App. 5-8, Part II.

2. 9. **Persons** are those individuals who work in the work place, as well as individuals with whom the employee may come into contact while working, such as the general public and contractors.

2. 10. **Work Place Health and Safety Committee** means a committee established by the employer for the purpose of addressing health and safety matters that apply to each work place controlled by the employer where twenty or more employees are normally employed. See Part II, subsec. 135.(1), *Canada Labour Code*.

2. 11. **Work Place Violence** includes any action, conduct, threat, or gesture of a person towards an employee in their work place that can reasonably be expected to cause physical and/or psychological harm, injury, or illness to that employee. It includes behaviour, and incidents, in which a worker is assaulted, abused, or threatened in circumstances pertaining to their job, which can lead to physical or mental injury, disease, or death.

NOTE:

While there are similarities between work place violence and harassment, the processes to deal with these issues are distinct. As per regulatory requirements, the definition of violence is intended to address work place safety and a person's fear of being harmed, injured, or made ill, while the definition of harassment addresses work place civility and respect.

3. General

3. 1. The cooperation of all RCMP employees is required to effectively address and prevent violence in the work place.

3. 2. This policy outlines measures that will be taken to address, prevent, and investigate situations where an employee is in fear of being harmed or has been harmed, injured, or

made ill due to the action, conduct, threat, or gesture of another individual in the work place.

3. 3. Part XX of the *Canada Occupational Health and Safety Regulations* obliges employers to conduct investigations for work place violence incidents.

3. 4. This policy should be read in conjunction with AM XII.17., Prevention and Resolution of Harassment in the Workplace, RCMP Code of Conduct, AM XII.13., RCMP Organizational Code of Conduct, and Treasury Board's *Values and Ethics Code for the Public Sector*.

4. Prohibited Conduct

4. 1. An employee will not subject any person to violence or intentionally contribute to violence in the work place.

4. 2. Prohibited conduct in the work place includes, but is not limited to:

4. 2. 1. intentionally causing physical injury to another person;

4. 2. 2. intentionally causing damage to the property of the RCMP or that of another person;

4. 2. 3. threatening remarks directed at another person, both written or oral;

4. 2. 4. bullying or harmful teasing, both written or oral; and

4. 2. 5. exhibiting extreme anger, hostility, or threatening gestures.

4. 3. An employee who displays any behaviour that constitutes violence in the work place will be subject to corrective and/or disciplinary action, up to and including termination.

5. Prevention

5. 1. All persons employed at the RCMP, including all levels of management, have specific roles and responsibilities for the prevention of violence in the work place. See sec. 9.

5. 2. The potential for work place violence can be eliminated or reduced to the extent reasonably practicable. In order to maximize the effectiveness of prevention of violence in the work place, employees must be provided with information, instruction, and training regarding the identification of factors that contribute to work place violence.

5. 3. The RCMP considers work place violence as a hazard. The prevention of violence as a hazard follows the same hazard prevention process as all hazards, which comprises the identification of relevant factors, the assessment of the potential for work place violence based on the factors identified, and the development and implementation of controls to eliminate or minimize the hazards.

5. 4. The COs will ensure:

5. 4. 1. the identification of all factors that contribute to work place violence in their division, by taking into account, at a minimum, the requirements set out in sec. 20.4, *Canada Occupational Health and Safety Regulations*;

5. 4. 2. the assessment for the potential for work place violence by using the factors identified in 5.4.1. by taking into account at a minimum the requirements set out in sec, 20.5, *Canada Occupational Health and Safety Regulations*;

5. 4. 3. the development of systemic controls to eliminate or minimize work place violence or the risk of work place violence to the extent reasonably practicable as described in sec. 20.6.(1)-(4), *Canada Occupational Health and Safety Regulations*; and

5. 4. 4. that all employees and managers complete the mandatory Work Place Violence: Recognize the Risk and Take Action online course.

6. Reporting Work Place Violence Incidents

6. 1. An employee must immediately report, verbally or in writing, any alleged observed and/or experienced incidents of work place violence to their supervisor, or up the chain of command.

EXCEPTION: If the employee is in a potentially harmful situation, they should first remove themselves from the harmful situation.

6. 2. Reports of work place violence must fall under the definition of work place violence in order to be investigated under the provisions of this policy.

7. Investigation

7. 1. General

7. 1. 1. The aim of work place violence investigations is to prevent recurrences by identifying hazards, formulating preventative measures, and meeting regulatory investigative and reporting requirements.

7. 2. Manager/Supervisor

7. 2. 1. Once you are aware of a potential or alleged work place violence incident, assess the situation and try to resolve it informally and expeditiously, at the lowest level possible. See ch. 4.

7. 2. 2. If the complaint can be resolved informally, implement measures to eliminate or minimize similar incidents in the future.

NOTE: The RCMP has an internal complaint resolution process in place and supports informal dispute resolution practices. See ch. 4.

7. 2. 3. If the incident cannot be resolved informally, appoint a competent person to investigate the incident. See App. 15-1.

NOTES:

1. Do not disclose the identity of the individual involved without their consent.

2. Other formal complaint processes, such as harassment investigation, Code of Conduct complaint and investigation, or criminal investigation may be initiated.

3. A Code of Conduct investigation may be initiated under Part IV, *RCMP Act*, even if the incident is resolved through an informal process, or when it appears that a member has contravened the Code of Conduct, and/or when a PSE has contravened the *Values and Ethics Code for the Public Sector*.

7. 2. 4. Report, verbally or in writing, all the alleged and confirmed incidents to senior management.

7. 2. 5. If the incident is considered to be of a criminal nature, report it by phone to the police service of jurisdiction.

7. 2. 6. Record the incident on Form 6433.

7. 2. 7. Record any injuries that occurred as a result of the incident on LAB 1070, Hazardous Occurrence Investigation Report, and follow the process outlined in ch. 3.

7. 3. Competent Person

7. 3. 1. Investigate, in a thorough, impartial, unbiased, and sensitive manner.

7. 3. 2. Provide the employer with a written report containing the findings of the investigation, and recommendations on how to adapt or implement controls to prevent future occurrences.

7. 3. 2. 1. Consult with the Work Place Health and Safety Committee to assist them with the report, as deemed necessary.

NOTE: If an incident of work place violence was caused by a person other than an employee, and where it is reasonable to consider that engaging in the violent situation is considered a normal condition of employment, and the employer has effective procedures and controls in place to address operational exposure to hazards associated, then there is no requirement to investigate under the provisions of this policy and other departmental processes will be followed. See sec. 3.3.

8. Resolution

8. 1. Once the investigation by the competent person has been completed, the manager or supervisor will:

8. 1. 1. implement the recommendations provided by the competent person and the Work Place Health and Safety Committee;

8. 1. 2. record, in writing, the corrective measures taken or the reason for not taking corrective measures;

8. 1. 3. keep a record of the report and provide the Work Place Health and Safety Committee or the Work Place Health and Safety Representative, as the case may be, with the report; and

NOTE: Ensure the disclosure of the information in the report is not prohibited by law, and that the information will not reveal the identity of the persons involved without their consent.

8. 1. 4. assist employees who have been exposed to work place violence and facilitate safe and/or early return to work. See sec. 10.

9. Roles and Responsibilities

9. 1. Branch Heads and Commanding Officers

9. 1. 1. Ensure that this Policy is implemented and employees comply.

9. 1. 2. Ensure that this Policy and local emergency procedures are posted at the work place, and are readily available to all employees;

9. 1. 3. Ensure that all managers have the appropriate tools, training, and support to effectively implement and monitor this Policy. See sec. 9.2.

9. 1. 4. Ensure that communication processes are in place to share information about the factors contributing to work place violence.

9. 2. Managers and Supervisors

9. 2. 1. Take the necessary steps to prevent violence in the work place, and to protect all employees and those performing work on behalf of the RCMP.

9. 2. 2. Promote a violence-free work place and lead by example.

9. 2. 3. Ensure that the activities of every person granted access to the work place do not subject employees or other persons to work place violence.

9. 2. 4. Ensure that all employees are treated in a fair and equitable manner, according to the *Values and Ethics Code for the Public Sector* and the *RCMP Organizational Code of Conduct*.

9. 2. 5. Identify and assess factors that may contribute to work place violence, and communicate them to employees.

9. 2. 6. Complete all mandatory awareness and/or training sessions.

9. 2. 7. Ensure that all employees you supervise or manage complete all mandatory training.

9. 2. 8. Provide guidance to employees about how to deal with threatening situations.

9. 2. 9. Ensure that the prevention of violence in the work place is incorporated into local occupational safety policies.

9. 2. 10. Ensure that this Policy is explained to all the employees you supervise or manage, and that they are aware of the emergency procedures related to work place violence.

9. 2. 11. Review the effectiveness of work place violence prevention control measures every three years, and keep written or electronic records of your findings.

9. 3. Employees

9. 3. 1. Treat individuals at the work place with respect, according to the *Values and Ethics Code for the Public Sector* and the *RCMP Organizational Code of Conduct*.

9. 3. 2. Complete all awareness and/or training sessions in a timely manner.

9. 3. 3. Report to your supervisor, verbally or in writing, any problem that may contribute to work place violence.

9. 3. 4. Cooperate with the manager, competent person, and/or police service conducting an investigation of work place violence.

9. 3. 5. Comply with the recommended actions and/or treatment that result from an incident and the subsequent investigation.

9. 3. 6. If you have any questions or concerns regarding an incidence of violence in the work place, contact your supervisor/manager.

9. 4. Employee Representative

9. 4. 1. Encourage dialogue.

9. 4. 2. Provide employees with information and advice on available resources.

9. 5. Work Place Health and Safety Committee

9. 5. 1. Participate in assessing the potential for work place violence using the contributing factors that were identified by the Committee during the assessment, and provide those observations and recommendations to the employer.

9. 5. 2. Participate in the review of the effectiveness of work place violence prevention control measures implemented by the employer.

9. 5. 3. Receive the investigation report, and review and provide additional recommendations to the employer if warranted.

9. 5. 4. Maintain a list of trained and qualified competent persons.

9. 6. National Policy Health and Safety Committee

9. 6. 1. Ensure that ongoing training and support is available to the management and employees for effective implementation of this Policy.

9. 6. 2. Monitor the effectiveness and application of this Policy, and ensure it is updated, as required.

9. 7. Director, Occupational Safety, Policy and Programs

9. 7. 1. Develop and monitor the effectiveness of this Policy pertaining to violence prevention in the work place.

9. 7. 1. 1. Conduct a review of this policy and training:

9. 7. 1. 1. 1. at least every three years;

9. 7. 1. 1. 2. when there is a change regarding the risk of work place violence; and

9. 7. 1. 1. 3. when new information becomes available that would have an impact on the effectiveness of the process and Policy regarding the prevention of violence in the work place.

9. 7. 2. Work with the Learning and Development Branch to continuously improve awareness, and learning materials and tools.

9. 7. 3. Collaborate with the Professional Integrity Office (PIO), the Professional Ethics Office, Management, and others regarding work place violence incidents and issues.

9. 7. 4. Provide national direction to RCMP management regarding health and safety matters.

9. 8. Occupational Safety Officer

9. 8. 1. Participate in the investigation of reported violence in the work place, if required.

9. 8. 2. Provide advice and guidance to managers, supervisors, employees, and Work Place Health and Safety Committees regarding the elements of maintaining a violence-free work place.

10. Assistance to Employee

10. 1. The following support services are available:

10. 1. 1. immediate care, e.g. first aid, and transportation to a medical facility or to home;

10. 1. 2. the Employee Assistance Program (EAP);

10. 1. 3. Informal Conflict Management Services (ICMS).

10. 1. 4. employer support, which may include removing either the victim or the offender from the environment, or adjusting the environment to prevent future work place violence; and

10. 2. Parties involved in work place violence should be encouraged to consult with the appropriate health professionals, including their personal physicians for assessment/treatment.

10. 3. Parties involved should be encouraged to contact their labour representative, e.g. respective Union.

References

Date Modified: 2021-05-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - App. 15-1 Competent Person Standard

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New Chapter: 2014-07-16

1. Section 20.9 of the *Canada Occupational Health and Safety Regulations* (COHSR) requires that a competent person be appointed to conduct an investigation into an incident of work place violence, when an attempt at resolution was not successful between the employer and the employee involved in the incident.

2. The competent person, as defined by the COHSR, is someone who:

2. 1. is impartial, and is seen by all parties to be impartial;

2. 2. has knowledge of, training for, and experience with issues relating to work place violence; and

2. 3. has knowledge of relevant legislation.

3. The competent person will be appointed by the employer, and must be agreed upon by all parties.

NOTE: The list of competent persons will be determined through employer/employee consultations.

3. 1. He/she may be internal or external to the RCMP.

4. The competent person will:

4. 1. conduct an investigation in a thorough, impartial, unbiased, discreet, and sensitive manner; and

4. 2. provide recommendations on the implementation of controls and tools to prevent future work place violence occurrences.

5. To ensure an acceptable and consistent standard is adopted across the department when choosing a competent person, he/she must have:

5. 1. knowledge of and familiarity with Part II of the *Canada Labour Code*, and Part XX of the *Canada Occupational Health and Safety Regulations*;

5. 2. training in work place violence prevention, and the identification of factors that contribute to work place violence;

5. 3. training in investigative techniques, including:

5. 3. 1. accident theory and root cause analysis;

5. 3. 2. interviewing techniques;

5. 3. 3. writing reports and recommendations; and

5. 4. experience in conducting root cause analysis investigations.

NOTE: Training in alternate dispute resolution and/or mediation would be an asset.

6. Commanding Officers will consult with the Work Place Health and Safety Committees to determine who may fulfill the role of competent person, and must ensure that the list of competent persons is up-to-date.

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Date Modified: 2014-07-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OSM - ch. 2. Health and Safety Committees

Directive Amended: 2016-12-16

For information regarding this policy, contact Occupational Health and Safety Branch at [redacted]

1. Policy
2. Terms of Reference
3. Selection of Committee Members and Representatives
4. Committee Composition
5. Chairpersons
6. Employer Representatives
7. Training
8. Meetings
9. Records
10. Roles and Responsibilities

App. 2-1 Terms of Reference Template

App. 2-2 Meeting Agenda Template

App. 2-3 Meeting Minutes Template

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1. Policy

1. 1. In accordance with Part II, Sec. 134.1(1), *Canada Labour Code*, a National Policy Health and Safety Committee must be established in all organizations that employ more than three hundred employees. The National Policy Health and Safety Committee is the principle forum for employer-employee consultation on health and safety issues, and policy and program matters that apply to the undertaking or operation of the RCMP on a national level.

1. 2. Each division must have a functioning divisional Health and Safety Committee, to facilitate and coordinate divisional health and safety issues.

1. 2. 1. The divisional Health and Safety Committee is the principle forum for employee-employer consultation on divisional occupational health and safety issues, and the development of solutions to these issues within each division.

1. 3. In accordance with Part II, Sec. 135.(1), *Canada Labour Code*, a Work Place Health and Safety Committee must be established in all work places where there are 20 or more employees. The Work Place Health and Safety Committee will provide assistance and ensure the health and safety of all employees at each individual work site.

1. 4. In accordance with Part II, Sec. 136.(1), *Canada Labour Code*, a Work Place Health and Safety Representative will be appointed in every work place where fewer than 20 employees are normally employed and where there is no requirement for a Work Place Health and Safety Committee.

1. 4. 1. Specialized units such as tactical troops, dive teams, emergency response teams, and clandestine laboratory teams, should also appoint a Work Place Health and Safety Representative or establish a Work Place Health and Safety Committee pertaining to their specialty.

2. Terms of Reference

2. 1. Each National Policy Health and Safety Committee (NPHSC), Divisional Health and Safety Committee (DHSC), and Work Place Health and Safety Committee (WPHSC) must establish Terms of Reference to ensure that the Committee's functions align with its regulated responsibilities.

2. 2. The Terms of Reference must include:

2. 2. 1. mandate,

2. 2. 2. accountability of the Committee,

2. 2. 3. duties of the Committee,

2. 2. 4. Committee composition,

2. 2. 5. functions/roles of the Committee,

2. 2. 6. meetings,

2. 2. 7. agendas,

2. 2. 8. records/minutes,

2. 2. 9. terms of the office, and

2. 2. 10. any other rules or procedures that are considered necessary.

NOTE: A Terms of Reference template can be found in App. 2-1.

2. 3. Time spent attending Committee meetings, including reasonable preparation time and carrying out assigned functions as a member, will be deemed time spent at work.

2. 4. No person serving as a member of a Committee will be personally liable for anything done, or omitted to be done, by him/her in good faith.

3. Selection of Committee Members and Representatives

3. 1. Health and Safety Committee Members

3. 1. 1. Committee members will be selected in accordance with Part II, Sec. 135.1(1)(a) and (b), *Canada Labour Code*. The Committee must include at least two persons, and at least half of the members must be employees who:

3. 1. 1. 1. do not exercise managerial functions. See sec. 3.1.2.1.; and

3. 1. 1. 2. have been selected by the employees, if the employees are not represented by a trade union; or

3. 1. 1. 3. selected by the trade union representing employees, in consultation with any employees who are not represented.

3. 1. 2. The members of the Committee selected by the employer must be employees who exercise managerial functions.

3. 1. 2. 1. Managerial function means all supervisors and managers who act on behalf of their employer and perform duties that seriously impact the employment status of other employees, e.g.:

3. 1. 2. 2. decision-making authority in financial, operational, personnel, and policy matters;

3. 1. 2. 3. the power to make decisions or effective recommendations that materially affect the conditions of employment of others, i.e. recommendations that are usually acted upon;

3. 1. 2. 4. the power to hire, fire, suspend, demote, transfer, or otherwise discipline employees; and

3. 1. 2. 5. whether the person acts as a step in the grievance procedure.

3. 1. 3. If no person is selected under sec. 3.1.1.2. to 3.1.1.3., the employer must perform the functions of the Committee until a person is selected and the Committee is established.

3. 2. Work Place Health and Safety Representative

3. 2. 1. The Work Place Health and Safety Representative (WPHSR) will be selected in accordance with Part II, Sec. 136.1(2) and (3), *Canada Labour Code*, as follows:

3. 2. 1. 1. the employees at the work place who do not exercise managerial functions, must select from among themselves, the person to be appointed; or

3. 2. 1. 2. if those employees are represented by a trade union, the trade union will select the person to be appointed, in consultation with any employees who are not represented; or

3. 2. 1. 3. if the employees are not represented by a trade union, the employees will select an employee from the work place by a majority vote.

4. Committee Composition

4. 1. The composition of the Committees will be defined in the Terms of Reference set out at the local, divisional, or national level, and should be representative of the work place composition.

4. 1. 1. In determining the size of the work place Committee, the following factors must be considered:

4. 1. 1. 1. number and distribution of employees in each work place;

4. 1. 1. 2. level of risk in the work environment;

4. 1. 1. 3. variety of functions performed;

4. 1. 1. 4. representation of different shifts;

4. 1. 1. 5. frequency of incidents and injuries at the work place; and

4. 1. 1. 6. number of unions and employee representatives involved.

NOTE: The ideal size of a Committee is between four and eight members.

4. 2. The term for a person participating as a Committee member or the WPHSR is normally two years.

4. 2. 1. A person may be appointed as a member or a representative for more than one term.

4. 3. Suitable alternates should be designated for members, to ensure quorum and appropriate attendance.

4. 3. 1. The alternate must meet the conditions outlined in sec. 3.1.1.

4. 3. 2. The alternate must complete the appropriate Committee training. See sec. 7.

4. 4. Employee members of the Committee will represent all employees; not solely those who fall under their current grouping or position.

4. 5. Additional resources may attend as technical advisors to the Committee, e.g. Occupational Safety Officers (RCMP), PS Labour Relations Advisors (RCMP), Assets Managers (RCMP), Fire Safety Officers, and the Minister of Labour.

4. 5. 1. Technical advisors are not considered formal Committee members.

4. 6. Vacancies should be filled:

4. 6. 1. within 60 days, on a NPHSC;

4. 6. 2. within 30 days of the next regular meeting, on a WPHSC; and

4. 6. 3. within 30 days of the person resigning or ceasing duties as a WPHSR.

4. 7. The names, work locations, and contact numbers of all Committee members must be posted in a conspicuous and convenient place.

5. Chairpersons

5. 1. Committees will have two alternating chairpersons, one selected by the employee representatives and the other by the employer.

5. 2. Chairpersons must be selected for their ability to work cooperatively in a problem-solving manner.

5. 3. There will normally be no alternates for the chairpersons, except in emergency situations.

5. 4. The Committee members must establish the responsibilities of the chairpersons. The responsibilities must include:

5. 4. 1. scheduling Committee meetings and notifying the members of those meetings;

5. 4. 2. preparing the agenda of each Committee meeting;

5. 4. 3. ensuring that each item discussed at the Committee meeting concludes with a decision; and

5. 4. 4. ensuring that the Committee carries out its functions.

6. Employer Representatives

6. 1. It is important that the employer representatives on the Committees have the authority to make a commitment and follow-up on any corrective action. This representation will ensure that matters can be discussed and action can be agreed upon at the meeting.

6. 2. The employer representatives on the Committees have management authority and they must play an active role in committee activities, e.g. participating in a subcommittee responsible for procedure monitoring, safety promotions, or meeting agendas.

7. Training

7. 1. Committee members and WPHSRs must receive training in health and safety, and must be made aware of their responsibilities. See Part II, Sec. 125.(1)(z.01), *Canada Labour Code*.

7. 2. The training for WPHSC members and WPHSRs includes:

7. 2. 1. legal requirements for Committees and representatives, including an overview of Part II, *Canada Labour Code*, and the *Policy Committees, Work Place Committees and Health and Safety Representatives Regulations*;

7. 2. 2. their roles and responsibilities;

7. 2. 3. Committee operation protocols, e.g. meetings, minutes, and principles of consensus-building in resolving health and safety issues;

7. 2. 4. their roles and responsibilities in the Internal Complaint Resolution process, including refusal to work investigations;

7. 2. 5. their roles and responsibilities under the Hazardous Occurrence Investigation, Recording and Reporting process, i.e. 3414 process;

7. 2. 6. their role in the work place-specific hazard identification and assessment process and the recommendation of appropriate controls, i.e. task hazard analysis;and

7. 2. 7. their roles and responsibilities in conducting work place inspections, i.e. Workplace Safety Inspection Report, Form 4459.

7. 3. The training for NPHSC and DHSC members includes the following:

7. 3. 1. legal requirements and their roles and responsibilities under Part II, *Canada Labour Code*, and the *Policy Committees, Work Place Committees and Health and Safety Representatives Regulations*;

7. 3. 2. their responsibilities in developing solutions to address organizational health and safety;

7. 3. 3. Committee operational protocols; and

7. 3. 4. due care and due diligence.

7. 4. The Committee training packages can be found on the Health and Safety Committees web page.

7. 5. The health and safety training must be reviewed and updated at least once every three years, and when there is a change of circumstances that may affect the content of the training.

8. Meetings

8. 1. The Committees will meet during regular working hours at the designated intervals, and at a minimum of:

8. 1. 1. four times per calendar year for the NPHSC;

8. 1. 2. four times per calendar year for the DHSC; and

8. 1. 3. nine times per calendar year for the WPHSC.

8. 2. Additional Committee meetings may be required as a result of emergency situations or other special circumstances.

8. 3. The quorum will consist of a majority of members of the Committee, providing that at least half are employee representatives and at least one is an employer representative.

8. 4. An agenda, agreed upon by the chairpersons, should be prepared for each meeting and distributed to Committee members before the meeting.

NOTE: A meeting agenda template can be found in App. 2-2.

8. 5. Meeting minutes must be prepared by the employer chairperson as soon as possible after each meeting, and they must be approved by both chairpersons.

8. 6. Once the meeting minutes have been approved, the employer chairperson of the Committee must provide the approved minutes:

8. 6. 1. in the case of the NPHSC, to the:

8. 6. 1. 1. Commissioner;

8. 6. 1. 2. Deputy Commissioners and Commanding Officers;

8. 6. 1. 3. NPHSC members; and

8. 6. 1. 4. DHSC and, through the divisional Occupational Safety Officers, to all WPHSCs.

8. 6. 2. in the case of the DHSC, to the:

8. 6. 2. 1. divisional CO;

8. 6. 2. 2. DHSC members;

8. 6. 2. 3. Occupational Safety Officer;

8. 6. 2. 4. WPHSCs; and

8. 6. 2. 5. NPHSC, at its request.

8. 6. 3. in the case of the WPHSC, to the:

8. 6. 3. 1. OIC responsible for the work place;

8. 6. 3. 2. WPHSC members;

8. 6. 3. 3. Occupational Safety Officer; and

8. 6. 3. 4. NPHSC or DHSC, at their request.

NOTE: A meeting minutes template can be found in App. 2-3.

9. Records

9. 1. The Committees and the WPHSR will keep records of the following:

9. 1. 1. all health and safety complaints received, considered, and disposed of;

9. 1. 2. adequate information on accidents, incidents, injuries, and health hazards; and

9. 1. 3. policies, programs, measures, and procedures that were monitored, and the results of the appropriate monitoring.

9. 2. The Committees will keep records of all matters that come before them, and respect the confidentiality of the documents distributed at meetings.

9. 3. The Committees will not share, with non-committee members, any personal information disseminated at the meetings without a written consent of the person to whom the records belong.

9. 4. The Committees will have full access to all correspondence and reports relating to safety or health issues being discussed. The Committees will not have access to the medical records of any employee, unless his/her written consent is obtained.

9. 5. To maintain adequate records, the Committees will ensure that:

9. 5. 1. a copy of the approved meeting minutes is kept for a period of two years from the day the meeting was held:

9. 5. 1. 1. at National Headquarters, in the case of a NPHSC;

9. 5. 1. 2. at the Divisional Headquarters, in the case of a DHSC; and

9. 5. 1. 3. at the work place, in the case of a WPHSC.

9. 5. 2. a copy of each completed Hazardous Occurrence Report, Form 3414, sent to the committee, is kept for a period of ten years.

NOTE: Additional occupational health and safety records will be maintained, as outlined under file primary 450.

9. 6. In addition to sec. 8.6., the employer responsible for the work place must make a copy of the approved meeting minutes readily available to all employees for a period of one month.

9. 6. 1. Copies of the NPHSC meeting minutes will be available on the National Policy Health and Safety Committees Infoweb page.

9. 6. 2. Copies of the DHSC meeting minutes will be available on the divisional Infoweb page.

9. 6. 3. Copies of the WPHSC meeting minutes will be posted in a visible area within the work place.

10. Roles and Responsibilities

10. 1. National Policy Health and Safety Committee

10. 1. 1. In accordance with Part II, Sec. 134.1(4), *Canada Labour Code*:

10. 1. 1. 1. participate in the development of health and safety policies and programs;

10. 1. 1. 2. consider and expeditiously dispose of matters concerning health and safety raised by members of the Committee or referred by the DHSC/WPHSC/WPHSR;

10. 1. 1. 3. participate in the development and monitoring of a program for the prevention of hazards in the work place, and the education of employees regarding occupational health and safety (OHS) matters;

10. 1. 1. 4. participate, to the extent considered necessary, in inquiries, investigations, studies, and inspections pertaining to OHS;

10. 1. 1. 5. participate in the development of a monitoring program for the provision of personal protective equipment, clothing, devices, or materials, to ensure safety within the work place;

10. 1. 1. 6. cooperate with the Minister of Labour;

10. 1. 1. 7. monitor data on work accidents, injuries, and health hazards; and

10. 1. 1. 8. participate in the planning and implementation of changes that may affect OHS, including work processes and procedures.

10. 1. 2. Ensure that a national-level commitment is made by senior management and employee representatives to the provision of a safe and healthy working environment for all RCMP employees.

10. 1. 3. Identify OHS issues which have broad, long-term national implications for the RCMP, and recommend strategies to address them.

10. 1. 4. Set the strategic direction and foster consultation and coordination among divisional and local work place Committees.

10. 1. 5. Ensure that changes made to work processes and procedures take into account the safety and health of employees.

10. 1. 6. Monitor the overall progress and provide guidance to those working on solutions and actions required to address OHS issues.

10. 1. 7. Invite technical experts/advisors, as required, to take part in national inquiries and investigations pertaining to OHS matters

10. 1. 8. Propose and authorize pilot projects and research, as required.

10. 1. 9. Request any information that the Committee considers necessary to identify existing or potential hazards with respect to materials, processes, equipment, or activities in any of the work places.

10. 1. 10. Review and recommend appropriate health and safety training programs for implementation across the RCMP.

10. 2. Divisional Health and Safety Committee

10. 2. 1. Ensure the consistent application of OHS directives throughout the division.

10. 2. 2. Review and resolve substantive OHS issues that have been examined by the WPHSC/WPHSR and could not be resolved locally.

10. 2. 3. Monitor the divisional OHS program to ensure compliance with Occupational Safety Manual Policies.

10. 2. 4. Bring to the attention of the NPHSC, any substantial OHS issues that are of national significance or cannot be resolved satisfactorily at the divisional level.

10. 2. 5. Ensure local Committees are aware of the development, revision, and interpretation of national OHS directives and standards.

10. 2. 6. Review, discuss, and resolve OHS issues that have a divisional or local impact on the RCMP, and ensure that decisions are communicated to field operations.

10. 2. 7. Propose and authorize divisional pilot projects and research on OHS issues, as required, in consultation with the NPHSC.

10. 2. 8. Review divisional statistical reports on accidents, injuries, and other hazardous occurrences to determine the need for further investigation or research on potential problem areas.

10. 2. 9. Review and recommend appropriate safety and health training programs for implementation within the division, in consultation with the NPHSC.

10. 2. 10. Submit a summary on the number of meetings held and issues raised and addressed by the Committee to the Director, Occupational Safety Policy and Programs, no later than Mar. 1 of each year, for the period ending on Dec. 31 of the preceding year.

10. 3. Work Place Health and Safety Committee

10. 3. 1. Receive, consider, and expeditiously dispose of complaints relating to the health and safety of employees under its representation.

10. 3. 2. Cooperate with all health and safety officials in the work place, and with the Minister of Labour, when required.

10. 3. 3. Establish, promote, and monitor health and safety programs, including employee education and training.

10. 3. 4. Participate in surveys and investigations, including consultations with persons who are professionally or technically qualified to advise the Committee on such matters.

NOTE: The Committee's involvement may, by agreement between the chairpersons, be limited to selected employer and employee representatives.

10. 3. 5. If any part of a work place OHS program is found to be deficient, notify the supervisor or employer responsible for the work place.

10. 3. 5. 1. Advise the employer on how to improve health and safety in the work place.

10. 3. 6. Each month, as prescribed in Part II, *Canada Labour Code*, and the *Canada Occupational Health and Safety Regulations*, inspect all or part of the work place using Form 4459, so that every part of the work place is inspected at least once a year.

NOTE: The Minister of Labour is authorized to conduct work place inspections with or without the accompaniment of a WPHSC representative.

10. 3. 7. Conduct a refusal to work investigation, when there is a continued refusal to work by an employee following a supervisor's investigation. See. ch. 5.

10. 3. 8. Maintain and evaluate data on work-related accidents, incidents, and hazards, and ensure that adequate records are kept on work-related accidents, injuries, illnesses, and health hazards.

10. 3. 8. 1. Review and investigate occurrences identified on Form 3414. If findings or recommendations need to be addressed, forward them, in writing, to the employer for action and send a copy to the Occupational Safety Officer.

10. 3. 8. 2. Keep a copy of each Form 3414, for a period of 10 years.

10. 3. 9. Participate in the hazard prevention process by working with supervisors to identify and assess work place-specific hazards, and follow the process outlined in ch. 16.

10. 3. 9. 1. When required, request from the employer, information that the Committee deems necessary to identify potential and existing health and safety hazards, with respect to materials, processes, or equipment in the work place.

10. 3. 10. Work with CO's to determine competent persons, and participate in the violence prevention in the work place process, as outlined in ch. 15.

10. 3. 11. Participate in all inquiries and investigations pertaining to OHS conducted by the employer.

10. 3. 12. In consultation with the employer, review the work place-specific WHMIS employee education program at least once each year, or more often if conditions change or if new products and/or hazardous substances and materials are introduced into the work place.

10. 3. 13. Bring to the attention of the DHSC, any significant health and safety issues that cannot be resolved satisfactorily at the local level.

10. 3. 14. Submit a year-end report to the divisional ESDC Office, no later than Mar. 1 of each year, on the Committee's activities for the period ending on Dec. 31 of the preceding year.

10. 3. 14. 1. Prepare the Work Place Committee Report on Form LAB 1058, and ensure it is signed by the chairpersons.

10. 3. 14. 2. Send copy of the Report to the divisional Occupational Safety Officer and the Director, Occupational Safety Policy and Programs.

10. 3. 14. 3. Post copy of the Report, for two months, in a location where employees can view it.

10. 4. Work Place Health and Safety Representative

10. 4. 1. Each month, as prescribed in Part II, *Canada Labour Code*, and the *Canada Occupational Health and Safety Regulations*, inspect all or part of the work place using Form 4459, so that every part of the work place is inspected at least once a year.

10. 4. 2. Receive, consider, and expeditiously dispose of complaints relating to the health and safety of employees under your representation.

10. 4. 3. Cooperate with all health and safety officials in the work place, and with the Minister of Labour, when required.

10. 4. 4. Establish, promote, and monitor health and safety programs, including employee education and training.

10. 4. 5. Participate in surveys and investigations, including consultations with persons who are professionally or technically qualified to advise on such matters.

10. 4. 6. If any part of a work place OHS program is found to be deficient, notify the supervisor or the employer.

10. 4. 7. Request from the employer such information deemed necessary to identify potential and existing health and safety hazards, with respect to materials, processes, or equipment in the work place.

10. 4. 8. Participate in all inquiries and investigations pertaining to OHS conducted by management.

10. 4. 9. Participate in the hazard prevention process by working with supervisors to identify and assess work place-specific hazards, and follow the process outlined in ch. 16.

10. 4. 10. Conduct a refusal to work investigation, when there is a continued refusal to work by an employee, following a supervisor's investigation. See. ch. 5.

10. 4. 11. Advise the employer on how to improve health and safety in the work place.

10. 4. 12. Maintain and evaluate data on work-related accidents, incidents, and hazards, and ensure that adequate records are kept on work place accidents, injuries, illnesses, and health hazards.

10. 4. 12. 1. Monitor these records, and send annual reports to the divisional Occupational Safety Officer.

10. 4. 13. In consultation with the employer, review the work place-specific WHMIS employee education program at least once each year, or more often if conditions change, or if new products are introduced into the work place.

10. 4. 14. Bring to the attention of the DHSC, any significant health and safety issues that cannot be resolved satisfactorily at the local level.

References

- Part XX, National Joint Council, *Occupational Health and Safety Directive*
- Informatics Manual

Date Modified: 2016-12-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - App. 2-1 Terms of Reference Template

Back to chapter

Chapter Rewrite: 2015-10-26

Work Place Health and Safety Committee

Terms of Reference

1. Mandate

The Committee will be the local forum for employee-management consultation on occupational health and safety issues, aim to prevent work-related injuries and illnesses, and promote a healthy and safe work environment. It will examine issues that apply to the undertaking or operations of the Royal Canadian Mounted Police.

2. Authority

Part II, *Canada Labour Code*, and the *Policy Committees, Work Place Committees and Health and Safety Representatives Regulations* outline the application, requirements, and operating principles for the Work Place Health and Safety Committee.

3. Accountability of the Committee

The Committee will report to the work place-specific senior officer in charge.

4. Duties of the Committee

The Committee will:

a. consider and expeditiously dispose of complaints relating to the health and safety of employees;
b. participate in the implementation and monitoring of the hazard prevention program;
c. participate in the development, implementation, and monitoring of a program that prevents work place-specific hazards, and provides education for employees on health and safety matters related to those hazards;
d. participate in all of the inquiries, investigations, studies, and inspections pertaining to the health and safety of employees, including any consultations that may be necessary with persons who are professionally or technically qualified to advise the Committee on those matters;

e. participate in the implementation and monitoring of a program for the provision of personal protective equipment, clothing, devices, or materials;

f. ensure that adequate records are maintained on work-related accidents, injuries, and health hazards relating to the health and safety of employees, and regularly monitor data relating to those accidents, injuries, and hazards;

g. cooperate with the Minister of Labour;

h. participate in the implementation of changes that might affect occupational health and safety, including work processes and procedures;

i. assist the employer in investigating and assessing the exposure of employees to hazardous substances;

j. inspect, each month, all or part of the work place, so that every part of the work place is inspected at least once each year; and

k. conduct Stage 2 investigations of refusal to work situations.

5. Rights of the Committee

a. The Committee, in respect of the work place for which it is established, may request from an employer, any information that the Committee considers necessary to identify existing or potential hazards with respect to materials, processes, equipment, or activities.

b. The Committee, in respect of the work place for which it is established, will have full access to all of the government and employer reports, studies, and tests relating to the health and safety of the employees, or to the parts of those reports, studies, and tests that relate to the health and safety of employees, but will not have access to the medical records of any person, except with the person's consent.

c. Committee members are entitled to take the time required, during their regular working hours, to attend meetings or to perform any of their other functions, including preparation and travel, as authorized by the chairpersons of the Committee.

d. Committee members will be compensated by the RCMP for performing their duties, whether performed during or outside the member's regular working hours, at the member's regular rate of pay or premium rate of pay, as specified in the collective agreement or, if there is no collective agreement, in accordance with RCMP policy.

e. No person serving as a member of the Committee is personally liable for anything done or omitted to be done by the person in good faith, under the authority or purported authority of Part II, *Canada Labour Code*.

6. Meetings

a. The Committee will have two chairpersons, selected from among the Committee members. The employee chairperson will be selected by the employee members and the employer chairperson will be selected by the management members.

b. The chairpersons will alternate in presiding over the Committee meetings.

c. The Committee will meet during regular working hours at least nine times per year and, if other meetings are required as a result of an emergency or other special circumstances, the Committee will meet as required during regular working hours or outside those hours.

d. Special meetings, if required, will be held at the request of the chairpersons.

e. A quorum will consist of a majority of members or alternates, providing that at least half the members are employee representatives and at least one is an employer representative.
f. Members will attempt to reach consensus rather than vote on any issue.
g. Failure to reach consensus will result in the taking of a vote.

7. Composition of the Committee

The Committee will consist of at least two persons and at least half of the members will be employees.

a. Employer Representatives: (Add list of names)
b. Employee Representatives: (Add list of names)
c. Advisors: (Add list of names)

8. Roles

a. Chairpersons' duties and authority include:

i. scheduling meetings and notifying members;

ii. preparing meeting agendas;

iii. inviting internal/external specialists or resource persons as required;

iv. presiding over meetings;

v. guiding meetings according to agendas;

vi. ensuring all discussions lead to a positive solution;

vii. ensuring all discussion items specify a decision/action and are concluded within acceptable time frames;

viii. reviewing and approving minutes;

ix. assigning projects to Committee members;

x. ensuring the Committee fulfils its mandate; and

xi. ensuring all Committee members receive appropriate health and safety training in support of their duties.

b. Committee members' duties include:

i. attending all committee meetings;

ii. receiving, considering, and resolving local health and safety issues;

iii. participating in accident investigations and inquiries;

iv. making health and safety recommendations to the Committee;

v. monitoring the effectiveness of the health and safety program;

vi. assisting in the development of health and safety rules;

vii. participating in identifying and assessing work place-specific hazards;

viii. assisting in the development of safe work procedures;

ix. conducting refusal to work investigations; and

x. keeping pertinent records.

9. Agenda and Minutes

a. An agenda and any related material will be prepared by the chairpersons and distributed to members before the meeting.
b. Members of the Committee will respect the confidentiality of the documents distributed at meetings.
c. Meeting minutes will be taken at every meeting. They must be prepared by the employer chairperson as soon as possible after each meeting and approved by both chairpersons.
d. Once the meeting minutes have been approved, the employer chairperson must send them to:

i. the Committee members;

ii. the OIC responsible for the work place; and

iii. the DHSC and NPHSC, at their request.

10. Records

a. The Committee will ensure that accurate records are kept of all matters that come before it.
b. Minutes will be kept on record at the work place for a minimum period of two years from the day of the Committee meeting.
c. Minutes will be posted in a visible area within the work place and forwarded to the Occupational Safety Officer.
d. The Committee will make the minutes and records available to the Minister of Labour, when required.

11. Terms of Office

a. The term of office of a Committee member will be set for two years, and is subject to renewal.
b. Where a Committee member ceases to be a member for any reason, the vacancy will be filled within 30 days after the next regular meeting of the Committee. If no employees participate on the Committee, the employer will perform the functions of the Committee until a person(s) is selected and the Committee or Representative is established.

12. Amendments

These Terms of Reference may be amended by consensus of the Committee members and will be reviewed at least every two years.

_____	_____
Chairperson signature Employee Representative	Chairperson signature Employer Representative
_____	_____
Original signed by	Original signed by
Date:	Date:

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Date Modified: 2015-10-26

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OSM - App. 2-2 Meeting Agenda Template

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Chapter Rewrite: 2015-10-26

Health and Safety Committee

Agenda

Date/Location of the Meeting

Attendees:

Employer Representatives:

Employee Representatives:

Advisors (if applicable):

Secretariat:

Speakers (if applicable):

1. Call to order
2. Previous meeting minutes - Amendments and Adoption
3. Opening remarks/Introduction of Guests (as applicable)
4. Confirm Agenda
    a. Mandatory Standing Items
        i. Work Place Inspection Reports
        ii. Hazardous Occurrence Reports
        iii. Work Place Hazard Identification and Assessment
    b. Current business
        i. Review outstanding issues and action updates
    c. New Business

i. Table and discuss new/emerging issues - Task team (if/as applicable)

5. Training/education element (handouts/video)
6. Round Table
7. Confirm Next Meeting
8. Closing Remarks

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Date Modified: 2015-10-26

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OSM - App. 2-3 Meeting Minutes Template

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Chapter Rewrite: 2015-10-26

Meeting Minutes/Record of Decision

Work Place Health and Safety Committee

Date/Location of the Meeting

Attendees:

Employer Representatives:

Employee Representatives:

Advisors (if applicable):

Secretariat:

Speakers (if applicable):

Tracking #	**Mandatory Standing Agenda Item: Work Place Inspection Report**
Summary of Discussion:	
Decision/Action:	
Tracking #	**Mandatory Standing Agenda Item: Hazardous Occurrence Reports**
Summary of Discussion:	
Decision/Action:	
Tracking #	**Mandatory Standing Agenda Item: Work Place Hazard Identification and Assessment**

Summary of Discussion:	
Decision/Action:	
Tracking #	**Agenda Item:**
Summary of Discussion:	
Decision/Action:	

Next Meeting:	Date:	Time:

_____	_____
Chairperson Employee Representative	Chairperson Employer Representative
_____	_____
Original signed by	Original signed by
Date:	Date:

Original:	Work Place Health and Safety File
Cc:	Occupational Safety Officer Detachment Commander Post on Health and Safety Bulletin Board

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Date Modified: 2015-10-26

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - ch. 3. Hazardous Occurrence Investigation, Recording, and Reporting

OSM-3 - 2013-12-18 - Transition from Regions to Divisions

Directive Amended: 2015-01-16

For information regarding this policy, contact Occupational Health and Safety Branch at [redacted]

1. Policy
2. Definitions
3. General
4. Employee
5. Supervisor/Manager
6. Work Place Health and Safety Committee/Work Place Health and Safety Representative
7. Occupational Safety Officer
8. Director, Occupational Safety Policy and Program
9. Hazardous Occurrence Investigation Team

1. Policy

1. 1. Employees must immediately report to their supervisors, verbally or in writing, any accident or hazardous occurrence that has caused or is likely to cause injury to that employee or any other person in the work place.

1. 2. Supervisors must investigate, record, and report all hazardous occurrences witnessed or sustained by his/her employees that occur in the work place, e.g. disabling and minor injury, occupational illness, exposure to traumatic events, damage to property/equipment, and other hazardous occurrences, including allegations of violence in the work place.

1. 3. A hazardous occurrence report (form 3414) must be completed to record, report, and investigate hazardous occurrences.

2. Definitions

2. 1. **Determination process** means a process used to identify whether an illness or injury is work-related in order to ensure that members are directed to the appropriate envelope of health care benefits.

2. 2. **Hazardous Occurrence Investigation Team** means an investigative team established to fulfill the RCMP's responsibility to collaboratively investigate hazardous occurrences, as defined in sec. 125.(1)(c) and 135.7(e), *Canada Labour Code* and sec. 15.4(1), *Canada Occupational Health and Safety Regulations*.

2. 3. **Occupational illness** means a condition that results from a work-related exposure to a physical, chemical, or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the employee is impaired.

2. 4. **Recurrence** means a situation in which an employee experiences complications as a result of a previous work-related occurrence.

2. 5. **Traumatic event** means a situation in which an employee is exposed to an event or series of events in the course of performing his/her duties that may have an impact on his/her physical or psychological state as a result.

3. General

3. 1. Hazardous occurrence investigations are conducted to identify causes and contributing factors in order to prevent similar future occurrences.

3. 1. 1. A comprehensive record and investigation will provide recommendations that will assist the employer in identifying problem areas, determining priorities, implementing corrective measures, and communicating lessons learned.

3. 2. All hazardous occurrences must be investigated, without delay, by a qualified person appointed by the supervisor/manager.

3. 3. The qualified person will lead the investigation and the investigation may include additional personnel such as:

3. 3. 1. Work Place Health and Safety Committee (WPHSC) members or the Work Place Health and Safety Representative (WPHSR),

3. 3. 2. the divisional Occupational Safety Officer (OSO),

3. 3. 3. the facility/asset manager, and/or

3. 3. 4. a qualified external resource (as required).

4. Employee

4. 1. If you are exposed to or witness a hazardous occurrence or an act/behaviour that constitutes violence in the work place, or sustain a work-related injury or occupational illness:

4. 1. 1. seek first aid treatment or further medical attention as required;

4. 1. 2. immediately notify your supervisor, verbally or in writing, of the hazardous occurrence, including any incident arising in the course of, or in connection with, your work that has caused, or is likely to cause, injury to yourself, or any other person; and

4. 1. 3. cooperate with the hazardous occurrence investigator.

4. 2. If you are a PSE, and are injured as a result of a hazardous occurrence, contact your respective Provincial Workers' Compensation Board (PWCB) and complete an Employee's Report of Accident Form.

NOTE: This form may have a different title depending on the province/territory.

5. Supervisor/Manager

5. 1. General

5. 1. 1. You are responsible for preventing hazardous occurrences in your area of responsibility, and must adhere to all recording and reporting procedural requirements.

5. 1. 2. Upon being notified that an employee has witnessed or has been exposed to a hazardous occurrence, or had a work-related injury or occupational illness, you must:

5. 1. 2. 1. ensure that injured employees receive first aid and medical attention as required;

5. 1. 2. 2. arrange transportation to a medical facility if required;

5. 1. 2. 3. appoint a qualified person to conduct an investigation;

5. 1. 2. 4. notify the WPHSC or WPHSR of the occurrence and the name of the person appointed to investigate; and

5. 1. 2. 5. take appropriate action to eliminate or correct the hazard/condition, if one is identified.

5. 1. 3. Complete and sign the Supervisor section of form 3414 and immediately forward the original to the WPHSC or WPHSR, who will conduct a further investigation if required.

NOTE: The supervisor must always record a hazardous occurrence when notified by an employee.

5. 1. 3. 1. Implement the corrective actions identified following the investigation of the hazardous occurrence in order to prevent the incident from occurring in the future.

5. 1. 4. If a RM/CM has reported a hazardous occurrence, in addition to the process outlined in sec. 5.1.3., forward a copy of form 3414 to:

5. 1. 4. 1. the OSO, who will assign a HRMIS incident number; and

5. 1. 4. 2. the divisional Health Services Office, to initiate the determination process.

5. 1. 5. If a PSE or a Reservist has reported a hazardous occurrence, in addition to the process outlined in sec. 5.1.3.:

5. 1. 5. 1. forward a copy of form 3414 to the OSO, who will assign a HRMIS incident number;

5. 1. 5. 2. complete the PWCB claim form (Employer's Report);

5. 1. 5. 3. forward the completed Employer's Report to the Public Service Pay Centre to complete salary information; and

5. 1. 5. 3. 1. Complete a Pay Action Request Form (form 446-1), an Employer's Report, and send an e-mail to the appropriate Pay Operations Centre.

5. 1. 5. 3. 2. Once information is completed by the Pay Operations Centre, it will be returned by e-mail to you.

5. 1. 5. 3. 3. Within 72 hours of the incident, submit the Employer's Report to the Federal Workers Compensation Services, Claims Operations Unit.

5. 1. 5. 4. forward a copy of form 3414 to the Labour Relations, divisional Human Resources Office, to add to the PSE personnel file.

5. 2. Reporting Hazardous Occurrences to Employment and Social Development Canada

5. 2. 1. General

5. 2. 1. 1. Advise your divisional OSO immediately if the following hazardous occurrences take place:

5. 2. 1. 1. 1. a disabling injury to an employee;

5. 2. 1. 1. 2. an electric shock, or toxic or oxygen-deficient atmosphere that caused an employee to lose consciousness;

5. 2. 1. 1. 3. the implementation of rescue, revival, or other similar emergency procedures that were undertaken for the health and/or safety of RCMP employees; or

5. 2. 1. 1. 4. a fire.

5. 2. 1. 2. Work with the OSO to report the incident to Employment and Social Development Canada (ESDC), Labour Program, within 14 days following the occurrence, by mail or fax, using form 3414.

5. 2. 1. 3. Complete and sign the supervisor section of form 3414 and immediately forward the original to the WPHSC or WPHSR, who will conduct a further investigation if required.

5. 2. 2. Serious Hazardous Occurrences

5. 2. 2. 1. A serious hazardous occurrence includes the following:

5. 2. 2. 1. 1. the death of an employee;

5. 2. 2. 1. 2. a disabling injury to two or more employees;

5. 2. 2. 1. 3. the loss or permanent impairment of a body member;

5. 2. 2. 1. 4. the permanent impairment of a body function;

5. 2. 2. 1. 5. an explosion;

5. 2. 2. 1. 6. damage to a boiler or pressure vessel that results in fire or the rupture of the boiler or pressure vessel; or

5. 2. 2. 1. 7. any damage to an elevating device that renders it unserviceable, or a free fall of an elevating device.

5. 2. 2. 2. Advise your divisional OSO immediately of any occurrence outlined in sec. 5.2.2.1.1. to 5.2.2.1.7.

5. 2. 2. 3. Work with the OSO to report the occurrence to ESDC, Labour Program, within 24 hours, by telephone or fax.

5. 2. 2. 4. Secure the scene until otherwise directed by ESDC, Labour Program, or your divisional OSO.

> NOTE: ESDC will likely attend to the scene and begin a parallel investigation. This does not release you from completing and initiating a hazardous occurrence investigation.

5. 2. 2. 4. 1. Within 72 hours after a hazardous occurrence referred to in sec. 5.2.2.1.6. or 5.2.2.1.7., record in writing:

5. 2. 2. 4. 1. 1. a description of the hazardous occurrence and the date, time, and location of the occurrence;

5. 2. 2. 4. 1. 2. the causes of the occurrence; and

5. 2. 2. 4. 1. 3. the corrective measures taken, or the reason for not taking corrective measures.

5. 2. 2. 4. 2. Without delay, submit a copy of the record outlined in sec. 5.2.2.4.1. to the WPHSC or the WPHSR.

6. Work Place Health and Safety Committee/Work Place Health and Safety Representative

6. 1. Participate in all occupational health and safety investigations of hazardous occurrences and the development of recommended/corrective actions.

6. 2. Review form 3414 provided by the supervisor, and after the investigation, complete the required WPHSC section.

6. 3. Forward a copy of the completed form 3414 to the divisional OSO.

6. 4. Provide all recommendations in writing to the supervisor for action.

6. 5. Follow-up with the supervisor to determine whether the recommendations have been implemented.

6. 6. Ensure that the original form 3414 is added to the work place specific G-450 file and kept for a period of 10 years.

7. Occupational Safety Officer

7. 1. Review form 3414 and ensure it is complete.

7. 1. 1. If the form is incomplete, return it to originator.

7. 2. Ensure that form 3414 data is entered into HRMIS in a timely manner.

7. 2. 1. When receiving the initial copy of the completed form, enter the available data into HRMIS as soon as feasible, in order to generate an incident number that will be used for the determination process.

7. 2. 1. 1. Once the investigation by the WPHSC/WPHSR has been concluded and you receive a copy of the final form 3414, add the remaining data into the HRMIS incident/injury file.

7. 3. Once the incident/injury file has been completely entered into HRMIS, send a copy of form 3414 to:

7. 3. 1. the divisional Health Services Office, to be placed on the RM/CM medical file; or

7. 3. 2. the divisional Human Resource Advisor (Labour Relations) to be placed on the employee's administrative/personnel file.

7. 4. When necessary, ensure a follow-up investigation is conducted and documented.

7. 5. Act as a liaison between the RCMP and ESDC, and forward form 3414 to ESDC, Labour Program regional offices.

7. 6. Provide advice to employees and supervisors regarding the policies and procedures for recording, reporting, and investigating hazardous occurrences.

8. Director, Occupational Safety Policy and Program

8. 1. Produce a consolidated national annual report outlining the number of work-related injuries, illnesses, fatalities, and other hazardous occurrences.

8. 1. 1. Share the report with OSOs, before submitting it to ESDC, to ensure data integrity.

8. 1. 2. Once finalized, submit the report to ESDC, Labour Program, no later than March 1 of each year for the period ending on December 31 of the preceding year.

8. 1. 3. Ensure a copy of the annual report is kept on file for at least 10 years after the submission of the report.

8. 2. Administer the policies and procedures regarding the recording, reporting, and investigation of hazardous occurrences on behalf of the employer.

8. 3. Provide advice to divisional OSOs and other national program areas, as required, regarding the policies and procedures for recording, reporting, and investigating hazardous occurrences.

8. 4. Monitor hazardous occurrence reports to determine national trends, and establish priorities and prevention programs.

9. Hazardous Occurrence Investigation Team

9. 1. General

9. 1. 1. A HOIT will consist of:

9. 1. 1. 1. an employer representative;

9. 1. 1. 2. an employee representative of the WPHSC or the WPHSR of the detachment where an occurrence took place;

9. 1. 1. 3. an OSO, who will participate as facilitator; and

9. 1. 1. 4. additional persons having subject matter expertise or who could contribute to the investigation.

9. 2. Commanding Officer/Delegate

9. 2. 1. Establish a HOIT, without delay, in the division where there is:

9. 2. 1. 1. a death of an employee while on duty or within a work place.

9. 2. 1. 2. In the case where there has been a work-related injury, occupational illness, or other hazardous occurrence where the potential for serious injury, occupational illness or death existed, a decision must be made as to whether or not the implications of the occurrence would require that a HOIT be established. Work with your divisional OSO to determine whether a HOIT should be established.

> NOTE: Other investigations may be initiated internally or external to RCMP, however, a divisional HOIT must be initiated in all cases identified in sec. 9.2.1.1. and 9.2.1.2.

9. 2. 2. Assign an OSO as an investigation facilitator to participate on the HOIT.

9. 2. 3. Inform the following stakeholders that a HOIT has been established and provide the names of its members to:

9. 2. 3. 1. Director, Occupational Safety Policy and Program, Occupational Health and Safety Branch (OHSB);

9. 2. 3. 2. Major Crimes Unit, if applicable; and

9. 2. 3. 3. Labour Representative and/or the SRR.

9. 2. 4. When the HOIT investigation and report are finalized, review and consider the recommendations identified within the Report, and provide a written response to the HOIT on the proposed action, within 30 days of the completion of the Report.

9. 2. 5. Forward a copy of the Report with your comments to the Director, Occupational Safety Policy and Program, to ensure that recommendations with national implications can be forwarded to the appropriate policy centre or area of responsibility and addressed.

9. 3. Employer Representative Assigned to Lead the HOIT

9. 3. 1. Be the main liaison between the HOIT and all other stakeholders within the RCMP.

9. 3. 2. Assign a liaison between the RCMP and regional ESDC investigators.

9. 3. 3. Liaise with the Major Crime Investigator, when applicable.

9. 3. 4. Coordinate, direct, and oversee the investigation.

9. 3. 5. Formulate the HOIT findings, analysis, and recommendations in a report and submit it to the Commanding Officer for further action.

9. 3. 6. When the HOIT investigation and report are finalized, review and forward comments, recommendations, and supporting documentation to the:

9. 3. 6. 1. Unit Commander;

9. 3. 6. 2. Commanding Officer;

9. 3. 6. 3. Hazardous Occurrence Investigation Team;

9. 3. 6. 4. Director, Occupational Safety Policy and Program, OHSB; and

9. 3. 6. 5. divisional OSO.

9. 4. Occupational Safety Officer

9. 4. 1. Ensure that all applicable health and safety legislation, regulations, policy, and standards are addressed, respected, and followed.

9. 4. 2. Provide recommendations to the Commanding Officer regarding whether a HOIT must be established.

9. 4. 3. Act as the investigation facilitator to determine the direct and indirect causes of hazardous occurrences in order to implement corrective actions and initiate preventative measures.

9. 4. 4. Upon review by the Commanding Officer, forward the final HOIT Report to divisional Health and Safety Committees, where applicable, and the National Policy Health and Safety Committee.

9. 5. Unit Commander

9. 5. 1. Cooperate with all HOIT investigations by providing any reasonable resource requirements requested.

9. 6. Director, Occupational Safety Policy and Program

9. 6. 1. Provide support regarding policy interpretation and act as the liaison with various policy centres.

9. 6. 2. Review all reports and recommendations made by the HOIT to ensure that those having a national impact on the RCMP are directed to the appropriate program area or policy centre for action or policy development/amendments.

9. 7. IC, Major Crimes Unit

9. 7. 1. In the event of a parallel criminal investigation, assign a liaison investigator who will:

9. 7. 1. 1. maintain information flow to safeguard the criminal investigation;

9. 7. 1. 2. track, control, and catalogue all information released to the HOIT and ESDC Health and Safety Officers; and

9. 7. 1. 3. determine what information may or may not be released, based on applicable legislation.

> NOTE: While most information will be available to ESDC Health and Safety Officers, in certain circumstances it may be necessary to withhold critical information to protect the integrity of the criminal investigation. Specific details of the events may not be made available to ESDC until the conclusion of all judicial proceedings. The OSO will assist should such a situation arise.

References

Date Modified: 2015-01-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - ch. 3. Hazardous Occurrence Investigation, Recording, and Reporting

Policy Amended: 2021-03-02

For information regarding this policy, contact Occupational Health and Safety Branch.

1. Policy
2. Definitions
3. General
4. Employee
5. Supervisor/Manager
6. Work Place Health and Safety Committee/Work Place Health and Safety Representative
7. Occupational Safety Officer
8. Director, Occupational Safety Policy and Program
9. Hazardous Occurrence Investigation Team

1. Policy

1. 1. Employees must immediately report to their supervisors, verbally or in writing, any accident or hazardous occurrence that has caused or is likely to cause injury to that employee or any other person in the work place.

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1. 3. A hazardous occurrence report (Form 3414) must be completed to record, report, and investigate hazardous occurrences.

2. Definitions

2. 1. **Determination process** means a process used to identify whether an illness or injury is work-related in order to ensure that members are directed to the appropriate envelope of health care benefits.

2. 2. **Hazardous Occurrence Investigation Team** means an investigative team established to fulfill the RCMP's responsibility to collaboratively investigate hazardous occurrences, as defined in sec. 125.(1)(c) and 135.7(e), *Canada Labour Code* and sec. 15.4(1), *Canada Occupational Health and Safety Regulations*.

2. 3. **Occupational illness** means a condition that results from a work-related exposure to a physical, chemical, or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the employee is impaired.

2. 4. **Recurrence** means a situation in which an employee experiences complications as a result of a previous work-related occurrence.

2. 5. **Traumatic event** means a situation in which an employee is exposed to an event or series of events in the course of performing his/her duties that may have an impact on his/her physical or psychological state as a result.

3. General

3. 1. Hazardous occurrence investigations are conducted to identify causes and contributing factors in order to prevent similar future occurrences.

3. 1. 1. A comprehensive record and investigation will provide recommendations that will assist the employer in identifying problem areas, determining priorities, implementing corrective measures, and communicating lessons learned.

3. 2. All hazardous occurrences must be investigated, without delay, by a qualified person appointed by the supervisor/manager.

3. 3. The qualified person will lead the investigation and the investigation may include additional personnel such as:

3. 3. 1. Work Place Health and Safety Committee (WPHSC) members or the Work Place Health and Safety Representative (WPHSR),

3. 3. 2. the divisional Occupational Safety Officer (OSO),

3. 3. 3. the facility/asset manager, and/or

3. 3. 4. a qualified external resource (as required).

4. Employee

4. 1. If you are exposed to or witness a hazardous occurrence or an act/behaviour that constitutes violence in the work place, or sustain a work-related injury or occupational illness:

4. 1. 1. seek first aid treatment or further medical attention as required;

4. 1. 2. immediately notify your supervisor, verbally or in writing, of the hazardous occurrence, including any incident arising in the course of, or in connection with, your work that has caused, or is likely to cause, injury to yourself, or any other person; and

4. 1. 3. cooperate with the hazardous occurrence investigator.

4. 2. If you are a PSE, and are injured as a result of a hazardous occurrence, contact your respective Provincial Workers' Compensation Board (PWCB) and complete an Employee's Report of Accident Form.

NOTE: This form may have a different title depending on the province/territory.

5. Supervisor/Manager

5. 1. General

5. 1. 1. You are responsible for preventing hazardous occurrences in your area of responsibility, and must adhere to all recording and reporting procedural requirements.

5. 1. 2. Upon being notified that an employee has witnessed or has been exposed to a hazardous occurrence, or had a work-related injury or occupational illness, you must:

5. 1. 2. 1. ensure that injured employees receive first aid and medical attention as required;

5. 1. 2. 2. arrange transportation to a medical facility if required;

5. 1. 2. 3. appoint a qualified person to conduct an investigation;

5. 1. 2. 4. notify the WPHSC or WPHSR of the occurrence and the name of the person appointed to investigate; and

5. 1. 2. 5. take appropriate action to eliminate or correct the hazard/condition, if one is identified.

5. 1. 3. Complete and sign the Supervisor section of Form 3414 and immediately forward the original to the WPHSC or WPHSR, who will conduct a further investigation if required.

NOTE: The supervisor must always record a hazardous occurrence when notified by an employee.

5. 1. 3. 1. Implement the corrective actions identified following the investigation of the hazardous occurrence in order to prevent the incident from occurring in the future.

5. 1. 4. If a RM/CM has reported a hazardous occurrence, in addition to the process outlined in sec. 5.1.3., forward a copy of form 3414 to:

5. 1. 4. 1. the OSO, who will assign a HRMIS incident number; and

5. 1. 4. 2. the divisional Health Services Office, to initiate the determination process.

5. 1. 5. If a PSE or a Reservist has reported a hazardous occurrence, in addition to the process outlined in sec. 5.1.3.:

5. 1. 5. 1. forward a copy of Form 3414 to the OSO, who will assign a HRMIS incident number;

5. 1. 5. 2. complete the PWCB claim form (Employer's Report);

5. 1. 5. 3. forward the completed Employer's Report to the Public Service Pay Centre to complete salary information; and

5. 1. 5. 3. 1. Complete a Pay Action Request Form (Form 446-1), an Employer's Report, and send an e-mail to the appropriate Pay Operations Centre.

5. 1. 5. 3. 2. Once information is completed by the Pay Operations Centre, it will be returned by e-mail to you.

5. 1. 5. 3. 3. Within 72 hours of the incident, submit the Employer's Report to the Federal Workers Compensation Services, Claims Operations Unit.

5. 1. 5. 4. forward a copy of Form 3414 to the Labour Relations, divisional Human Resources Office, to add to the PSE personnel file.

5. 2. Reporting Hazardous Occurrences to Employment and Social Development Canada

5. 2. 1. General

5. 2. 1. 1. Advise your divisional OSO immediately if the following hazardous occurrences take place:

5. 2. 1. 1. 1. a disabling injury to an employee;

5. 2. 1. 1. 2. an electric shock, or toxic or oxygen-deficient atmosphere that caused an employee to lose consciousness;

5. 2. 1. 1. 3. the implementation of rescue, revival, or other similar emergency procedures that were undertaken for the health and/or safety of RCMP employees; or

5. 2. 1. 1. 4. a fire.

5. 2. 1. 2. Work with the OSO to report the incident to Employment and Social Development Canada (ESDC), Labour Program, within 14 days following the occurrence, by mail or fax, using Form 3414.

5. 2. 1. 3. Complete and sign the supervisor section of Form 3414 and immediately forward the original to the WPHSC or WPHSR, who will conduct a further investigation if required.

5. 2. 2. Serious Hazardous Occurrences

5. 2. 2. 1. A serious hazardous occurrence includes the following:

5. 2. 2. 1. 1. the death of an employee;

5. 2. 2. 1. 2. a disabling injury to two or more employees;

5. 2. 2. 1. 3. the loss or permanent impairment of a body member;

5. 2. 2. 1. 4. the permanent impairment of a body function;

5. 2. 2. 1. 5. an explosion;

5. 2. 2. 1. 6. damage to a boiler or pressure vessel that results in fire or the rupture of the boiler or pressure vessel; or

5. 2. 2. 1. 7. any damage to an elevating device that renders it unserviceable, or a free fall of an elevating device.

5. 2. 2. 2. Advise your divisional OSO immediately of any occurrence outlined in sec. 5.2.2.1.1. to 5.2.2.1.7.

5. 2. 2. 3. Work with the OSO to report the occurrence to ESDC, Labour Program, within 24 hours, by telephone or fax.

5. 2. 2. 4. Secure the scene until otherwise directed by ESDC, Labour Program, or your divisional OSO.

NOTE: ESDC will likely attend to the scene and begin a parallel investigation. This does not release you from completing and initiating a hazardous occurrence investigation.

5. 2. 2. 4. 1. Within 72 hours after a hazardous occurrence referred to in sec. 5.2.2.1.6. or 5.2.2.1.7., record in writing:

5. 2. 2. 4. 1. 1. a description of the hazardous occurrence and the date, time, and location of the occurrence;

5. 2. 2. 4. 1. 2. the causes of the occurrence; and

5. 2. 2. 4. 1. 3. the corrective measures taken, or the reason for not taking corrective measures.

5. 2. 2. 4. 2. Without delay, submit a copy of the record outlined in sec. 5.2.2.4.1. to the WPHSC or the WPHSR.

6. Work Place Health and Safety Committee/Work Place Health and Safety Representative

6. 1. Participate in all occupational health and safety investigations of hazardous occurrences and the development of recommended/corrective actions.

6. 2. Review Form 3414 provided by the supervisor, and after the investigation, complete the required WPHSC section.

6. 3. Forward a copy of the completed Form 3414 to the divisional OSO.

6. 4. Provide all recommendations in writing to the supervisor for action.

6. 5. Follow-up with the supervisor to determine whether the recommendations have been implemented.

6. 6. Ensure that the original Form 3414 is added to the work place specific G-450 file and kept for a period of 10 years.

7. Occupational Safety Officer

7. 1. Review Form 3414 and ensure it is complete.

7. 1. 1. If the form is incomplete, return it to originator.

7. 2. Ensure that Form 3414 data is entered into HRMIS in a timely manner.

7. 2. 1. When receiving the initial copy of the completed form, enter the available data into HRMIS as soon as feasible, in order to generate an incident number that will be used for the determination process.

7. 2. 1. 1. Once the investigation by the WPHSC/WPHSR has been concluded and you receive a copy of the final Form 3414, add the remaining data into the HRMIS incident/injury file.

7. 3. Once the incident/injury file has been completely entered into HRMIS, send a copy of Form 3414 to:

7. 3. 1. the divisional Health Services Office, to be placed on the RM/CM medical file; or

7. 3. 2. the divisional Human Resource Advisor (Labour Relations) to be placed on the employee's administrative/personnel file.

7. 4. When necessary, ensure a follow-up investigation is conducted and documented.

7. 5. Act as a liaison between the RCMP and ESDC, and forward Form 3414 to ESDC, Labour Program regional offices.

7. 6. Provide advice to employees and supervisors regarding the policies and procedures for recording, reporting, and investigating hazardous occurrences.

8. Director, Occupational Safety Policy and Program

8. 1. Produce a consolidated national annual report outlining the number of work-related injuries, illnesses, fatalities, and other hazardous occurrences.

8. 1. 1. Share the report with OSOs, before submitting it to ESDC, to ensure data integrity.

8. 1. 2. Once finalized, submit the report to ESDC, Labour Program, no later than March 1 of each year for the period ending on December 31 of the preceding year.

8. 1. 3. Ensure a copy of the annual report is kept on file for at least 10 years after the submission of the report.

8. 2. Administer the policies and procedures regarding the recording, reporting, and investigation of hazardous occurrences on behalf of the employer.

8. 3. Provide advice to divisional OSOs and other national program areas, as required, regarding the policies and procedures for recording, reporting, and investigating hazardous occurrences.

8. 4. Monitor hazardous occurrence reports to determine national trends, and establish priorities and prevention programs.

9. Hazardous Occurrence Investigation Team

9. 1. General

9. 1. 1. A HOIT will consist of:

9. 1. 1. 1. an employer representative;

9. 1. 1. 2. an employee representative of the WPHSC or the WPHSR of the detachment where an occurrence took place;

9. 1. 1. 3. an OSO, who will participate as facilitator; and

9. 1. 1. 4. additional persons having subject matter expertise or who could contribute to the investigation.

9. 2. Commanding Officer/Delegate

9. 2. 1. Establish a HOIT, without delay, in the division where there is:

9. 2. 1. 1. a death of an employee while on duty or within a work place.

9. 2. 1. 2. In the case where there has been a work-related injury, occupational illness, or other hazardous occurrence where the potential for serious injury, occupational illness or death existed, a decision must be made as to whether or not the implications of the occurrence would require that a HOIT be established. Work with your divisional OSO to determine whether a HOIT should be established.

NOTE: Other investigations may be initiated internally or external to RCMP, however, a divisional HOIT must be initiated in all cases identified in sec. 9.2.1.1. and 9.2.1.2.

9. 2. 2. Assign an OSO as an investigation facilitator to participate on the HOIT.

9. 2. 3. Inform the following stakeholders that a HOIT has been established and provide the names of its members to:

9. 2. 3. 1. Director, Occupational Safety Policy and Program, Occupational Health and Safety Branch (OHSB);

9. 2. 3. 2. Major Crimes Unit, if applicable; and

9. 2. 3. 3. Labour Representative.

9. 2. 4. When the HOIT investigation and report are finalized, review and consider the recommendations identified within the Report, and provide a written response to the HOIT on the proposed action, within 30 days of the completion of the Report.

9. 2. 5. Forward a copy of the Report with your comments to the Director, Occupational Safety Policy and Program, to ensure that recommendations with national implications can be forwarded to the appropriate policy centre or area of responsibility and addressed.

9. 3. Employer Representative Assigned to Lead the HOIT

9. 3. 1. Be the main liaison between the HOIT and all other stakeholders within the RCMP.

9. 3. 2. Assign a liaison between the RCMP and regional ESDC investigators.

9. 3. 3. Liaise with the Major Crime Investigator, when applicable.

9. 3. 4. Coordinate, direct, and oversee the investigation.

9. 3. 5. Formulate the HOIT findings, analysis, and recommendations in a report and submit it to the Commanding Officer for further action.

9. 3. 6. When the HOIT investigation and report are finalized, review and forward comments, recommendations, and supporting documentation to the:

9. 3. 6. 1. Unit Commander;

9. 3. 6. 2. Commanding Officer;

9. 3. 6. 3. Hazardous Occurrence Investigation Team;

9. 3. 6. 4. Director, Occupational Safety Policy and Program, OHSB; and

9. 3. 6. 5. divisional OSO.

9. 4. Occupational Safety Officer

9. 4. 1. Ensure that all applicable health and safety legislation, regulations, policy, and standards are addressed, respected, and followed.

9. 4. 2. Provide recommendations to the Commanding Officer regarding whether a HOIT must be established.

9. 4. 3. Act as the investigation facilitator to determine the direct and indirect causes of hazardous occurrences in order to implement corrective actions and initiate preventative measures.

9. 4. 4. Upon review by the Commanding Officer, forward the final HOIT Report to divisional Health and Safety Committees, where applicable, and the National Policy Health and Safety Committee.

9. 5. Unit Commander

9. 5. 1. Cooperate with all HOIT investigations by providing any reasonable resource requirements requested.

9. 6. Director, Occupational Safety Policy and Program

9. 6. 1. Provide support regarding policy interpretation and act as the liaison with various policy centres.

9. 6. 2. Review all reports and recommendations made by the HOIT to ensure that those having a national impact on the RCMP are directed to the appropriate program area or policy centre for action or policy development/amendments.

9. 7. IC, Major Crimes Unit

9. 7. 1. In the event of a parallel criminal investigation, assign a liaison investigator who will:

9. 7. 1. 1. maintain information flow to safeguard the criminal investigation;

9. 7. 1. 2. track, control, and catalogue all information released to the HOIT and ESDC Health and Safety Officers; and

9. 7. 1. 3. determine what information may or may not be released, based on applicable legislation.

NOTE: While most information will be available to ESDC Health and Safety Officers, in certain circumstances it may be necessary to withhold critical information to protect the integrity of the criminal investigation. Specific details of the events may not be made available to ESDC until the conclusion of all judicial proceedings. The OSO will assist should such a situation arise.

References

Date Modified: 2021-03-02

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - ch. 4. Internal Complaint Resolution Process

Directive Amended: 2007-03-22

For information regarding this policy, contact Occupational Health and Safety Branch at Irrelevant

1. Policy
2. Employee
3. Supervisor
4. Workplace Health and Safety Committee/Workplace Health and Safety Representative
5. Occupational Safety Officer

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1. Policy

1. 1. The Internal Complaint Resolution Process (ICRP) is an objective approach to identify, evaluate and eliminate or control any hazards or violations of Part II, *Canada Labour Code*, in the workplace.

1. 1. 1. For an overview of the ICRP process, consult Publications in the Occupational Safety Directorate website.

1. 2. To initiate the process, an employee must have reasonable grounds to believe that there:

1. 2. 1. has been a contravention of Part II, *Canada Labour Code*, the *Canada Occupational Health and Safety Regulations*, or applicable health and safety standards; or

1. 2. 2. is likely to be an accident or injury arising out of, linked with or occurring in, the course of employment.

1. 3. The ICRP will not be used for situations involving immediate danger. Where danger exists, an employee has the right to refuse work. See ch. 5.

2. Employee

2. 1. Report the complaint to your supervisor.

2. 2. Attempt to resolve the matter with your supervisor. You may request the assistance of your Occupational Safety Officer at any time during the process.

2. 3. If you are unable to resolve the complaint, you may refer the matter to a Chairperson, Workplace Health and Safety Committee (WPHSC) or the Workplace Health and Safety Representative (WPHSR), requesting a joint investigation.

2. 4. You may refer the matter to a Health and Safety Officer of Human Resources and Social Development Canada (HRSDC) if:

2. 4. 1. you do not agree with the results of the investigation,

2. 4. 2. the supervisor does not agree with the results of the investigation,

2. 4. 3. the supervisor has failed to inform the persons who investigated the complaint of how and when the supervisor intends to resolve the matter or the supervisor has failed to take action to resolve the matter, or

2. 4. 4. persons who investigated the complaint do not agree among themselves as to whether the complaint is justified.

3. Supervisor

3. 1. Try to resolve the complaint with the employee.

3. 2. If the complaint cannot be resolved, you may refer the matter to a Chairperson of the WPHSC/WPHSR. Also, you may request the assistance of your Occupational Safety Officer at any time during the process.

3. 3. If the WPHSC/WPHSR investigators notify you that a danger exists, ensure the employee does not use or operate the equipment, work in the place or perform the activity that constitutes the danger until the situation is rectified.

3. 4. If you receive the recommendations from the WPHSC/WPHSR, immediately respond in writing to confirm the measures that you are going to take to rectify the situation.

3. 5. Send a memo to the WPHSC/WPHSR and include, but do not limit the contents to, the following: the date, subject and nature of the complaint, the names of the committee members involved in the investigation, the conclusion reached and the actions taken or to be taken. Send a copy of this memo to the employee who raised the complaint and to your Occupational Safety Officer, with a copy to the Director, Occupational Safety Directorate.

3. 6. You may refer the matter to a Health and Safety Officer from HRSDC if:

3. 6. 1. you do not agree with the results of the investigation,

3. 6. 2. the employee does not agree with the results of the investigation, or

3. 6. 3. persons who investigated the complaint do not agree among themselves as to whether the complaint is justified.

4. Workplace Health and Safety Committee/Workplace Health and Safety Representative

4. 1. Investigate complaints brought to your attention. You may request the assistance of your Occupational Safety Officer at any time during the process.

4. 2. When your investigation is completed, you must provide a written report of the results of your investigation to the supervisor. Your report should include your recommendations to the supervisor to correct any discrepancy identified during the investigation, whether or not you conclude that the complaint is justified.

4. 3. If you conclude during the investigation that a danger exists, immediately notify the supervisor in writing.

5. Occupational Safety Officer

5. 1. Consult with and assist all parties involved in the ICRP.

5. 2. Notify all affected parties of your findings and recommendations.

5. 3. If requested, notify a Health and Safety Officer from HRSDC.

References

Date Modified: 2007-03-22

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OSM - ch. 5. Refusal to Work

Directive Amended: 2015-05-11

For information regarding this policy, contact Occupational Health and Safety Branch at Irrelevant

1. Policy
2. General
3. Employee
4. Investigation
5. Roles and Responsibilities
App. 5-1 Refusal to Work Investigation Report

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1. Policy

1. 1. Pursuant to Sec. 128.(1), Part II, *Canada Labour Code*, an employee may refuse to work when there is reasonable cause to believe that:

1. 1. 1. the use or operation of equipment constitutes a danger to the employee or to another employee;

1. 1. 2. a condition exists in the work place, which constitutes a danger to the employee; or

1. 1. 3. the performance of the activity by the employee constitutes a danger to the employee or to another employee.

2. Definitions

2. 1. **Danger** means any hazard, condition, or activity that could reasonably be expected to be an imminent or serious threat to the life or health of a person exposed to it, before the hazard or condition can be corrected or the activity altered.

2. 2. **Normal condition of employment**, also referred to as inherent danger, means a danger that is inherent to a person's job. A danger is likely to be inherent when:

2. 2. 1. it is a permanent attribute or quality of a job;

2. 2. 2. it is an essential character or element of a job;

2. 2. 3. it will likely or probably cause injury, unless special precautions are taken; and

2. 2. 4. it exists regardless of the method used to perform the work.

3. General

3. 1. An employee may not refuse to work if:

3. 1. 1. the refusal puts the life, health, or safety of any other person directly in danger; or

3. 1. 2. the danger that he/she identifies as the reason to refuse to work is a normal condition of employment.

NOTES:

1. Section 4.2., *Schedule, RCMP Regulations*, directs that "Members are diligent in the performance of their duties and in carrying out their responsibilities, including taking appropriate action to aid any person who is exposed to potential, imminent or actual danger."

2. There is an inherent danger in policing; therefore, a members' right to refuse dangerous work is subject to a higher threshold.

3. 2. The fact that a danger may be associated to a normal condition of employment does not absolve the supervisor of his/her responsibility to ensure an employee is provided with the following:

3. 2. 1. required tools and equipment, including personal protective equipment; and

3. 2. 2. relevant information, instruction, training, and supervision.

3. 3. If a supervisor does not comply with sec. 3.2., and an employee believes that his/her health or safety may be in danger, he/she has a right to refuse work.

3. 4. An employee on a ship/aircraft that is in operation, will immediately notify the person in charge of the ship/aircraft if there is reasonable cause to believe that the use or operation of equipment on the ship/aircraft constitutes a danger to himself/herself or to another employee, or a condition exists in a place on the ship/aircraft that constitutes a danger to himself/herself or to another employee.

3. 4. 1. An employee may not refuse to work while the ship/aircraft on which he/she is employed, is in operation.

3. 4. 2. The person in charge will, having regard for the safe operation of the ship/aircraft, decide whether the employee may discontinue to use or operate the equipment, cease from working in that place, or performing that activity, and will inform the employee accordingly.

3. 5. When an employee refuses to work, he/she will not be penalized or subject to conduct measures providing the refusal was made because of reasonable safety concerns.

3. 5. 1. In instances where the supervisor can demonstrate that the employee has willfully abused his/her right to refuse work, conduct measures may be implemented. Disciplinary action can only take place after all applicable investigations and appeals have been completed.

3. 6. An employee who is affected by a refusal to work is deemed, for the purposes of calculating wages and benefits, to be at work during the stoppage until work resumes or until the end of the scheduled work period or shift, whichever period is shorter.

3. 6. 1. An employee who is due to work on a scheduled work period or shift after a shift during which there has been stoppage of work arising from the refusal to work is deemed, for the purposes of calculating wages and benefits, to be at work during the work period or shift, unless he/she has been given one hour's notice not to attend work.

3. 6. 2. An employee who is paid wages or benefits may be required to repay those wages and benefits if it has been determined, after all avenues of redress have been exhausted by the employee, that the employee exercised those rights knowing that no circumstances existed that would warrant it.

3. 7. Employees must specify whether they intend to pursue the refusal to work under Sec. 128., Part II, *CLC*, or under their collective agreement (if applicable).

3. 7. 1. Once the method of recourse has been chosen, as outlined in sec. 5.1.3.1., it cannot be changed unless agreed upon by both the employee and the supervisor/delegate.

3. 8. If the supervisor agrees that the danger exists, he/she must take immediate action to correct the situation to the satisfaction of both parties and protect the employees from the danger.

3. 9. The supervisor does not have the right to have someone else do the job unless:

3. 9. 1. the other employee is qualified for the work;

3. 9. 2. the other employee has been advised of the situation and the reason(s) for the refusal; and

3. 9. 3. the supervisor is satisfied, on reasonable grounds, that the other employee will not be put in danger.

4. Investigation

4. 1. Phase I – Supervisor Investigation

4. 1. 1. If the supervisor does not agree that danger exists, he/she will immediately initiate an investigation in the presence of the employee.

4. 1. 1. 1. The supervisor must prepare the Refusal to Work Investigation Report, using the criteria outlined in App. 5-1.

4. 1. 1. 2. If more than one employee has made a similar report, those employees may designate one employee to be present during the investigation.

4. 1. 1. 3. The investigation may proceed in the absence of the employee, if the employee chooses to not be present.

4. 1. 2. If, following the investigation, the supervisor agrees that danger exists, he/she must take immediate action to protect the employee from danger, and advise the Work Place Health and Safety Committee (WPHSC)/Work Place Health and Safety Representative (WPHSR) of the matter and the action taken to resolve it.

4. 1. 2. 1. If the employee agrees with the action taken to eliminate the danger, he/she will return to work.

4. 1. 2. 2. If the employee does not agree with the action taken to eliminate the danger, he/she can continue to refuse to work and the WPHSC/WPHSR must investigate the matter.

4. 1. 3. If, following the investigation, the supervisor still does not agree that danger exists, the employee can continue to refuse to work.

4. 1. 3. 1. This will initiate an investigation by the WPHSC/WPHSR.

4. 2. Phase II – WPHSC/WPHSR Investigation

4. 2. 1. If an employee notifies the WPHSC/WPHSR that he/she is continuing to refuse to work, the WPHSC/WPHSR must immediately investigate the matter by completing the Refusal to Work Investigation Report (Report). See App. 5-1.

4. 2. 1. 1. The WPHSC will complete the investigation in the presence of:

4. 2. 1. 1. 1. the employee who reported the matter, if he/she chooses to be present. See sec. 4.1.1.3.;

4. 2. 1. 1. 2. one employer representative from the WPHSC; and

4. 2. 1. 1. 3. one employee representative from the WPHSC, as outlined in Sec. 135.1.(1)(b), Part II, *CLC*.

4. 2. 1. 2. If the work place has less than 20 employees, the WPHSR will complete the investigation in the presence of:

4. 2. 1. 2. 1. the employee who reported the matter, if he/she choses to be present. See sec. 4.1.1.3.; and

4. 2. 2. 2. 2. the person designated by the employer.

4. 2. 2. Once the Report has been completed, the supervisor may provide additional information to the WPHSC/WPHSR and request that they reconsider their Report outcome by taking into consideration additional information.

4. 2. 2. 1. If the members of WPHSC/WPHSR consider it appropriate, they may provide a revised Report to the supervisor.

4. 2. 3. After receiving the WPHSC's/WPHSR's Report, and taking into account any recommendations, the supervisor will:

4. 2. 3. 1. agree that a danger exists, and take action to correct the situation;

4. 2. 3. 2. agree that a danger exists, but he/she may decide that the refusal to work puts the life, health, or safety of another person directly in danger, or that the danger is a normal condition of employment; or

4. 2. 3. 3. determine that a danger does not exist.

4. 2. 4. If the employee agrees with the action taken by the supervisor to eliminate the danger, he/she will return to work.

4. 2. 5. If the employee does not agree with the supervisor's decision, and continues to refuse to work, the supervisor must inform the Minister of Labour and the WPHSC/WPHSR of employee's decision.

4. 2. 5. 1. The supervisor must provide a copy of his/her Report and the WPHSC's/WPHSR's Report to the Minister of Labour.

4. 3. Phase III - Minister of Labour Investigation

4. 3. 1. When the Minister of Labour (Minister) is informed of the supervisor's decision and the continued refusal to work (see sec. 4.2.5.), the Minister will investigate the matter unless he/she is of the opinion that:

4. 3. 1. 1. the matter should be dealt with by means of a procedure provided by the employee's collective agreement or under another Act of Parliament;

4. 3. 1. 2. the matter is trivial, frivolous, or vexatious; or

4. 3. 1. 3. the continued refusal to work is in bad faith.

4. 3. 2. If the Minister does not proceed with an investigation:

4. 3. 2. 1. the Minister will inform the supervisor and the employee in writing, as soon as feasible; and

4. 3. 2. 2. once notified, the supervisor must inform the WPHSC/WPHSR and divisional OSO of the decision, in writing.

4. 3. 3. Upon notification of the Minister's decision not to proceed with the investigation, the employee is no longer entitled to continue his/her refusal.

4. 3. 4. If the Minister decides to proceed with an investigation, he/she will refer to ongoing and former investigations that involve the same issues and may:

4. 3. 4. 1. rely on the findings of previous investigations to decide whether danger exists; or

4. 3. 4. 2. combine ongoing investigations and issue a single decision.

4. 3. 5. The investigation by the Minister will be conducted in the presence of:

4. 3. 5. 1. the employee involved or, if the investigation involves more than one employee, those employees may designate one employee to be present during the investigation;

4. 3. 5. 2. the supervisor; and

4. 3. 5. 3. the employee representative of the WPHSC/WPHSR or another employee from the work place who is designated by the employee.

4. 3. 6. The Minister may proceed with the investigation in the absence of any persons. See sec. 4.3.5.1 to 4.3.5.3.

4. 3. 7. At the conclusion of the investigation, the Minister will decide if a danger exists, and will immediately notify the supervisor and the employee of the decision.

4. 3. 7. 1. If the Minister decides that a danger exists, the supervisor will be issued the appropriate Direction under Sec. 145.(2), Part II, *CLC*, and the employee may continue to refuse to work until the Direction is complied with, or it is varied or rescinded under this part.

4. 3. 7. 2. If the Minister decides that a danger does not exist, the employee will be notified that he/she must return to work.

4. 3. 8. The employee is entitled to appeal the decision, in writing, to an appeals officer within 10 days of receiving notice of the decision.

5. Roles and Responsibilities

5. 1. Employee

5. 1. 1. Immediately notify your supervisor of a dangerous work situation and your refusal to work.

5. 1. 2. Try to resolve the issue with your supervisor to your satisfaction.

5. 1. 3. If your supervisor does not resolve the situation to your satisfaction, or does not agree that a danger exists, you can refuse to work, and your supervisor must investigate the matter.

5. 1. 3. 1. Specify whether you intend to exercise the refusal to work recourse under your collective agreement (where applicable) or under Sec. 128., Part II, *CLC*.

5. 1. 4. You may be temporarily reassigned to other duties during the investigation, provided that you are qualified and have been trained to perform those duties. Ensure that you remain in the work place.

5. 1. 5. If the concern is not resolved, or if you are not satisfied with the outcome of the internal investigations by the supervisor and the WPHSC/WPHSR, and you believe that danger to your health or safety still exists, you can continue to refuse to work.

5. 1. 6. Your supervisor will report the matter to the Minister of Labour for investigation.

5. 1. 7. If the Minister of Labour decides that there is no danger present, you must return to work.

5. 1. 7. 1. If you do not agree, you can appeal the decision to an appeals officer within 10 days.

5. 1. 7. 2. While the appeal is in progress, you must return to work.

5. 1. 8. If the Minister of Labour decides that there is danger present, he/she will give a Direction to your supervisor to correct the situation.

NOTE: You do not have to perform the job in question until your supervisor has complied with the Direction.

5. 2. Supervisor

5. 2. 1. When an employee notifies you that he/she refuses to work due to a danger:

5. 2. 1. 1. If you agree that a danger exists, ensure the employee does not perform the related task, and take immediate action to protect the employee from danger.

5. 2. 1. 1. 1. Inform the WPHSC/WPHSR of the refusal to work and the action taken to resolve it.

5. 2. 1. 2. If you do not agree that danger exists, immediately notify your divisional Occupational Safety Officer (OSO), and investigate the matter by completing the Refusal to Work Investigation Report. See App. 5-1.

5. 2. 1. 3. If, following the investigation, you conclude that danger does not exist or the employee does not agree with the actions taken to correct the danger, the employee may continue to refuse to work. At this point, the WPHSC/WPHSR must investigate the matter.

5. 2. 1. 4. After receiving the completed Refusal to Work Investigation Report from the WPHSC/WPHSR, you must decide whether or not you agree that danger exists. See sec. 4.2.3.

5. 2. 1. 5. If the employee does not agree with the outcome of the WPHSC/WPHSR investigation, he/she may continue to refuse to work.

5. 2. 1. 5. 1. You must:

5. 2. 1. 5. 1. 1. notify the Minister of Labour, and provide him/her with a copy of the related documents and investigation reports; and

5. 2. 1. 5. 1. 2. notify your divisional OSO and OIC, through the chain of command, of the continued refusal to work, and that the Minister of Labour will be involved.

5. 2. 1. 6. Once a decision is reached by the Minister of Labour, implement any corrective actions and Directions issued as a result of the refusal to work investigations.

5. 2. 1. 6. 1. Notify your WPHSC/WPHSR, divisional OSO, and OIC of the Minister's decision and Direction issued, and follow the process identified in ch. 14.

5. 3. WPHSC/WPHSR

5. 3. 1. When you are informed of a continued refusal to work, immediately investigate the matter.

5. 3. 2. Complete a written Refusal to Work Investigation Report, outlining the results of the investigation and provide recommendations to the supervisor. See App. 5-1.

5. 3. 3. Ensure that an employee representative of the WPHSC/WPHSR participates in Minister of Labour investigations, when required. See sec. 4.3.5.

5. 4. Occupational Safety Officer

5. 4. 1. Provide technical support and advice to the affected parties throughout the refusal to work process, when required.

5. 4. 2. Advise the Dir., Occupational Safety Policy and Program, of all refusal to work investigations within your division.

5. 4. 3. Send a copy of completed Refusal to Work Investigation Reports and a copy of all Directions issued by the Minister of Labour to the Dir., Occupational Safety Policy and Program, as soon as you receive them from the supervisor.

5. 5. Director, Occupational Safety Policy and Program

5. 5. 1. Provide advice to divisional OSOs and other national program areas, as required, regarding the policy and procedures relevant to refusal to work.

5. 5. 2. Report all refusals to work that have resulted in a Direction issued by the Minister of Labour, to the Treasury Board of Canada Secretariat.

5. 5. 3. Monitor the effectiveness of this policy.

5. 5. 4. Notify the National Policy Health and Safety Committee of all refusals to work.

References

- Section 128., *Canada Labour Code*
- Labour Program, Right to Refuse Dangerous Work

Date Modified: 2015-05-11

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - App. 5-1 Refusal to Work Investigation Report

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Directive Amended: 2015-05-11

At a minimum, the following sections/information must be included in the report.

Investigation Completed by: *Identify who conducted the investigation, i.e. supervisor, WPHSC, or WPHSR.*

1. Employee Information
Name:
Position:
Work Address:
Division:
Office Telephone:
HRMIS:

2. Supervisor Information
Name:
Position:
Work Address:
Division:
Office Telephone:
HRMIS:

3. Description of Refusal to Work
Describe the reasons why the employee is refusing to work.

4. Date Refusal to Work Reported
Specify the date the refusal to work was reported on, e.g. July 3, 2013.

5. Time Refusal to Work Reported
Specify the time of day the refusal to work was reported, e.g. 0800, 1330.

6. Does the Employer Agree that Danger Exists?
Yes or ***No***
If Yes, go to section 10.
If No, continue with section 7.

7. Investigation
The investigator(s) should address the following:

- *What hazard, condition, or activity does the employee consider to be an imminent threat to his/her life or health and safety?*
- *Is the activity a part of his/her duties?*
- *Were the RCMP policies and procedures appropriately followed?*
- *Has a similar issue been flagged before?*
- *Can this issue be addressed under different organizational processes, e.g. grievance.*
- *Has a task hazard analysis been conducted and have recommendations been implemented?*
- *Are there any engineering/administrative controls in place to reduce exposure to the hazard? Are they followed/appropriate?*
- *Has the employee been trained and provided with the instructions and/or the appropriate personal protective equipment? NOTE: Instructions should include manufacturer's instructions when use of equipment and/or material is an issue.*
- *Has form 3414 been previously submitted for this hazard/condition or activity?*
- *Has this situation been addressed by the WPHSC/WPHSR in the past?*

8. Analysis
Based on the investigation, identify gaps that may exist between processes/procedures and the information observed/gathered, and determine if there is danger.
Task hazard analysis will assist in identifying the employees' level of exposure to the hazard, frequency, and duration of his/her exposure to the hazard, and severity of impact, e.g. danger to health and safety.

9. Recommendation
Summarize the decision:

a. *Danger exists, or*
b. *Danger does not exist.*

If danger exists (a), outline the recommendations and implementation plan to eliminate the danger.

10. Employer's Decision
The employer must summarize his/her decision:

a. *Danger exists, or*
b. *Danger does not exist.*

If danger exists (a), outline the implementation plan to correct the situation.

11. Employee's Response to the Decision
Identify whether the employee agrees with the decision and recommended action, or does not agree with the decision, and continues to refuse to work.

12. Investigator Information
Identify if the investigation was conducted by the Supervisor, i.e. Stage 1, or the

WPHSC/WPHSR, i.e. Stage 2, and include the following information about the investigator:
Name:
Position:
Work Address:
Division:
Office Telephone:
HRMIS:

13. Signatures

_____
Employee

_____
Supervisor or WPHSC/WPHSR

A copy of the completed Refusal to Work Investigation Report should be sent to the:

a. Supervisor
b. WPHSC/WPHSR
c. Divisional Occupational Safety Officer
d. Employee
e. Minister of Labour (when required)

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Date Modified: 2015-05-11

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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OSM - ch. 6. Biological Occupational Exposures

Directive Amended: 2010-09-10

For information regarding this policy, contact Occupational Health and Safety Branch OHSB Policy.

1. General
2. Protective Equipment
3. Universal Precautions
4. Responsibilities

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1. General

1. 1. For the purpose of this chapter, the following definitions apply:

1. 1. 1. **Biological exposure** means a situation where there may have been exposure (i.e. blood, spit, vomit, feces) as well as such contaminates as mold and contaminated water.

1. 1. 2. **Occupational exposure** means a reasonable expectation that while performing his/her duties, an employee may come in contact with human blood or other potentially infectious materials.

1. 1. 3. **Universal precautions** means actions taken to prevent the transmission of common infectious agents. Infectious agents could be present in a person's blood, body fluids, secretions and excretions, except tears and sweat. Appropriate precautions must be taken, including the use of personal protective equipment (PPE).

1. 2. While on duty, an employee who may become exposed to biological hazards or diseases, e.g. AIDS, hepatitis and tuberculosis, must be provided with personal protective equipment, including gloves, eye-wear protection and bio-hazard safety kits for vehicles. A bio-hazard safety kit (PS-SE-35) is available through stores.

2. Protective Equipment

2. 1. Gloves

2. 1. 1. Non permeable gloves must be worn when handling persons to avoid touching blood, body fluids, secretions, excretions, contaminated items, for touching mucous membranes and skin lesions.

2. 1. 2. Non permeable gloves should be worn when there is possible contact with potentially infectious materials.

2. 1. 3. Non permeable gloves should be changed, cleaned or disposed of as soon as possible after contamination.

2. 1. 4. Depending on the extent of the potential exposure, different protective gloves can be combined.

2. 2. Slash Resistant Gloves

2. 2. 1. Slash resistant gloves made of leather over cut resistant kevlar or spectra lining, should be provided to employees.

2. 2. 2. Employees should assess the hazards of each situation and determine the appropriate use of gloves or combination of gloves.

2. 2. 3. These gloves do not provide adequate barrier protection from chemical or biological contamination.

2. 2. 4. If they become soaked or grossly contaminated with a biological or chemical substance, remove immediately, seal in a plastic bag and properly dispose of them.

2. 2. 5. If they have not become completely soaked:

2. 2. 5. 1. Wipe them off with warm water and mild soap.

2. 2. 5. 2. Disinfect your hands and the gloves with hand antiseptic gel.

2. 2. 6. As a precaution against biological or chemical exposure, you may wear non permeable gloves under the slash resistant gloves.

2. 3. Mask, Goggles, Face Shield, and Safety Glasses

2. 3. 1. Assess the hazards of each situation and determine the appropriate mask, goggles, face shield, and safety glasses that should be worn to protect against splashes or sprays of blood, body fluids, secretions, or excretions.

2. 3. 1. 1. Safety glasses should meet ANSI standard Z87-1-1989 and CSA standard Z94.3M88.

2. 3. 1. 2. Reusable items only should be disinfected after use with a 5% bleach solution or other appropriate cleaning solution.

2. 3. 1. 3. The most commonly used respirators are the N95, N99 and N100.

3. Universal Precautions

3. 1. Wash your hands immediately after exposure to blood or other potentially infectious materials and immediately after removing gloves. If you do not have access to soap and water, use hand antiseptic gel. See hand-washing procedures.

3. 2. At the scene, do not eat, drink, smoke, or apply cosmetics, e.g. lip balm, or handle contact lenses, before washing your hands.

3. 3. If you come in contact with or are exposed, immediately decontaminate by:

3. 3. 1. removing contaminated clothing and disposing of them in a biohazard bag (if appropriate) or washing in warm water with liquid detergent (avoiding cross-contamination with other clothing);

3. 3. 2. washing yourself immediately;

3. 3. 3. if puncture or cut, allowing immediate bleeding of the wound, cleaning the area and applying an antiseptic if required; and

3. 3. 4. if in eyes, nose or mouth, flushing with water for at least 15 minutes.

4. Responsibilities

4. 1. Employee

4. 1. 1. If you come in contact with human blood or body fluids or if there is a suspected contaminant, wear protective clothing or equipment, particularly if you have an open cut, sore or rash.

4. 1. 2. If you have been splashed with blood or body fluids, immediately wash with soap and water. Ensure you wash soiled clothing separately in hot water and strong (heavy-duty) detergent before normal laundering.

4. 1. 3. If you suspect you have been or have come in contact with any potential contaminant, immediately notify your supervisor. See ch. 3.

4. 1. 4. If you suffer a high-risk puncture, needle-stick or any other significant exposure to blood or body fluids, immediately go to the nearest hospital or clinic. Explain the exposure and request assessment for the Post Exposure Prophylaxis (PEP) Protocol. Contaminated sharp objects not collected for evidence should be disposed of in a sharps container (plastic container).

4. 1. 5. Within 24 hours, report the occurrence to your Occupational Safety Officer.

4. 1. 6. Dispose of any item used from the bio-hazard kit by sealing it in the container provided and arrange for its autoclaving or incineration at the local hospital or other appropriate facility.

4. 2. Supervisor

4. 2. 1. Ensure that employees receive and know how to use personal protective equipment.

4. 2. 2. Provide immediate assistance to an employee who has been exposed to possible infection, and ensure decontamination.

4. 2. 3. Gather any physical evidence, e.g. blood, needles, syringes, from the scene for testing for possible infectious risk. These items should be placed in the bio-hazard kit containers.

4. 2. 4. In the event of an occurrence or near miss, ensure form 3414 is completed and the appropriate reporting requirements are met in accordance with ch. 3.

4. 2. 5. Keep records.

References

Date Modified: 2010-09-10

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - ch. 7. Confined Spaces

Directive Amended: 2010-09-10

For information regarding this policy, contact Occupational Health and Safety Branch at [redacted]

1. Policy
2. Definitions
3. Responsibilities
4. Hazards Assessment
5. Safe Entry Permit
6. Entry Verifications
7. Emergency Procedures and Equipment
8. Hot Work
9. Ventilation Equipment
10. Training
11. Records
12. Supporting Documents

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1. Policy

1. 1. The *Canada Occupational Health and Safety Regulations* (COHSR), Part XI and the directives in this chapter apply to any RCMP employee who may be required to enter confined spaces as part of his/her work. For police searches in confined spaces, the directives in OM 16.7. will apply to members.

1. 2. The employer is responsible for appointing qualified persons and maintaining a list of available qualified persons to conduct confined space hazard assessments.

1. 3. Where the nature of the work warrants, the supervisor, in consultation with qualified persons and the Workplace Health and Safety Committee/Representative (WPHSC/R), will develop supplementary safety and emergency procedures for each work site.

1. 4. Confined space entry is restricted to qualified and trained employees. Before an employee is allowed to enter a confined space:

1. 4. 1. A qualified person must assess the potential hazards, determine if it is safe to enter, and if required, complete a hazard assessment report and safe entry permit.

1. 4. 2. The safe entry permit must be explained to and signed and dated by the employee.

1. 4. 3. A qualified person must be present and in constant communication with the employee.

1. 4. 4. The supervisor must have a rescue plan in place.

2. Definitions

2. 1. **Confined space** means an enclosed or partially enclosed space that may not be liveable except for the purpose of performing work, has restricted entry and exit, and may become hazardous to life because of its design, construction, location, atmosphere, materials, substances or equipment in it, or other unsafe conditions.

2. 2. **Non-permit required confined space** means a confined space that does not contain, or has the potential to contain, any hazard capable of causing death or serious injury, e.g. HVAC units, attics, walk-in freezers or refrigerators, crawl spaces.

2. 3. **Permit-required confined space** means a potentially hazardous confined space that could trap, drown, asphyxiate or engulf a person, e.g. manholes, storage tanks, grain silos, process vessels, excavations, mines, culverts, sewers.

2. 4. **Protective equipment** (PPE) means safety materials, equipment, devices and clothing including authorized personal safety equipment and clothing used in entering confined spaces.

2. 5. For the purpose of this chapter, **qualified person** means, in accordance with the COHSR, Part XI, subsec. 11.2(1), a person specially trained and qualified in entering confined spaces, rescue and first aid, assessing, identifying and reporting on physical, biological and environmental conditions that are hazardous to life, preparation of safe entry permits, and developing and reviewing emergency procedures.

2. 6. **Trained person** means an employee who is specially trained in entering confined spaces.

2. 7. **Class of confined spaces** means two or more similar confined spaces that are likely to pose the same life threatening hazards.

2. 8. **Hot work** means any work where flame is used or a source of ignition may be produced.

2. 9. **Lower explosive limit** means the lower flammable limit of a gas, vapor, dust or any combination of these at ambient temperatures. For gases and vapors, the lower explosive limit is expressed as a percentage in air by volume. For dust, the lower explosive limit is expressed as weight of dust to volume of air.

3. Responsibilities

3. 1. Employee

3. 1. 1. Report all suspected confined spaces to your supervisor.

3. 1. 2. If you are a trained person in a non-permit required confined space, ensure that you have appropriately identified the hazards and taken all precautions necessary before entering the space.

3. 1. 3. If you are a trained person for a permit required confined space, before entering the confined space, sign the safe entry permit prepared by a qualified person. Ensure that you fully understand the implications identified on the permit (form 4557).

3. 1. 4. Follow the safety procedures and use the appropriate protective equipment required for confined space entry.

3. 1. 5. Immediately report any hazardous exposures and injuries to your supervisor. If necessary, obtain medical treatment.

3. 2. Supervisor

3. 2. 1. Before permitting a trained employee to enter a permit required confined space, ensure that a qualified person has assessed the hazards, submitted a report and prepared a safe entry permit and identified necessary additional safety procedures and protective equipment.

3. 2. 2. In consultation with the WPHSC/R, establish procedures that are to be followed by a person entering, exiting or occupying a confined space.

3. 2. 3. When an injury is reported, immediately investigate the occurrence and complete form 3414. If necessary ensure affected employees receive appropriate medical treatment.

3. 2. 4. Ensure that employees who may be required to enter confined spaces as part of their work receive appropriate training as trained persons or as qualified persons.

3. 3. Qualified Person

3. 3. 1. Perform a hazard assessment of the confined space or class of confined spaces and submit a written report of your findings.

3. 3. 2. As a safety precaution, if you suspect that a non-permit required confined space has been altered or modified, conduct a hazard assessment.

3. 3. 3. Review reports every three years, or more often if necessary, to ensure that the assessment of hazards is still accurate. Outline the results of your verification in a signed and dated report including test methods, test results and a list of the test equipment used.

3. 3. 4. If the concentrations of hazardous substances and oxygen in the confined space cannot be maintained within allowable limits, submit a report to the appropriate manager of

the extra precautionary procedures and protective and emergency equipment to be used to ensure the health and safety of employees entering the confined space.

3. 3. 5. Prepare a safe entry permit (form 4557) and explain its contents to every employee who is about to enter the confined space. The permit must be signed and dated by each affected employee.

4. Hazards Assessment

4. 1. For each permit required confined space, a qualified person must evaluate, test, record and prepare a hazard assessment report for the presence or concentration of:

4. 1. 1. oxygen by volume of air is less than 19.5 percent at 101 kPa of atmospheric pressure;

4. 1. 2. flammable gases, vapors, dust or an oxygen-enriched atmosphere that is greater than 22 percent;

4. 1. 3. contaminants in the atmosphere which may result from stored products, the work being conducted, or introduced in the confined space from an adjacent area; and

4. 1. 4. mechanical and physical hazards such as moving machinery and energy sources. Physical factors such as heat, cold, noise, vibration, can contribute to accidents.

4. 2. With respect to a specific duty, a different qualified person may be assigned to complete the hazard assessment.

5. Safe Entry Permit

5. 1. A safe entry permit must include a check list of entry requirements to be given to and signed by the affected employees before the employees enter the confined space.

5. 2. The supervisor, in consultation with the WPHSC/R, will establish procedures for anyone entering, exiting or occupying a confined space. The procedures will contain a publication effective date.

5. 3. The safe entry permit will specify how long it is valid. It will record the name of the employee entering the confined space, the time of entry and the anticipated time of exit.

5. 4. The supervisor will ensure that protective equipment is used by every employee who is granted access to the confined space and that emergency equipment is used by rescue workers.

6. Entry Verifications

6. 1. General

6. 1. 1. Before an employee is allowed to enter a confined space, the supervisor will appoint a qualified person to test and verify that compliance with the specifications outlined in this section can be achieved during the time an employee is in the confined space.

6. 2. Chemicals

6. 2. 1. The concentration of chemical agents in the confined space must not exceed:

6. 2. 1. 1. the value adopted by the American Conference of Governmental Industrial Hygienists, *Documentation of the Threshold Limit Values and Biological Exposure Indices*;

6. 2. 1. 2. a concentration of airborne chemical agents that is more than 50 percent of the lower explosive limit of the chemical agents; or

6. 2. 1. 3. where a source of ignition may ignite a chemical concentration that is more than 10 percent of the lower explosive limit of the chemical agents.

6. 2. 2. The concentration of airborne hazardous substances, other than chemical agents, in the confined space must not be hazardous to the employee entering the confined space.

6. 2. 3. The percentage of oxygen in the air in the confined space cannot be less than 19.5 percent by volume and not more than 23 percent by volume, at normal atmospheric pressure.

6. 3. Other Hazardous Substances

6. 3. 1. Any liquid in which an employee could drown must be removed from the confined space.

6. 3. 2. Any free-flowing solid in which an employee may become entrapped must be removed from the confined space.

6. 3. 3. The entry of any liquid, free-flowing solid or hazardous substance into the confined space must be prevented by securely disconnecting blank flanges.

6. 3. 4. All electrical and mechanical equipment that may present a hazard to an employee must be disconnected from its power source, real or residual and locked out.

6. 3. 5. The entry and exit openings for a confined space must allow the safe passage of an employee using protective equipment.

6. 4. Hazard Assessment Report

6. 4. 1. In a signed and dated report to the supervisor, the qualified person will outline the results of the verification carried out, test methods, test results and test equipment used.

6. 4. 2. If the report indicates that an employee who has entered the confined space has been in danger, the supervisor will send the report to the WPHSC/R and a copy to the Occupational Safety Officer.

7. Emergency Procedures and Equipment

7. 1. Where conditions in a confined space or the nature of the work to be performed in a confined space cannot be complied with, the supervisor, in consultation with the WPHSC/R, will establish emergency procedures to be followed in the event of an accident or other emergency.

7. 2. The procedures must specify their publication/effective date and provide for the immediate evacuation of the confined space when an alarm is activated, or a significant change in atmospheric concentrations is detected.

7. 3. The supervisor will provide protective equipment to each employee involved in a rescue and ensure they use it. The protective equipment must meet the requirements outlined in the reference standards in sec. 12.

7. 4. The supervisor will ensure that a qualified person is in attendance outside the confined space, and in communication with the person inside the confined space.

7. 5. The supervisor will provide the qualified person with an alarm device for summoning assistance, and ensure that two or more persons are in the immediate vicinity of the confined space to assist in an emergency evacuation.

7. 5. 1. One of the persons assisting in the emergency evacuation must be trained in emergency procedures, hold a valid first-aid certificate, and be equipped with protective and emergency equipment.

7. 6. The supervisor will ensure that every person entering, exiting or occupying the confined space wears a safety harness that is securely attached to a lifeline.

7. 6. 1. A qualified person will be responsible for attaching the lifeline to a secure anchor outside the confined space, and monitor it so that it does not create a hazard.

7. 6. 2. If practicable, the lifeline will be equipped with a mechanical lifting device.

7. 7. A confined space cannot be closed or sealed until a qualified person has verified that everyone is safely outside.

8. Hot Work

8. 1. Unless a qualified person has determined that the work can be performed safely, hot work must not be performed in a confined space that contains an explosive or flammable hazardous substance in a concentration in excess of 10 percent of its lower explosive limit, or oxygen in a concentration in excess of 23 percent.

8. 2. Where hot work is to be performed in a confined space that contains hazardous concentrations of flammable or explosive materials, a qualified person must patrol the area surrounding the confined space and maintain a fire-protection watch in that area until the fire hazard has passed.

8. 3. The confined space and its immediate area must be equipped with fire extinguishers.

8. 4. If an airborne hazardous substance may be produced by hot work in a confined space, appropriate ventilation or respiratory protective equipment must be installed or supplied to anyone entering the confined space.

9. Ventilation Equipment

9. 1. A supervisor will restrict access to a confined space if the ventilation equipment does not maintain oxygen and concentration of chemical agents within safe limits.

9. 2. The ventilation equipment will be equipped with an automatic alarm that will be audible or visible to every person in the confined space, or be monitored by an employee who is in constant attendance of the equipment and who is in constant communication with anyone in the confined space.

9. 3. If the ventilation equipment fails, it must be able to give sufficient lead time for escape before the oxygen level or chemical concentrations become lethal.

10. Training

10. 1. The supervisor is responsible for providing training in entry, emergency procedures, and use of protective and emergency equipment to any employee who may be required to enter a confined space.

10. 2. All persons entering a confined space should receive training in the following:

10. 2. 1. potential hazards identified by the qualified person that are associated with entering a confined space;

10. 2. 2. procedures to be followed to minimize the risk of potential hazards;

10. 2. 3. proper training and use of all equipment such as blowers, harnesses and air quality monitors;

10. 2. 4. entry procedures that have been identified in the safe entry permit or identified in situations that do not require a permit; and

10. 2. 5. procedures to follow if hazards are encountered but were not identified prior to entry.

11. Records

11. 1. The supervisor will keep a written record of all reports and occurrences related to confined space entry, including accidents, safety procedures, inspections, hazard assessments, and periodic reviews.

11. 2. Reports and procedures must be kept for 10 years.

12. Supporting Documents

12. 1. In conjunction with this chapter, consult the following CSA standards:

12. 1. 1. *Industrial Protective Head-wear*, CSA Standard Z94.1-92.

12. 1. 2. *Protective Footwear*, CSA Standard Z195-M92.

12. 1. 3. *Industrial Eye and Face Protectors*, CSA Standard Z94.3-99.

12. 1. 4. *Selection, Care and Use of Respirators*, CSA Standard Z94.4-02.

12. 1. 5. *Compressed Breathing and Air Systems*, CSA Standard Z180.1-00.

12. 1. 6. *Safety Belts and Lanyards*, CSA Standard Z259.1-95.

12. 1. 7. *Fall-Arresting Devices, Personal Lowering Devices and Lifelines*, CSA Standard Z259.2-M1979.

12. 1. 8. *Lineman's Body Belt and Lineman's Safety Strap*, CSA Standard Z259.3-M1978.

12. 1. 9. *Portable Ladders*, CSA Standard Z11-M81.

12. 1. 10. *Canadian Electrical Code*, CSA Standard 22.1-98.

12. 1. 11. *Portable Electrical Tools*, CSA Standard 71.1-M89.

References

- *Canada Labour Code*, Part II
- Treasury Board Directives, Chapter 2-7

Date Modified: 2010-09-10

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - ch. 8. Personal Protective Equipment

Directive Amended: 2018-05-17

For information regarding this policy, contact the Occupational Health and Safety Branch at [redacted]

1. Policy
2. Definitions
3. Roles and Responsibilities
4. Employee Training
5. Replacement and Maintenance
6. Defective Equipment
7. Determining Requirements
App. 8-1 Respiratory Protection and Facial Hair Guidelines

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1. Policy

1. 1. The RCMP will provide all employees and persons granted access to the work place, the appropriate personal protective equipment (PPE), including safety materials, equipment, devices, and clothing in order to protect them from injury or illness, in accordance with Part II, *Canada Labour Code* (CLC), and Part XII, *Canada Occupational Health and Safety Regulations*.

1. 2. In accordance with OSM ch. 16., Hazard Prevention Program, the RCMP will ensure that all known and foreseeable work hazards are identified and assessed, and that the appropriate preventative control measures are taken such that risk of injury due to the potential hazard is eliminated or reduced to a reasonable extent.

1. 2. 1. PPE is applicable to all work place environments, including operational environments to protect employees from hazards.

1. 3. When a hazard assessment identifies that PPE is required, the identified PPE must:

1. 3. 1. be designed to protect the employees from the hazard for which it is provided; and

1. 3. 2. not in itself create a hazard.

NOTE: If the required PPE adds to the total heat stress and/or fatigue, rest periods will be routinely provided and enforced by supervisors/managers. For guidance, consult the divisional Occupational Safety Officer (OSO).

1. 4. All employees who are issued PPE will receive training and instruction by a qualified person as to the proper use, maintenance, operation, and storage of all PPE. Training will indicate why PPE must be worn and will be given to those exposed to work-related hazards where PPE has been identified as a control measure.

1. 5. Where there is a national PPE requirement, the RCMP national policy centres are responsible for identifying suitable PPE, seeking recommendations from the National Policy Health and Safety Committee (NPHSC), and approving suitable PPE for employees, and working with the Procurement and Contracting Branch to ascertain the appropriate method of acquiring the identified PPE.

2. Definitions

2. 1. For the purposes of this chapter, the following definitions apply:

2. 1. 1. **Personal Protective Equipment (PPE)** means equipment worn by an employee to minimize exposure to specific occupational hazards.

NOTE: PPE does not reduce the hazard itself, nor does it guarantee permanent or total protection.

2. 1. 2. **Qualified Person** means a supervisor/manager or a subject matter expert, e.g. Policy Centre, OSO, for a piece of personal protective equipment, who can provide direct assistance in the appropriate selection, use, care, and limitations of equipment to be provided to an employee. This individual possesses the knowledge, experience, and training regarding the PPE.

3. Roles and Responsibilities

3. 1. Manager/Supervisor

3. 1. 1. Ensure that:

3. 1. 1. 1. a Hazard Recognition, Assessment, and Control (HRAC) evaluation has been conducted to confirm that the appropriate PPE is issued to employees;

3. 1. 1. 2. PPE is provided to employees who may be exposed to hazards requiring PPE;

3. 1. 1. 3. persons granted access to the work place where there are specific hazards have the required PPE. If they do not have the required PPE, it will be provided to them;

3. 1. 1. 4. the PPE is used as specified by the manufacturer or applicable standard;

3. 1. 1. 5. the PPE meets the required safety standards before purchasing. Seek assistance from the divisional OSOs, if required;

3. 1. 1. 6. the PPE is available (appropriate quantity and sizing), stored, maintained, inspected, and tested by a qualified person to be in a safe condition for use;

3. 1. 1. 7. instruction/training regarding use and limitations is provided to the employee; and

3. 1. 1. 8. an up-to-date record of all employees who are given PPE and training is maintained.

3. 1. 2. If the hazard is national in scope, inform the respective national policy centre to proceed with a submission to the NPHSC.

3. 1. 3. If deemed defective and unsafe for use, ensure that the defective PPE is labelled as unsafe and removed from service.

3. 1. 4. If you are not sure who the qualified person should be, seek identification assistance from the Work Place Health and Safety Committee (WPHSC) or the divisional OSO.

3. 2. Employee

3. 2. 1. To optimize effective protection against occupational hazards, visually inspect your issued PPE to ensure it is in good working order before and after each use.

3. 2. 2. Immediately report and return any defective PPE to your supervisor.

3. 2. 3. Use employer-issued or prescribed PPE according to the instructions or training provided.

3. 3. Qualified Person

3. 3. 1. Ensure that:

3. 3. 1. 1. prior to issuance, PPE is stored, maintained, and inspected and is in good working condition;

3. 3. 1. 2. PPE users have been instructed on how to use, maintain, and store their PPE; and

3. 3. 1. 3. unsafe PPE that is defective or requires maintenance, is removed from service and labelled as unsafe.

3. 4. Work Place Health and Safety Committee Members/Work Place Health and Safety Representative

3. 4. 1. Assist the manager/supervisor in:

3. 4. 1. 1. monitoring the provisions of PPE, clothing, devices, and materials that are required to mitigate identified hazards;

3. 4. 1. 2. identifying specific situations where the introduction of PPE is necessary; and

3. 4. 1. 3. appointing a qualified person, in the event that the supervisor/manager is not the qualified person.

3. 5. Divisional Occupational Safety Officer

3. 5. 1. Upon request, provide subject-matter expertise/guidance to managers/supervisors with regard to their PPE selection, use, and care.

3. 5. 2. Assist supervisors and the WPHSC in conducting hazard-identification assessments.

3. 6. National Policy Health and Safety Committee Members

3. 6. 1. Review all new and existing changes to PPE requests received from national policy centres, that impact national distribution as a result of task-hazard analysis findings and recommendation of preventative controls.

3. 7. Director of Safety/Director General, Occupational Health and Safety Branch

3. 7. 1. Issue safety bulletins regarding PPE that no longer meet prescribed standards and amendments made to these standards.

3. 7. 2. Have oversight of national PPE submissions to the NPHSC.

NOTE: Review procedures outlined in sec. 3.6., National Policy Health and Safety Committee Members.

3. 7. 3. Provide assistance to OSOs on National Master Standing Offers (NMSO) lists for the procurement of safety equipment.

3. 7. 4. Facilitate requests for occupational health and safety requirements for specialized clothing and kit pertaining to CMs and PSEs.

3. 7. 5. Participate on the:

3. 7. 5. 1. Uniform and Equipment Sub-Committee (UESC); and

3. 7. 5. 2. Officer Safety Equipment Oversight Committee.

4. Employee Training

4. 1. Before using the PPE provided by a qualified person, employees will receive the appropriate instructions or training for the equipment provided.

4. 2. All training will be documented by the direct supervisor of the employee and kept on the employee's personnel file and/or on HRMIS, when applicable.

5. Replacement and Maintenance

5. 1. The RCMP will pay for all PPE, including replacement or repair of such items, at cost to the unit.

5. 2. Employees will care for their assigned PPE according to the instructions or training provided by a qualified person. It is important to take care of the assigned PPE by ensuring the equipment is properly maintained and kept clean.

5. 3. PPE should not be taken home, unless otherwise instructed by the supervisor/manager.

NOTES:

1. For the disposal of soiled PPE, follow procedures/protocols provided by the supervisor/manager or qualified person.

2. For the disposal of Chemical, Biological, Radiological, Nuclear (CBRN)-contaminated PPE, see OM ch. 14., General.

6. Defective Equipment

6. 1. Report defective PPE to the supervisor/manager, tag it as defective, and have it disposed of immediately.

NOTE: Defective PPE can pose a greater risk for injury than having no PPE at all. Employees using defective PPE may have a false sense of protection from the hazard, putting them at a higher risk for injury from exposure to the hazard.

7. Determining Requirements

7. 1. Protective Headwear

7. 1. 1. Where there is a risk of head injury in the work place, employees will be provided with protective headwear that meets the standards as per the Canadian Standards Association (CSA) Standard Z94.1-M1977, Industrial Protective Headwear, and CSA Standard Z94.1,1-15, Industrial Protective Headwear, Performance, Selection, Care and Use, and amendments made to these standards.

7. 1. 2. An RM who is working:

7. 1. 2. 1. with motorcycles, must adhere to the PPE as per OM ch. 5.9., Motorcycle Operations;

7. 1. 2. 2. with all-terrain vehicles, utility-terrain vehicles, and snowmobiles, must wear an approved RCMP helmet. See OM ch. 16.6., All-Terrain Vehicles, Utility-Terrain Vehicles, and Snowmobiles;

7. 1. 2. 3. with an underwater recovery team, must comply with helmet requirements as per in OM ch. 52.4., Equipment, sec. 3.1.5.; and

7. 1. 2. 4. in the cultivation of marihuana, should refer to the protective headwear, e.g. helmet, as per OM App. 6-12-1, Protection Equipment for Marihuana Cultivation Response Team Members.

7. 2. Protective Footwear

7. 2. 1. Where there is a risk of a potential foot injury or an electric shock through footwear in the work place, employees will be issued protective footwear as per CSA Standard Z195-M1984, Protective Footwear, CSA Standard Z195-09, Protective Footwear, and CSA Standard Z195-14, Protective Footwear, and amendments made to these standards.

NOTE: According to the CSA Standards in sec. 7.2.1., safety protective footwear is required to have toe protection, metatarsal protection, puncture-resistant soles, dielectric protection, or any combination of these requirements.

7. 2. 2. Sandals and open-toed footwear are prohibited in an operational police environment.

7. 2. 3. Unit managers and supervisors will provide protective footwear to designated employees, free of charge, up to the maximum as per the Uniform and Dress Manual, unless unusual hazards in the work place justify more expensive protective footwear.

7. 2. 4. To determine appropriate foot protection, an HRAC evaluation should consider the following factors: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock, and any other recognizable hazard.

7. 2. 5. An RM who is working with motorcycles, must adhere to the PPE as per OM ch. 5.9.

7. 3. Eye and Face Protection

7. 3. 1. Where there is a risk of injury to the eyes, face, ears, or front of the neck of an employee in a work place, employees will be issued industrial eye and face protectors as per CSA Standard Z94.3-M1982, Industrial Eye and Face Protectors, Military Vo Ballistic Impact Test, CSA

Standard Z94.3-M88, Industrial Eye and Face Protectors, and CSA Standard Z94.3.1-09, Selection, Use, and Care of Protective Eyewear, and according to amendments made to these standards.

7. 3. 2. Emergency eye-wash devices must be compliant with the American National Standard Institute (ANSI) Standard Z358.1-1981.

7. 3. 3. Employees who are issued protective eye wear and who require prescription safety lenses, may be provided with protective wear insert frames that are processed by an optical dispensing service provider.

7. 3. 3. 1. The cost of prescription lenses will be submitted and processed, in accordance with RCMP benefit allowances, at no cost to the employee through unit expensing.

7. 3. 3. 2. When selecting appropriate eye and face protection for the conditions of the work environment, size, fit, function, and lens colour must be considered.

7. 3. 3. 3. Due to officer-safety factors, photo-chromatic (transition) lenses will not be worn on duty.

7. 3. 4. An RM who is working:

7. 3. 4. 1. with an underwater recovery team, must comply with face-protection equipment, e.g. AGA Mask, as per OM ch. 52.4., sec. 2.1.9.;

7. 3. 4. 2. in water transport, can refer to the eye-protection equipment, e.g. sunglasses, as per OM ch. 16.8., Water Transport;

7. 3. 4. 3. in motorcycle operations, can refer to eye-protection equipment, e.g. goggles, as per OM ch. 5.9.; and

7. 3. 4. 4. in marihuana cultivation, must refer to the eye-protection equipment, e.g. UV-blocking sunglasses, as per OM ch. 6.12., Marihuana Cultivation.

7. 4. Respiratory Protection

7. 4. 1. General

7. 4. 1. 1. All respiratory protective devices provided will be selected, fitted, cared for, used, and maintained, and its users will be trained as per CSA Standard Z94.4-2011, the Selection, Use and Care of Respirators, and according to amendments made to this standard.

7. 4. 1. 2. Air or oxygen provided in conjunction with respiratory equipment will be compliant with CSA Z180.1-M85, Compressed Breathing Air, and amendments made to this standard.

7. 4. 1. 3. Fit-tested, respiratory protective devices which are individually issued, must not be shared.

NOTES:

1. An HRAC evaluation must be conducted by a qualified person before the selection, training, fit-testing, and use of respiratory protection equipment. For assistance, contact the divisional OSO.

2. For CBRN respiratory protection, contact the divisional CBRN Coordinator.

3. For clandestine drug laboratory respiratory protection equipment, refer to OM ch. 6.13., Clandestine Drug Laboratories.

7. 4. 1. 4. An RM who is working:

7. 4. 1. 4. 1. in marihuana cultivation, must refer to the breathing apparatus as per OM ch. 6.12.;

7. 4. 1. 4. 2. with CBRN-designated regions or teams, must refer to the PPE requirements, e.g. gas masks, canisters, as per OM ch. 14.1., CBRN First Responder Protocol and Reporting;

7. 4. 1. 4. 3. with an underwater recovery team, must refer to respiratory protection equipment as per OM ch. 52.10. Specialty Concerns, sec. 7., Contaminated Waters;

7. 4. 1. 4. 4. in confined space searches, must refer to respiratory protection equipment as per OSM ch. 7., Confined Spaces, and OM ch. 16.7., Search in Confined Spaces; and

7. 4. 1. 4. 5. in an environment with biological hazards, must refer to common respirators as per OSM ch. 6., Biological Occupational Exposures.

7. 4. 2. Tight-Fitting Respirator and Grooming Requirements

7. 4. 2. 1. **Tight-fitting respirator** means a respirator that is designed to form a complete seal with the face or neck, e.g. half- and full-facepiece respirators, elastomeric and filtering facepiece respirators, and certain hoods equipped with a tight-fitting seal. Refer to CSA Standard Z94.4-2011, Selection, Use and Care of Respirators.

NOTE: This section must be read in conjunction with the UDM requirements. For instance, some forms of facial hair, while they might not interfere with a tight-fitting respirator, may be unacceptable according to the UDM. In such instances, the UDM takes precedence.

7. 4. 2. 2. An employee who is provided with a tight-fitting respirator while on duty or when presenting for a fit test, as a means of protection against airborne hazards, must be clean shaven or must maintain acceptable facial hair. Refer to OSM App. 8-1, Respiratory Protection and Facial Hair Guidelines.

NOTE: Clean shaven means having shaved the area where the respirator facepiece seals to the face or neck within the past 12 hours, and the hair neither infringes on the sealing surface of the respirator nor interferes with the valve or respirator function. For examples of acceptable and unacceptable facial hair, refer to OSM App. 8-1.

CAUTION: Facial hair may interfere with the sealing surfaces of a respirator or impact the valve function of tight-fitting facepiece respirators. This interference can render the equipment ineffective and threaten the health and safety of the user.

7. 4. 2. 3. According to CSA Standard Z94.4-2011, Selection, Use and Care of Respirators, an employee who is unwilling or otherwise unable to comply with the interference-free requirement, or who is unable to obtain an acceptable fit, will be prohibited from using a tight-fitting respirator.

7. 4. 2. 4. The designated fit tester will not perform a fit test if they observe that the employee is not free from interference where the respirator seals to the skin of the face or neck. The interference may include, but is not limited to facial hair and personal accessories, e.g. head coverings, garments, facial jewelry, and eyewear.

NOTE: Makeup, cream, and lotions may also interfere with respirator function.

7. 4. 2. 5. An employee must not use or be assigned to use a tight-fitting respirator until a satisfactory fit has been verified by a qualitative or quantitative fit test.

7. 4. 2. 6. Supervisors will ensure that employees comply with the requirements of sec. 7.4.2.

7. 4. 2. 7. Any employee who is required to have a tight-fitting respirator and is unwilling or unable to comply with the clean-shaven requirement will immediately:

7. 4. 2. 7. 1. inform their supervisor; and

7. 4. 2. 7. 2. if they are in possession of a tight-fitting respirator, return the respirator to the appropriate authority.

EXCEPTION: Employees with a grooming exemption for operational purposes as per sec. 7.4.2.9.

7. 4. 2. 8. The RCMP has a duty to accommodate employees up to the point of undue hardship. To request a grooming exemption, the employee must first complete Form FD6022, Request for Grooming Exemption, indicating the reason for their request.

7. 4. 2. 8. 1. For possible approved exemptions for medical, religious, gender identity, or other protected grounds under the *Canadian Human Rights Act*, the employee must complete Form 6470, Plan for Workplace Accommodation of Members, in addition to Form FD6022, as per the procedures in DMAPM ch. 4., Accommodation.

7. 4. 2. 9. An employee who requests a grooming exemption for operational purposes (e.g. undercover operations) will retain their issued respirator, but is not permitted to use the respirator until they are clean-shaven and have met all training and fit-test requirements.

7. 5. Hearing Protection

7. 5. 1. In any 24-hour period, no employee will be exposed to A-weighted sound exposure level that exceeds 87 dBA, according to Schedule, Part VII, *Canada Occupational Health and Safety Regulations*.

7. 5. 1. 1. The employer will provide every employee that is exposed to sound levels that likely exceed the limit specified in sec. 7.5.1. with hearing-protection devices which meet CSA Standard Z94.2-M1984, Hearing Protection Devices - Performance, Selection, Care and Use, and according to amendments made to this standard.

7. 5. 2. Supervisors must ensure that:

7. 5. 2. 1. all persons, other than employees, who are granted access to the work place, use adequate hearing-protection devices; and

NOTE: When using live ammunition, double-hearing protection is mandatory for firearms training or certification.

7. 5. 2. 2. warning signs are posted in the work place where there is a hazardous level of sound exceeding 87 dBA.

7. 5. 2. 2. 1. In such work places, supervisors must ensure that a qualified person conducts a noise assessment as per CSA Standard Z107.56-M86, Procedures for the Measurement of Occupational Noise Exposure, and according to amendments made to this standard.

NOTE: The Water Transport policy acknowledges the requirement for hearing protection when considering the environment. See OM ch. 16.8.

7. 6. Skin Protection

7. 6. 1. If there is a risk of skin injury or disease in a work place, supervisors will provide, to operationally affected employees:

7. 6. 1. 1. RCMP approved shields, screens, and body coverings; and

7. 6. 1. 2. barrier cream or sunscreen.

NOTES:

1. Soft Body Armour (SBA) and Hard Body Armour (HBA) are considered body coverings.

2. For PPE requirements, e.g. for Butyl Rubber gloves, for members working with CBRN-designated regions or teams, refer to OM ch. 14.1. Other categories of employees are to follow the protocols and procedures provided by the supervisor.

7. 6. 2. Hazards from, and exposure to, ultraviolet radiation (UVR) associated with sunlight must be reduced as much as possible. Where such exposure cannot be avoided, the employee's skin must be protected.

7. 6. 3. An RM who:

7. 6. 3. 1. requires SBA/HBA, must comply with firearms intervention equipment as per OM ch. 4.1., Intervention Equipment;

7. 6. 3. 2. is working with all-terrain vehicles, utility-terrain vehicles, and snowmobiles, must wear the protective clothing as per OM ch. 16.6.;

7. 6. 3. 3. is working in motorcycle operations, must comply with the PPE equipment as per OM ch. 5.9.;

7. 6. 3. 4. is conducting marihuana cultivation, should refer to skin protection equipment, e.g. gloves, as per OM ch. 6.12.;

7. 6. 3. 5. is partaking in an underwater recovery team, should refer to equipment as per OM ch. 52.4.;

7. 6. 3. 6. is working in water transport, should refer to thermal protection as per OM ch. 16.8.;

7. 6. 3. 7. is working with Incident Management Intervention Model-restraining devices, should refer to the use of gloves as per OM ch. 17.6., Restraining Devices; and

7. 6. 3. 8. is working in an environment with biological hazards, must refer to glove types for skin protection as per OSM ch. 6.

7. 7. Fall Protection

7. 7. 1. Managers will provide employees with fall-protection equipment and ensure that employees wear safety-restraining devices, wherever required or permitted, to work while standing on, or supported by:

7. 7. 1. 1. any unenclosed or unguarded work structure that is:

7. 7. 1. 1. 1. more than 2.4 m directly above the nearest permanent safe level;

7. 7. 1. 1. 2. above an operating machine, device, structure, or obstruction that could cause injury to the employee upon contact; or

7. 7. 1. 1. 3. above any open-top tank, pit, or vat.

7. 7. 1. 2. any scaffold or other similarly elevated work structure that is more than 6 m above a permanent safe level, and from which the employee may fall if the structure tips or fails; or

7. 7. 1. 3. any ladder at a height more than 2.4 m directly above the nearest permanent safe level if, because of the nature of the work, one hand cannot be used to hold onto the ladder.

7. 7. 2. Every fall-protection system and safety-restraining device will meet the CSA Standard Z259.1-95, Safety Belts and Lanyards for Construction and Mining Industries, CSA Standard Z259.2-M1976, Fall-Arresting Devices, Personnel Lowering Devices, and Life Lines, and CSA Standard Z259.2-M1979, Fall-Arresting Devices Personnel Lowering Devices and Life Lines, and amendments made to these standards.

NOTE: The CSA standards specified in sec. 7.7.2. will not be applicable to the RCMP Emergency Response Teams as the teams follow external international standards. As recommended by a representative of the Ministry of Labour, these standards have been endorsed by the NPHSC Members.

7. 7. 3. Before the use of a personal fall-protection system for any work with a potential fall hazard of 7.5 m (25 ft) or more, a written fall-protection plan is required.

7. 7. 3. 1. The written plan should identify:

7. 7. 3. 1. 1. potential fall hazards;

7. 7. 3. 1. 2. types of system to be used;

7. 7. 3. 1. 3. how to use the system; and

7. 7. 3. 1. 4. how to rescue a worker who has fallen and cannot initiate self-rescue.

7. 8. Protection against Drowning

7. 8. 1. Where there is a risk of drowning, or where an employee is travelling in a vessel, supervisors will ensure RCMP-approved inflatable Personal Floatation Devices (PFDs) are issued to each employee and are compliant with the Canadian General Standards Board 65-GP-11, Personal Floatation Devices, CAN2-65.7-M80 Life Jackets, Inherently Buoyant type, amendments made to these standards, and OM ch. 16.8., sec. 2., Personal Protective Equipment.

7. 8. 2. In situations where there is a risk of hypothermia due to icy water, supervisors will provide suitable insulated protective clothing to employees who may have such exposure.

7. 8. 3. Emergency PFD equipment will be held in readiness.

7. 8. 4. An RM who is:

7. 8. 4. 1. working with all-terrain vehicles, utility-terrain vehicles, and snowmobiles, must wear the specified PFD when required and as per OM ch. 16.6.;

7. 8. 4. 2. working in water transport, must comply with the PFDs as per OM App. 16-8-1, Approved Personal Floatation Devices, Thermal Protection, and Swift Water Personal Floatation Devices; and

7. 8. 4. 3. conducting prisoner escorts, must refer to the procedures as per OM ch. 19.4., Prisoner Escort.

NOTE: For specific safety precautions relating to border security, refer to OM ch. 10.2., Maritime Initiatives: Federal Coordination Centre – Canada/US.

7. 9. Protection against Moving Vehicles

7. 9. 1. When employees are exposed to contact with moving vehicles during work, they will:

7. 9. 1. 1. wear CSA rated, high-visibility vests or other approved similar clothing; or

7. 9. 1. 2. be protected by a barricade that is readily visible under all conditions of use.

7. 9. 2. When working around or near moving vehicles where there is no protective barrier, high-visibility safety clothing must be worn.

7. 9. 3. High-visibility safety clothing includes, but is not limited to, yellow reflective jackets, high-visibility vests, or other similar clothing.

NOTE: The CSA standards specified in sec. 7.9., Protection against Moving Vehicles, will not be applicable to the RCMP Emergency Response Teams as the teams follow external international standards. These standards have been endorsed by the NPHSC Members.

7. 9. 4. An RM who is working:

7. 9. 4. 1. in traffic duty, must adhere to procedures, e.g. for high-visibility vests/flares, as per OM ch. 5.1., Traffic;

7. 9. 4. 2. in motorcycle operations, must adhere to the PPE, e.g. high-visibility jacket, as per OM ch. 5.9.; and

7. 9. 4. 3. with all-terrain vehicles, utility-terrain vehicles, and snowmobiles, must wear the high-visibility clothing as per OM ch. 16.6.

References

- *RCMP Act*
- *RCMP Regulations*
- National Joint Council's Occupational Safety Directive, Part XIII, Personal and Protective Equipment and Clothing (PSE)

Date Modified: 2018-05-17

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - ch. 9. First Aid

Policy Amended: 2019-06-26

For information regarding this policy, contact Occupational Health and Safety Branch.

1. Policy
2. General
3. First-Aid Attendant
4. First-Aid Room
5. First-Aid Station
6. First-Aid Kit
7. Reporting Injuries and Illnesses
8. Automated External Defibrillator

App. 9-1 Elements to Consider when Writing an AED Business Case

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1. Policy

1. 1. The RCMP is committed to providing appropriate first-aid interventions to employees and others with access to RCMP workplaces, who experience sudden illness or injury.

1. 2. An employee will not be held personally liable for anything done or omitted to be done, in good faith, in providing first aid or in carrying out any other emergency measures while within the scope of their duties or in the course of their employment. Refer to sec. 126.(3), *Canada Labour Code*, Part II.

1. 3. In accordance with sec. 16.3., *Canada Occupational Health and Safety Regulations*, and sec. 18.3., National Joint Council Occupational Health and Safety Directive, the RCMP must ensure that first-aid attendants are available at RCMP workplaces.

1. 3. 1. If an employee's normal workplace is located outside of the RCMP's premises, including wilderness areas, in consultation with the Work Place Health and Safety Committee/Work Place Health and Safety Representative, the supervisor must establish procedures for the availability of first-aid services.

1. 4. Regular Members must be trained in standard first aid and cardiopulmonary resuscitation and re-certify every three years.

1. 5. RCMP employees are encouraged to take standard first-aid training and re-certify every three years.

1. 6. While Automated External Defibrillators are not mandated by any federal legislation or regulation, the RCMP recognizes the benefit of a limited Automated External Defibrillator program in specific RCMP workplaces/units.

2. General

2. 1. First-aid training teaches employees how to apply basic life-saving techniques to an injured person until medical treatment can be accessed.

2. 2. If an employee is directed by the Detachment Commander/Manager to attend first-aid training, the training time will be considered time worked, and costs will be covered by the unit.

2. 3. A standard first-aid certificate is issued to candidates who successfully complete the standard first-aid course, which must include training in cardiopulmonary resuscitation (CPR) and other requirements specified under Schedule V, *Canada Occupational Health and Safety Regulations* (COHSR).

2. 4. Basic, standard, and advanced first-aid-attendant training courses, including wilderness first-aid courses, must be taught by a qualified person who holds a valid certification from an approved organization, attesting that they are competent to deliver first-aid training.

3. First-Aid Attendant

3. 1. General

3. 1. 1. First-aid attendant means an employee (regular member, civil member, or public service employee) who holds, at minimum, a valid standard first-aid certificate, and provides first aid voluntarily in conjunction with their regular duties.

3. 1. 1. 1. A first-aid attendant must re-certify every three years in order to be considered qualified.

3. 1. 2. As per sec. 16.4(1) and (2), COHSR, a first-aid attendant will:

3. 1. 2. 1. be assigned to a first-aid station or first-aid room;

3. 1. 2. 2. be available to employees during working hours;

3. 1. 2. 3. render first aid to employees who are injured or ill at the workplace;

3. 1. 2. 4. if required, accompany an injured or ill employee to a health unit or a medical treatment facility and render first aid during transit;

3. 1. 2. 5. in providing care to an injured or ill employee, not be overruled by anyone not trained in first aid;

3. 1. 2. 6. be in charge of providing care for the injured or ill employee until the treatment is complete or the employee is under the care of an equally or more qualified caregiver;

3. 1. 2. 7. work close to the first-aid station or first-aid room to which they are assigned; and

3. 1. 2. 8. not be assigned duties that will interfere with the prompt and adequate rendering of first aid.

3. 2. Detachment Commander/Manager

3. 2. 1. Ensure an adequate number of qualified first-aid attendants are available to provide first aid to employees during working hours as follows:

3. 2. 1. 1. a first-aid attendant must be present at every workplace where six or more employees are working at any time;

3. 2. 1. 2. a first-aid attendant must be present at every remote workplace where two or more employees are working at any time;

3. 2. 1. 3. for field parties, at least two first-aid attendants must be included in each main party, and at least one first-aid attendant must be among the members of each branch party; and

3. 2. 1. 4. where an employee is working with live, high-voltage electrical equipment, a first-aid attendant must be readily available, or at least one employee who is trained in mouth-to-mouth resuscitation, CPR, or other direct resuscitation method.

3. 2. 2. At every workplace that requires a first-aid attendant, as per sec. 3.2.1., ensure that the first-aid attendant is qualified by having at least:

3. 2. 2. 1. if the workplace is an office workplace for which the ambulance response time is:

3. 2. 2. 1. 1. up to two hours, a basic first-aid certificate; or

3. 2. 2. 1. 2. more than two hours, a standard first-aid certificate;

3. 2. 2. 2. if the workplace is in a wilderness area or workplace responsibilities regularly require employees to work in a wilderness area, a standard first-aid certificate and wilderness first-aid training that is specially designed to meet the first-aid needs of persons who work, live, or travel in such an area, as per sec. 16.12(3) and (4), COHSR.

NOTE: Wilderness area means an under-developed non-urban area, or isolated post, with exposure to various environmental hazards and no immediate access to first aid.

3. 2. 2. 3. if the workplace is any other workplace, other than a workplace in a wilderness area, and the ambulance response time for the workplace is:

3. 2. 2. 3. 1. less than twenty minutes, a basic first-aid certificate; or

3. 2. 2. 3. 2. twenty minutes or more, but not more than two hours, a standard first-aid certificate.

3. 2. 3. Determine the selection, location, and training of first-aid attendants in consultation with the Work Place Health and Safety Committee (WPHSC) or Work Place Health and Safety Representative (WPHSR).

3. 2. 4. Ensure that first-aid attendants' certifications are current.

3. 2. 4. 1. Maintain a list of the names, certification levels and statuses, and the locations of first-aid attendants.

3. 2. 5. Ensure that all first-aid attendants are aware of the Treasury Board of Canada Secretariat, *Policy on Legal Assistance and Indemnification*.

4. First-Aid Room

4. 1. A first-aid room is required in any workplace that:

4. 1. 1. has 200 or more employees working at any time; and

4. 1. 2. does not have an easily accessible medical treatment facility or health unit where medical treatment is provided free of charge. Refer to sec. 16.9(3), COHSR.

4. 2. A first-aid room must:

4. 2. 1. have a minimum floor area of 10 m^2;

4. 2. 2. have a locked cabinet or cupboard space that is suitable for storing first-aid supplies; and

4. 2. 3. be equipped according to the requirements outlined in Part XVI, sec. 16.10(1), and (2), COHSR.

4. 3. First-aid room signs must be prominently displayed outside the room, where employees can easily recognize them.

4. 4. A first-aid room may be used for other purposes, as long as:

4. 4. 1. the minimum floor area required for first aid is maintained;

4. 4. 2. there is no potential for delay in the administration of first aid; and

4. 4. 3. the use will not impede the treatment of an injured employee or pose a hazard to employees.

4. 5. To ensure the contents of a first-aid room are maintained in a clean, dry, and serviceable condition, the WPHSC or WPHSR must inspect each first-aid room monthly. Refer to Part XVI, sec. 16.10(1), and (2), COHSR.

5. First-Aid Station

5. 1. First-aid station means any place, other than a first-aid room, where first-aid supplies and equipment are stored.

5. 2. At least one first-aid station must be established in every workplace.

5. 2. 1. A first-aid station should be located on each floor of a multi-story building; an employee should not have to walk to another floor to obtain first aid.

5. 2. 2. First-aid stations must be clearly identified and accessible at all times.

5. 3. To ensure the contents of a first-aid station are maintained in a clean, dry, and serviceable condition, the WPHSC or WPHSR must inspect each first-aid station monthly. Refer to OSM ch. 2., Health and Safety Committees.

6. First-Aid Kit

6. 1. First-aid kits will be provided as follows:

6. 1. 1. in a workplace with less than six employees, a type "A" first-aid kit;

6. 1. 2. in a workplace with six or more employees, where the first-aid attendant is required to have at least a basic first-aid certificate (refer to sec. 3.2.2.), a type "B" first-aid kit;

6. 1. 3. in a workplace with six or more employees, where the first-aid attendant is required to have at least a standard first-aid certificate (refer to sec. 3.2.2.), a type "C" first-aid kit;

6. 1. 4. in a remote workplace, a type "A" first-aid kit, in addition to the equipment outlined in Schedule III, COHSR; and

6. 1. 5. in a workplace with one employee, who is detached from the main party in a remote workplace, a type "D" first-aid kit.

NOTE: First-aid kit content requirements are outlined in Part XVI, Schedule II, sec. 16.7(2) and (4), COHSR.

6. 2. All RCMP-owned or -leased vehicles must be equipped with a type "B" first-aid kit. Smaller vehicles, e.g. snowmobiles, all-terrain vehicles, must be equipped with a pocket type "D" first-aid kit.

NOTE: The pocket type "D" first-aid kit must include a resuscitation face mask.

6. 3. All first-aid kits will include supplies for protection against infectious diseases. Refer to OSM ch. 6., Biological Occupational Exposures.

6. 4. Where the possibility of exposure to hazardous substances exists in the workplace, showers and eyewash facilities will be provided for immediate use by employees. If this is impractical, portable emergency equipment may be used.

6. 4. 1. The design and installation of emergency eyewash and shower facilities must comply with the American National Standards Institute (ANSI) Standard ANSI Z358.1-2014.

6. 5. Do not store prescription drugs or other medications in the first-aid kits.

6. 6. To ensure the first-aid kit contains the supplies and equipment outlined in Part XVI, Schedule II, sec. 16.7(2) and (4), COHSR, the WPHSC/WPHSR will inspect each first-aid kit monthly, and ensure that expired or defective contents are replaced.

7. Reporting Injuries and Illnesses

7. 1. Employee

7. 1. 1. If you are injured or become suddenly ill at work, seek first-aid treatment or further medical attention as required.

7. 1. 2. Immediately notify your supervisor verbally or in writing, of the injury or illness.

7. 2. Detachment Commander/Manager

7. 2. 1. Upon being notified that an employee has been injured, ensure that the injured employee receives first aid and medical attention as required, and arrange transportation to a medical facility, if required.

NOTE: On-duty members should be accompanied to the hospital until such time as they are admitted to the hospital or released in their own care.

7. 2. 1. 1 If first-aid treatment is required, ensure the first-aid log book is completed. Record information as per sec. 16.13(1)(a), COHSR.

7. 2. 1. 2. Keep first-aid records for two years after first-aid treatment was provided.

NOTE: To ensure treatment records are properly maintained, they will be inspected by a responsible departmental official and by the WPHSC or WPHSR every three months.

7. 2. 1. 3. Record and investigate the occurrence on Lab1070, Hazardous Occurrence Investigation Report, and ensure that the hazardous occurrence investigation, recording, and reporting process is followed. Refer to OSM ch. 3., Hazardous Occurence Investigation, Recording, and Reporting.

7. 2. 2. Ensure that the number of certified first-aid attendants in your workplace meets regulatory needs. Refer to sec. 3.2.1.

7. 2. 3. Maintain an up-to-date list of names, certification status, and location of first-aid attendants.

7. 2. 4. Post, or have readily available in a conspicuous place accessible to all employees, in the workplace:

7. 2. 4. 1. information regarding first aid to be rendered for any injury, occupational disease, or illness;

7. 2. 4. 2. information regarding the location of first-aid stations and first-aid rooms;

7. 2. 4. 3. a list of first-aid attendants, and information on how they may be located, at every first-aid station and first-aid room;

7. 2. 4. 4. a list of up-to-date telephone numbers for use in emergencies; and

7. 2. 4. 5. information regarding transportation procedures for injured employees.

NOTE: At remote workplaces or in a motor vehicle, the information outlined in sec. 7.2.4. will be retained with the first-aid kit.

7. 2. 5. Ensure that first-aid stations are inspected monthly, as per sec. 5.3.

8. Automated External Defibrillator

8. 1. General

8. 1. 1. The RCMP has adopted a limited Automated External Defibrillator (AED) program.

8. 1. 2. The implementation of AEDs has been approved in the following RCMP operational areas/programs:

8. 1. 2. 1. the Prime Minister's Protection Detail (PMPD),

8. 1. 2. 2. the Divisional Fitness and Lifestyle (DFLA) Program,

8. 1. 2. 3. the Emergency Medical Response Team (EMRT), and

8. 1. 2. 4. where Provincial Policing Standards require that an AED be available/carried in conjunction with a conducted energy weapon (CEW).

8. 1. 3. To maximize effectiveness, workplace-specific AED implementation should be integrated with other health initiatives such as CPR training and healthy lifestyle choices.

8. 1. 4. If an RCMP workplace that is not outlined in sec. 8.1.2. requires AED program implementation, the detachment commander or manager must obtain approval from the divisional CO by submitting a business case. Refer to OSM App. 9-1, Elements to Consider when Writing an AED Business Case, and follow the process as per sec. 8.2.2., Detachment Commander/Manager.

8. 1. 5. The AEDs should be used as a part of the chain of survival in the first few minutes following cardiac arrest.

8. 1. 6. The limited AED program must be assessed by the detachment commander, manager, or officer in charge (OIC) and WPHSC or WPHSR, after each AED use or annually, whichever occurs first.

8. 2. Roles and Responsibilities

8. 2. 1. AED Coordinator

8. 2. 1. 1. Ensure that your first-aid and AED training is up-to-date.

8. 2. 1. 2. Coordinate the AED program with the local Emergency Medical Services (EMS) system.

8. 2. 1. 3. Ensure that proper training, maintenance, and incident report records are kept.

8. 2. 1. 4. Ensure that AEDs are inspected frequently and are maintained in good operating condition, as outlined by the manufacturer specifications.

8. 2. 1. 5. Ensure that AEDs are repaired when required.

8. 2. 1. 6. Ensure that a fully-operating AED is available as a back-up when an AED is being repaired.

8. 2. 1. 7. Ensure sufficient AED supplies are available, as required.

8. 2. 1. 8. Provide ongoing reports, e.g. use of AEDs, supplies, training, to the detachment commander or manager and the WPHSC or WPHSR.

8. 2. 2. Detachment Commander/Manager

8. 2. 2. 1. If you determine that an AED program is needed in your workplace, write a business case according to the following criteria:

8. 2. 2. 1. 1. the WPHSC or WPHSR supports the implementation of the AED program;

NOTE: The support from the WPHSC or WPHSR must be captured in an official meeting record of decision.

8. 2. 2. 1. 2. local EMS support the implementation of the AED program;

8. 2. 2. 1. 2. 1. Consult with local EMS to determine if they can access the workplace in under five minutes.

8. 2. 2. 1. 3. the Heart and Stroke Foundation of Canada AED Guidelines will be followed;

8. 2. 2. 1. 4. sufficient numbers of trained first-aid attendants and AED responders will be available on every shift;

NOTE: For the guidelines concerning sufficient number of AED-trained employees, refer to sec. 3.2.1.

8. 2. 2. 1. 5. an AED Coordinator has been designated, and their name will be posted in the workplace and provided to all persons employed on site;

NOTE: It is recommended that the AED Coordinator be a member of the WPHSC or the WPHSR.

8. 2. 2. 1. 6. official languages requirements will be followed, and AEDs will be programmed in English or French;

NOTE: If the workplace is designated as bilingual, either a bilingual device or English and French units mounted side-by-side are required for each location identified.

8. 2. 2. 1. 7. local operating procedure for AED responders have been developed; and

8. 2. 2. 1. 8. workplace and AED information has been included and a risk assessment and workplace assessment have been completed. Refer to OSM App. 9-1.

8. 2. 2. 2. Submit the business case to the Divisional Health and Safety Committee, for their review and recommendation to the CO.

8. 2. 2. 3. Complete the following once the business case has been approved by the CO:

8. 2. 2. 3. 1. Work with the procurement office to acquire the AED locally.

8. 2. 2. 3. 2. Work with the AED Coordinator and WPHSC or WPHSR to implement the AED program in your workplace.

8. 2. 2. 3. 3. Comply with all the procedures identified in the approved business case.

8. 2. 2. 3. 4. Advise the divisional Occupational Safety Officer and local EMS, once the AED program has been implemented.

8. 2. 2. 3. 5. Ensure that all usage of AEDs on employees is appropriately recorded and reported to the WPHSC or WPHSR.

8. 2. 3. Work Place Health and Safety Committee or Work Place Health and Safety Representative

8. 2. 3. 1. Assist the Detachment Commander, Manager, or OIC with determining whether an AED program is required for the workplace.

8. 2. 3. 2. Provide recommendations to the Detachment Commander, Manager, or OIC regarding where AEDs should be installed.

8. 2. 3. 3. Monitor the effectiveness of the AED program within the workplace by inspecting AEDs and ensuring they are maintained.

8. 2. 3. 4. Keep a record of AED use.

8. 2. 4. Occupational Safety Officer

8. 2. 4. 1. Keep a record of the location of all AEDs within your Division.

8. 2. 4. 2. Provide, to the Director, Occupational Safety, Policy and Programs, the number and location of all AEDs installed within your Division.

8. 2. 5. Divisional Health and Safety Committee

8. 2. 5. 1. Review workplace AED business cases requests.

8. 2. 5. 2. Provide written recommendation to the CO regarding whether an AED program should be implemented within a workplace.

8. 2. 6. Commanding Officer

8. 2. 6. 1. Review recommendations you receive from the Divisional Health and Safety Committee and decide if an AED program should be implemented in a divisional workplace.

8. 2. 6. 2. Monitor the limited AED program in your Division.

8. 2. 7. Director General, Occupational Health and Safety Branch

8. 2. 7. 1. Monitor the effectiveness of this policy by ensuring the processes outlined are functional and are followed, and that the policy is reviewed as required.

References

Date Modified: 2019-06-26

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OSM - App. 9-1 Elements to Consider when Writing an AED Business Case

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Chapter Rewrite: 2015-12-11

Workplace Information

- Location of the workplace, e.g. Unit, Detachment, Division.
- Name/Title of the Requestor.
- Is the workplace shared with another RCMP Unit?
- Is the workplace shared with another federal/provincial unit?
- Is the request for AED supported by the local WPHSC/WPHSR?
- Has the divisional Occupational Safety Officer been consulted on implementation?

AED Information

- How many AEDs are required?
- What is the cost for each AED?
- What type of AED will be purchased?
- Is the device easy to use and does it require medical oversight?
- What is the level of warranty?
- What are the official costs to implement the AEDs within the workplace, including maintenance and inspection and other associated costs?
- Who will be the designated AED Coordinator?

Risk Assessment

- Is the AED mandated by provincial legislation?
- Can EMS be accessed within 5 minutes?
- Is a significant number of the employee population at higher risk due to age profiles, e.g. over 50 years of age?
- Are the employees within the workplace regularly exposed to extreme physical exertion, e.g. Depot?
- Is the workplace an RCMP-operated vessel?
- Is the workplace located in a remote area/wilderness?
- Does the workplace have a fitness facility or a cell block?

- Does an AED need to be accessible to the general public, e.g. within a cell block?

Workplace Assessment and Implementation

- Where will the AEDs be installed?
- Will the AED program be implemented with other health initiatives, e.g. healthy lifestyle choices?
- What is the design and size of the workplace, including the number of floors, main corridors, fitness facilities, and cafeterias?
    - What is the proximity of AEDs to stairs or elevators?
    - What is the distribution of employees within the workplace?
- What are the factors that could limit AED installation, e.g. surrounded by flammable material?
- Will there be any barriers to AED response, e.g. secured access requiring a pass?
    - Are there any additional hazards that may have an impact on safety response?
- What is the current Medical Emergency Response Procedure within the workplace, and how will AED implementation be integrated?
    - How many employees are certified in CPR/AED?
    - Location of emergency equipment, e.g. first-aid kit, first-aid rooms.

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OSM - ch. 15. Violence Prevention in the Work Place

New Chapter: 2014-07-16

For information regarding this policy, contact the Occupational Health and Safety Branch.

1. Policy
2. Definitions
3. General
4. Prohibited Conduct
5. Prevention
6. Reporting Work Place Violence Incidents
7. Investigation
8. Resolution
9. Roles and Responsibilities
10. Assistance to Employee

App. 15-1 Competent Person Standard

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1. Policy

1. 1. The RCMP will provide a healthy, safe, and violence-free work place in accordance with Part II of the *Canada Labour Code* and the Treasury Board Policy on Government Security.

1. 2. The RCMP will not tolerate violent and abusive behaviour in the work place, and with its employees, will promote a work place that is free from intimidation, violence, bullying, threats of violence, and other disruptive behaviours.

1. 3. To prevent work place violence, Part XX of the *Canada Occupational Health and Safety Regulations* mandates all federal employers to develop violence prevention in the work place policies that address factors that contribute to work place violence.

1. 4. This Policy applies to all categories of RCMP employees (RM, CM, PSE), reservists, cadets, contractors, TCEs, students, auxillaries, municipal employees, subcontractors, employees of other government departments performing work for RCMP, visitors to RCMP facilities, and clients in the extended work place.

1. 5. This Policy applies to all work places controlled by the RCMP, and work places not under RCMP control, but where RCMP employees are engaged in work activities on behalf of the employer.

1. 6. This Policy does not apply to RMs who encounter violent situations when performing operational duties. The risk of violence is mitigated through the RCMP's IMIM. Encountering violent situations is considered an inherent risk of their duties. Exposure to violence in these situations will be investigated under different departmental processes. See ch. 3.

1. 7. The Commissioner will be responsible for the overall administration of this Policy. Commanding Officers will be responsible for implementing this Policy.

2. Definitions

2. 1. **Bullying** includes deliberate or habitual intimidation, cruelty, or persecution towards others. Bullying is usually seen as acts or verbal comments that could mentally harm or isolate a person in the work place. Bullying can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade, or humiliate a particular person or group of people. It can also be the assertion of power through aggression. See the Canadian Centre for Occupational Health and Safety.

2. 2. **Competent Person**, for the purpose of this policy and as defined in Part XX of the *Canada Occupational Health and Safety Regulations*, means a person who:

2. 2. 1. is impartial and is seen by all parties to be impartial;

2. 2. 2. has knowledge, training, and experience in issues relating to work place violence; and

2. 2. 3. has knowledge of relevant legislation.

2. 3. **Emergency Services** means an organization that responds to and deals with emergencies, i.e. ambulance, fire fighters, and police.

2. 4. **Employee Representative** means a PS Union/Labour Representative and Staff Relations Representative (SRR).

2. 5. **Harassment** means any improper conduct by an individual, that is directed at and is offensive to another individual in the work place, and that the individual knew or ought reasonably to have known would cause offence or harm. It includes an objectionable act, comment, or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat. It also includes harassment within the meaning of the *Canadian Human Rights Act*, i.e. based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, and pardoned conviction. In the context of this policy, harassment can be considered as a risk factor, similar to bullying, teasing, or other aggressive behaviours, that can potentially contribute to acts of violence. See AM ch. XII.17, sec. 4.1.

2. 6. **Hazardous Occurrence** means an accident, occupational disease, or other occurrence arising in the course of, or in connection with, the employee's work, that has caused or is likely to cause injury to the employee or any other person.

2. 7. **National Policy Health and Safety Committee** means the legislative committee established by the employer for the purpose of addressing health and safety policy and program matters on a national level. For the duties of the committee, see Part II, subsec. 134.1.(4), *Canada Labour Code*.

2. 8. **Occupational Safety Officers** mean subject matter experts on critical or ongoing health and safety problems and issues, who are responsible for administering the health and safety program, managing inspections, investigations, performance measurements, and audits to ensure employee health and safety. See CM, App. 5-8, Part II.

2. 9. **Persons** are those individuals who work in the work place, as well as individuals with whom the employee may come into contact while working, such as the general public and contractors.

2. 10. **Work Place Health and Safety Committee** means a committee established by the employer for the purpose of addressing health and safety matters that apply to each work place controlled by the employer where twenty or more employees are normally employed. See Part II, subsec. 135.(1), *Canada Labour Code*.

2. 11. **Work Place Violence** includes any action, conduct, threat, or gesture of a person towards an employee in his/her work place that can reasonably be expected to cause physical and/or psychological harm, injury, or illness to that employee. It includes behaviour, and incidents, in which a worker is assaulted, abused, or threatened in circumstances pertaining to his/her job, which can lead to physical or mental injury, disease, or death.

NOTE:

While there are similarities between work place violence and harassment, the processes to deal with these issues are distinct. As per regulatory requirements, the definition of violence is intended to address work place safety and a person's fear of being harmed, injured, or made ill, while the definition of harassment addresses work place civility and respect.

3. General

3. 1. The cooperation of all RCMP employees is required to effectively address and prevent violence in the work place.

3. 2. This policy outlines measures that will be taken to address, prevent, and investigate situations where an employee is in fear of being harmed or has been harmed, injured, or made ill due to the action, conduct, threat, or gesture of another individual in the work place.

3. 3. Part XX of the *Canada Occupational Health and Safety Regulations* obliges employers to conduct investigations for work place violence incidents.

3. 4. This policy should be read in conjunction with AM XII.17., Prevention and Resolution of Harassment in the Workplace, RCMP Code of Conduct, AM XII.13., RCMP Organizational Code of Conduct, and Treasury Board's *Values and Ethics Code for the Public Sector*.

4. Prohibited Conduct

4. 1. An employee will not subject any person to violence or intentionally contribute to violence in the work place.

4. 2. Prohibited conduct in the work place includes, but is not limited to:

4. 2. 1. intentionally causing physical injury to another person;

4. 2. 2. intentionally causing damage to the property of the RCMP or that of another person;

4. 2. 3. threatening remarks directed at another person, both written or oral;

4. 2. 4. bullying or harmful teasing, both written or oral; and

4. 2. 5. exhibiting extreme anger, hostility, or threatening gestures.

4. 3. An employee who displays any behaviour that constitutes violence in the work place will be subject to corrective and/or disciplinary action, up to and including termination.

5. Prevention

5. 1. All persons employed at the RCMP, including all levels of management, have specific roles and responsibilities for the prevention of violence in the work place. See sec. 9.

5. 2. The potential for work place violence can be eliminated or reduced to the extent reasonably practicable. In order to maximize the effectiveness of prevention of violence in the work place, employees must be provided with information, instruction, and training regarding the identification of factors that contribute to work place violence.

5. 3. The RCMP considers work place violence as a hazard. The prevention of violence as a hazard follows the same hazard prevention process as all hazards, which comprises the identification of relevant factors, the assessment of the potential for work place violence based on the factors identified, and the development and implementation of controls to eliminate or minimize the hazards.

5. 4. The COs will ensure:

5. 4. 1. the identification of all factors that contribute to work place violence in their division, by taking into account, at a minimum, the requirements set out in sec. 20.4, *Canada Occupational Health and Safety Regulations*;

5. 4. 2. the assessment for the potential for work palce violence by using the factors identified in 5.4.1. by taking into account at a minimum the requirements set out in sec, 20.5, *Canada Occupational Health and Safety Regulations*;

5. 4. 3. the development of systemic controls to eliminate or minimize work place violence or the risk of work place violence to the extent reasonably practicable as described in sec. 20.6.(1)-(4), *Canada Occupational Health and Safety Regulations*; and

5. 4. 4. that all employees and managers complete the mandatory Work Place Violence: Recognize the Risk and Take Action online course.

6. Reporting Work Place Violence Incidents

6. 1. An employee must immediately report, verbally or in writing, any alleged observed and/or experienced incidents of work place violence to his/her supervisor, or up the chain of command.

EXCEPTION: If the employee is in a potentially harmful situation, he/she should first remove him/herself from the harmful situation.

6. 2. Reports of work place violence must fall under the definition of work place violence in order to be investigated under the provisions of this policy.

7. Investigation

7. 1. General

7. 1. 1. The aim of work place violence investigations is to prevent recurrences by identifying hazards, formulating preventative measures, and meeting regulatory investigative and reporting requirements.

7. 2. Manager/Supervisor

7. 2. 1. Once you are aware of a potential or alleged work place violence incident, assess the situation and try to resolve it informally and expeditiously, at the lowest level possible. See ch. 4.

7. 2. 2. If the complaint can be resolved informally, implement measures to eliminate or minimize similar incidents in the future.

NOTE: The RCMP has an internal complaint resolution process in place and supports informal dispute resolution practices. See ch. 4.

7. 2. 3. If the incident cannot be resolved informally, appoint a competent person to investigate the incident. See App. 15-1.

NOTES:

1. Do not disclose the identity of the individual involved without their consent.

2. Other formal complaint processes, such as harassment investigation, Code of Conduct complaint and investigation, or criminal investigation may be initiated.

3. A Code of Conduct investigation may be initiated under Part IV, *RCMP Act*, even if the incident is resolved through an informal process, or when it appears that a member has contravened the Code of Conduct, and/or when a PSE has contravened the *Values and Ethics Code for the Public Sector*.

7. 2. 4. Report, verbally or in writing, all the alleged and confirmed incidents to senior management.

7. 2. 5. If the incident is considered to be of a criminal nature, report it by phone to the police service of jurisdiction.

7. 2. 6. Record the incident on form 6433.

7. 2. 7. Record any injuries that occurred as a result of the incident on form 3414, and follow the process outlined in ch. 3.

7. 3. Competent Person

7. 3. 1. Investigate, in a thorough, impartial, unbiased, and sensitive manner.

7. 3. 2. Provide the employer with a written report containing the findings of the investigation, and recommendations on how to adapt or implement controls to prevent future occurrences.

7. 3. 2. 1. Consult with the Work Place Health and Safety Committee to assist him/her with the report, as deemed necessary.

NOTE: If an incident of work place violence was caused by a person other than an employee, and where it is reasonable to consider that engaging in the violent situation is considered a normal condition of employment, and the employer has effective procedures and controls in place to address operational exposure to hazards associated, then there is no requirement to investigate under the provisions of this policy and other departmental processes will be followed. See sec. 3.3.

8. Resolution

8. 1. Once the investigation by the competent person has been completed, the manager or supervisor will:

8. 1. 1. implement the recommendations provided by the competent person and the Work Place Health and Safety Committee;

8. 1. 2. record, in writing, the corrective measures taken or the reason for not taking corrective measures;

8. 1. 3. keep a record of the report and provide the Work Place Health and Safety Committee or the Work Place Health and Safety Representative, as the case may be, with the report; and

> NOTE: Ensure the disclosure of the information in the report is not prohibited by law, and that the information will not reveal the identity of the persons involved without their consent.

8. 1. 4. assist employees who have been exposed to work place violence and facilitate safe and/or early return to work. See sec. 10.

9. Roles and Responsibilities

9. 1. Branch Heads and Commanding Officers

9. 1. 1. Ensure that this Policy is implemented and employees comply.

9. 1. 2. Ensure that this Policy and local emergency procedures are posted at the work place, and are readily available to all employees;

9. 1. 3. Ensure that all managers have the appropriate tools, training, and support to effectively implement and monitor this Policy. See sec. 9.2.

9. 1. 4. Ensure that communication processes are in place to share information about the factors contributing to work place violence.

9. 2. Managers and Supervisors

9. 2. 1. Take the necessary steps to prevent violence in the work place, and to protect all employees and those performing work on behalf of the RCMP.

9. 2. 2. Promote a violence-free work place and lead by example.

9. 2. 3. Ensure that the activities of every person granted access to the work place do not subject employees or other persons to work place violence.

9. 2. 4. Ensure that all employees are treated in a fair and equitable manner, according to the *Values and Ethics Code for the Public Sector* and the *RCMP Organizational Code of Conduct*.

9. 2. 5. Identify and assess factors that may contribute to work place violence, and communicate them to employees.

9. 2. 6. Complete all mandatory awareness and/or training sessions.

9. 2. 7. Ensure that all employees you supervise or manage complete all mandatory training.

9. 2. 8. Provide guidance to employees about how to deal with threatening situations.

9. 2. 9. Ensure that the prevention of violence in the work place is incorporated into local occupational safety policies.

9. 2. 10. Ensure that this Policy is explained to all the employees you supervise or manage, and that they are aware of the emergency procedures related to work place violence.

9. 2. 11. Review the effectiveness of work place violence prevention control measures every three years, and keep written or electronic records of your findings.

9. 3. Employees

9. 3. 1. Treat individuals at the work place with respect, according to the *Values and Ethics Code for the Public Sector* and the *RCMP Organizational Code of Conduct*.

9. 3. 2. Complete all awareness and/or training sessions in a timely manner.

9. 3. 3. Report to your supervisor, verbally or in writing, any problem that may contribute to work place violence.

9. 3. 4. Cooperate with the manager, competent person, and/or police service conducting an investigation of work place violence.

9. 3. 5. Comply with the recommended actions and/or treatment that result from an incident and the subsequent investigation.

9. 3. 6. If you have any questions or concerns regarding an incidence of violence in the work place, contact your supervisor/manager.

9. 4. Employee Representative

9. 4. 1. Encourage dialogue.

9. 4. 2. Provide employees with information and advice on available resources.

9. 5. Work Place Health and Safety Committee

9. 5. 1. Participate in assessing the potential for work place violence using the contributing factors that were identified by the Committee during the assessment, and provide those observations and recommendations to the employer.

9. 5. 2. Participate in the review of the effectiveness of work place violence prevention control measures implemented by the employer.

9. 5. 3. Receive the investigation report, and review and provide additional recommendations to the employer if warranted.

9. 5. 4. Maintain a list of trained and qualified competent persons.

9. 6. National Policy Health and Safety Committee

9. 6. 1. Ensure that ongoing training and support is available to the management and employees for effective implementation of this Policy.

9. 6. 2. Monitor the effectiveness and application of this Policy, and ensure it is updated, as required.

9. 7. Director, Occupational Safety, Policy and Programs

9. 7. 1. Develop and monitor the effectiveness of this Policy pertaining to violence prevention in the work place.

9. 7. 1. 1. Conduct a review of this policy and training:

9. 7. 1. 1. 1. at least every three years;

9. 7. 1. 1. 2. when there is a change regarding the risk of work place violence; and

9. 7. 1. 1. 3. when new information becomes available that would have an impact on the effectiveness of the process and Policy regarding the prevention of violence in the work place.

9. 7. 2. Work with the Learning and Development Branch to continuously improve awareness, and learning materials and tools.

9. 7. 3. Collaborate with the Professional Integrity Office (PIO), the Professional Ethics Office, Management, and others regarding work place violence incidents and issues.

9. 7. 4. Provide national direction to RCMP management regarding health and safety matters.

9. 8. Occupational Safety Officer

9. 8. 1. Participate in the investigation of reported violence in the work place, if required.

9. 8. 2. Provide advice and guidance to managers, supervisors, employees, and Work Place Health and Safety Committees regarding the elements of maintaining a violence-free work place.

10. Assistance to Employee

10. 1. The following support services are available:

10. 1. 1. immediate care, e.g. first aid, and transportation to a medical facility or to home;

10. 1. 2. the Employee Assistance Program (EAP);

10. 1. 3. Informal Conflict Management Services (ICMS).

10. 1. 4. employer support, which may include removing either the victim or the offender from the environment, or adjusting the environment to prevent future work place violence; and

10. 2. Parties involved in work place violence should be encouraged to consult with the appropriate health professionals, including their personal physicians for assessment/treatment.

10. 3. Parties involved should be encouraged to contact their labour representative, e.g. respective PS Union, SRRs.

References

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

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New Chapter: 2014-07-16

1. Section 20.9 of the *Canada Occupational Health and Safety Regulations* (COHSR) requires that a competent person be appointed to conduct an investigation into an incident of work place violence, when an attempt at resolution was not successful between the employer and the employee involved in the incident.

2. The competent person, as defined by the COHSR, is someone who:

2. 1. is impartial, and is seen by all parties to be impartial;

2. 2. has knowledge of, training for, and experience with issues relating to work place violence; and

2. 3. has knowledge of relevant legislation.

3. The competent person will be appointed by the employer, and must be agreed upon by all parties.

NOTE: The list of competent persons will be determined through employer/employee consultations.

3. 1. He/she may be internal or external to the RCMP.

4. The competent person will:

4. 1. conduct an investigation in a thorough, impartial, unbiased, discreet, and sensitive manner; and

4. 2. provide recommendations on the implementation of controls and tools to prevent future work place violence occurrences.

5. To ensure an acceptable and consistent standard is adopted across the department when choosing a competent person, he/she must have:

5. 1. knowledge of and familiarity with Part II of the *Canada Labour Code*, and Part XX of the *Canada Occupational Health and Safety Regulations*;

5. 2. training in work place violence prevention, and the identification of factors that contribute to work place violence;

5. 3. training in investigative techniques, including:

5. 3. 1. accident theory and root cause analysis;

5. 3. 2. interviewing techniques;

5. 3. 3. writing reports and recommendations; and

5. 4. experience in conducting root cause analysis investigations.

NOTE: Training in alternate dispute resolution and/or mediation would be an asset.

6. Commanding Officers will consult with the Work Place Health and Safety Committees to determine who may fulfill the role of competent person, and must ensure that the list of competent persons is up-to-date.

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Date Modified: 2014-07-16

3. EDP SECURITY

A. ORIGINATOR

A. 1. Technical Security Branch, Technical Operations Directorate.

B. REFERENCES

B. 1. *Operational Manual*, II.6.

B. 2. Technical Security Standards for Information Technology (TSSIT).

B. 3. Security Policy of the Government of Canada.

B. 4. Treasury Board of Canada, *Information and Administrative Management Manual*, Security Chapter.

C. POLICY

C. 1. Technical Security Branch provides:

C. 1. a. information technology security reviews, advice and follow-up to government institutions and companies as identified in the Security Policy of the Government of Canada;

C. 1. b. information technology security consultation services to government institutions and companies under contract to the Government of Canada and to provincial and municipal governments when it is in the interests of the federal government;

C. 1. c. information technology security training to federal, provincial and municipal government employees when it is in the interest of the Government of Canada and to employees of private sector companies processing sensitive/classified government information when requested by Public Works and Government Services Canada; and

C. 1. d. information technology security reviews and consultations to companies in the Vital Points Program in conjunction with RCMP Security Systems Sections.

C. 2. Technical Security Branch:

C. 2. a. develops and maintains information technology security standards for the Government of Canada; and

C. 2. b. maintains electronic-data processing support for the operational and administrative requirements of the Technical Security Branch.

C. 3. Upon request from the local RCMP investigational unit, the Technical Security Branch may provide specialized assistance to RCMP units and other police agencies.

C. 4. Technical Security Branch provides an electronic data-processing security awareness

program through publication of security literature.

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D. **GENERAL**

E. **EDP SERVICES**

E. 1. **General**

E. 1. a. A security evaluation inspection team (SEIT), headed by a team leader, performs information technology security inspections/consultations.

1. The research consultant assigned to the institution or company serves as team leader.

2. Team members report to the team leader.

NOTE: A consultation requiring extensive time/resources requires the approval of the OIC EDP Security Branch.

E. 1. b. When inspecting a private sector facility, if the contract contains a security requirement checklist, the inspection will be conducted using the Government of Canada Information Technology Security Standards as the review guideline; otherwise the detailed security clauses in the contract will be used as the inspection guidelines.

1. When the contract is with a service bureau, a complete inspection may be undertaken to satisfy other contracts and to save time and resources.

E. 2. **OIC EDP Security Branch**

E. 2. a. Maintain a list of government institutions eligible for EDP security inspection/ consultation services.

E. 2. b Assign a research consultant as a contact for each eligible government institution and private sector company.

E. 2. c. Assign team members to conduct inspections/consultations.

E. 3. **EDP Security Branch**

E. 3. a. In conjunction with Communications Security Establishment (CSE), develop and maintain information technology security standards for the Government of Canada. This may entail:

1. initiating research and development projects in EDP security areas, and

2. participating in national and international standards committees.

E. 3. b. Conduct research and development for specialized EDP security needs.

This will entail:

1. initiating research and development projects in EDP security areas,

2. reviewing and reporting on EDP security products available on the open market, and

3. developing specialized EDP security products.

E. 4. **Manager, EDP Security Branch Data Centre**

E. 4. a. Act as the EDP Co-ordinator for Technical Security Services.

E. 4. b. Issue rules and regulations relative to the use and security of the EDP Security Branch Data Centre resources.

F. **INVESTIGATIVE ASSISTANCE REQUESTS**

F. 1. Consistent with Ops. Manual II.6. the EDP Security Branch considers all requests for computer-related crime investigative assistance from the RCMP and other police forces.

F. 1. a. Although initial contact can be made by telephone, formal requests for assistance must be made in writing through the local RCMP unit.

G. **REPORTS**

G. 1. **General**

G. 1. a. Inspection reports involving government institutions identified in C.1.a. are reviewed by the OIC Technical Security Services and the Director, Protective Policing Directorate.

1. The final inspection report is forwarded to the particular institution by authority of the D/Commr. LEPS.

G. 2. **SEIT Leader**

G. 2. a. Following an inspection of a government institution as identified at C.1.a., compile reports completed by the team members and forward to the OIC EDP Security Branch.

1. Review the action plan that is provided by the institution within six months of receipt of the SEIT report.

G. 2. b. Following a consultation service to a government institution as outlined at C.1.b., compile reports and forward to the institution.

G. 2. c. Following information technology security training provided to federal, provincial and municipal government employees as outlined at C.1.c., compile and forward reports to the OIC EDP Security Branch.

G. 2. d. Following information technology security training provided to employees of a private sector facility as outlined at C.1.c., compile reports and forward to SSC.

G. 2. e. Following an information technology security inspection/consultation of a company in the Vital Points program as outlined at C.1.d., compile reports and forward to the OIC Security Systems Branch through the OIC EDP Security Branch.

G. 2. f. Annually provide a report to the OIC EDP Security on the state of information technology security in the government department assigned to you.

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PSM - ch. 1.3. Revocation and Corrective Action

Directive Amended: 2013-08-29

For information regarding this policy, contact Public Service Staffing Policy and Programs.

1. Policy
2. Investigation
3. Revocation and Corrective Action
4. Re-appointment Following a Revocation
5. Monitoring

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1. Policy

1. 1. This chapter applies to all internally advertised and non-advertised appointments or proposed appointments to Public Service positions. It does not apply to external appointments or to any appointments which may have been subject to political influence or where fraud may have occurred.

1. 2. Pursuant to the *Public Service Employment Act* (PSEA), the Commissioner of the RCMP has the authority to revoke appointments, or take corrective actions, if he/she is satisfied that an error, omission, or improper conduct has affected the selection of a person for an internal appointment.

1. 3. The Commissioner may delegate the authority to investigate, make findings, and take corrective action.

1. 4. Only the Commissioner can revoke appointments.

1. 5. Pursuant to the PSEA, before deciding to take corrective action or revoke an appointment, the Commissioner must:

1. 5. 1. conduct an investigation;

1. 5. 2. be satisfied, after the investigation, that an error, omission, or improper conduct affected the selection of a person for appointment; and

1. 5. 3. give the affected persons an opportunity to be heard.

2. Investigation

2. 1. The Commissioner may decide to investigate, take corrective action, or revoke an appointment, based on information that comes from any source, including monitoring or internal audit, or from an employee or manager.

2. 2. The Commissioner will bring complaints about the selection process to the attention of the Chief Human Resources Officer or the OIC, PS Staffing Policy and Programs section to determine the need for investigation.

2. 3. The Commissioner may direct the Chief Human Resources Officer, the OIC, PS Staffing Policy and Programs section, or any senior officer, to investigate a complaint, or any matter that comes to his/her attention that warrants the investigation of an erroneous or improper internal appointment.

2. 4. The Commissioner may have an external investigation conducted, including, but not limited to, contracting out or requesting the Public Service Commission (PSC) conduct the investigation.

2. 5. In determining the need for an investigation, the Commissioner may consider:

2. 5. 1. the nature of the concern and the reliability of information,

2. 5. 2. the mandate of the RCMP to address the concern,

2. 5. 3. the implications if the concern is found to be true, and

2. 5. 4. whether the concern is limited to a specific situation, or whether it raises broader issues of Public Service values and the application of merit.

2. 6. If the Commissioner has participated in the appointment process, he/she will refer the matter to the PSC.

2. 7. If the Commissioner has reason to believe that the appointment under investigation may have been subject to political influence or that fraud may have occurred, he/she will suspend the investigation and refer the matter to the PSC.

3. Revocation and Corrective Action

3. 1. The revocation process and corrective action will respect:

3. 1. 1. the principle of natural justice and procedural fairness, in particular the right of the person whose appointment is subject to revocation or corrective action, to be heard, to be represented by a person of his/her choice, and to have a fair and impartial decision maker;

3. 1. 2. the right of employees to use the official language of their choice; and

3. 1. 3. the Treasury Board of Canada Secretariat, Policy on the Duty to Accommodate Persons with Disabilities in the Federal Public Service.

3. 2. Before taking corrective action or revoking an appointment, the Commissioner may seek input from the OIC, PS Staffing Policy and Programs section and, if appropriate, the employee representative.

3. 3. The Commissioner may delegate the authority to take corrective action to the OIC, PS Staffing Policy and Programs section or the person delegated to make appointments to Public Service positions.

3. 4. The Commissioner may take corrective action against a manager or a member of an assessment board, particularly in the case of alleged improper conduct. The principle of natural justice and procedural fairness will apply before corrective action is taken.

3. 5. In cases of revocation of appointment, the Commissioner will inform, in writing, the person whose appointment is revoked:

3. 5. 1. of the effective date of the revocation and the reason for the decision;

3. 5. 2. whether or not he/she will be appointed to another position for which he/she is deemed to meet the essential qualifications; and

3. 5. 3. of his/her right to file a complaint, and the time period within which to make a complaint, to the Public Service Staffing Tribunal, on the ground that the revocation was unreasonable.

4. Re-appointment Following a Revocation

4. 1. Where revocation resulted from an error, omission, or improper conduct not attributable to the person whose appointment is revoked, the Commissioner may consider appointing the affected person to another position for which he/she meets the essential qualifications.

4. 2. The person may be reappointed to the position he/she occupied in the RCMP before the revocation, if that position has not already been filled.

4. 3. The reappointment of the person following revocation is not subject to recourse.

5. Monitoring

5. 1. The PS Staffing Policy and Programs section will establish a monitoring and review mechanism for corrective action and revocation.

References

- *Public Service Employment Regulations*
- *Official Languages Act*
- Public Service Commission Appointment Policy

Date Modified: 2013-08-29

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PSM - ch. 2.10. Managerial and Confidential Exclusions

Directive Amended: 2013-05-08

For information regarding this policy, contact Human Resources Sector, Public Service Labour Relations Directorate.

1. General
2. Exclusion
3. Changes to an Existing Excluded Position

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1. General

1. 1. Only positions are excluded, not persons. See sec. 2.2. for criteria for exclusion.

1. 2. A position is only excluded once the Public Service Labour Relations Board has approved it.

1. 3. An employee occupying an excluded position will not pay union dues nor have the right to strike.

1. 4. A managerial or confidential position is defined under sec. 59, *Public Service Labour Relations Act*.

1. 5. When a bargaining agent files an objection to the proposal of a position for managerial or confidential exclusion, the Public Service Labour Relations Board will make the final determination.

2. Exclusion Process

2. 1. A position can be proposed for exclusion when there is:

2. 1. 1. a new position in the bargaining unit,

2. 1. 2. a change of duties which results in meeting one or more of the exclusion criteria,

2. 1. 3. a change of duties which results in meeting a different criterion for exclusion, or

2. 1. 4. a change in the occupational group for which there is a different bargaining agent.

2. 2. The criteria to consider when proposing a position for exclusion are:

2. 2. 1. the nature of the work being performed,

2. 2. 2. the reporting relationship,

2. 2. 3. budget and allocation of resources,

2. 2. 4. management and use of resources,

2. 2. 5. the extent and impact of decision-making authority,

2. 2. 6. the nature and degree of confidentiality, and

2. 2. 7. the probability and possible effect of conflict of interest on the incumbent's decisions.

2. 3. A proposal for a new exclusion of a position must include:

2. 3. 1. a current work description and a classification decision;

2. 3. 2. an approved organization chart;

2. 3. 3. when applicable, the supervisor's work description; and

2. 3. 4. an explanation of how the duties and responsibilities meet requirements of the Act with the applicable sections identified.

2. 4. When the Public Service Labour Relations Board approves an excluded position, the divisional Public Service Human Resources Advisor will inform the incumbent of the decision, and notify the Compensation Unit to cease deducting union dues.

3. Changes to an Existing Excluded Position

3. 1. Upon receipt of form 1844 from the divisional Public Service Human Resources Advisor, Public Service Labour Relations Directorate will effect changes to an excluded position, e.g. a vacated position, incumbent's name, position title, occupational group, duties, or acting appointment.

3. 2. When an employee is, or will be, acting in or seconded to an excluded position, the employee must be declared the incumbent of the position for exclusion purposes.

NOTE: Only one person can be considered the incumbent of an excluded position. It is the employee performing the duties of the managerial or confidential position who is excluded.

3. 3. When exclusion status ends, union dues will be deducted from the employee's pay beginning the first day of the following month.

References

- *Public Service Labour Relations Act*, sec. 59 to 63 and 71 to 78
- *Public Service Labour Relations Board Regulations*
- Treasury Board of Canada Secretariat, *Guidelines on Managerial or Confidential Exclusions*

Date Modified: 2013-05-08

PSM - ch. 2.12. Telework

Directive Amended: 2013-05-08

For information regarding this policy, contact Human Resources Sector, Public Service Labour Relations Directorate.

1. General
2. Definitions
3. Responsibilities

1. General

1. 1. The RCMP recognizes that flexibility in the workplace to accommodate work, personal and family needs can result in benefits such as:

1. 1. 1. reduced levels of employee stress and conflict;

1. 1. 2. higher levels of productivity and reduced absenteeism; and

1. 1. 3. higher levels of employee satisfaction and motivation.

1. 2. The RCMP will consider an employee's written request to work at the alternative location subject to operational requirements.

1. 2. 1. Participation in telework is voluntary. Requests for telework are reviewed and approved on a case-by-case basis at the discretion of the manager.

1. 3. The applicable terms and conditions of employment, collective agreements and the application of existing directives and legislation will also apply to telework.

1. 4. Employees are encouraged to consult their bargaining agent before undertaking a telework arrangement.

2. Definitions

2. 1. **Telework** means a flexible work arrangement whereby employees have approval to carry out some or all of their duties at an alternative workplace instead of at the designated workplace. The alternative workplace is usually the employee's home.

2. 2. **Designated workplace** means the employee's workplace or business address where the employee works.

2. 3. **Telework place** means the alternative location where the employee is permitted to carry out some or all of the work otherwise performed at or from the designated workplace.

2. 4. **Teleworker** means an employee involved in a telework arrangement.

3. Responsibilities

3. 1. General

3. 1. 1. The employee participating in the telework arrangement and the delegated manager will discuss and agree on the details.

3. 1. 1. 1. The details of the telework arrangement will be documented on form 4025 and forwarded to the divisional Public Service Human Resources Advisor.

3. 1. 2. A telework arrangement may be terminated or temporarily suspended.

3. 2. Manager

3. 2. 1. In preparing for a telework arrangement, ensure that:

3. 2. 1. 1. it is operationally feasible for the work to be performed at the telework place;

3. 2. 1. 2. the overall quality and quantity of work carried out in the designated workplace will be sustained;

3. 2. 1. 3. the telework arrangement is cost-effective, taking into account such considerations as direct savings, increased productivity, reduced absenteeism, reduced employee turnover and amortization of costs;

3. 2. 1. 4. official language requirements and service to clients are not compromised;

3. 2. 1. 5. where the RCMP provides the equipment, it will assume responsibility for normal maintenance and repair;

3. 2. 1. 6. consultation takes place with divisional Public Service Human Resources Advisors to ensure directives compliance;

3. 2. 1. 7. proper security measures are taken according to RCMP and Government Security Policy and that the Departmental Security Section is consulted before authorizing a telework agreement;

3. 2. 1. 8. when deemed necessary, the telework place is inspected by a health and safety representative.

3. 3. Employee

3. 3. 1. When you agree to a telework arrangement you are responsible for:

3. 3. 1. 1. the costs of maintaining the telework place, e.g. insurance, heat, hydro;

3. 3. 1. 2. ensuring compliance with the municipal zoning regulations and the residential lease, if applicable;

3. 3. 1. 3. considering health and safety when setting up the telework place and agreeing to have the telework place inspected by a health and safety representative when required by management;

3. 3. 1. 4. ensuring that proper security measures are taken to protect sensitive information and equipment according to RCMP and Government Security Policy;

3. 3. 1. 5. using RCMP supplies, equipment and electronic networks only for the purposes of carrying out work for the RCMP; and

3. 3. 1. 6. maintaining and repairing your own equipment if approval has been granted to use it, unless the agreement states otherwise.

3. 4. Divisional Public Service Human Resources Advisor

3. 4. 1. Provide copies of all telework agreements to National Headquarters, ATTN: Public Service Labour Relations Policy Centre.

References

- *Public Service Labour Relations Act*
- Relevant collective agreements and/or Directive on Terms and Conditions of Employment
- Treasury Board of Canada Secretariat, Policy on the Use of Electronic Networks
- *Canada Labour Code*, Part II
- *Government Employees Compensation Act*
- Treasury Board of Canada Secretariat, Telework Policy

Date Modified: 2013-05-08

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PSM - ch. 2.13. Termination of Employment Or Demotion for Reasons Other Than Discipline

Directive Amended: 2013-05-08

For information regarding this policy, contact Human Resources Sector, Public Service Labour Relations Directorate.

1. Policy
2. General
3. Principles of Fairness
4. Unsatisfactory Performance
5. Incapacity/Other Reasons
6. Required Documentation

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1. Policy

1. 1. When an employee does not meet the requirements of his/her position, an assessment must be made to determine the cause of the unsatisfactory performance, i.e. incapacity or incompetence.

1. 1. 1. **Incapacity** means a continuing non-culpable absence from duty due to the employee not being able to fulfill his/her employment obligations, i.e. medical reasons.

1. 1. 2. **Incompetence** means the employee is lacking the qualities needed to fulfill his/her employment obligations.

1. 2. Once the cause of the unsatisfactory performance has been determined, a recommendation for demotion or termination of employment for cause may be made.

2. General

2. 1. All alternatives to termination of employment must be explored by divisions before recommending an employee be terminated for cause.

2. 2. A demotion or termination for cause will be effective on the date specified by the Commissioner.

2. 3. An employee who is demoted or whose employment is terminated for cause may file a grievance to be heard at the final level of the grievance process. If the employee is dissatisfied with the final level reply to the grievance, it may be referred to the Public Service Labour Relations Board.

2. 4. For termination of employment or demotion of employees as a result of discipline or misconduct, see ch. 2.5.

3. Principles of Fairness

3. 1. It is the duty of the manager to adhere to the following principles of fairness when recommending or determining the demotion or termination for cause:

3. 1. 1. to act in good faith;

3. 1. 2. to inform the employee of what is required from him/her;

3. 1. 3. to inform the employee that he/she is not meeting the requirements of the position, inform him/her of the deficiency and the consequences of his/her continued failure to meet the requirements;

3. 1. 4. to provide the employee with assistance to make the adjustment; and

3. 1. 5. to explore alternative solutions to termination or demotion.

3. 2. To substantiate a decision to demote or terminate for cause, the manager must fully document each step that is taken and every consideration that is made.

4. Unsatisfactory Performance

4. 1. The manager will determine the required level of job performance and this will be communicated to the employee in writing.

4. 2. Appropriate levels of supervision and instruction will be provided to the employee.

4. 3. Every reasonable effort will be made to assist the employee in identifying and rectifying problems that are adversely affecting the performance of his/her duties.

4. 3. 1. This may include formal or on-the-job training, counselling through the Employee Assistance Program (EAP), medical assessments and any other measures deemed necessary.

4. 4. The employee will be allowed a reasonable time to meet the required level of job performance and will be cautioned regarding the consequences of his/her continued failure to meet the required level of job performance.

5. Incapacity/Other Reasons

5. 1. Medical incapacity can result in termination or demotion.

5. 2. Termination or demotion for other reasons can also include failure to meet the basic requirements or security requirements of the position, or abandonment of the employee's position.

5. 3. When recommending to demote or terminate an employee for incapacity, the manager should ensure that:

5. 3. 1. The employee has been unable to work due to illness or disability for an extended period, and has exhausted his/her sick leave credits, and may have also been granted leave without pay.

5. 3. 2. The employee will not be able to return to duty within the foreseeable future. This determination should be based on an assessment of the employee's health, either by physicians of Health Canada or other medical practitioners deemed qualified by management.

5. 3. 2. 1. If the employee has been determined to be "fit for work with limitations", efforts have been taken to accommodate the employee's condition to the point of undue hardship, taking into consideration issues of health, safety and cost.

5. 3. 3. The employee has been made aware of EAP services.

5. 3. 4. Other options such as resignation or retirement on medical grounds, have been presented to the employee for consideration.

5. 3. 5. See ch. 2.9., sec. 2.6.

6. Required Documentation

6. 1. When warranted, and after having consulted with the divisional Public Service Human Resources Advisor, senior management, i.e. CO, director general, Director, Forensic Labs, may make a recommendation for termination of employment or demotion for cause to the Commissioner, ATTN: Director, Public Service Labour Relations Directorate. The recommendation must include the following information:

6. 1. 1. established performance goals and objectives, and any performance reviews that have been conducted;

6. 1. 2. performance deficiencies or deficiencies found in the completed work;

6. 1. 3. activities undertaken to identify the employee's problem;

6. 1. 4. efforts made to help the employee improve his/her performance;

6. 1. 5. documentation establishing that the employee was informed in writing of the consequences of continued failure to meet the requirements of his/her position;

6. 1. 6. record of attendance patterns, where applicable;

6. 1. 7. efforts taken to contact the employee to advise him/her of his/her responsibility to return to work, if applicable;

6. 1. 8. efforts taken to accommodate the employee's disability or to find alternative employment;

6. 1. 9. medical evaluations, diagnostic or prognostic evaluations, if applicable; and

6. 1. 10. copies of all relevant performance evaluation reports.

References

- *Financial Administration Act*, sec. 12(1)(d), sec. (e), and sec. 12(3)
- Treasury Board of Canada Secretariat, *Guidelines for Termination of Employment and Demotion for Reasons Other Than Discipline (Medical Incapacity)*
- Treasury Board of Canada Secretariat, *Guidelines for Demotion/Termination of Employment for Unsatisfactory Performance*

Date Modified: 2013-05-08

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PSM - ch. 2.14. Duty to Accommodate (Public Service Employees)

New chapter: 2018-06-19

For information regarding this policy, contact Public Service Labour Relations at Irrelevant Irrelevant

1. Policy
2. Definitions
3. Responsibilities
4. Accommodation Procedures
5. Recourse
6. Privacy and Confidentiality
7. Review and Inquiries

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1. Policy

1. 1. The RCMP is committed to fostering an inclusive workplace where all PSEs are treated with respect and dignity.

1. 2. The RCMP will act in a manner consistent with its obligations under the *Canadian Human Rights Act*.

1. 3. The RCMP will provide a workplace that ensures equal opportunity free from discrimination based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

1. 4. The RCMP will provide reasonable accommodation, up to the point of undue hardship.

1. 4. 1. The purpose of accommodation is to ensure that individuals who are otherwise able to work are not unfairly excluded from doing so when working conditions can be adjusted without causing undue hardship to the employer.

1. 5. This chapter applies to all current PSEs of the RCMP who were appointed pursuant to the *Public Service Employment Act*.

1. 5. 1. This includes indeterminate, term, full-time, part-time, and seasonal employees.

1. 6. This chapter also applies to potential employees from outside the public service of Canada who are candidates in a public service staffing process.

1. 7. The scope of this chapter applies to employees in the workplace or at any location or event related to work, including while on travel status, or at employer-sponsored training activities/information sessions/conferences/events, including social events.

2. Definitions

2. 1. **Accommodation** means a temporary or permanent arrangement that addresses the needs of an employee to enable him/her to carry out his/her duties.

2. 2. **Bona fide occupational requirement** (BFOR) means a standard or a rule that is essential to carrying out the functions of a specific position. According to the Supreme Court of Canada, in order for a standard or rule to be considered a BFOR, an employer must demonstrate that it:

2. 2. 1. was adopted for a purpose or goal that is rationally connected to the functions of the position;

2. 2. 2. was adopted in good faith, in the belief that it is necessary to fulfil the purpose or goal; and

2. 2. 3. is reasonably necessary to accomplish the purpose or goal, in the sense that the employer cannot accommodate persons with the characteristics of a particular group without incurring undue hardship.

2. 3. **Discrimination** means to treat someone differently or unfairly because of a personal characteristic. The Supreme Court of Canada describes discrimination as a "distinction, whether intentional or not, based on grounds relating to personal characteristics of the individual or group, which has the effect of imposing burdens, obligations or disadvantages on such individual or group not imposed on others, or which withholds or limits access to opportunities, benefits, and advantages available to other members of society".

2. 4. **Duty to accommodate** means the RCMP's obligation to take steps to eliminate barriers to employees or prospective employees resulting from a rule, practice or a physical or psychological barrier that has an adverse effect on individuals or groups protected under the *Canadian Human Rights Act*.

2. 5. **Undue hardship** means the limit to which the RCMP is expected to accommodate in a given situation, taking into consideration, but not limited to: the availability of options for

accommodation, the realistic ability to meet the costs associated with accommodation, and the health and safety of employees and the public. Undue hardship would include situations where accommodation would require changing or removing a bona fide occupational requirement.

3. Responsibilities

3. 1. The RCMP is responsible for:

3. 1. 1. creating and maintaining an inclusive, barrier-free work environment that is accessible;

3. 1. 2. informing all employees of this chapter and the procedure for obtaining accommodation;

3. 1. 3. dealing with requests for accommodation in a timely, confidential, and sensitive manner;

3. 1. 4. consulting and collaborating with bargaining agents, where appropriate;

3. 1. 5. ensuring that all managers in the RCMP are aware of their obligations under this chapter; and

3. 1. 6. providing individual and reasonable accommodation to the point of undue hardship.

3. 2. Managers/Supervisors are responsible for:

3. 2. 1. fostering an inclusive work environment by treating all employees and potential employees with respect and dignity;

3. 2. 2. informing employees about the duty to accommodate and the procedures for obtaining accommodation;

3. 2. 3. engaging in a discussion with an employee when the manager identifies that there is a potential need for accommodation;

3. 2. 4. involving individuals requiring accommodation in the search for reasonable accommodation;

3. 2. 5. advising individuals who need accommodation about the requirements needed for accommodation to be provided;

3. 2. 6. identifying and eliminating barriers that prevent employees or potential employees from accessing, or being included in, the workplace;

3. 2. 6. 1. This also includes ensuring that qualifications required for a position do not discriminate against any employee or potential employee on a prohibited ground of discrimination, as outlined in sec. 1.3., unless such qualifications are bona fide occupational requirements;

3. 2. 7. dealing with requests for accommodation in a timely, confidential, and sensitive manner; and

3. 2. 8. consulting with Public Sector Labour Relations/Human Resources, if necessary.

3. 3. Employees are responsible for:

3. 3. 1. making their accommodation needs known, to the extent that they are able;

3. 3. 2. helping to identify reasonable accommodation options and cooperating in finding a workable solution;

3. 3. 3. providing documentation to support their request for accommodation, including clear and precise information about any restrictions and/or limitations, from an appropriate professional, if applicable;

3. 3. 4. accepting an offer of reasonable accommodation that meets their needs, even if it is not their preferred accommodation option;

3. 3. 5. notifying their supervisor/manager should an accommodation no longer be necessary or require an adjustment; and

3. 3. 6. actively participating in the accommodation process, including seeking advice from their union representative, if necessary.

3. 4. Public Sector Labour Relations Advisors are responsible for:

3. 4. 1. providing advice and guidance to supervisors/managers on their obligations under the *Canadian Human Rights Act* (CHRA) as they relate to accommodation; and

3. 4. 2. assisting supervisors/managers in working with the employee to determine suitable accommodation based upon supporting documentation, including medical assessments, if appropriate.

4. Accommodation Procedures

4. 1. Recognize the need for accommodation

4. 1. 1. The employee requests accommodation in writing, or the supervisor/manager may initiate a discussion if they become aware that an employee may have a need that has not been expressed.

4. 2. Gather information and assess needs

4. 2. 1. The supervisor/manager and employee (and union, if appropriate) discuss options.

4. 2. 1. 1. Simple cases can be agreed to between the employee and supervisor/manager. More complex cases may require further assessment and documentation, e.g. medical evaluation.

4. 3. Make an informed decision

4. 3. 1. While both parties are responsible for cooperating in searching for appropriate and reasonable accommodation, the employer bears the larger burden as he/she is more aware of the requirements of the organization and the options available.

4. 3. 2. Such options could include, but are not limited to: reassignment of job tasks, purchasing of various equipment, changes to scheduling or hours of work, temporary assignment or deployment.

4. 4. Implement decision

4. 4. 1. The supervisor/manager will put in place the appropriate accommodation for the employee, and advise him/her of the rationale for the decision, particularly if the request is denied.

4. 4. 1. 1. The supervisor/manager will ensure that the employee is aware of recourse options, e.g. grievance, complaint to the Canadian Human Rights Commission.

4. 5. Monitor and document

4. 5. 1. The supervisor/manager will:

4. 5. 1. 1. regularly follow up with the employee to ensure accommodation is still suitable and/or necessary, and

4. 5. 1. 2. ensure that the accommodation file is properly documented and treated in a confidential manner.

5. Recourse

5. 1. Should it be necessary to deny a request for accommodation or should the employee not agree with the chosen accommodation, the employee has the right to file a grievance in accordance with his/her collective agreement or pursuant to the *Federal Public Sector Labour Relations Act*.

5. 1. 1. A complaint may also be filed directly with the Canadian Human Rights Commission under the CHRA.

6. Privacy and Confidentiality

6. 1. All records associated with accommodation requests will be maintained in a secure location and will only be shared with persons who need the information.

6. 2. The RCMP and all individuals involved in the accommodation process will comply with the requirements of the *Access to Information Act* and *Privacy Act* to protect personal information.

6. 3. Prior to the disclosure of any individual's personal information, consent must be sought and obtained in writing.

7. Review and Inquiries

7. 1. Public Sector Labour Relations will:

7. 1. 1. review this chapter and related procedures on a regular basis, and

7. 1. 2. make adjustments as necessary to ensure that it continues to meet the needs of all PSEs.

7. 2. Enquiries about this chapter and/or its related procedures can be made to the Public Service Labour Relations GroupWise address.

References

- Treasury Board of Canada Secretariat, Policy on the Duty to Accommodate Persons with Disabilities in the Federal Public Service
- Treasury Board of Canada Secretariat, Disability Management in the Federal Public Service
- Treasury Board of Canada Secretariat, The Fundamentals – Duty to Accommodate: Roles and Responsibilities
- Treasury Board of Canada Secretariat, Duty to Accommodate: A General Process for Managers
- *British Columbia (Public Service Employee Relations Commission) v. BCGSEU, [1999] 3 S.C.R. 3 (also known as Meiorin)*
- *Andrews v. Law Society of British Columbia, [1989] 1 S.C.R. 143*

Date Modified: 2018-06-19

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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PSM - ch. 2.2. Complaints and Grievances

Directive Amended: 2013-05-06

For information regarding this policy, contact Human Resources Sector, Public Service Labour Relations Directorate.

1. Policy
2. General
3. Time Limits
4. Adjudication
5. Grievance Hearing
6. National Joint Council Redress Procedure

---

1. Policy

1. 1. A complaint or grievance will be resolved quickly and fairly.

1. 2. The Commissioner has delegated authority to deal with grievances to those managers specified in App. 2-4-2.

1. 2. 1. The name/title and address of the officer specified to respond to grievances on behalf of management must be posted in each work area or on an electronic bulletin board.

2. General

2. 1. When the contents of this chapter differ from the provisions of a collective agreement, the collective agreement takes precedence.

2. 2. An employee should attempt to resolve a complaint with his/her supervisor's or manager's assistance before filing a complaint/grievance, without affecting collective agreement provisions with respect to time limits.

2. 3. A grievance is a written complaint, presented on form TBS/SCT 340-53 (for a policy grievance), TBS/SCT 340-55 (for an individual grievance), or TBS/SCT 340-56 (for a group grievance), in accordance with the *Public Service Labour Relations Board Regulations* or the applicable provisions of a collective agreement.

2. 4. Under the *Public Service Labour Relations Act*, there is an individual grievance, a group grievance, and a policy grievance.

2. 4. 1. An individual grievance may relate to the interpretation or application of a collective agreement or arbitral award, or any matter affecting the terms and conditions of the employee's employment, such as disciplinary action, demotion, termination, suspension or financial penalty.

2. 4. 1. 1. An employee may not present an individual grievance in respect of which an administrative procedure for redress is provided under any Act of Parliament, other than the *Canadian Human Rights Act*.

2. 4. 2. A group grievance can only be presented by a bargaining agent on behalf of employees in a bargaining unit who feel aggrieved by the interpretation or application, common in respect of those employees, of a provision of a collective agreement or an arbitral award.

2. 4. 2. 1. According to the *Public Service Labour Relations Act*, a group grievance must relate to employees in a single portion of the federal public administration. For the purpose of this chapter, a single portion is any department/agency listed in Schedules I and IV, *Financial Administration Act*.

2. 4. 2. 2. To present a grievance, the bargaining agent must first obtain the consent of each of the employees concerned, as outlined in sec. 77(2), *Public Service Labour Relations Board Regulations*. If an employee later decides that he/she no longer wants to participate in the group grievance, the employee can opt out.

2. 4. 2. 3. The bargaining agent has the right to present a group grievance, unless another administrative process for redress exists under any Act of Parliament, other than the *Canadian Human Rights Act*.

2. 4. 3. A bargaining agent and the employer, i.e. Treasury Board of Canada Secretariat, have the right to present a policy grievance to the other with respect to the interpretation or application of the collective agreement or arbitral award which binds them, as it relates to either of them or to the bargaining unit generally.

2. 4. 3. 1. A policy grievance process consists of one level. It must be presented directly to the Treasury Board of Canada Secretariat, Employer Representation Group, as the employer's representative.

2. 4. 3. 2. The employer and a bargaining agent cannot present a policy grievance with respect to any administrative procedure for which redress is provided under any Act of Parliament, other than the *Canadian Human Rights Act*.

2. 5. A management representative must accept and acknowledge a grievance even if it is untimely or the issue cannot be grieved.

2. 6. When an employee has presented a grievance, the supervisor will:

2. 6. 1. notify the regional/divisional Labour Relations Advisor;

2. 6. 2. conduct an investigation, or research as necessary;

2. 6. 3. complete a Grievance Report, Form 1863; and

2. 6. 4. forward all documentation to the first level in the grievance process.

2. 7. An employee has the right to representation at each level of the grievance process.

2. 8. If a grievance relates to the interpretation or application of a collective agreement/arbitral award, an employee must be represented by his/her bargaining unit for the grievance to be valid.

2. 9. A decision will be rendered at each level in the grievance process and outlined on Form 1864. The employee will acknowledge the decision and if applicable, a copy will be forwarded to the employee's representative.

2. 10. If an employee is not satisfied with a grievance decision, he/she may proceed to the next level by completing form TBS/SCT 340-54.

2. 11. Where it appears that the nature of a grievance is such that a decision cannot be given below a particular level of authority, any or all the levels, except the final level, may be eliminated by agreement of the employer and the employee, and, where applicable, the bargaining agent.

2. 11. 1. If the employer does not reply within the set time frame in the collective agreement at any level except the final level, the employee may, within the applicable time limits, submit the grievance to the next higher level of the grievance procedure.

2. 12. Grievance documents will be maintained on a separate grievance file. The divisional Public Service Human Resources Advisor will forward copies of documents, at each level, to the Director, Public Service Labour Relations Directorate.

2. 13. Excluded and unrepresented employees may file a grievance in accordance with the provisions of the *Public Service Labour Relations Board Regulations*. These employees should first consult their divisional Public Service Human Resources Advisor.

3. Time Limits

3. 1. Collective agreements specify the relevant time limits and take precedence over the *Public Service Labour Relations Board Regulations*.

3. 2. A grievance or transmittal form delivered by mail is deemed to have been presented on the date of the postmark.

3. 3. Time limit extensions must be mutually agreed upon, in writing, between the griever and management.

4. Adjudication

4. 1. The *Public Service Labour Relations Act* provides that the following types of individual grievances may be referred to adjudication:

4. 1. 1. a grievance with respect to the interpretation or application in respect of the employee, of a provision of a collective agreement or an arbitral award; and

NOTE: Such a grievance may be presented to adjudication only with the approval of the bargaining agent.

4. 1. 2. a grievance with respect to disciplinary action resulting in termination, demotion, suspension or financial penalty; and

4. 1. 3. a grievance with respect to demotion or termination under sec. 12(1)(d), *Financial Administration Act* for unsatisfactory performance or under sec. 12(1)(e) of that Act for any other reason that does not relate to a breach of discipline or misconduct.

4. 2. Public Service Labour Relations Directorate represents the RCMP in the adjudication process by:

4. 2. 1. liaising with Treasury Board of Canada Secretariat;

4. 2. 2. liaising with Department of Justice legal counsel; and

4. 2. 3. conducting pre-hearing mediation, if applicable.

4. 3. At the request of the Public Service Labour Relations Directorate, the divisional Public Service Human Resources Advisor will assist them in contacting and scheduling witnesses for interviews or the hearing.

4. 4. When a group grievance has been referred to adjudication and a party to the grievance raises an issue involving the interpretation or application of the *Canadian Human Rights Act*, that party must notify the Canadian Human Rights Commission of that issue. The Canadian Human Rights Commission can make submissions at adjudication on that issue.

5. Grievance Hearing

5. 1. A grievance hearing is normally held at each level of the grievance process. This allows the employee/representative to make representation in addition to the written grievance and allows management to clarify any relevant issues. The merits of the grievance are not debated or argued.

5. 2. The divisional Public Service Human Resources Advisor is strongly recommended to attend the hearings to advise the management representative.

6. National Joint Council Redress Procedure

6. 1. The purpose of the National Joint Council (NJC) is to promote the efficiency of the public service and the well-being of those employed in the public service by providing for regular consultation between the government as the employer and bargaining agents on

behalf of the employees who come under the jurisdiction of the *Public Service Labour Relations Act*.

6. 1. 1. The NJC deals with terms and conditions of employment which are uniform policies throughout the public service. See relevant collective agreements for a list of applicable NJC directives.

6. 2. The NJC redress procedure does not apply to PSEs not represented by a bargaining agent, nor those occupying positions identified as managerial or confidential.

6. 3. Section 14 of the *National Joint Council By-Laws* specify time limits.

References

Date Modified: 2013-05-06

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

PSM - ch. 2.3. Conduct

Directive Amended: 2013-05-06

For information regarding this policy, contact Human Resources Sector, Public Service Labour Relations Directorate.

1. Policy
2. General
3. Criticism of the Government
4. Values and Ethics Code for the Public Service
5. Political Activities
6. Harassment in the Workplace

---

1. Policy

1. 1. Public service employees must conduct themselves in a manner consistent with the standards expected for their particular workplace and maintain the highest standard in all areas of conduct, compatible with employment in the RCMP.

1. 2. Employees breaching any provisions of this chapter may be subject to:

1. 2. 1. disciplinary action;

1. 2. 2. termination of employment under sec. 12, *Financial Administration Act*; or

1. 2. 3. charges under the *Criminal Code*.

2. General

2. 1. If the contents of this chapter differ from the provisions of a collective agreement, the collective agreement takes precedence.

2. 2. An employee must not use RCMP premises, equipment, or supplies for personal purposes unless authorized by management.

2. 3. An employee wearing a uniform or protective clothing must comply with the instructions issued for its use.

2. 4. An employee must maintain a standard of dress appropriate to his/her position and that meets safety requirements. The standard of dress should be based on the following criteria:

2. 4. 1. exposure to the public,

2. 4. 2. type of employment, and

2. 4. 3. physical requirements of the position.

2. 5. An employee must ensure his/her standard of dress and personal cleanliness enhances the image of the RCMP and promotes professionalism in the workplace.

2. 6. An employee should refrain from using scented products such as perfume, colognes, body spray, and aftershave due to the effect these scents may have on employees with environmental sensitivities.

3. Criticism of the Government

3. 1. An employee must not engage, through any public medium, in criticizing a minister, deputy head, or other superior, or governmental or departmental policy, program, or service.

4. Values and Ethics Code for the Public Service

4. 1. An employee must comply with all the provisions of the *Values and Ethics Code for the Public Service*.

5. Political Activities

5. 1. An employee may engage in political activities but must adhere to the following:

5. 1. 1. that the principles of a politically neutral public service remain intact, and

5. 1. 2. that a leave of absence without pay be granted by the Public Service Commission to seek nomination as a candidate in a federal, provincial, territorial, or municipal election. See ch. 2.9., sec. 2.2.

6. Harassment in the Workplace

6. 1. Everyone has a responsibility to keep harassment and discrimination out of the workplace, and the right to be treated with dignity and respect. Failure to comply may result in disciplinary measures.

References

- *Financial Administration Act*, sec. 7(1)
- *Privacy Act*
- *Public Service Employment Act, sec. 22*
- *Public Service Terms and Conditions of Employment Regulations*, sec. 50
- Ch. XII.17. Prevention and Resolution of Harassment in the Workplace
- Treasury Board of Canada Secretariat, Contracting Policy
- National Joint Council Agreements

Date Modified: 2013-05-06

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

PSM - ch. 2.4. Delegation of Authorities

Directive Amended: 2017-10-19

For information regarding this policy, contact Human Resources Sector, Public Service Labour Relations Directorate.

1. Management Signing Authorities

App. 2-4-1 PS Labour Relations Delegation of Authorities

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1. Management Signing Authorities

1. 1. The public service Labour Relations delegation of authorities outlined in App. 2-4-1 identify the levels of delegation and the personnel authorities under which managers and supervisors may render decisions according to legislation, collective agreements, and compensation plans.

1. 2. If a delegated authority holder is absent from duty, he/she must formally designate a replacement in writing.

References

Date Modified: 2017-10-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

PSM - App. 2-4-1 Public Service Labour Relations Delegation of Authorities

Back to chapter

Directive Amended: 2017-10-19

NOTE: The document below is available by e-mail. Clicking on the link will automatically generate a GroupWise message. **Do not modify the Subject line.** You will receive an auto reply message with the document attached.

Public Service Labour Relations Delegation of Authorities

Back to chapter

Date Modified: 2017-10-19

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

PSM - ch. 2.5. Discipline

Directive Amended: 2013-05-07

For information regarding this policy, contact Human Resources Sector, Public Service Labour Relations Directorate.

1. Policy
2. General
3. Authorities
4. Types of Disciplinary Action
5. Guidelines for Managers

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1. Policy

1. 1. Should all other reasonable attempts to correct an act of misconduct fail or be considered inappropriate, discipline will be applied as a corrective measure.

1. 1. 1. Discipline will be applied fairly, appropriately, and consistently.

2. General

2. 1. If the contents of this chapter differ from the provisions of a collective agreement, the collective agreement takes precedence.

2. 2. A manager should seek guidance from his/her divisional Public Service Human Resources Advisor as soon as a potential discipline situation develops.

3. Authorities

3. 1. The Commissioner retains the sole authority to terminate the employment of an employee.

EXCEPTION: The Commissioner must obtain the prior approval of the Treasury Board of Canada Secretariat before terminating the employment of a senior executive officer.

3. 2. The Commissioner may prescribe, impose, vary, or rescind any or all penalties applied for an act of misconduct or breach of discipline.

4. Types of Disciplinary Action

4. 1. **Oral reprimand** is a verbal disciplinary action whereby the supervisor informs the employee of his/her misconduct, how he/she can correct it, and what will happen if the misconduct persists.

4. 1. 1. Although there is no official written report of an oral reprimand, a manager should keep a personal documented account in case further disciplinary action is necessary.

4. 2. **Written reprimand** is a written statement explaining to the employee the nature of the act of misconduct, the corrective action expected from the employee, and actions likely to be taken if the employee continues in the act of misconduct.

4. 2. 1. A written reprimand is used where an oral reprimand has failed to correct a minor act of misconduct, or where a more severe disciplinary measure is considered necessary.

4. 3. **Suspension** is temporary removal of an employee from duty **without pay**.

4. 3. 1. A suspension is used for a serious act of misconduct for which lesser disciplinary action has already been applied or where a more severe disciplinary measure is considered necessary.

4. 3. 2. A suspension will be applied in accordance with the requirements of the applicable collective agreement.

4. 4. **Financial penalty** is a deduction from an employee's pay, and may be used in lieu of a suspension when it would be preferable for operational and economic reasons. Before imposing a financial penalty, the divisional Public Service Human Resources Advisor must be consulted.

4. 4. 1. The amount deducted must be equal to the employee's salary for the number of hours or days of suspension had a suspension been imposed.

4. 4. 2. When a financial penalty is imposed in lieu of a suspension, the employee and union representative must be notified.

4. 5. **Demotion** is an action taken by the RCMP to appoint an employee to a position at a lower maximum rate of pay and is an alternative to a disciplinary termination of employment.

4. 5. 1. Demotion should be used when the manager is of the opinion that, despite the misconduct, the employee is still suitable for continued employment.

4. 6. **Termination of employment** is termination of an employee from the public service for reasons of misconduct when the offence is so serious that it renders the employee unfit for continuing his/her employment, or the offence constitutes a culminating incident that clearly indicates that the employee cannot be rehabilitated.

4. 6. 1. Before recommending a termination of employment, the divisional Public Service Human Resources Advisor must be consulted.

5. Guidelines for Managers

5. 1. Investigation

5. 1. 1. Before taking disciplinary action, consult your divisional Public Service Human Resources Advisor, and give the employee an opportunity to explain the circumstances surrounding the alleged misconduct.

5. 1. 2. Conduct an investigation and complete form 1847 as soon as possible after the incident or its discovery. Do not delay in collecting and documenting evidence.

5. 1. 2. 1. Interview the employee and any other person who may be able to provide information.

5. 1. 3. Inform the employee at the beginning of the interview that he/she may have a union or other representative in attendance.

5. 1. 3. 1. If an employee representative attends, you should have a second management representative present.

5. 1. 4. If the preliminary information warrants suspension of the employee from duty pending investigation, obtain appropriate approval. See ch. 2.4.

5. 1. 5. If the alleged misconduct so warrants, suspend the employee from duty immediately and obtain approval without delay. Tell the employee that he/she is suspended from duty without pay pending investigation of his/her alleged misconduct and that it will be confirmed in writing.

NOTE: A suspension without pay pending investigation is an administrative measure and is not a disciplinary action. It is used to protect the RCMP, persons, or property when the presence of the employee at work cannot be tolerated or could undermine or impede the investigation. The RCMP must conduct the investigation in a timely manner.

5. 1. 6. In consultation with your divisional Public Service Human Resources Advisor, ensure the following information is included in the letter to an employee suspended from duty:

5. 1. 6. 1. the reasons for the suspension from duty,

5. 1. 6. 2. the fact that the employee is not to appear on the employer's premises unless otherwise informed, and

5. 1. 6. 3. the name and telephone number of the person the employee may contact should the need arise during the period of suspension from duty.

5. 2. Assessment of Facts

5. 2. 1. Before making a decision or recommendation to administer discipline, consider:

5. 2. 1. 1. the time lapsed between the infraction or its discovery and the action being considered,

5. 2. 1. 2. the employee's explanation of the action,

5. 2. 1. 3. the relationship between the act of misconduct and the employee's normal duties, and

5. 2. 1. 4. medical issues which could have impacted on the employee's conduct.

5. 2. 2. When making a decision on the type and amount of discipline, consider:

5. 2. 2. 1. the employee's service;

5. 2. 2. 2. the employee's past record;

5. 2. 2. 3. the seriousness of the conduct;

5. 2. 2. 4. the degree of willful involvement;

5. 2. 2. 5. the degree of provocation; and

5. 2. 2. 6. contributing factors, e.g. inadequate or faulty instructions.

5. 3. Notice of Decision

5. 3. 1. For disciplinary action other than an oral reprimand, send a letter, by registered mail or by hand, to the employee including the following information where applicable:

5. 3. 1. 1. the type of infraction and its effect on the RCMP,

5. 3. 1. 2. the type of discipline being imposed,

5. 3. 1. 3. reference to any previous infraction and the discipline imposed,

5. 3. 1. 4. the corrective action required on the part of the employee, and

5. 3. 1. 5. the probable consequences of a further act of misconduct.

5. 3. 2. If the employee is at work, ensure the letter is privately delivered to him/her.

5. 3. 3. If the employee being disciplined must attend a meeting to hear the disciplinary decision, the employee is entitled to have a union representative attend.

5. 3. 4. As soon as possible, notify the local bargaining agent representative that a suspension or termination of employment has occurred.

5. 4. Documentation

5. 4. 1. When written discipline is imposed, send a copy of the documentation to your divisional Public Service Human Resources Advisor, who will forward it, without delay, to the Public Service Labour Relations Directorate.

References

- *Financial Administration Act*, sec. 12(1)(c) and 12(3)
- *Public Service Terms and Conditions of Employment Regulations*, sec. 50
- Chapter 2.3., Conduct
- Treasury Board of Canada Secretariat, Guidelines for Discipline

Date Modified: 2013-05-07

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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PSM - ch. 2.6. Essential Services

Directive Amended: 2013-05-07

For information regarding this policy, contact Human Resources Sector, Public Service Labour Relations Directorate.

1. Policy
2. General
3. Identification of Positions

---

1. Policy

1. 1. This chapter should be read in conjunction with the Treasury Board of Canada Secretariat, Guidelines for Essential Services Agreements.

1. 2. In consultation with the divisional Public Service Human Resources Advisors, Public Service Labour Relations Directorate will determine with the bargaining agents which positions are necessary to provide essential services in the event of a strike based on:

1. 2. 1. what kind of positions, i.e. types of duties; and

1. 2. 2. how many of these positions are required to perform the service.

1. 3. Public Service Labour Relations Directorate and the bargaining agents will try to conclude an essential services agreement in a co-operative and consensual manner.

2. General

2. 1. An essential service means a service, facility or activity that is, or will be, at any time, necessary for the safety or security of the public or a segment of the public.

2. 2. A service should be identified as essential when reasonable grounds exist for the probability, or even the possibility, that human life or the public safety would suffer if a work stoppage interrupted the duties of the employees performing the service.

2. 3. An essential services agreement is an agreement between the employer and the bargaining agent that identifies the types and number of positions, including the specific positions, that will provide the essential service.

2. 4. The following factors are **not** taken into consideration when determining how many employees are required to provide the essential service:

2. 4. 1. the availability of other persons, e.g. unrepresented employees and managers to provide the essential service; and

2. 4. 2. the requirement to change normal operations, including the hours of work, the use of overtime and equipment usage.

2. 5. If the Public Service Labour Relations Directorate and the bargaining agent are unable to agree on the terms of an essential services agreement, either party can apply to the Public Service Labour Relations Board for a final decision.

3. Identification of Positions

3. 1. General

3. 1. 1. Public Service Labour Relations Directorate will:

3. 1. 1. 1. liaise with and report to Treasury Board of Canada Secretariat;

3. 1. 1. 2. negotiate with the bargaining agent the number of employees required to provide the essential service;

3. 1. 1. 3. if negotiations are to be undertaken by Treasury Board of Canada Secretariat, provide documentation as required;

3. 1. 1. 4. provide divisional Public Service Human Resources Advisors with a list of agreed-upon positions which have been identified as essential; and

3. 1. 1. 5. maintain a database of RCMP positions identified as essential.

3. 2. Divisional Public Service Human Resources Advisor

3. 2. 1. Provide guidance to a manager who wants to identify essential positions by assisting with:

3. 2. 1. 1. the preparation of the documentation and rationale, and

3. 2. 1. 2. the review of the positions and how many of these positions are required to provide the essential service.

3. 2. 2. Send the proposals and supporting documentation to National Headquarters, ATTN: Public Service Labour Relations Directorate.

3. 2. 3. Assist the Public Service Labour Relations Directorate in the negotiation of essential services agreements.

3. 2. 4. Ensure that notification is given to each employee who occupies an essential position. This notification informs the employee of the related implications.

3. 3. Manager

3. 3. 1. In consultation with your divisional Public Service Human Resources Advisor, determine the level, including the extent and frequency of service, at which an essential service must be provided.

3. 3. 1. 1. Review your positions and identify how many of these positions are required to provide the essential service.

3. 3. 2. Send the rationale, along with supporting documentation, to your divisional Public Service Human Resources Advisor.

References

- *Public Service Labour Relations Act*, sec. 119 to 134

Date Modified: 2013-05-07

PSM - ch. 2.7. Hours of Work

Directives Amended: 2013-05-08

For information regarding this policy, contact Human Resources Sector, Public Service Labour Relations Directorate.

1. General
2. Hours of Work - Conditions and Options
3. Time Off With or Without Pay

---

1. General

1. 1. Collective agreements, statutory authorities, regulations or Treasury Board of Canada Secretariat policies take precedence over this chapter.

1. 2. For the purpose of this chapter, the relevant collective agreement refers to the collective agreement for the occupational group in which the employee is appointed.

1. 3. An employee will work the number of hours required by the terms and conditions of employment as specified in the relevant collective agreement or other applicable authority.

1. 4. An employee who is absent from work without prior authorization must report the absence/lateness and the reason for it to his/her supervisor without delay.

1. 5. An employee is entitled to designated holidays in accordance with the relevant collective agreement or the *Directive on Terms and Conditions of Employment*.

1. 6. In the absence of specific provisions in a collective agreement, the *Directive on Terms and Conditions of Employment* apply.

1. 7. For the purpose of this chapter, a part-time employee means a person employed to work less than the standard daily or weekly hours of work but more than one third of the standard daily or weekly hours of work established for a full-time employee of the same occupational group and level.

1. 8. Provisions regarding hours of work for the following unrepresented groups are found in the Program and Administrative Services collective agreement:

1. 8. 1. Personnel Administration, and

1. 8. 2. Organization and Methods.

1. 9. The *Directive on Executive Compensation* applies to the Executive Group.

2. Hours of Work - Conditions and Options

2. 1. General

2. 1. 1. The hours worked by an employee in any week must not exceed 48 unless:

2. 1. 1. 1. irregular distribution or periodic fluctuations of an employee's hours of work are necessary;

2. 1. 1. 2. adherence to the 48-hour maximum would be seriously detrimental to the operation of the RCMP; or

2. 1. 1. 3. overtime is authorized, recorded and paid in accordance with the relevant collective agreement or terms and conditions of employment.

2. 2. Variable Workweek

2. 2. 1. Most collective agreements allow employees to complete their normal weekly hours of employment, i.e. 37.5 or 40 in other than five full days.

2. 2. 2. Most collective agreements provide an averaging formula in excess of one week.

2. 2. 2. 1. A change in hours must not result in additional overtime, staffing requirements, additional payment, or reduced efficiency.

2. 2. 2. 2. The employer retains the right to schedule any hours of work permitted by the relevant collective agreement.

2. 2. 2. 3. A variation in hours of work may be implemented if:

2. 2. 2. 3. 1. it is requested by the employee,

2. 2. 2. 3. 2. it is permitted by the relevant collective agreement,

2. 2. 2. 3. 3. it is agreed to by the manager/supervisor, and

2. 2. 2. 3. 4. there is mutual agreement on reporting attendance.

2. 2. 3. When attending training courses or seminars, the employee will revert to the normal daily and weekly hours during the work cycle in which the course or seminar is held.

2. 3. Flexible Hours of Work

2. 3. 1. Flexible hours enable management to authorize employees to vary their starting time, quitting time and lunch period.

2. 4. Lateness/Absences

2. 4. 1. Employees who are late or absent from work without prior authorization may have their pay deducted for such absences and/or be subject to disciplinary measures.

3. Time Off With or Without Pay

3. 1. Medical/Dental Appointment

3. 1. 1. Subject to operational requirements, an employee may be granted time off up to one-half day with pay for a medical or dental appointment. Employees will make every effort to schedule such appointments as close as possible to starting or quitting time.

3. 1. 2. If a series of continuing appointments are necessary for treatment of a particular condition, absences should be charged to sick leave.

3. 2. Recreational, Personal or Other Events

3. 2. 1. Subject to operational requirements, employees may be granted permission to attend departmental recreational activities, personal or other special leave events. This leave should normally be charged against vacation leave credits or taken as leave without pay.

3. 3. Voting

3. 3. 1. All employees are allowed time off with pay to vote, including proxy voting, during the hours the polls are open, as follows:

3. 3. 1. 1. **for federal elections and referendums**, the time off needed to allow three consecutive hours before closing of the polls;

3. 3. 1. 2. **for provincial/territorial elections and referendums**, the time off needed to allow the number of consecutive hours specified in the statute governing elections in the province/territory in which the employee resides; and

3. 3. 1. 3. **for municipal elections and referendums**, the time off needed to allow the number of consecutive hours specified in the statutory provisions governing municipal elections or referendums in the province/territory in which the municipality is located. If there is no such statutory provision, the time off needed to allow the number of consecutive hours allowed for voting will be in accordance with the criteria set out for that province/territory.

References

Date Modified: 2013-05-08

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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PSM - ch. 2.8. Labour-Management Consultation

Moved from AM II.27.: 2008-06-06

For information regarding this policy, contact Labour Relations and Human Rights Directorate.

1. Consultation Committees
2. Consultation Process
3. Meetings

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1. Consultation Committees

1. 1. The members of the National Labour-Management Consultation Committee are:

1. 1. 1. on behalf of management, the Commissioner as chairperson, the Assistant Commissioner, Human Resource Programs and Services Branch, and the Director, Labour Relations and Human Rights Directorate; and

1. 1. 2. on behalf of the employees, senior officials from the bargaining agents.

1. 2. The members of a regional committee are:

1. 2. 1. on behalf of management, regional Human Resources Officer as chairperson and the regional Labour Relations Advisor; and

1. 2. 2. on behalf of the employees, officials of the bargaining agents.

1. 3. The members of a divisional committee are:

1. 3. 1. on behalf of management, the Regional Human Resources Officer/delegate as chairperson and the divisional Labour Relations Advisor; and

1. 3. 2. on behalf of the employees, the representatives of the bargaining agents.

1. 4. Management will provide a secretary to all committees.

2. Consultation Process

2. 1. If an item is unresolved at any level, it may be referred to the next level, provided the subject was discussed with the responsible management representative at the lower level.

2. 2. Matters that may affect other divisions or regions will be referred to National Headquarters, ATTN: Director, Labour Relations and Human Rights Directorate.

3. Meetings

3. 1. Each committee will establish its own terms of reference with participating bargaining agent representatives. Terms of reference will address issues such as the frequency of meetings, agenda, posting and distribution of minutes.

3. 2. Meetings may be held in person or by means of telephone or video conference.

3. 3. Meetings will be held as often as required, with an established agenda.

3. 4. If an urgent matter needs discussion, a special meeting may be called at any time.

3. 5. For monitoring purposes, minutes of divisional/regional meetings will be sent to National Headquarters, ATTN: Labour Relations and Human Rights Directorate.

References

- Treasury Board of Canada Secretariat, Labour Relations - PSMA Related Policy Instruments and Guidelines
- *Public Service Labour Relations Act*

Date Modified: 2008-06-06

PSM - ch. 2.9. Leave

Directive Amended: 2013-05-08

For information regarding this policy, contact Human Resources Sector, Public Service Labour Relations Directorate.

1. General
2. Leave With or Without Pay
3. Leave With Pay for Religious Observance

1. General

1. 1. Employees included in a bargaining unit will be granted leave in accordance with their respective collective agreement, the *Directive on Terms and Conditions of Employment*, or Treasury Board of Canada Secretariat policy.

1. 2. Employees excluded from collective bargaining will be granted leave in accordance with the collective agreement applicable to the occupational group in which the employee is classified, the *Directive on Terms and Conditions of Employment*, or Treasury Board of Canada Secretariat policy.

1. 3. Unrepresented employees will be granted leave in accordance with the *Directive on Terms and Conditions of Employment*, Treasury Board of Canada Secretariat policy or the leave provisions as set out in a particular collective agreement designated by Treasury Board of Canada Secretariat.

1. 4. Casual employees will be granted leave in accordance with sec. 53 to 55, *Directive on Terms and Conditions of Employment*.

1. 5. Employees in the executive (EX) category will be granted leave in accordance with the *Directive on Executive Compensation* and Treasury Board of Canada Secretariat policy.

2. Leave With or Without Pay

2. 1. General

2. 1. 1. Where a collective agreement, the *Directive on Terms and Conditions of Employment* or Treasury Board of Canada Secretariat policy provides for leave with or without pay for other reasons, leave will be granted subject to any limitations imposed by Treasury Board of Canada Secretariat.

2. 2. Public Office

2. 2. 1. An employee may be granted leave without pay from the Public Service Commission to seek nomination to be a candidate in a federal, provincial, territorial, or municipal election. See ch. 2.3., sec. 5.

2. 2. 2. The request for leave must be submitted to the Public Service Commission no later than 30 days before the date an employee plans on engaging in such political activities.

2. 2. 3. The period covered by such leave will end on:

2. 2. 3. 1. the date on which the results of the election are officially declared; or

2. 2. 3. 2. an earlier date, as requested by the employee, if the employee ceases to be a candidate.

2. 2. 4. An employee who is declared elected at the federal, provincial or territorial level ceases to be an employee.

2. 2. 5. If an employee is elected in a municipal election, the Public Service Commission may:

2. 2. 5. 1. authorize the employee to continue to work,

2. 2. 5. 2. impose leave without pay, or

2. 2. 5. 3. decide that the employee must cease to be employed in the public service.

2. 3. Employment in the Office of a Minister/Leader of the Opposition

2. 3. 1. Leave without pay to accept employment on the exempt staff of a Minister or Leader of the Opposition, may be granted for a specified period where the employee's subsequent re-employment in the department will not be prejudiced.

2. 4. Reserve Forces Training/Duties

2. 4. 1. Leave with or without pay may be granted to an employee in the reserve forces:

2. 4. 1. 1. to take annual training,

2. 4. 1. 2. to attend essential service parades,

2. 4. 1. 3. to report for duty due to the declaration of a disaster, and

2. 4. 1. 4. to report for duty to combat a local emergency such as flood or fire when a disaster has not been declared.

2. 4. 2. This leave must conform to the provisions of the *Reserve Forces Training Leave Regulations* made pursuant to the *National Defence Act*.

2. 5. Injury-on-Duty

2. 5. 1. An employee will be granted injury-on-duty leave with pay when:

2. 5. 1. 1. a claim has been made under the *Government Employees Compensation Act*; and

2. 5. 1. 2. a provincial authority, through Human Resources and Social Development Canada, has certified that the employee is unable to work because of an injury on duty.

2. 5. 2. The employee will be granted sick leave with pay to the extent of his/her sick leave credits or advanced credits until the Workers' Compensation Board verifies and approves the injury-on-duty claim.

2. 5. 2. 1. After the Workers' Compensation Board's approval, the sick leave credits used in the period approved by the Board will be reimbursed.

2. 6. Illness

2. 6. 1. Leave without pay may be granted to an employee who is unable to work due to illness and who has exhausted his/her paid sick leave credits, and there is a likelihood that the employee will be able to return to duty within a reasonable period.

2. 6. 2. This leave will be regularly re-examined to ensure that continuation of leave without pay is warranted by providing up-to-date medical evidence.

2. 6. 3. This leave ends when the employee returns to duty, resigns, retires on medical grounds, or is terminated for cause.

2. 6. 4. Only under exceptional circumstances will this leave be granted beyond two years.

2. 7. Adverse Climatic or Environmental Conditions

2. 7. 1. Leave with pay may be granted where an employee is incapable of reporting to or remaining at work.

2. 7. 2. An employee must demonstrate that every effort was made to report to work but was prevented from doing so due to adverse climatic conditions.

2. 7. 3. Leave with pay may be granted where an employee's place of work is rendered uninhabitable and an alternate suitable place of work cannot be found or is impractical.

2. 8. International Sporting Events

2. 8. 1. Leave with pay may be granted for the purpose of training for or participating in an international sporting event.

2. 8. 2. This leave is not to exceed three calendar months a year if the leave is taken in one period, or 66 working days a year if the leave is taken in broken periods.

2. 8. 3. A national sport-governing body must have made a recommendation for the employee's participation in the event, and the recommendation must have been validated by Sport Canada.

2. 8. 4. An employee must use all vacation leave credits before being granted additional leave.

2. 9. Travel To and From Isolated Posts

2. 9. 1. In accordance with the provisions of the *Isolated Posts and Government Housing Directive*, an employee is entitled to varied periods of travel leave, depending on the circumstances of the travel and the type of post he/she is attached to.

2. 10. Self-Funded Leave

2. 10. 1. Subject to operational requirements, an employee will be granted leave without pay for a period of six months to one year.

2. 10. 2. An employee must receive prior approval for participation in the Self-Funded Leave Program.

2. 10. 3. Before being granted this leave, an employee must have deferred sufficient funds to a financial institution which is authorized to administer a trust.

2. 11. Leave With Income Averaging

2. 11. 1. Leave without pay may be granted for a period ranging from five weeks to three months within a 12-month period.

2. 11. 2. The granting of this leave is subject to operational requirements.

2. 11. 3. Before being granted leave, an employee must have received approval for participation in the Leave with Income Averaging Program and will have had his/her pay reduced and averaged to reflect the reduced time at work.

2. 12. Pre-retirement Transition Leave

2. 12. 1. Subject to operational requirements, an employee who meets the requirements of the Pre-retirement Transition Leave Program may be allowed to reduce his/her workweek length by up to 40 percent.

2. 12. 2. The employee must be within two years of retirement and must agree to resign at the end of the leave period.

2. 12. 3. Changes or cancellation of an approved leave arrangement may be made only in exceptional or unforeseen circumstances.

3. Leave With Pay for Religious Observance

3. 1. Subject to operational requirements, time off to meet religious obligations can be met through the use of vacation or compensatory leave, shift exchange in the case of shift workers, variable hours of work or individual arrangements to make up time, if operationally feasible.

References

- Collective Agreements
- App. 2-4-1, Public Service Personnel Management Signing Authorities
- Treasury Board of Canada Secretariat, Directive on Leave and Special Working Arrangements
- Treasury Board of Canada Secretariat, Self-Funded Leave Policy
- *Public Service Employment Act*

Date Modified: 2013-05-08

Mass Casualty Commission Exhibit

Royal Canadian Mounted Police | Gendarmerie royale du Canada

RCMP Employee & Family Resource Guide

Canada

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Introduction

An organization's most valuable resource is its employees. Without them, an organization could not succeed, be productive or meet its mandate.

This is why it is so important to look after our employees to ensure that they can be contributing, healthy and well balanced. But being healthy means more than just physical wellness. While it is often easier to recognize a physical injury in someone, we cannot ignore the importance of mental health and well-being. In fact, both should be treated with equal importance.

The Royal Canadian Mounted Police (RCMP) recognizes this and takes the health and safety of all of its employees seriously.

The following guide contains information on resources you can access that are designed to help you -- and your family -- maintain well-being.

As well, it provides information on where to turn when life's challenges become more than you can handle on your own.

Being mentally resilient isn't about toughing it out or ignoring setbacks; it's about learning from adversity and working to overcome it, including getting help when you need it.

Source: The Mayo Clinic

Resources available to all employees and their families

Employee Assistance Services (EAS)

Call **1-800-268-7708**; or 1-800-567-5803 for persons with a hearing impairment.

- Free (you do *not* have to access your health benefits), confidential, short term counselling, assessment and referral services.
- Strictly Confidential - When you call the 24-hour Crisis and Referral Centre, you are assured of the highest standards of confidentiality. Your manager/supervisor will not know that you have accessed the program and the RCMP will not have access to any of your private information. In addition, the community-based counsellors are bound by their own professional code of ethics as well as the confidentiality provisions in the RCMP's contractual agreement that further serve to further guarantee client confidentiality.
  There is no risk to your future career advancement.
- Available to all categories of employees and their dependents.*
- Receive up to a maximum of eight (8) counselling hours per issue (issue expected to be resolved within the EAP short-term mandate) as assessed by the mental health professional in consultation with the Case Management Team.
- EAS offers counselling services in person, over the phone or via email (e-counselling). EAS will ask which counselling method you prefer during the initial intake call. Crisis counselling at time of initial call is also offered if deemed necessary.

* **Dependents are defined as**: a spouse (including a common-law spouse), unmarried children (including an adopted child, step-child or foster-child) who are 21 years of age or under, OR over 21 up to and including 25 years of age and in full-time attendance at school, OR who are wholly dependent because of physical or mental impairment, if such impairment existed prior to the child's reaching age 21, or commenced while the child was covered as a student over the age of 21.

EAS can assist with a wide range of individual or family issues:

- marital and family interpersonal relations;
- stress and burn out;
- work-related (employees and managers)
- alcohol, drugs, and prescription drugs;
- critical incident stress;
- conflict at work or home;
- grief; or
- any other concerns that affect or could affect personal well-being and/or work performance.

Information you need to provide EAS when calling in:

- Name
- Organization
- City, Province
- Phone number
- General topic of the call

When you call EAS, you will be greeted with a voice recording providing options to direct your call. The options are:

- select your preferred language, then;
- speak immediately to a mental health professional if you are in immediate distress, or;
- speak to someone in order to get a referral to a mental health professional in your area.

When you meet with a mental health professional, they will assess your counselling needs.

Follow-up

- The caller will receive a call within two business days from a professional with an appointment in 3-5 business days. Services can be provided in person, by phone or by email.

If a family member calls

- Provide the same information as an employee and;
- Provide general information about who the employee is (i.e.: If my daughter called in she would say; "My mom is an employee of the RCMP".)

Additional information regarding children

- Children will be asked additional information – how old they are and if they attend school full-time.
- If children are under 16, EAS will contact their guardian.
- Children are only covered up to 18 years of age unless are in school full-time which then provides them coverage up to age 25.

Learn more on the Web: www.healthcanada.gc.ca → Environmental and Workplace Health → Occupational Health and Safety → Employee Assistance Services

Every time something good happens this week, write it down. You might be surprised how often positive things actually happen.

- Not Myself Today

LifeSpeak

LifeSpeak offers you hundreds of short training on the issues that matter to you. From depression and nutrition to financial health and parenting – you and your family may access LifeSpeak resources from any computer, tablet or personal smartphone.

You can also download tip sheets and participate in "Ask the Expert" sessions in real time.

LifeSpeak is 100% confidential; to access the service:

- Visit LifeSpeak; (canada.lifespeak.com)
- Select "Access Through Group Account"
- Enter the group account password "canada" and click "sign in"
- Type "Royal Canadian Mounted Police" in the text box and click "submit"

LifeSpeak mobile application

The app gives you the same amazing expert-led content, along with brand-new features. Download it on your smartphone from the App Store or Google Play.

Access Through Group Account.	Client Name	Client Password
	canada	canada

Download on the App Store

GET IT ON Google Play

Learn more on the InfoWeb:
http://infoweb.rcmp-grc.gc.ca/hr-rh/health-sante/ment/support-soutien/lifespeak-eng.htm

Resources available to all employees

Peer to Peer System (P2P)

Whether it's a work-related or personal issue, all categories of RCMP employees have access to internal peer to peer coordinators and advisors.

Peer coordinators/advisors are *not* trained to provide crisis intervention or counseling. They have received focussed training on the services provided by Health Canada's EAS, as well as services that are available within the RCMP. In this sense, the coordinators are a useful link between the employee and a range of services and programs available to the RCMP.

These include but are not limited to:

- Employee Assistance Services;
- informal conflict management practitioners;
- member workplace advisors;
- support for operational stress injury coordinators;
- chaplains;
- PSE union representatives; and
- guidance on grievance and harassment complaint procedures.

Confidentiality

Please note that communications with a peer to peer coordinator or advisor will be managed in a discreet, confidential and respectful manner.

Exceptions where information will be disclosed are:

- alleged violations of the RCMP Regulations – *Code of Conduct*, by a member;
- alleged violations of the Values and Ethics Code for the Public Sector and the *RCMP Public Service Employee Code of Conduct*, regardless of the employee's category;
- real or perceived threats to human life or safety;
- where required to disclose information by law or ordered to do so by a judicial authority; and,
- instances where personal information may be released as outlined in 8(1) and 8(2) of the *Privacy Act*.

Find your divisional P2P coordinator/advisor on the Infoweb, or email P2P-SPP@rcmp-grc.gc.ca with your: name, phone number and division. Please do not include any detailed information.

Support for Operational Stress Injuries (SOSI) Program

SOSI provides peer support for all categories of employees within the RCMP, and Veterans who have an OSI. SOSI works because it provides a safe, healthy and confidential environment that focuses on re-establishing social networks.

SOSI coordinators facilitate relationship building via:

- One-on-one conversations and group meetings with peers.
- Connecting peers to one another.

How SOSI works

- Coordinators who are knowledgeable about the effects of an OSI facilitate one-on-one meetings and group sessions.
- Employees are only invited to groups once they are deemed ready by the coordinators.

Confidentiality

SOSI coordinators and volunteers **are exempt** from reporting under the *Code of Conduct* except when there is:

- disclosure of a criminal act (a real or perceived threat to harm oneself or others);
- a threat to human life or safety (a suspicion or knowledge of child abuse or neglect as a result of speaking with a peer); and
- a requirement to disclose information by way of a subpoena or via an order of a judicial authority.

SOSI coordinators and volunteers are not:

- Counsellors or trained therapists;
- responsible for compiling and completing VAC forms but may provide advice based on experience; and
- a return to work coordinator, disability manager or a pension advisor.

Contact your divisional SOSI coordinator for more information.

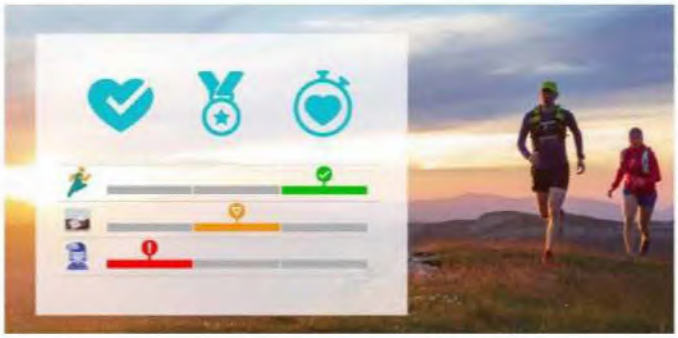
A complex interplay of genetic, biological, personality and environmental factors causes mental illnesses

Source: Canadian Mental Health Association

Health Risk Assessment Tool

Health matters – to you, to your family and to us, as an organization. Your overall well-being depends on taking care of your physical, mental and financial needs.

The Great-West Life Health Risk Assessment (HRA) helps make healthy habits a part of daily life. This online tool is free, confidential and easy to use. You don't need to be a plan member to access it.



The HRA can help you maintain or improve your health. By answering basic health questions, you get to:

- create a personal health profile
- get a detailed overview of your health risks
- access a digital health coach on your smart phone
- build a customized action plan to help you follow through with your healthy living choices, at a pace that's right for you
- create personal and/or group challenges
- track your progress along the way

Private, confidential and protected

Assessment results are protected, confidential, and have no bearing on your career. Your personal responses are not made available to the RCMP or Great-West Life.

We'll receive reports based on grouped data only. These reports will include a national summary, and a summary for each division that has a minimum of 25 participants.

Access the Health Risk Assessment tool on the Infoweb:
http://infoweb.rcmp-grc.gc.ca/hr-rh/health-sante/hra-ers-eng.htm

Informal Conflict Management Program (ICMP)

The RCMP has full-time ***Informal Conflict Management Practitioners*** who are experienced in conflict management processes and skills training. Practitioners seek to promote and sustain a healthy work environment that encourages team building, open communication and mutual respect for all RCMP employees.

The ICMP is an ***informal, confidential and voluntary alternative*** to formal dispute resolution mechanisms (such as grievances, formal harassment complaints, adjudications, appeals and litigation).

How ICMP can help

ICM Practitioners focus on the prevention and early resolution of conflict using collaborative approaches and processes. Their services are available when people are unable to resolve or would like assistance with managing their own conflicts; they include:

- **Confidential consultations:** an opportunity for employees to talk with a Divisional ICM Practitioner and explore options available to them to help resolve their issues.
- **Individual conflict coaching:** one-on-one support to help a person deal with a conflict situation.
- **Facilitated discussions:** using techniques designed to improve the flow of information between parties to a dispute.
- **Mediation:** A voluntary process in which an impartial and neutral third party assists employees to create a mutually acceptable solution to their problem.
- **Workplace Assessments:** A process to identify various group dynamics which contribute to workplace conflict.
- **Group Interventions:** an opportunity for group members to identify issues that are causing difficulties, and to explore ways of improving the work environment.
- **Awareness sessions & skills training**

The first step is to contact your ICMP practitioner to discuss the conflict you and/or your staff is experiencing. Although ICM practitioners track the calls they receive, they do not track the content and no 'file' is opened at the consultation stage.

Initially, the practitioner just wants to have *a confidential conversation* with you as per the Informal Conflict Management Policy, so that they can understand your situation and determine how he/she may be able to help.

Contact your divisional ICM practitioner.

Chaplains

Chaplains embrace faith neutral position to provide spiritual and religious care in a multi-faith, pluralistic environment while respecting spiritual sensitivities, religious heritages and diversity of faith traditions.

Chaplains provide assistance for:

- work related incidents/conflict;
- marriages/relationships/family issues;
- traumatic events/investigations;
- employee/family deaths – grief support;
- sick, injured employees- hospital visits; and
- substance abuse, gambling addictions.

Consult your divisional website for more information on your local chaplains.

A listening ear, a helping hand, a calming presence can all help someone facing stressful issues.

Fitness and Health Promotion

The RCMP National Fitness and Health Promotion program contributes to the physical fitness of regular members for police work (fitness for duty) and the health of all employees (fitness for life). A team of 15 *fitness and health promotion advisors* (FHPA) work in collaboration with hundreds of volunteers and coordinators in supporting the health and fitness of employees.

In 2017, the RCMP launched its National Fitness Strategy 2017-2020 which focuses on three goals:

1. **Exercise More**:

   Resources available to help you increase your level of physical activities:
   - FHPAs can provide exercise programs.
   - A majority of employees have access to fitness facilities at their workplace.
   - Fitness classes and activities are also offered in larger RCMP workplaces.
   - RCMP Functional Strength and Conditioning Program includes four levels to help improve your level of fitness and prepare for the challenges of active living, operational duties.
   - Employees can take part in fitness challenges each year.
   - Employees have access to information and programs on the Exercise More page.

2. **Eat Better** (manage your weight)

   To encourage you to adopt Health Canada's recommendations on healthy eating and to support you in maintaining a healthy weight, here are resources at your disposal:
   - In most divisions, employees have access to Body Composition measurements and general guidelines provided by fitness and health promotion advisors.
   - The advisors provide information on supportive policies (i.e. weight management policies) and encourage employee to seek the advice from healthcare professionals in the field of nutrition.
   - Employees have access to information and useful resources on the Eat Better page.

3. **Sleep Well**

   Healthy sleep habits can make a big difference in your quality of life. Resources are available to help you improve you sleep practices:

   - FHPAs can provide information on supportive policies and encourage employees to seek the advice from healthcare professionals in the field of sleep management.
   - Family doctors can diagnose and provide medical advice on sleep issues and conditions. They can also refer patient to sleep clinics for further investigation and additional care.
   - Employees have access to information and useful resources on the Sleep Well page.

Consult your divisional website for more information on your Fitness and Health Promotion Advisor.

OSI / PTSD Mobile applications

OSI Connect Mobile Application

The resources on the free OSI Connect app address challenges including:

- post-traumatic stress and triggers;
- depression;
- anger;
- sleep problems;
- substance abuse;
- stress management and more.

It is a regularly updated, information rich, interactive mobile application with assessments, videos and clear information for Veterans and others with an OSI, including how to get an OSI clinic appointment.

OSI Connect is compatible with iPhone, iPad, iPod, BlackBerry and Android devices. Free downloads are available through the App Store, Google Play and BlackBerry World.

Learn more: http://www.veterans.gc.ca/eng/stay-connected/mobile-app/osi-connect

PTSD Coach Canada

The PTSD Coach Canada app can help you learn about and manage symptoms that can occur after trauma. Features include:

- Reliable information on PTSD and treatments that work.
- Tools for screening and tracking your symptoms.
- Convenient, easy-to-use tools to help you handle stress symptoms.
- Direct links to support and help.
- Always with you when you need it.

PTSD Coach Canada is compatible with iPhone, iPad, iPod, BlackBerry and Android devices. Free downloads are available through the App Store, Google Play and BlackBerry World.

Learn more: http://www.veterans.gc.ca/eng/stay-connected/mobile-app/ptsd-coach-canada

Tips from Road to Mental Readiness (R2MR)

The Big Four:

- **Goal Setting** - goals provide direction, feedback, and motivation. A goal should be out of reach, but not out of sight. Break goals into smaller chunks, take action and evaluate progress.
- **Visualization** - involves mentally preparing yourself for the "what ifs". This is not about being negative and becoming overwhelmed, rather it is predicting possible problems and working out a solution in advance.
- **Self-Talk** - It is not an event that leads to our emotions and behaviour but rather our thoughts about the event. The key is to make the messages positive rather than negative.
- **Tactical Breathing** - The rule of four:
  - inhale to a count of four
  - hold breath for a count of four
  - exhale to a count of four
  - repeat 4x per minute, for four minutes.

Download the poster at: National Home → Well-being → Road to Mental Readiness

Hazardous Occurrences

The RCMP is committed to ensuring the health and safety of every person it employs. All workplace incidents, regardless if injuries were sustained, must be reported, investigated and recorded by a manager or supervisor on Lab1070.

Information on how to obtain the form Lab1070 and reporting processes are found on the RCMP Infoweb:

→ National Infoweb homepage → A-Z Index → Safety → Hazardous Occurrence

It is important to note that the "workplace" is anywhere employees conduct business on behalf of the employer. It could be a building, but it could also be a police vehicle, the side of the highway where an officer is issuing a speeding ticket, the site of a dive operation, etc.

Psychological injuries count too

Witnessing or attending traumatic incidents can cause psychological distress or injury. If you are experiencing problems, or think that there may be future issues, as a result of a workplace incident, it is important to report it as a hazardous occurrence right away, and make sure you seek the appropriate support as required.

Contact information for your divisional Occupational Safety Officer.

Having a mental health problem doesn't mean someone can't work. In fact, working can be part of ongoing health and recovery for a person with a mental illness.

- Canadian Mental Health Association

Health care benefits

Regular members (RMs)

Basic Health Care

When visiting a family doctor or obtaining other medical and hospital services, use your provincial/ territorial health card.

Supplemental Health Care

Supplemental health care benefits (including dental benefits) are paid through Medavie Blue Cross. Once registered on the Medavie Blue Cross (MBC) online portal, you are able to:

- sign-up for direct deposit;
- view health benefits eligibility (RCMP Benefits Grid) along with claim status, payment and history;
- find MBC registered health care providers;
- download Health Benefits claim form;
- print a temporary MBC health identification card; and
- request a replacement MBC health identification card.

MBC Contact Centre: 1-888-261-4033 (toll free)

Occupational Health Care

Occupational Health Care (OHC) is an extra level of care that the RCMP may choose to provide to minimize limitations and restrictions that affect a member's fitness for duty and to maximize employability. This level of support currently needs financial pre-approval for treatment/services by the OIC responsible for Occupational Health and Safety.

Health Services Officers (HSO) are physicians who do occupational medicine for the members. Their primary role is assessment of fitness-for-duty.

The HSO:

- supervises disability management and works in conjunction with the occupational health nurse, disability management and divisional psychologists to review the health status of members who have medical conditions which require restrictions, limitations or time off work, with the intention of facilitating a timely and full return to work when possible;
- reviews member requests for benefits which are not standard by policy; and
- expedites medical referrals, investigations and treatments when there is a delay in the public system and the condition affects fitness for duty.

If you are currently living with mental illness or mental injury, don't delay accessing support and treatment.

Divisional Health Services can provide the assistance you need or a referral to the most appropriate resource.

Members play an important role in supporting the RCMP when your claim is reviewed. It is very important to provide all the relevant information which will be reviewed to determine eligibility for Occupational Health compensation and benefits.

Telepsychology services

RCMP regular member or a special constable member posted in Canada, you can access psychological counselling via telepsychology services (telephone or online) provided by a psychologist who is registered with Medavie Blue Cross (MBC) for the RCMP Health Benefits Program. Learn more on the Infoweb:
http://infoweb.rcmp-grc.gc.ca/hr-rh/health-sante/rm-mr/news-nouvelles/10-01-eng.htm

Contact your divisional Occupational Health and Safety Services Office.

PSE, civilian members and dependents of regular members

Public Service Health Care Plan

The Public Service Health Care Plan is designed to supplement care provided by your provincial health care plan and is administered by the Treasury Board. This is referred to as Supplementary Coverage.

- Public Service Health Care Plan summary (Treasury Board): https://www.canada.ca/en/treasury-board-secretariat/services/benefit-plans/health-care-plan/public-service-health-care-plan-glance.html
- Sun Life website: https://www.sunnet.sunlife.com/signin/csi/pshcp/e/home.wca?

Public Service Dental Care Plan

- Visit the Great-West Life website at: https://www.greatwestlife.com/plan-sponsors-employers/products/group-benefits/dental-benefits.html
- Public Service Dental Care Plan (Treasury Board): https://www.canada.ca/en/treasury-board-secretariat/topics/benefit-plans/plans/dental-care-plan.html

A mentally healthy workforce is linked to lower medical costs, lower absenteeism, and higher productivity.

Source: Mental Health Works, Canadian Mental Health Association

Disability Management and Accommodation

Regular and civilian members

The Disability Management and Accommodation Program (DMAP) supports ill or injured members and is designed to:

- help our members to safely remain at work while they recover:
- clarify a member's immediate health needs in support of sick leave;
- facilitate a return to work when it is medically safe to do so; and
- meet a legislated duty to accommodate.

Off duty sick – Requirement to provide functional abilities information

A member on sick leave has an active role to play in the disability management process in:

- maintaining open communication;
- providing adequate medical documentation to the Occupational Health Team;
- complying with medical evaluation and treatment plans; and
- participating in the accommodation and/or return-to-work process.

In order for the RCMP to be able to accommodate a member with an illness, injury and/or disability, your Supervisor and Disability Management Advisor need to know:

- Your functional abilities, limitations or restrictions with regards to what you are able to do in the workplace.

Your prognosis for recovery and return to work, and whether any functional abilities, limitations or restrictions identified are considered temporary or permanent.

Learn more about your responsibilities as both an employee and/or supervisor:

- Visit the *Disability Management and Accommodation Program Manual* (Infoweb homepage → RCMP Manuals → Disability Management and Accommodation Program)

- Take the Disability Management and Accommodation Training for Supervisors (001129) on Agora

Contact your divisional Disability Management Advisor.

Public service employees (PSE)

As a PSE, you share the responsibility with your employer to protect and support health and safety. You are responsible for taking care of your health; your employer has an obligation to ensure a safe workplace.

Treasury Board has a comprehensive Disability Management: Employee Wellness Resource website.

This resource highlights the benefits and services available to help you stay physically and mentally healthy and the supports that are available if an illness or injury occurs. It outlines:

- what to expect from your employer to help you stay healthy;
- who the key players are;
- where to get support;
- a checklist in case of illness or injury (work or non-work related); and
- where to go to get more information.

Workers Compensation

The *Government Employees Compensation Act* provides for employment injury benefits (workers' compensation) to all federal government employees who are injured in the course of their duties and are not covered under any local legislation. Industrial and occupational diseases are treated in the same way as work-related injuries.

Such benefits include:

- compensation for loss of earnings;
- medical, hospital, and related services;
- rehabilitation services;
- a pension, if an injury results in a permanent disability; and
- pensions to dependants of employees who are fatally injured in the course of their employment.

As the claims are adjudicated and paid by the appropriate provincial workers' compensation boards the benefits payable may vary from province to province.

Visit the Treasury Board website for more information on Workers' Compensation.

Duty to accommodate

An employee has a right to accommodation under the law. Employees also have the responsibility to inform his/her immediate manager of the nature of requirements/request and to cooperate fully in finding a workable solution.

To learn about your rights and responsibilities as both an employee and/or supervisor, visit: The Fundamentals - Duty to Accommodate: Roles and Responsibilities on the Treasury Board website.

Safety & Well-being Training

Mandatory online training (AGORA)

- Managing Safely - Managers and Supervisors (000094)
- Violence in the Workplace: Recognize the Risk and Take Action (000963)
- The Respectful Workplace (000912)
- Canada Labour Code, Part II, Awareness for Employees (000135)

Photo courtesy of pexels.com

Mandatory classroom training

- Road to Mental Readiness
- Applied Suicide Intervention Skills Training (mandatory only for employees in select positions)

Suggested training (AGORA)

- Suicide Awareness & Prevention for Supervisors (001105)
- Critical Incident Stress Management (000771)
- Disability Management and Accommodation Training for Supervisors (001129)

Taking decisive actions even in adverse situations, rather than wishing problems would just go away, can help build resilience and reduce feelings of helplessness.

- Source: apa.org/helpcenter/road-resilience.aspx

Useful Guides

Critical Incident Stress Management Aftercare Guide

The guide will help to:

- reduce the impacts of normal reactions that can be associated to a critical incident;
- aid in the support and care of RCMP employees, their family members, volunteers and auxiliary constables; and
- support the maintenance of a healthy organization.

http://infoweb.rcmp-grc.gc.ca/hr-rh/health-sante/ment/support-soutien/critical-critique-eng.htm

Suicide Prevention, Intervention and Risk Review Guide

The purpose of this guide is to create greater awareness of suicide prevention techniques and ensure that members and employees affected by suicide are offered the necessary support and services.

http://infoweb.rcmp-grc.gc.ca/hr-rh/health-sante/ment/prevention/index-eng.htm

Critically Injured and Fallen Member Guide

The RCMP has sadly, through its history, faced the tragedy of members being killed in the line of duty. During such tragic and emotional times, it is important to support and assist the grieving family, as well as the current and former colleagues of the fallen member.

This Critically Injured and Fallen Member Guide outlines the roles and responsibilities to be performed by employees to ensure that we offer assistance to the family and to properly honour our fallen comrades in an appropriate, efficient and effective manner.

Camp F.A.C.E.S.

Policing is a high risk occupation which could result in a tragic loss, not only in the line of duty but also by the suicide.

The loss of a loved one to a family is tremendous and incredibly challenging to deal with but to a child it can be even greater.

Camp F.A.C.E.S. provides families who have suffered this tragic loss the opportunity to be with others who have experienced similar loss. Along with trained personnel and mental health oversight, families will have the opportunity to experience some normalcy all while developing life-long friendships.

Five-day camp session in August

Kid campers (ages 4 - 18)

Age relevant, engaging fun structured workshops with mental health oversight. Our programs identify and enhance personal strengths and encourage peer support. Through creative arts, outdoor sports, lots of games and tons of FUN our campers grow with support. Campers will meet new friends, challenge themselves and recognize that they are not alone.

Spousal campers enjoy:

Structured Workshops | Rest and relaxation | Group/Peer Support | Fun as a family!

Camp FACES PTSD Retreats

This exclusive retreat is dedicated to families living with an Emergency Service Member who has been diagnosed with PTSD.

These weekend retreats on Pigeon Lake in the Kawarthas Ontario offers an opportunity for families to come together with a common thread. Through the power of peer support, trained personnel and mental health oversight, these families will have the opportunity to share, connect, grow and learn, all while building lifelong friendships.

Research shows volunteering can contribute to a greater sense of work-life balance, lower your levels of burnout and stress and boost your emotional and social well-being.

Source: The Mayo Clinic

VAC Services

Serving and retired, regular and civilian members and their families

While the RCMP is responsible for the programs and services provided to its members, VAC administers some of these programs on its behalf, including the disability pension and health benefit programs for a service-related injury or illness.

Help after a service-related injury or illness

Disability Pension – A monthly, tax-free payment to compensate for permanent disability caused by a service related injury or disease. There must be documented evidence on your records that the disability is related to RCMP service. Whether serving or retired, you can apply for a disability pension. Additional pension amounts may be paid for qualified dependants such as a spouse, common law partner and/or children.

If you qualify for a disability pension, you may be eligible for other benefits:

- **Attendance Allowance** – An additional tax-free monthly allowance if you are totally disabled and need help with daily living tasks. The amount payable depends on the degree of attendance needed for your personal daily care.
- **Clothing Allowance** – A monthly tax-free allowance if your disability causes wear and tear on your clothing or requires you to wear specially made clothing.
- **Exceptional Incapacity Allowance** – An additional tax-free monthly benefit if you have an exceptional incapacity related to your pensioned condition(s).
- **Health Care Benefits** – Former RCMP regular members, as well as both serving and discharged RCMP civilian members, are eligible to receive health care benefits for a pensioned condition. This includes items such as hearing aids, vision care, dental, medical costs, prescriptions, special equipment, physiotherapy, occupational therapy, psychology and nursing services.
- **Survivor Benefits** are available when a disability pensioner dies.

Help for you and your family

- **Transition Interview** – An interview to provide information on VAC programs and services and help identify needs you and your family may have while in transition to civilian life.
- **Case Management** – Disability pensioners may be offered one-on-one help to identify needs and provide a single point of entry to help get the services they may need.
- **Operational Stress Injury (OSI) Clinics** – Specialize in treating OSIs for Veterans, Canadian Armed Forces members and former RCMP members, across Canada. Serving regular members are referred by RCMP Health Services.
- **VAC Assistance Service (24/7 Crisis and Referral Centre – 1-800-268-7708)** – Free, confidential professional short-term counselling services to support retired members and their families dealing with personal problems that affect their quality of life. If you are a serving regular member, health benefits related to a pensioned condition are provided by the RCMP.

For more information, visit **veterans.gc.ca** or contact VAC, toll free, at **1-866-522-2122**. Register for ***My VAC Account*** today at **veterans.gc.ca/myvacaccount**.

Royal Canadian Legion
Regular members and their families

The Royal Canadian Legion Veterans Services Network serves Veterans, members of the Canadian Armed Forces, regular members of the RCMP, and their families, providing support, referrals, representation, advocacy and financial assistance free of charge, Legion member or not.

At the local Legion Branch, a Veteran or their family can:

- meet with a volunteer Legion Service Officer to help identify unmet health or support needs and review possible benefits through VAC, as well as other supports available;
- get assistance with completing the Legion Claims Form and receive a referral to Legion Command Service Officers for individual assistance;
- request benevolent financial assistance through the Poppy Fund;
- request visits to Veterans in retirement and long term care facilities;
- access Veteran support and care programs as offered through the Branch.

Contact a Command Service Officer

For information on Royal Canadian Legion services including representation and advocacy services with Veterans Affairs Canada, benevolent assistance through the Poppy Fund, Legion Housing, and assisting homeless and at-risk Veterans, please contact a Legion Service Officer in your province.

http://www.legion.ca/support-for-veterans/contact-a-service-officer

Mental illnesses are real illnesses - they are more than just the ups and downs of life - and like other illnesses they need to be treated.

- Canadian Mental Health Association

Labour relations

Regular members

On July 12, 2019, National Police Federation (NPF) was certified by the Federal Public Sector Labour Relations and Employment Board (FPSLREB) as the bargaining agent for RCMP regular member

For questions about representation or for general updates, please visit the NPF's website at https://npf-fpn.com/

Civilian members

Civilian members are granted the same certification and collective bargaining rights as public service employees. As such, further to applications under sec. 54 or sec. 58 of the *Federal Public Sector Labour Relations Act*, the FPSLREB granted representation rights to the bargaining agents seeking to represent civilian members prior to deeming.

The status of these applications is provided on the Member Labour Relations Infoweb page: http://infoweb.rcmp-grc.gc.ca/hr-rh/workplace-milieu-de-travail/mlrd-rtm/index-eng.htm

Public Service Employees (PSE)

The Public Service Labour Relations (PSLR) Directorate is responsible for all aspects of the Labour Relations program for PSE and can assist supervisors of PSE with a broad range of services:

- leave management
- collective agreements
- grievances
- disability management
- misconduct and discipline
- strike management
- performance management

Collective agreements

Collective agreements between the PSE unions and the Treasury Board provide the terms and conditions of employment including pay, benefits, paid and unpaid leaves, conduct and discipline for PSEs. It is important for managers to familiarize themselves with collective agreements.

On the web: www.canada.ca/en/treasury-board-secretariat/topics/collective-agreements.html

Contact your Public Service Labour Relations Representative.

External resources for managing employee well-being

- **The Great-West Life Centre for Mental Health in the Workplace (the Centre) – Managing Workplace Issues -** The Centre is a leading source of free, practical tools and resources designed to help Canadian employers with the prevention, intervention and management of workplace mental health issues. All tools and resources (videos, factsheets, activities, etc.) are available at no cost.

  - Leaders's Plan for Resilience
  - Strategies for Supervisors
  - Team Building Activities
  - Identifying Workplace Issues
  - Developing a Workplace Plan
  - Helping Employees Manage Change
  - Supportive Performance Management
  - Responding to Issues

- **Managing Mental Health Matters -** Managing Emotions
  The resources contained in this website are designed to help provide effective, evidence-based strategies that can help you reduce your own stress while positively impacting the stress levels and well-being of workers.

  - Emotional Intelligence Skills Assessment
  - Video modules
  - Dealing with Other People's Negative Emotions & Reactions
  - Understanding Your Reactions
  - Managing Your Reactions

- **Centre of Expertise on Mental Health in the Workplace** – Resources for managers

You can maintain your mental health by finding out what healthy habits contribute to your well-being and creating a plan to incorporate them into daily life.

Source: Great-West Life Centre for Mental Health in the Workplace

RCMP
ROYAL CANADIAN MOUNTED POLICE

RCMP
Mental Health Strategy
Building wellness

Toolkit for Managers/Supervisors - Speaking to Staff on Mental Health

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

GOC00069972_0001

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Introduction

When dealing with mental illness in the workplace, your role as manager is to ensure a healthy work environment, to help employees perform well at work, and to take care of yourself.

This toolkit will help you:

- Better understand mental health and mental illness
- Take action when warning signs appear
- Manage employees with mental health issues on a day-to-day basis
- Understand the necessary action to take while the employee is away
- Facilitate the employee's return to work
- Learn about management practices that promote the performance and well-being of all employees

We hope you find this useful.

The information contained in this publication is intended as general guidance only. It may or may not reflect the position of qualified mental health care professionals. The information provided is not a substitute for professional advice and should not be interpreted as official government policy or direction. The applicable policies and guidelines of the Government of Canada, as well as those of each department and agency, should be consulted with respect to specific cases.

Mental Health at Work

A shared responsibility

Issues related to mental health in the workplace may be very complex and require the involvement of specialists. As a manager, your role is not to become the confidante of the person in difficulty, but rather to help the person recover and perform well in a healthy work environment. You should consult as often as needed with the employee assistance services counselors as well as experts in the areas of:

occupational health and safety
labour relations and/or Staff Relations Representative Program
compensation
employment equity

Some people might assume mental health is an "individual" responsibility that has nothing to do with the workplace. This is not necessarily the case. Although each employee is, in fact, responsible for his or her own well-being and work performance, the organization also plays an essential role in creating a healthy work environment that fosters well-being and productivity.

Part II of the Canada Labour Code clearly states the employer is responsible for the occupational health and safety of employees. What is also important is that a healthy workplace must reflect sound management practices based on the internalization of ethical values in day-to-day operations.

How health* is defined:

Health is defined as a "state of complete physical, mental and social well-being and not merely the absence of disease."

Mental health exists where a person is "in balance physically, psychologically, emotionally, economically, and spiritually". Being in good mental health means being generally satisfied with one's personal, family, social, and professional lives.

Mental health in the workplace is expressed as a feeling of balance, satisfaction and effectiveness in the work environment.

**These definitions are from, respectively, the World Health Organization, the Canadian Mental Health Association, and the Revue des psychologues du Quebec (March 2001).*

Taking Action When Warning Signs Appear

You are a manager and you are concerned about an employee whose performance has slipped and whose health is worrying you. Should you take action? The answer is YES, ABSOLUTELY.

As a manager, you are not required to take charge of the employee in difficulty or to become the employee's friend and confidante. Nor are you required to make a diagnosis. Only specialists can do this. Your role is to create a work environment that supports the employee's well-being and performance.

Early intervention means the employee can remain at work or be absent for only a short time. The first thing you need to do is to assess the situation appropriately and to know how to recognize the signs of excessive stress that may be the forerunners of mental illness.

Risk factors

Imagine a tightrope walker balancing on a high wire. In good times, we are usually able to deal with daily difficulties. When the level of fatigue increases, or when we have to deal with internal or external stress factors, we are like a tightrope walker buffeted by high winds and we risk losing our balance.

The main factors threatening the physical and mental balance of individuals may be divided into four categories:

Traumas: difficult circumstances such as bereavement, separation or divorce, involvement with a serious accident/incident, illness, sexual assault, or abuse.

Genetic predispositions: a family history of diagnosed or undiagnosed mental illness.

Personal stress: internal attitudes or perceptions that can increase personal stress, such as perfectionism, difficulty in taking care of oneself or in saying no, lack of self-esteem, difficulty in "letting go," and delegating.

Watch out for absenteeism

If an employee starts missing work regularly and gives only vague excuses or no reasons at all for these absences, you must take immediate action by talking to the employee and determining whether the absenteeism is due to a more serious problem. You also need to keep an eye out for employees who work longer than average hours or regularly take work home to make sure they don't burn out.

Occupational stress: excessive stress at work that can be caused by:

- an excessive workload
- involvement in traumatic or troubling situations
- lack of control over or knowledge of the tasks to be performed
- lack of recognition
- lack of consistency between the values of the organization and their daily application
- interpersonal or organizational conflict, including harassment

It is important to note that occupational stress is not caused solely by excessive demands; it also occurs when an employee does not have enough to do and, consequently, feels unproductive and undervalued. Appendix 1 contains a summary of the symptoms of excessive stress.

Excessive stress and mental illness - The warning signs

It has been proven that excessive stress can endanger a person's mental health. It is therefore important for you to be able to recognize the symptoms in the workplace.

Here are some signs to watch for:

- unusual behaviour
- frequent late arrivals or absences
- unusual performance difficulties
- uncharacteristic signs of distraction, concentration, or memory problems
- marked loss of interest and desire to be involved
- strange or grandiose ideas
- excessively high or excessively low energy level
- unusual inability to make decisions
- rapid mood swings, angry outbursts, or weeping
- signs that could point to substance abuse

Attention: the presence of these signs does *not necessarily* mean that an employee has a mental health problem. However, you should take action promptly if you see these signs.

Role of the organization

A growing number of employers are implementing well-being policies and programs. Most are based on organizational values and ethics, as well as a body of legal obligations pertaining to:

- labour relations (bargaining agents) and/or Staff Relations Representative Program (SRRs)

employee assistance programs
occupational health and safety
employment equity and diversity
informal conflict management program
harassment

Senior managers also have a role to play; through communication and concrete action they can support managers in demonstrating the importance of employee well-being.

Role of the person in difficulty

Employees who are showing signs of excessive stress or mental illness are responsible for seeking and obtaining professional assistance. Ideally, employees should discuss any well-being or work performance issues with their managers in order to find solutions.

The link between stress and illness: an explanation

It has been scientifically proven that there is a clear relationship between stress factors and illness.

Externally and internally generated stress "causes changes in brain chemistry which ultimately imperil the immune system's ability to defend the body against bacterial and viral attack...

"The effect of excessive stress and strain on brain chemistry is experienced as mood – usually depression, anxiety or anger, depending on the individual and the situation. Even when such negative mood states do not produce immune system deficiencies, they are important in themselves because they are associated with poor morale, absenteeism and lower productivity."

Best Advice on Stress Risk Management in the Workplace Part 1 of 2, Health Canada, 2000

Your role as manager

When you realize that an employee is showing one or more of the signs of extreme stress, you should take the following action:

Avoid assuming the problems experienced by the employee will resolve themselves over time.
Take action as quickly as possible, but without assuming responsibility for the person.

Meet informally with the employee and give reassurances that the conversation will remain confidential[1].

Inform the employee of your observations about his or her behaviour and mood. Emphasize the facts. Use concrete examples, and ask open-ended questions that will allow the employee to freely express any concerns (See Model of an Effective Conversations below).
Never try to obtain information about the employee's medical condition. Such information is private. If the person provides you with medical details spontaneously, treat this information as confidential. [1]
Encourage the employee to get help.
Tell the employee you are concerned. Exercise discretion and judgment in suggesting the employee contact Employee Assistance Services. Consult Appendix 2 for suggestions on how to respond to any objections the employee may raise in this regard.
Offer your help in maintaining the employee's well-being and work performance.
Explore with the employee how you might, for example, temporary adjust the employee's duties or schedule, increase motivation, and reduce absenteeism.
Do everything possible to address any prejudices concerning mental illness that may exist in your team (see Appendix 3). For example, you could organize an information session on mental health in conjunction with the Health Services, and encourage your employees to attend well-being activities within your organization.

When illness makes things difficult

Employees who have not come to terms with their illness or who are prevented from doing so because of the very nature of their disability, may not take adequate steps to obtain treatment or seek accommodation. In fact, some forms of mental illness can impair a person's ability to assess their own situation and to articulate their concerns, which may in turn prevent them from dealing effectively with management in finding reasonable accommodation.

Managing Mental Illness in the Workplace

You have noticed an employee is showing signs of excessive stress and that the employee's performance has slipped. You have intervened and encouraged the employee to seek help but the situation does not seem to be improving. What do you do?

As with any other employee living with a disability, you have a role to play in assisting him or her with mental health problems so they can maximize their potential in a healthy work environment.

Mental illness: a definition

Mental illness is characterized by changes in thinking, mood or behaviour (or a combination of the three) associated with **substantial distress and general dysfunction**.

Thus, mental illness includes a variety of disorders that impair the well-being and functioning of individuals, such as:

anxiety disorders (i.e. panic attacks, phobias, obsessive compulsive disorders, anorexia or bulimia)
burnout
depression
post-traumatic stress disorder/occupational stress injury
bipolar disorder (previously called manic depression)
schizophrenia
paranoia
substance abuse

With appropriate treatment, people who have a mental illness can successfully manage their condition and lead a productive life. In order for this to happen, however, the illness must be detected and treated quickly. In this respect, never underestimate your role in convincing your employees, colleagues, and any other person around you to get help as soon as the first signs of distress are observed. Early intervention can help to prevent minor symptoms from growing to the point at which they become disabling.

Role of the organization

The organization must ensure policies and processes are made available to managers to help them deal with mental health issues (e.g. disability case management measures). The organization must also help managers develop the skills they need in order to take appropriate action. This guide is a starting point for managers to learn about mental health.

Role of the person in difficulty

Individuals who receive a diagnosis of a mental illness are responsible for taking care of themselves by following the professional advice they are given. They should also try to maintain their work performance by making use, where necessary, of reasonable accommodations in consultation with the manager, Health Services Office, human resources specialists or Employee Assistance Services.

Role of the Peer to Peer Program

Whether it's a work-related or personal issue, Peer to Peer Coordinators can provide information on the services offered through Health Canada's Employee Assistance Services (EAS) as well as resources within the RCMP that could help address the situation.

Peer to Peer Coordinators are not trained to provide crisis intervention or counseling. They have received focused training on the services provided by Health Canada's EAS, as well as services that are available within the RCMP. In this sense, the coordinators are a useful link between the employee and a range of services available to the RCMP.

Role of mental health professionals

RCMP psychologists will receive and respond to information requests from managers and colleagues regarding regular and civilian members. They are bound to confidentiality[1] and are top-secret cleared.

NOTE: All employees have access to the Employee Assistance Services.

> Mental health professionals assess the well-being and morale of regular and civilian members, and offer early intervention, when required.
> Managers can consult with mental health professionals to help them address detachment/division issues and to generate recommendations for actions to improve well-being and morale. They can also request specific training on issues affecting their whole detachment/division, such as how families are affected by the work of members, stress management and conflict resolution.

Your role as manager

It is important to fully prepare in advance of meeting with an employee having difficulties. Below is a list of things to think about and information to gather before sitting down with the employee.

> *You are not alone in dealing with the situation*

Plan the meeting by tapping into expertise (health services, employee assistance,

labour relations).

Take some time to reflect on your own experiences with mental illness

You must ask yourself certain questions before meeting with the employee: Am I comfortable dealing with mental illness issues? Have I experienced a mental health problem or helped someone close who was affected? If so, what happened? What aspects of my approach worked well? What would I do differently? The answers to these questions will help you develop the empathy required for your contact with the employee to be effective.

Take stock of your own prejudices concerning mental illness.

Everyone has prejudices. You simply need to be aware of yours so you can either curb them or set them aside to prevent a negative impact on your contact with the employee.

Familiarize yourself with your organization's human resources policies and accommodation provisions.

Have on hand a list of the resources available in your organization such as how to reach the Health Services Office or Employee Assistance Services.

Make sure your conversation with the employee is completely confidential[1] by holding it either in a closed office or on "neutral ground."

Mental illness can cause concentration or confusion problems. For this reason, the employee may choose to be accompanied by someone, such as a representative of the employee, staff relations representative or a union steward.

Be prepared to respond to any reactions and objections the employee may have.

The employee may appear reluctant to discuss the situation, especially if he or she has previously witnessed discrimination against a person living with mental illness. If the employee seems ill at ease, find out what you can do in order to increase the his or her comfort level and confidence (see Appendix 2 for more information).

Mental health resources at the RCMP

Health Services Officer
Psychologist
Employee Assistance Services
Chaplain
Nurse

Leaders who want to reduce the stigma associated with mental health problems in

their divisions need to be consistent. They need to support those who seek help, encourage them, and remind their subordinate leaders that it takes leadership to ensure those who need help, get it.

Model of an Effective Conversation

The following model is adapted from Marshal B. Rosenberg's "non-violent" method of communication. This method may be used at any time to promote good interpersonal relations and has proved to be particularly effective in difficult conversations. The basic principles for communicating with sincerity and empathy are as follows: Observing -Feeling - Needing - Requesting (0-F-N-R).

Make your observations

Inform the employee of the observable behaviour you have objectively noted.
Emphasize the facts.
Pay attention to the words and tone you use, as well as your body language.

Express your feelings

If you feel comfortable doing so, express your feelings concerning the facts noted. Avoid interpreting the facts or making judgments. This will allow the employee to feel that someone is listening and to have more confidence. Show empathy and understanding. Bear in mind that mental illness does not happen only to other people. One Canadian in five will be affected by mental illness during his or her lifetime. Someday, it could be you.

Clarify your needs and the employee's needs

Explain your concerns, needs or values as they relate to the facts and your feelings, and pay attention to those expressed by the employee.

Make your request in a positive, concrete, and achievable way

Clearly describe the change in attitudes or behaviour you are looking for in relation to what you have observed. Indicate what you want the employee to do in order for the situation to improve, from both your point of view and the employee's. Be clear about how this is to be done, the time limits for taking action, and the way in which the situation will be followed up (for example, by making an appointment for another meeting to discuss the situation).

Example: *I have noticed that you were absent three days in the past two weeks (0). I am worried about you and I am concerned (F) because I need everyone on the team to perform their duties consistently (N). I would like us to discuss what can be done to prevent the situation from getting worse (R).*

It is always a good idea to end this type of conversation by asking the employee to summarize what he or she has understood so you can rectify any misunderstanding. Make sure both parties are satisfied with the means to be used to improve the situation. It is also recommended that you summarize in writing the follow-up measures you have both agreed to (e.g., the employee should be made aware that other people may be involved).

Follow-up after the meeting with the employee

You have come to an agreement with the employee about the action to be taken so that the employee can perform well and maintain his or her balance at work. You must now take the appropriate follow-up action to ensure that the employee's performance improves and that the employee's health does not get worse because of work.

First and foremost: take care of yourself!

- Have realistic expectations for yourself and for the employee
- Avoid acting as a saviour
- Limit the amount of time and attention you spend on the employee
- Seek support for yourself

Make sure the employee has enough sick leave credits (for public servants) It is mandatory for all category of employees to report the sick leave through HRMIS

It is not a good idea to make informal arrangements with the employee to compensate for the employee's absences. Make sure the employee understands his or her benefits. As soon as the employee goes on leave, have him or her contact the compensation specialists to make adequate arrangements in terms of leave or disability insurance.

Provide effective supervision

Make sure the employee is carrying out the follow-up measures that were agreed upon. For example, you could schedule regular meetings in order to discuss the results achieved or to make adjustments. Use this opportunity to praise the employee's efforts and the objectives achieved, or to make changes based on how things are going.

Be aware of the impact on the team

If the employee needs to be absent for an extended period or if temporary accommodations are put in place, inform the other employees as appropriate, without revealing any confidential[1] information.

If the employee continually refuses to cooperate, seek assistance immediately from Employee Assistance Services and/or labour relations.

While Your Employee is Away

Occasionally, an employee living with a mental illness may need to be away from work for an extended period in order to, for example, adjust to a new medication or to receive intensive treatment.

As a supervisor, you may wonder if it is it appropriate to contact an employee who is absent for an extended period. Some managers are reluctant to do so. However, occasional telephone calls will help the employee feel supported and will give you a heads-up on the arrangements that may be needed to facilitate the employee's return to work.

Policy requires an employee on sick leave to be contacted a minimum of every 30 days.

Steps to be taken

Call the employee for updates from time to time (if medically acceptable)

- If you are not sure how to go about this, consult the experts
- Emphasize that the employee's recovery is of primary importance
- Avoid giving detailed answers to the questions the employee may ask
- about work but give the employee general reassurance
- Do not push the employee to return to work as it could create feelings of guilt related to his or her absence
- Keep the employee informed of any major changes that could take place in the organization

Obtain assistance in planning the employee's return to work

Do not wait until the last minute to prepare for the employee's return to work. Discuss it as soon as possible with the appropriate resource people. This will allow you to offer the employee various options for returning to work that meet your operational requirements, the employee's needs, and employer obligations.

Consider the climate in the work place

If there is reason to believe that an unhealthy work environment, a workplace dispute, harassment or any other organizational cause is an influencing factor in the employee's absence, seek help in taking quick and effective action on both individual and organizational levels.

Seek advice on how you can improve your own management practices if you wish to expand or update your knowledge

Staying Healthy at Work

How do you ensure that an employee living with a mental illness remains comfortable and productive at work and an asset to your organization?

Good management practices

Here is some good news – the practices required here are exactly the same as those that already form part of your job as manager. In fact, if you adopt sound management practices at all times, you will be able to prevent excessive stress in the workplace and increase the well-being and commitment levels of all your employees.

Emphasize the following four points so you and your team will enjoy a healthier and more productive work environment.

Ensure your demands are realistic, both for your employees and for yourself

Clarify work priorities and the roles and responsibilities for each task to be performed
Eliminate some of the activities and roles that are not essential
Help people manage their workloads
Negotiate schedules with senior management where appropriate

Increase employee control over their work

Delegate, where possible, decision-making to individuals
Clearly indicate the difference between work that is essential and work that can wait (not everything is "urgent"!)
Where necessary, encourage the use of additional resources during busy periods or consider sharing the work with other teams

Reduce effort and tension

Pay attention to perfectionist tendencies, both your own and those of your employees!
Take vacations and make sure that your employees take theirs
Facilitate work-life balance, both for yourself and for your employees.
Allow your employees and clients to be involved in designing new work procedures when possible
Invest in technology, training and professional development in order to enhance the skills and competence of your staff

Encourage open communication and, when needed, make use of informal dispute resolution services available in your organization
Make healthiest choices the easiest choices by integrating positive health practices into your current lifestyle

Increase recognition

Support those employees who receive interesting assignment or promotion offers
Where possible, structure your organization to allow employees to develop professionally
Regularly give positive feedback when work is done well
Learn to recognize what each of your employees considers to be rewarding in his or her work

Conclusion

Sound management practices are the best way to prevent problems of excessive stress and mental illness in the workplace.

Research has shown the key factor in determining workplace well-being is participation by employees and the level of commitment to their work. This also applies to you as manager.

No policy or program will ever demonstrate the importance of a healthy work environment better than you can. **As an individual and as a manager, your first responsibility is to look after yourself.** If you pay attention to your own balance in the workplace, you will set an example for your employees and be better able to pay attention to their needs. Respecting yourself and others, keeping an open mind, and showing empathy and authenticity are all winning attitudes that go a long way towards promoting workplace well-being and performance.

ENDNOTE

1. The confidentiality and privacy of personal information obtained from an employee's contact with EAS will be maintained in accordance with the *Privacy Act*, *Personal Information Protection and Electronic Documents Act*, and the *Access to Information Act*.
This confidentiality is limited to the interaction that an employee has as a client of EAS.
Employee Assistance Services counsellors are bound by their professional code of ethics to protect client confidentiality.

EXCEPTION: When there is a court subpoena, child abuse, or a threat to harm oneself or others.
Interactions between Peer-to-Peer Coordinators and employees, as part of the RCMP's Peer-to-Peer System, are not bound by this confidentiality.

NOTE: Interactions will be dealt with in a respectful and discretionary manner.
Peer-to-Peer Coordinators must clearly articulate the limitation of confidentiality at the beginning of each interaction with an employee, and inform the employee of instances where they are required to disclose information.

Circumstances that require the disclosure of information obtained during interactions between a Peer-to-Peer Coordinator and an employee include the following:
where information disclosed by a member to a Peer-to-Peer Coordinator, who is also a member, identifies an alleged breach of the *RCMP Act*, *RCMP Regulations*, or the Organizational Code of Conduct by that member;
- where the information provided by an employee suggests a threat to human life and safety; or
- where the Peer-to-Peer Coordinator is required to disclose information by law, or ordered to do so by judicial authority.

When a Peer-to-Peer Coordinator becomes aware of an issue that he/she is duty bound to report, he/she will report it to an appropriate resource who has the authority to act on the information.
Only those persons who have a legitimate need to know of the information will be advised, and the issue will be dealt with in a manner consistent with the legislation, policies, and procedures established for addressing such issues, e.g. the *Access to Information Act*, the *Privacy Act*, the *RCMP Act* and *Regulations*, the Organizational Code of Conduct, and the Values and Ethics Code for the Public Sector.

Appendix 1 - Signs Of Excessive Stress

Cognitive

Difficulty in reasoning and making decisions
Concentration difficulties
Memory /confusion problems
Decline in cognitive functions

Physical

Excessive perspiration
Dizziness
Accelerated pulse
High blood pressure
Rapid breathing
Excessive fatigue or excess nervous energy
Sleep disturbances
Changes in appetite and weight gain or loss

Emotional

State of emotional shock
Sadness or distress
Fear or panic attacks
Depression
Feeling overwhelmed
Irritability and frustration
Anxiety
Withdrawal
Depersonalization
Feeling isolated
Apathy
Frequent crying
Mistrust
Mood swings

Behavioural

Change in usual behaviour
Decline in performance
Changes in eating or sleeping habits
Lack of personal hygiene
Withdrawal and isolation
Unusual quietness or excessive volubility

Appendix 2 - Answers To Employees' Concerns About Using The Employee Assistance Program

If the employee says...	Your answer could be...
1. I don't have time. / It's too far.	You can have access to EAP during and after work hours. You can talk with someone by telephone. Arrangements can be made to suit you in terms of time and place.
2. It's none of your business	That is true, but I am worried about you. I only want to remind you that the EAP is available to you if you need it. You are right, but your work performance is (or your attitude at work is).
3. Why don't you worry about your own problems?	We're not here to talk about me. I'm worried about you. I only want to remind you that the EAP is available to you. ***NOTE:*** *Do not let yourself get caught up in a discussion about yourself and try not to be on the defensive. Show empathy but suggest that the meeting be postponed if emotions are too intense.*
4. The employee wants to tell you all about his or her problems, and does so.	I think you have a lot on your shoulders. Let's focus right now on how I can help you with your work-related problems. I think the EAP would be more helpful with your personal problems.
5. You can't force me to use the EAP.	That's true, but why not try? It cannot hurt. It's up to you. I only want you to know that the EAP is available to you.
6. Are you saying that I have a problem?	I don't know if you have a problem or not, but I have noticed that... (Describe the attitude or work performance) and only want to remind you that the EAP is available if you want to talk to someone.
7. I don't think the EAP is confidential.[1]	The professionals at the EAP are bound by professional privilege. They strictly respect the confidentiality[1] of clients.
8. I have the situation under control. I don't need any help.	I don't doubt that you're able to get through this alone. Sometimes getting some help and support can make things easier.

9. The employee becomes emotional (crying/anger).	I can see how much this affects you. Maybe you could take the time to speak with someone at the EAP. I can see that this is a sensitive topic for you. Maybe you could take the time to go through it with the EAP.

Appendix 3 - Resources

Consult the following resources for more information on mental health and illnesses and for ways to create and maintain a healthy work environment.

Canadian Mental Health Association

Public Health Agency of Canada - Mental Health

Université Laval *(Chair in Occupational Health and Safety Management)*

Mental Health Commission of Canada

Appendix 4 - RCMP Health Services and Benefits

All employees

Employee Assistance Program

All RCMP employees and their dependents can access the Employee Assistance Services (EAS) provided by Health Canada. EAS provides employees with up to eight hours of counseling per issue. Issues can be work related or personal in nature, and there is no limit to the number of issues an employee or dependent can request assistance with.

Regular members

The RCMP's Occupational Health Services is comprised of specialized health practitioners who screen and monitor all members to identify physical and mental health risks. Some high-risk duty areas receive increased focus and monitoring to ensure employees are being assessed on an ongoing basis. Work-related health issues — whether physical or mental — are taken very seriously.

The RCMP currently has 11 occupational health services offices across Canada available to regular members to support their health, safety and fitness for duty.

Occupational Health and Safety Services teams include:

medical doctors;
psychologists;
occupational health nurses;
occupational safety officers;
disability case managers;
return to work facilitators;
duty to accommodate coordinators; and
fitness & lifestyle advisors.

In addition, eligible regular members may receive treatment at a Veterans Affairs Canada or Canadian Forces Operational Stress Injury (OSI) Clinics when referred by their treating physician or a member's Health Services Officer. As well, a wide range of external services are available through provincial/territorial health care programs and community service providers.

Regular members have direct access to Canadian medical and psychological practitioners of their choice including of general physicians, psychiatrists, and community-based psychologists. The RCMP's *Health Care Entitlements and Benefits Programs* allow coverage for the following:

An eligible regular member is covered for **personal or group counseling** by

an approved psychologist without a referral or authorization for a maximum of six hours followed by a further six hours when preauthorized by the divisional psychologist per calendar year.

An eligible member is covered for **couple or family counseling** by an approved psychologist without a referral or authorization for a maximum of six hours followed by a further six hours when pre-authorized by the regional or divisional psychologist per calendar year.

An eligible member and his/her dependents may receive further couple or family treatments if preauthorized under the occupational health care level for the following work-related factors such as when the member is diagnosed with an occupational stress injury.

- Eligible members may also receive further personal psychological treatment if preauthorized under the occupational health care program.

Periodic Health Assessments

Periodic Health Assessments (PHAs) are mandatory every three years for all regular members*. These assessments help ensure a member is fit to perform their assigned duties and it helps identify if the member's occupation is having a harmful effect on their health. If a member performs high-risk duties, assessments may occur more frequently.

* in unique circumstances, CMs may be required to have PHAs as well.

RCMP Veterans

RCMP Veterans are persons, retired or still serving, in receipt of an award granted under Section 32 of the *RCMP Superannuation Act*. RCMP Veterans (RMs and CMs) may be eligible to receive a wide range of services administered by Veterans Affairs Canada (VAC). These services include:

disability pensions;
health benefits and services; and
access to OSI Clinics.

RCMP Veterans may receive one or all of the following services:

counseling;
case management;
screening;
referral;
information;
advocacy support; and
assistance in accessing programs from VAC or other community agencies.

Veterans Affairs Canada provides the above services through their respective multidisciplinary team of health care experts.

Public service employees and civilian members

The Public Service Health Care Plan is designed to supplement care provided by employees' provincial health care plan and is administered by the Treasury Board. It is available to:

civilian members and their dependents;
public servants employees and their dependents; and
dependents of regular members.

References

In addition to the references already cited, the following documentation was consulted in the preparation of this guide.

Line Managers' Resource, A practical guide to managing and supporting mental health in the workplace, Mind Out for Mental Health, Department of Health, U.K.

Marshal B. Rosenberg, *Les mots sont des fenêtres (ou des murs): Introduction à la communication non violente,* Jouvence Éditions, 1999

"*Understanding Anxiety Disorders*," Canadian Mental Health Association

What You Need to Know About Mental Health: A Tool for Managers, The Conference Board of Canada

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

SM - ch. 4.1. Information Security Governance

New Chapter: 2014-10-21

For information regarding this policy, contact Departmental Security Branch at Irrelevant Irrelevant

1. General
2. Acceptable User Practices
3. Communications Security Briefing
4. Security Awareness and Training
5. Roles and Responsibilities

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1. General

1. 1. The Departmental Security Branch (DSB), Technical Operations Directorate, develops information and communications technology security policy.

1. 1. 1. It is the governing policy for all information and communications technology security policies, guidelines, position papers, requirements, controls, standards, procedures, and practices.

1. 2. The Departmental Security Branch complies with applicable laws and regulations, and verifies compliance within the RCMP.

1. 2. 1. The Departmental Security Branch will consider applications for a variance to an otherwise mandatory directive when there is a sound business case to do so, and the risk is manageable.

1. 3. Use of information and communications technology includes designing, developing, operating, and maintaining RCMP technology, networking, and telecommunications infrastructure.

1. 4. The Departmental Security Officer will approve security policies and standards, and be the arbiter in questions or disputes about the meaning and usage of security policy.

1. 4. 1. The existence of Government of Canada or other standards and evaluations regarding specific technology does not remove or reduce Departmental Security Branch's certification and accreditation requirements.

1. 5. The unit that authored a security policy must review it every five years if no changes have been made to it, and revise as necessary.

1. 5. 1. Policies must also be reviewed when parent policies are revised, e.g. when the incident management policy is changed, the incident management standard and procedures need to be reviewed for conformity.

1. 6. All RCMP information and communications technology must be certified and accredited, i.e. approved by the Departmental Security Officer/delegate before use.

1. 7. Use only RCMP technology to store, process, or transmit RCMP information, e.g. voice and data.

1. 7. 1. Sensitive information, i.e. protected and classified information, must be stored, processed, and transmitted using information and communications technology that has been accredited for the level of sensitivity of the information.

2. Acceptable User Practices

2. 1. The IM/IT Program Manager/delegate must create and maintain an acceptable user practices (AUP) document, to identify appropriate conduct for end-users of information and communications technology (ICT).

2. 2. The AUP must:

2. 2. 1. conform to ICT security policy, and

2. 2. 2. be reviewed by the authoring unit on a regular basis to ensure that it meets current needs.

2. 3. Commanders will ensure that the following conditions are met:

2. 3. 1. the current AUP is read and signed on an annual basis by all users in their unit; and

2. 3. 2. that each individual's signed AUP is filed in accordance with the instructions on, or accompanying the AUP form.

3. Communications Security Briefing

3. 1. The Divisional Communications Security (COMSEC) Custodian must retain the briefing certificates and forms of authorized COMSEC end-users.

3. 1. 1. The COMSEC briefing certificates and forms must be retained for a minimum of two years after an individual's authorization to access accountable COMSEC material has ended.

3. 2. COMSEC briefing certificates and forms of the individuals appointed as Divisional COMSEC Custodians and alternates will be filed by the National COMSEC Custodian.

4. Security Awareness and Training

4. 1. The Departmental Security Officer/delegate will ensure that security awareness material for general use by individuals within the RCMP is available.

4. 2. The IM/IT Program Manager/delegate will ensure that:

4. 2. 1. educational material and training programs for the secure use of ICT are available, and

4. 2. 2. personnel who administer sensitive ICT receive technology-specific security training.

4. 3. Commanders will ensure that individuals are provided with appropriate education and training to perform their duties concerning ICT.

5. Roles and Responsibilities

5. 1. The **Departmental Security Branch** will:

5. 1. 1. provide the Departmental Security Officer (DSO) with the means to monitor and oversee the departmental security program at a national level;

5. 1. 2. develop, maintain, and promote national ICT security policy;

5. 1. 3. participate in ICT-related risk management activities, and provide advice and guidance;

5. 1. 4. provide advice and guidance on the selection, implementation, and effectiveness of security controls and control objectives;

5. 1. 5. verifying compliance with applicable laws, regulations, policy directives, and certification and accreditation requirements; and

5. 1. 6. support the DSO in the development and delivery of security awareness material for general use.

5. 2. The **Departmental Security Officer** will:

5. 2. 1. appoint an Information Systems Security Officer (ISSO) and a Departmental COMSEC Authority (DCA), and

5. 2. 2. direct the departmental security program.

5. 3. The **IM/IT Program Manager/delegate** will:

5. 3. 1. ensure that all RCMP national and regional ICT under their control complies with DSB's ICT security policy and certification and accreditation requirements; and

5. 3. 2. ensure that the following actions concerning security are taken:

5. 3. 2. 1. information and communications technology security is independently reviewed (not necessarily conducted by an external entity);

5. 3. 2. 2. the reviews are scheduled for regular intervals, or when major changes to ICT security are made;

5. 3. 2. 3. the findings are documented; and

5. 3. 2. 4. recommendations made by the reviewers are evaluated, and appropriate action is taken.

5. 4. The **Information Systems Security Officer** will:

5. 4. 1. direct the ICT security program, as part of the overall departmental security program;

5. 4. 2. promote ICT security in the RCMP;

5. 4. 3. review and make recommendations about the approval of ICT security policies and standards;

5. 4. 4. ensure the review of the ICT security portion of any procurement or contracting documentation, including requests for proposals, security requirements checklists, and memoranda of understanding with other organizations;

5. 4. 5. make recommendations about the approval of all contracts for external providers of ICT security services; and

5. 4. 6. monitor the department's compliance with applicable Treasury Board standards, e.g. Operational Security Standard, Management of Information Technology Security (MITS), and associated documentation or their successors.

5. 5. The **Departmental COMSEC Authority** will:

5. 5. 1. manage the departmental COMSEC program, and

5. 5. 2. provide oversight for accountable COMSEC material (ACM) charged to the departmental COMSEC accounts.

5. 6. The **Regional Departmental Security Section** will:

5. 6. 1. provide the DSO with the means to monitor and oversee the departmental security program at a regional level;

5. 6. 2. develop, maintain, and promote regional ICT security policy;

5. 6. 3. participate in ICT-related risk management activities such as certification and accreditation, and providing advice and guidance;

5. 6. 4. provide advice and guidance on the selection, implementation, and effectiveness of security controls and control objectives;

5. 6. 5. verify compliance with security policy directives and certification and accreditation requirements; and

5. 6. 6. support the DSO in the development and delivery of region-specific security awareness material.

5. 7. **Program and service delivery managers** will:

5. 7. 1. make ICT security an integral part of program and service delivery, and

5. 7. 2. seek funding in support of ICT security requirements.

5. 8. The **Commander** will:

5. 8. 1. appoint a Unit Security Coordinator, as outlined in AM XI.1., sec. F. and App. X1-1-1.

References

Date Modified: 2014-10-21

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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SM - ch. 4.10. Personnel and Physical Security

New Chapter: 2015-02-27

For information regarding this policy, contact Departmental Security Branch at Irrelevant Irrelevant

1. General
2. Security Clearances
3. Personnel Requirements
4. Communications Security (COMSEC) Requirements

1. General

1. 1. The IM/IT Program Manager/delegate will ensure that information and communications technology (ICT) systems are operated and maintained by individuals with appropriate RCMP security clearances, in accordance with the system's sensitivity and criticality.

2. Security Clearances

2. 1. All individuals involved with the installation, configuration, or management of ICT used for accessing, transmitting, or storing RCMP data must have, at a minimum, a valid RCMP reliability status security clearance.

2. 2. All individuals who grant or control access, or authenticate individuals for access to ICT used for accessing, transmitting, or storing RCMP data must have, at a minimum, a valid RCMP reliability status security clearance.

2. 3. All individuals with privileged access to ICT identified as critical, must have a valid RCMP reliability status and secret level security clearance.

3. Personnel Requirements

3. 1. Addition of New Personnel

3. 1. 1. Commanders will ensure a record is kept of all ICT access privileges and any items associated with access issued to individuals joining a unit.

3. 2. Changes to Duties of Personnel

3. 2. 1. Commanders will ensure personnel records concerning ICT access privileges and any items associated with access issued to individuals are kept up-to-date.

3. 2. 2. Individuals whose access privileges change will ensure that commanders/delegates are informed of those changes.

3. 3. Transfer/Suspension/Departure of Personnel

3. 3. 1. Commanders will ensure that when an individual is transferred from the unit, suspended, or leaves the RCMP, that all ICT access privileges are revoked, and any issued items associated with access are retrieved.

4. Communications Security Requirements

4. 1. Authorization of Communications Security End-Users

4. 1. 1. Individuals must be authorized to access accountable communications security (COMSEC) material.

4. 1. 2. In order to become an authorized COMSEC end-user, individuals must meet the following conditions:

4. 1. 2. 1. have a requirement to access accountable COMSEC material (ACM), i.e. need-to-know principle;

4. 1. 2. 2. be a Canadian citizen;

4. 1. 2. 3. have a security clearance at least equivalent to the sensitivity of the COMSEC material to which they will have access; and

4. 1. 2. 4. receive a COMSEC briefing and sign a COMSEC briefing certificate. See ch. 4.2., sec. 4.

4. 2. Appointment to COMSEC Positions

4. 2. 1. All appointed COMSEC positions, e.g. COMSEC custodians, must meet the authorized COMSEC end-user requirements. See sec. 4.1.

4. 3. Physical Protection of COMSEC Sites

4. 3. 1. Current physical standards apply to all new construction and existing facilities that will house COMSEC equipment.

NOTE: This includes both local area network (LAN) rooms and Classified Environment (CE) sites.

4. 3. 2. All variances from physical security directives and risk mitigation plans concerning COMSEC installations must be documented in a COMSEC threat and risk assessment (TRA), and approved by the Departmental Security Officer.

References

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Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

SM - ch. 4.11. Security Incidents

Directive Amended: 2015-02-27

For information regarding this policy, contact Departmental Security Branch at Irrelevant Irrelevant

1. General
2. Reporting Communications Security Incidents
3. Security Advisories
4. Types of Security Incidents
5. Consequences

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1. General

1. 1. The IM/IT Program Manager/delegate will establish a formal security incident handling process in consultation with Departmental Security Branch.

1. 1. 1. The procedures within this chapter must be considered in the context of information and communications technology (ICT) security. They are not to be construed as necessarily applying to an occurrence where technology is not directly involved.

1. 2. All personnel are responsible for reporting security incidents or suspected security incidents immediately when detected, by calling the Central Help Desk at 1-800-461-7797.

2. Reporting Communications Security Incidents

2. 1. All Communications Security (COMSEC) incident reports must reach the Departmental COMSEC Authority within 24 hours.

2. 2. All confirmed COMSEC incidents must be reported to the National COMSEC Incidents Office within 24 hours.

3. Security Advisories

3. 1. The Departmental Security Officer will issue security advisories about threats, e.g. phishing.

3. 2. Individuals receiving advisories, alerts, or warnings from external sources are to contact their regional departmental security section.

3. 2. 1. Do not distribute such information, as doing so may contribute to the spread of hoax information and false alarms.

4. Types of Security Incidents

4. 1. Security Violations

4. 1. 1. An ICT security violation is any act or omission by an individual that contravenes (intentionally or unintentionally) RCMP ICT security directives.

4. 1. 2. Individuals committing a security violation may be subject to disciplinary action. See sec. 5.

4. 2. Security Breaches

4. 2. 1. A security breach is an unauthorized disclosure of sensitive information, e.g. passwords, encryption keys, classified or protected information.

4. 2. 2. A security breach may be a security violation, and as such, individuals committing a security breach may be subject to disciplinary action. See sec. 5.

4. 3. Suspicious Activities/Security Vulnerabilities

4. 3. 1. The discovery of vulnerabilities, e.g. security weaknesses, deficiencies or gaps in security, or suspected weaknesses, is a security incident.

4. 3. 2. Operating or installing unapproved ICT, e.g. software, equipment, or devices, is a security incident.

4. 3. 3. Personnel or outsiders using deception to obtain unauthorized information or unauthorized access to ICT, and attempts to do so, are security incidents.

5. Consequences

5. 1. In some circumstances, a security violation may result in a statutory (criminal) investigation.

5. 2. The Commr. can deny, revoke, or suspend an individual's security clearance or reliability status, as appropriate, in response to a security violation.

5. 3. A security violation by an RM or CM is a contravention of the code of conduct and may result in disciplinary action, up to and including demotion or dismissal.

5. 4. A security violation by a PSE contravenes the requirements of the *Values and Ethics Code for the Public Sector*, and may result in disciplinary action, up to and including termination of employment.

5. 5. A security violation by any other person performing work for the RCMP, e.g. a volunteer, a student, a contractor, may result in action as appropriate, up to and including being prohibited from performing work for the RCMP.

References

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Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

SM - ch. 4.12. Sharing RCMP Information and Information and Communications Technology Assets

New Chapter: 2015-02-27

For information regarding this policy, contact Departmental Security Branch at Irrelevant Irrelevant

1. General
2. Sharing Assets with External Partners
3. Contractor and Vendor Personnel
4. Conducting Electronic Commerce

1. General

1. 1. In some circumstances, the RCMP may be required to share information and communications technology (ICT) with entities outside the RCMP, e.g. the public, other police services, other federal government departments, other levels of government, educational institutions, international allies, vendors, contractors.

1. 2. The IM/IT Program Manager/delegate must provide formal technical standards and procedures for sharing assets.

1. 3. Policy centre authorities that plan on sharing assets must establish formal agreements and usage practices.

1. 3. 1. The terms for sharing assets must be documented, e.g. in memoranda of understanding, or contracts for commercial entities.

1. 3. 2. Policy centre authorities must ensure that any agreement for sharing assets follows official departmental processes.

1. 4. All agreements, standards, and procedures for sharing assets must use, or conform to methods approved by the Departmental Security Officer/delegate, which will ensure that security requirements are met and adequate security controls are in place.

1. 5. The IM/IT Program Manager/delegate must assess the risk to RCMP assets and identify appropriate controls before involving external entities in ICT endeavours.

1. 6. The policy centre authority for any RCMP information that may be shared must assess the risk to the confidentiality, integrity, and availability of the information before involving external entities.

1. 7. Departmental Security Branch may require a justification of assessed levels of risk.

1. 8. Individuals who are sending or receiving information that is authorized to be communicated to external entities must follow the general procedures for transmittal or transportation of information. See AM App. XI-1-6.

1. 9. The policy centre/project authority will ensure that the integrity of publicly available information, e.g. an e-commerce website, is protected, i.e. controls against unauthorized modification are in place.

2. Sharing Assets with External Partners

2. 1. The following situations constitute sharing assets, and require individuals to adhere to sec. 1.:

2. 1. 1. exchanging or providing access to information that is in the custody of the RCMP, with external entities;

2. 1. 2. providing access to, or interconnection of, ICT that is in the custody of the RCMP, with external entities;

2. 1. 3. processing information on RCMP premises that has been provided, in full or in part, by or on behalf of, external entities; and

2. 1. 4. processing or storing RCMP information on premises or on ICT that is in the custody of external entities.

3. Contractor and Vendor Personnel

3. 1. RCMP Premises

3. 1. 1. Commanders, project managers, and others who engage individuals through professional services contracts are responsible for providing them with any ICT required.

NOTE: Contractor-furnished technology is prohibited.

3. 1. 2. Contractors whose primary work site is on RCMP premises are subject to the same constraints, requirements, and policy directives as other RCMP personnel. For example, as

individuals using RCMP ICT, they must read, sign, and comply with the national Acceptable User Practices (AUP).

3. 2. Off-Site Locations

3. 2. 1. Commanders and project managers who engage contractors or vendors to do RCMP-related work at locations other than RCMP premises, will ensure that the following conditions are met:

3. 2. 1. 1. when using RCMP ICT, the physical environment approval must be recognized by the Departmental Security Officer/delegate; and

3. 2. 1. 2. when using ICT that is not furnished by the RCMP, or on behalf of the RCMP to process, communicate, or store RCMP information, the technology approval must be recognized by the Departmental Security Officer/delegate.

4. Conducting Electronic Commerce

4. 1. Policy centres and project authorities that are responsible for RCMP applications or services that involve commercial transactions that pass electronically over networks, will ensure that, in addition to other pertinent RCMP policy, the following conditions are met:

4. 1. 1. controls are put in place for confidentiality, integrity, and non-repudiation, to make commercial transactions, for all practical purposes, indisputable;

4. 1. 2. the service complies with applicable legislation, e.g. *Electronic Commerce Protection Act*; and

4. 1. 3. the service complies with applicable industry standards, e.g. Payment Card Industry Data Security Standards.

References

Date Modified: 2015-02-27

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

SM - ch. 4.2. Security Responsibilities for RCMP Personnel

New Chapter: 2015-02-27

For information regarding this policy, contact Departmental Security Branch at Irrelevant Irrelevant

1. General
2. Communications Security Material
3. RCMP Office Support System
4. Passwords
5. Equipment and Storage Media
6. Security Awareness and Training
7. Appropriate Control of Protected-A Information
8. Appropriate Control of Protected-B Information
9. Appropriate Control of Protected-C and Classified Information
10. Appropriate Control of Signals Intelligence Information
11. Appropriate Control of Law Enforcement Sensitive Information
12. Individuals Working Off-site

1. General

1. 1. All personnel must comply with RCMP information and commmunications technology (ICT) security policy.

1. 1. 1. The absence of a specific statement for an action does not imply permission or approval for that action.

1. 1. 2. Individuals must consult the Departmental Security Section or Departmental Security Branch for direction in the absence of policy.

1. 2. All users of RCMP ICT must read, sign, and comply with the provisions of the national Acceptable User Practices for RCMP Information Technology. See IM App. III-1-2.

1. 2. 1. Individuals may be required to sign other acceptable use documents for regional or application-specific technology in addition to the national Acceptable User Practices.

1. 3. All personnel will immediately report security incidents or suspected security incidents to the Central Help Desk when detected. See ch. 4.11.

1. 4. All ICT used for formal RCMP business must be the corporate standard, approved for the purpose for which it is used, and procured through proper channels.

1. 5. The use of personal property, e.g. desktop peripherals, communication devices, portable storage media such as USB sticks, in conjunction with RCMP technology is prohibited.

1. 6. Individuals must not extend or re-transmit network services, or alter the architecture of a network in any way.

1. 6. 1. End-users are prohibited from installing routers, wireless access points, switches, hubs, repeaters, and wireless printers.

1. 7. Individuals must not alter the configuration of ICT by installing or modifying software.

1. 7. 1. End-users are prohibited from installing applications, updates, patches, modules, plug-in components, firmware, device drivers, and utilities.

1. 8. Individuals must not allow privately-owned technology to join, bridge, or participate with RCMP networks in any way, or create a network or access point on RCMP premises.

1. 9. Individuals must not use RCMP computer USB ports to charge personal devices.

2. Communications Security Material

2. 1. Accountable communications security (COMSEC) material must be tracked and controlled at all times with a formal accounting system.

2. 2. Individuals who require access to accountable COMSEC material (ACM), e.g. secure telephones for classified information, must be briefed by a COMSEC custodian on their responsibilities and the care and control of AMC.

2. 3. Individuals who require access to ACM must read, sign, and comply with the Crypto Access Authorization and Appointment Certificate, the COMSEC Briefing Certificate (form 2363), and the page listing responsibilities in the COMSEC Materials Report (form GC223).

2. 4. Accountable COMSEC material must never be left unattended. It must be secured in an environment, e.g. site, or container approved for that use and rated for the level of sensitivity.

2. 5. Individuals must immediately report stolen, missing, or lost ACM, or any item that contains or contained Protected-C or classified information to the Central Help Desk. See ch. 4.11., sec. 2.

3. RCMP Office Support System

3. 1. Individuals can process and store non-sensitive and Protected-A information using RCMP Office Support System (ROSS) resources, e.g. workstations, networked drives. See sec. 8.

3. 2. Individuals can process Protected-B information locally on ROSS workstation computers, but must encrypt Protected-B information with the corporate standard encryption solution to store or transmit it. See sec. 8.

3. 3. Some Protected-B applications with appropriate safeguards have been approved and are available to authorized users on ROSS workstations.

3. 4. Do not use ROSS equipment or resources to create, process, store, or transmit Protected-C or classified information.

4. Passwords

4. 1. Individuals must not share passwords.

4. 2. Individuals may store written passwords in a secure fashion that is commensurate with the sensitivity of the asset the password is protecting.

5. Equipment and Storage Media

5. 1. Individuals will take appropriate measures to protect unattended ICT, i.e. equipment, storage media, in their control. This applies to technology on RCMP premises and elsewhere.

NOTE: The loss of portable storage media may lead to unauthorized information disclosures.

5. 2. PKI tokens, identity cards, building access cards, and other objects used to log in to applications, systems, and other technology, or encrypt, decrypt, digitally sign, or securely delete, must never be left unattended in proximity of the technology with which they are used.

5. 3. Individuals travelling outside of Canada must take extra care. See sec. 12.5.1.

5. 4. Individuals must report any ICT malfunction and other maintenance issues to the Central Help Desk.

5. 5. Individuals must report stolen, missing, or lost ICT to their supervisor/commander.

5. 5. 1. Supervisors/commanders must determine whether the situation constitutes a security incident, and complete any required next steps. See ch. 4.11.

6. Security Awareness and Training

6. 1. Individuals will:

6. 1. 1. review all available security awareness material;

6. 1. 2. remain mindful of their responsibilities as outlined in security policy and training;

6. 1. 3. bring to the attention of his/her supervisor/commander, the circumstances where he/she feels that his/her training is inadequate for performing his/her ICT duties; and

6. 1. 4. remain vigilant for security threats and vulnerabilities.

7. Appropriate Control of Protected-A Information

7. 1. General

7. 1. 1. Protected-A information must not be released into the public domain.

7. 1. 2. Formal agreements must be established before sharing RCMP information with external entities. See ch. 4.12.

7. 2. Transmitting Electronically

7. 2. 1. Individuals can transmit Protected-A information, i.e. voice and data, over any network under the stewardship of the RCMP and associated RCMP-approved infrastructure, without using additional safeguards, e.g. without encryption.

7. 2. 2. Protected-A information must be safeguarded, when feasible, using an approved RCMP encryption solution or application rated for Protected-A when transmitted outside the organization.

7. 2. 2. 1. When encryption or the use of an application is not feasible, and the information cannot be sent any other way, e.g. fax, courier, then the information must be sanitized to remove anything that would breach laws and regulations or that could have an impact on operations if the information became part of the public domain.

7. 3. Transporting Physically

7. 3. 1. Protected-A information brought outside RCMP premises must be safeguarded with an RCMP-approved encryption solution rated for (up to and including) Protected-B, or use authorized physical security safeguards. See AM App. XI-1-6.

7. 4. Telephony

7. 4. 1. Individuals can use standard RCMP office telephones to communicate Protected-A information.

NOTE: Office telephone means a telephone intended to be used at an individual's desk, rather than a mobile or cellular phone.

7. 4. 2. All voice communication by any cellular or mobile telephone must be restricted to non-sensitive information, unless the phone is specifically accredited and issued for sensitive information, e.g. classified telephony approved by the Departmental Security Officer.

7. 4. 3. Individuals can fax Protected-A information without additional safeguards, to authorized recipients both inside and outside the RCMP.

NOTE: Individuals must exercise due care to use the correct fax/telephone number.

7. 5. Printing, Scanning, and Photocopying

7. 5. 1. Individuals can print, scan, or copy Protected-A information using equipment issued to them that is directly connected to their ROSS computer.

7. 5. 2. Individuals can print, scan, or copy Protected-A information using office equipment, e.g. ROSS LAN, located nearby, provided it is in an operational area or higher security zone.

7. 5. 3. Individuals can copy Protected-A information using an independent stand-alone photocopier located in an operational area or higher security zone.

7. 5. 4. For information about physical security zones, see AM App. XI-3-1.

7. 6. Storing

7. 6. 1. Do not store Protected-A information, encrypted or not, on systems, networks, or storage media, unless they are specifically approved for that purpose.

7. 7. Disposing or Reusing

7. 7. 1. For the disposal or reuse of technology that processed, contains, contained, or transmitted unencrypted Protected-A information at any time, see ch. 4.5.

8. Appropriate Control of Protected-B Information

8. 1. General

8. 1. 1. Protected-B information must not be released into the public domain.

8. 1. 2. Formal agreements must be established before sharing RCMP information with external entities. See ch. 4.12.

8. 2. Transmitting Electronically

8. 2. 1. Individuals must use an RCMP-approved encryption solution or application rated for Protected-B when Protected-B information is transmitted both internally, i.e. networks under the stewardship of the RCMP, and externally.

8. 3. Transporting Physically

8. 3. 1. Protected-B information brought outside RCMP premises must be safeguarded with an RCMP-approved encryption solution rated for Protected-B, or use authorized physical security safeguards. See AM App. XI-1-6.

8. 4. Telephony

8. 4. 1. Individuals must not use standard office telephones for Protected-B information.

8. 4. 2. All voice communication by any cellular or mobile telephone must be restricted to non-sensitive information, unless the phone is specifically accredited and issued for sensitive information.

8. 4. 3. Use only secure telephones and secure faxes approved by the Departmental Security Officer for communication of Protected-B or higher sensitivity information.

8. 4. 4. Use only a secure fax machine, specifically approved and rated for Protected-B information or higher level of sensitivity, to send or receive Protected-B information by fax, i.e. do not communicate Top Secret information using encryption rated for information up to Secret.

8. 5. Printing, Scanning, and Photocopying

8. 5. 1. Individuals can print, scan, or copy Protected-B information using equipment issued to them that is directly connected to their ROSS computer.

8. 5. 2. Individuals can print, scan, or copy Protected-B information using office equipment, e.g. ROSS LAN, located nearby, provided it is in an operational area or higher security zone.

8. 5. 3. Individuals can copy Protected-B information using an independent stand-alone photocopier located in an operational area or higher security zone.

8. 5. 4. Do not leave Protected-B printed documents produced by shared equipment unattended. Retrieve printed documents as soon as possible.

8. 5. 5. For information about physical security zones, see AM App. XI-3-1.

8. 6. Storing

8. 6. 1. Individuals must safeguard Protected-B information when stored, i.e. when not in use, by:

8. 6. 1. 1. encrypting the Protected-B information using an RCMP-approved encryption solution, and storing it using local ROSS system storage/ROSS network resources;

8. 6. 1. 2. using an application rated for Protected-B;

8. 6. 1. 3. using Classified Environment network resources; or

8. 6. 1. 4. using authorized physical security safeguards. See AM ch. XI.3., sec. H.

8. 6. 2. For storage of printed documents or other non-digital formats, and storage media containing unencrypted Protected-B information, see AM ch. XI.3., sec. H.

8. 6. 3. Do not store Protected-B information, encrypted or not, on systems, networks, or storage media unless they are specifically approved for that purpose.

8. 7. Deleting

8. 7. 1. Use RCMP-approved technology rated for Protected-B to delete Protected-B information.

8. 8. Disposing or Reusing

8. 8. 1. For the disposal or reuse of technology that processed, contains, contained, or transmitted unencrypted Protected-B information at any time, see ch. 4.5.

9. Appropriate Control of Protected-C and Classified Information

9. 1. General

9. 1. 1. Protected-C, Confidential, Secret, and Top Secret information must not be released into the public domain.

9. 1. 2. Formal agreements must be established before sharing RCMP information with external entities. See ch. 4.12.

9. 1. 3. Confidential, Secret, and Top Secret are types of classified information meaning that disclosure could reasonably be expected to cause injury to the national interest. The use of the word confidential by a private corporation or non-federal partner organization does not necessarily mean it is equivalent to material categorized as confidential in the RCMP system.

9. 1. 4. Protected-C is not classified information because the national interest is not a factor by definition. The gravity of injury on disclosure to non-national interests of Protected-C information, however, means that Protected-C warrants a high degree of protection.

9. 2. Transmitting Electronically

9. 2. 1. Individuals must use an RCMP-approved solution or application for Protected-C and classified information, rated at the appropriate level of sensitivity or a higher level of sensitivity when such information is transmitted both internally, i.e. networks under the stewardship of the RCMP, and externally.

9. 3. Transporting Physically

9. 3. 1. For information on physically transporting Protected-C and classified information, contact the regional Departmental Security Section.

9. 4. Telephony

9. 4. 1. Individuals must not use standard office telephones for Protected-C and classified information.

9. 4. 2. All voice communication by any cellular or mobile telephone must be restricted to non-sensitive information, unless the phone is specifically accredited and issued for sensitive information.

9. 4. 3. Use only secure telephones and secure faxes approved by the Departmental Security Officer for communication of Protected-C and classified information.

9. 4. 4. Only use a secure fax machine to fax, i.e. send or receive, Protected-C and classified information. The secure fax machine must be specifically approved and rated at the appropriate level of sensitivity, or a higher level of sensitivity, i.e. do not communicate Top Secret information using encryption rated for information up to Secret.

9. 5. Printing, Scanning, and Photocopying

9. 5. 1. Individuals can print, scan, or copy Protected-C and classified information using equipment issued to them that is directly connected to their Classified Environment (CE) computer, or using CE local area network (LAN) printers.

9. 5. 2. Do not leave Protected-C and classified printed documents produced by LAN printers unattended. Retrieve printed documents immediately.

9. 6. Storing

9. 6. 1. Use CE network resources to process and store Protected-C and classified information.

9. 6. 1. 1. Local storage on CE workstations is prohibited.

9. 6. 2. Individuals must follow an approved process and use COMSEC-approved electronic storage media to store electronic Protected-C and classified information outside the protection of the CE network.

9. 6. 3. For storage of printed documents or other non-digital formats, see AM ch. XI.3., sec. H.

9. 7. Disposing or Reusing

9. 7. 1. For disposal or reuse of technology that processed, contains, contained, or transmitted unencrypted Protected-C and classified information at any time, see ch. 4.5.

10. Appropriate Control of Signals Intelligence Information

10. 1. Only technology specifically approved by the Departmental Security Officer for signals Intelligence (SIGINT) information can be used to communicate, store, or process information categorized as SIGINT.

11. Appropriate Control of Law Enforcement Sensitive Information

11. 1. Individuals must limit the circulation of information and documents labelled Law Enforcement Sensitive (LES) to RMs, other RCMP personnel directly supporting police operations, and law enforcement/public safety agency partners who have a need to know for the information.

11. 2. For more information about the categorization of LES information and technology, see ch. 4.5., sec. 2.3.

12. Individuals Working Off-site

12. 1. General

12. 1. 1. Individuals working outside RCMP premises fall into four basic categories:

12. 1. 1. 1. remote users who are travelling in Canada or work occasionally from home;

12. 1. 1. 2. mobile users who work in police vehicles or in the field with specialized technology for that type of use;

12. 1. 1. 3. teleworkers who primarily work at home, or other permanent off-site locations; and

12. 1. 1. 4. international travellers.

12. 1. 2. Contractors and vendor personnel are not considered individuals working off-site. See ch. 4.12., sec. 3.

12. 2. Remote Users

12. 2. 1. Use only RCMP-issued ICT and an approved connection method for remote access.

12. 2. 2. Encrypt sensitive information when not in use.

12. 2. 3. Ensure your credential/authentication token is not in the same location as the technology it is used with, if the technology is left unattended, e.g. at home, locked in a hotel room.

12. 2. 4. Ensure that storage media containing sensitive information are stored in an authorized security container if the information is not encrypted. See AM ch. XI.3., sec. H.

12. 3. Mobile Users

12. 3. 1. Use only RCMP-issued ICT approved for mobile use.

12. 3. 2. Remove your credential/authentication token and keep it on your person, when the technology it is used with is left unattended.

12. 4. Teleworkers

12. 4. 1. Have your physical and ICT environment approved for teleworking by your regional Departmental Security Section (DSS).

12. 4. 2. Use only RCMP-issued ICT and an approved connection method for remote access.

12. 4. 3. Use an approved full-disk encryption method on desktop and laptop computers.

12. 4. 4. Encrypt sensitive information when not in use.

12. 4. 5. Ensure your credential/authentication token is not in the same location as the technology it is used with when that technology is left unattended.

12. 5. International Travellers

12. 5. 1. International travellers who need to bring ACM out of the country must contact Departmental Security Branch before travelling.

References

Date Modified: 2015-02-27

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

SM - ch. 4.3. Administrative Controls

New Chapter: 2014-10-23

For information regarding this policy, contact Departmental Security Branch at Irreleva Irrelevant

1. General
2. Security in Business Requirements
3. Capacity Management
4. Vulnerability Management
5. Configuration Management
6. Separation of Duties/Segregation of Responsibilities
7. Operating and Maintenance
8. Change Management

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1. General

1. 1. The policy centre/project authority will ensure that actions are accountable and traceable to the entities that perform them.

NOTE: Entities include individuals, automated processes, systems, infrastructure, and other technology.

1. 1. 1. Actions that are accountable include, but are not limited to:

1. 1. 1. 1. data entry, deletion, retrieval, or duplication;

1. 1. 1. 2. operational functions, e.g. backups, start-ups, shutdowns;

1. 1. 1. 3. diagnosis and maintenance; and

1. 1. 1. 4. changes to the configuration, design, or architecture.

2. Security in Business Requirements

2. 1. The policy centre/project authority will:

2. 1. 1. ensure that security controls are included in the business requirements for information and communications technology (ICT).

NOTE: Business requirements cannot introduce unacceptable security risks or circumvent security control objectives.

2. 2. The IM/IT Program Manager/delegate will:

2. 2. 1. ensure that adequate resources are in place to implement, test, and maintain the security controls.

3. Capacity Management

3. 1. The IM/IT Program Manager/delegate will ensure that ICT capacity, i.e. the ability to provide programs and services, is monitored, performance is tuned, and changes to enhance capacity as required are planned.

4. Vulnerability Management

4. 1. The IM/IT Program Manager/delegate will ensure that:

4. 1. 1. a formal process is established, in consultation with Departmental Security Branch, that addresses the vulnerability management of ICT; and

NOTE: The vulnerability management process must ensure that the vulnerability of systems, software, and their configuration is assessed on an ongoing basis, and appropriate action is taken in response to the discovery of vulnerabilities.

4. 1. 2. security advisories issued by the Government of Canada and applicable ICT vendors are assessed, and appropriate action taken as part of the formal process for vulnerability management.

5. Configuration Management

5. 1. The IM/IT Program Manager/delegate will ensure that:

5. 1. 1. a baseline ICT configuration is established and documented, e.g. products and versions;

5. 1. 2. changes to the configuration are controlled, as outlined in sec. 8.;

5. 1. 3. the configuration status is known, i.e. can be referenced, at all times, and includes a record of maintenance performed; and

5. 1. 4. the configuration is verified, i.e. audited periodically.

6. Separation of Duties/Segregation of Responsibilities

6. 1. The IM/IT Program Manager/delegate will ensure that:

6. 1. 1. information and communications technology responsibilities are segregated; and

6. 1. 1. 1. the segregation increases accountability and minimizes situations where an individual controls, or is able to control many aspects of a system or group of systems;

6. 1. 2. the development, operation, testing, and auditing of sensitive ICT are distinct functions performed by different people.

7. Operating and Maintenance

7. 1. The IM/IT Program Manager/delegate will, in order to promote proper and secure operation of ICT, ensure that operating and maintenance procedures are:

7. 1. 1. documented and tested,

7. 1. 2. kept up-to-date, and

7. 1. 3. available to individuals who require them.

7. 2. The system owner will ensure that:

7. 2. 1. system documentation has an appropriate sensitivity categorization for the security of the system, and

7. 2. 2. there is protection against unauthorized access to system documentation.

8. Change Management

8. 1. The IM/IT Program Manager/delegate will ensure that:

8. 1. 1. changes to ICT follow a documented change control procedure;

8. 1. 2. the change management process includes procedures for emergency changes, e.g. service outages;

8. 1. 3. changes are documented in a change record; and

8. 1. 4. changes that may affect security are authorized by the Departmental Security Branch before the change is made.

EXCEPTION: When there is a specific agreement where the Departmental Security Branch has authorized a class of changes in advance.

References

Date Modified: 2014-10-23

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

SM - ch. 4.4. Application and Platform Security

New Chapter: 2014-10-23

For information regarding this policy, contact Departmental Security Branch at Irrelevant Irrelevant

1. General
2. Acceptance Testing
3. Backups
4. Removable Storage Media
5. Security Controls
6. Control Objectives

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1. General

1. 1. The IM/IT Program Manager/delegate will ensure that the development of applications and systems follow a defined application or system development life cycle that incorporates the identification of security requirements at all stages including, but not limited to:

1. 1. 1. certification and accreditation requirements, and

1. 1. 2. the performance of a vulnerability assessment.

2. Acceptance Testing

2. 1. The policy centre/project authority will, in order to minimize the risk of application or system failure, ensure that:

2. 1. 1. criteria are selected to establish the acceptability of information and communications technology (ICT) for a production environment;

2. 1. 2. the criteria include security control functionality;

2. 1. 3. tests are performed against the criteria; and

2. 1. 4. deficiencies are corrected before deploying the application or system to a production environment.

3. Backups

3. 1. The policy centre/project authority will ensure that:

3. 1. 1. copies of information, i.e. data, and installed software including configuration are made regularly;

3. 1. 2. the regularity of backups, and the data repository model are based on requirements identified as part of certification and accreditation;

3. 1. 3. backups have a defined retention period based on system or service availability, and integrity requirements, and any legally mandated requirements;

3. 1. 4. sample backup copies are restored and regression-tested regularly; and

NOTE: Backups must be restored in an environment rated for the sensitivity of the data.

3. 1. 5. copies of backups from critical systems are stored at an accredited, off-site location using approved storage containers. See Security Equipment Guide.

4. Removable Storage Media

4. 1. The IM/IT Program Manager/delegate will ensure that there are documented procedures for the management, use, and security of removable or portable electronic storage media.

4. 2. Individuals and administrators will ensure that appropriate sensitivity ratings, i.e. security markings or labels, are placed on removable storage media, e.g. tapes, hard drives, that contain sensitive data, e.g. a Protected-A tape is labelled Protected-A.

5. Security Controls

5. 1. The IM/IT Program Manager/delegate will ensure that periodic checks of security mechanisms and systems are completed, to ensure that they are functioning properly.

6. Control Objectives

6. 1. Malicious Code/Malware

6. 1. 1. The IM/IT Program Manager/delegate will ensure that measures are in place for the detection and prevention of, and recovery from malicious code, where appropriate.

NOTE: Malicious code may be hidden within applications or commands, masquerade as a useful application, make use of macros within document files, or be downloaded and executed by web browsing or storage media sharing activities. Also known as *malware*, it

includes, but is not limited to, viruses, Trojan horses, worms, keystroke loggers, and backdoors.

6. 1. 2. Individuals who suspect or who have discovered a malicious code must immediately report it to the Central Help Desk by telephone.

6. 2. Mobile Code

6. 2. 1. The IM/IT Program Manager/delegate will ensure that there are measures to control mobile code.

6. 3. Privileged and Powerful Applications and Utility Programs

6. 3. 1. The IM/IT Program Manager/delegate will ensure that the following conditions concerning privileged and powerful applications (utilities) and devices are met:

6. 3. 1. 1. they are only used in situations where they are required;

6. 3. 1. 2. personnel required to use them to perform their duties are authorized to do so;

6. 3. 1. 3. personnel using them in a production environment have, at a minimum, a valid RCMP reliability status and secret-level security clearance;

6. 3. 1. 4. they are operated by personnel trained to use them; and

6. 3. 1. 5. personnel using them must log out of this account before accessing the Internet.

6. 4. Software and Data Integrity

6. 4. 1. The IM/IT Program Manager/delegate will ensure that:

6. 4. 1. 1. the authenticity and integrity of software and data from external sources is verified, including patches and updates, e.g. anti-virus signature updates; and

6. 4. 1. 2. all operating system and application security patches, including third party applications, are applied in a timely manner.

6. 5. Production Data

6. 5. 1. The IM/IT Program Manager/delegate will ensure that the following conditions concerning production, i.e. real-world or operational, data are met:

6. 5. 1. 1. production data are used, examined, and/or tested only in environments with the same security controls as the accredited production environment;

6. 5. 1. 2. the policy-centre authority approves their specific use and the manner and occasion of their use. Contact the Departmental Security Branch for advice if required;

6. 5. 1. 3. production data are transported, transmitted, and transitioned from one environment to another using security controls commensurate with the sensitivity of the information; and

6. 5. 1. 4. production data are purged from the test environment when testing is completed.

6. 6. Session and Connection Timeout

6. 6. 1. The IM/IT Program Manager/delegate will ensure that the following conditions are met:

6. 6. 1. 1. user sessions time-out, e.g. systems are locked, users are logged out, or the session is suspended, after a pre-defined period of inactivity, to protect against unauthorized access; and

6. 6. 1. 2. connections, e.g. through a virtual private network, are terminated after a period of inactivity.

6. 7. Application Processing

6. 7. 1. The IM/IT Program Manager/authorized unit manager/delegate will ensure that applications employ controls for the integrity of data and the authenticity of inter-process communications during processing.

6. 8. Logging

For audit logging, see ch. 4.7., sec. 5.

6. 9. Clock Synchronization/Trusted Time

6. 9. 1. Where pertinent, the IM/IT Program Manager/delegate will ensure that ICT synchronizes internal clocks with a trusted-time source, to support accurate timestamps and audit logging with an appropriate level of precision.

References

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

SM - ch. 4.7. Compliance, Assessments, and Audits

New Chapter: 2014-10-23

For information regarding this policy, contact Departmental Security Branch at Irrelevant Irrelevant

1. Threat and Risk Assessment/Certification and Accreditation
2. Monitoring System Use
3. Compliance Audits
4. Audit Logging

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1. Threat and Risk Assessment/Certification and Accreditation

1. 1. The IM/IT Program Manager/delegate will ensure that all RCMP information and communications technology (ICT) is certified and accredited using the methodology described in The RCMP Certification & Accreditation Handbook before use.

1. 1. 1. Changes to accredited technology that may have an impact on security or the level of risk require recertification of the technology before a change is made.

1. 1. 2. The owner of accredited technology will assist the Departmental Security Officer/commander, Departmental Security Section, or delegate in reviewing the accreditation periodically.

1. 2. Certification evidence, e.g. a threat and risk assessment (TRA), is not valid after five years, from the accreditation date, and consequently, neither is the accreditation it supported.

1. 2. 1. A security accreditation instrument may reduce the validity period with more stringent conditions.

2. Monitoring System Use

2. 1. The IM/IT Program Manager/delegate will ensure the following concerning the use of ICT:

2. 1. 1. use is monitored for unauthorized activities and the results are logged and reviewed regularly;

2. 1. 2. a formal process for reporting unauthorized activity is established in consultation with Departmental Security Branch; and

2. 1. 3. privileged and powerful applications or devices/utility programs cannot be used for targeted monitoring of specific individuals, without the authority of a formal investigation.

3. Compliance Audits

3. 1. The Departmental Security Officer/Information Systems Security Officer/delegate will periodically check national systems and infrastructure for compliance with government standards and policies, accreditation conditions/risk mitigation plans, RCMP policy, requirements, controls, and standards.

3. 2. The commander, Departmental Security Section/delegate will check systems and infrastructure in his/her area of responsibility for compliance with government standards and policies, accreditation conditions/risk mitigation plans, RCMP policy, requirements, controls, and standards when requested by the Information Systems Security Officer/delegate.

3. 3. The system owner must address corrective measures identified by compliance audits in a timely manner and advise the auditors when the action is completed.

3. 4. Departmental Security Branch may review any ICT certifications.

4. Audit Logging

4. 1. General

4. 1. 1. An audit log contains sufficient data to be used for the investigation of security incidents. A collection of records that are generated separately, but are synchronous, may constitute an audit log. See ch. 4.4., sec. 6.9.

4. 2. Roles and Responsibilities

4. 2. 1. The IM/IT Program Manager/delegate will ensure that there are audit logs for networks, infrastructure, applications, and systems, and that audit logging meets the following conditions:

4. 2. 1. 1. transactions and communications by entities, i.e. individuals, systems, accounts, or components, and events in ICT processing are logged;

4. 2. 1. 2. administrator activities are logged. See Definitions;

4. 2. 1. 3. faults are logged;

4. 2. 1. 4. the detection and remediation of security incidents, e.g. malicious code or intrusions (or failure to remedy) are logged;

4. 2. 1. 5. security incident trends are detectable and noted in audit logs;

4. 2. 1. 6. audit logs are reviewed on a regular basis for the detection of unauthorized, unexpected, or inconsistent activities;

4. 2. 1. 7. audit logs and log generating components of ICT are protected from corruption, tampering, and unauthorized access; and

4. 2. 1. 8. audit logs have a defined retention period according to regulations and Information Management (IM) policies.

References

Date Modified: 2014-10-23

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

SM - ch. 4.8. Access Management

New Chapter: 2015-02-27

For information regarding this policy, contact Depatment Security Branch at Irrelevant Irrelevant

1. General
2. Identification an Authentication
3. Authorization
4. Control Objectives

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1. General

1. 1. The IM/IT Program Manager/delegate will ensure that documented access control measures for information and communications technology are prepared and adhered to in accord with identification, authentication, and authorization principles.

2. Identification and Authentication

2. 1. The IM/IT Program Manager/delegate will ensure that the following conditions are met regarding identification and authentication:

2. 1. 1. all information and communications technology (ICT) users are individually identified to ICT, i.e. employ a unique user ID/username, and have a password associated with that identity;

NOTE: Users include administrators and other support staff.

2. 1. 2. systems that require accounts to interact or support other ICT are also uniquely identified, and have a password associated with that identity;

2. 1. 3. RCMP-standard two-factor authentication is used for technology that provides access to assets categorized as Protected-B, -C and Classified; and

2. 1. 4. the number of user IDs is kept to the minimum required for an individual. Individuals should never have multiple user IDs for a system or application unless their

responsibilities or system functionality explicitly require them to have more than one user ID.

NOTE: This applies equally to user IDs issued to applications and systems.

3. Authorization

3. 1. Policy centres will ensure that the following conditions are met regarding the authorization of individuals to access the policy centre's information and supporting ICT:

3. 1. 1. there is a formal process for authorizing access;

3. 1. 2. authorized individuals have a "need to know" the information they access, and/or they require the information to perform their assigned duties; and

3. 1. 3. authorized individuals have an appropriate security clearance for the information.

3. 2. The IM/IT Program Manager/delegate will ensure that the following conditions are met regarding authorization:

3. 2. 1. applications and systems used by individuals to access information have authorization controls, and

3. 2. 2. individuals granted access to applications and systems are authorized by the applicable policy centre.

4. Control Objectives

4. 1. Access Control

4. 1. 1. Access control measures must include:

4. 1. 1. 1. a process to revoke access when it is no longer required;

4. 1. 1. 2. a periodic review of access privileges, that includes a determination of whether an authorized individual's duties or security clearance has changed;

4. 1. 1. 3. a periodic review of access privileges granted to automated systems that interconnect with other technology, that includes a determination of whether access requirements have changed;

4. 1. 1. 4. a process that provides for long-term absences or the end of employment of individuals to whom access has been granted;

4. 1. 1. 5. a method to identify unused or infrequently used access control privileges or accounts and a process for follow-up;

4. 1. 1. 6. reinforcement of ICT access controls with physical access controls;

4. 1. 1. 7. up-to-date lists of who or what has privileged levels of access to ICT, i.e. a higher level of access than an end-user; and

4. 1. 1. 8. a method to secure access control lists in a manner consistent with the sensitivity of the information and technology being protected, and a process to accomplish it.

4. 2. Authentication Control

4. 2. 1. The IM/IT Program Manager/delegate will ensure that the security, i.e. strength, of a password system is commensurate with the sensitivity of the information, systems, and applications accessed.

4. 2. 1. 1. The rules for creating passwords and other password-system security parameters, e.g. password longevity, must be an RCMP-standard that has been approved by Departmental Security Branch.

4. 2. 2. If an RCMP-standard method of authentication is not used, then alternate safeguards are required to compensate.

4. 2. 2. 1. Alternate safeguards must be certified and accredited as part of the system or application that uses the safeguards for access control.

4. 3. Equipment Identification in Networks

4. 3. 1. The IM/IT Program Manager/delegate will ensure that safeguards are implemented to control to which networks portable and mobile devices are permitted access.

4. 4. Communications Security (COMSEC) Keying Material

4. 4. 1. All COMSEC keying material is subject to the requirements and controls for accountable COMSEC material, in addition to specific COMSEC keying material directives.

4. 4. 2. To obtain or dispose of COMSEC keying material, contact your divisional COMSEC custodian. See COMSEC Custodians and Authorities.

4. 4. 3. Divisional COMSEC custodians must change the combination of COMSEC keying material security containers annually, and when there is a change of personnel with access to the combination or container.

4. 4. 4. Individuals will immediately notify their divisional COMSEC custodian when keying material is suspected of being missing, defective, or accessed without authorization.

4. 4. 5. Divisional COMSEC custodians will immediately notify the national COMSEC custodian about missing, suspect, or defective keying material.

4. 4. 6. Individuals must not destroy suspect or defective keying material unless instructed to do so by the national COMSEC custodian.

References

Date Modified: 2015-02-27

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

SM - ch. 4.9. Mandatory Services

New Chapter: 2014-10-24

For information regarding this policy, contact Departmental Security Branch at Irrelevant Irrelevant

1. General
2. Risk Assessment
3. Law Enforcement Sensitive Information

1. General

1. 1. Mandatory information and communications technology (ICT) services must be certified and accredited before a service can be used by the RCMP.

1. 2. The Departmental Security Officer/delegate will determine whether the safeguards provided with a mandatory ICT service are sufficient for use of that service by the RCMP.

1. 3. The IM/IT Program Manager/delegate, in consultation with the Departmental Security Branch, will develop a solution to address situations where the Departmental Security Officer has determined additional safeguards are required.

2. Risk Assessment

2. 1. Before using a mandatory ICT service, the policy-centre authority for RCMP information must assess the risk to the confidentiality, integrity, and validity of the information.

2. 2. The policy-centre authority for RCMP information that is currently supported by a mandatory ICT service, must assess the risk to that information on an ongoing basis.

2. 3. The IM/IT Program Manager/delegate must assess the risk to RCMP assets and identify appropriate controls before using mandatory ICT services for ICT endeavours.

3. Law Enforcement Sensitive Information

3. 1. The IM/IT Program Manager/delegate must contact the Departmental Security Branch before changing any system or application that uses a mandatory ICT service for law enforcement sensitive information.

References

Date Modified: 2014-10-24

Human resources

Home / Human resources / Your Health / Mental health / Care for yourself

Support for Operational Stress Injury Program

Support. Connection. Resilience.

The Support for Operational Stress Injury (SOSI) Program provides peer support to employees of the RCMP, regardless of rank or category of employee, as well as veterans.

Have you been recently diagnosed with an operational stress injury (OSI), or are you experiencing symptoms from OSIs? If you are having trouble with your daily functioning because of your work, don't suffer in silence! Our SOSI coordinators can help.

Our peer support network will connect you to a supportive community of people with similar experiences and resources to help.

The road to wellness, like any health journey, can be difficult to navigate. You have already taken the first important step towards healing just by being here.

Need help now?

I need to talk to someone right now. It's an emergency.

1. **Please call 911 or your local emergency number.**
2. **Call a local crisis hotline.** Local listings per province can be found at **Crisis Services Canada**.
3. **Go to your local hospital emergency room.** If possible have someone go with you.
4. **You can also call the Employee Assistance Service for professional support at any time.**
   - 1-800-268-7708
   - 1-800-567-5803 (TTD/TTY)

What does an operational stress injury look like?

An OSI is any persistent psychological difficulty resulting from operational duties that may include anxiety, depression, post-traumatic stress disorder (PTSD), substance abuse, or any other condition that interferes with your daily functioning. The OSI can develop following exposure to a single traumatic event, or from accumulated exposure to trauma, grief or loss, high stress situations, or from operational fatigue.

You can heal

There is a community around you that understands what you are going through right now. The SOSI Program can help you tap into this community and benefit from the compassion, wisdom, and experience our coordinators and peers bring.

Your next step is to contact a SOSI Coordinator. They will provide support as someone who has walked in your shoes.

Our coordinators can, if you so choose:

- meet with you one-on-one
- provide helpful resources and information
- help you connect with others who are in similar situations
- facilitate group discussions

You are in control of how fast or slow you go from here and how much support you want. Your conversations are kept **confidential, respectful, and non-judgmental** at all times.

Learn more

- SOSI: First year's successes and this year's priorities
- Post-Traumatic Stress Disorder: Learn the signs and support your colleagues
- New leadership for national Support for Operational Stress Injury Program
- New Operational Stress Injury Program Gaining Momentum
- Support for Operational Stress Injury (SOSI)

Your SOSI network

SOSI network

Division	Contact	Telephone number
NHQ / National	Gabriel Foisy gabriel.foisy@rcmp-grc.gc.ca	343-553-9690

Division	Contact	Telephone number
B Division	Doane Noel Doane.Noel@rcmp-grc.gc.ca	709-690-9425
C Division	Vacant	
D Division	Vacant	
E Division	Frank Paulicelli frank.paulicelli@rcmp-grc.gc.ca	604-557-6251
F Division and Depot	Jennifer Borean jennifer.borean@rcmp-grc.gc.ca	306-541-3497
G Division	Terri Shea Terri.SHEA@rcmp-grc.gc.ca	
H Division	Phil Reddy Phil.Reddy@rcmp-grc.gc.ca	902-403-5492
J Division	Jonah Emery Jonah.emery@rcmp-grc.gc.ca	613-407-8410
K Division	Glen Haner Glen.Haner@rcmp-grc.gc.ca	587-439-2622
L Division	Julia Somers Julia.Somers@rcmp-grc.gc.ca	782-377-1605
M Division	Eryan Ambroziak eryan.ambroziak@rcmp-grc.gc.ca	
O Division	Terrie Goett terrie.goett@rcmp-grc.gc.ca	226-678-1185
V Division	Bruce Duncan Phillips Duncan.Phillips@rcmp-grc.gc.ca	

General inquiries

SOSI Program Management Team, NHQ Ottawa

SOSI Program Manager
Kim Nocita
613-843-6313
Kim.Nocita@rcmp-grc.gc.ca

SOSI Operational Support Manager
Thomas Clapham
613-793-8117
Thomas.Clapham@rcmp-grc.gc.ca

SOSI National Coordinator (Acting)
Greg D. Smith
613-843-6196
Greg.D.Smith@rcmp-grc.gc.ca

Note: List to be amended as new positions are staffed across the divisions.

Operational stress injury symptoms

As the OSI develops, you may experience:

- changes in your displays of emotion and anger, and your level of alertness or concentration
- a loss of interest, withdrawal from social interests, family/friends
- increased worry, anxiety or panic attacks
- changes in intimacy and affection
- symptoms of re-experiencing or reliving the traumatic event
- difficulty sleeping including nightmares or insomnia
- feeling you are in a constant state of hypervigilance
- increased use of, or dependency on drugs or alcohol
- withdrawal and self-doubt
- thoughts of self-harm and/or suicide

While it is considered normal to experience some distress about being exposed to a traumatic event, for some individuals, the symptoms persist. Help is available to those struggling with an OSI and studies indicate that the earlier help is sought, the better one's recovery can be. However, it is never too late to seek treatment. Recovery is possible even for those with chronic symptoms.

Date modified:
2021-02-17

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

Ressources humaines

Programme Soutien – blessures de stress opérationnel

Soutien. Contact. Résilience.

Le Programme Soutien - blessures de stress opérationnel (SBSO) offre du soutien par les pairs aux employés de la GRC, quels que soient leur grade ou leur catégorie d'employé, ainsi qu'à ses bénévoles et à ses anciens.

Avez-vous reçu récemment un diagnostic de blessure de stress opérationnel (BSO), ou éprouvez-vous des symptômes de BSO? Si vous avez de la difficulté à fonctionner au quotidien en raison de votre travail, ne souffrez pas en silence! Vos pairs au programme SBSO sont là pour vous aider.

Notre réseau de soutien par les pairs vous mettra en contact avec un groupe de personnes qui ont vécu des choses semblables et qui vous feront connaître des ressources précieuses.

Le chemin du bien-être, comme celui de la santé, peut être parsemé d'embûches. Déjà en venant ici, vous avez fait le premier pas sur la voie de la guérison.

Besoin d'aide maintenant?

Il faut que je parle à quelqu'un tout de suite, c'est urgent.

1. **Faites le 911 ou le numéro d'urgence valide là où vous vous trouvez.**
2. **Appelez un centre d'aide et d'écoute local.** Une liste par province est disponible à **Services de crises du Canada**.
3. **Présentez-vous au service d'urgence de l'hôpital le plus près.** Si possible, n'y allez pas seul.
4. **Vous pouvez aussi appeler le Service d'aide aux employés pour du soutien professionnel en tout temps :**
   - 1-800-268-7708
   - 1-800-567-5803 (téléimprimeur)

À quoi ça ressemble, une blessure de stress opérationnel?

Une BSO est une perturbation psychologique persistante (comme la dépression, l'anxiété, le syndrome de stress post-traumatique, et la consommation d'alcool et de drogues) qui nuit au fonctionnement au quotidien. La BSO peut apparaître après avoir été exposé à un unique événement traumatisant ou à répétition au traumatisme, à la peine, à la perte, au stress et à la fatigue opérationnelle.

Vous pouvez guérir

Il y a autour de vous un groupe de gens qui comprennent ce que vous vivez en ce moment. Le Programme SBSO vous met en contact avec eux et vous permet de profiter de leur compassion, de leur sagesse et de leur expérience.

Ce que vous pourrez faire ensuite sera de communiquer avec un coordonnateur du Programme SBSO. Il vous apportera le soutien de quelqu'un qui a déjà vécu ce que vous vivez.

Selon vos préférences, le coordonnateur peut :

- vous rencontrer seul à seul;
- vous fournir des ressources et des renseignements utiles;
- vous aider à établir le contact avec des collègues qui ont vécu des situations semblables;
- animer des discussions de groupe.

C'est vous qui décidez du rythme et du degré de soutien que vous voulez. Vos échanges sont et seront toujours **confidentiels, respectueux et sans jugement**.

Pour savoir plus :

- SBSO : Réalisations de la première année et priorités de cette année
- Trouble de stress post-traumatique : Apprenez à reconnaître les signes et appuyez vos collègues
- Une nouvelle dirigeante pour le Programme Soutien – blessures de stress opérationnel
- Le nouveau programme Soutien - blessures de stress opérationnel a le vent dans les voiles
- Soutien pour traumatisme lié au stress opérationnel (SBSO)

Le réseau SBSO

Réseau SBSO

Division	Personne-ressource	Téléphone

Division	Personne-ressource	Téléphone
Quartier Général / Nationale	Gabriel Foisy gabriel.foisy@rcmp-grc.gc.ca	343-553-9690
Division B	Doane Noel Doane.Noel@rcmp-grc.gc.ca	709-690-9425
Division C	À combler	
Division D	À combler	
Division E	Frank Paulicelli frank.paulicelli@rcmp-grc.gc.ca	604-557-6251
Division F et Dépôt	Jennifer Borean jennifer.borean@rcmp-grc.gc.ca	306-541-3497
Division G	Terri Shea Terri.SHEA@rcmp-grc.gc.ca	
Division J	Jonah Emery Jonah.emery@rcmp-grc.gc.ca	613-407-8410
Division K	Glen Haner Glen.Haner@rcmp-grc.gc.ca	587-439-2622
Division L	Julia Somers Julia.Somers@rcmp-grc.gc.ca	
Division M	Eryan Ambroziak eryan.ambroziak@rcmp-grc.gc.ca	
Division O	Terrie Goett terrie.goett@rcmp-grc.gc.ca	226-678-1185
Division V	Bruce Duncan Phillips Duncan.Phillips@rcmp-grc.gc.ca	

Renseignements généraux

SBSO à la DG

Gestionnaire de programme SBSO
Kim Nocita
613-843-6313
Kim.Nocita@rcmp-grc.gc.ca

Gestionnaire Soutien Opérationnel SBSO
Thomas Clapham
613-793-8117
Thomas.Clapham@rcmp-grc.gc.ca

Coordonnateur Nationale SBSO (par interim)
Greg D. Smith
613-843-6196
Greg.D.Smith@rcmp-grc.gc.ca

Nota : La liste sera mise à jour à mesure que les postes seront comblés dans les divisions.

Les symptômes d'une blessure de stress opérationnel

Quand apparaît la BSO, vous pouvez entre autres :

- ne plus manifester comme avant vos émotions et votre colère, ne plus avoir la même capacité de concentration ou le même degré de vigilance;
- perdre votre intérêt pour les événements sociaux, la famille et les amis;
- vivre davantage d'inquiétude et d'anxiété, des crises de panique;
- ne plus éprouver la même affection, le même besoin d'intimité;
- revivre l'événement traumatisant;
- avoir un sommeil perturbé, faire des cauchemars ou de l'insomnie;
- vous sentir constamment en état d'hypervigilance;
- consommer davantage de drogue ou d'alcool, au point d'y devenir accro;
- vous isoler et douter de vous;
- vous faire du mal, avoir des idées suicidaires.

S'il est normal de vivre des moments de détresse après avoir été exposé à un événement traumatisant, il y a lieu d'agir lorsque les symptômes persistent. Ceux qui sont aux prises avec une BSO peuvent obtenir de l'aide et, comme l'ont montré plusieurs études, plus on demande de l'aide vite, mieux on se remet. Mais il n'est jamais trop tard pour se faire traiter. Même ceux qui éprouvent des symptômes chroniques peuvent se rétablir.

Date de modification:
2021-02-17

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

The Incident Management Intervention Model (IMIM)

- The Incident Management Intervention Model (IMIM) is a visual aid that helps the officer envision an event and explain why certain intervention methods were employed. This is very helpful when an officer must articulate his or her actions, such as before a judicial body. The model is also a teaching aid used for training officers. The IMIM is not in itself policy or law, and should not be considered as a justification model on its own.
- Initial certification for the IMIM is provided during training at RCMP Depot. Yearly re-certification is mandatory in order to maintain currency, available on Agora through the Infoweb.
- Scenario-based training (SBT) is a practical tool offering members an opportunity to follow the principles of the IMIM in a safe, yet realistic environment. SBT is designed to help members understand concepts more clearly and articulate use-of-force interventions more accurately.
- IMIM training will serve as a conduit for the RCMP's standardized use of force reporting, known as Subject Behaviour Officer Response (SBOR).

Evolution of the use of force model in the RCMP

- Police officers must be able to recall their intervention training to quickly respond appropriately in a high-stress environment.
- Early models referred to "the continuum" of force, but this term was dropped because responses do not happen in a linear fashion and may not be sequential.
- The Incident Management Intervention Model was first introduced in 1993.
- Revisions have occurred several times; the current model parallels very closely the National Use of Force Framework, or NUFF, developed by the Canadian Association of Chiefs of Police (CACP), and used by many of its member agencies.
- By aligning its use of force model with that of the CACP, the RCMP is using the same approach as other police agencies across the country.

Date Modified: 2015-09-09

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

TMM - ch. 1.1. Transportation Assets Management Framework

Directive amended: 2014-08-20

For information regarding this policy, contact Assets Management and Programs Branch, Corporate Management, at Irrelevant

1. Policy
2. General
3. Reporting
4. Roles and Responsibilities

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1. Policy

1. 1. Transportation assets will be planned for, acquired, operated, maintained, and disposed of in accordance with the requirements of legislation, regulation, and Treasury Board of Canada Secretariat policy.

1. 2. Where requirements of legislation, regulation, or policy are inconsistent, the more stringent requirement will be applied.

1. 3. The RCMP will maintain information and records required to meet its management needs and to conform to Treasury Board of Canada Secretariat requirements.

1. 4. Transportation assets operations will be monitored to ensure its effectiveness and compliance with legislation, regulation, and policy.

1. 5. Technical and financial reviews of activities and expenditures on operations and maintenance will be carried out as outlined in sec. 3.1. and 3.2.

2. General

2. 1. The objectives of the Transportation Assets Program are to:

2. 1. 1. ensure the provision of air, land, and marine transport to RCMP operations;

2. 1. 2. ensure sound capital planning and effective operations and maintenance; and

2. 1. 3. ensure compliance with legal and policy requirements and environmental considerations.

3. Reporting

3. 1. Technical/Performance Reports

3. 1. 1. In accordance with requirements established by the Assets Management and Programs Branch, managers responsible for transportation assets will ensure that performance information is collected and recorded, e.g. availability, service complaints, premature failures, fuel consumption, and irregularities.

3. 2. Financial Reports

3. 2. 1. In accordance with requirements established by the Assets Management and Programs Branch, managers responsible for assets will ensure that financial information is recorded on TEAM, or reported to Assets Management and Programs Branch, to enable periodic reporting of the original cost of its capital assets and the related accumulated costs of operations and maintenance.

4. Roles and Responsibilities

4. 1. Assets Management and Programs Branch is responsible for:

4. 1. 1. planning and managing the RCMP transportation assets in accordance with Treasury Board of Canada Secretariat (TBS) policies and guidelines;

4. 1. 2. developing directives and guidelines to enable the effective management of RCMP transportation assets;

4. 1. 3. providing asset management training to employees;

4. 1. 4. developing and providing performance, budgeting, and financial information to managers and functional authorities; and

4. 1. 5. maintaining an asset management system to record assets for operational and other reporting requirements.

4. 2. Corporate Accounting, Policy and Control Branch is responsible for:

4. 2. 1. maintaining, in conjunction with Assets Management and Programs Branch, financial standards and directives for the recording and reporting of capital assets in accordance with TBS requirements;

4. 2. 2. providing financial accounting training to managers to ensure compliance with central agency requirements; and

4. 2. 3. defining the information required from branches and regions to meet budgeting, accounting, and financial reporting requirements for transportation assets.

4. 3. Divisions are responsible for ensuring their moveable assets are acquired, managed, maintained, recorded, and reported in accordance with TBS and RCMP directives.

References

Date Modified: 2014-08-20

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

TMM - ch. 1.2. Policy and Legislative Context of Transportation Assets

Directive amended: 2014-02-19

For information regarding this policy, contact Assets Management and Programs Branch, Corporate Management.

1. Policy
2. General
3. Roles and Responsibilities

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1. Policy

1. 1. The RCMP will manage its transportation assets in accordance with legislated requirements and Treasury Board (TB) policies and guidelines.

1. 2. This policy applies to all RCMP transportation assets, including but not limited to, aircraft, armoured vehicles, police package vehicles, cars and light trucks, heavy and medium trucks, critical incidence vehicles, motorcycles, all-terrain vehicles, snowmobiles, patrol vessels, and watercraft.

1. 3. In the case of leased assets, this policy applies, insofar as the terms of the lease allow it to be applied.

2. General

2. 1. Under the *Financial Administration Act*, TB is responsible for general administrative policy in the Public Service of Canada. Departments are responsible and accountable for implementing these policies with respect to their own operations, including operations related to transportation assets.

3. Roles and Responsibilities

3. 1. Assets Management and Programs Branch has the primary responsibility to ensure that RCMP transportation assets administered either directly or by a third-party, comply with legislated requirements and TB policies and guidelines.

References

- *Canada Labour Code*, Part II Occupational Health and Safety
- Treasury Board of Canada Secretariat, *Materiel Management Policies and Publications*

Date Modified: 2014-02-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

TMM - ch. 1.3. Transportation Assets Organization and Responsibilities

Directive amended: 2014-11-05

For information regarding this policy, contact Assets Management and Programs Branch, Corporate Management at [redacted]

1. Policy
2. Assets Management and Programs Branch
3. Procurement and Contracting Service
4. Financial Management Branch
5. Finance Subcommittee of SEC
6. National Asset Investment Board
7. National Vehicle Equipment Committee
8. National Marine Advisory Group
9. Divisions

1. Policy

1. 1. Under the direction of the Minister of Public Safety and Emergency Preparedness Canada, the Commr. has overall responsibility for the planning, acquisition, operation, maintenance, and disposal of RCMP transportation assets.

1. 2. The Chief Financial and Administrative Officer (CFAO) is responsible for the overall management and RCMP-wide coordination of RCMP transportation assets services, including long-term capital planning, acquisition, operation, maintenance, and disposal.

1. 3. Policy centres and divisions of the RCMP are responsible for the planning, acquisition, operation, maintenance, and disposal of RCMP transportation assets.

2. Assets Management and Programs Branch

2. 1. Assets Management and Programs Branch is responsible for:

2. 1. 1. planning, coordinating, monitoring, controlling, and reporting for all RCMP transportation assets;

2. 1. 2. facilitating the asset investment decision-making process to ensure consistency with RCMP strategic and program priorities;

2. 1. 3. providing project management guidance to capital acquisition requirements, from project initiation to close-out;

2. 1. 4. establishing national directives concerning life-cycle management of RCMP transportation assets, including environmental aspects of those assets; and

2. 1. 5. developing Treasury Board (TB) submissions related to contract authority.

3. Procurement and Contracting Services

3. 1. Procurement and Contracting Services is responsible for:

3. 1. 1. procuring transportation assets directly or through PWGSC, and

3. 1. 2. providing advice related to procurement and contracting.

4. Financial Management Branch

4. 1. Financial Management Branch is responsible for:

4. 1. 1. providing funds for transportation assets transactions,

4. 1. 2. providing advice on the financial aspects of transportation assets, and

4. 1. 3. processing transportation asset submissions to TB and the Governor-in-Council.

5. Finance Subcommittee of SEC

5. 1. The SEC, Finance Subcommittee, makes decisions and provides recommendations and advice to SEC concerning the management of RCMP appropriations.

5. 2. The subcommittee is responsible for:

5. 2. 1. providing advice and recommendations to SEC concerning the quality of transportation asset business cases for operating and capital funding proposals, determining their relationship to the achievement of RCMP priorities, and recommending or confirming the source of funding;

5. 2. 2. reviewing items associated with the annual planning and budgeting cycle, e.g. Main Estimates, Report on Plans and Priorities, and Departmental Performance Report;

5. 2. 3. reviewing annual business line budget allocations, including RCMP transportation assets operations and maintenance (O and M) expenditures and capital project priorities;

5. 2. 4. reviewing key transportation asset capital projects of national significance, and projects above the departmental authority for which TB submissions are required; and

Mass Casualty Commission Exhibit

5. 2. 5. reviewing and recommending the RCMP's Investment Plan.

6. National Asset Investment Board

6. 1. The National Asset Investment Board (NAIB) is responsible for:

6. 1. 1. ensuring the integrity and effectiveness of the RCMP capital investment decision-making process;

6. 1. 2. supporting the DG, Assets Management and Programs Branch, in the implementation of the Capital Program;

6. 1. 3. advising the DG, Assets Management and Programs Branch, on the establishment and approval of the Capital Program;

6. 1. 4. advising the DG, Assets Management and Programs Branch, on the annual budget for the real property and assets components of the Capital Program, and monitoring those components; and

6. 1. 5. monitoring the RCMP Sustainable Development Strategy and the Environmental Program.

7. National Vehicle Equipment Committee

7. 1. The National Vehicle Equipment Committee (NVEC) is responsible for:

7. 1. 1. approving the installation of all equipment and vehicle modifications;

7. 1. 2. directing on the installation location, procedures, fixed points, electrical connections, power configurations, and safety requirements;

7. 1. 3. recommending to management, i.e. national and divisional levels, on vehicle equipment management throughout the life-cycle process;

7. 1. 4. developing and monitoring a quality-control framework for vehicle equipment management;

7. 1. 5. reviewing, developing, and maintaining installation standard practices and procedures for marked police cruisers;

7. 1. 6. providing input into the establishment of performance benchmarks for all aspects of the installation and sustainment of vehicle equipment management; and

7. 1. 7. providing a forum for the exchange and dissemination of best practices, technical information, and information on vehicle equipment.

8. National Marine Advisory Group

8. 1. The National Marine Advisory Group (NMAG) is responsible for:

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8. 1. 1. providing direction and guidance regarding the selection of electronic navigation equipment requirements;

8. 1. 2. recommending marine equipment management throughout the life-cycle process;

8. 1. 3 identifying and highlighting guidelines on training, including the development of operators and instructors, in accordance with regulatory requirements;

8. 1. 4. the development and maintenance of a quality assurance framework and best practices for marine vessel management;

8. 1. 5. providing input into the establishment of performance benchmarks for all aspects of the installation and sustainment of marine vessel equipment management; and

8. 1. 6. providing a forum for the exchange and dissemination of best practices, technical information, and information on marine vessel equipment.

9. Divisions

9. 1. Divisional COs are responsible for:

9. 1. 1. establishing fleet management units, with oversight from corporate management, which are charged with the management of divisional RCMP transportation assets; and

9. 1. 2. supporting the Assets Management and Programs Branch in the management of RCMP transportation assets.

9. 2. Divisions are responsible for:

9. 2. 1. defining and setting priorities for all divisional RCMP transportation asset requirements for consideration by NAIB;

9. 2. 2. reviewing investment and procurement strategies for the management of RCMP transportation assets;

9. 2. 3. implementing the Transportation Assets Program in their division in accordance with TB policy and RCMP directives;

9. 2. 4. identifying capital acquisition requirements, sponsors for capital acquisition projects, assigning project leaders, and preparing project initiation summary documents; and

9. 2. 5. drafting TB submissions for divisional projects.

References

Date Modified: 2014-11-05

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TMM - ch. 2.1. Accounting of Fleet Assets

Directive Amended: 2017-10-26

For information regarding this policy, contact Material and Assets Management.

- 1. Policy
- 2. Foreign Services Vehicles
- 3. Operating and Maintenance Costs
- 4. Account Verification
- 5. Roles and Responsibilities

1. Policy

1. 1. All RCMP fleet assets will be accounted for as outlined in AMM ch. 1.3.

1. 2. Capital fleet assets valued $10,000 or more will be entered in TEAM. See AMM ch. 1.5.

2. Foreign Services Vehicles

2. 1. For accounting procedures related to foreign services vehicles, see the RCMP Guide to Procurement of Foreign Services Vehicles.

3. Operating and Maintenance Costs

3. 1. Fleet operating and maintenance costs, as supplied by the fleet management company, will be entered in the Fleet Management Information System (FMIS).

3. 1. 1. Most of these expenditures are captured in the fleet service provider's fleet card.

3. 1. 2. Any expense incurred outside of the credit card must be accounted for in FMIS. See ch. 2.7.

4. Account Verification

4. 1. Each monthly statement/invoice from the fleet service provider must be reviewed and certified in accordance with Sec. 34., *Financial Administration Act* (*FAA*).

4. 2. The fleet service provider is paid before account verification.

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4. 2. 1. The monthly statements are not to be sent to Accounts Payable for payment.

4. 3. Monthly statements will be retained by the respective unit in accordance with the record retention schedule outlined in IMM - App. 2-1-1, Group 3.

4. 4. For invoices/statements that have five or fewer cars, all vehicles must be the object of a detailed monthly review.

4. 5. For units that have more than five vehicles, a random selection of 5% of the vehicles must be chosen, and transactions related to these vehicles must be reviewed.

NOTE: A minimum of five vehicles is required.

4. 6. This will be considered sufficient to satisfy Sec. 34., *FAA* requirements and the Treasury Board Directive on Account Verification.

4. 7. A detailed review includes ensuring that all receipts in support of the monthly statements are accounted for, and expenditures are valid in accordance with allowable fleet card expenditures.

4. 8. Ensure that the supporting receipts or invoices for each transaction must be attached to the statement.

4. 9. Evidence of each review using Fleet Card Transactions / Sec. 34., *FAA* Verification Checklist, Form 6459 must be kept on file.

5. Five Per Cent Sampling

5. 1. Divisional Fleet Managers are responsible for ensuring that all fleet assets within their divisions are accurately recorded in TEAM.

5. 2. Personnel in the Finance Branch will monitor to ensure fleet assets are recorded in TEAM in accordance with the Guideline on Accounting for Capital Assets.

References

- RCMP Asset Accounting Business Processes and Procedures
- Treasury Board of Canada Secretariat, *Directive on Fleet Management: Light Duty Vehicles*

Date Modified: 2017-10-26

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TMM - ch. 2.3. Regulatory Requirements

Directive amended: 2015-01-21

For information regarding this policy, contact Assets Management and Programs Branch, Corporate Management at [redacted]

1. Policy
2. General
3. Marine Vessels
4. Roles and Responsibilities

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1. Policy

1. 1. The management of RCMP fleet assets will comply with federal and provincial laws and regulations. When a conflict exists, the most rigid laws or regulations will apply.

2. General

2. 1. Licensing, inspection and maintenance programs are required for all fleet assets.

NOTE: Marine fleet must be registered.

2. 2. Special operating licences are required for commercial-type vehicles, e.g. 12-15 passenger vans, emergency vehicles, prisoner transports, trucks equipped with air brakes, buses.

2. 3. Equipping and up-fitting emergency vehicles must be done in accordance with federal and provincial laws.

2. 4. Where required by law, vehicles must undergo emission testing.

2. 5. Where required by law, the provincial ministry of transport must be notified when a vehicle is damaged beyond repair (commonly referred to as "branding" laws).

2. 6. A transfer of title is required when disposing of a fleet asset.

3. Marine Vessels

3. 1. Vessels owned and operated by the RCMP, regardless of size, gross tonnage, and class, must be registered with Transport Canada's Small Vessel Register or the Canadian Register of Vessels.

3. 1. 1. Any vessel with a gross tonnage calculated at less than or equal to 15 gross tonnes, as established and documented during the construction stage, and when received by the RCMP, must be registered in the Transport Canada Small Vessel Register. The registration document must be renewed every five years within the expiration date of the Canadian Marine Document - Certificate of Registry.

3. 1. 2. Any vessel with a gross tonnage calculated at over 15 gross tonnes, as established and documented during the construction stage, and when received by the RCMP, must be registered with the Canadian Register of Vessels.

3. 2. To register a vessel, a fleet employee must complete and submit the registration application form, including a tonnage calculation.

3. 2. 1. Submit the registration fee to the Transport Canada Centre. For forms and instructions, see Vessel Registration.

3. 3. Registered vessels must bear the appropriate, official and maintained markings, i.e. requirements of Compliance Notices, Hull Serial Numbers, and/or Secondary Hull Serial Numbers, as mandated by the *Canada Shipping Act, 2001* and the *Small Vessel Regulations*.

3. 4. Vessels owned, operated and upon delivery by the RCMP will receive an initial inspection by Transport Canada marine safety inspectors/designate to confirm compliance with the *Canada Shipping Act, 2001* and the *Small Vessel Regulations*.

3. 5. Small Vessel Detailed Compliance Reports will be completed and documented for all RCMP vessels as part of a continuous maintenance requirement. For forms and instructions, see the Small Vessel Compliance Program.

4. Roles and Responsibilities

4. 1. Assets Management and Programs Branch is responsible for:

4. 1. 1. notifying regions when new or amended federal laws and regulations are introduced;

4. 1. 2. providing advice on laws, regulations, and policies; and

4. 1. 3. preparing and submitting annual reports to federal central agencies.

4. 2. The CO/delegate is responsible for:

4. 2. 1. ensuring that all federal and provincial laws and regulations are applied in the management of their fleet assets;

4. 2. 2. providing fleet asset information and reports to Assets Management and Programs Branch when required;

4. 2. 3. providing advice, guidance, and clarification to fleet-asset operators;

4. 2. 4. ensuring that all licence and registration documents, including registration for Marine fleet, are filed and retained in accordance with IM App. IV-5-1, Group 3 - Finance; and

4. 2. 5. ensuring that all vessels under their control are licensed or registered.

4. 3. Managers are responsible for:

4. 3. 1. ensuring all assets under their control are operated and maintained in compliance with all applicable federal and provincial laws and regulations;

4. 3. 2. consulting their fleet management unit when operational requirements, laws, and regulations conflict;

4. 3. 3. posting the assigned registration or licence number on the vessels;

4. 3. 4. ensuring registration Compliance Notice Decals, Hull Serial Numbers, and Secondary Hull Serial Numbers are affixed on vessels where required;

4. 3. 5. renewing vessel licences or registration mandated by the *Canada Shipping Act, 2001* and the *Small Vessel Regulations*; and

4. 3. 6. liaising with the divisonal Water Transport Coordinator.

References

- Simplified Method of Tonnage Measurement
- Tonnage Calculator

Date Modified: 2015-01-21

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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TMM - ch. 2.4. RCMP Fleet Identity

Directive amended: 2014-02-04

For information regarding this policy, contact Assets Management and Programs Branch, Corporate Management.

1. General
2. Roles and Responsibilities

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1. General

1. 1. Unless operational requirements prevent it, RCMP-owned fleet assets will be identified in accordance with the RCMP Identity Program directives and standards. See AM XIII.2.

1. 2. For identification and use of sponsored vehicles, see AM ch. I.4.

2. Roles and Responsibilities

2. 1. The Director General, National Communication Services, is responsible for approving the use of RCMP corporate identity symbols.

2. 2. The Director, Policy and Programs, Contract and Aboriginal Policing, is responsible for establishing marking requirements for operational fleet.

2. 3. Assets Management and Programs Branch is responsible for:

2. 3. 1. implementing RCMP Identity Program directives applicable to fleet assets, and

2. 3. 2. tendering the National Master Standing Offer for fleet-asset corporate-identity packages.

2. 4. Regional fleet managers are responsible for ensuring fleet assets comply with the RCMP Identity Program.

2. 5. Commanders are responsible for:

2. 5. 1. ensuring that fleet assets under their control bear only authorized symbols and markings, and

2. 5. 2. promptly repairing or replacing damaged symbols and markings.

References

Date Modified: 2014-02-04

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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TMM - ch. 2.5. Use of Transport Assets

Directive Amended: 2016-12-23

For information regarding this policy, contact Material and Assets Management, Corporate Management.

1. Policy
2. Idling
3. Outside of Canada
4. RCMP Employee
5. Non-RCMP Employee
6. In Travel Status
7. Authorized Passengers
8. Marine
9. Training
10. Roles and Responsibilities

1. Policy

1. 1. For passengers authorized to use police transport or aircraft, see sec. 7.

1. 2. Only those operators who have successfully completed the training for the applicable RCMP fleet assets outlined in sec. 8. and 9., may operate that asset. A qualified operator must also possess a valid operator's licence for the province/territory in which he/she is employed.

1. 2. 1. Fleet assets include all police aircraft and police transport. See Definitions.

1. 3. RCMP fleet assets are for authorized uses only, as approved by the unit commander.

1. 4. Overnight custody of RCMP vehicles is authorized only in support of RCMP operations or to serve program needs, and is subject to the terms and conditions outlined in ch. 2.6.

1. 5. Public funds will not be used to pay fines for speeding, illegal parking, and other traffic violations.

1. 6. In accordance with OSM ch. 13., smoking is prohibited in and on RCMP fleet assets.

1. 7. Fleet maintenance personnel must remove from service any asset deemed unsafe to operate.

1. 8. No person will operate an RCMP fleet asset that is unsafe or suspected of being unsafe.

2. Idling

2. 1. The idling of a fleet asset is prohibited.

EXCEPTION: Where it is an operational requirement.

2. 2. To the extent possible, anti-idling technologies, such as auxiliary power units, should be employed.

3. Outside of Canada

3. 1. Vehicles used outside Canada must comply with existing Canadian legislation and RCMP directives governing the use of fleet assets in accordance with local laws and operating requirements.

3. 2. A certificate of insurance from the divisional Fleet Management Office must be carried in the vehicle.

3. 3. RCMP-owned or leased vehicles driven in the United States must be commercially insured against third party liability risks and personal injury. Proof of insurance documents from the divisional Fleet Management Office must be carried in the vehicle while travelling in the United States.

4. RCMP Employee

4. 1. When using a police transport, a person authorized to operate RCMP transport must possess a valid operator's licence for the class of vehicle in the province/territory in which he/she is employed. The employee must wear all required safety equipment, e.g. occupant restraint, motorcycle helmet.

EXCEPTION: When a member escorts a prisoner or mentally ill patient in a police transport not equipped with a protective shield, the member is not required to wear safety equipment unless it contravenes provincial legislation.

4. 2. Only currently serving RMs are authorized to drive marked vehicles off RCMP premises.

EXCEPTION: Fleet management personnel or those assigned to carry out fleet management duties relating to maintenance or administrative moves, where the vehicle is clearly identified as being out of service.

4. 3. An unmarked police-equipped vehicle will only be operated by a non-RM where no other transport is economically or operationally available and the employee has been fully

informed not to use the installed equipment. A non-RM may operate an unmarked vehicle that is not equipped with any police emergency equipment in the performance of his/her duties.

4. 4. For a police community relations program, a member may use police transport to carry passengers or equipment from the work site to any physical training, sporting, and recreational activity when:

4. 4. 1. it does not interfere with operational requirements; and

4. 4. 2. the CO/delegate has authorized its use for this purpose.

4. 5. For use under the Aboriginal Youth Training Program, see OM ch. 38.1., sec. 6.6.6. and sec. 6.6.7.

5. Non-RCMP Employee

5. 1. Only when qualified and authorized by the CO/delegate, may the following non-RCMP employees operate RCMP vehicles:

5. 1. 1. a member of the Canadian Corps of Commissionaires or municipal employee;

5. 1. 2. a federal or provincial employee or an employee from another police agency, who is working on a joint force operation, attending a course, on secondment or acting within the scope of his/her duties or employed pursuant to an MOU or other RCMP agreement, or when his/her own unit transport is unavailable; and

5. 1. 2. 1. For RCMP agreements/MOUs, see AM ch. VIII.3.

5. 1. 2. 2. For MOU templates, see the Corporate Management Document Library.

5. 1. 3. chauffeurs and security personnel assigned to ministers, Supreme Court judges, and provincial premiers who are attending driver-training courses.

5. 2. For use by auxiliary constables, see OM ch. 38.3., sec. 5.

5. 3. Contractors and consultants are not authorized to operate RCMP vehicles.

6. In Travel Status

6. 1. In accordance with FMM ch. 9.8., authorized users with an approved travel authorization may use RCMP fleet vehicles to conduct travel-related duties.

7. Authorized Passengers

7. 1. General

7. 1. 1. Passengers authorized to travel on RCMP transport are covered under the RCMP's self underwriting policy provided such travel is authorized RCMP business.

7. 1. 2. The following passengers are authorized to travel in a police motor vehicle or on a marine vessel transport:

7. 1. 2. 1. a member or PSE of the RCMP who is acting within the scope of his/her duties;

7. 1. 2. 2. a person essential to RCMP business;

7. 1. 2. 3. a ward of the government, including a prisoner or a hospital patient;

7. 1. 2. 4. a designated official visitor and any person accompanying the visitor;

7. 1. 2. 5. a member, the spouse of that member, and the dependants of that member when travel is required due to the nature of a remote posting;

7. 1. 2. 6. an auxiliary constable who is accompanying an RM acting in the scope of his/her duties;

7. 1. 2. 7. any person where transport is deemed necessary by an employee in exigent circumstances; and

7. 1. 2. 8. any other person approved by the CO/delegate.

7. 1. 3. In addition to the people listed in sec. 7.1.2.1. to 8., the following passengers are authorized to travel in a police aircraft:

7. 1. 3. 1. Members of Parliament;

NOTES:

1. The request for the transportation of Members of Parliament must be approved by the responsible D/Commr. or CO.

2. The Commissioner's office must be given advanced notification before such travel arrangements are confirmed.

7. 1. 3. 2. a Correctional Services Canada official or a member of a Provincial Sherriff's Department, while escorting a prisoner where Correctional Services Canada advises that the prisoner might present a danger on a commercial flight;

7. 1. 3. 3. any off-duty member, the spouse, and the dependants of the member, provided that space is available and the unit commander determines there is a valid reason for the travel; and

NOTES:

1. Unaccompanied persons under the age of majority (those under 18 years of age) are prohibited from travelling in police aircraft.

2. Passengers under the age of 18 travelling in police aircraft must be accompanied by an adult custodian or guardian.

7. 1. 3. 4. on-duty personnel of other government departments and agencies in isolated areas, when space is available and where local reciprocal travel arrangements exist.

7. 1. 4. For the approved transport of prisoners in an aircraft, see OM ch. 19.4.

7. 2. Police Aircraft Flight Security

7. 2. 1. The IC Air Services, is responsible for aircraft operational flight approval.

7. 2. 2. The Chief Pilot is responsible for delegating the operational release of aircraft to the pilots.

7. 2. 3. The pilot in command is responsible for the safety and security of all passengers, and may refuse boarding to any authorized passenger for reasons of safety and security.

8. Marine

8. 1. No person will operate an RCMP vessel without having successfully completed the mandatory marine training required by Transport Canada and the RCMP.

8. 2. Persons who are required to operate RCMP vessels in the execution of their duties must have current licences and certifications that meet the Transport Canada *Personnel Training, Examination and Certification Regulations* for the type, size, and horsepower of the vessel they operate, and the type of voyage to be taken.

8. 3. Due to diversities in geography, climate, and operational requirements, divisions will consult with the Learning and Development Branch to determine the necessary marine training applicable to their division.

8. 4. At minimum, persons required to operate RCMP vessels in the execution of their duties must obtain a Pleasure Craft Operator Card, by successfully completing the Boating Safety Course.

9. Training

9. 1. Before operating an RCMP police transport, a member must comply with provincial or territorial legislation and have successfully completed the mandatory training course as determined by Contract and Aboriginal Policing.

9. 2. For the requirements to use all-terrain vehicles and snowmobiles, see OM ch. 16.6.

9. 3. Before any RCMP pilot operates an RCMP aircraft, he/she must hold at minimum, a valid commercial licence with Transport Canada, and be authorized by the Chief Pilot of the RCMP Air Services, to fly the aircraft.

10. Roles and Responsibilities

10. 1. Divisional personnel are responsible for:

10. 1. 1. implementing tools and processes to regularly monitor and analyze utilization data to ensure effective and efficient management of fleet assets, and actively seek out opportunities to account for both asset and fleet sizes;

10. 1. 2. coordinating the marine/aeronautical training applicable to the respective division, as required by Transport Canada and the RCMP; and

10. 1. 3. maintaining a record of individual vessel operator's licences and certifications.

10. 2. Detachment/unit commanders are responsible for ensuring that the employee has successfully completed required training before authorizing the use of a fleet asset.

10. 3. Managers of employees using RCMP fleet assets are responsible for ensuring that their employees are familiar with, and adhere to, the directives related to the use of RCMP fleet assets.

10. 4. Operators are responsible for:

10. 4. 1. ensuring their operating licences and certifications qualify them to operate the assigned vessel;

10. 4. 2. retaining their licences or certifications on board or on their person during the execution of their duties; and

10. 4. 3. updating their licences and certifications.

References

- *Aeronautics Act*
- *Income Tax Act*
- *Pilotage Act*
- Transport Canada
- Transport Canada, Training of Seafarers
- Treasury Board of Canada Secretariat, *Directive on Fleet Management: Light Duty Vehicles*

Date Modified: 2016-12-23

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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TMM - ch. 2.6. Take Home of RCMP Vehicles

Policy Amended: 2019-08-07

For information regarding this policy, contact the National Fleet Office.

1. Policy
2. Definitions
3. General
4. Approval Authority for Vehicle Take Home

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1. Policy

1. 1. The RCMP will manage the use of its motor vehicles in accordance with legislated requirements and Treasury Board policies and guidelines.

1. 2. An RCMP vehicle must only be taken home by an employee:

1. 2. 1. in support of RCMP operations or to serve program needs, and

1. 2. 2. subject to the terms and conditions set out in this policy.

1. 3. This policy applies to all vehicles owned, leased, or operated by the RCMP.

1. 4. The use of an RCMP vehicle is not authorized:

1. 4. 1. for personal use, or

1. 4. 2. as a form of compensation.

1. 5. For the policy on authorized passengers, refer to TMM, ch. 2.5., Use of Transport Assets.

1. 5. 1. Generally, only persons essential to government business or related to the performance of the employees' duties are authorized passengers.

2. Definitions

2. 1. **Marked vehicle** means a vehicle that is clearly marked with an RCMP decal package.

2. 2. **Take home of an RCMP vehicle** means an employee takes a vehicle to their place of residence overnight, or during after-shift hours for the purpose of conducting RCMP business.

2. 2. 1. **Full-time vehicle take home** means the assignment of a vehicle to an individual on a 24-hours-a-day basis, every day for an extended period; and

2. 2. 2. **Temporary vehicle take home** means the assignment of a vehicle to an employee for a specific length of time or intermittently.

3. General

3. 1. An RCMP vehicle is an essential tool integral to the RCMP's day-to-day operations and program delivery.

3. 2. The provision of police services is a full-time requirement, making the take home of vehicles an RCMP requirement.

3. 3. An employee who takes a vehicle home must be ready to respond at any time, within a reasonable period, determined by the delegated authority and consistent with the justification.

3. 4. Use of the vehicle is restricted to travel directly to and from home and the work location.

4. Approval Authority for Vehicle Take Home (VTH)

4. 1 Approval of Vehicle Take Home – Marked Vehicle

4. 1. 1. An employee's supervisor can approve take home of a marked police vehicle.

4. 1. 2. A marked vehicle may be authorized for vehicle take home for operational duties.

NOTE: This authorization must be in writing to ensure an audit trail.

4. 2. Approval of Full-Time Take Home – Unmarked Vehicle

4. 2. 1. Full-time take home of unmarked vehicles may be authorized for operational duties only.

4. 2. 2. Full-time take home of unmarked vehicles to meet administrative/support requirements is prohibited.

4. 2. 3. Full-time unmarked VTH requests must be supported by a business case.

4. 2. 3. 1. For business case requirements, refer to Vehicle Take Home (VTH) Guidelines for Unmarked Vehicles.

4. 2. 4. The authority to approve full-time VTH of unmarked vehicles is delegated to commanding officers and deputy commissioners as applicable and cannot be further delegated.

4. 2. 4. 1. Full-time VTH requests for direct reports to the Commissioner must be submitted to the Commissioner for approval.

4. 2. 5. The TEAM portal application for VTH must be used to upload the business case and obtain approval.

4. 2. 6. All full-time VTH approvals must be reviewed and reapproved:

4. 2. 6. 1. annually, or

4. 2. 6. 2. upon change of the delegated authority.

4. 3. Approval of Temporary Take Home – Unmarked Vehicle

4. 3. 1. The temporary take home of an unmarked vehicle required to meet operational or administrative/support requirements may be approved.

4. 3. 2. The authority to approve temporary take home of an unmarked police vehicle is delegated to the supervisor identified in the Organizational Structure Management (OSM) tool.

4. 3. 2. The TEAM portal application for VTH must be used to request temporary take home of an unmarked vehicle.

4. 3. 3. An administrative/support requirement or pooled vehicle may only be authorized for VTH to support the following requirements:

4. 3. 3. 1. travel to a work site other than the normal place of duty, or

4. 3. 3. 2. early morning departure and return after normal working hours, while on travel status.

References

- Vehicle Take Home (VTH) Guidelines for Unmarked Vehicles

Date Modified: 2019-08-07

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

TMM - ch. 2.6. Take Home of RCMP Vehicles

Policy Amended: 2020-05-19

For information regarding this policy, contact the National Fleet Procurement, Materiel and Assets Management.

1. Policy
2. Definitions
3. General
4. Approval of Full-Time Vehicle Take Home
5. Approval of Temporary Vehicle Take Home

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1. Policy

1. 1. The RCMP manages the use of its motor vehicles in accordance with legislated requirements, as well as Treasury Board policies and Treasury Board of Canada Secretariat guidelines.

1. 2. An RCMP vehicle must only be taken home by an RCMP employee (a regular member, civilian member or public service employee):

1. 2. 1. in support of RCMP operations, or to serve program needs, and

1. 2. 2. subject to the terms and conditions set out in this policy.

1. 3. This policy applies to all vehicles that are owned, leased, or operated by the RCMP.

1. 4. The use of an RCMP vehicle is not authorized:

1. 4. 1. for personal use, or

1. 4. 2. as a form of compensation.

1. 5. For information on authorized passengers, refer to TMM, ch. 2.5., Use of Transport Assets.

1. 5. 1. Generally, only persons essential to government business or related to the performance of the employees' duties are authorized passengers.

2. Definitions

2. 1. **Marked vehicle** means a vehicle that is clearly marked with an RCMP decal package.

2. 2. **Take home of an RCMP vehicle** is when an employee takes an RCMP vehicle to their place of residence overnight, or during after-shift hours, for the purpose of conducting RCMP business.

2. 2. 1. **Full-time vehicle take home** means the assignment of an RCMP vehicle to an employee on a 24-hours-a-day basis, every day for an extended period; and

2. 2. 2. **Temporary vehicle take home** means the assignment of an RCMP vehicle to an employee for a specific length of time or intermittently.

3. General

3. 1. An RCMP vehicle is an essential tool that is integral to the RCMP's day-to-day operations and program delivery.

3. 2. The provision of police services is a full-time requirement, making the take home of vehicles an RCMP requirement.

3. 3. An employee who takes a vehicle home must be ready to respond at any time, within a reasonable period, determined by the delegated authority and consistent with the justification.

3. 4. The use of an RCMP vehicle is restricted to travel directly to and from the employee's home and the work location.

4. Approval of Full-Time Vehicle Take Home

4. 1. The full-time take home of an RCMP vehicle may be authorized for operational duties only.

4. 2. The full-time take home of an RCMP vehicle to meet administrative or support requirements is prohibited.

4. 3. A full-time vehicle take home (VTH) request must be supported by a business case.

4. 3. 1. For business case requirements, refer to the Vehicle Take Home (VTH) Guidelines for RCMP Vehicles.

4. 4. The authority to approve the full-time VTH of an RCMP vehicle is delegated to a commanding officer and deputy commissioner, as applicable, and cannot be further delegated.

4. 5. A full-time VTH request for direct reports to the Commissioner must be submitted to the Commissioner for approval.

4. 6. The Total Expenditures and Asset Management System (TEAM) portal application for a VTH request must be used to upload the business case and obtain approval.

4. 7. Full-time VTH approvals must be reviewed every 12 months from the date of approval.

5. Approval of Temporary Vehicle Take Home

5. 1. The temporary take home of an RCMP vehicle that is required to meet operational or administrative/support requirements may be approved.

5. 2. The authority to approve the temporary take home of an RCMP vehicle is delegated to the supervisor identified in the Organizational Structure Management tool.

5. 3. The TEAM portal application for VTH must be used to request the temporary take home of an RCMP vehicle.

5. 4. An administrative/support requirement or a car pool vehicle may only be authorized for VTH to support the following requirements:

5. 4. 1. travelling to a work site other than the normal place of duty, or

5. 4. 2. while on travel status, when departing in the early morning and returning after normal working hours.

References

Date Modified: 2020-05-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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TMM - ch. 2.7. Information Management and Fleet Cards

Directive Amended: 2015-04-15

For information regarding this policy, contact Assets Management and Programs Branch, Corporate Management at [redacted]

1. Policy
2. Fleet Management Information System
3. Fleet Cards
4. Purchase of Inventory and Stock Items
5. Records Maintenance
6. Loyalty Cards
7. Roles and Responsibilities

---

1. Policy

1. 1. The RCMP will maintain life-cycle records of each air, land, and marine fleet asset.

2. Fleet Management Information System

2. 1. The Fleet Management Information System (FMIS) is awarded through a National Master Standing Offer (NMSO).

2. 2. Enter into FMIS, information on each RCMP-owned fleet asset and leases that are contracted for more than 90 days.

2. 3. Monthly, enter all operating and maintenance (O and M) costs and related information, such as odometer or hour-meter readings.

2. 4. Monthly, enter all O and M costs not captured by the fleet card, e.g. bulk fuel, accident repair, maintenance performed at an RCMP post garage or other facility.

3. Fleet Cards

3. 1. General

3. 1. 1. Before a fleet card is issued, mandatory fields must be entered into FMIS. The mandatory fields are indicated on the fleet card request form provided by the designated fleet service provider.

3. 2. Fleet-Specific Cards

3. 2. 1. The designated fleet service provider will assign a fleet card to each fleet asset. The card will be used exclusively for charging and tracking routine O and M costs for that specific asset.

3. 2. 2. Do not use the fleet card to pay for equipment not considered a normal expense, and that is not essential to the operation of the fleet asset.

3. 2. 3. Use the standard procurement process for any O and M transaction above the fleet card limit of $5,000. Enter the information into FMIS.

3. 3. Non-Specific Fleet Card

3. 3. 1. A non-specific fleet card will not be used for payment of a fleet asset operating expense.

EXCEPTION: When the transaction is above $5,000 or is an air-fleet asset.

3. 3. 2. A non-specific card may be used for seasonal vehicles and equipment, rental vehicles for special events, or as a temporary measure when a vehicle-specific card is not available.

3. 3. 3. Controls must be in place to track and record all transactions on a non-specific fleet card. Keep the non-specific fleet card use to a minimum, and review annually to confirm its need.

3. 3. 4. The unit will maintain a log, indicating at a minimum:

3. 3. 4. 1. the date the card was signed out,

3. 3. 4. 2. to which vehicle or unit the card was assigned,

3. 3. 4. 3. the name and contact information of the person who issued the card,

3. 3. 4. 4. the reason for issuance, and

3. 3. 4. 5. the date of return.

3. 3. 5. Return all invoices with the fleet card. Enter into FMIS any costs attributed to the fleet asset.

3. 3. 6. All non-specific card transactions must be reconciled to the fleet service provider's monthly statement and verified for accuracy as outlined in ch. 2.1., sec. 4.1.

4. Purchase of Inventory and Stock Items

4. 1. A fleet card cannot be used to purchase stock or inventory items.

4. 2. For the purchase of fleet stock and inventory items, an employee may use an acquisition card. See the Directive on Acquisition Cards and FMM ch. 7.8.

4. 3. An employee may use an acquisition card for:

4. 3. 1. the payment of vehicle licence fees; and

4. 3. 2. the routine procurement of vehicle supplies for the sole purpose of accumulating inventory items, e.g. batteries, tires, spare parts.

4. 4. Once stock items become inventory items, the employee must ensure that costs are entered into the FMIS.

5. Records Maintenance

5. 1. Maintain life-cycle records for each asset to satisfy legislative and policy requirements and good life-cycle management practices. This includes retaining copies of all maintenance and repair invoices for audit and reference purposes for the required retention period outlined in IM App. IV-5-1, Group 3.

5. 2. For five years after the disposal of the asset retain written justification on file to support decisions about the types of vehicles and fuel purchased.

6. Loyalty Cards

6. 1. An employee is not permitted to accumulate rewards or points on his/her personal loyalty card, i.e. Air Miles, Petrol-Points, or other types of reward points, or cash-back for purchases made using the fleet card. Any discount offered by a service station or maintenance facility must be applied directly to the purchase invoice.

7. Roles and Responsibilities

7. 1. Assets Management and Programs Branch personnel are responsible for:

7. 1. 1. maintaining a corporate capability for tracking vehicles for life-cycle management and other required reporting;

7. 1. 2. appointing managers to be accountable for maintaining a complete and accurate fleet asset data system that is responsive to reporting requirements;

7. 1. 3. monitoring FMIS and TEAM accuracy of fleet-management data;

7. 1. 4. establishing benchmarks for performance, costs, and environmental performance; and

7. 1. 5. conducting annual life-cycle and environmental-management assessments of the RCMP fleets to identify opportunities to improve performance, reduce costs, and address environmental issues.

7. 2. Divisional Fleet Managers are responsible for:

7. 2. 1. ensuring expenses and repair information not captured on the fleet card, are reported monthly to the designated fleet-management company;

7. 2. 2. ensuring that odometer or hour-meter readings are entered monthly into FMIS; and

7. 2. 3. ensuring that all data-integrity discrepancies are promptly resolved.

7. 3. Unit/detachment commanders and managers are responsible for:

7. 3. 1. the monthly reporting of expenses and repair information not captured on the fleet card to the designated fleet-management company;

7. 3. 2. ensuring that odometer or hour-meter readings are entered monthly into FMIS; and

7. 3. 3. certifying expenditures on the fleet card and retaining a copy of all invoices and maintenance records on file for audit purposes for the required retention time outlined in IM App. IV-5-1, Group 3. See Sec. 34., *Financial Administration Act*.

References

Date Modified: 2015-04-15

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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TMM - ch. 2.8. Risk Management

Directive amended: 2014-02-04

For information regarding this policy, contact Assets Management and Programs Branch Corporate Management.

1. Policy
2. General
3. Roles and Responsibilities

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1. Policy

1. 1. Integrated risk-management principles will be applied to the management of RCMP fleet assets.

1. 2. The RCMP will self-underwrite the risk associated with the ongoing normal business use of fleet assets under its care and control.

1. 3. An RCMP-owned or -leased vehicle driven in the U.S. must be commercially insured against third party liability and personal injury. Proof of insurance documents must be carried in the vehicle while travelling in the U.S.

1. 4. Government travel cards will be used to provide free collision damage waiver protection, whenever possible, while renting a vehicle on travel status.

1. 5. An employee using a short-term rental vehicle (90 days or less) for normal business requirements (not while travelling) must not use a government acquisition card or government travel card to complete the transaction. The decision to pay damage waiver premiums to the rental agency, or alternately, the use of the self-underwriting practice for federal vehicles, will depend on an assessment of the risk to which the asset is exposed while in service to the RCMP. If the self-underwriting option is selected, collision damage waiver premiums will not be paid to the rental agency.

1. 6. For use of RCMP vehicles by non-RCMP employees, see ch. 2.5., sec. 5.

2. General

2. 1. While the policy on Integrated Risk Management provides direction for the management of RCMP assets throughout their life-cycle, this chapter contains additional directives related specifically to the management of fleet assets.

2. 2. An RCMP vehicle licensed outside Canada for use at a Canadian post abroad falls under the separate authority of Foreign Affairs Canada (FAC), which arranges for liability insurance pursuant to international protocols.

3. Roles and Responsibilities

3. 1. Assets Management and Programs Branch is responsible for:

3. 1. 1. establishing a Risk Management Program for fleet assets;

3. 1. 2. developing a national RCMP fleet risk profile;

3. 1. 3. assisting in identifying and managing strategic risk;

3. 1. 4. communicating, coordinating and sharing risk-related fleet information across RCMP;

3. 1. 5. conducting risk assessments of high priority or national initiatives;

3. 1. 6. providing risk management guidelines and best practices;

3. 1. 7. providing fleet risk-management leadership;

3. 1. 8. providing integrated fleet risk assessments and analysis to support informed decision making;

3. 1. 9. coordinating with other government departments and central agencies on major risks and their mitigation; and

3. 1. 10. developing first-level training material.

3. 2. Designated regional authorities are responsible for:

3. 2. 1. implementing the Integrated Risk Management Program for fleet assets in their regions;

3. 2. 2. developing a regional fleet risk profile;

3. 2. 3. identifying emerging risks, conducting risk assessments, managing risk, and communicating and sharing risk information at the regional level;

3. 2. 4. sharing risk-related information with Assets Management and Programs Branch and providing risk-based inputs to governance processes;

3. 2. 5. consulting with clients and assessing regional risk-management needs; and

3. 2. 6. identifying requirements for training, tools, databases, reporting and performance measurements.

References

- Treasury Board of Canada Secretariat, Directive on Fleet Management: Light-Duty Vehicles
- Treasury Board of Canada Secretariat, Risk Management - Policies and Publications

Date Modified: 2014-02-04

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

TMM - ch. 2.9. Use of Wireless Communication Devices

Directive Amended: 2018-03-21

For information regarding this policy, contact Material and Assets Management.

- 1. Policy
- 2. Definitions
- 3. General
- 4. Restrictions and Limitations

---

1. Policy

1. 1. This policy applies to the use of wireless communication devices by an employee who has the care and control of or is operating an RCMP motor vehicle.

1. 2. Employees must be aware of the policy governing the dissemination of confidential, sensitive, and restricted, i.e. Protected A, B, and C, material and information.

1. 3. In all instances in which a wireless communication device is used, employees must comply with federal, provincial, and territorial legislation as well as local bylaws, statutes, and regulations.

2. Definitions

2. 1. **Wireless communication device** means any hand-held wireless device (e.g. personal digital assistants [PDAs] or smartphones) that includes a telephone function. The wireless device may also have other electronic media capabilities and applications, including but not limited to: electronic mail, text or related functions, internet-based access, Global Positioning System (GPS) navigation functionality, or hands-free functionality.

2. 2. **Hands-free function** refers to the accessory or application used with a wireless communication device that allows the user to access cellular telephone and other applications without requiring the user to hold the device in his/her hand.

2. 3. **Bluetooth function** means the radio frequency standard that allows a related accessory to wirelessly communicate with a device over a short distance by pairing the two devices.

2. 4. **RCMP motor vehicle** means automotive vehicles and motorcycles that are owned, leased, donated, or rented through the RCMP, and are licensed to operate on public and private roadways.

2. 5. **Mobile workstation** means any RCMP-issued portable laptop computer or modular computer system mounted in an RCMP motor vehicle and used in the delivery of operational electronic applications.

3. General

3. 1. When the RCMP motor vehicle is safely off the roadway, lawfully parked, and not impeding traffic, employees may manually use specific wireless communication device features, while they have care and control of an RCMP motor vehicle. This includes in-car electronic equipment and specific hand-held mobile communication device features, e.g. GPS navigation device, mobile workstation, smart phone device, or printer.

4. Restrictions and Limitations

4. 1. An RM must use the hands-free, Bluetooth function of the wireless communication device.

EXCEPTIONS:

1. If there is an occupant in the vehicle who is identified as an unauthorized listener and who can hear the conversation and intercept sensitive, protected, and/or restricted information.

2. In exigent operational circumstances, an RM may use the hand-held receiver and push-button functions.

4. 2. The viewing of an electronic display screen while operating an RCMP motor vehicle is permitted only to:

4. 2. 1. obtain cellular phone information while using the hands-free function;

4. 2. 2. obtain information from a mobile workstation;

4. 2. 3. monitor an in-car digital video system; or

4. 2. 4. review an instrument, gauge, media device, or system required to provide information to the driver.

4. 3. The viewing of a global positioning navigation system display screen is permitted while operating, and in the care and control of, an RCMP motor vehicle if the device is mounted in the vehicle and the system is:

4. 3. 1. programmed before the employee begins to operate the motor vehicle, and

4. 3. 2. used in a voice-activated manner.

4. 4. Employees are prohibited from using the texting, e-mailing, and instant messaging features of a wireless communication device while operating an RCMP motor vehicle.

References

Date Modified: 2018-03-21

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

TMM - ch. 3.1. Transportation Assets Standards

Directive Amended: 2018-08-23

For information regarding this policy, contact Material and Assets Management, Corporate Management at Irrelevant

- 1. Policy
- 2. Vehicle Specifications
- 3. Daytime Running Light Deactivation
- 4. Brake Light Deactivation
- 5. Airbag Deactivation
- 6. External Equipment Guards and Window Bars
- 7. Remote Starters
- 8. Alarms
- 9. Winches
- 10. Vehicle Performance
- 11. Aircraft Standards
- 12. Marine Vessel Standards
- 13. Marine Vessel Classes and Specifications
- 14. Roles and Responsibilities

1. Policy

1. 1. Fleet acquisitions and modifications will be performed according to RCMP-published specifications and standards, or with prior written approval of Material and Assets Management.

2. Vehicle Specifications

2. 1. General

2. 1. 1. Vehicle specifications will be developed and approved by Material and Assets Management.

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2. 2. Vehicle Equipment

2. 2. 1. Vehicle equipment specifications are developed and recommended for approval by the National Vehicle Equipment Committee (NVEC).

2. 2. 1. 1. For the NVEC Terms of Reference, send an email to GroupWise address National Vehicle Equipment Committee.

2. 2. 2. For equipment installation guidelines for the standard marked police vehicle, refer to the National Traffic Services web page.

2. 2. 3. For a listing of approved equipment, refer to the National Traffic Services web page.

2. 2. 4. For a listing of minimum equipment to be maintained in the trunk of an RCMP police vehicle, refer to OM ch. 5.1., Traffic.

2. 3. Certified Police Pursuit Vehicles

2. 3. 1. Certified police pursuit vehicle specifications are listed on the National Master Standing Offer (NMSO) with various vehicle manufacturers.

2. 3. 2. Vehicle specifications J, K, L81P, L80P, DA, DB, and L5 are certified police pursuit vehicles approved by the RCMP for use with a mobile workstation installed.

2. 3. 3. For emergency vehicle operations, refer to OM ch. 5.4., Emergency Vehicle Operations (Pursuits).

2. 4. Surveillance and Other Unmarked Operational Vehicles

2. 4. 1. Unmarked operational vehicles are listed on the NMSO with various vehicle manufacturers.

2. 5. Pickup and Sport Utility Vehicles

2. 5. 1. A large sport utility vehicle (SUV) may be used in areas where the climate and geographical environment require the ability to traverse rough terrain. Where possible, a pickup truck should be used instead of an SUV in order to provide stability and reduce operating costs.

2. 5. 1. 1. These vehicles should only be marked when a police pursuit vehicle (PPV) is not suitable for the terrain.

2. 6. Critical Incident Vehicle

2. 6. 1. A critical incident vehicle (CIV) is a vehicle specially ordered and equipped for response to a critical incident. These include bomb trucks, mobile command posts, prisoner escort vans, communications vehicles, and any other vehicle requiring design and specifications to meet special requirements.

2. 6. 2. The design and specifications for all CIVs will be developed and approved by Material and Assets Management in cooperation with the applicable policy centre.

2. 6. 3. Design and specifications for CIVs will be standardized wherever operationally feasible.

2. 6. 3. 1. The requirement for modifications of the approved design and specifications must be justified and approved by the Critical Incident Program, Contract and Aboriginal Policing (CAP).

2. 7. Administrative Vehicles

2. 7. 1. Vehicles used primarily for administrative duties (e.g. car pools, and senior management use) will not be fitted with emergency equipment.

2. 8. Assigned Vehicles

2. 8. 1. Unmarked vehicles assigned to a position or an officer level/equivalent will be a leadership vehicle. Refer to the TMM definitions.

EXCEPTION: Other types of unmarked vehicles may be permitted when used for surveillance or undercover duties.

3. Daytime Running Light Deactivation

3. 1. Daytime running lights (DRL) deactivation switches may be installed in marked police vehicles. Switches may only be installed in unmarked police vehicles when it is an absolute operational requirement to safeguard members, or in a surveillance capacity.

3. 1. 1. When DRL deactivation switches are installed, there must be an indicator in the dashboard area that notifies the driver when the DRLs are deactivated.

3. 1. 2. The DRL deactivation will only be done at an authorized dealer, RCMP maintenance facility, post garage, or telecommunications personnel.

3. 2. The deactivation of any other original equipment manufacturer vehicle lighting system beyond DRLs is restricted. Refer to sec. 4., Break Light Deactivation.

4. Brake Light Deactivation

4. 1. Deactivation of vehicle brake lighting must first be approved by the CO.

4. 2. Brake light deactivation will only be approved where provincial/territorial legislation allows exemption for police services.

4. 3. Installation of brake light deactivation switches will be approved on a case-by-case basis for only Emergency Response Team (ERT) and Police Dog Services (PDS) vehicles that are assigned to an ERT unit.

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4. 4. The brake light deactivation switch will be installed by an authorized dealer, RCMP maintenance facility, post garage, or telecommunications personnel.

4. 5. Installed brake light deactivation switches will include a visual indicator that alerts the driver when the brake light deactivation system is engaged.

4. 6. Once installed, the deactivation of the brake lights will be at the discretion of the incident commander, who will consider the risks to police and public safety.

5. Airbag Deactivation

5. 1. The installation of an after-market airbag deactivation device is not authorized for RCMP vehicles.

6. External Equipment Guards and Window Bars

6. 1. Front-mounted external equipment guards and window bars are authorized on RCMP vehicles where operationally justified and when approved by the divisional CO/delegate.

6. 2. External equipment guards are not purposed to move, push, or pull vehicles or any other objects.

6. 3. Vehicle manufacturers have cautioned that external equipment guards, commonly known as push bumpers, may affect the successful deployment of the front driver and passenger airbags in the event of a motor vehicle collision.

6. 4. Installation of external equipment guards and window bars is to be completed by the vehicle manufacturer or by a designated and approved up-fitting partner.

6. 5. This equipment will be installed according to the equipment manufacturer's guide.

6. 6. Installed external equipment guards and window bars must not have a negative impact on the handling, engine performance, and/or operation of the RCMP vehicle.

7. Remote Starters

7. 1. Remote starters are authorized in RCMP vehicles when approved by the CO/delegate through a memo to Fleet Management.

7. 2. Only original equipment manufacturer-approved remote starters will be installed in RCMP vehicles by an authorized dealer, and will include written warranty and after-sales service through the vehicle manufacturer. When in doubt, contact the vehicle manufacturer.

7. 2. 1. The installed remote starter must not disable the manual ignition capability of the RCMP vehicle.

7. 3. The employee is responsible for the safe use of the installed remote starter and must take all reasonable precautions to safeguard the vehicle and its equipment.

Mass Casualty Commission Exhibit

7. 4. The vehicle can only be remote started using the manufacturer-provided remote equipment that operates on a secure radio transmission.

7. 5. Employees are prohibited from remotely starting a vehicle when it is in an enclosed structure.

7. 6. Use of any remote starter must be in compliance with all applicable local by-law; provincial, national, and/or territorial legislation; and vehicle anti-idling legislation.

7. 7. The remote starter must not interfere with any of the original equipment manufacturer- or police-installed electronic equipment.

8. Alarms

8. 1. When possible, alarms will be added to vehicle specifications.

8. 2. After-market alarms may be installed on a vehicle after a Threat and Risk Assessment (TRA) has been completed and approved by Departmental Security and Fleet Management.

8. 3. The Protective Technical Services Directorate is responsible for testing and approving alarms for use on RCMP vehicles.

9. Winches

9. 1. Winches are approved for use on CIVs, all-terrain vehicles, and operational vehicles in remote areas. For cost effectiveness, every effort should be made to transfer winches from old to new vehicles.

10. Vehicle Performance

10. 1. Material and Assets Management is the technical authority for vehicle performance.

10. 2. Safety recalls, technical service bulletins, and other vehicle performance-related issues are to be brought to the attention of Material and Assets Management.

11. Aircraft Standards

11. 1. Air Services Branch (ASB) is the technical authority and policy centre for all aircraft.

11. 2. All aircraft specifications and standards must be approved by ASB.

12. Marine Vessel Standards

12. 1. Marine vessel equipment specifications are developed and recommended for approval by the National Marine Advisory Group.

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12. 2. RCMP vessels will be equipped with safety equipment that complies with the *Canada Shipping Act, 2001* and the *Small Vessel Regulations*.

12. 3. RCMP vessels will be crewed in compliance with the *Marine Personnel Regulations*.

12. 4. Operating an RCMP vessel with less than its normal crew complement will be at the vessel commander's discretion, with due consideration to type of use, risk assessment, urgency for response, and weather conditions.

12. 5. All safety, life-saving, and firefighting equipment must be in working condition, properly stowed on board for emergency access, checked periodically for defects, and replaced as required.

12. 5. 1. Before departure, vessel operators must ensure that the required safety equipment is on board.

12. 6. Vessel operators must have successfully completed the RCMP-approved Water Transport Course (Basic Level CL5501) or other certification that meets or exceeds the Transport Canada-approved Small Vessel Operator Proficiency.

12. 7. On-board emergency exercises and fire drills must be conducted at regular intervals.

13. Marine Vessel Classes and Specifications

13. 1. All RCMP vessels will be classed as Near Coastal II or Sheltered Waters within the definitions outlined in the *Vessel Certificates Regulations*.

14. Roles and Responsibilities

14. 1. Material and Assets Management is responsible for:

14. 1. 1. setting and developing the standard for RCMP vehicle design and specifications in consultation with appropriate policy centres;

14. 1. 2. providing advice and guidance to regions and users on vehicle and equipment standards and specifications;

14. 1. 3. informing regions, occupational safety officers, and divisional staff relations representatives whenever a potential safety issue arises related to the operation of an RCMP vehicle; and

14. 1. 4. developing technical specifications for all RCMP fleet assets with the exception of air fleet assets.

14. 2. Divisional fleet personnel are responsible for:

14. 2. 1. providing advice and guidance to vehicle users regarding vehicle standards and policies;

Mass Casualty Commission Exhibit

14. 2. 2. ensuring that regional vehicles are properly equipped;

14. 2. 3. assisting vehicle users in identifying requirements for specialty vehicles;

14. 2. 4. ensuring that RCMP vessels are fitted with the safety equipment required by the *Canada Shipping Act, 2001* and the *Small Vessel Regulations*;

14. 2. 5. ensuring that vessels are properly crewed in compliance with the *Canada Shipping Act, 2001* and the *Marine Personnel Regulations*; and

14. 2. 6. ensuring that vessel operators are trained in the use of the vessel's safety, life-saving, and firefighting equipment.

14. 3. Vessel operators are responsible for:

14. 3. 1. ensuring they have successfully completed the RCMP-approved Water Transport Course (Basic Level CL5501) or other certification that meets or exceeds the Transport Canada-approved Small Vessel Operator Proficiency;

14. 3. 2. ensuring that all required safety equipment is properly stowed and in good working condition;

14. 3. 3. informing fleet managers of any missing or damaged equipment in need of repair or replacement;

14. 3. 4. maintaining a current inventory of all safety, life-saving, and firefighting equipment; and

14. 3. 5. conducting fire drills and emergency exercises at regular intervals.

References

Date Modified: 2018-08-23

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TMM - ch. 4.1. Planning and Investment Management

Directive amended: 2014-03-26

For information regarding this policy, contact Assets Management and Programs Branch, Corporate Management at Irrelevant

1. Policy
2. General
3. Planning
4. Roles and Responsibilities

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1. Policy

1. 1. RCMP fleet planning, approval, and decision-making will adhere to the requirements outlined in the Asset Management Manual.

1. 2. RCMP Fleet Replacement Plans will be developed to ensure that operational assets are safe to operate, and that replacements are made available in a timely fashion. Life-cycle analysis will be conducted to support the development of an optimal fleet acquisition strategy. See ch. 4.2.

1. 3. Fleet assets will be acquired and retained only to support the delivery of RCMP programs, and will be managed in a manner consistent with the principles of sustainable development as reflected in AMM ch. 2.1.

1. 4. Fleet assets will be acquired, maintained, and disposed of in a manner that optimizes the net financial return to the government, while satisfying operational requirements.

2. General

2. 1. The Investment Planning Framework - Assets and Acquired Services comprises of strategic levels of planning and decision making, each feeding into and responding to other levels of the hierarchy. It ensures the RCMP exercises rigour in the stewardship of financial

and physical resources necessary for the effective life-cycle management of its fleet assets. See AMM ch. 2.1.

2. 2. This chapter applies to RCMP fleet assets, including, but not limited to, motorized air, land, and marine assets owned, leased, or rented by the Crown and controlled by the RCMP. The fleet includes cars, light and heavy trucks, buses, recreation vehicles, personnel carriers, armoured vehicles, motorcycles, all-terrain vehicles (ATVs), snowmobiles, tractors, boats and patrol vessels, and aircraft.

3. Planning

3. 1. The RCMP will apply a planning process based on the optimal and appropriate methodology, authorities and timing for acquiring assets. Fleet line items will be included in the annual Procurement Plan and Strategy.

3. 2. The Investment Planning Framework - Assets and Acquired Services will be used as the decision-making hierarchy for fleet investment decisions, to ensure that such decisions are consistent, linked, responsive to RCMP needs and government priorities, and are supported at the national and regional levels.

3. 3. Fleet requirements and activities will be incorporated into the following RCMP-wide plans:

3. 3. 1. the RCMP Investment Plan,

3. 3. 2. the Fleet Management Plan, and

3. 3. 3. the Fleet Disposal Plan.

3. 4. The following RCMP directives, tools, and guidelines will be applied to the planning of RCMP fleet assets:

3. 4. 1. Project Approval, AMM ch. 2.3.;

3. 4. 2. RCMP Delegation of Authorities, FMM ch. 9.2.;

3. 4. 3. RCMP Project Management Standards;

3. 4. 4. Capital Project Priority Ranking Framework; and

3. 4. 5. Guide to Business Cases.

4. Roles and Responsibilities

4. 1. Assets Management and Programs Branch is responsible for planning fleet acquisitions and disposals, with the assistance of regional fleet managers.

References

- AA133 - Procedures on Accounting for Transportation Assets
- Asset Management Manual, Part 2

Date Modified: 2014-03-26

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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TMM - ch. 4.2. Fleet Management Plans

Directive amended: 2014-02-05

For information regarding this policy, contact Assets Management and Programs Branch, Corporate Management.

1. Policy
2. General
3. Elements of Fleet Management Plans
4. Roles and Responsibilities

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1. Policy

1. 1. Fleet Management Plans (FMP) will be developed and maintained for all fleet assets which:

1. 1. 1. have an acquisition value greater than $1 million,

1. 1. 2. are deemed mission critical, and

1. 1. 3. have a useful life of more than seven years and their operational readiness can economically benefit from a mid-life retrofit.

2. General

2. 1. The FMP outlines the activities and resources required to manage, operate, maintain, and re-capitalize fleet assets, ensuring the maximum long-term economic advantage to the RCMP.

3. Elements of Fleet Management Plans

3. 1. The FMP will consist of at least the following:

3. 1. 1. a Management Analysis, which provides a brief description of the fleet assets, and a summary of its financial, functional, and operational issues;

3. 1. 2. an operating and maintenance (O and M) plan which details the activities and resources required to operate, maintain, and manage the asset on a daily basis. Financial data will include costs for salaries (where applicable), materials, and service and maintenance contracts. The data will reflect a five-year period to include previous, current, and three future years; and

3. 1. 3. a Project Plan which lists:

3. 1. 3. 1. specific major and minor repair work to restore the asset to its required level of performance and readiness; and

3. 1. 3. 2. capital projects required to upgrade the asset.

3. 2. The FMP will be incorporated into the RCMP Investment Plan and the Disposal Plan.

4. Roles and Responsibilities

4. 1. Assets Management and Programs Branch is responsible for monitoring adherence and compliance to this chapter.

4. 2. Regions are responsible for ensuring that FMPs are prepared in accordance with this chapter for assets under their control.

References

- AMM 2.1.
- AMM 2.2.

Date Modified: 2014-02-05

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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TMM - ch. 6.4. Fit-Up and Decommissioning

Directive amended: 2015-01-27

For information regarding this policy, contact Assets Management and Programs, Corporate Management.

1. Policy
2. Fit-up and Decommissioning Requirements
3. Procurement and Installation
4. Marked Police Vehicles

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1. Policy

1. 1. RCMP vehicles will be up-fitted with the standard vehicle equipment as authorized by Contract and Aboriginal Policing (CAP).

2. Fit-Up and Decommissioning Requirements

2. 1. When fit-ups are done by a contractor or outside service provider, controls will be in place to ensure that the quality of work is sufficient to ensure the safe operation of the vehicle and that the work meets RCMP equipment installation standards.

2. 2. When decommissioning vehicles, every effort will be made to inflict as little damage as possible to the vehicle, so that it does not negatively impact the resale of the vehicle.

2. 2. 1. When possible and economically feasible, equipment should be removed and reused on other vehicles.

3. Procurement and Installation

3. 1. Budgets for the procurement of vehicle equipment, financially coded to Reporting Object 441, will be centralized divisionally.

3. 2. When available, a standing offer for equipment in police vehicles will be used. For a list of standing offers, see the National Traffic Services, Approved Equipment/Standing Offer webpage.

3. 3. The procurement and installation of equipment intended for police vehicles must be authorized by divisional Fleet or Telecoms personnel.

3. 3. 1. Regional Fleet and Telecoms personnel must ensure that the equipment being considered for procurement will not have a negative impact on health and safety, interoperability, and vehicle performance.

3. 3. 2. If there is a requirement for new equipment installation, e.g. emerging technology, particularly in the cockpit area or other airbag zones of the vehicle, the National Vehicle Equipment Committee must be consulted.

3. 4. For the procurement of non-standard equipment in a police vehicle, Fleet or Telecoms personnel must obtain authorization from the National Vehicle Equipment Committee.

3. 4. 1. Once authorized, the procurement and installation of the non-standard equipment will be done by Fleet or Telecoms personnel.

4. Marked Police Vehicles

4. 1. The RCMP will adhere to the standards that are in place for the fit-up of the marked police vehicle. The standard lists the approved minimum equipment and outlines how to install this equipment. Deviations from this standard are not permitted.

4. 1. 1. For information on standard-use police equipment items, trunk contents, and vehicle operation items, see form 6013.

4. 2. For information on how to install the approved equipment, consult the Standardized Car Installation Guidelines.

References

In conjunction with this chapter, see the following hard-copy documents:

- CAP Standard Equipment Lists
- Equipment Installation Standards

Date Modified: 2015-01-27

TMM - ch. 7.1. Disposal

Policy Amended: 2020-02-07

For information regarding this policy, contact Material and Assets Management Branch, National Fleet Policy Centre.

- 1. Policy
- 2. General
- 3. Roles and Responsibilities

---

1. Policy

1. 1. Fleet assets must be disposed of in compliance with the requirements of the Treasury Board *Policy on Management of Materiel* and *Directive on Disposal of Surplus Materiel*.

1. 2. Public Services and Procurement Canada's GCSurplus program will be used for the disposal of fleet assets, which includes vessels, air fleet assets, and vehicles with the following exceptions:

1. 2. 1. in areas where GCSurplus does not have facilities, divisions will use remarketing standing offers, other standing offers, or other methods of supply put in place by GCSurplus; and

1. 2. 2. air fleet assets can be disposed of through trade-in, in conjunction with the procurement of another air fleet asset.

1. 3. Only positions identified in the appropriate section of the Delegation of Specific Financial Signing Authorities Matrix under "Disposition of Assets" can dispose of surplus fleet assets.

1. 4. Any request to donate or transfer assets outside of the RCMP, or sale at less than market value, or to a limited market, must be submitted by the divisional fleet office to the National Manager, Moveable Assets, for consideration. Disposal decisions will be made on a case by case basis.

1. 5. All vehicles must be inspected prior to disposal. Refer to sec. 3. for inspection procedures.

2. General

2. 1. When a fleet asset is disposed of in any manner, including through donation and trade-in, there must be a clear transfer of Crown ownership.

NOTE: Until an item is declared surplus and disposed of, it will remain RCMP property.

2. 2. Before disposal, all markings on surplus fleet assets that identify the property as being RCMP-owned, must be removed.

2. 3. Fleet assets must be posted to GC Transfer before being posted to GCSurplus, with the exception of contract policing assets for which the province is entitled to their proportion of the proceeds of sale.

NOTE: The disposal file must be annotated with the substantiation to not post through GC Transfer.

3. Roles and Responsibilities

3. 1. Detachment Personnel

3. 1. 1. Before a fleet vehicle can be sent to a divisional fleet office for disposal:

3. 1. 1. 1. visually inspect the vehicle for contraband and hazardous substances in between, around, and under the seats, glove box, and trunk. Refer to Form 6529, Vehicle Inspection Tracking - Fleet Management for inspection procedures;

NOTE: When inspecting the fleet vehicle, 8 millimeter black nitrile gloves must be worn.

3. 1. 1. 2. remove all garbage, debris, and personal items from the vehicle;

3. 1. 1. 3. after the vehicle has been visually inspected, complete and sign Form 6529, and submit the form to the divisional fleet office by email, or at the time of drop-off, if applicable; and

NOTE: Disposal will only be performed once Form 6529 is submitted to the divisional fleet office.

3. 1. 1. 4. delete all electronic information from the vehicle's GPS and cellular phone-pairing system. Refer to the vehicle owner's manual for instructions or contact the divisional fleet office for further guidance.

NOTE: This includes any original equipment manufacturer (OEM) proprietary information-gathering electronics system or program.

3. 2. Fleet Personnel

3. 2. 1. Before a vehicle can be transferred to GCSurplus:

3. 2. 1. 1. fleet personnel or a contractor will visually inspect the vehicle a second time. Refer to Form 6529 for inspection procedures; and

NOTE: When inspecting the fleet vehicle, 8 millimeter black nitrile gloves must be worn.

3. 2. 1. 2. if any items are found during the inspection, note the items on Form 6529, and contact the detachment for further guidance.

3. 2. 2. Confirm that the vehicle's GPS and electronic cellular phone pairing system has been cleared of all information and/or reset to its original OEM setting.

3. 2. 3. Once the final inspection is completed, the divisional fleet office will finalize Form 6529, and release the vehicle to GCSurplus, with a copy of the form. The original Form 6529 will be retained by the divisional fleet office.

NOTE: This includes any OEM proprietary information-gathering electronics system or program.

References

- Treasury Board of Canada Secretariat *Directive on Disposal of Surplus Materiel*
- RCMP Disposal Guidance Document

Date Modified: 2020-02-07

Top of Page

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

TOM - ch. 1.1. Incident Commanders

Directive Amended: 2017-07-11

For information regarding this policy, contact Critical Incident Program, Community, Contract and Aboriginal Policing Services Dir.

1. Policy
2. Definitions
3. Selection Criteria
4. Critical Incident Commander Mentorship Program
5. Accreditation
6. Deployment
7. Roles and Responsibilities

---

1. Policy

1. 1. When activated during a critical incident, the Critical Incident Commander has overall command and control of the critical incident, until:

1. 1. 1. it is no longer deemed a critical incident, or

1. 1. 2. that person is relieved by another Critical Incident Commander, who assumes command.

1. 2. Based on the Critical Incident Commander's risk assessment, he/she will:

1. 2. 1. determine when the critical incident is no longer deemed a critical incident, and

1. 2. 2. hand over command and control to the appropriate investigative body.

2. Definitions

2. 1. **Critical incident** means an event or series of events which by their scope and nature require a specialized and coordinated tactical response.

2. 2. **Critical Incident Commander (CIC)** means a commissioned officer or senior NCO who has successfully completed the Canadian Police College (CPC) Critical Incident Commanders Course (CMDNR) at CPC. His/her role is to command, coordinate, and manage all resources in response to a critical incident.

2. 3. **Dynamic events** means sudden or spontaneous occurrences that can result in limited time for contingency planning and detailed negotiation.

2. 4. **Pre-planned events** means policing calls for service that are known in advance, allowing time for detailed intelligence, surveillance, and reconnaissance gathering. These events tend to afford longer timelines for risk assessments and contingency planning.

2. 5. For a definition of scribe, see ch. 1.2.

2. 6. For a list of Emergency Response Team (ERT) definitions, see ch. 2.2.

3. Selection Criteria

3. 1. In consultation with the Cr. Ops. Officer/delegate, the divisional CIC Coordinator will recommend candidates for mentorship and training.

3. 1. 1. The Cr. Ops. Officer will approve, where appropriate.

3. 2. The divisional CIC Coordinator should consider members who have the following previous courses in CIC/IC: ICS100-400, ICIR, and JIBC/CIM, or equivalent experience.

3. 3. A CIC candidate will:

3. 3. 1. obtain line officer support to enter the CIC mentorship program;

3. 3. 2. be a commissioned officer or senior NCO, i.e. Sgt. and above;

3. 3. 3. not have any operational restrictions, and be up-to-date regarding all operational skills maintenance (OSM) mandatories; and

3. 3. 4. through the line officer, submit correspondence to the divisional CIC Coordinator detailing relevant experience, training, and interest in becoming a CIC.

4. Critical Incident Commander (CIC) Mentorship Program

4. 1. Pre-course Mentorship

4. 1. 1. Pre-course mentorship includes supervision and assessment of knowledge skills and abilities (KSAs) through shadowing a current experienced CIC on three dynamic or preplanned events.

4. 1. 2. Exposure to ERT, Crisis Negotiator Teams (CNT), explosive forced entry (EFE), and other Critical Incident Program (CIP) functions is an asset, but not a prerequisite.

4. 2. Critical Incident Commanders Course (CMDNR)

4. 2. 1. The CMDNR must be successfully completed.

4. 3. Post-course Mentorship

4. 3. 1. Post-course mentorship includes being shadowed by a CIC at two dynamic or preplanned events to ensure candidates can demonstrate appropriate KSAs.

4. 3. 2. The divisional CIC Coordinator will appoint an experienced CIC as a mentor, or in consultation with other divisions provide training opportunities, as well as exposure in other divisions where possible.

4. 3. 3. To complete the CIC Mentorship Program, the newly trained CIC must command two dynamic or preplanned events. If unable to do so within the first year of successfully completing the CIC course, the divisional CIC Coordinator may consider other relevant or related experience as meeting the requirements.

4. 3. 4. Documentation indicating successful conclusion of post-course mentorship should be forwarded to the divisional CIC Coordinator.

4. 3. 5. Candidates who fail to meet the requirements and maintain their skills may be removed from the CIC Program.

5. Accreditation

5. 1. To receive accreditation, candidates must:

5. 1. 1. successfully complete the CIC course,

5. 1. 2. successfully complete the CIC Mentorship Program,

5. 1. 3. receive divisional CIC Coordinator support, and

5. 1. 4. be selected/appointed by the Cr. Ops. Officer, or be recommended by a third party and receive the Cr. Ops. Officer's support for the recommendation.

5. 2. Candidates must remain active by:

5. 2. 1. attending a minimum of one workshop for critical incident commanders annually,

5. 2. 2. participating in at least one critical incident or scenario annually;

5. 2. 3. completing sixteen hours of professional development training related to CIC annually; and

5. 2. 4. being a member of the Association of Canadian Critical Incident Commanders (ACCIC). See FMM ch. 9.4.

6. Deployment

6. 1. Upon deployment to a critical incident, the CIC will be responsible for:

6. 1. 1. command and control of the incident and all related resources;

6. 1. 2. using CIC principles to resolve the incident, including but not limited to:

6. 1. 2. 1. ensuring that liaison is established and intelligence shared with support units;

6. 1. 2. 2. assessing the situation, requesting required resources, assuming overall command, and unless exigent circumstances exist, attending the scene;

6. 1. 2. 3 assessing containment and evacuation efforts;

6. 1. 2. 4. establishing a command post;

6. 1. 2. 5. ensuring decisions are recorded by a scribe;

6. 1. 2. 6. authorizing negotiations;

6. 1. 2. 7. approving operational plans;

6. 1. 2. 8. conducting appropriate briefings and debriefings;

6. 1. 2. 9. approving the release of information to the media;

6. 1. 2. 10. ensuring effective transition of command; and

6. 1. 2. 11. timely relief of the critical incident personnel.

7. Roles and Responsibilities

7. 1. Divisional CIC Coordinator

7. 1. 1. The division CIC Coordinator is responsible for the administration of the divisional CIC Program.

7. 1. 2. The divisional CIC Coordinator's responsibilities include, but are not limited to:

7. 1. 2. 1. identifying and selecting CIC candidates;

7. 1. 2. 2. maintaining the CIC Mentorship Program;

7. 1. 2. 3. coordinating one divisional workshop for CICs annually;

7. 1. 2. 4. ensuring that CICs participate in at least one critical incident scenario annually;

7. 1. 2. 5. reviewing all annual resumes submitted by CICs;

7. 1. 2. 6. consulting with the Cr. Ops. Officer and the national CIC Coordinator to determine the number of CICs required for the division; and

7. 1. 2. 7. ensuring that an updated list of contact numbers of divisional CICs and other CIP resources is sent to the National Operations Centre (NOC), and itemizing specialized skills at least once annually;

7. 1. 2. 8. providing familiarization briefings to CICs transferring in from other divisions to ensure situational awareness around local issues, and providing contact information for key partners, stakeholders, and outside agency contacts; and

7. 1. 2. 9. briefing the Cr. Ops. Officer as required on CIC-related issues related to complex, high risk, or high-profile police incidents.

7. 2. National Coordinator

7. 2. 1. The national CIC Coordinator will be an active CIC and be responsible for:

7. 2. 1. 1. developing, maintaining, and advancing relevant policies and procedures relating to CIC;

7. 2. 1. 2. collecting and disseminating relevant information to divisional CIC Coordinators;

7. 2. 1. 3. maintaining a national list of CICs and ensuring divisional lists are submitted to the NOC;

7. 2. 1. 4. identifying foreign and domestic training opportunities for CICs that examine best practices used in outside jurisdictions, in order to facilitate the continued betterment of the CIC Program;

7. 2. 1. 5. reviewing critical incident debrief reports quarterly to ensure policy compliance;

7. 2. 1. 6. organizing periodic video teleconferences with CICs nationally to provide timely updates on policy, training, and emerging trends; and

7. 2. 1. 7. ensuring timely disclosure of information that may impact the CIC Program to fellow CICs nationwide.

8. 2. Commanding Officer

8. 2. 1. The CO/delegate is responsible for:

8. 2. 1. 1. appointing a divisional CIC Coordinator, and

8. 2. 1. 2. consulting with the divisional CIC Coordinator when assigning a CIC to a complex or large scale event.

References

"SMEAC" represents Situation, Mission, Execution, Administration and Command/Control/Communication, which is the universal police format in Canada for managing critical incidents.

Date Modified: 2017-07-11

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

TOM - ch. 1.2. Scribes

Directive Amended: 2010-06-18

For information regarding this policy, contact Critical Incident Program, Contract and Aboriginal Policing.

1. Policy
2. General
3. Selection Criteria
4. Accreditation
5. Deployment
6. Kit and Equipment
7. Divisional Scribe Coordinator
8. National Scribe Coordinator

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1. Policy

1. 1. The OIC Critical Incident Program/delegate is responsible for:

1. 1. 1. appointing the National Scribe Coordinator, and

1. 1. 2. establishing and maintaining the National Scribe Program.

2. General

2. 1. For the purposes of this chapter, the following definitions apply:

2. 1. 1. **Accredited Scribe** means a scribe who has successfully completed a divisional Scribe Workshop or a National Scribe Course.

2. 1. 2. **Incident Director** means a commissioned officer in command of a division Emergency Operations Center (DEOC) or the National Operations Center (NOC) responsible for coordinating operations in support of the Incident Commander.

2. 1. 3. **Scribe** means an employee who reports directly to the Incident Commander, Incident Director, ERT Commander or Tactical Troop Commander during a deployment, takes notes and maintains a record of decisions.

2. 2. For the definition of **critical incident** and **Incident Commander**, see ch. 1.1.

2. 3. For the definition of **tactical troop commander**, see ch. 1., sec. F.2.

2. 4. Whenever practical and deemed necessary, the Incident Commander, Incident Director, ERT Commander or Tactical Troop Commander will use the services of an accredited scribe taking into account:

2. 4. 1. the type of incident,

2. 4. 2. the response time,

2. 4. 3. the anticipated duration of the incident,

2. 4. 4. the personal safety of the scribe,

2. 4. 5. the availability of scribes in the area, and

2. 4. 6. any other factors that may impact the incident.

2. 5. A scribe will record and maintain accurate and legibly written accounts of all information or decisions received or given by an Incident Commander, Incident Director, ERT Commander or Tactical Troop Commander while responding to a critical incident.

2. 6. The Incident Commander, Incident Director, ERT Commander or Tactical Troop Commander will retain the original notes written by the scribe and a copy will be placed in the operational file.

3. Selection Criteria

3. 1. A scribe must be an RM, CM, PSE, auxiliary constable, reserve constable, or municipal employee supervised by an RCMP employee who has successfully completed the Managing Safely Course.

3. 2. Divisions must ensure that scribes deployed to an incident have the appropriate and applicable security level relevant to the operation.

3. 3. A scribe deployed with a tactical troop must be an RM or reserve constable who has successfully completed the National Tactical Troop Basic Training Course, and who is an operational member of a tactical troop.

3. 4. Pursuant to sec. 7.2.3., an employee can volunteer for scribe duties with the support of his/her immediate supervisor/line officer.

3. 4. 1. If support is received, the employee will submit a memo to the divisional Scribe Coordinator detailing relevant experience, training and interest in becoming a scribe.

3. 5. Subject to divisional requirements, the divisional Scribe Coordinator will approve all potential scribe candidates, and recommend they complete the National Scribe Course.

4. Accreditation

4. 1. A scribe must:

4. 1. 1. successfully complete either the National Scribe Course, the Ontario Provincial Police Scribe Course, or a divisional/regional scribe workshop;

4. 1. 2. at least once a year, participate in a critical incident or scenario;

4. 1. 3. when required, submit a sample of his/her notes for review by the divisional Scribe Coordinator; and

4. 1. 4. develop and maintain an up-to-date curriculum vitae of his/her training and experience as a scribe.

5. Deployment

5. 1. The Incident Commander, Incident Director, ERT Commander or Tactical Troop Commander will initiate the deployment of a scribe according to operational requirements and after conducting a risk analysis of the situation.

5. 2. The Incident Director will initiate the deployment of a scribe according to the DEOC/NOC Operational Plans.

5. 3. The Incident Commander, Incident Director, ERT Commander or Tactical Troop Commander will ensure that an auxiliary constable, CM, PSE or municipal employee is not deployed as a scribe to a location (command post) that may constitute a risk to his/her physical and/or psychological well-being.

5. 4. Upon deployment to a critical incident, the scribe will:

5. 4. 1. ensure that he/she has all the necessary equipment readily available for the task,

5. 4. 2. arrange with the Incident Commander, Incident Director, ERT Commander or Tactical Troop Commander to attend the critical incident,

5. 4. 3. maintain accurate records of decisions made by the Incident Commander, Incident Director, ERT Commander or Tactical Troop Commander, and

5. 4. 4. ensure he/she attends all predeployment and post-event debriefings.

5. 5. A scribe must notify the divisional Scribe Coordinator whenever he/she is unavailable, e.g. annual leave, training.

5. 6. In all instances, the deployment of a scribe will take precedence over any duties that he/she may be engaged in before the critical incident.

6. Kit and Equipment

6. 1. Each scribe will be equipped with a cellular phone and/or a pager, a digital audio recorder and a digital camera.

7. Divisional Scribe Coordinator

7. 1. The divisional Scribe Coordinator must be an experienced and serving scribe.

7. 2. The divisional Scribe Coordinator is responsible for, among other duties:

7. 2. 1. determining the number of scribes required in the division;

7. 2. 2. allocating scribe resources to be deployed at any incident requiring a scribe, while ensuring adequate and uninterrupted capability for unforeseen deployment in emergency response team operations;

7. 2. 3. soliciting the division to compile a list of potential candidates interested in volunteering to become scribes;

7. 2. 4. selecting scribe candidates;

7. 2. 5. acquiring and maintaining scribing equipment;

7. 2. 6. liaising with the National Scribe Coordinator;

7. 2. 7. coordinating annual divisional workshops for scribes;

7. 2. 8. ensuring that scribes participate in at least one critical incident or scenario every year;

7. 2. 9. reviewing annual samples submitted by scribes and reporting results to the National Scribe Coordinator;

7. 2. 10 ensuring that all scribes, upon request, have access to the Member/Employee Assistance Program or counselling services following the conclusion of a critical incident; and

7. 2. 11. maintaining a list and contact numbers of divisional scribes.

8. National Scribe Coordinator

8. 1. The National Scribe Coordinator will be an active scribe and be responsible for:

8. 1. 1. maintaining a national list of accredited scribes;

8. 1. 2. overseeing and delivering the accredited National Scribe Course;

8. 1. 3. monitoring, assessing, analyzing and acquiring equipment and kit taking into consideration the safety and security of scribes; and

8. 1. 4. liaising with partner agencies to access their practices, protocols, procedures and equipment for scribing and disseminating this information to divisional Scribe Coordinators.

References

Date Modified: 2010-06-18

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

TOM - ch. 2.1. Organization and Selection

Directive Amended: 2011-12-13

For information regarding this policy, contact Critical Incident Program, Contract and Aboriginal Policing.

1. Organization and Responsibilities
2. Selection Criteria
3. ERT Committees

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1. Organization and Responsibilities

1. 1. The D/Commr., Contract and Aboriginal Policing is responsible for ERT directives.

1. 2. Each ERT consists of assaulters, sniper/observers, a team leader and a second-in-command (2 IC).

1. 2. 1. Large ERTs, "E" Divison Lower Mainland, and National Headquarters, Ottawa, may be organized into several teams and each of these teams with its own team leader. These ERTs will have an OIC, who is also a trained Incident Commander, as well as a Tactical Operations NCO.

1. 3. An ERT member is responsible for:

1. 3. 1. maintaining his/her ERT firearms and physical standards and qualifications outlined in the *Firearms Manual*.;

1. 3. 2. maintaining personal-issue equipment, as well as any team equipment items as designated by the team leader;

1. 3. 3. inspecting all equipment and firearms after each use;

1. 3. 4. ensuring that all firearms issued to him/her are regularly maintained and that the firearms maintenance log is updated and kept on file;

1. 3. 5. being cognizant of current directives as outlined in Part 2;

1. 3. 6. participating in debriefings; and

1. 3. 7. complying with all established procedures, including wearing approved protective equipment.

1. 4. The ERT Team Leader is responsible for:

NOTE: On a full-time team with a rank structure, the following responsibilities may be handled by an assigned NCO.

1. 4. 1. briefing the ERT, in conjunction with the Incident Commander, on essential information about the incident at hand and expected role of the ERT;

1. 4. 2. directing the tactics once the ERT is deployed;

1. 4. 3. assuming command of the Police Dog Service (PDS) Team and any other specialized support section, when assigned to ERT;

1. 4. 4. ensuring that first aid and decontamination is provided to prisoners;

1. 4. 5. reporting to and working in close cooperation with the Incident Commander;

1. 4. 6. assisting in the selection, evaluation and appointment of ERT members;

1. 4. 7. ensuring maintenance of team proficiency levels;

1. 4. 8. ensuring that monthly training logs are completed and filed;

1. 4. 9. managing and maintaining team equipment in accordance with its life cycle standards, and equipment logs;

1. 4. 10. selecting and mentoring an ERT 2 IC;

1. 4. 11. managing a budget;

1. 4. 12. performing administrative duties and performance assessments;

1. 4. 13. liaising with and consulting other police agencies and organizations about critical incident tactics, methodologies and practices;

1. 4. 14. ensuring, in conjunction with the Incident Commander, that post-incident trauma counseling is provided to members;

1. 4. 15. judging the ability of the ERT to perform in various high-risk situations and when the ERT is not considered able to complete the required task, informing the Incident Commander with viable options for completing the task;

1. 4. 16. ensuring ERT members meet qualifications and fulfill their responsibilities;

1. 4. 17. unless prevented by exigent circumstances, ensuring that written operational plans are completed as soon as possible at all ERT deployments and are approved and initialed by the Incident Commander before being carried out. In exigent circumstances, the ERT Team Leader will give a verbal plan to the Incident Commander, which will be followed by a written plan as soon as it is practicable; and

1. 4. 18. completing the applicable forms at the conclusion of any deployment.

1. 5. Although the ERT Team Leader may delegate any of the duties outlined in sec. 1.4., he /she is responsible for ensuring that the tasks are properly completed.

1. 6. The Incident Commander is responsible for:

1. 6. 1. directing all ERT resources at a deployment;

1. 6. 2. evaluating all tactical options at a deployment;

1. 6. 3. authorizing operational plans;

1. 6. 4. liaising with the detachment commander;

1. 6. 5. participating in debriefings after a deployment;

1. 6. 6. arranging, in consultation with the ERT Team Leader, a post traumatic debriefing;

1. 6. 7. participating annually in major scenario training;

1. 6. 8. participating in the selection and mentoring of new Incident Commanders;

1. 6. 9. maintaining current knowledge of tactical procedures by regularly attending ERT training; and

1. 6. 10. notifying the OIC/delegate Criminal Operations Br. and providing regular status updates when ERT is deployed per divisional requirements.

1. 7. A CO/delegate will ensure that an active mentorship program for Incident Commanders is in place in the division.

2. Selection Criteria

2. 1. For job descriptions and job requirements, see CMM App. 5-8 in conjunction with divisional ERT selection criteria.

2. 2. A successful ERT candidate must:

2. 2. 1. be an RCMP RM volunteer, with a minimum of two years of operational policing experience unless there are exceptional circumstances on a divisional level;

2. 2. 2. be prepared to commit to ERT for three years;

2. 2. 3. be in above-average physical condition and maintain an advanced level of physical fitness as outlined in AM App. II-19-2;

2. 2. 4. have displayed an aptitude for shooting at the entry level, be proficient in all aspects of firearm handling and manipulation and have attained a minimum score of 225 on his/her most recent annual Practical Pistol Course (PPC) qualifications;

2. 2. 5. be willing to improve his/her own tactical ability and continue regular training;

2. 2. 6. have no serious phobias or personal problems that would adversely affect his/her performance on an ERT;

2. 2. 7. successfully complete psychological testing;

2. 2. 8. have demonstrated, through police experience, that he/she can exercise good judgment and self-control under excessive stress;

2. 2. 9. have excellent eyesight, preferably but not necessarily, without eyeglasses/contact lenses;

NOTE: Successful candidates requiring corrective lenses will be provided with military combat spectacles.

2. 2. 10. be sponsored by an operational ERT in order to attend the centralized ERT course. Upon successful completion of the course, he/she must also be designated to become an operational member of the sponsoring team; and

2. 2. 11. successfully complete the ERT course (BM3526).

3. ERT Committees

3. 1. An ERT Equipment and Weapons Committee will meet as required. The committee will comprise each region, a representative from Corporate Procurement and Contracting Services, the Armourer Section and the National Headquarters ERT Coordinator who will be the chairperson.

3. 1. 1. The mandate of the committee includes but is not limited to, researching the latest tactical equipment, firearms and use of force options; sharing of information; and recommending items for approval.

3. 2. An ERT Training Committee will meet as required. The committee will consist of representatives from each region, a representative from Centralized Training/Learning and Development and the National Headquarters ERT Coordinator who will be the chairperson.

3. 2. 1. The mandate of the committee includes but is not limited to, identifying and sharing actual or anticipated ERT training needs and assisting in the implementation of new training, and recommending any changes that are required to the OIC, Centralized Training.

3. 3. An ERT Marine Operations Working Group, chaired by the National ERT Marine Intervention Program Coordinator, will meet as required to address issues specific to the ERT Marine Intervention profile. Representatives from each team with the marine profile, and Learning and Development will be involved. Representatives from the Tactical Vessel Operation (TVO) and Tactical Rescue Diver (TRD) communities will be included.

References

Date Modified: 2011-12-13

TOM - ch. 2.2. Equipment, Firearms and Training

Policy Amended: 2016-04-07

For information regarding this policy, contact Critical Incident Program, Contract and Aboriginal Policing.

1. Firearms and Equipment
2. Personal-Issue Firearms
3. Training
4. Self-Contained Breathing Apparatus (SCBA)

App. 2-2-1 ERT-Approved Weaponry Systems

App. 2-2-2 ERT-Approved Chemical Agent Munitions, Irritants and Delivery Systems

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1. Firearms and Equipment

1. 1. COs will ensure that divisional ERTs and members are equipped to the national standard according to the National Critical Incident Program (CIP).

1. 2. Only members who have completed the applicable firearms and equipment training are permitted to use ERT firearms and equipment. Only weapons that are approved will be used in an ERT deployment.

EXCEPTION: Potential ERT candidates training with an ERT may use firearms and equipment without having completed the appropriate training. However, they must be supervised by the ERT Team Leader/delegate.

1. 2. 1. Since most of the ERT program is still part-time, ERT members may have two ERT pistols at their disposal if supported by their respective divisional Cr. Op. Officer/delegate. One pistol will be used for non-ERT police duties, e.g. general duties, drug section, and the second pistol will be used for ERT training and deployments.

1. 2. 2. According to sec. 1.2.1., the ERT Team Leader will issue team inventory firearms to individual ERT members for their use while on the team. These firearms will remain the responsibility of the Team Leader. The member to whom the firearms are assigned must return them to the Team Leader when he/she is no longer on the effective strength of the team.

1. 2. 2. 1. The ERT Team Leader is also responsible for documenting annual reconciliation of the team's firearm inventory.

1. 2. 3. When an ERT member leaves the program, he/she must return his/her personal-issue ERT pistol to the National Armourer Shop, and be re-issued a stainless steel silver Smith & Wesson 5946 pistol.

1. 3. The ERT firearms must be examined and repaired by the armourer after every 5000 rounds or three years, whichever comes first. For documentation purposes, the firearm maintenance log must accompany the firearm.

1. 4. To ensure operational readiness, personal equipment must be inspected before and after use.

1. 5. When not in use, ERT equipment must be stored in a secure area.

1. 6. An ERT member must wear the ERT uniform when conducting ERT duties or ERT training.

1. 7. ERT firearms may only be used during an ERT deployment or in an active shooter situation as outlined in ch. 2.3., sec. 6., and in accordance with sec. 2.1. and sec. 2.2.

2. Personal-Issue Firearms

2. 1. ERT members will use the Sig-Sauer P226R ERT pistol for both ERT and regular duties. Where required, teams may issue two pistols to an ERT member, one for ERT duties and the other to be kept at the member's full-time work place. The Sig-Sauer P226R ERT pistol is the only approved sidearm for ERT duties. Members leaving ERT duties will be required to get a Smith & Wesson Model 5946/3956 from stores and leave their ERT issue Sig-Sauer pistols in their team's ERT inventory.

2. 2. ERT members, trained in the use of the black tactical Smith & Wesson 5946 pistol, must use it as their service pistol and for ERT duties until they are trained in the use of the Sig-Sauer P226R ERT pistol.

2. 3. For a list of approved ERT weaponry systems, see App. 2-2-1.

2. 4. For a list of approved ERT chemical agent munitions, irritants, and delivery systems, see App. 2-2-2.

3. Training

3. 1. ERT members will undergo initial training as outlined in the approved ERT Course Training Standard (CTS) (BM3526). All new ERT members who have successfully completed the ERT course will also be given the opportunity to participate on the Aircraft Assault Course (000111).

3. 2. A sniper/observer will undergo further training as outlined in the approved CTS for sniper/observers.

3. 3. After initial training, ERT members will require ongoing training to ensure that they are physically and mentally prepared for ERT duties, and to minimize the risk of injury or death to members or to the public.

3. 4. ERT members will be afforded mandatory team training for 40 hours per month. Additional training will be assigned for other specialized profiles.

3. 4. 1. Specialized profiles include:

3. 4. 1. 1. Sniper/Observer/Specialized Reconnaissance – 1 x 8 hours a day per month;

3. 4. 1. 2. Tubular Intervention – 3 x 8 hours a day per year (excluding travel);

3. 4. 1. 3. Marine Operations – 3 x 8 hours a day per year (excluding travel);

3. 4. 1. 4. High Angle – 2 x 8 hours a day per six months;

3. 4. 1. 5. CBRNE Operations – to be determined;

3. 4. 1. 6. Tactical Casualty Management – 1 x 8 hours a day per three years;

3. 4. 1. 7. Explosive Forced Entry – 3 x 8 hours a day per year; and

3. 4. 1. 8. Breaching – 4 x 8 hours a day per year.

3. 5. The ERT firearms qualifications must be successfully completed every six months.

3. 5. 1. ERT firearms qualifications will consist of the Heckler & Koch MP5 and the 5.56 mm carbine courses of fire as detailed in the ERT CTS.

3. 5. 2. The pistol qualification for ERT members will consist of both the ERT course of fire as detailed in the ERT CTS, and the RCMP Practical Pistol Course (PPC) qualification.

3. 5. 3. The shotgun qualification will consist of the RCMP shotgun course of fire. See FM ch. 2., sec. 2.

3. 5. 4. Sniper/observers must qualify every six months on the 5.56 mm rifle or carbine, the .308 rifle and if applicable, the .338 Laqua Magnum Long Rifle as outlined in the most current RCMP sniper/observer CTS.

3. 6. The ERT PARE must be successfully completed annually under the supervision of a divisional fitness lifestyle advisor (DFLA).

3. 7. An ERT member will only perform duties for which he/she is certified.

3. 8. A Police Dog Service (PDS) team assigned to an ERT will attend regular ERT practices and conduct firearms qualifications as required by an ERT and as outlined in these directives.

3. 8. 1. The ERT Team Leader, in consultation with the PDS team, will ensure that the training is relevant to PDS duties.

3. 9. The ERT Team Leader will ensure that all team members maintain a proficiency in all skill areas.

3. 9. 1. If a team member is not proficient in a particular skill, the ERT Team Leader will ensure that the member is not deployed in that capacity and in consultation with the member, will develop and implement a remedial course of action.

3. 10. The ERT Team Leader will ensure that ERT members deployed with a Public Order Team in a less lethal or lethal support capacity, attend public order training and are familiar with Public Order Team movements and procedures.

3. 11. ERT will conduct, at minimum twice annually, exercises that integrate Air Services support into the ERT and Command Post.

3. 12. The CO/delegate will:

3. 12. 1. ensure that minimum standards are met as outlined in this chapter; and

3. 12. 2. in conjunction with the Team Leader, ensure and arrange for at least one practice scenario each year, including all key personnel likely to be involved in an actual operational situation, e.g. crisis negotiators, incident commanders, Special "I", Explosives Disposal Unit (EDU), and Telecoms. Prospective incident commanders and crisis negotiators must also attend these sessions which will be documented on a permanent training file.

3. 13. The CO/delegate will ensure that every ERT member and Incident Commander complete and maintain their own curriculum vitae (CV) on Emergency Response Team - Member's Curriculum Vitae, Form 4099.

4. Self-Contained Breathing Apparatus (SCBA)

4. 1. Any ERT member who uses SCBA must be properly trained in its use.

4. 2. Use and maintenance of SCBA must conform to the standards set by the *Canadian Standards Association* and by the *Canada Labour Code*, Part II.

References

Date Modified: 2016-04-07

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

TOM - ch. 2.3. Operation Requirements

Directive Amended: 2016-08-26

For information regarding this policy, contact Critical Incident Program, Contract and Aboriginal Policing.

1. Logistics
2. Debriefing
3. Reporting
4. Less Lethal Intervention Options
5. Discharging a Firearm at a Motor Vehicle
6. Explosives
7. Immediate Action Rapid Deployment - IARD / Active Threat and Mass Casualty Events
8. Aircraft
9. Marine

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1. Logistics

1. 1. The Incident Commander will arrange for the following for Emergency Response Team (ERT):

1. 1. 1. backup and timely relief of ERT personnel;

1. 1. 2. meals and accommodation;

1. 1. 3. the acquisition of any supplemental equipment that may be required or necessitated by circumstances;

1. 1. 4. the installation of recording equipment in deployment situations; and

NOTE: All ERT radio communications will be recorded.

1. 1. 5. in conjunction with the ERT Team Leader, the rapid transport of an ERT to distant or inaccessible locations, e.g. air and water transport.

1. 2. The Incident Commander will consider the use of specialized support units.

1. 3. When an ERT is established in a division, the CO will designate suitable vehicles for ERT use.

1. 4. The CO will ensure that an ERT has adequate storage facilities for all equipment which meet legislative requirements.

2. Debriefing

2. 1. The ERT Team Leader will:

2. 1. 1. after a deployment and in conjunction with the Incident Commander, debrief the ERT and other support units involved;

2. 1. 2. ensure ERT members properly record all observations for investigations, court or other enquiry purposes;

2. 1. 3. ensure discussions cover all aspects of the operation from activation through briefing, deployment, communications, tactics used, and the outcome; and

2. 1. 4. if an ERT member is involved in a shooting incident, as outlined in AM App. II-19-5, immediately notify National Headquarters, ATTN: Chief Psychologist, National Health Services. The ERT Team Leader will ensure trauma counselling is provided, in consultation with divisional health services.

3. Reporting

3. 1. The ERT Team Leader will submit a debriefing report on Defriefing Report - Emergency Response Team, Form 1225 to the Incident Commander who will complete it and forward to national and divisional ERT coordinators, on all ERT deployments. The ERT Team Leader will also retain a copy of these reports.

3. 2. The ERT Team Leader must submit a verbal or written report within 24 hours if a member is killed, or if two or more members cannot report to work the following day due to their injuries.

3. 3. If a member is injured on duty, he/she or his/her supervisor must submit an accident report, Hazardous Occurrence Report, Form 3414, to the Divisional Occupational Health and Safety Officer within 14 days.

3. 4. Any equipment deficiencies or failure occurring during the course of an operation must be reported to the Divisional Occupation Safety Officer on Form 3414 within 14 days. A copy of this report will be forwarded to the National ERT Coordinator to facilitate the identification of a potential national problem.

4. Less Lethal Intervention Options

4. 1. The ERT Team Leader and the Incident Commander will ensure that options outlined in the IMIM, other than lethal force, are present and considered in option planning.

5. Discharging a Firearm at a Motor Vehicle

5. 1. In the case of a critical incident, an Incident Commander may authorize the discharge of a firearm at a motor vehicle for the purpose of disabling a motor vehicle.

6. Explosives

6. 1. Only members of an Explosive Disposal Unit can prepare an explosive charge for an ERT.

6. 2. Only ERT members trained in explosive entries will take part in such operations.

7. Immediate Action Rapid Deployment - IARD / Active Threat and Mass Casualty Events

7. 1. ERT members, part-time and full-time, will carry a "go bag" during the course of their normal duties, in a properly secured location as outlined in OM ch. 4.4.

7. 1. 1. A "go bag" will contain, at a minimum, ERT Body Armour System (BAS) or Level IV GD Hard Body Armour (HBA), carbine (ERT or GD), ammunition, and appropriate weather clothing.

7. 1. 2. ERT members are required to carry medical / tactical casualty management supplies, including but is not limited to a hemostatic bandage, a chest seal, and tourniquet.

7. 1. 2. 1. Additional items can be carried during the course of normal duties where feasible and at the discretion of the ERT member.

NOTE: This equipment/clothing will be used for an IARD situation or if an ERT member's risk assessment of the situation warrants the utilization of their tactical equipment (where appropriate) given the situational factors at hand in order to further public and police officer safety.

7. 2. ERT members will provide leadership and tactical response with the assistance of the responding non-ERT members.

7. 3. As this is not an ERT response, the ERT of jurisdiction will be immediately activated.

7. 4. ERT members will ensure that the OCC is aware that they are;

7. 4. 1. on shift,

7. 4. 2. ERT-trained, and

7. 4. 3. available to respond to an IARD situation or other high risk call for service that warrants the utilization of an ERT member's tactical expertise and equipment.

8. Aircraft

8. 1. Aircraft Intervention

8. 1. 1. The Aircraft Intervention Program is administered and managed nationally by the Critical Incident Program (CIP), Contract and Aboriginal Policing (CAP).

8. 1. 2. Strategically located ERTs will be assigned the aircraft intervention profile by the CIP.

8. 1. 2. 1. Members of these teams will be trained and equipped to provide tactical response to any critical incident involving hijacked aircraft, or aircraft suspected of being hijacked.

8. 1. 3. Only current, operational ERT members who have successfully completed the centralized Aircraft Assault Course (HRMIS 000111) and have completed the annual aircraft assault training exercise in the previous 12 months are authorized to conduct aircraft assault operations.

8. 1. 3. 1. Members who have not received the aircraft assault training, or who are not current, may be employed in complementary roles during training or operations, i.e. as sniper/observers or in non-assault roles.

8. 2. Aircraft Intervention Equipment

8. 2. 1. Equipment costs specifically associated with ERT aircraft intervention are funded by Public Safety Anti-Terrorism (PSAT) allocation managed by the CIP with the approval of the OIC, ERT.

8. 2. 2. The initial installation of vehicle-mounted aircraft assault platforms on dedicated ERT vehicles will be carried out either directly by, or under the direct supervision of, technicians from Technical Operations Branch.

8. 2. 3. When platforms are required to be transferred from one ERT vehicle to another of the same type, i.e. when a vehicle is withdrawn from operational service and the platform must be transferred to a new or existing vehicle, this work can be contracted out to commercial sources with the approval of Technical Operations Branch.

8. 2. 4. The teams are responsible for the secure storage, and periodic inspection and maintenance, as required, of all ladders and associated equipment.

8. 2. 4. 1. Any repair or replacement of ladders or platforms is to be coordinated through the National ERT/Aircraft Intervention coordinator at CIP.

8. 2. 5. Vehicle trailers of adequate size will be supplied to the designated teams by CIP to facilitate the storage and transportation of all aircraft intervention-related equipment.

8. 3. Aircraft Assault Training

8. 3. 1. Aircraft assault courses, and annual aircraft assault training exercises, are delivered on behalf of the CIP by the National Tactical Training Section (NTTS).

8. 3. 1. 1. For planning purposes, the schedule of annual aircraft assault training exercises will be made available to the teams at the beginning of each fiscal year.

8. 3. 2. All members belonging to teams tasked with the Aircraft Intervention profile should complete the aircraft assault training exercise annually in order to maintain their operational status in this discipline.

8. 3. 2. 1. Members will normally attend an annual training session at Tactical Training in Ottawa.

8. 3. 3. A minimum of two EMRT or civilian Emergency Medical Services (EMS) members, as well as an ambulance with Advanced Life Support capability will be present for all aircraft training.

8. 3. 4. At the discretion of the national and divisional incident command coordinators, Incident Commanders may also attend the Aircraft Intervention Course or the annual aircraft assault training exercise as observers to familiarize themselves with the tactics involved.

9. Marine

9. 1. Definitions

9. 1. 1. **Marine ERT** means an Emergency Response Team that has been assigned the Marine Profile by the Critical Incident Program.

9. 1. 2. **Tactical Vessel Operator (TVO)** means an RCMP or non-RCMP Police Department member who has successfully completed the RCMP Marine Operations Tactical Vessel Operator's

Course and is assigned to a Marine ERT responsible for operation of RCMP boats during training and operations.

9. 1. 3. **Tactical Rescue Diver (TRD)** means an RCMP or Police Diver who has successfully completed the Marine Operations Course.

9. 1. 4. **Marine Security Enforcement Teams (MSERT)** means the Emergency Response Teams in "O" and "C" Division responsible for marine security.

9. 1. 4. 1. These teams may also have members of identifed provincial and municipal forces seconded to them.

9. 2. Marine Intervention Equipment

9. 2. 1. In addition to basic ERT equipment, any ERT member, assaulter or sniper, conducting operations over water and underway boardings must be trained in the use of, and be equipped with the following:

9. 2. 1. 1. survival egress air system (SEA),

9. 2. 1. 2. approved compact tactical life preserver,

9. 2. 1. 3. rappel harness or extraction vest,

9. 2. 1. 4. knife,

9. 2. 1. 5. signalling device,

9. 2. 1. 6. protective helmet,

9. 2. 1. 7. eye protection, and

9. 2. 1. 8. fifi hook; (only mandatory on high free board boardings where the use of caving ladders is planned).

> NOTE: All of the items listed in sec. 9.2.1.1. to 9.2.1.8. must be worn during all marine intervention training and operations.

9. 2. 2. Any ERT member, assaulter or sniper conducting 'Swim Operations' will be trained in the use of, and equipped with the following:

9. 2. 2. 1. swimmer floatation vest,

9. 2. 2. 2. swim fins, and

9. 2. 2. 3. signalling device.

9. 3. Rescue Diver Support

9. 3. 1. Due to the high level of risk involved in marine intervention training and operations, rescue divers and EMRT will be used during underway boardings both during training and operations. Rescue divers will be in a designated vessel, separate from the ERT Assault Team.

9. 3. 2. Rescue divers must have successfully completed the Marine Operations Tactical Rescue Diver Training Course.

9. 3. 3. Rescue divers must successfully complete the annual sub-surface rescue training requirements.

9. 3. 4. At least one trained EMRT will accompany the rescue divers during underway boardings in the rescue rigid hull inflatable boat (RHIB), and will be available on the support vessel during the operation.

9. 3. 5. According to the *Canada Labour Code* Guidelines, when supporting an underway boarding, each designated rescue RHIB will have a minimum of three rescue divers trained and equipped for sub-surface operations consisting of one diver, one standby diver and one dive supervisor.

9. 4. Tactical Vessel Operators

9. 4. 1. Selection

9. 4. 1. 1. The Tactical Vessel Operators (TVO) serving in the ERT will identify and recommend TVO candidates based on interest and an identified aptitude for operating small boats.

9. 4. 1. 2. Candidates must:

9. 4. 1. 2. 1. have a periodic health assessment;

9. 4. 1. 2. 2. demonstrate fitness for duty by completing the regular member Physical Abilities Requirement Evaluation (PARE) test in under four minutes; and

9. 4. 1. 2. 3. have either the divisional Inland Water Transport or the Basic Water Transport course, including the Transport Canada Marine Emergency duties (MEDA-3) rating for commercial vessel operation.

9. 4. 2. Training

9. 4. 2. 1. In team training scenarios where TVO candidates are transporting ERT members, the TVO candidate will be supervised by a trained TVO.

9. 4. 2. 2. The CO will ensure that one training day per month or 12 days annually are provided for TVOs to ensure the operational readiness of vessels, electronics, safety equipment, and their own operating skills.

9. 4. 2. 3. TVOs must attend one ERT marine training exercise annually.

9. 4. 3. Equipment

9. 4. 3. 1. The ERT will supply the following mandatory equipment to their TVOs:

9. 4. 3. 1. 1. dry-suit,

9. 4. 3. 1. 2. approved compact tactical life preserver,

9. 4. 3. 1. 3. rappel harness,

9. 4. 3. 1. 4. survival egress air,

9. 4. 3. 1. 5. eye protection,

9. 4. 3. 1. 6. helmet,

9. 4. 3. 1. 7. drop holster for side-arm,

9. 4. 3. 1. 8. load bearing vest,

9. 4. 3. 1. 9. body armour, and

9. 4. 3. 1. 10. radio communication waterproof headset.

9. 5. Vessels

9. 5. 1. Where possible, all seats of an assault vessel should be occupied while the vessel is underway.

9. 5. 1. 1. Persons without secure seating should be seated as far to the rear of the RHIB as possible and maintain three points of contact with the RHIB at all times while underway.

9. 5. 2. The 7.33 M Zodiac Hurricane RHIBs must have secure hand holds for passengers riding on the inflated collar, and will be modified with padding to prevent injury by striking the bow box.

9. 5. 3. Two TVOs will crew each assault vessel during a Marine Operation. The second TVO is the designated Navigator and Deckhand.

References

Date Modified: 2016-08-26

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

TOM - ch. 2.4. Specialized Support

Directive Amended: 2011-12-13

For information regarding this policy, contact Critical Incident Program, Contract and Aboriginal Policing.

1. Emergency Medical Response Team (EMRT) and Emergency Medical Services (EMS)
2. Police Dog Services (PDS)

1. Emergency Medical Response Team (EMRT) and Emergency Medical Services (EMS)

1. 1. Unless there are exigent circumstances, members of an EMRT will accompany an ERT when they are activated. EMRT duties must supercede any other duties.

1. 1. 1. If an EMRT is not available, the local EMS will be advised and placed on stand-by, unless there are exigent circumstances, subject to any existing MOU with the local EMS.

1. 2. When an ERT is conducting high-risk training, an EMRT will be on site and will be integrated into the training, where it is available and practicable.

1. 3. An EMRT will:

1. 3. 1. report to the Incident Commander;

1. 3. 2. act as the liaison between the scene and area hospitals or EMS, to facilitate transfer and care of injured ERT members;

1. 3. 3. triage injuries and advise the Incident Commander on the need for immediate evacuation; and

1. 3. 4. train regularly with its assigned ERT.

2. Police Dog Services (PDS)

2. 1. Where possible, PDS teams should be identified and assigned to an ERT.

2. 2. When an ERT is deployed, the Incident Commander must make every effort to have a PDS team attend.

2. 3. The use of the PDS team will be determined through consultation with the PDS handler, ERT Team Leader and/or Incident Commander.

2. 3. 1. The PDS team will take final direction from the ERT Team Leader, Incident Commander/delegate.

2. 4. A PDS team on ERT will be issued the same clothing and protective equipment as ERT team members.

References

Date Modified: 2011-12-13

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

TOM - ch. 2.5. Tactical Armoured Vehicle

Directive Amended: 2015-10-14

For information regarding this policy, contact Critical Incident Program, Contract and Aboriginal Policing.

1. General
2. Roles and Responsibilities
3. Training
4. Maintenance
5. Exhibitions

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1. General

1. 1. The operational use of the Tactical Armoured Vehicle (TAV-1) is a daily use Emergency Response Team (ERT) asset that will be used during critical incidents.

1. 2. Only members who have successfully completed the TAV-1 Operators Course will operate the TAV-1 in both administrative and operational capacities. For additional courses, see sec. 3.

1. 3. The TAV-1 crew consists of the Driver, Commander, and Tactical Observer.

1. 4. A Commander and a Driver are required to be present during all operations, i.e. movements of the TAV-1.

1. 5. The TAV-1 is not to be driven at a speed in excess of 112 km/h.

1. 6. The TAV-1 should not be deployed or used for crowd control.

1. 7. For more information concerning use of the TAV-1, consult the TAV-1 Operators Manual that is stored on the National Critical Incident Program (CIP) shared drive.

1. 8. When deployed to an incident where Air Services support is present, all TAVs must have individually-identifiable, visible and infrared markers attached to the roof.

1. 9. Based on operational and environmental conditions, it is at the discretion of the divisions to drive or haul a TAV to and from a location by commercial transport.

1. 9. 1. The division is responsible for the identification and contracting of appropriate commercial transport.

2. Roles and Responsibilities

2. 1. The Team Leader will ensure that a qualified Driver and a Commander are assigned to TAV-1.

2. 2. The Commander, under the direction of the Team Leader, will:

2. 2. 1. provide safety directions to the Driver while the TAV-1 is in operation, e.g. when changing lanes, approaching intersections, backing/reversing, loading, unloading;

2. 2. 2. act as a ground guide for all backing/reversing; and

2. 2. 3. operate communication equipment, spot lights, and the loud hailer.

NOTE:

1. The Driver and Commander are to remain with the vehicle while it is operationally deployed.

2. The Commander position should not be occupied by the Team Leader.

2. 3. The Driver is a rank-neutral position and may be a non-ERT member. Under the direction of the Commander and with the assistance of ERT members, the driver will:

2. 3. 1. at the start of each shift during vehicle warm-up, complete a vehicle inspection of the TAV-1;

2. 3. 2. ensure all kit is securely stowed;

2. 3. 3. maintain the cleanliness of the vehicle; and

2. 3. 4. report any mechanical issue, defect, or damage to the vehicle.

3. Training

3. 1. To operate a TAV-1, a selected driver must successfully complete the TAV-1 Operators Course.

3. 2. A member who has successfully completed the TAV-1 Operators Course, will train other team members in the operation of the TAV-1.

3. 3. In addition to the TAV-1 Operators Course, it is recommended that the TAV-1 Crew and ERT members take regular training throughout the year in urban, rural, and night exercises.

4. Maintenance

4. 1. The TAV-1 should not be returned to the parking lot with less than half a tank of fuel.

4. 2. On the first day of each month, the TAV-1 radio must be programmed with the new Encryption Key.

4. 3. Any damage and repair needed beyond the normally scheduled maintenance will be reported before the repair is initiated.

4. 4. Before a TAV-1 is taken in for maintenance, the Driver will:

4. 4. 1. erase the Encryption Key from the radios;

4. 4. 2. remove all other equipment, including portable radios and members' personal equipment; and

4. 4. 3. if the vehicle is left overnight for servicing, it must be stored inside the facility where the repairs are being made.

4. 5. At the end of each month all TAV-1 expenses, e.g. fuel, car washes, maintenance, will be submitted to the designated TAV-1 Administrator.

5. Exhibitions

5. 1. Approval for use at public displays is obtained through the Cr. Ops. Officer of the division.

5. 2. The public is generally allowed access to the rear compartment of the vehicle. All access is to be monitored by an ERT member.

NOTE: Rear platform steps must be mounted on the TAV-1 when it is used for displays to allow easier access into the rear compartment.

5. 3. Access to the crew compartment and climbing on top of the TAV-1 is not permitted.

5. 4. If the vehicle must be left unattended, it must be secured.

References

Date Modified: 2015-10-14

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TOM - 2. General

Directive Amended: 2011-12-13

For information regarding this policy, contact Critical Incident Program, Contract and Aboriginal Policing.

1. Policy
2. Definitions
3. General

1. Policy

1. 1. The RCMP is committed to resolving potentially violent incidents using an integrated, measured approach response in accordance with the RCMP Incident Management and Intervention Model and the *Criminal Code* while ensuring the rights of Canadians are respected.

2. Definitions

2. 1. **Activate** means a call for duty up to, but not including deployment or mobilization.

2. 2. **Assaulter** means an ERT member who has successfully completed the Emergency Response Team course (BM3526).

2. 3. **Critical incident** means an event or series of events which by scope and nature, require a specialized and coordinated response.

2. 4. **Deploy** means the actual mobilization of an ERT in response to a critical incident.

2. 5. **Emergency Medical Response Team** (EMRT) means a group of trained RCMP members, specializing in first aid, medical support and other life-saving techniques.

2. 6. **Emergency Response Team** (ERT) means a group of members comprising assaulters and sniper/observers, specially trained in the use of various tactical procedures and weapons.

2. 7. **ERT Team Leader** means the operational ERT member in command of an ERT. On a full time team, this definition may or may not apply depending on the unit's rank structure.

2. 8. **Incident Commander** means a commissioned officer or senior NCO who commands, coordinates, and manages all resources in response to a critical incident. Incident

Commander duties are delegated by the divisional Incident Command Coordinator/Cr. Ops. Officer. Where practical, accredited incident commanders will have completed the centralized Critical Incident Commander (CIC) course (BM1530).

2. 9. **Sniper/Observer** means an ERT member who has successfully completed the ERT Sniper/Observer course and is currently qualified and employed in this capacity operationally.

2. 10. **Tactical Operations NCO** means the overall supervisory operational ERT NCO on an ERT unit composed of multiple teams, where he/she is responsible for the direction and control of these teams within the larger unit. The Tactical Operations NCO may also be a designated role, assigned to a specific team leader, when multiple teams from different jurisdictions respond to an incident.

2. 11. **Tactical Operations Advisor (TOA)** means an ERT trained member who is available to the Incident Commander during an operation in which he/she is not specifically deployed with the active ERT component. This TOA can provide insight on tactics and capabilities of the ERT team to the Incident Commander from within the Command Post.

3. General

3. 1. The Cr. Ops. Officer/delegate may activate an ERT to provide tactical armed support, under the direction of an Incident Commander, including but not limited to:

3. 1. 1. apprehending or neutralizing armed/barricaded persons with or without hostages;

3. 1. 2. assisting in the arrest of suspects or mentally deranged persons;

3. 1. 3. assisting other sections as required;

3. 1. 4. VIP protection;

3. 1. 5. high-risk witness protection;

3. 1. 6. assisting tactical troops. When assisting a tactical troop, ERT resources will be deployed by the tactical troop commander, and if possible, an ERT commander should also be deployed;

3. 1. 7. assisting another police department. When authorized to provide assistance to another police department, the ERT must be accompanied by and take orders only from an RCMP Incident Commander. See ch. 1.1.;

3. 1. 8. performing aircraft intervention and tubular assault duties;

3. 1. 9. performing marine intervention duties or other maritime operations;

3. 1. 10. responding to chemical, biological, radioactive and nuclear (CBRN) incidents;

3. 1. 11. high-risk vehicle take-downs or arrests;

3. 1. 12. assisting Correctional Services of Canada;

3. 1. 13. conducting high angle or vertical operations, e.g. climbing, rappelling, to support tactical or general duty policing; and

3. 1. 14. conducting rural surveillance where compromise could result in violence towards police, or when specialized equipment, and training are required due to environmental conditions.

3. 2. Activation of an ERT must supersede other duties a team member may be engaged in at the time.

3. 3. An ERT may be activated to assist other government agencies.

3. 4. Only an Incident Commander can deploy an ERT and authorize the use of force as permitted by law.

References

- *Emergency Response Teams Course Training Standard,* Learning and Development Branch, Human Resources Directorate.
- *Sniper/Observer Course Training Standard,* Learning and Development Branch, Human Resources Directorate.
- OM Part 4 - Firearms
- OM ch. 46.1.

Date Modified: 2011-12-13

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Important Notices

7. Immediate Action Rapid Deployment - IARD / Active Threat and Mass Casualty Events

7. 1. ERT members, part-time and full-time, will carry a "go bag" during the course of their normal duties, in a properly secured location as outlined in OM ch. 4.4.

7. 1. 1. A "go bag" will contain, at a minimum, ERT Body Armour System (BAS) or Level IV GD Hard Body Armour (HBA), carbine (ERT or GD), ammunition, and appropriate weather clothing.

7. 1. 2. ERT members are required to carry medical / tactical casualty management supplies, including but is not limited to a hemostatic bandage, a chest seal, and tourniquet.

7. 1. 2. 1. Additional items can be carried during the course of normal duties where feasible and at the discretion of the ERT member.

NOTE: This equipment/clothing will be used for an IARD situation or if an ERT member's risk assessment of the situation warrants the utilization of their tactical equipment (where appropriate) given the situational factors at hand in order to further public and police officer safety.

7. 2. ERT members will provide leadership and tactical response with the assistance of the responding non-ERT members.

7. 3. As this is not an ERT response, the ERT of jurisdiction will be immediately activated.

7. 4. ERT members will ensure that the OCC is aware that they are;

7. 4. 1. on shift,

7. 4. 2. ERT-trained, and

7. 4. 3. available to respond to an IARD situation or other high risk call for service that warrants the utilization of an ERT member's tactical expertise and equipment.

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

TOM - ch. 4.1. Containment Teams

Directive Amended: 2012-03-27

For information regarding this policy, contact Critical Incident Program, Contract and Aboriginal Policing.

1. Organization and Activation
2. Selection Criteria
3. Training and Equipment
4. Deployment

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1. Organization and Activation

1. 1. The CO may approve the formation of a containment team.

1. 2. The Cr. Ops. Officer/delegate may activate a containment team to provide tactical armed support in a critical incident under the direction of an Incident Commander.

1. 3. An Incident Commander must approve activation and deployment of a containment team.

1. 4. A containment team activation for a critical incident is an integrated response with an ERT. Incident commanders will not deploy containment teams to a critical incident in place of an ERT.

1. 5. A containment team will provide initial security during a critical incident until an ERT arrives or the incident is resolved.

2. Selection Criteria

2. 1. To be considered eligible for containment team duties, candidates must:

2. 1. 1. have a current RCMP medical with a profile assessed to be fit for front line policing;

2. 1. 2. have a current PARE test with a time under four minutes;

2. 1. 3. be qualified in the use of all three RCMP-issue firearms scoring a minimum of 80%; the .308 Detachment Rifle (80/100), the 12 gauge Remington Model 870P Shotgun (36/45), and the Smith and Wesson Service Pistol (225/250);

2. 1. 4. be supported by their OIC; and

2. 1. 5. successfully complete the Containment Team Training Course.

3. Training and Equipment

3. 1. After completing the Containment Team Training Course (HRMIS# 000710), team members are required to successfully:

3. 1. 1. complete 9mm Pistol qualification course of fire once every six months (min. score 225/250);

3. 1. 2. complete the Shotgun qualification course of fire once every six months (min. score 36/45);

3. 1. 3. complete the Containment Team .308 rifle Course of Fire once every six months (min. score 46/60).

3. 2. The CO will ensure that one day per month is provided for team training, and one week (40 hours) annually for joint training with ERT.

3. 2. 1. Annually, team members must participate in one training scenario or at least one operational deployment involving both Incident Command and ERT .

3. 2. 2. Training records will be maintained on all members by the team leader/delegate, including current qualifications, and attendance to training.

4. Deployment

4. 1. The Incident Commander is responsible for deploying and directing the team at an incident.

4. 2. The containment team leader is responsible for deploying individual members at an incident.

4. 2. 1. Upon arrival of ERT, the containment team will fall under the direction of the ERT Team Leader.

4. 3. Containment team members should be deployed in pairs. One member will be armed with the .308 detachment rifle and service pistol, and the other will be armed with the RCMP-issue shotgun and service pistol.

References

Date Modified: 2012-03-27

Human resources

Toolkit for Managers/Supervisors — Speaking to staff about mental health

When dealing with mental illness in the workplace, your role as manager is to ensure a healthy work environment, to help employees perform well at work, and to take care of yourself.

This toolkit will help you:

- Better understand mental health and mental illness
- Take action when warning signs appear
- Manage employees with mental health issues on a day-to-day basis
- Understand the necessary action to take while the employee is away
- Facilitate the employee's return to work
- Learn about management practices that promote the performance and well-being of all employees

Available by email

Clicking on the link will automatically generate a Groupwise message. **Do not modify the Subject line.** You will receive an auto reply message with the document attached.

Toolkit for Managers/Supervisors – Speaking to staff about mental health

To learn about how to address performance issues when mental health is a factor, we invite you to visit Workplace Strategies for Mental Health.

Date modified:
2017-07-14

UDM - ch. 1. Uniform and Grooming

Policy Amended: 2019-05-22

For information regarding this policy, contact the Corps Sergeant Major's Office.

- 1. Policy
- 2. Uniform and Equipment
- 3. Hair and Facial Hair
- 4. Tattoos and Personal Effects
- 5. Ceremonial and Professional Dress
- 6. Specialized Dress
- 7. Accoutrements
- 8. Aiguillettes, Royal Cyphers, and Personal Badges
- 9. Brassards
- 10. Insignia
- 11. Medals and Decorations
- 12. Symbols of Remembrance

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1. Policy

1. 1. Regular members are provided with approved RCMP-issued uniform and equipment, which they wear as directed and in accordance with function, operational needs, health and safety, and other relevant considerations related to the promotion of an inclusive and diverse workforce.

1. 2. Supervisors inform regular members of the uniform and equipment necessary for their duties.

1. 2. 1. Supervisors use relevant informal or formal tools and processes to address any failure to comply with this policy.

1. 3. The Corps Sergeant Major and warrant officers provide guidance on this policy and on matters pertaining to the orders of dress, ceremonial protocol, and state occasions.

1. 3. 1. Warrant officers contribute to organizational needs assessments, the identification of innovation opportunities, and the identification of emerging national or regional issues related to uniform and equipment.

1. 4. Commanding officers / delegates are the divisional authorities on the application of this policy.

1. 4. 1. Commanding officers / delegates are responsible for providing direction on the orders of dress for ceremonial and community engagement functions.

NOTE: Decisions are made while taking into account operational factors and the weather.

1. 5. The Commissioner is the final authority for national policies on orders of dress as well as uniform and equipment.

1. 6. The design of the significant uniform is subject to approval by the Minister of Public Safety and Emergency Preparedness, as outlined in *RCMP Regulations, 2014*, subsection 27(1), Significant uniform.

1. 7. This policy is reviewed by the Director of Strategic Policy and Research every five years, or more frequently if required.

2. Uniform and Equipment

2. 1. General

2. 1. 1. Regular members are issued articles of uniform and equipment, and other materiel as the Commissioner considers necessary.

2. 1. 2. Regular members ensure that their uniform and equipment are in good condition and readily available for use.

2. 1. 3. Articles of uniform are not worn with civilian attire.

2. 1. 4. Nationally approved pins, insignia, and symbols may be worn on the uniform as determined by the Corps Sergeant Major.

2. 2. Name Tags and Cloth Shoulder Patches

2. 2. 1. Name tags feature the regular member's initials or first name, at their discretion, and surname.

2. 2. 2. When interacting with the public, regular members ensure that their name tag and cloth shoulder patches are visible.

2. 3. Shirts

2. 3. 1. Regular members may wear short- and long-sleeved uniform shirts throughout the year.

NOTE: Regular members may wear a tie with long-sleeved uniform shirts, unless they are wearing soft body armour.

2. 4. Sweaters and Jackets

2. 4. 1. Uniform sweaters are worn with a uniform shirt underneath.

2. 4. 1. 1. When wearing the sweater, regular members wear the plastic or brushed-brass name tag.

NOTE: When wearing the external soft body armour carrier over the sweater, regular members remove the plastic or brushed-brass name tag.

2. 4. 2. The blue jacket is worn with a tie.

2. 4. 2. 1. Tie bars and tie pins are optional.

2. 5. Soft Body Armour

2. 5. 1. When wearing service order, regular members wear the internal or external carrier for soft body armour with the name tag, operational duty belt, and service pistol.

2. 5. 2. Only approved items may be worn on soft body armour. Refer to OM ch. 4.1., Intervention Equipment, sec. 3., Approved Equipment.

2. 5. 3. The external carrier is worn over sweaters or uniform shirts.

NOTE: The uniform shirt pockets are emptied.

2. 5. 3. 1. The external carrier is not worn over fleece or patrol jackets.

2. 5. 4. If used, operational duty belt suspenders are worn under the external carrier.

2. 5. 5. Regular members may wear ties when they are wearing the external carrier.

NOTE: Regular members do not wear tie bars and tie pins when they are wearing the external carrier.

2. 6. Operational Duty Gloves

2. 6. 1. Black gloves are worn with service order; they should be slash-resistant if appropriate.

2. 6. 2. Gloves with padded, reinforced, or armoured knuckles are not worn.

2. 7. Operational Duty Belt and Equipment Pouches

2. 7. 1. The belt and pouches are kept in good working order and condition.

2. 7. 1. 1. For a list of approved equipment, refer to OM ch. 4.1., sec. 3.

2. 7. 1. 2. For a list of optional items that may be worn on the operational duty belt, refer to OM ch. 4.1., sec. 4., Optional Items on Duty Belt.

NOTE: Regular members replace worn pouches as needed.

2. 8. Duty Pants in Service Order

2. 8. 1. Pants are worn with the crease line centred.

2. 8. 2. Pants are tailored according to individual needs and hemmed below the ankle.

2. 8. 3. Pants are not tucked into footwear.

2. 8. 4. Only the blue trousers are worn with the blue jacket in Service Order 1.

NOTE: The heavyweight whipcord trousers may be worn instead of the blue trousers in cold weather.

2. 9. Footwear

2. 9. 1. Footwear is kept clean and is polished as needed.

2. 9. 2. Operational duty boots or shoes are worn with Service Order 1.

2. 10. RCMP Headdresses

2. 10. 1. Regular members wear a headdress outside unless otherwise directed by their supervisor.

2. 10. 2. Regular members remove their headdress inside RCMP vehicles unless they are participating in a parade, performing chauffeur duties during a ceremonial event, or in the presence of a person being chauffeured.

NOTE: The dastaar, hijab, kippah, and patka do not have to be removed.

2. 10. 3. Regular members remove their headdress in court, unless performing the role of court orderly.

NOTE: The dastaar, hijab, and kippah do not have to be removed.

2. 10. 4. Regular members may wear the patka or the RCMP-issued baseball cap with a curved brim, centred and even on the head, and facing front, with Service Order 1.

2. 10. 5. Regular members who have served on a UN mission may wear the light blue UN beret for International Day of UN Peacekeepers ceremonies and the dark blue UN beret for other UN-related functions.

2. 10. 6. The forage cap is worn:

2. 10. 6. 1. with all orders of dress by commissioned officers and warrant officers, except when they are wearing Review Order 1 in a parade;

2. 10. 6. 2. with all orders of dress by honourary aides-de-camp in the performance of their duties; and

2. 10. 6. 3. with all orders of dress except Review Order 1 and Walking-Out Order for all other regular members.

NOTE: The headdress badge is centred on the front of the forage cap.

2. 10. 7. The headdress badge is centred on the lower edge of the final crossing point of the blue dastaar.

2. 10. 7. 1. The headdress badge is not worn on the brown dastaar.

2. 10. 8. The felt hat (also referred to as a Stetson):

2. 10. 8. 1. is worn by regular members in Review Order 1;

2. 10. 8. 2. may be worn by regular members in service order, Undress Order 2, Undress Order 3, or when directed by their commanding officer / delegate; and

2. 10. 8. 3. is worn by commissioned officers and warrant officers when participating in a parade.

2. 10. 9. In cold weather, the fur hat may be worn with the various orders of dress.

NOTE: The toque may be worn instead of the fur hat with service order.

2. 10. 10. When a hijab or kippah is worn by a regular member in service order, it is worn under the felt hat, forage cap, or UN beret.

2. 10. 11. Where personal protective equipment would interfere with faith-based headdresses (e.g. hijab), Form 6470, Plan for Workplace Accommodation of Members is completed before performing duties requiring the use of such equipment.

3. Hair and Facial Hair

3. 1. Hair is styled so as not to interfere with vision or headdresses.

3. 2. Longer hair is:

3. 2. 1. pulled back and secured neatly away from the face;

3. 2. 2. secured under a headdress (e.g. dastaar, hijab, or felt hat); or

3. 2. 3. braided or styled off the collar (e.g. in a bun or French twist) for ceremonial occasions and parades. Refer to the grooming infographic.

NOTE: Longer hair is secured using discreet and unobtrusive hair ties, nets, pins, or clips.

3. 3. Facial hair is trimmed in clean lines along the lower neck and cheekbones once it reaches 0.5 cm, and extends outward no further than 2.5 cm when styled.

EXCEPTIONS:

1. Regular members sporting facial hair under 0.5 cm in length ensure that they are clean-shaven when participating in a parade or performing ceremonial duties.

2. Regular members are exempt from sec. 3.3. if their facial hair is groomed in accordance with religious practices.

3. 4. Moustaches do not extend more than 0.5 cm below the corner of the mouth or 1.5 cm beyond the corner of the mouth.

EXCEPTION: Regular members are exempt from sec. 3.4. if their moustache is groomed in accordance with religious practices.

3. 5. Regular members who may be required to use a tight-fitting respirator as part of their duties store a dry shave kit with their personal protective equipment when sporting facial hair.

NOTE: Dry shave kits are acquired at personal expense.

3. 5. 1. When required, regular members shave their facial hair to ensure that it does not interfere with the seal of a tight-fitting respirator. Refer to OSM ch. 8., Personal Protective Equipment.

3. 5. 2. Regular members who are required to use a tight-fitting respirator and for whom shaving would fall under a prohibited ground of discrimination listed in *Canadian Human Rights Act*, section 3 complete and submit Form 6470.

3. 6. Regular members in CBRN (chemical, biological, radiological, or nuclear)-designated regions may sport facial hair in operational roles only when approved by the cr. ops. officer / delegate.

3. 6. 1. Cr. ops. officers / delegates make these determinations using appropriate risk assessment tools.

3. 7. Regular members report for work clean-shaven:

3. 7. 1. for training requiring the use of a tight-fitting respirator;

3. 7. 2. for specialized duties that regularly require the use of a tight-fitting respirator (e.g. duties of emergency response team members, clandestine laboratory enforcement and response team members, and tactical armoured vehicle operators);

3. 7. 3. for known-hazard events (e.g. summits and demonstrations) where the required personal protective equipment includes a tight-fitting respirator;

3. 7. 4. when it is identified as a requirement in a risk assessment; and

3. 7. 5. when advised to do so by the RCMP Hazard Prevention Program.

3. 7. 5. 1. Refer to OSM ch. 16., Hazard Prevention Program and the Hazard Prevention Program web page.

4. Tattoos and Personal Effects

4. 1. Tattoos are permitted if they do not depict or incite hate, harassment, or discrimination against individuals on the basis of the grounds listed in *Canadian Human Rights Act*, section 3.

4. 2. Unobtrusive and discreet personal effects may be worn on the body if they do not interfere with the effectiveness of personal protective equipment.

EXAMPLES: Glasses, watches, medical bracelets, jewellery, wedding bands, kangas, kirpans, karas, and medicine bags.

5. Ceremonial and Professional Dress

5. 1. For information on the events at which the various orders of dress are worn, and the uniform items included in each order of dress, refer to the orders of dress web page.

5. 2. When attending court, regular members:

5. 2. 1. wear Service Order 1 and the service pistol—unless directed otherwise by the court—or business attire; and

NOTES:

1. Forensic identification technicians and plainclothes officers may wear civilian attire if desired.

2. Regular members may wear review order in superior court or in the Supreme Court of Canada if the court allows it.

5. 2. 2. remove their headdress before entering the courtroom, unless acting as a court orderly.

NOTE: The dastaar, hijab, and kippah do not have to be removed.

CAUTION: Regular members do not wear their uniform in court as defendants, in civil matters, or when testifying in a foreign country, unless directed to do so by their commanding officer / delegate.

5. 3. For conduct hearings, regular members and conduct authorities wear business attire.

5. 4. For conduct meetings:

5. 4. 1. regular members wear work attire or business attire; and

5. 4. 2. conduct authorities wear Service Order 1, work attire, or business attire.

5. 5. When off duty, regular members may wear their uniform to attend special events such as military and police functions, civil and religious ceremonies and services, and convocations, if approved by their supervisor.

5. 6. For direction on wearing the RCMP ceremonial uniform in a non-operational role for ceremonial, official, or social events outside of Canada, refer to AM ch. XV.4., International Ceremonial Special Travel.

5. 7. Regular members on leave wear civilian attire, unless they have received authorization from their commanding officer / delegate to wear their uniform.

5. 8. Regular members may incorporate Indigenous ceremonial items of honour and distinction into the RCMP ceremonial uniform if:

5. 8. 1. the regular member has received approval to wear the item on Form 6537, Request to Incorporate an Indigenous Cultural Item into Uniform;

5. 8. 2. the regular member wears the item in the approved manner;

5. 8. 3. the item is worn in addition to—rather than instead of—articles of the RCMP ceremonial uniform; and

5. 8. 4. the item does not significantly modify the design or fabric of the RCMP ceremonial uniform.

5. 9. Commanding officers / delegates may authorize retired or medically discharged employees in good standing to wear the RCMP ceremonial uniform in a non-operational role for ceremonial, official, or social events.

5. 9. 1. Commanding officers / delegates identify the conditions and circumstances under which it may be worn.

5. 9. 2. Authorization to wear the RCMP ceremonial uniform may be rescinded by the commanding officer / delegate if the individual fails to demonstrate good conduct.

5. 10. After having resigned, a regular member in good standing with less than 20 years of service may be approved to wear the RCMP ceremonial uniform if:

5. 10. 1. the delegated manager of human resources has selected "Yes" beside the option stating "Eligible for wearing of uniform and for a Retired Member ID Card" in section 3, Delegated Human Resource (HR) Manager of the regular member's Form 1733, Discharge Request; or

5. 10. 2. the regular member has submitted a rationale in memorandum format to their commanding officer / delegate and has obtained approval to wear the RCMP ceremonial uniform.

NOTES:

1. Commanding officers / delegates identify the conditions and circumstances under which the RCMP ceremonial uniform may be worn.

2. Authorization to wear the RCMP ceremonial uniform may be rescinded by the commanding officer / delegate if the individual fails to demonstrate good conduct.

6. Specialized Dress

6. 1. Covert Functions and Plainclothes Duties

6. 1. 1. Regular members in covert units groom themselves as directed by their unit commander.

6. 1. 2. When carrying out plainclothes duties in professional environments, regular members wear well-fitting clothing that is clean and pressed, in accordance with business casual standards.

6. 1. 3. When assigned to covert functions or plainclothes duties, regular members ensure that the RCMP badge and ID card, approved intervention options, soft body armour external carrier, police identification jacket, and RCMP-issued baseball cap are readily accessible.

6. 1. 4. When carrying out covert functions or plainclothes duties, regular members ensure that the service pistol is concealed in public, except when operational requirements dictate otherwise.

6. 2. Specialized Operational Items

6. 2. 1. Specialized operational items of uniform and equipment are approved by the commanding officer / delegate.

6. 3. Kilted Community Pipes and Drums Bands

6. 3. 1. For community events, the commanding officer / delegate may approve the formation of pipes and drums bands.

6. 3. 2. When performing at a community event, band members wear the band's kilted uniform, equipment, and badges.

6. 3. 2. 1. Kilted uniforms reflect rank.

6. 3. 3. Items of the kilted uniform are not worn with any of the orders of dress.

6. 3. 4. For more information on community pipes and drums bands:

6. 3. 4. 1. contact the Corps Sergeant Major's Office;

6. 3. 4. 2. contact a warrant officer in your division; or

6. 3. 4. 3. refer to AM ch. I.13., Community Pipes and Drums Bands.

6. 4. Regimental Civilian Clothing

6. 4. 1. Regimental civilian clothing consists of a blue blazer with the RCMP badge and buttons; a white shirt; a regimental tie or bowtie, or a tie or bowtie with the RCMP tartan; grey trousers, a grey skirt, or a skirt with the RCMP tartan; a black belt; and black shoes.

6. 4. 2. Regimental civilian clothing may be worn by a regular member, civilian member, or public service employee when publicly representing the RCMP at public expense where the commanding officer / delegate identifies a need for the employee to be identifiable as an RCMP employee.

7. Accoutrements

7. 1. Qualified drill instructors may carry a riding crop or drill cane in accordance with their duties, or when authorized by the divisional sergeant major.

7. 2. Members of the Musical Ride Section may carry a riding crop or whip as directed by the riding master.

7. 2. 1. The riding master may carry and draw a sword in the performance of their duties.

7. 3. Warrant officers may carry a pace stick, swagger stick, riding crop, drill cane, or sword in accordance with their duties and the applicable orders of dress.

7. 3. 1. A gunner's whistle may be mounted on the cross strap of a warrant officer's Sam Browne by the Leather Craft Unit at Depot.

7. 4. Commissioned officers may carry a swagger stick, riding crop, or sword in accordance with their duties and the applicable orders of dress.

7. 4. 1. A gunner's whistle may be mounted on the cross strap of a commissioned officer's Sam Browne by the Leather Craft Unit at Depot.

7. 5. Items identified in sec. 7.1., 7.2., 7.2.1., 7.3., 7.3.1., 7.4., and 7.4.1. are acquired at personal expense. The commanding officer / delegate may authorize reimbursement.

7. 6. Pace sticks may be used:

7. 6. 1. to measure a parade route or performance grounds in preparation for a cavalry drill display;

7. 6. 2. to gauge distances, pace, and intervals while instructing troops; or

7. 6. 3. when carried by a warrant officer in a parade.

7. 7. For additional information on accoutrements, refer to the badges and medals web page.

8. Aiguillettes, Royal Cyphers, and Personal Badges

8. 1. Aiguillettes may be worn by regular members who are appointed as an honourary aide-de-camp to the Governor General of Canada, the lieutenant governor of a province, or the commissioner of a territory.

8. 2. Aiguillettes may be worn by regular members who are acting as a personal aide to the Commissioner, to a deputy commissioner, or to an assistant commissioner who is a commanding officer.

8. 3. Aiguillettes can be obtained by contacting a warrant officer in the applicable division.

8. 4. For additional information on aiguillettes, refer to the badges and medals web page.

8. 5. Honourary aides-de-camp and other regular members holding personal appointment may wear royal cyphers and personal badges only while wearing Service Order 1 with the blue jacket, full dress order, undress order, review order, mess dress, and Walking-Out Order.

8. 5. 1. Royal cyphers and personal badges are not worn with the operational uniform.

8. 5. 2. Royal cyphers and personal badges are centred on the left pocket of the scarlet tunic, blue jacket, blue tunic (for warrant officers), or uniform shirt, as applicable.

8. 5. 3. Royal cyphers and personal badges are not worn after the appointment has ended.

9. Brassards

9. 1. Brassards (arm bands) may be worn to identify:

9. 1. 1. chaplains,

9. 1. 2. summer students, and

9. 1. 3. regular members deployed to the United Nations Police.

9. 2. For additional information on brassards, refer to the badges and medals web page.

10. Insignia

10. 1. Regular members who are recipients of the Generational Service Insignia or the Territorial Service Insignia centre it above the button on the right pocket flap of the uniform shirt, scarlet tunic, blue jacket, or blue tunic (for warrant officers). If both insignia are worn, the Generational Service Insignia is worn above the Territorial Service Insignia with 3 mm of separation between the two.

EXCEPTIONS:

1. Regular members wearing regimental civilian clothing centre the insignia on the right lapel of the regimental blazer.

2. Regular members wearing one of the insignia with a mess jacket place it 6 mm below the collar badge on the right side. If both insignia are worn, the Generational Service Insignia is worn above the Territorial Service Insignia with 3 mm of separation between the two.

10. 1. 1. Regular members wear the Generational Service Insignia and the Territorial Service Insignia in a similar position on civilian attire.

10. 2. Civilian members and public service employees who are recipients of the Generational Service Insignia or the Territorial Service Insignia centre it on the right lapel of a dress jacket or on the right lapel of the regimental blazer.

10. 2. 1. If both insignia are worn, the Generational Service Insignia is worn above the Territorial Service Insignia with 3 mm of separation between the two.

10. 3. RCMP veterans who are recipients of the Generational Service Insignia or the Territorial Service Insignia centre it on the right lapel of a dress jacket or on the right lapel of the RCMP veteran's blue or red blazer.

10. 3. 1. If both insignia are worn, the Generational Service Insignia is worn above the Territorial Service Insignia with 3 mm of separation between the two.

10. 4. For additional information on insignia, refer to the badges and medals web page.

11. Medals and Decorations

11. 1. For information on honours and recognition, refer to AM Part 22, Honours and Recognition.

11. 2. For information on employee recognition, refer to the Professional Responsibility Sector's employee recognition web page.

11. 3. For information on the RCMP's ceremonial traditions and their associated formalities and conduct, refer to the Ceremonial and Protocol Guide.

11. 4. For information on the order of precedence for orders, decorations, and medals, refer to the Governor General of Canada's order of precedence web page.

11. 5. Documentation of an honour awarded to a regular member is retained in their service file.

11. 6. A new undress ribbon is not worn before it is presented—it is attached during the ceremony.

11. 7. Only the most recently awarded clasp or undress ribbon may be worn.

11. 8. Two or more medals may be court-mounted at public expense.

11. 8. 1. The mounting is backed with scarlet mounting cloth.

11. 8. 2. From top to bottom, the length of mounted medals is 8.9 cm.

11. 8. 3. Provincial medals and decorations may be worn on the left side of a jacket or tunic, or in a similar position if neither a jacket nor a tunic is worn, when directed by the divisional sergeant major.

11. 9. Two or more miniature medals may be court-mounted at public expense.

11. 9. 1. The mounting is backed with scarlet mounting cloth.

11. 9. 2. From top to bottom, the length of mounted miniature medals is 5.3 cm.

11. 9. 3. Provincial miniature medals and decorations may be worn on the left side of a jacket or tunic, or in a similar position if neither a jacket nor a tunic is worn, when directed by the divisional sergeant major.

11. 10. For additional information on medals and decorations, refer to the badges and medals web page.

12. Symbols of Remembrance

12. 1. Approved symbols may be worn on the uniform to commemorate significant days, events, and campaigns (e.g. Remembrance Day and Canada Day).

12. 2. The black and blue looped mourning ribbon is pinned where the arms of the ribbon cross with a pewter shield; this is the national symbol for mourning police and peace officers who have died in the line of duty.

12. 2. 1. The ribbon may be worn during the official mourning period for a police or peace officer who has died and at a memorial service commemorating a police or peace officer.

NOTE: The official mourning period lasts from the time of death until sunset on the day of the funeral, or from sunrise until sunset on the day of the memorial service.

12. 2. 1. 1. The mourning ribbon is worn on the left pocket flap of the uniform shirt, positioned closest to the heart, or in a similar position if there is no pocket flap.

12. 2. 1. 2. When wearing civilian attire, regular members place the mourning ribbon at chest level, positioned closest to the heart.

12. 3. The poppy may be worn from the last Friday of October until sunset on November 11.

12. 3. 1. When a headdress is worn, the poppy is placed on the left side of the headdress.

12. 3. 2. When no headdress is worn or when the fur hat is worn with the side flaps down, the poppy is placed on the left pocket flap of the uniform shirt or in a similar position if there is no pocket flap.

12. 4. The poppy and the mourning ribbon may be worn at the same time.

12. 4. 1. When a headdress is worn, the poppy is worn on the headdress and the mourning ribbon is worn on the left pocket flap or in a similar position if there is no pocket flap.

12. 4. 2. When no headdress is worn, the poppy and the mourning ribbon may both be worn on the left pocket flap or in a similar position if there is no pocket flap.

12. 4. 2. 1. The poppy is worn closest to the heart, and the mourning ribbon is worn between the poppy and the pocket flap button or in a similar position if there is no pocket flap.

12. 5. The mourning band, which is an adjustable black crepe band 9 cm in width, is worn midway between the elbow and the shoulder on the left sleeve of the scarlet tunic.

12. 5. 1. Mourning bands are worn by:

12. 5. 1. 1. regular members who are appointed as an honourary aide-de-camp to and who are accompanying the Governor General of Canada, the lieutenant governor of a province, or the commissioner of a territory during the mourning period for a member of the Royal Family;

12. 5. 1. 2. members of the bearer party and of the guidon party at an RCMP regimental funeral or a state funeral, when appropriate; and

12. 5. 1. 3. the Commissioner, the divisional commanding officer, and warrant officers in the relevant division at an RCMP regimental funeral or a state funeral.

NOTE: "Divisional" refers to the deceased's home division, and not necessarily where the funeral takes place.

12. 6. For additional information on symbols of remembrance, refer to the badges and medals web page.

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UDM - ch. 1. Uniform and Grooming

Policy Amended: 2022-04-22

View amendments

For information regarding this policy, contact the Corps Sergeant Major's Office.

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1. Policy

1. 1. Members are provided with the necessary articles of approved RCMP-issued uniform and equipment for their assigned function, which they wear in accordance with the relevant operational needs, health and safety requirements, and any other considerations related to the provision of an inclusive, equitable, and diverse workforce.

1. 2. Supervisors inform members of the uniform and equipment necessary for their duties.

1. 2. 1. Supervisors use relevant informal or formal tools and processes to address any failure to comply with this policy.

1. 3. The corps sergeant major and warrant officers provide guidance on this policy and on matters pertaining to the orders of dress, ceremonial protocol, and state occasions.

Business Lines

Divisions

1. 3. 1. Warrant officers contribute to the assessment of organizational needs, the identification of innovation opportunities, and the identification of emerging national or regional issues related to uniform and equipment.

1. 4. Commanding officers / delegates are the divisional authorities on the application of this policy.

1. 4. 1. Commanding officers / delegates are responsible for providing direction on the orders of dress for ceremonial and community engagement functions.

NOTE: Decisions are made while taking into account operational factors and the weather.

1. 5. The commissioner is the final authority on matters pertaining to RCMP uniform and equipment, other than the significant uniform, as outlined in the *RCMP Regulations, 2014*, sections 26 to 33.

1. 6. The design of the significant uniform is subject to approval by the minister of Public Safety and Emergency Preparedness, as outlined in the *RCMP Regulations, 2014*, subsection 27(1), Significant uniform.

1. 7. This policy is reviewed by the corps sergeant major, in consultation with appropriate policy centres.

2. Definitions

2. 1. **Members**, for the purposes of this policy, means regular members, reservist members, special constables, special constable members, and community constables.

3. Uniform and Equipment

3. 1. General

3. 1. 1. Members are issued, free of charge, articles of uniform and equipment and other materiel as the commissioner considers necessary, as outlined in the *RCMP Regulations, 2014*, subsection 32(1), Issuance free of charge.

3. 1. 2. Members ensure that their uniform and equipment are in good condition and readily available for use.

3. 1. 3. Articles of uniform are not worn with civilian attire.

3. 1. 4. Nationally approved pins, insignia, and symbols may be worn on the uniform as determined by the corps sergeant major.

3. 2. Name Tags and Cloth Shoulder Patches

3. 2. 1. Name tags feature the member's initials or first name, at their discretion, and surname.

3. 2. 2. When interacting with the public, members ensure that their name tag and cloth shoulder patches are visible.

3. 3. Shirts

3. 3. 1. Members may wear short- and long-sleeved uniform shirts throughout the year.

NOTE: Members may wear a tie with long-sleeved uniform shirts, unless they are wearing soft body armour.

3. 4. Sweaters and Jackets

3. 4. 1. Uniform sweaters are worn with a uniform shirt underneath.

3. 4. 1. 1. When wearing the sweater, members wear the plastic or brushed-brass name tag.

NOTE: When wearing the external soft body armour carrier over the sweater, members remove the plastic or brushed-brass name tag.

3. 4. 2. The blue jacket is worn with a tie.

3. 4. 2. 1. Tie bars and tie pins are optional.

3. 5. Soft Body Armour

3. 5. 1. When wearing service order, members wear the internal or external carrier for soft body armour with the name tag, operational duty belt, and service pistol.

3. 5. 2. Approved items may be worn on soft body armour. Refer to OM ch. 4.1., Intervention Equipment, sec. 3., Approved Equipment.

3. 5. 3. The external carrier is worn over sweaters or uniform shirts.

NOTE: The uniform shirt pockets are emptied.

3. 5. 3. 1. The external carrier is not worn over fleece or patrol jackets.

3. 5. 4. If used, operational duty belt suspenders are worn under the external carrier.

3. 5. 5. Members may wear ties when they are wearing the external carrier.

NOTE: Members do not wear tie bars and tie pins when they are wearing the external carrier.

3. 6. Operational Duty Gloves

3. 6. 1. Black gloves are worn with service order; they should be slash-resistant if appropriate.

3. 6. 2. Gloves with padded, reinforced, or armoured knuckles are not worn.

3. 7. Operational Duty Belt and Equipment Pouches

3. 7. 1. The belt and pouches are kept in good working order and condition.

3. 7. 1. 1. For a list of approved equipment, refer to OM ch. 4.1., sec. 3.

3. 7. 1. 2. For a list of optional items that may be worn on the operational duty belt, refer to OM ch. 4.1., sec. 4., Optional Items on Duty Belt.

NOTE: Members replace worn pouches as needed.

3. 8. Duty Pants in Service Order

3. 8. 1. Pants are tailored according to individual needs and hemmed below the ankle.

3. 8. 2. Pants are not tucked into footwear for uniform pants with yellow stripes.

3. 8. 3. The blue trousers are worn with the crease line centred while cargo pants are not required to have a crease.

3. 8. 4. Only the blue trousers may be worn with the blue jacket in Service Order 1.

NOTES:

1. Cargo pants are not to be worn when performing media- and public relations-related duties or with the blue jacket.

2. The heavyweight whipcord trousers may be worn instead of the blue trousers or cargo pants in cold weather.

3. 9. Footwear

3. 9. 1. Footwear is kept clean and is polished as needed.

3. 9. 2. Operational duty boots or shoes are worn with Service Order 1.

3. 10. RCMP Headdresses

3. 10. 1. Members wear a headdress outside unless otherwise directed by their supervisor.

3. 10. 2. Members remove their headdress inside RCMP vehicles unless they are participating in a parade, performing chauffeur duties during a ceremonial event, or in the presence of a person being chauffeured.

NOTE: The dastaar, hijab, kippah, and patka do not have to be removed.

3. 10. 3. Members remove their headdress in court, unless performing the role of court orderly.

NOTE: The dastaar, hijab, and kippah do not have to be removed.

3. 10. 4. Members may wear the patka or RCMP-issued baseball cap with a curved brim, centred and even on the head, and facing front, with Service Order 1.

3. 10. 5. Members who have served on a United Nations (UN) mission may wear the light blue UN beret for International Day of UN Peacekeepers ceremonies and the dark blue UN beret for other UN-related functions.

3. 10. 6. The forage cap is worn with all orders of dress:

3. 10. 6. 1. by commissioned officers and warrant officers, except when they are wearing Review Order 1 in a parade;

3. 10. 6. 2. by honourary aides-de-camp in the performance of their duties; and

3. 10. 6. 3. except Review Order 1 and Walking-Out Order for all other members.

NOTE: The headdress badge is centred on the front of the forage cap.

3. 10. 7. The headdress badge is centred on the lower edge of the final crossing point of the blue dastaar.

3. 10. 7. 1. The headdress badge is not worn on the brown dastaar.

3. 10. 8. The felt hat (also referred to as a Stetson):

3. 10. 8. 1. is worn by members in Review Order 1;

3. 10. 8. 2. may be worn by members in service order, Undress Order 2, Undress Order 3, or when directed by their commanding officer / delegate; and

3. 10. 8. 3. is worn by commissioned officers and warrant officers when participating in a parade.

3. 10. 9. In cold weather, the fur hat may be worn with the various orders of dress.

NOTE: The toque may be worn instead of the fur hat with service order.

3. 10. 10. When a hijab or kippah is worn by a member in service order, it is worn under the felt hat, forage cap, or UN beret.

3. 10. 11. Where personal protective equipment is found to be incompatible with faith-based headdresses, Form 6470, Plan for Workplace Accommodation of Members is completed before performing duties requiring the use of such equipment.

4. Hair and Facial Hair

4. 1. Hair is styled so as not to interfere with vision or headdresses.

4. 2. Longer hair is:

4. 2. 1. pulled back and secured neatly away from the face;

4. 2. 2. secured under a headdress (for example, a dastaar, hijab, or felt hat); or

4. 2. 3. braided or styled off the collar (for example, in a bun or French twist) for ceremonial occasions and parades. Refer to the grooming infographic.

NOTE: Longer hair is secured using discreet and unobtrusive hair ties, nets, pins, or clips.

4. 3. Facial hair is trimmed in clean lines along the lower neck and cheekbones once it reaches 0.5 cm, and extends outward no further than 2.5 cm when styled.

EXCEPTIONS:

1. Members sporting facial hair under 0.5 cm in length ensure that they are clean-shaven when participating in a parade or performing ceremonial duties.

2. Members are exempt from sec. 4.3. if their facial hair is groomed in accordance with religious practices.

4. 4. Moustaches do not extend more than 0.5 cm below the corner of the mouth or 1.5 cm beyond the corner of the mouth.

EXCEPTION: Members are exempt from sec. 4.4. if their moustache is groomed in accordance with religious practices.

4. 5. Members who may be required to use a tight-fitting respirator as part of their duties store a dry shave kit with their personal protective equipment when sporting facial hair.

NOTE: Dry shave kits are acquired at personal expense.

4. 5. 1. When required, members shave their facial hair to ensure that it does not interfere with the seal of a tight-fitting respirator. Refer to OSM ch. 8., Personal Protective Equipment.

4. 5. 2. Members who are required to use a tight-fitting respirator and for whom shaving would fall under a prohibited ground of discrimination listed in *Canadian Human Rights Act*, section 3 complete and submit Form 6470.

4. 6. Members in CBRN (chemical, biological, radiological, or nuclear)-designated regions may sport facial hair in operational roles only when approved by the criminal operations (cr. ops.) officer / delegate.

4. 6. 1. Cr. ops. officers / delegates make these determinations using appropriate risk assessment tools, ensuring mitigation strategies are in place for the member's assigned role.

4. 7. Members report for work clean-shaven:

4. 7. 1. for training requiring the use of a tight-fitting respirator;

4. 7. 2. for specialized duties that regularly require the use of a tight-fitting respirator (for example, duties of emergency response team members, clandestine laboratory enforcement and response team members, and tactical armoured vehicle operators);

4. 7. 3. for known-hazard events (for example, summits and demonstrations) where the required personal protective equipment includes a tight-fitting respirator;

4. 7. 4. when it is identified as a requirement in a risk assessment; and

4. 7. 5. when advised to do so by the RCMP Hazard Prevention Program.

4. 7. 5. 1. Refer to OSM ch. 16., Hazard Prevention Program and the Hazard Prevention Program web page.

5. Tattoos and Personal Effects

5. 1. Tattoos are permitted if they do not depict or incite hate, harassment, or discrimination against individuals on the basis of the grounds listed in *Canadian Human Rights Act*, section 3.

5. 2. Unobtrusive and discreet personal effects may be worn if they do not interfere with the effectiveness of personal protective equipment.

EXAMPLES: Glasses, watches, medical bracelets, jewellery, wedding bands, kangas, kirpans, karas, and medicine bags.

6. Ceremonial and Professional Dress

6. 1. For information on the events at which the various orders of dress are worn, and the uniform items included in each order of dress, refer to the orders of dress web page.

6. 2. When attending court, members:

6. 2. 1. wear Service Order 1 and the service pistol—unless directed otherwise by the court —or business attire; and

NOTES:

1. Forensic identification technicians and plainclothes officers may wear civilian attire if desired.

2. Members may wear review order in superior court or in the Supreme Court of Canada if the court allows it.

6. 2. 2. remove their headdress before entering the courtroom, unless acting as a court orderly.

NOTE: The dastaar, hijab, and kippah do not have to be removed.

CAUTION: Members do not wear their uniform in court as defendants, in civil matters, or when testifying in a foreign country, unless directed to do so by their commanding officer / delegate.

6. 3. For conduct hearings, members and conduct authorities wear business attire.

6. 4. For conduct meetings:

6. 4. 1. members wear work attire or business attire; and

6. 4. 2. conduct authorities wear Service Order 1, work attire, or business attire.

6. 5. When off duty, members may wear their uniform to attend special events such as military and police functions, civil and religious ceremonies and services, and convocations, if approved by their supervisor.

6. 6. For direction on wearing the RCMP ceremonial uniform in a non-operational role for ceremonial, official, or social events outside of Canada, refer to AM ch. XV.4., International Ceremonial Special Travel.

6. 7. Members on leave wear civilian attire, unless they have received authorization from their commanding officer / delegate to wear their uniform.

6. 8. Members may incorporate Indigenous ceremonial items of honour and distinction into the RCMP ceremonial uniform if:

6. 8. 1. the member has received approval to wear the item on Form 6537, Request to Incorporate an Indigenous Cultural Item into Uniform, as required by the nature of the event;

6. 8. 2. the member wears the item in the approved manner;

6. 8. 3. the item is worn in addition to—rather than instead of—articles of the RCMP ceremonial uniform; and

6. 8. 4. the item does not significantly modify the design or fabric of the RCMP ceremonial uniform.

6. 9. Commanding officers / delegates may authorize retired or medically discharged employees in good standing to wear the RCMP ceremonial uniform in a non-operational role for ceremonial, official, or social events.

6. 9. 1. Commanding officers / delegates identify the conditions and circumstances under which the RCMP ceremonial uniform may be worn.

6. 9. 2. Authorization to wear the RCMP ceremonial uniform may be rescinded by the commanding officer / delegate if the individual fails to demonstrate good conduct.

NOTES:

1. Commanding officers / delegates identify the conditions and circumstances under which the RCMP ceremonial uniform may be worn.

2. Authorization to wear the RCMP ceremonial uniform may be rescinded by the commanding officer / delegate if the individual fails to demonstrate good conduct.

7. Specialized Dress

7. 1. Covert Functions and Plainclothes Duties

7. 1. 1. Members in specialized units and/or roles groom themselves as directed by their unit commander.

7. 1. 2. When carrying out plainclothes duties in professional environments, members wear well-fitting clothing that is clean and pressed, in accordance with business casual standards.

7. 1. 3. When assigned to covert functions or plainclothes duties, members ensure that their RCMP badge and ID card, approved intervention options, soft body armour external carrier, police identification jacket, and RCMP-issued baseball cap are readily accessible.

7. 1. 4. When carrying out covert functions or plainclothes duties, members ensure that the service pistol is concealed in public, except when operational requirements dictate otherwise.

7. 2. Specialized Operational Items

7. 2. 1. Specialized operational items of uniform and equipment are approved by the commanding officer / delegate.

7. 2. 2. Civilian members and public service employees who are:

7. 2. 2. 1. performing investigator responsibilities ensure that they maintain a standard of professional dress that is appropriate to their position and that meets safety requirements; and

7. 2. 2. 2. operating in an official investigator capacity are expected to carry their employee ID card with them at all times.

7. 3. Kilted Community Pipes and Drums Bands

7. 3. 1. For community events, the commanding officer / delegate may approve the formation of pipes and drums bands.

7. 3. 2. When performing at a community event, band members wear the band's kilted uniform, equipment, and badges.

7. 3. 2. 1. Kilted uniforms reflect rank.

7. 3. 3. Items of the kilted uniform are not worn with any of the orders of dress.

7. 3. 4. For more information on community pipes and drums bands:

7. 3. 4. 1. contact the Corps Sergeant Major's Office;

7. 3. 4. 2. contact a warrant officer in your division; or

7. 3. 4. 3. refer to AM ch. I.13., Community Pipes and Drums Bands.

7. 4. Regimental Civilian Clothing

7. 4. 1. Regimental civilian clothing consists of a blue blazer with the RCMP badge and buttons; a white shirt; a regimental tie or bowtie, or a tie or bowtie with the RCMP tartan; grey trousers, a grey skirt, or a skirt with the RCMP tartan; a black belt; and black shoes.

7. 4. 2. Regimental civilian clothing may be worn by a member, civilian member, or public service employee when publicly representing the RCMP at public expense where the

commanding officer / delegate identifies a need for the employee to be identifiable as an RCMP employee.

8. Accoutrements

8. 1. Qualified drill instructors may carry a riding crop or drill cane in accordance with their duties, or when authorized by the divisional sergeant major.

8. 2. Members of the Musical Ride Section may carry a riding crop or whip as directed by the riding master.

8. 2. 1. The riding master may carry and draw a sword in the performance of their duties.

8. 3. Warrant officers may carry a pace stick, swagger stick, riding crop, drill cane, or sword in accordance with their duties and the applicable orders of dress.

8. 3. 1. A gunner's whistle may be mounted on the cross strap of a warrant officer's Sam Browne by the Leather Craft Unit at Depot.

8. 4. Commissioned officers may carry a swagger stick, riding crop, or sword in accordance with their duties and the applicable orders of dress.

8. 4. 1. A gunner's whistle may be mounted on the cross strap of a commissioned officer's Sam Browne by the Leather Craft Unit at Depot.

8. 5. Items identified in sec. 8.1., 8.2., 8.2.1., 8.3., 8.3.1., 8.4., and 8.4.1. are acquired at personal expense. The commanding officer / delegate may authorize reimbursement.

8. 6. Pace sticks may be used:

8. 6. 1. to measure a parade route or performance grounds in preparation for a cavalry drill display;

8. 6. 2. to gauge distances, pace, and intervals while instructing troops; or

8. 6. 3. when carried by a warrant officer in a parade.

8. 7. For additional information on accoutrements, refer to the badges and medals web page.

9. Aiguillettes, Royal Cyphers, and Personal Badges

9. 1. Aiguillettes may be worn by members who are:

9. 1. 1. appointed as an honourary aide-de-camp to the governor general of Canada, the lieutenant governor of a province, or the commissioner of a territory; or

9. 1. 2. acting as a personal aide to the commissioner, to a deputy commissioner, or to an assistant commissioner who is a commanding officer.

9. 2. Aiguillettes can be obtained by contacting a warrant officer in the applicable division.

9. 3. For additional information on aiguillettes, refer to the badges and medals web page.

9. 4. Honourary aides-de-camp and other members holding personal appointment may wear royal cyphers and personal badges only while wearing Service Order 1 with the blue jacket, full dress order, undress order, review order, mess dress, and Walking-Out Order.

9. 4. 1. Royal cyphers and personal badges are:

9. 4. 1. 1. not worn with the operational uniform;

9. 4. 1. 2. centred on the left pocket of the scarlet tunic, blue jacket, blue tunic (for warrant officers), or uniform shirt, as applicable; and

9. 4. 1. 3. not worn after the appointment has ended.

10. Brassards

10. 1. Brassards (arm bands) may be worn to identify:

10. 1. 1. chaplains,

10. 1. 2. summer students, and

10. 1. 3. members deployed to the UN Police.

10. 2. For additional information on brassards, refer to the badges and medals web page.

11. Insignia

11. 1. Members who are recipients of the Generational Service Insignia or the Territorial Service Insignia centre it above the button on the right pocket flap of the uniform shirt, scarlet tunic, blue jacket, or blue tunic (for warrant officers). If both insignia are worn, the Generational Service Insignia is worn above the Territorial Service Insignia with 3 mm of separation between the two.

EXCEPTIONS:

1. Members wearing regimental civilian clothing centre the insignia on the right lapel of the regimental blazer.

2. Members wearing one of the insignia with a mess jacket place it 6 mm below the collar badge on the right side. If both insignia are worn, the Generational Service Insignia is worn above the Territorial Service Insignia with 3 mm of separation between the two.

11. 1. 1. Members wear the Generational Service Insignia and the Territorial Service Insignia in a similar position on civilian attire.

11. 2. Civilian members and public service employees who are recipients of the Generational Service Insignia or the Territorial Service Insignia centre it on the right lapel of a dress jacket or on the right lapel of the regimental blazer.

11. 2. 1. If both insignia are worn, the Generational Service Insignia is worn above the Territorial Service Insignia with 3 mm of separation between the two.

11. 3. RCMP veterans who are recipients of the Generational Service Insignia or the Territorial Service Insignia centre it on the right lapel of a dress jacket or on the right lapel of the RCMP veteran's blue or red blazer.

11. 3. 1. If both insignia are worn, the Generational Service Insignia is worn above the Territorial Service Insignia with 3 mm of separation between the two.

11. 4. For additional information on insignia, refer to the badges and medals web page.

12. Medals and Decorations

12. 1. For information on honours and recognition, refer to AM Part 22, Honours and

Recognition.

12. 2. For information on employee recognition, refer to the Professional Responsibility Sector's employee recognition web page.

12. 3. For information on the RCMP's ceremonial traditions and their associated formalities and conduct, refer to AM ch. 22.10., Corps Operational Honours.

12. 4. For information on the order of precedence for orders, decorations, and medals, refer to the governor general of Canada's order of precedence web page.

12. 5. Documentation of an honour awarded to a member is retained in their service file.

12. 6. A new undress ribbon is not worn before it is presented—it is attached during the ceremony.

12. 7. Only the most recently awarded clasp or undress ribbon may be worn.

12. 8. Two or more medals may be court-mounted at public expense.

12. 8. 1. The mounting is backed with scarlet mounting cloth.

12. 8. 2. From top to bottom, the length of mounted medals is 8.9 cm.

12. 8. 3. Provincial medals and decorations may be worn on the left side of a jacket or tunic, or in a similar position if neither a jacket nor a tunic is worn, when directed by the divisional sergeant major.

12. 9. Two or more miniature medals may be court-mounted at public expense.

12. 9. 1. The mounting is backed with scarlet mounting cloth.

12. 9. 2. From top to bottom, the length of mounted miniature medals is 5.3 cm.

12. 9. 3. Provincial miniature medals and decorations may be worn on the left side of a jacket or tunic, or in a similar position if neither a jacket nor a tunic is worn, when directed by the divisional sergeant major.

12. 10. For additional information on medals and decorations, refer to the badges and medals web page.

13. Symbols of Remembrance

13. 1. Approved symbols may be worn on the uniform to commemorate significant days, events, and campaigns (for example, Remembrance Day and Canada Day).

13. 2. The black and blue looped mourning ribbon is pinned where the arms of the ribbon cross with a pewter shield; this is the national symbol for mourning police and peace officers who have died in the line of duty.

13. 2. 1. The ribbon may be worn during the official mourning period for a police or peace officer who has died and at a memorial service commemorating a police or peace officer.

NOTE: The official mourning period lasts from the time of death until sunset on the day of the funeral, or from sunrise until sunset on the day of the memorial service.

13. 2. 1. 1. The mourning ribbon is worn on the left pocket flap of the uniform shirt, positioned closest to the heart, or in a similar position if there is no pocket flap.

13. 2. 1. 2. When wearing civilian attire, employees place the mourning ribbon at chest

level, positioned closest to the heart.

13. 3. The poppy may be worn from the last Friday of October until sunset on November 11.

13. 3. 1. When a headdress is worn, the poppy is placed on the left side of the headdress.

13. 3. 2. When no headdress is worn or when the fur hat is worn with the side flaps down, the poppy is placed on the left pocket flap of the uniform shirt or in a similar position if there is no pocket flap.

13. 4. The poppy and the mourning ribbon may be worn at the same time.

13. 4. 1. When a headdress is worn, the poppy is worn on the headdress and the mourning ribbon is worn on the left pocket flap or in a similar position if there is no pocket flap.

13. 4. 2. When no headdress is worn, the poppy and the mourning ribbon may both be worn on the left pocket flap or in a similar position if there is no pocket flap.

13. 4. 2. 1. The poppy is worn closest to the heart, and the mourning ribbon is worn between the poppy and the pocket flap button or in a similar position if there is no pocket flap.

13. 5. The mourning band, which is an adjustable black crepe band 9 cm in width, is worn midway between the elbow and the shoulder on the left sleeve of the scarlet tunic.

13. 5. 1. Mourning bands are worn by:

13. 5. 1. 1. members who are appointed as an honourary aide-de-camp to and who are accompanying the governor general of Canada, the lieutenant governor of a province, or the commissioner of a territory during the mourning period for a member of the Royal Family;

13. 5. 1. 2. members of the bearer party and of the guidon party at an RCMP regimental funeral or a state funeral, when appropriate; and

13. 5. 1. 3. the commissioner, the divisional commanding officer, and warrant officers in the relevant division at an RCMP regimental funeral or a state funeral.

NOTE: "Divisional" refers to the deceased's home division, and not necessarily where the funeral takes place.

13. 6. For additional information on symbols of remembrance, refer to the badges and medals web page.

References

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

UDM - ch. 2. Materiel Development and Approval

Directive Amended: 2008-07-11

For information regarding this policy, contact Uniform and Equipment Program, Assets and Procurement Br., Corporate Management and Comptrollership at Irrelevant Irrelevant

1. Clothing and Equipment Design Committee
2. Standard Police Materiel
3. Materiel Design and Specifications
4. Procurement
5. Quality Control
6. Planning and Accounting

App. 2-1 Policy Centers for Specialized Equipment

App. 2-2 Police Materiel

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1. Clothing and Equipment Design Committee

1. 1. The Clothing and Equipment Design Committee (CEDC) is responsible for reviewing all proposals for new design standards or modifications to materiel in service. The Committee may approve minor changes to uniform and equipment but must recommend to the Commissioner those items which are new in concept, have major design changes or pose a significant cost increase.

1. 2. All proposals for standard police materiel must be submitted to the CEDC for review.

EXCEPTION: If an emergency precludes a review, the modification must be reported to CEDC as soon as practicable.

1. 3. The Committee will meet four times a year or more frequently depending on the number of agenda items requiring consideration.

1. 4. Submissions to CEDC must be prepared in folio format by the appropriate National Headquarters policy center outlined in App. 2-1. The folio must contain all pertinent information, including results of consultation with users, and receive the support and

recommendation of the policy centers OIC, and approval-in-principle by the applicable director.

1. 4. 1. The folio must be forwarded to Policy, Design and Specifications Sec., the secretariat for CEDC, who will vet the materiel and place it on the CEDC agenda.

1. 5. Committee decisions will be disseminated to all CO/Directors. The policy center having a folio approved by CEDC, will ensure that any correspondence, funding requirements, acquisition, use or directive changes are implemented.

2. Standard Police Materiel

2. 1. Standard police materiel are items of operational police uniform and equipment issued to members or units engaged in law-enforcement duties. See App. 2-2. Appendix 2-1 identifies the responsibility center for clothing, kit and equipment.

2. 2. To modify or add a new item of standard police materiel, send the request through channels to the appropriate National Headquarters policy center as outlined in App. 2-1. In the submission, include:

2. 2. 1. a detailed explanation to support the requested evaluation or revision;

2. 2. 2. for a new item, the potential users, item brand name, technical specifications or a covering brochure; and

2. 2. 3. the division's willingness to finance an evaluation, the CO/Director's authorization, a funding proposal, and details on the evaluation including the proposed start and termination date.

2. 3. The policy center will evaluate the request, validate the need, approve its commencement and coordinate to ensure standards are attained and that no duplication of effort occurs.

3. Materiel Design and Specifications

3. 1. The Materiel Design and Specifications Unit (MDSU), Uniform and Equipment Program is responsible for the determination of specifications for items of standard police materiel, which may include conducting research and field tests in consultation with policy centers.

3. 2. Design and specification modifications will not be made to standard police materiel, except by MDSU in consultation with the appropriate policy center.

3. 3. For tendering or product qualification, materiel may be described as follows:

3. 3. 1. **Performance Specifications** -- the function or tasks of the item;

3. 3. 2. **Design Specifications** -- the construction requirements of the item including the characteristics of materiels, used, method of manufacture and characteristics of the product;

3. 3. 3. **Purchase Description** -- an elementary specification to identify and describe an item with sufficient data to enable evaluation of the item and may make reference to a performance or design specification or to a brand-name product; and

3. 3. 4. **Description by Brand or Trade Name** -- the reliance, integrity and reputation of the supplier. When used for competitive bidding purposes, a brand name description should be known in the industry and should contain the statement "or equivalent in design, construction and performance" to indicate that items comparable in quality to the described brand name will be acceptable.

3. 4. Technical advice may be requested from company representatives; however, if a significant amount of time or expertise is required in a consultative capacity, arrangements should be made for a service contract for developmental purposes.

3. 5. When consulting with potential suppliers, they must be informed that there can be no assurance that their assistance will lead to an invitation to tender and that their assistance or information will not obligate the RCMP to award them a subsequent contract.

3. 6. If sample products are required for prototype research, field testing or for preparation of specifications, authority is required for a local purchase order for developmental purposes.

4. Procurement

4. 1. Assets and Procurement Br. is responsible for the procurement of approved items of standard police materiel related to uniform and equipment, including National Headquarters Warehouse Management stocked items, bulk buy and standing offers.

4. 2. Uniform and equipment procured by or for the RCMP must be of acceptable quality, be competitively priced, meet specifications and comply with contracting procedures outlined in AMM Part 3.

4. 3. Public Works and Government Services Canada (PWGSC) has the exclusive mandate to procure goods on behalf of federal departments, including the RCMP.

4. 3. 1. The RCMP has been delegated authority to procure goods with a value of $25,000 or less, GST included.

4. 3. 2. In addition, the RCMP has authority to enter into and amend a contract up to a total of $1 million in response to a pressing emergency. Procurement authority in the RCMP is subject to the Delegation of Authority in the RCMP.

4. 4. Tendering and contracting must be handled in such a way that neither suppliers nor the public are given cause to believe that preferential treatment is being accorded any one firm or individual.

4. 5. The RCMP must pay the GST/HST on transactions involving outside suppliers and Crown corporations. Interest changes for late payment and discounts for early payment are financial charges and therefore exempt from GST/HST.

4. 6. Unless stated otherwise, the RCMP will obtain goods free of provincial sales taxes by quoting the provincial sales tax number applicable to the province in which the goods are delivered. See FMM Part 4.

4. 7. When contracting for the procurement of goods, the requirement for the items to be delivered free on board (FOB) to the destination should be included in the terms and conditions.

4. 8. Representative and current source lists are necessary to ensure consistency and fairness in the selection of potential suppliers. Source lists for RCMP contract purposes must contain sufficient information to enable a selection to be made from a short list of qualified competitors or to make a selection without competition. Source lists should be updated when unsatisfactory performance is experienced on RCMP contracts.

4. 9. To promote economy of scale, certain materiel commonly used throughout the RCMP is centrally procured on an annual bulk buy for distribution directly to units. If a bulk buy or SOA is in effect, units must purchase using the applicable standing offer.

4. 10. Commanders may obtain approved uniform and equipment:

4. 10. 1. as a stocked item available from National Headquarters Warehouse Management, on Form 1216 or 1217 entered on the Clothing and Kit On-line System;

4. 10. 2. as an item available from division stores on Form 1990;

4. 10. 3. as a centrally procured item available on an annual bulk buy. Each unit is responsible for submitting its yearly purchasing requirements for bulk buy items to its Regional/Division Corporate Management;

4. 10. 4. as a call-up on an SOA which is in effect for the goods and is within the commander's delegated financial authority, submitted on form PWGSC-TPSGC 942 to the supplier or division stores, quoting the applicable provincial sales tax exemption number; and

NOTE: A requirement must not be broken into a number of call-ups for the purpose of requisitioning against the standing offer. This is considered contract splitting and is prohibited.

4. 10. 5. as a call-up on an SOA which is in effect for the goods and is not within the commander's delegated financial authority, submitted on form PWGSC-TPSGC 942 to the Regional/Division Corporate Management for approval.

4. 11. When necessary to meet an immediate unforeseen operational requirement, a commander may purchase goods on behalf of the RCMP directly from a supplier at a negotiated price when:

4. 11. 1. it is an emergency and the delay would be injurious to the public interest;

4. 11. 2. the circumstances do not permit obtaining prior approval by telephone or message from a delegated authority; or

4. 11. 3. the requirement is one for which PWGSC has procurement responsibility but circumstances do not permit an urgent requisition through the Regional/Division Corporate Management in time to satisfy the requirements.

4. 12. If the purchase is within the commander's delegated authority, the invoice can be processed for payment in accordance with FMM Part 4.

4. 13. If the purchase exceeds the commander's delegated authority, Form S-222A must be submitted to the Regional/Division Corporate Management Officer for ratification.

5. Quality Control

5. 1. Technical Services Section is responsible for quality control of the Uniform and Equipment Program. It is responsible for the inspection of all goods received at the National Headquarters Warehouse to ensure there is no damage during shipment, no defects, and to ensure the materiel complies with the description specified in the contract.

5. 2. Quality control and inspection will be in accordance with AMM ch. 6.1., sec. 1.5. and ch. 6.3., sec. 4.

5. 3. Each commander is responsible for the inspection of all goods received directly from a bulk-buy purchase, call-up on an SOA, or other purchase.

5. 3. 1. If the product is subject to the Workplace Hazardous Materials Information System (WHMIS), the container must be properly labeled and the Materiel Safety Data Sheet (MSDS) enclosed for distribution to the user.

5. 3. 2. If an item is lost or damaged during shipment, a claim will be made against the carrier.

5. 3. 3. If an item is defective, missing parts, does not meet specifications, or is manufactured poorly, deficiencies will be reported directly to the manufacturer or supplier.

5. 3. 4. If an item was issued from division stores, defects will be reported to the issuer. If the item was issued from the National Headquarters Warehouse, the defect will be reported on Form 1704.

6. Planning and Accounting

6. 1. Planning and Accounts Sec. is responsible for monitoring and forecasting materiel needs to assist in maintaining continuity of supply of stocked items for the Uniform and Equipment Program.

6. 2. Planning and Accounts Sec. extracts stock status reports and financial information from TEAM in order to manage budget activities, including expenditures and revenues, for the Uniform and Equipment Program.

6. 2. 1. This budget activity includes the payment of vendor accounts and the establishment of selling prices.

References

- Admin. Manual App. X-3-22, Rules Respecting the Management of Materiel in the Royal Canadian Mounted Police

Date Modified: 2008-07-11

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

UDM - App. 2-1 - Policy Centers for Specialized Equipment

Back to chapter

Directive Amended : 2008-07-11

Equipment	Policy Center
Training equipment, video and audiovisual aids.	Learning and Development
Airplanes, helicopters and related equipment.	Technical Operations Directorate
Physical security equipment and systems, including alarms and related equipment, explosives disposal equipment and radiography.	
Specialized kit, clothing and equipment used by ERT, Tactical Troops, Police Dog Service Sections, Underwater Recovery Teams, Bicycle Patrols, Inland Water Patrols, Search and Rescue, Highway Traffic Services, Special "I", Special "O".	Community, Contract and Aboriginal Policing Services
Equipment for general use: firearms, ammunition, less than lethal weapons, soft body armor, cell security blankets and mattresses, video for operational use, radar, evidentiary breathtesters, roadside screening devices, handcuffs and restraining devices.	
Medical equipment, first-aid supplies for police cars, and exercise equipment.	National Health Services Directorate
All Personal Protective Equipment (PPE), requirements for first aid kits in RCMP buildings, and other safety items related to occupational health and safety.	Occupational Health and Safety Directorate
	Forensic Science and Identification Services

Photographic, identification equipment and supplies. Video equipment for identification sections.		
Laboratory equipment and supplies.	Forensic Laboratory Services Directorate	
All EDP and telecommunications equipment, word processors and micrographic equipment.	CIO Sector	
Vehicles, ships, boats, snowmobiles, all terrain vehicles and related equipment.	Fleet Program	Corporate Management and Comptrollership
Clothing and Kit, general and specialized units.	Uniform and Equipment Program	
Office furniture and fixtures, office machines, duplicating equipment, postage meters, living accommodation equipment, and mess equipment and supplies.	Assets and Procurement Branch	
Weapons and Ammunition.	Senior Armourer, "Depot" Division	

NOTE: Branch policy files contain roles and responsibility matrix charts for specialized equipment.

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Date Modified: 2008-07-11

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

UDM - App. 2-2 - Police Materiel

Back to chapter

New : 2005-02-16

Category	Materiel
Standard Police	- All officers' and other members' issues of clothing and kit - All firearms and related equipment - Ammunition - ERT equipment - Equipment for IWTs not over 9.14 m in length - Expert sharpshooter team equipment - Motor vehicles and equipment - Mountain/avalanche rescue equipment - Personal safety equipment - Police service dog equipment - Tactical troop equipment - Traffic equipment - Underwater recovery equipment - Other related standard police materiel
Administrative Support	- Business calling cards - Equitation equipment - Exercise room equipment - Fodder and feed - Headstones and wreaths - Identification cards - Library books and supplies - Livestock - Living accommodation furnishings and supplies - Mess equipment - Micrographic equipment - Office furniture and furnishings - Office machines and equipment - Post-garage equipment - Recreation equipment - Stationery and office supplies - Word processors - Other related administrative support materiel

Technical	- Aircraft - Audiovisual aids - Classified special equipment - Communications equipment - Crime detection laboratory equipment and supplies - EDP equipment - Explosives disposal unit equipment (other than regular uniform items) - Evidentiary breathtesters - Identification equipment and supplies (including fingerprint equipment and supplies) - Medical equipment and first-aid supplies - Photographic equipment and supplies - Radar equipment

Category	Materiel
Technical (cont'd)	- Security equipment - Telephones - Water transport and trailers - Other specialized materiel not defined as standard police materiel or administrative materiel

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Date Modified: 2005-02-16

3. DESIGN STANDARDS

A. ORIGINATOR

A. 1. Uniform and Equipment Program, Assets Management and Programs Br., Corporate Management.

Amended 2010-03-17

B. REFERENCES

B. 1. Ch. 1, Dress.

C. POLICY

C. 1. The specifications for the materials and the construction of articles of clothing and kit will be prescribed by the Commissioner.

D. GENERAL

E. OFFICER'S UNIFORM

E. 1. Clothing and Kit

E. 1. a. See App. 3-1 for the design standards.

E. 2. Badges

E. 2. a. See App. 3-2 for the design standards.

E. 3. Buttons

E. 3. a. Buttons bear the badge of the RCMP in relief and are gold plated.

E. 4. Medals and Decorations

E. 4. a. **Full size:**

1. The design standards for each medal are stipulated when the medal is struck. The standards include:

    1. the size and shape of the medal, and

    2. the colors and design of the medal ribbon.

E. 4. b. **Miniature:**

1. Miniature medals are one-half the dimension of full size medals, except when the statute of an order dictates otherwise.

E. 5. **Undress Ribbons**

E. 5. a. Undress ribbons are three-eighths of an inch in height and they are made of the same material as the ribbon on the corresponding medal.

E. 6. **Aiguillettes**

E. 6. a. There are two types of aiguillettes worn by aides-de-camp:

1. gold cord; and

2. gold orris cord of basket weave with red and blue intermittent stripes, one-eight inch wide, woven in evenly spaced spirals through the gold.

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1999-12-10

F. **OTHER MEMBER'S UNIFORM**

F. 1. **Clothing and Kit**

F. 1. a. **Male Members**

1. See App. 3-3 for the design standards.

F. 1. b. **Female Members**

1. See App. 3-6 for the design standards.

F. 2. **Badges**

F. 2. a. See App. 3-4 for the design standards.

F. 2. b. See App. 3-5 for the color specified for cloth badges and the article of uniform on which each badge is worn.

F. 3. **Buttons**

F. 3. a. RMs' buttons are gold plated and bear the badge of the RCMP in relief.

F. 3. b. Buttons for CMs are made of dark brown plastic, three-quarters of an inch in diameter, and have four holes.

F. 4. **Medals and Decorations**

F. 4. a. See E.4.

F. 5. **Undress Ribbons**

F. 5. a. See E.5.

Mass Casualty Commission Exhibit

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OFFICERS' CLOTHING AND KIT DESIGN STANDARDS

CATEGORY	ITEM			STANDARD
CLOTHING	Boots		Approved Polo Type (1)	• Garter straps • Pull on loops • Spur rests (proportioned centrally on the bac boot not more than 11.4 cm nor less than 10.1 cr bottom of the heel)
			Long	• Same as other ranks (see App. 3-3)
			Congress	• Same as other ranks (see App. 3-3)
			Overboots	• Same as other ranks (see App. 3-3)
	Breeches			• Same as other ranks except: replace yellow v stripe with yellow superfine(see App. 3-3)
	Cap	Peaked (2)	Commissioner and Deputy Commissioner	• Two rows of perma-gold maple leaf embroic lower edge of the peak
			Assistant Commissioner and Chief Superintendent	• One row of perma-gold maple leaf embroide lower edge of the peak
			All Other Officers	• 2 cm wide plan perma-gold embroidery on tl edge of the peak
			Fur	• Same as other ranks (see App. 3-3)
	Cap Cover			• Same as other ranks (see App. 3-3)
	Cape			• Blue beaver with a scarlet lining and chain f
	Coat		Lightweight	• Dark blue cloth of polyester/wool blend • Single breasted zip-in-liner • Two piece set in type sleeves • Epaulettes with slip-on sleeves for rank and badges
				• Dark blue lightweight nylon with a waterpro

	Rain	• Single breasted • Epaulettes with slip-on sleeves for rank and badges

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1980-03-26

CATEGORY	ITEM		STANDARD
CLOTHING (cont'd)	**Coat** (cont'd)	Storm	• Same pattern as other ranks *EXCEPTIONS:* • No shoulder flashes • Epaulette slip-on sleeves for rank and shoulc • Remove rank sleeve on arm
		Waist (Mess Vest)	• Blue broad cloth • Evening dress pattern
	Gloves	Brown	• Brown leather • Same pattern as other ranks
		White	• Nylon • 2 buttons style
	Hat	Felt	• Same as other ranks (see App. 3-3)
	Jacket	Blue	• Worsted Serge • Single breasted with four buttons down the f • Detachable belt • Step collar
		Brown	• Barathea and/or • Polyester/wool serge • Single breasted with four buttons down the f • Detachable belt • Step collar
		Pea	• Blue beaver • Officers pattern
		Mess	• Scarlet barathea • Blue roll shawl collar • Blue pointed cuffs
	Overalls		• Dark blue barathea • 4.4 cm wide yellow superfine stripe down th seam of each leg • Black elastic 2.5 cm wide to fasten under the • Cavalry pattern
		Beige	• Same shade and style as other ranks • Remove shoulder badges

	Shirt	White, L.S.	• Maximum 7.6 cm fused collar and french cu
		White, Formal	• Tuxedo style with attached 8.25 cm soft coll french cuffs
	Shoes	Oxford	• Heather grain leather • Dark brown • Blucher front • No toe caps

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1983-08-12

CATEGORY	ITEM		STANDARD
	Shoulder Boards		• Gold cord
	Shoulder Rank Sleeves		• Blue cloth with embroidered rank insignia
	Socks		• Same as other ranks (see App. 3-3)
	Spurs		• Same as other ranks (see App. 3-3)
	Studs and Links		• Plain gold plated
CLOTHING (cont'd)	**Trousers**	Brown	• Barathea and/or wool/polyester (no cuffs)
	Tunic	Scarlet	• Jacket back with center vent • Single breasted • 5 buttons down the front • Stand-up collar, blue in front only • Pointed blue cuffs • Worsted serge
	Tie	Black	• Bow pattern
		Blue	• Same as other ranks (see App. 3-3)
	Sam Browne	Strip Sam Browne	• Brown leather • Belt • One cross strap
	Equip-ment	Full Sam Browne (ceremonial)	• Same as for strip Sam Browne plus • Sword frog and sling (3)
		Full Sam Browne (operational duty)	• Same as other ranks (see App. 3-3)
KIT	**Sword** (3)		Cavalry Officers pattern with: • a leather scabbard and sword knot • a steel scabbard and gold acorn with gold a strap
	Sword Belt	Gold and purple	• Gold slings (3) • Gold-plated buckle with silver crest of the

Web (3)	• Blue

(1) POLO BOOTS ARE AN APPROVED ISSUE FOR EQUITATION OFFICERS AND TRAINING OFFICERS AT THE RCMP TRAINING
ACADEMY AT "DEPOT". OFFICERS COMMISSIONED BEFORE 76-04-01 MAY WEAR POLO BOOTS.
(2) THE PEAKED CAP IS THE OFFICER'S PATTERN WITH YELLOW SUPERFINE CLOTH BAND.
(3) AVAILABLE FROM FSS STORES.

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1988-08-19

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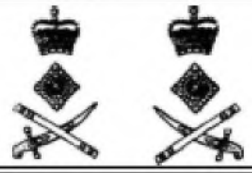
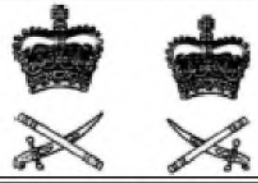
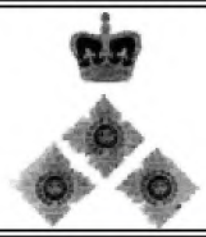
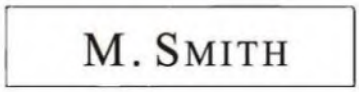
FRANÇAIS

OFFICERS' BADGE DESIGN STANDARDS

BADGE		STANDARD	ILLUSTRATION
APPOINTMENT(1)	Air Pilot	• The letters "RCMP-GRC" encircled by a wreath of maple leaves and surmounted by a Crown, centered on extended wings • Perma-gold and red rayon thread on a blue background	
CAP		• The badge of the RCMP • Metal and embroidery • Conforming to the sealed pattern	
COLLAR		• The badge of the RCMP • Gold plated with blue enamel	
RANK (2)	Commissioner	• A Crown, a star and a crossed sword and baton	
	Deputy Commissioner	• A Crown and a crossed sword and baton	
	Assistant Commissioner	• A Crown and three stars in a cluster	

Amended 2008-02-08

BADGE		STANDARD	ILLUSTRATION
RANK (2) (cont'd)	Chief Superintendent	• A Crown and two stars	
	Superintendent	• A Crown and one star	
	Inspector	• A Crown	
SHOULDER (METAL)		• The letters "RCMP" and "GRC" gold plated (except S/Cst.)	
NAME TAGS	Brushed Brass	• 1.5 cm wide X 6.5 cm long X 1 mm thick • Rounded edges • Engraved upper case letters - Roman 24 pt font for initials and the first letter of surname; for all other letters Roman 18 pt font • Ballou fastener • Initials or first name (at the member's discretion) and surname, up to a maximum of 14 letters/spaces, with regular font size and 20 letters/spaced with condensed font	
	Embroidered Cloth	• Navy blue with dark grey letters • Navy blue border edging • 8.75 cm long X 2.54 cm high • Letters - 8 mm high • Black velcro hook tape • Initials or first name (at the member's discretion) and surname, up to a maximum of 14 letters/spaces, with regular font and 20 letters/spaces with condensed font	

(1) For authority to wear badges of appointment, see App. 7-1.

(2) Silver embroidery for gold cord shoulder boards, gold plated metal for tunics, jackets etc. 1.5 cm stars and crowns for all ranks, all uniforms except for mess jackets and slip-on sleeve for shirt sleeve order.

Amended 2008-02-08

UNIFORM & DRESS MANUAL

APPENDIX 3-3

FRANÇAIS

Other Members' (Male) Clothing and Kit Design Standards

Category	Item		Standard
Clothing	Boots	Ankle	- Black leather - Front opening c/w eyelets for laced up fronts
		Congress	- Half-wellington - Black leather - Box for spur in heel
		Long	- Brown leather - Laced up front and side
	Braces		- Blue - 4 cm wide
	Breeches		- Dark blue all wool whipcord - 4.4. cm inch wide yellow stripe down the outside seam of each leg - Belt loops
	Cap	Cloth	- Dark blue cloth - 3.2 cm wide removable yellow cloth band covering yellow mesh head band - All weather peak
		Fur	- Yukon pattern - Muskrat fur - Velcro chin strap - The top of hat made of blue cotton/nylon material
		Cover	- Blue waterproof material
	Coat Rain (reversible)		- Midnight blue nylon - Blaze orange nylon on reverse side
	Gloves		- Brown leather - Lined or unlined
	Hat Felt		- Light brown fur felt - Brown leather hat band - Leather hat strap
	Jacket	Peajacket	- Blue beaver cloth - Scarlet lining
		Blazer	- Dark blue serge - Single breasted 2 button style - 3 patch pockets - Notched lapels - Step collar - Gold-plated crested buttons - Vented cuffs with 2 buttons
	Mitts	Leather	- Black
		Wool	- Grey

Amended 2010-03-17

Category	Item		Standard
Clothing (cont'd)	Overalls		- Dark blue cloth with black elastic footstraps - 4.4 cm yellow stripe down the outside seam of each leg - Cavalry pattern
	Shirt Duty		- Beige polyester/cotton - Military pattern - 2 breast pockets - Shoulder straps - Long and short sleeves
	Shoes Oxford		- Black - Laced-up front
	Spurs	Box	- To fit into box on congress boot heels - Nickel plated
		Jack	- Brown leather straps and spur tabs - Nickel plated spur c/w buckle - Fits on long boot
	Socks		- Dark blue stretch - Wool/nylon
	Tack Tie		- Goldplated RCMP crest
	Tie	Blue	- Clip-on type with made-up knot
		Regimental	- Four-in-hand pattern - Navy blue silk or poplin - Diagonal gold bars .3175 cm wide between two gold pin stripes set .1587 cm above and below bars - Bars are 1.5 cm apart - Bars slope from left to right at a 45 degree angle
	Trousers	Blue	- Regular weight - wool/polyester - Heavyweight - all wool whipcord
		Field	- Blue polyester/cotton
		Grey	- Wool flannel - Plain - Regimental civilian dress
	Tunic	Blue	- Polyester/wool - Same pattern as scarlet tunic
		Scarlet	- 5 button single breasted style - Worsted serge - Same pattern as officers except for: Vented Back, Blue collar in front only
	Turban Cloth		- Dark blue muslin cloth 92 cm wide - Yellow inner band 4.5 cm width

Amended 2010-03-17

Category	Item	Standard
Kit	Lanyard	- White nylon cord
	Sam Browne	- Brown leather - Gold plated hardware c/w cross strap - Swivel holster (right hand or left hand) (1) - Handcuff pouch - Ammunition pouch c/w plastic insert

(1) Left hand holster (supplied upon request) to be worn only by left hand members during operational duties. Right hand holster to be worn by left hand member during ceremonial occasions.

Amended 2010-03-17

UNIFORM & DRESS MANUAL

APPENDIX 3-4

FRANÇAIS

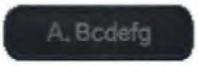
Other Members' Badge Design Standards

Badge		Standard	Illustration
Appointment	Air Pilot	- The letters "RCMP-GRC" encircled by a wreath of maple leaves and surmounted by a crown, centered on extended wings - Perma-gold and red rayon thread on a blue background	
	Doghandler	- The head of a shepherd dog on a circular background	
	Instructors (General)	- The old english letter "I" partially surrounded by maple leaves on a circular background	
	Musical Ride	- Crossed lances with a red and white pennon affixed to each	
	Rough Rider	- A spur	
Cap	Regular Members	- Gold plated metal badge of the Force with blue and red enamel - Mounted on blue cloth background 3 mm larger than the badge and trimmed to shape	
	Transport Services	- Wheel surmounted by maple leaves - Word "Transport" on bottom - Gold plated metal	
Collar		- The badge of the Force - Gold plated with blue enamel	

Amended 2010-03-17

Badge			Standard	Illustration
Identification			- Gold shield with silver crest of Force with letters "RCMP GRC" and word "POLICE" in gold on a blue banner c/w regimental number	
Marksmanship	Marksman	Pistol	- Crossed pistols	
		Rifle	- Crossed rifles	
	Distinguished Marksman	Pistol	- Crossed pistols surmounted by a crown	
		Rifle	- Crossed rifles surmounted by a crown	
Rank	Corps Sergeant Major		- Coat of Arms of Canada (metal and cloth)	
	Sergeant Major		- Four chevrons, points down, surmounted by a crown (metal and crown)	
	Staff Sergeant Major		- A crown emblazoned with maple leaves (metal and cloth)	
	Staff Sergeant		- Four chevrons, points up (metal and cloth)	
	Sergeant		- Three chevrons, points down, surmounted by a crown (metal and cloth)	
	Corporal		- Two chevrons, points down (metal and cloth)	

Amended 2010-03-17

Badge			Standard	Illustration
Shoulder	Regular Members	Metal	- The letters "RCMP" and "GRC" gold plated (except S/Cst.)	
		Cloth	- Crest of the Force surmounted by letters "RCMP", "GRC" and "POLICE" in perma-gold	
	Special Constables	Cloth	- With the wording (Gendarme Special Constable) in perma-gold	
Service	Cloth		- Five pointed gold star in perma-gold	
Name Tags	Laminated Plastic		- Blue with white letters - 6.3 cm long x 1.3 cm high - Letters - 5.5 mm high - Clutch fastener - Initials or first name (at the member's discretion) and surname	
	Embroidered Cloth		- Navy blue with dark grey letters - Navy blue border edging - 8.75 cm long X 2.54 cm high - Letters - 8 mm high - Black velcro hook tape - Initials or first name (at the member's discretion) and surname, up to a maximum of 14 letters/spaces, with regular font and 20 letters/spaces with condensed font	

Amended 2010-03-17

UNIFORM & DRESS MANUAL

APPENDIX 3-5

FRANÇAIS

Colour Standards for Cloth Badges Worn on Articles of Uniform

Type of Badge			Worn on				
			Scarlet Tunic	Patrol Jacket	Peajacket	Parka Inclement	Shirt
Rank			G on B	G on B	G on R	G on B	
Appointment	Air Pilot		G on B				
	Bandsman		G on B		G on R		
	Doghandler		G on B				
	Drum Major		G on B		G on R		
	Musical Ride		G ON B				
	Rough Rider		G ON B		G on R		
	S/Cst.			G on B		G on B	G on B
	S/Cst. Supervisor			G on B		G on B	G on B
	Summer Student			G on B			G on B
	Instructor	General	G on B				
Marksman			G on B				
Service Star			G on B				
Shoulder				G on B		G on B	G on B

G on B - Perma-gold embroidered on a blue background.
G on R - Perma-gold embroidered on a red background.

Amended 2010-03-17

UNIFORM & DRESS MANUAL
APPENDIX 3-6
FRANÇAIS

OTHER FEMALE MEMBERS' CLOTHING AND KIT DESIGN STANDARDS

CATEGORY	ITEM		STANDARD
CLOTHING	**Bag (Purse)**	Clutch	• Black patent leather
	Belt		• Brown leather • Gold-plated hasp
	Blouse	White	• Polyester knit • High neck
	Boots	Ankle	• Black leather • Front opening c/w eyelets for laced-u
		Overboots	• Black rubber • Zipper front
		Winter	• Black leather • Side zipper
	Cap	Cloth	• Dark blue cloth • 25 mm wide removable yellow cloth covering yellow mesh head band • All weather peak
		Fur	• Muskrat
		Imitation Fur (For Auxiliary)	• Orlon pile
	Cap Cover	For Cloth Cap	• Blue waterproof nylon
	Coats	Rain (Reversible)	• Midnight blue nylon • Blaze orange on reverse side
		Storm	• Blue cotton/nylon outershell • Blue cotton lining • Biswing back
	Gloves	Black	• Leather • Lined or unlined
		White	• Nylon • Unlined
	Handbag	Leather	• Black leather c/w removable revolve

	Hosiery	Panty Hose	• Color - taupe
	Jackets	Brown	• Wool/polyester serge • Single breasted 4 button front • Bellows pockets
		Patrol	• Blue polyester/cotton outershell • Gold-plated crested buttons zip-in lir • Biswing back

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CATEGORY	ITEM		STANDARD
CLOTHING (cont'd)	**Jackets** (cont'd)	Peajacket	• Blue beaver cloth • Scarlet lining
		Scarlet	• 5 button single breasted style • Barathea cloth
	Mitts	Leather	• Black, lined
	Shirt	Over	• Beige, polyester/cotton • Military pattern • Shoulder straps • Long and short sleeve
	Shoes	Oxford	• Black • Laced-up front
		Pump	• Black patent leather
	Skirts	Blue, long	• Regular weight wool/polyester • Attached waistband, velcro fastener
		Blue, Regular Length	• Wool/polyester • 2 slash pockets
	Socks		• Dark blue stretch • Wool/nylon
	Tack	Tie	• Gold-plated RCMP crest
	Tie	Blue	• Clip-on type with made-up knot
	Trousers	Blue	• Regular weight wool/polyester • Heavyweight - all wool whipcord
		Field	• Brown polyester/cotton
KIT	**Sam Browne**		• Brown leather • Gold-plated hardware c/w cross strap • Swivel holster (right or left hand) (1) • Handcuff pouch • Ammunition pouch c/w plastic inser

(1) LEFT HAND HOLSTER (SUPPLIED UPON REQUEST) TO BE WORN ONLY BY LEFT HANDED MEMBERS

DURING OPERATIONAL
DUTIES.

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UDM - ch. 4. Clothing and Kit

UDM ch. 4. - Bulletins

Related Link: Ordering Guide

Directive Amended: 2012-05-04

For information regarding this policy, contact Uniform and Equipment Program, Assets Management and Programs Br., Corporate Management at Irrelevant Irrelevant

1. Policy
2. General
3. Clothing and Kit Issues - RM
4. Specialized Clothing and Kit Issues - RM, CM and PSE
5. Specialist Badges

App. 4-1 Clothing and Kit Issues for Officers

App. 4-2 Reserved

App. 4-3 Clothing and Kit Issues for C/S/M, S/M and S/S/M

App. 4-4 Clothing and Kit Issues for NCO, Cst., S/Cst. and Cadet

App. 4-5 List of Repayment Items of Clothing and Kit

1. Policy

1. 1. The management of uniform and equipment (clothing and kit) will be guided by the principles of life cycle materiel management which includes planning, acquisition, use, and disposition.

1. 2. The Policy, Design and Specification Section, Uniform and Equipment Program, is responsible for revisions to the UDM and determination of entitlements in consultation with other policy centers, the Corps Sergeant Major and regional Sergeants Majors.

1. 3. The Uniform and Equipment Program, Assets Management and Programs Br., is the policy center for the supply of clothing and kit and the determination of specifications for the design and construction of standard police materiel.

1. 4. The Uniform and Equipment Program and other policy centers will share the responsibility for determining needs, issues and orders of dress.

1. 5. The Clothing and Equipment Design Committee will approve standards for police materiel except where significant changes require the approval of the Senior Executive Committee (SEC) and Commissioner.

1. 5. 1. Standard police materiel is defined as items of clothing, kit or other materiel issued by the RCMP to a member or unit engaged in law-enforcement duties.

1. 6. Clothing and kit items are issued to regular members in response to the need for public identification of their authority to enforce laws and direct the public.

1. 6. 1. Units and regular members will be provided with all essential clothing and kit items required to carry out their duties and responsibilities.

1. 6. 2. The issuing of clothing and kit will be conditional upon needs, duties, supplies, funds, and other restrictions.

1. 6. 3. The CO will approve the issuing of restricted uniform items, e.g. breeches.

1. 6. 3. 1. The national policy center will approve specialized items of uniform, e.g. ERT, PDS, URT.

1. 6. 4. All items remain Crown property and will be properly safeguarded until disposed of in accordance with *RCMP Regulations* and the directives outlined in this manual.

2. General

2. 1. Medical exemptions from the use of standard police materiel or items of clothing and kit beyond the basic issue will be determined on an individual basis:

2. 1. 1. for an RM and CM, by the CO/delegate on the advice of the Health Services Officer; and

2. 1. 2. for a PSE, by the Division Public Service Staff Relations Advisor.

2. 2. For requisitioning of clothing and kit, see ch. 5.

2. 3. Prices charged for all purchases will be based on the selling price on the date of issue.

2. 4. See the Ordering Guide on the Infoweb. The guide provides detailed descriptions and sizes for all items of clothing and kit available from the National Headquarters (NHQ) Warehouse.

2. 5. See App. 4-5 for repayment items. Prices identified are subject to revision every four months and are provided only as a guide.

3. Clothing and Kit Issues - RM

3. 1. Appendixes 4-1, 4-3 and 4-4 set out clothing and kit issues and fall into one of the following three categories:

3. 1. 1. Initial Issue: The first issue of clothing and kit required for the Cadet Training Program or Special Constable Training Program.

3. 1. 2. Unit Cost: All replacements of initial issue items and approved new items of clothing and kit, the cost of which will be attributed to the unit budget.

3. 1. 3. Repayment: These are clothing and kit items which have been identified as a member's responsibility to purchase using the Kit Upkeep Allowance (KUA) through the payroll deduction system.

3. 2. The replacement of standard issue unit cost items is by condemning, as certified by the commander, using Form 1216.

3. 3. Upon commission, officers may be issued additional items. See App. 4-1, ch. 1.E.7. and ch. 5., sec. 3.2.

3. 4. Additional items may be issued to C/S/M, S/M and S/S/M, see App. 4-3 and ch. 1.E.8. and 1.E.9.

3. 5. Badges of rank and epaulettes for all promotions are listed in the Ordering Guide. For acquisition, see ch. 5.9.

4. Specialized Clothing and Kit Issues - RM, CM and PSE

4. 1. For specialized issues of clothing and kit, see ch. 6.

5. Specialist Badges

5. 1. Emergency Response Team (ERT)

5. 1. 1. An active ERT member may be entitled to wear an ERT badge upon successful completion of the ERT course, a minimum of two years on an active team and with the recommendation of the Team Leader.

5. 1. 1. 1. The OIC ERT/delegate will approve the Form 1216 order.

5. 1. 2. A non-active ERT member may be entitled to wear this badge upon successful completion of the ERT course and a minimum of two years on an active team.

5. 1. 2. 1. The OIC ERT/delegate will requisition on Form 1217 and present the badge to the member.

5. 1. 3. For the proper positioning of the badge on the scarlet tunic/blue jacket, see ch. 7.E.9.

5. 2. Forensic Identification Specialist (FIS)

5. 2. 1. An active or non-active FIS member may be entitled to wear an FIS badge:

5. 2. 1. 1. if currently or previously certified as an FIS, or

5. 2. 1. 2. upon successful completion of a qualification board as prescribed within the Forensic Identification Apprentice Program.

5. 2. 2. Forensic Identification Services will issue the initial badge upon completion of the qualification board.

5. 2. 3. To requisition a replacement badge, complete Form 1216 and have it approved by the FIS unit commander. Input using duty code #183.

5. 2. 4. For the proper positioning of the badge on the scarlet tunic/blue jacket, see ch. 7.E.9.

5. 3. Drill Instructor Badge

5. 3. 1. An active or non-active drill instructor may be entitled to wear the cross sabre badge upon successful completion of the Drill Potential Course at "Depot" Division and one year as a full-time drill instructor at "Depot" Division.

5. 3. 2. To requisition a badge, complete Form 1216 and have it approved by the S/M "Depot" Division. Input using duty code #153.

References

- *RCMP Act* and *Regulations*

Date Modified: 2012-05-04

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UDM - App. 4-1 - Clothing and Kit Issues for Officers

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Directive Amended: 2010-03-17

Item Description	Stock Item No.	Newly Commis-sioned Inspector Duty Code 292	Unit Cost Duty Code 291	Re-pay-ment Duty Code 291	Special-Made	Restrictions/Remarks
Aiguillette Red and Blue on Gold (Commissioner)	1025-104					For personal aide to the Commissioner. Loan item from division.
Aiguillette Red and Blue on Gold (Lieutenant Governor/Territorial Commissioner)	1025-201					For honorary aide-de-camp. Loan item from division.
Badge Collar	1050-001	6		X		
Badge Shoulder Metal	2125-005	8	X			
Blazer Regimental Female	2474-000	1	X		X	Restricted, see ch. 1.J.2.
Blazer Regimental Male	2475-006	1	X		X	Restricted, see ch. 1.J.2.
Boots Polo	Local		1		X	For OIC Equitation officers, Commissioner, officers serving at "Depot" Division as designated by the CO. Others as

						designated by the Commissioner.
Gloves Black Lined Female/Male	3525/3550	1		2		
Gloves Black Unlined Male	4664	1		2		For Jacket Blue.
Officer Badge Crown Rank Large	4250-400	6	X			
Officer Badge Crown Rank Silver	4250-109	2	X			For Shoulder Boards Gold.
Officer Badge Crown Rank Small	4250-150	2		2		For Mess Jacket.
Officer Badge Star Rank Silver	4300-106		X			
Officer Badge Star Rank Large	4300-408		X			

Item Description	Stock Item No.	Newly Commis-sioned Inspector Duty Code 292	Unit Cost Duty Code 291	Re-pay-ment Duty Code 291	Special-Made	Restrictions/Remarks
Officer Badge Star Rank Small	4300-157			2		
Officer Badge X Sword and Baton Small	4325-109			2		
Officer Badge X Sword and Baton Large	4325-303		X			
Officer Badge X Sword and Baton Silver	4350-006		X			
Officer Bow Tie Strap	4380-015	1		2		For Shirt White Formal.
Officer Buttons Post Screw	4450-000			X		Replacement button for tunic when wearing Officer Shoulder Boards Gold.
Officer Cap Badge	4570-006	1		2		
Officer Cap Cloth	4580	1	X			
Officer Cap Cloth	4581-008		1		X	For C/Supt. and above.
Officer Cape	4590-007			1	X	May be loaned from division stores.
	4600-002			1		

Officer Chain Fastener Buffalo Head						May be loaned from division stores.
Officer Coat Lightweight	4650	1	X			
Officer Cuff Links and Studs	4660-005	1		2		
Officer Epaulette Rank (pair)	4661	4	X			
Officer Gloves White	4665	2		2		
Officer Jacket Blue Female	4671-007	2	X		X	
Officer Jacket Blue Male	4670	2	X			
Officer Mess Jacket and Vest Female	4676-100	1	X		X	
Officer Mess Jacket and Vest Male	4672-100	1	X		X	
Officer Overalls Male (Banana Pants)	4674-308	1	X		X	For Mess Jacket and Vest.
Officer Mess Vest	4673-100		X		X	
Officer Name Tag	4668-502	2	X		X	Replacement through NHQ Warehouse.
Officer Raincoat Nylon	4675	1	X			
Officer Sam Browne	4700	1	X			
Officer Shirt Long Sleeve	4735	5		10		
Officer Shirt Short Sleeve	4745	5		10		

Item Description	Stock Item No.	Newly Commis-sioned Inspector Duty Code 292	Unit Cost Duty Code 291	Re-pay-ment Duty Code 291	Special-Made	Restrictions/Remarks
Officer Shirt White Formal Female	4726-500	1		3	X	For Mess Jacket and Vest.
or		1		3	X	For Mess Jacket and Vest.

Officer Shirt White Formal Wing Tip Female	4727-500					
Officer Shirt White Formal Male	4726-006	1		3	X	For Mess Jacket and Vest.
or Officer Shirt White Formal Wing Tip Male	4727-000	1		3	X	For Mess Jacket and Vest.
Officer Shoulder Boards Gold (pair)	4760	1	X			Order silver rank badges.
Officer Skirt Blue Short Female	4776-100	1	X		X	
Officer Skirt Formal Blue Female	4770-100	1	X		X	For Mess Jacket and Vest.
Officer Stripes Fine Yellow (pair) 38"	4850-009	1	X			Replacement stripe for Breeches (2875/2880).
Officer Stripes Fine Yellow (pair) 52"	4850-100	2	X			Replacement stripe for Overalls (4925) and Trousers Blue (4900/4903).
Officer Sword Belt Gold and Purple	4875	1	X			
Officer Sword Knot Gold and Purple	4885-100			1		May be loaned from division stores.
Officer Sword Knot Leather	4880-100			1		May be loaned from division stores.
Officer Sword Sling Gold and Purple	4887-100			1		May be loaned from division stores.
Officer Sword Sling Leather (Frog)	4882-100			1		May be loaned from division stores.
Officer Sword with Two Scabbards (Leather and Nickel)	4870-000			1	X	May be loaned from division stores.
Officer Trousers Blue Female	4905	3	X			
Officer Trousers Blue Male	4900	3	X			
Officer Tunic Scarlet Female	4908-003	1	X		X	OIC and 2IC Equitation order 7028-100 special-made.

Item Description	Stock Item No.	Newly Commissioned Inspector Duty Code 292	Unit Cost Duty Code 291	Repayment Duty Code 291	Special-Made	Restrictions/Remarks
Officer Tunic Scarlet Male	4909-000	1	X		X	OIC and 2IC Equitation order 7028-100 special-made.
Skirt Grey Female	6358-000	1	X		X	May order either Skirt or/and Trousers Grey. Restricted, see ch. 1.J.2.
Tie Regimental	6757-000	1		2		Restricted, see ch. 1.J.2.
Trousers Grey Female	6966-000	1	X		X	May order either Trousers or/and Skirt Grey. Restricted, see ch. 1.J.2.
Trousers Grey Male	6965-105	1	X		X	Restricted, see ch. 1.J.2.

NOTE: These are additional issues for officers who are also entitled to the appropriate items listed in App. 4-4.

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Date Modified: 2010-03-17

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UDM - App. 4-2 - Reserved

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Directive Amended: 2010-03-17

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UDM - App. 4-3 - Clothing and Kit Issues for C/S/M, S/M and S/S/M - Duty Code 352

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Directive Amended: 2010-03-17

Item Description	M&SMB Stock Item No.	New Appoint-ment	Unit Cost	Special-Made	Restrictions/Remarks
Badge C/S/M	1200-003	3	X		
Badge Crown Arm	1350-005	3	X		
Badge Rank Metal	1725	2	X		For Officer Coat Lightweight.
Badge S/M	1800-108	3	X		Also order item 1300-005.
Badge S/S/M	1875-000	3	X		
Blazer Regimental Female	2474-000	1	X	X	Restricted, see ch. 1.J.2.
Blazer Regimental Male	2475-006	1	X	X	Restricted, see ch. 1.J.2.
Boots Long Female/Male	2680/2675	1	X		S/M and S/S/M at Depot Division may be provided with an additional issue.
Boots Polo	Local	1		X	Equitation Riding Master only.
Breeches Female/Male	2880/2875	1	X		Order Officer Stripes Fine Yellow (4850-009).
Epaulette Rank (pair)	3370	4	X		
Gloves Black Unlined Male	4664	1	X		Replacement at repayment cost.

Officer Cap Badge	4570-006	1	X		Replacement at repayment cost.
Officer Cap Cloth C/S/M, S/M, S/S/M	4582-000	1	X	X	
Officer Coat Lightweight	4650	1	X		
Officer Gloves White	4665	1	X		Replacement at repayment cost.
Officer Jacket Blue Female	4671-007	1	X	X	Order badges entitled to wear.
Officer Jacket Blue Male	4670	1	X		Order badges entitled to wear.
Officer Name Tag	4668-502	2	X	X	Replacement through NHQ Warehouse.
Officer Raincoat Nylon	4675	1	X		
Officer Sam Browne	4700	1	X		Equitation Riding Master may be provided with an additional issue.
Officer Skirt Blue Short Female	4776-100	1	X	X	
Officer Stripes Fine Yellow (pair) 38"	4850-009	2	X		Replacement stripe for Breeches (2875/2880).
Officer Stripes Fine Yellow (pair) 52"	4850-100	2	X		Replacement stripe for Overalls (4925) and Trousers Blue (4900/4903).

Item Description	M&SMB Stock Item No.	New Appoint-ment	Unit Cost	Special-Made	Restrictions/Remarks
Officer Sword Belt Gold and Purple	4875	1	X		
Officer Sword Knot Gold and Purple	4885-100				May be loaned from division stores. Repayment item.
	4880-100				

Officer Sword Knot Leather					May be loaned from division stores. Repayment item.
Officer Sword Sling Gold and Purple	4887-100				May be loaned from division stores. Repayment item.
Officer Sword Sling Leather (Frog)	4882-100				May be loaned from division stores. Repayment item.
Officer Sword With Two Scabbards (Leather and Nickel)	4870-000			X	May be loaned from division stores. Repayment item.
Officer Trousers Blue Female	4905	3	X		
Officer Trousers Blue Male	4900	3	X		
Overalls Blue Male	4925	1	X		S/M and S/S/M at Depot Division only. Order Officer Stripes Fine Yellow (4850-100).
Skirt Grey Female	6358-000	1	X	X	May order either Skirt or/and Trousers Grey. Restricted, see ch. 1.J.2.
Skirt Long Blue Female	6350	1	X		S/M and S/S/M at Depot Division only.
Tie Regimental	6757-000	1			Restricted, see ch. 1.J.2. Replacement at repayment cost.
Trousers Grey Female	6966-000	1	X	X	May order either Trousers or/and Skirt Grey. Restricted, see ch. 1.J.2.
Trousers Grey Male	6965-105	1	X	X	Restricted, see ch. 1.J.2.
Tunic Blue	4911-008	1	X	X	S/M at Depot Division may be provided with an additional issue. Order badges entitled to wear.
Tunic Scarlet Female/Male	7030/7025	1	X		S/M at Depot Division may be provided with an additional

					issue. Order badges entitled to wear.

NOTE: These items are in addition to the appropriate items listed in App. 4-4.

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UDM - App. 4-4 - Clothing and Kit Issues for NCO, Cst., S/Cst. and Cadet

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Directive Amended: 2010-03-17

Item Description	Stock Item No.	Initial Issue		Replacement/ New Item		Re-pay-ment (Use appro-priate duty code)	Restrictions/Remarks
		Cadet Duty Code 131	S/Cst. Duty Code 350	Cst./ NCO Duty Code 331	S/Cst. Duty Code 351		
Ammunition		50	50			As per division policy	Available through division upon completion of training.
Badge Cap	1225-006	2	2			2	
Badge Collar	1050-001	2	2			4	
Badge S/Cst.	1750-305		26		X		
Badge Shoulder Metal	2125-005	2	2	X	X		Order replacement using duty code 121.
Badge Turban	1230-100	2	2			2	Issued in lieu of Badge Cap, when authorized by Commissioner. See ch. 1.C.7.
Badge X-Pistol	2147-000	1	1	X	X		Restricted. See ch. 5.9. Order replacement using duty code 121.
Badge X-Pistol Crown	2145-000	1	1	X	X		Restricted. See ch. 5.9. Order replacement using duty code 121.
Badge X-Rifle	2275-007	1	1	X	X		Restricted. See ch. 5.9. Order replacement using duty code 121.

Badge X-Rifle Crown	2225-000	1	1	X	X		Restricted. See ch. 5.9. Order replacement using duty code 121.
Bag Gym	2365-502	1					
Band Hat Leather	2400	1		X			
Belt Ceremonial	2440	1	1	X	X		
Belt Waist Leather Black	2460	1	1			2	

Item Description	Stock Item No.	Initial Issue		Replacement/ New Item		Re-pay-ment (Use appro-priate duty code)	Restrictions/Remarks
		Cadet Duty Code 131	S/Cst. Duty Code 350	Cst./ NCO Duty Code 331	S/Cst. Duty Code 351		
Boots Ankle Lightweight Female/Male	2595/2580	1	1	X	X		On replacement, members may receive either Boots Ankle Lightweight or Shoes Oxford Black or may be purchased off-the-shelf based on the standards, see ch. 5.4.8.
Boots Congress Male	2625	1				1	
Boots Long Female/Male	2680/2675	1		X			
Boots Winter	2800	1	1	X	X		Or may be purchased off-the-shelf based on the standards, see ch. 5.4.9.
Boxes Spur	8540-100					X	For replacement of spur box in heel of Congress Boots #2625.
Braces (suspenders)	2825-007	1		X			
Breeches Female/Male	2880/2875	1		X			Officers, C/S/M, S/M and S/S/M order Stripes Fine Yellow (4850-009).
Buckle Belt Ceremonial	2445-301	1	1	X	X		
Button Replacement Kit	8588-000			X			Buttons for Tunic Scarlet.

Cap Baseball Cadet	2938	1					
Cap Cloth	2925	2	2	X	X		
Cap Fur	2975	1	1	X	X		
Cover Cap Cloth	3340-007	1	1	X	X		
Cover Hat Felt	3346	1		X			
Duty Belt Black	3483	1	1	X	X		S/Cst. on completion of approved training.
Duty Belt Black Extendable Baton Holder 21"or 26"	3485	1	1	X	X		S/Cst. on completion of approved training.
Duty Belt Black Flashlight Holder (Surefire/Stinger)	3489-100	1	1	X	X		S/Cst. on completion of approved training.
Duty Belt Black Flashlight Ring	3488-101	1	1	X	X		S/Cst. on completion of approved training.

Item Description	Stock Item No.	Initial Issue		Replacement/ New Item		Re-pay-ment (Use appro-priate duty code)	Restrictions/Remarks
		Cadet Duty Code 131	S/Cst. Duty Code 350	Cst./ NCO Duty Code 331	S/Cst. Duty Code 351		
Duty Belt Black Handcuff Pouch	3482-014	1	1	X	X		S/Cst. on completion of approved training.
Duty Belt Black Holster	3495	1	1	X	X		S/Cst. on completion of approved training.
Duty Belt Black Keeper	3492-109	4	4	X	X		S/Cst. on completion of approved training.
Duty Belt Black Low Rise Belt Loop	3497	1	1	X	X		S/Cst. on completion of approved training.
Duty Belt Black Minilight Holder	3490-106	1	1	X	X		S/Cst. on completion of approved training.
Duty Belt Black Pouch Double Magazine	3491	1	1	X	X		S/Cst. on completion of approved training.
Duty Belt Defence Spray Holder	3487-100	1	1	X	X		S/Cst. on completion of approved training.
		1	1	X	X		

Duty Belt Nylon Defence Spray Holder	3389-100						
Duty Belt Nylon Double Mag Pouch	3385	1	1	X	X		
Duty Belt Nylon Flashlight Holder	3395-100	1	1	X	X		
Duty Belt Nylon Flashlight Ring	3391-100	1	1	X	X		
Duty Belt Nylon Handcuff Pouch	3387-100	1	1	X	X		
Duty Belt Nylon Inner	3375	1	1	X	X		
Duty Belt Nylon Keeper	3397-100	4	4	X	X		
Duty Belt Nylon Minilight Holder	3393-100	1	1	X	X		
Duty Belt Nylon Outer	3380	1	1	X	X		
Duty Belt Suspenders	3494-105			X	X		See ch. 1.E.1.i.

Item Description	Stock Item No.	Initial Issue		Replacement/ New Item		Re-payment (Use appro-priate duty code)	Restrictions/Remarks
		Cadet Duty Code 131	S/Cst. Duty Code 350	Cst./ NCO Duty Code 331	S/Cst. Duty Code 351		
Flashlight (one each of Bright Star and Mini Mag)	Local	1	1	1	1		Replacement through division.
Gloves Black Lined Female/Male	3525/3550					2	
Gloves Black Unlined Female	3500	1	1			2	For Walking Out Order.
	4664		1			1	

Gloves Black Unlined Male							
Gloves Brown Unlined Female/Male	3575/3675	1				2	
Gloves Duty Insulated Female/Male	3560/3570	1	1			2	Or may be purchased off-the-shelf based on the standards, see ch. 5.4.12.
Gloves Slash Resistant Unisex	3680	1	1	X	X		Or may be purchased off-the-shelf based on the standards, see ch. 5.4.10.
Handcuffs c/w Keys	Local	1		X			Also for S/Cst. as peace officer. Replacement through division.
Hat Felt	3800	1		X			Includes Band Hat (2400) and Strap Hat Leather (6640).
Identification Badge with Regimental Number	8620-100	1	1				
Identification Card (If lost or damaged, see AM VIII.1.)	Local	1	1	X	X		Also for S/Cst. as peace officer. Available through division.
Identification Case Leather	8631-100	1	1	X	X		For Identification Badge with Regimental Number.
Jacket Blue Female/Male	3970/3960		1	X	X		Instructors on the Musical Ride; instructors at Depot Division or at a CO/Director's discretion. Order badges entitled to wear.
Jacket Patrol Unisex	4010	1	1	X	X		
Laces Boots Long	4045-100					X	For Boots Long.

Item Description	Stock Item No.	Initial Issue		Replacement/ New Item		Re-pay-ment (Use appro-	Restrictions/Remarks
		Cadet Duty	S/Cst. Duty	Cst./ NCO	S/Cst. Duty		

		Code 131	Code 350	Duty Code 331	Code 351	priate duty code)	
Lanyard	4050-002	1		X			
Liner Jacket Patrol Unisex	4020	1	1	X	X		
Liner Parka Inclement Unisex	5035	1	1	X	X		
Mitts Leather	4125					2	Or may be purchased off-the-shelf based on the standards, see ch. 5.4.13.
Mitts Woolen	4175					4	Or may be purchased off-the-shelf based on the standards, see ch. 5.4.13.
Name Tag Plastic	Local	2	2	X	X		Replacement through division.
Name Tag Velcro	NMSO	2	2	X	X		
Officer Bow Tie Strap	4380-015		1			1	
Officer Cufflinks and Studs	4660-005		1			1	
Officer Gloves White	4665		1			1	
Officer Shirt Long Sleeve White	4735		1			1	
Officer Shirt White Formal Female	4726-500		1			1	Special order.
or Officer Shirt White Formal Wing Tip Female	4727-500		1			1	Special order.
Officer Shirt White Formal Male	4726-006		1			1	Special order.
or Officer Shirt White Formal Wing Tip Male	4727-000		1			1	Special order.
Overalls Blue Male	4925	1		X			Officers, C/S/M, S/M and S/S/M order Stripes Fine Yellow (4850-100).

Parka Inclement Unisex	5030	1	1	X	X		
Pistol Service	Local	1	1	X	X		Upon approved training. Supplied by Armourer.

Item Description	Stock Item No.	Initial Issue		Replacement/ New Item		Re-pay-ment (Use appro-priate duty code)	Restrictions/Remarks
		Cadet Duty Code 131	S/Cst. Duty Code 350	Cst./ NCO Duty Code 331	S/Cst. Duty Code 351		
Purse Clutch Black Leather	2350-009	1	1			1	
Rod Cleaning Pistol	Local	1					Available through division.
Sam Browne Brown Belt	3410	1		X			
Sam Browne Brown Handcuff Pouch	3420-100	1		X			
Sam Browne Brown Holster	3425	1		X			
Sam Browne Cross Strap	3460-100	1		X			
Sam Browne Double "D" Ring Loop	3455-100	1		X			
Sam Browne Double Magazine Holder	3415	1		X			
Shirt Duty Long Sleeve	6020	5	5			10	
Shirt Duty Short Sleeve	6040	5	5			10	
Shirt "T" Crested Crewneck	6065	4	4			6	
Shoes Oxford Black Female/Male	6175/6150		1	X	X		On replacement, members may receive either Boots Ankle Lightweight or Shoes Oxford Black.
		1	1			1	

Shoes Pumps Black Female	5131-100						
Shorts Athletic	6260	2					
Skirt Long Blue Female	6350	1	1	X	X		
Socks Athletic Regular	6480-500	6					Also for S/Cst. Training Program.
or Socks Athletic Short	6480-000	6					Also for S/Cst. Training Program.
Socks Blue Heavyweight	6450	1				4	Or may be purchased off-the-shelf based on the standards, see ch. 5.4.11.

Item Description	Stock Item No.	Initial Issue		Replacement/ New Item		Re-pay-ment (Use appro-priate duty code)	Restrictions/Remarks
		Cadet Duty Code 131	S/Cst. Duty Code 350	Cst./ NCO Duty Code 331	S/Cst. Duty Code 351		
Socks Blue Lightweight	6475	6	6			10	Or may be purchased off-the-shelf based on the standards, see ch. 5.4.11.
Spurs Box	6525-008	1		X			
Spurs Jack w/o Leather Parts	6550-002	1		X			
Strap Hat Leather	6640-001			X			
Straps and Tabs Spur	6645	1		X			
Stripes Inclement Fluorescent (pair)	5275			X	X		For Trousers Inclement #5260.
Stripes Inclement Yellow (pair)	5265			X	X		For Trousers Inclement #5260.
Sweater Pullover V-Neck	6648					1	

Tie Bar	6740-502	2	2			2	
Tie Blue	6755	2	2			2	
Trousers Blue Female/Male	6900/6850	4	2	X	X		
Trousers Field Female/Male	6975/6970	2		1			For training purposes.
Trousers HW Whipcord Female/Male	6885/6875			X	X		
Trousers Inclement	5260	1	1	X	X		See also Stripes Inclement Fluorescent #5275.
Trousers Washable Female/Male	6955/6950			2			
Tunic Scarlet Female/Male	7030/7025	1		X			Order badges entitled to wear.
Turban Light Brown	7050-100	1		X			Replaces Hat Felt, when authorized. See ch. 1.C.7.
Turban Navy Blue	7055-100	3	3	X	X		Replaces Cap Cloth, when authorized. See ch. 1.C.7.
Vest Carrier External Soft Body Armor	8070	1	1	X	X		

Item Description	Stock Item No.	Initial Issue		Replacement/ New Item		Re-pay-ment (Use appro-priate duty code)	Restrictions/Remarks
		Cadet Duty Code 131	S/Cst. Duty Code 350	Cst./ NCO Duty Code 331	S/Cst. Duty Code 351		
Vest Carrier Internal Soft Body Armor	8064	1	1	X	X		
Vest High Visibility	8100	1	1	X	X		
Vest Soft Body Armor	8052	1	1	X	X		

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Directive Amended: 2010-03-17

Item Description	Item No.	Size No.	U/I	Price (1)(2)
Badge Cap	1225		Ea.	$ 3.10
Badge Collar	1050		Ea.	$ 1.49
Badge Turban	1230		Ea.	$ 4.48
Belt Waist Leather Black	2460		Ea.	$ 9.54
Boots Congress Male	2625		Pr.	$ 215.73
Boxes Spur	8540-100		Ea.	$ 11.89
Clasp Miniature Bronze	3165	100	Ea.	$ 3.32
Clasp Miniature Gold 35-Year	3155	100	Ea.	$ 3.54
Clasp Miniature Gold/Silver 40-Year	3153	100	Ea.	$ 6.63
Clasp Miniature Silver	3160	100	Ea.	$ 3.51
Gloves Black Lined Female	3525		Pr.	$ 40.65
Gloves Black Unlined Female	3500		Pr.	$ 34.18
Gloves Black Unlined Male	4664		Pr.	$ 36.72
Gloves Black Lined Male	3550		Pr.	$ 40.65
Gloves Brown Unlined Female	3575		Pr.	$ 36.52
Gloves Brown Unlined Male	3675		Pr.	$ 36.52

Gloves Duty Insulated Female	3560		Pr.	$ 24.78
Gloves Duty Insulated Male	3570		Pr.	$ 25.15
Laces Brown for Boots Long	4045	100	Pr.	$ 0.92
Medal Miniature Peacekeeping	5310	205	Ea.	$ 5.87
Medal Miniature RCMP L.S. English	5300	100	Ea.	$ 26.35
Medal Miniature RCMP L.S. French	5300	200	Ea.	$ 26.35
Mitts Leather	4125		Pr.	$ 17.28
Mitts Woolen	4175		Pr.	$ 8.81
Officer Cap Badge	4570	006	Ea.	$ 6.49
Officer Badge Crown Rank Small	4250	150	Ea.	$ 5.09
Officer Badge Star Rank Small	4300	157	Ea.	$ 3.49
Officer Badge X Sword and Baton Small	4325	109	Ea.	$ 10.90
Officer Bow Tie Strap	4380	015	Ea.	$ 6.08
Officer Chain Fastener Buffalo Head	4600		Ea.	$ 10.85
Officer Cuff Links and Studs	4660		Set	$ 24.08
Officer Gloves White	4665		Pr.	$ 17.87

Item Description	Item No.	Size No.	U/I	Price (1)(2)
Officer Shirt Long Sleeve	4735		Ea.	$ 24.65
Officer Shirt Short Sleeve	4745		Ea.	$ 19.70
Officer Shirt White Formal Female	4726	500	Ea.	$ 40.77
Officer Shirt White Formal Male	4726	006	Ea.	$ 40.77
Officer Shirt White Formal Wing-Tip Female	4727	500	Ea.	$ 40.77
Officer Shirt White Formal Wing-Tip Male	4727	000	Ea.	$ 51.86
Purse Clutch Black Leather	2350		Ea.	$ 48.26

Ribbon Peacekeeping (10 cm)	5415	105	Ea.	$ 0.51
Ribbon Peacekeeping Miniature (10 cm)	5420	115	Ea.	$ 0.51
Ribbon RCMP Long Service (10 cm)	5400	100	Ea.	$ 0.90
Ribbon RCMP L.S. Miniature (10 cm)	5410	100	Ea.	$ 0.80
Ribbon Undress Service	8692	100	Ea.	$ 3.51
Ribbon Undress Service Bronze	8694	100	Ea.	$ 15.68
Ribbon Undress Service Gold (35-Year)	8698	100	Ea.	$ 75.24
Ribbon Undress Service Gold/Silver (40-Year)	8699	100	Ea.	$ 59.79
Ribbon Undress Service Silver	8696	100	Ea.	$ 44.78
Shirt Duty Long Sleeve	6020		Ea.	$ 19.17
Shirt Duty Short Sleeve	6040		Ea.	$ 15.08
Shirt "T" Crested	6065		Ea.	$ 4.11
Shoes Pump Black Female	5131	100	Pr.	$112.20
Socks Blue Heavyweight	6450		Pr.	$ 4.47
Socks Blue Lightweight	6475		Pr.	$ 2.39
Sweater Pullover V-Neck	6648		Ea.	$ 90.78
Tie Bar	6740		Ea.	$ 2.34
Tie Blue	6755		Ea.	$ 6.26
Tie Regimental	6757	000	Ea.	$ 9.07

(1) Prices are subject to GST/HST.
(2) Prices are subject to revision and are provided only as a guide.

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Bulletin UDM-155 - Sam Browne Double

Published: 2010-09-27 (R. 2012-05-04) - Retain in Front of ch. 4.

1. The Sam Browne "D" ring hoop, item # 3450 size 100, has been discontinued and replaced by the Sam Browne Double "D" ring loop, item # 3455 size 100.

2. The new design of the Sam Browne "D" ring loop allows for better positioning of the Sam Browne Cross Strap Adjustable, item # 3460, which results in more comfort and improved appearance.

3. Order item on Form 1216, by selecting the Unit Cost box. Items will be replaced only when the current issued items are no longer serviceable.

4. Once completed and approved, have the order entered on the TEAM System using the following duty codes:

4. 1. duty code 131 for cadet – initial issue,

4. 2. duty code 153 for drill Depot/tactical,

4. 3. duty code 331 for all regular members.

5. The new item will be added to the Ordering Guide as soon as possible.

Originated By:

Policy, Design and Specifications Section
Uniform and Equipment Program
Assets Management and Programs Branch

Date Modified: 2012-05-04

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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Bulletin UDM-156 - Officer Sam Browne - Item # 4700

Published: 2010-11-09 - Retain in Front of ch. 4.

1. The Officer Sam Browne assembly, item # 4700 has been separated into two items: Officer Sam Browne Belt, item # 4700, and Officer Sam Browne Cross Strap, item # 4702.

1. 1. The separation of the assembly will allow for items to be ordered individually as and when needed.

2. Order item on Form 1216, by selecting the Unit Cost box based on the following sizing information:

NOTE: Order two sizes larger than actual waist size.

Officer Sam Brown Belt Sizing Information

Item No.	Size No.	Waist Size
4700	312	31" - 79 cm
	325	32" - 81 cm
	337	33" - 84 cm
	341	34" - 86 cm
	350	35" - 89 cm
	368	36" - 92 cm
	376	37" - 94 cm
	384	38" - 97 cm
	392	39" - 99 cm
	406	40" - 102 cm
	414	41" - 104 cm
	422	42" - 107 cm

430	43" - 109 cm
449	44" - 112 cm
457	45" - 114 cm
465	46" - 117 cm
473	47" - 119 cm
481	48" - 122 cm
490	49" - 124 cm
508	50" - 127 cm

Officer Sam Browne Cross Strap Sizing Information

Item No.	Size No.	Waist Size
4702	100	Adjustable size fit most.

EXCEPTION:

1. If a member requires a different size than those listed in the table, complete Form 3877 (Female) or Form 3876 (Male) and fax to 613-993-7359 or scan the form and e-mail it as an attachment to Growpwise address "Clothing&Kit".

2. To request Officer Sam Browne Belt Special, use special-made item # 4701100.

3. To request Officer Sam Browne Cross Strap Special, use special-made item # 4703100.

3. Once completed and approved, have the order entered on the TEAM System using the following duty code:

3. 1. duty code 291 for officers.

Originated By:

Policy, Design and Specifications Section
Uniform and Equipment Program
Assets and Procurement Branch

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Bulletin UDM-157 - Retrofit of the Jacket Patrol Liner Unisex

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Published: 2011-02-18 (R. 2012-05-04) - Retain in Front of ch. 4.

1. General

1. 1. The Jacket Patrol Liner Unisex, item # 4020, has been retrofitted and is available from the National Warehouse. The retrofitted liner has two purposes; a standalone garment and a liner.

1. 2. To allow the user to adapt quickly to changing weather the liner can be used with the following items, which must be ordered separately:

1. 2. 1. Jacket Patrol Unisex, item # 4010;

1. 2. 2. Parka Inclement, item # 5030; and

1. 2. 3. Jacket High Visibility, item #3985.

1. 3. A Jacket Patrol Liner Unisex Retrofit Kit, item #4023, is also available from the National Warehouse. The kit is composed of:

1. 3. 1. two shoulder straps with velcro hook tape;

1. 3. 2. two pieces of velcro loop tape 3.5cm long x 2.5 cm wide;

1. 3. 3. two RCMP shoulder badges;

1. 3. 4. one piece of velcro loop tape 8.5cm long x 2.5 cm wide for the name tag attachment.; and

1. 3. 5. one top-stop for slider.

2. Member

2. 1. If your current Jacket Patrol Liner Unisex is no longer serviceable, order a new Jacket Patrol Liner Unisex.

2. 2. If your current Jacket Patrol Liner Unisex is still serviceable, order the Jacket Patrol Liner Unisex Retrofit Kit, item #4023.

2. 3. On receipt of the Retrofit Kit, bring the following to a local tailor:

2. 3. 1. your current serviceable liner;

2. 3. 2. the Retrofit Kit; and

2. 3. 3. section 3 of this bulletin on how to retrofit the liner. Ensure the tailor complies with these procedures.

2. 4. The cost associated to the retrofit is the responsibility of the unit and will be claimed as shown on Form 1393.

2. 5. When ordering the Jacket Patrol Liner Unisex, item # 4020, see the Ordering Guide for the required sizes and size codes.

2. 6. When ordering the Jacket Patrol Liner Unisex Retrofit Kit, item # 4023, indicate size #000 on the order form.

2. 7. Complete Form 1216 by selecting the Unit Cost box and providing one of the following duty codes according to your service area:

2. 7. 1. Air Maintenance Engineers: 102;

NOTE: This applies only to CMs approved to order this item by the OIC, Air Services.

2. 7. 2. Air Service Pilots: 103;

2. 7. 3. Auxiliary Constables: 105;

2. 7. 4. Crisis Negotiators: 139;

2. 7. 5. Officers: 291;

2. 7. 6. Post Blast National Response Team: 305;

2. 7. 7. Regular Members: 331;

2. 7. 8. Special Constables: 351.

2. 8. Complete Form 1217, indicating clearly the name of the person for whom the item is being ordered, and provide one of the following duty codes according to your service area:

2. 8. 1. Aboriginal Pre-cadet Training Program: 101;

NOTE: Form 1217 must be approved by the Division Program Coordinator and faxed to the National Warehouse at fax number 613-993-7359 for processing.

2. 8. 2. Air Maintenance Engineer: 102;

NOTE: A PSE who needs to order this item must have Form 1217 approved by the OIC, Air Services and then faxed to the National Warehouse at fax number 613-993-7359 for processing.

2. 8. 3. Civilian Member Scribes: 145;

2. 8. 4. Reservist: 335;

2. 8. 5. Summer Students: 355;

NOTE: For duty codes 145, 335, and 355, Form 1217 must be approved by the coordinator and faxed to the National Warehouse at fax number 613-993-7359 for processing.

2. 8. 6. Transport Service Chauffeurs: 372.

2. 9. Have your order put into the On-line TEAM system locally unless otherwise indicated in this bulletin.

3. Retrofit Procedures for Tailor

3. 1. To properly retrofit the jacket patrol liner, a qualified tailor must do the following alternations using Nomex Thread and the items supplied in the Retrofit Kit:

3. 1. 1. Centre and sew the two shoulder straps on top of the garment to the sleeve head/armhole seam using a 1/4" seam allowance.

NOTE: The shoulder straps supplied measured 18 cm; for jacket sizes X-Small and Small, they must be shortened to 17 cm.

3. 1. 2. Turn and top-stitch over the shoulder strap seam allowance at 1/4".

3. 1. 3. To accommodate the rank epaulettes, the distance on the shoulder strap from the top stitching to the velcro hook tape must be no less than 11 cm.

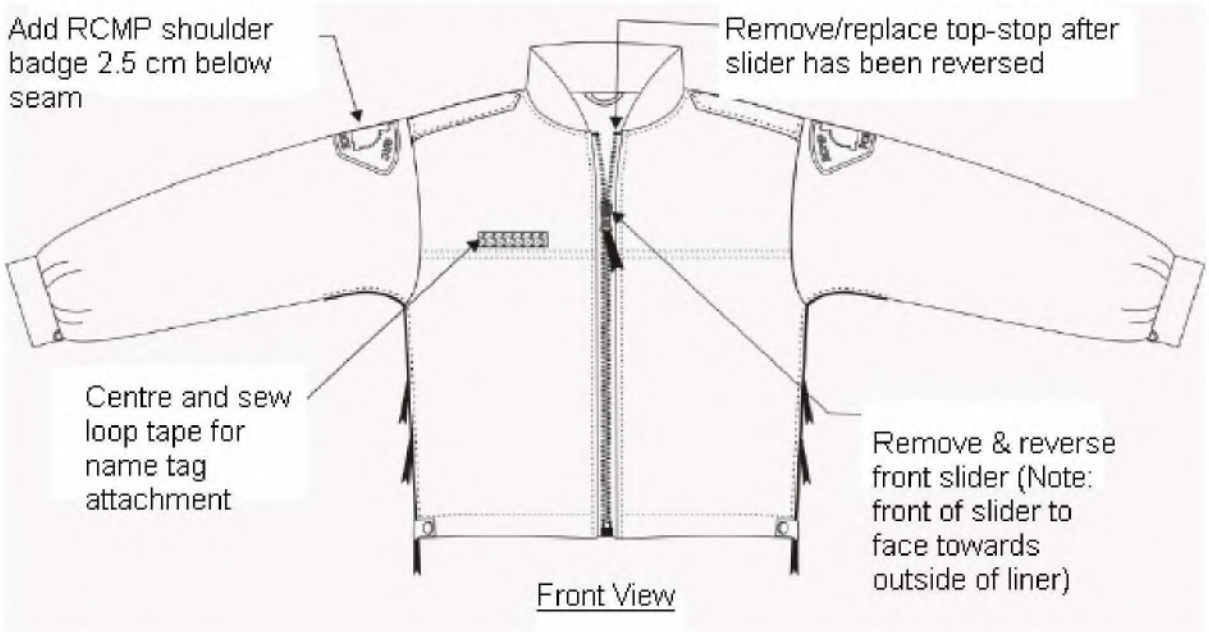
3. 1. 4. Sew the corresponding piece of loop tape supplied with the shoulder strap centred on the shoulder seam and positioned so that the shoulder strap lies flat when closed.

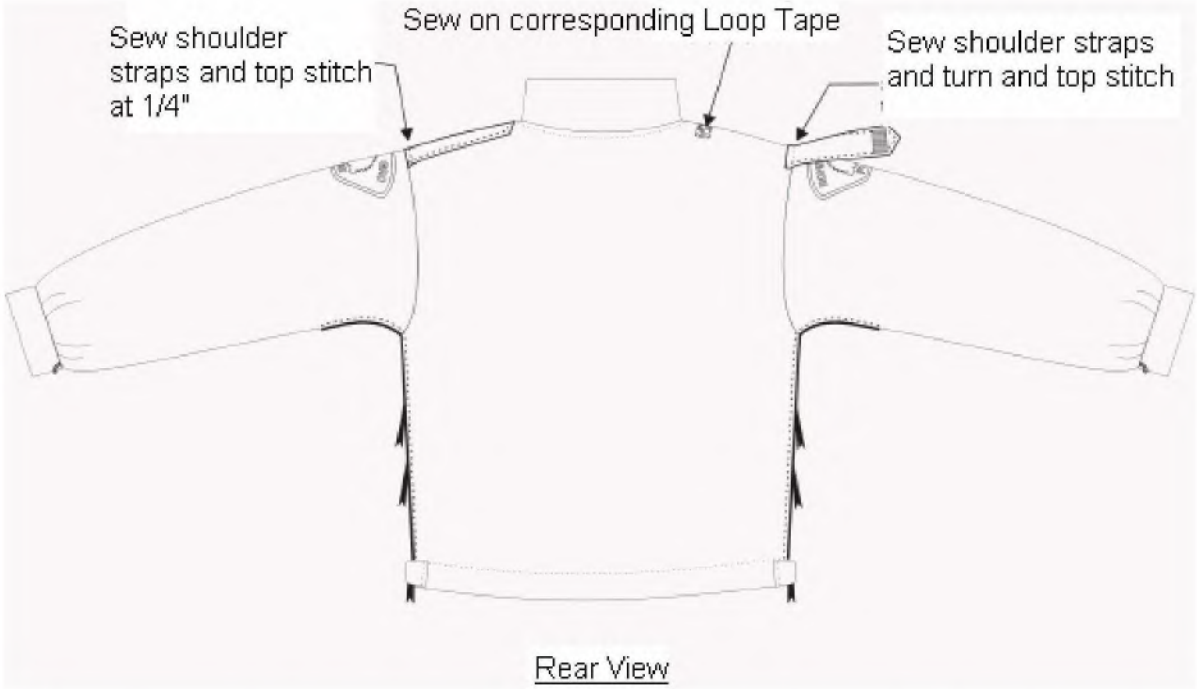
3. 1. 5. Centre and sew two RCMP Shoulder Badges to the sleeve 2.5 cm below the sleeve head seam and attach with one row of stitching.

3. 1. 6. Sew the name tag loop tape to the right front chest centred and positioned above the top stitching line.

3. 1. 7. Remove the left top-stop for the front slide fastener so that the slider portion can be reversed. When the slide fastener is closed, the slider must face outward. Once the slider has been reversed, the top-stop must be reapplied or replaced.

3. 1. 8. See the following illustrations for proper placement:





(All measurements in centimetres unless otherwise indicated. Note: This illustration is not to scale.)

Originated By:

Policy, Design and Specifications Section
Uniform and Equipment Program
Assets Management and Programs Branch

Date Modified: 2012-05-04

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

Bulletin UDM-158 - CO Discretionary Duty Code

Published: 2011-03-04 (R. 2011-03-09) - Retain in Front of ch. 4.

1. General

1. 1. Duty code 136, CO Discretion, is a new duty code that allows a CO, at his/her discretion, to approve the items listed in sec. 1.2. He/she may also approve additional specialized articles of uniform and/or equipment over and above those listed as long as there are adequate stock levels, as indicated in sec. 4.4.2. NOTE.

1. 2. Duty code 136 contains the following items:

Item	Item No.	Maximum Quantity Allowed
Shorts Uniform Unisex	6310	2
Coveralls	3300	1
Shirt Blue Special Duty Short Sleeves	6047	2
Shirt Blue Special Duty Long Sleeves	6045	2
Trousers Blue Special Duty	6925	2

2. Member

2. 1. Complete Form 1216 by selecting the Unit Cost box and providing the following duty code information:

2. 1. 1. Type of Duty: CO Discretion; and

2. 1. 2. Duty Code: 136.

2. 2. Submit form 1216 to the Detachment Commander.

2. 3. If you are authorized to wear specialized articles of uniform and/or equipment you must wear these items only while performing the specialized task.

2. 4. At the end of the specialized duty or upon termination of employment, follow the procedures in ch. 6., sec. 1.5.

3. Detachment Commander

3. 1. If you require additional specialized articles of uniform and/or equipment, you must present a business case to your CO outlining your needs based on operational requirements.

3. 2. The business case must include:

3. 2. 1. who will be authorized to wear the items;

3. 2. 2. when the items will be used; and

3. 2. 3. how the items will be dealt with at the end of the specific duty/operation.

3. 3. Submit the business case and Form 1216 to the CO.

4. CO

4. 1. Appoint an employee who has access to TEAM to enter requisitions for duty code 136 for your division.

4. 2. Forward the employee's name by e-mail to GroupWise address "Clothing&Kit" and the employee will be granted access to duty code 136.

4. 3. If appropriate, approve any of the items listed in duty code 136.

4. 4. If you receive a request for additional articles of specialized uniform and/or equipment other than those listed in duty code 136, before approving the request:

4. 4. 1. ensure you have received a business case and signed authorization for the items; and

4. 4. 2. send a fax to the Uniform and Equipment Program at 613-993-7359 for consideration of stock level.

> NOTE: If stock levels are low on an item, priority will be given to the primary authorized users of the uniform and/or equipment requested, e.g. bicycle patrol, ident, etc.

Originated By:

Policy, Design and Specifications Section
Uniform and Equipment Program
Assets Management and Programs Branch

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

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National Home > UDM - ch. 5. Requisition and Supply

UDM - ch. 5. Requisition and Supply

UDM ch. 5. - Bulletins

Related Link: Ordering Guide

Directive Amended: 2017-03-29

For information regarding this policy, contact Uniform and Equipment Program, Assets Management and Programs Br., Corporate Management at Irrelevant Irrelevant

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App. 5-1 Normal Life Expectancy
App. 5-2 Clothing and Kit Duty Codes
App. 5-3 Measurement Aid for Body Armour

1. Policy

1. 1. The National Headquarters (NHQ) Warehouse, Uniform and Equipment Program is responsible for the receipt, storage, supply, issue and safekeeping of approved items of standard police materiel, and the disposal of obsolete stock in accordance with AMM ch. 5.1. and ch. 5.2.

1. 2. Clothing and kit stocked at the NHQ Warehouse will only be issued to and used by an employee for official purposes related to the performance of his/her duties.

1. 3. Prices charged for repayment or unit cost purchases will be based on the selling price for the item on the date of issue. The prices in App. 4-5 are provided as a guide only.

1. 4. The TEAM Plant Maintenance Module will be used for maintaining materiel-in-inventory for goods received and stocked at the NHQ Warehouse.

1. 5. The Uniform and Equipment Program and divisions will monitor requisitions for compliance with directives.

2. General

2. 1. For items of **standard police materiel** stocked by NHQ Warehouse, see the Ordering Guide on the Infoweb.

2. 2. Access to the TEAM on-line system is outlined in sec. 12.

2. 3. Regular members will use form 1216 or 1217 to requisition stocked clothing and kit. The duty codes and entitlements are listed in App. 4-1, 4-3, 4-4 and 6-1.

2. 3. 1. To obtain an article of clothing and kit, a member must complete a separate form 1216 for each type of order, e.g. unit cost, repayment, return/exchange, loss/damage/theft, special-made orders.

2. 4. Uniform items loaned to CMs and PSEs must be requisitioned on form 1217 only. Employee identification numbers or repayment transactions are not permitted. See also ch. 6., sec. 1.5.

2. 5. The unit whose collator code is charged for the purchase of clothing and kit will retain forms 1216 and 1217 for two calendar years.

2. 6. Cadets and members stationed at "Depot" Division will requisition items of clothing and kit from Depot Stores. All other members will use the TEAM system and the NHQ Warehouse.

2. 7. Except for repayment or return items, all requisitions must be authorized by the appropriate financial authority.

2. 8. For standard issues of clothing and kit, see ch. 4.

2. 9. For specialized issues of clothing and kit, see ch. 6.

3. Initial and Standard Clothing and Kit Issues

3. 1. Initial Issue

3. 1. 1. The initial or first issue of clothing and kit is provided to a member who begins the Cadet Training Program or the Special Constable Training Program. See App. 4-4.

3. 2. Newly Commissioned Officer

3. 2. 1. As a newly commissioned inspector see App. 4-1 duty code 292 for entitlements. See also ch. 1.E.7.

NOTE: Initial issued uniform will be processed by Uniform and Equipment Program.

3. 2. 1. 1. Request initial issued items on form 1216.

3. 2. 1. 2. Requisition special-made items as outlined in sec. 8.

3. 2. 2. Forward, fax or scan and attach to an e-mail the form 1216 to:

Uniform and Equipment Program
1200 Vanier Parkway
Ottawa ON K1A 0R2
ATTN: Customer Service Representative
Fax: 613-993-7359
E-mail: Uniform&Equipment Program

3. 2. 3. For tailoring services, see ch. 9.G.

3. 2. 4. Contact division Stores for encasement of NCO badge and issue of officer badge. See AM II.14.Q.

3. 2. 4. 1. Complete form 2455, print the exact spelling you want to appear on the encasement. Only rank, initials, surname and year of commission are permitted.

3. 3. Re-engaged Member and Lateral Entry Member

3. 3. 1. The supply of clothing and kit issues for a re-engaged or lateral entry member is coordinated by the NHQ Warehouse.

3. 3. 2. Forward or fax form 1216 to:

NHQ Warehouse
1200 Vanier Parkway
Ottawa ON K1A 0R2
Fax: 613-993-7359

3. 4. Auxiliary Constable

3. 4. 1. Regular issues for an auxiliary constable are outlined in App. 6-2. Form 1216 must be submitted through the Division Auxiliary Coordinator for approval.

3. 4. 2. Requisitions for articles of ceremonial auxiliary dress uniform (see App. 6-2), as well as any other item of clothing and kit so specified, must be sent to the Division Auxiliary Coordinator for approval and then forwarded for processing to:

RCMP Uniform and Equipment Program
Policy Design and Specifications Section
1200 Vanier Parkway
Ottawa ON K1A 0R2

3. 4. 3. All RCMP/police markings must be removed and auxiliary markings added.

3. 5. Summer Student Program and Aboriginal Pre-Cadet Training Program (APTP)

3. 5. 1. Issues for the Summer Student Program and APTP are outlined in App. 6-2. Form 1217 must be submitted through the Divisional Program Coordinator. The division Summer Student Program and APTP collator code and the name of the candidate must be included.

3. 5. 2. If the items are available from division stores, they will be issued locally. Otherwise, the order will be processed through the TEAM system using the duty codes listed in App. 5-2.

3. 5. 3. All RCMP/police markings must be removed.

3. 6. CM/PSE

3. 6. 1. Clothing and kit for a CM/PSE are listed in App. 6-2.

3. 6. 1. 1. If the item is available from unit inventory, the item will be issued as a temporary loan.

3. 6. 1. 2. If the item is not available, form S-185 will be forwarded to division corporate services for the purchase or supply of the item.

3. 6. 2. Uniform and equipment items stocked at the NHQ Warehouse are available by completing form 1217 with the commander's approval and forwarding the request to the NHQ Warehouse.

3. 6. 2. 1. When ordering special-made items, measurement form 3876/3877 must form 1217.

3. 6. 3. If the item is not stocked at the NHQ Warehouse, form S-185 must be submitted to the commander for approval.

3. 6. 4. Alterations and repairs to issued clothing and kit can be made at public expense. See ch. 9.

3. 6. 5. Clothing and kit items that do not fit, are defective, damaged or otherwise unserviceable, may be exchanged or replaced.

3. 6. 6. The commander will ensure that all articles on loan to a CM/PSE are returned upon termination of duty or employment.

3. 6. 7. If a commander authorizes the purchase of protective safety footwear, the expense will be claimed on form 1393 along with the receipt of purchase or purchase using an acquisition card. See ch. 6.

3. 7. Chaplains

3. 7. 1. Chaplains may be issued special items on form 1217. See ch. 6., sec. 4.4. and App. 6-2, Chaplain.

3. 7. 2. For items stocked at the NHQ Warehouse, requisition on form 1217. Once approved by the divisional coordinator, enter on the TEAM system using duty code 140. For sizes, see the Ordering Guide.

3. 7. 3. For special-made items, complete form 3876/3877 and forward the approved form to the NHQ Warehouse.

3. 7. 4. For the Chaplain's Jacket, use the size chart on the supplier's website. Select any one of the clothing style items to link to the size chart.

4. Unit Cost Items

4. 1. Unit cost item means the replacement of all initial issue items and approved new items of clothing and kit. The cost is deducted from the unit budget.

4. 2. An item of clothing and kit should be replaced when condemned due to normal wear and tear. Exceptions will be determined on an individual basis by the commander. For the functional life of an item of uniform, see App. 5-1.

4. 3. If an item of clothing and kit can be repaired, it should be done locally and the cost recovered by expense claim. The cost of alterations and repairs should not normally exceed 55 percent of the replacement cost (70 percent for footwear). For repair guidelines, see ch. 9.

4. 4. For an RM, the commander will approve the completed form and have the order entered on the TEAM system.

4. 5. Auxiliary constables and participants in the APTP will have the commander authorize the condemning of the worn item and recommend the completed form 1216. The form must be approved by the Program Coordinator and the order entered on the TEAM system.

4. 6. If an item is temporarily out of stock, the order will be acknowledged and the item delivered when it becomes available. Do not reorder the item.

4. 7. To ensure that soft-body armour (SBA) is replaced before the end of its expected useful life, an SBA replacement program was initiated in January 2003.

4. 7. 1. Regular members must check the date of manufacture of their SBA and order a replacement if manufactured on or before 2003-12-31 or if there are any signs of unusual wear or damage.

4. 7. 2. Replacement orders will be at unit cost as follows:

4. 7. 2. 1. Order regular sizes on form 1216, input on the TEAM system using duty code 331.

4. 7. 2. 2. Order special-made SBA on form 3876/3877. New measurements must be submitted as outlined in sec. 8. Send special order forms to the NHQ Warehouse.

4. 7. 2. 3. Destroy old SBA as outlined in ch. 10., sec. 5.

4. 7. 2. 4. Supervisors must ensure members inspect their SBA and, if necessary, order replacements.

4. 8. Ankle boots may be purchased off-the-shelf or from the NHQ Warehouse.

4. 8. 1. Replacement of off-the-shelf boots must meet the following standards:

4. 8. 1. 1. footwear which provide arch/ankle support and protection, higher top styles are acceptable;

4. 8. 1. 2. solid black;

4. 8. 1. 3. toes to have some impact resistance, soft-toed boots without support/protection are unacceptable;

4. 8. 1. 4. bellows tongue;

4. 8. 1. 5. light padding/insulation with breathable synthetic lining;

4. 8. 1. 6. removable insole footbed with moisture-absorbent, bactericidal, anti-odour properties;

4. 8. 1. 7. cold-weather and slip-resistant, non-marking, oil-resistant Vibram-type outsole with lug or similar tread pattern, one-piece construction with integrated heel; and

4. 8. 1. 8. full lacing with eyelets and/or speed lace tie ups, such as tunnel loop style, "Lace-to-Toe" models are acceptable.

4. 8. 2. Normal life expectancy for ankle boots is two years, see App. 5-1. Off-the-shelf ankle boots can be replaced every two years at public expense for a cost of up to $100, excluding taxes. Claim as a reimbursement on form 1393.

NOTE: Allowances for ankle boots and winter boots cannot be combined.

4. 8. 2. 1. The supervisor's signature on form 1393 will be the financial authority and will confirm that the boots meet the standards listed in sec. 4.8.1.

4. 9. Winter boots may be purchased off-the-shelf or from the NHQ Warehouse.

4. 9. 1. Replacement of off-the-shelf winter boots must meet the following standards:

4. 9. 1. 1. high top style which provide arch/ankle support and protection;

4. 9. 1. 2. solid black;

4. 9. 1. 3. toes to have some impact resistance, soft-toed boots without support/protection are unacceptable;

4. 9. 1. 4. bellows tongue;

4. 9. 1. 5. insulation throughout boot, rated to -20°C;

4. 9. 1. 6. water-proof, moisture-vapour-permeable membrane-equipped bootie, fully encapsulating foot, or any equivalent system that provides the same properties. Any and all seams should be equally resistant and durable by means of seam-sealing tape, sonic or other seam-welding technology;

4. 9. 1. 7. full lacing with eyelets and/or speed lace tie ups, such as tunnel loop style, "Lace-to-Toe" models are acceptable; and

4. 9. 1. 8. cold-weather and slip-resistant, non-marking, oil-resistant Vibram-type outsole with snow/debris-releasing lug/sole tread pattern, one-piece construction with integrated heel, Goodyear welt or injection-moulded design. Welted soles shall have "storm welting" or equivalent system to avoid ingress of water/moisture into footbed.

4. 9. 2. Normal life expectancy for winter boots is two years, see App. 5-1. Off-the-shelf winter boots can be replaced every two years at public expense for a cost of up to $150, excluding taxes. Claim as a reimbursement on form 1393.

NOTE: Allowances for ankle boots and winter boots cannot be combined.

4. 9. 2. 1. The supervisor's signature on form 1393 will be the financial authority and will confirm that the boots meet the standards listed in sec. 4.9.1.

4. 10. Slash resistant gloves may be purchased off-the-shelf or from the NHQ Warehouse.

4. 10. 1. Replacement of off-the-shelf slash-resistant gloves must fall within the specified parameters set out below:

4. 10. 1. 1. Goatskin or cowhide constructions are preferred. However, hybrid configurations consisting of several materials are permissible.

4. 10. 1. 2. Solid black.

4. 10. 1. 3. Water-resistant finish is preferred to protect from blood-borne pathogens and provide resistance to environmental factors.

4. 10. 1. 4. Spectra Shield or cut-resistant knitted liner is preferred.

4. 10. 1. 5. Close-fit with no excess material in fingers to avoid catching in trigger of sidearm.

4. 10. 1. 6. Elastic closure or hook and loop tape closure (commonly referred to as the brand VELCRO) at the wrist with minimal cuff.

4. 10. 1. 7. Labelling, manufacturer's identification and style/model information.

4. 10. 1. 8. Gloves must not have hard knuckle plating of any kind including carbon fibre, hard plastic, hard rubber, or metal of any kind.

4. 10. 2. Normal life expectancy for slash-resistant gloves is one year, see App. 5-1. Off-the-shelf slash-resistant gloves can be replaced every year at public expense for a cost of up to $24.35, excluding taxes. Claim as a reimbursement on form 1393.

4. 10. 2. 1. The supervisor's signature on form 1393 will be the financial authority and will confirm that the gloves meet the standards listed in sec. 4.10.1.

4. 11. Lightweight or heavyweight socks may be purchased off-the-shelf or from the NHQ Warehouse at personal expense.

4. 11. 1. Replacement of off-the-shelf purchased lightweight or heavyweight socks must be a solid dark navy blue.

4. 11. 2. Supervisors are responsible to ensure that the socks worn by members while on duty are a solid dark navy blue.

4. 12. Duty insulated gloves may be purchased off-the-shelf or from the NHQ Warehouse at personal expense.

4. 12. 1. Replacement of off-the-shelf purchased duty insulated gloves must meet the following standards:

4. 12. 1. 1. 100 percent leather, cowhide or deerskin;

4. 12. 1. 2. water-resistant;

4. 12. 1. 3. solid black;

4. 12. 1. 4. synthetic and/or natural insulation;

4. 12. 1. 5. design of glove shall allow the wearer to fire RCMP firearms including semi-automatic pistols, rifles and shotguns. Ensure leather material does not catch in the trigger mechanism of firearms; and

4. 12. 1. 6. manufacturer's identification.

4. 12. 2. Supervisors are responsible to ensure that the duty insulated gloves worn by members while on duty meet the standards listed in sec. 4.12.1.

4. 13. Mitts, leather and woolen may be purchased off-the-shelf or from the NHQ Warehouse at personal expense.

4. 13. 1. Replacement of off-the-shelf purchased mitts, leather and woolen must meet the following standards:

4. 13. 1. 1. 100 percent horsehide or cowhide, leather shell material for leather mitts;

4. 13. 1. 2. durable seam construction, welted seams preferable;

4. 13. 1. 3. insulation, mitts may be one piece design with a sewn-in knitted wool/nylon blend, 25 percent maximum nylon content, insulation, or with separate, removable wool/nylon blend, maximum 25 percent nylon content, knitted liner, with elasticized cuff; and

4. 13. 1. 4. manufacturer's identification.

4. 13. 2. Supervisors are responsible to ensure that the mitts, leather or woolen worn by members while on duty meet the standards listed in sec. 4.13.1.

5. Repayment Items

5. 1. Repayment item means clothing and kit which have been identified as the member's responsibility to purchase using the Kit Upkeep Allowance (KUA) and acquired through payroll deduction.

5. 2. Clothing and kit should be replaced after normal wear and tear. For the functional life of an item, see App. 5-1. A repayment item remains the member's responsibility to purchase for the duration of the member's career.

5. 3. A member may only purchase items of clothing and kit to which he/she is entitled (see App. 4-1, 4-3, or 4-4). For the cost of these items, see App. 4-5.

5. 4. The member will complete form 1216 and have the order entered on the TEAM system.

5. 5. If an item is temporarily out of stock, the order will be acknowledged and the item delivered when it becomes available. Do not reorder the item.

6. Loss, Damage, or Theft of Items

6. 1. If a personal issue repayment item (see AM VIII.1., sec. 6.6. and AM VIII.2.) or unit cost item needs replacing due to a duty-related loss, damage, or theft, the member will submit form 1216 and a signed explanatory statement.

6. 2. For a repayment item, the commander will add any comments indicating whether negligence was involved and forward his/her recommendations to the division delegate for approval.

6. 3. For a repayment or unit cost item, the member will forward form 1216 and supporting documents to NCO IC Policy, Design and Specifications Section, Uniform and Equipment Program, Fax: 613-993-6334.

6. 4. For serious loss, damage, or theft, see AM VIII.1., sec. 4.

7. Return of Items

7. 1. Requests must be submitted within two months from the date an item was issued.

7. 2. An item must be in the same condition as when it was received. Altered, worn or improperly packed items may not be accepted.

7. 3. A copy of the packing slip, a completed form 1216 or 1217, and the item must be forwarded to the NHQ Warehouse.

7. 4. To return an item that does not fit, the RM/S/Cst. member/auxiliary constable must complete a new form 1216 including the "Returned" category.

7. 4. 1. If a unit cost item is returned, the division/unit collator code on the original documentation will be credited. If a repayment item is returned, payroll deduction will be credited. The total value must be over $1.

7. 5. An exchange must not be included with a return. If an item must be reordered, it can be done at the division/unit using the TEAM system.

7. 6. If, at any time, an item becomes defective or unsatisfactory, form 1704 must be completed and forwarded with a copy of the packing slip, a completed form 1216 return, or 1217, and the item, to National Headquarters, Uniform and Equipment Program, Quality Control Section. If the circumstances are deemed reasonable, the item will be replaced at no cost.

7. 7. Participants in the Summer Student Program/APTP will forward a written explanation and the item exchanged to the Program Coordinator who will either have the item supplied from division stores or requisition a new one. Division stores can either dispose of the item or retain the item for reissue.

7. 8. The return of a special-made item is restricted. See sec. 8.3.

8. Special-Made Items

8. 1. If a member requires clothing and kit in sizes that are not shown in the Ordering Guide, a special-made item should be ordered.

8. 2. One of the following measurement charts must be completed for each item:

Article	Form
Boots Long	S-187A
Female Garments	3877
Male Garments	3876

Hat Felt	"Conform"

8. 3. Returns for special-made items will not be accepted, unless there is a discrepancy between the measurements provided on form 3876/3877 and the product supplied by the manufacturer. Therefore, members should ensure that measurements are taken by an experienced measurer.

8. 4. For all footwear, except Boots Long, the reverse side of form S-187A must be completed only, indicating the left and right foot scale measurements. The foot size and width must be indicated on form 1216.

8. 5. When ordering a maternity uniform, if the size prior to pregnancy is not listed in the Ordering Guide, measurement form 3877 must be completed.

8. 6. To ensure accuracy, measurements for soft body armour must be taken by another person. The member must wear his/her duty belt while being measured to ensure proper fit. See App. 5-3 for body armour measurements.

8. 7. Contoured and lightweight leather duty belts are available for members having documented problems with the rigidity of the regular Duty Belt Black.

8. 7. 1. The bottom edge of the contoured belt is larger than the top circumference allowing the belt to sit on the hips and preventing it from digging into the hip area.

8. 7. 2. The lightweight belt is identical to the existing duty belt, however the leather is half the thickness.

8. 7. 3. The measurement must be taken over the black leather belt while wearing uniform trousers.

8. 8. Forms 3876 and 3877 include the pertinent information as required on requisition form 1216. Consequently, form 1216 does not have to be completed. The approved form must be sent or faxed to:

NHQ Warehouse
1200 Vanier Parkway
Ottawa ON K1A 0R2
Fax: 613-993-7359

8. 9. The approved form 1216 and measurement form S-187A, must also be sent to the NHQ Warehouse.

8. 10. Delivery of special-made items from the supplier takes 30 to 60 days upon receipt of the order.

9. Badges of Promotion/Appointment/Service/Firearm Proficiency

9. 1. Upon promotion, the member will requisition the badges of rank and epaulettes required for the authorized uniforms on charge to him/her, as outlined in App. 6-1, Promotion, duty code 308.

9. 2. The member will requisition the original issue for badges of appointment, service and firearm proficiency as specified in App. 7-1.

10. Orders, Decorations and Medals

10. 1. The RCMP will award:

10. 1. 1. an RCMP Long-Service Medal (LSM) and two undress ribbons;

10. 1. 2. a bronze, silver, gold or gold/silver clasp and two undress ribbons;

10. 1. 3. a CM medallion;

10. 1. 4. a 20-year CM pin; and

10. 1. 5. two undress ribbons for the other nationally recognized orders, decorations and medals listed in ch. 1.G.1.a.

10. 2. These awards will be ordered by Honours and Recognition through the Royal Canadian Mint.

10. 3. For the 25-, 30-, 35-, and 40-year CM pins and boxes, divisions will complete form 1217 and enter the order on the TEAM system.

10. 4. A member awarded an RCMP LSM or a bronze, silver or gold clasp, may purchase the following on repayment by completing form 1216 and entering the order on the TEAM system (see App. 4-5):

10. 4. 1. Medal Miniature RCMP Long Service: English or French;

10. 4. 2. Clasp Miniature: Bronze, Silver, Gold, or Gold/Silver;

10. 4. 3. Ribbon Undress: Service, Bronze, Silver, Gold, or Gold/Silver;

10. 4. 4. Ribbon RCMP Long Service: Regular or Miniature; and

10. 4. 5. Brooch Single or Double: Regular or Miniature.

10. 5. Multiple undress ribbons are available from divisions.

10. 6. A member who has been awarded the Canadian Peacekeeping Medal, may purchase the following on repayment by completing form 1216 and having the order input on the TEAM system using duty code 331:

10. 6. 1. medal miniature peacekeeping; and

10. 6. 2. ribbon peacekeeping, regular or miniature.

10. 7. A member who has been awarded a nationally recognized order, decoration or medal other than the LSM, must submit documentation to his/her Delegated Manager for Human Resources.

10. 7. 1. To order an initial issue of the undress ribbon or multiple undress ribbons, the member must complete form S-222A and submit it to his/her Delegated Manager for Human Resources.

10. 7. 2. If additional or replacement undress ribbons are required, the member must complete form S-222A, authorize a pay deduction and submit it to his/her Delegated Manager for Human Resources.

10. 8. The member is responsible for ensuring his/her HRMIS file accurately reflects awarded honours.

10. 9. If an original issue LSM, clasp, CM medallion, or pin has been damaged, lost, or stolen, see AM App. 22-4-1, sec. 10.

10. 10. If an original issue Commissioner's Commendation Insignia or Pin has been damaged, lost, or stolen, notify National Headquarters, ATTN: Honours and Recognition.

10. 11. If an original issue Commander's Commendation Insignia or Pin has been damaged, lost, or stolen, notify your CO/Director.

10. 12. To maintain uniformity and ensure order of precedence is followed, two or more full size medals presented to a member, or two or more miniature medals, may be court mounted at public expense. Court mounting of single medals will not be reimbursed.

10. 12. 1. For the reimbursement of costs associated with court mounting multiple medals, see ch. 9.D.

11. Miscellaneous Items

11. 1. When assembling a plaque or other memorabilia for an internal presentation to a retiree or transferred member, e.g. social clubs, a reasonable quantity of badges, rank badges or epaulettes may be purchased. Form 1217 showing the justification must be submitted to National Headquarters, ATTN: Uniform and Equipment Program, NCO IC Policy, Design and Specifications Section.

11. 1. 1. A reasonable quantity of red/blue serge, yellow braid, buttons (specify the size), and LSM ribbon (specify the amount in centimetres) may be purchased. A written request outlining the justification must be submitted to National Headquarters, ATTN: Uniform and Equipment Program, Planning and Accounting Section. The price and availability of the goods will be provided.

11. 2. For an external presentation, e.g. other law enforcement agencies, a written request must be submitted to the CO/director/delegate for approval and then forwarded to National Headquarters, ATTN: Uniform and Equipment Program, NCO IC Policy, Design and Specifications Section.

11. 3. A retired or medically discharged member who has been authorized to continue to wear the uniform of the RCMP for state and official occasions may purchase items applicable to this uniform at personal expense. See ch. 1.K.

11. 3. 1. The member must complete a request outlining the specific items required including the description, item number, size number, full name, phone number, and address to which the items should be shipped. Special-made items will require a measurement form. See sec. 8.

11. 3. 2. For up-to-date information and prices, call the Clothing and Kit Hotline at 613-990-7901.

11. 3. 3. The request (item being replaced), measurement form (if required), a copy of the retirement card indicating authorization to wear, and a personal cheque payable to the Receiver General for Canada for the total amount of the order including GST/HST, must be sent to the NHQ Warehouse.

12. TEAM on-line System

12. 1. The Uniform and Equipment Program is responsible for:

12. 1. 1. assigning duty codes;

12. 1. 2. applicable entitlement lists and monitoring of usage; and

12. 1. 3. managing access to the TEAM system nationally for ordering uniforms.

12. 2. Approved requisitions for stocked clothing and kit items are to be entered on the TEAM system by approved users, who are recommended by the unit and approved by the national policy center.

12. 3. System access requests will be sent by the supervisor to the TEAM Regional Business Systems Representative.

12. 3. 1. Access will permit processing of orders under the following duty codes: 121 - Badges; 137 - Cold Weather Clothing; 262 - Maternity; 308 - Promotion; 331 - RM - Female/Male.

12. 3. 2. If access to additional duty codes is required, the NCO or OIC of detachment must provide written support, e.g. e-mail for the additional requested access.

12. 4. See App. 5-2 for a list of duty codes for specific duties which should be used in conjunction with the TEAM system and form 1216.

References

- *Administration Manual*, App. X-3-22
- *Informatics Manual*, ch. IV.5.

Date Modified: 2017-03-29

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

UDM - ch. 5. Requisition and Supply

Policy Amended: 2021-04-07

For information regarding this policy, contact Uniform and Equipment Program, Procurement, Materiel and Asset Management Branch, Corporate Management.

1. Policy
2. Definitions
3. General
4. Initial and Standard Uniform and Equipment Issues
5. Unit Cost Items
6. Return of Items
7. Special-Made Non-Stock Items
8. Badges of Promotion / Appointment / Service / Firearm Proficiency / Specialist Badges
9. Orders, Decorations, and Medals
10. Miscellaneous Items
11. Online Ordering System

App. 5-1 Uniform and Equipment Duty Codes

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1. Policy

1. 1. The Uniform and Equipment Program is responsible for:

1. 1. 1. determining the specifications for the design and construction of standard police materiel, which is defined as items of uniform and equipment or other materiel that is issued by the RCMP to an employee for official purposes related to the performance of assigned law-enforcement duties;

1. 1. 2. receiving, storing, supplying, issuing, and the safekeeping of approved items; and

1. 1. 3. disposing of obsolete stock.

1. 2. The management of uniform and equipment is guided by the principles of life cycle materiel management, which includes planning, acquisition, use, and disposition.

1. 2. 1. The Uniform and Equipment Program, the Warrant Officer Program, and other policy centres share the responsibility for determining needs, issues, and orders of dress.

1. 2. 2. The Uniform and Equipment Committee approves standards for police materiel except where significant changes require the approval of the Senior Executive Committee and the Commissioner.

1. 2. 3. The National Policy Centre approves specialized items of uniform and equipment for specialized duties, for example, emergency response teams, police dog services, and underwater recovery teams.

1. 2. 3. 1. For specialized issues of clothing and kit, refer to UDM ch. 6., Specialized Issues of Clothing and Kit.

1. 2. 4. Medical exemptions from the use of standard police materiel or items of clothing and kit beyond the basic issue are determined on an individual basis as follows:

1. 2. 4. 1. for members and civilian members (CM), by the commanding officer (CO) / delegate on the advice of the Health Services Officer; and

1. 2. 4. 2. for public service employees (PSE), by the divisional public service staff relations advisor.

1. 3. Uniform and equipment prices are based on the average selling price for the item on the date of issue. The prices are available in the Online Ordering System.

1. 4. The Total Expenditures and Asset Management (TEAM) Material Management Module is used for maintaining an inventory of the goods received and stocked at the National Headquarters (NHQ) Warehouse.

1. 5. The Uniform and Equipment Program and divisions monitor requisitions for compliance with directives.

1. 6. All items remain Crown property and are properly safeguarded until disposed of in accordance with *RCMP Regulations, 2014* and the directives outlined in the UDM.

2. Definitions

2. 1. **Members**, for the purposes of this policy, means regular members, reservist members, special constables, special constable members, and community constables.

3. General

3. 1. For items of standard police materiel stocked by the NHQ Warehouse, refer to the Ordering Guide.

3. 2. Employees use the Online Ordering System to requisition stocked uniform and equipment. Access to the Online Ordering System is outlined in sec. 11.

3. 3. Duty codes and entitlements are listed in the Ordering Guide.

3. 3. 1. Forms 1216, Uniform and Equipment Requisition, 1217, Clothing and Kit "Bulk" Requisition, and 3876, Uniform Measurement Requisition are only used in situations where a specific transaction, such as a special-made non-stock order, is not available through the Online Ordering System.

3. 4. The unit whose cost centre is charged for the purchase of uniform and equipment will retain Forms 1216 and 1217 according to IMM ch. 2.1., Administrative Information Resources, App. 2-1-1, Administrative Information Classification and Retention Structure, Primary 1040 - Uniform and Dress.

3. 5. Cadets and members stationed at "Depot" Division requisition items of uniform and equipment from the Depot Store. All other members use the Online Ordering System and the NHQ Warehouse.

3. 6. Requisitions are authorized by the appropriate financial authority.

3. 7. For standard issues of uniform and equipment, refer to UDM ch. 4., Clothing and Kit.

3. 8. For specialized issues of uniform and equipment, refer to UDM ch. 6.

4. Initial and Standard Uniform and Equipment Issues

4. 1. Initial Issue

4. 1. 1. The initial issue of uniform and equipment is provided to cadets who begin the Cadet Training Program or the Special Constable Training Program. Refer to UDM App. 4-4, Clothing and Kit Issues for NCO, Cst., S/Cst. and Cadet.

4. 2. Summer Student Program and Aboriginal Pre-Cadet Training Program

4. 2. 1. Issues for the Summer Student Program and the Aboriginal Pre-Cadet Training Program (APTP) are outlined in UDM App. 6-2, Specialized Issues of Clothing and Kit - Other Uniformed Program Personnel Including CM and PSE.

4. 2. 1. 1. Form 1217 is completed and submitted by the divisional program coordinator.

NOTE: The divisional APTP cost centre and the name of the candidate are indicated on Form 1217.

4. 2. 2. If the items are available from divisional stores, they are issued locally. Otherwise, the order is processed through the Online Ordering System using the duty codes listed in App. 5-1, Uniform and Equipment Duty Codes.

4. 2. 3. All RCMP or police markings must be removed.

4. 3. Roles and Responsibilities

4. 3. 1. Newly Commissioned Officer

4. 3. 1. 1. For newly commissioned inspectors, refer to the Ordering Guide, General duty - all ranks, - Duty Code 331.

NOTE: Initial issue uniform is processed by the Uniform and Equipment Program.

4. 3. 1. 1. 1. Request initial issued items on Form 1216.

4. 3. 1. 1. 2. Requisition special-made non-stock items as outlined in sec. 7.

4. 3. 1. 1. 3. For information on tailoring services, refer to UDM ch. 7., Maintenance and Repair, sec. 4., Tailoring Services.

4. 3. 1. 2. Send the completed Form 1216 by email, fax, or by mailto:

Uniform and Equipment Program
440 Coventry Road Ottawa ON K1A 0R2
ATTN: Customer Service Representative
Fax: 613-993-7359
Email: Uniform_Equipment_Program@rcmp-grc.gc.ca

4. 3. 2. Re-engaged and Lateral-Entry Member

4. 3. 2. 1. Send the completed Form 1216 by email, fax, or by mail to:

Uniform and Equipment Program
440 Coventry Road Ottawa ON K1A 0R2
ATTN: Customer Service Representative
Fax: 613-993-7359
Email: Uniform_Equipment_Program@rcmp-grc.gc.ca

NOTE: The supply of clothing and kit issues for re-engaged or lateral-entry members is coordinated by the NHQ Warehouse.

4. 3. 3. Auxiliary Constable

4. 3. 3. 1. For information regarding regular issues for auxiliary constables, refer to UDM App. 6-2.

4. 3. 3. 1. 1. Submit Form 1216 through the divisional auxiliary coordinator for approval.

4. 3. 3. 2. Send requisitions for items of ceremonial auxiliary dress uniform, as well as any other items of clothing and kit so specified, to the divisional auxiliary coordinator for approval.

4. 3. 3. 2. 1. Once approved, forward requisitions by email, fax, or by mail to:

Uniform and Equipment Program
440 Coventry Road Ottawa ON K1A 0R2
ATTN: Customer Service Representative
Fax: 613-993-7359
Email: Uniform_Equipment_Program@rcmp-grc.gc.ca

NOTE: Refer to UDM App. 6-2.

4. 3. 3. 3. Remove RCMP or police markings and auxiliary markings.

4. 3. 4. Civilian Member (CM)/Public Service Employee (PSE)

4. 3. 4. 1. For uniform and equipment for a CM or PSE, refer to UDM App. 6-2.

4. 3. 4. 2. If the item is available from unit inventory, it is issued to you as a temporary loan.

4. 3. 4. 3. Uniform and equipment items stocked at the NHQ Warehouse are available by completing Form 1217 with the commander's approval and forwarding the request to the NHQ Warehouse.

4. 3. 4. 4. If a commander authorizes the purchase of protective safety footwear, claim the expense on Form 1393, Expense Claim or International Expense Claim and submit the form with the receipt of purchase.

4. 3. 5. Chaplains

4. 3. 5. 1. You may be issued special items using Form 1217. Refer to UDM ch. 6., sec. 4.4., Chaplains and UDM App. 6-2, Chaplain, Duty Code 140.

4. 3. 5. 2. For items stocked at the NHQ Warehouse, requisition using Form 1217.

4. 3. 5. 3. For special-made non-stock items , complete Form 3876 and forward the approved form to the NHQ Warehouse.

4. 3. 6. Commander

4. 3. 6. 1. Ensure that all items on loan to a civilian member or public service employee are returned upon termination of duty or employment.

5. Unit Cost Items

5. 1. General

5. 1. 1. Units and members are provided with all essential uniform and equipment items required to carry out their duties and responsibilities, conditional upon needs, duties, supplies, funds, and other restrictions.

NOTE: Replacement costs are deducted from the unit's budget.

5. 1. 2. Items of uniform and equipment are replaced when condemned due to normal wear and tear. Exceptions are determined on an individual basis by the commander. For the functional life of an item of uniform and equipment, refer to the Ordering Guide.

5. 1. 3. If an item of uniform and equipment can be repaired, it should be done locally and the cost should be recovered using Form 1393. For repair guidelines, refer to UDM ch. 7., Maintenance and Repair.

5. 1. 4. Orders are placed using the Online Ordering System and submitted to the individual having authority over the cost centre under which the order is being placed.

5. 1. 5. If an item is temporarily out of stock, the order is acknowledged and the item is delivered when it becomes available. The item should not be reordered.

5. 1. 6. Soft body armour is replaced before the end of its normal life expectancy, which is seven years from the date of issuance, or if there are any signs of unusual wear or damage.

5. 1. 6. 1. Both members and supervisors have access to the uniform ordering history within the order status report found on the Online Ordering System.

5. 1. 6. 2. Supervisors ensure that members inspect their soft body armour and, if necessary, order replacements.

5. 2. Cargo Pants

5. 2. 1. Cargo pants that meet RCMP requirements may be purchased off the shelf.

5. 2. 2. Members are entitled to reimbursement for a maximum of two pairs of uniform cargo pants per fiscal year.

5. 2. 3. RCMP-issued cargo pants (one or both pairs) are obtained through the Online Ordering System.

5. 2. 4. All uniform cargo pants are worn with the yellow stripe, unless members are assigned to a specialized operational unit or role where they are authorized not to wear the yellow stripe.

5. 2. 5. Members are reimbursed up to $100 per pair of off-the-shelf cargo pants, and up to $155 where the cost of alterations and/or the addition of the yellow stripe is required, including tax and shipping. Refer to UDM ch. 7., Maintenance and Repair.

5. 2. 6. Where the cost of repairs exceed 55 percent of the total cost of the cargo pants (off the shelf and/or RCMP-made), members are entitled to the replacement item. Refer to UDM ch. 7.

5. 2. 7. Members submit all claims to their respective managers through the Travel and Expense system in the TEAM Portal, or by using Form 1393.

NOTE: Managers with Section 32 Financial Authority ensure that claims are accurate prior to submitting the claim.

5. 2. 8. All uniform cargo pants must meet the following RCMP criteria:

5. 2. 8. 1. solid dark navy-blue colour and machine washable;

5. 2. 8. 2. one cargo pocket above the knee on each side of the leg. Pockets securely fasten;

5. 2. 8. 3. belt loops accommodate inner belt liners for the duty belt;

5. 2. 8. 4. professional and comfortable fit for individual body types;

5. 2. 8. 5. fabric is flexible, stain and soil resistant, and appropriate for local environmental and operational conditions;

5. 2. 8. 6. minor variances in design may be accommodated if operationally relevant (for example, draw cords, cinch at ankles); and

5. 2. 8. 7. discreet and subdued branding is permitted.

5. 3. Duty Boots

5. 3. 1. Summer and winter boots may be purchased off the shelf or from the NHQ Warehouse through the Online Ordering System.

5. 3. 2. Members are entitled to reimbursement for a maximum of two pairs of boots every two years.

5. 3. 3. Summer boots may be reimbursed up to $200, and winter boots may be reimbursed up to $300, including tax and shipping.

5. 3. 4. Reimbursement for summer boots and winter boots can be combined up to a maximum of $500, including tax and shipping.

5. 3. 5. Normal life expectancy for both summer and winter boots is two years. The cost of repairs should not normally exceed 70 percent of the replacement cost. Refer to UDM ch. 7.

5. 3. 6. Members submit claims to their respective managers through the Travel and Expense system in the TEAM Portal, or by using Form 1393.

NOTE: Managers with Section 32 Financial Authority ensure that claims are accurate prior to submitting the claim.

5. 3. 7. All summer duty boots must meet the following RCMP criteria:

5. 3. 7. 1. provide arch or ankle support and protection (higher top styles are allowed);

5. 3. 7. 2. solid black;

5. 3. 7. 3. toes of the boots must have some impact resistance;

5. 3. 7. 4. wide folding tongue on boot, attached at the sides so as to make the boot watertight (also known as a "bellows tongue");

5. 3. 7. 5. light padding or insulation with breathable synthetic lining;

5. 3. 7. 6. removable insoles or a footbed with moisture-absorbent, bactericidal, anti-odour properties are recommended;

5. 3. 7. 7. cold-weather, oil-resistant, and anti-slip sole, made with high quality rubber compound with a lug tread pattern (or equivalent) sole;

5. 3. 7. 8. one-piece construction with an integrated heel; and

5. 3. 7. 9. full lacing with eyelets and/or speed lace tie ups (for example, tunnel loop style and "lace-to-toe" options).

5. 3. 8. All winter duty boots must meet the following RCMP criteria:

5. 3. 8. 1. solid black;

5. 3. 8. 2. high-top style that provides arch or ankle support and protection.

5. 3. 8. 3. one-piece construction with integrated heel;

5. 3. 8. 4. toes must have some impact resistance (soft-toed boots that do not offer support or protection are not allowed);

5. 3. 8. 5. wide folding tongue on boot, attached at the sides so as to make the boot watertight (also known as a "bellows tongue");

5. 3. 8. 6. insulation throughout the boot, rated to -20^{0}C at minimum;

5. 3. 8. 7. waterproof, moisture-vapour-permeable membrane-equipped bootie, fully encapsulating foot, or any equivalent system;

5. 3. 8. 8. resistant and durable seams (for example, seam-sealing tape, sonic or other seam-welding technology);

5. 3. 8. 9. full lacing with eyelets and/or speed lace tie ups (for example, tunnel loop style and "lace-to-toe" options);

5. 3. 8. 10. welted soles with "storm welting" or equivalent system to prevent water or moisture from getting into the soles of the boots; and

5. 3. 8. 11. cold-weather, oil-resistant, and anti-slip sole, made with high quality rubber compound with lug tread pattern (or equivalent) sole to reduce danger of both wet ice and dry ice, and self-cleaning lugs to improve traction.

5. 4. Slash-Resistant Gloves

5. 4. 1. Slash-resistant gloves may be purchased off the shelf or from the NHQ Warehouse.

5. 4. 2. The replacement of off-the-shelf slash-resistant gloves must meet:

5. 4. 2. 1. goatskin or cowhide constructions are preferred;

NOTE: Hybrid configurations consisting of several materials are acceptable.

5. 4. 2. 2. solid black;

5. 4. 2. 3. water-resistant finish is preferred to protect from blood-borne pathogens and provide resistance to environmental factors;

5. 4. 2. 4. Spectra Shield or cut-resistant, knitted liner is preferred;

5. 4. 2. 5. close-fit with no excess material in fingers to avoid the material from catching in the trigger of the sidearm;

5. 4. 2. 6. elastic closure or hook and loop tape closure (commonly referred to by its brand name VELCRO) at the wrist with minimal cuff;

5. 4. 2. 7. labelling, manufacturer's identification and style or model information; and

5. 4. 2. 8. no hard knuckle plating of any kind, including carbon fibre, hard plastic, hard rubber, or metal of any kind.

5. 4. 3. The normal life expectancy for slash-resistant gloves is one year.

5. 4. 3. 1. Off-the-shelf slash-resistant gloves can be replaced every year at public expense for a cost of up to $24.35, including tax and shipping. This can be claimed as a reimbursement on Form 1393, or as an expense submission in the Travel and Expense system in the TEAM Portal.

5. 4. 3. 2. The supervisor's signature on Form 1393 is the Section 32 Financial Authority and it will confirm that the gloves meet the standards listed in sec. 5.4.2.

6. Return of Items

6. 1. Requests are submitted within two months of the date that an item was issued.

6. 2. Items are returned in the same condition as when they were received.

6. 2. 1. Altered, worn, or improperly packed items may not be accepted.

6. 3. The return is completed through the Online Ordering System by following the instructions provided.

NOTE: A printed copy of the return must accompany the package for proper tracking and completion of the transaction once the item is received by the NHQ Warehouse.

6. 4. If at any time an item becomes defective or unsatisfactory, Form 1704, Materiel is completed and forwarded with a copy of the packing slip and the item to Quality Control Section, Uniform and Equipment Program, NHQ.

NOTE: If the circumstances are deemed reasonable, the item is replaced at no cost.

6. 5. Participants in the Summer Student Program or the APTP forward a written explanation and the item exchanged to the program coordinator, who will either have the item supplied from a divisional store or requisition a new one.

6. 5. 1. Divisional stores can either dispose of the item or keep it for reissue.

6. 6. The return of special-made non-stock items is restricted. Refer to sec. 7.2.

7. Special-Made Non-Stock Items

7. 1. If members require uniform and equipment that fall outside of stock sizes, special-made non-stock sizes can be ordered by following the procedures in the Ordering Guide, outlined by item.

7. 2. Returns for special-made non-stock items are not accepted unless there is a discrepancy between the measurements provided on Form 3876 and the product supplied by the manufacturer.

NOTE: Members ensure that measurements are taken by an experienced measurer. For special-made non-stock soft body armour, members wear their duty belt while being measured to ensure proper fit.

7. 3. Delivery of special-made non-stock items from the supplier takes approximately 45 to 60 days upon receipt of the order.

NOTE: Special-made non-stock orders do not appear in the Online Ordering System. For inquiries, contact the Uniform and Equipment Program.

8. Badges of Promotion / Appointment / Service / Firearm Proficiency / Specialist Badges

8. 1. Upon promotion, members requisition the badges of rank and epaulettes required for the authorized uniforms on charge to them, as outlined in UDM App. 6-1, Specialized Issues of Clothing and Kit - RM, Promotion, Duty Code 308.

8. 2. Members requisition the original issue for badges of appointment, service, and firearm proficiency, as outlined in the Guide on badges and medals.

8. 3. For policy on specialist badges (for example, emergency response teams, forensic identification specialist, or drill instructor), refer to the Ordering Guide.

9. Orders, Decorations, and Medals

9. 1. The RCMP awards:

9. 1. 1. a Long-Service Medal (LSM) and two undress ribbons; and

9. 1. 2. a bronze, silver, gold, or gold/silver clasp and two undress ribbons.

9. 2. These awards are ordered by Honours and Recognition through the Royal Canadian Mint.

9. 3. For the 25-, 30-, 35-, and 40-year CM pins and boxes, divisions complete Form 1217 and submit it to the Uniform and Equipment Program, NHQ Warehouse.

9. 4. Members who have been awarded a nationally recognized order, decoration, or medal other than the LSM submit the relevant documentation for the award to their delegated manager for human resources.

9. 4. 1. To order an initial issue of the undress ribbon or multiple undress ribbons, members submit a request to their delegated manager for human resources.

9. 4. 2. If additional or replacement undress ribbons are required, members submit a request to their delegated manager for human resources.

9. 5. Members are responsible for ensuring that their Human Resource Information Management System (HRMIS) file accurately reflects awarded honours.

9. 6. If an original issue LSM, clasp, CM medallion, or pin has been damaged, lost, or stolen, refer to AM App. 22-4-1, Royal Canadian Mounted Police Long Service Medal Regulations, 2014, sec. 10, Loss of Award.

9. 7. If an original issue Commissioner's Commendation Insignia or Pin has been damaged, lost, or stolen, members notify:

9. 7. 1. NHQ, ATTN: Honours and Recognition; and

9. 7. 2. their CO/director.

9. 8. To maintain uniformity and ensure order of precedence is followed, two or more full-size medals presented to a member, or two or more miniature medals, may be court mounted at public expense. Refer to UDM ch. 1., Uniform and Grooming, sec. 12., Medals and Decorations.

NOTE: Court mounting of single medals will not be reimbursed.

10. Miscellaneous Items

10. 1. When assembling a plaque or other memorabilia for an internal presentation to a retiree or transferred member, for example, social clubs, a reasonable quantity of badges, rank badges, or epaulettes may be purchased.

10. 1. 1. Form 1217, providing the justification, is completed and submitted to NHQ, ATTN: Uniform and Equipment Program Manager.

10. 1. 2. A reasonable quantity of red or blue serge, yellow braid, buttons (specify the size), and LSM ribbon (specify the amount in centimetres) may be purchased. A written request outlining the justification is submitted to NHQ, ATTN: Uniform and Equipment Program, Planning and Accounting Section. The price and availability of the goods will be provided.

10. 2. For an external presentation, for example, to other law enforcement agencies, a written request is submitted to the CO / director / delegate for approval and then forwarded to NHQ, ATTN: Uniform and Equipment Program Manager.

10. 3. Retired or medically discharged members who have been authorized to continue to wear the RCMP uniform for state and official occasions may purchase items applicable to this uniform at personal expense. Refer to UDM ch. 1., sec. 6.9.

10. 3. 1. Members complete a request outlining the specific items required, including the description, item number, size number, full name, telephone number, and address to which the items should be shipped.

NOTE: Special-made non-stock items will require a measurement form. Refer to sec. 7.

10. 3. 2. For up-to-date information and prices, contact the Uniform and Equipment Program.

10. 3. 3. The following are sent to the NHQ Warehouse:

10. 3. 3. 1. the request (item being replaced);

10. 3. 3. 2. Form 3876 (if required);

10. 3. 3. 3. a copy of the retirement card indicating authorization to wear; and

10. 3. 3. 4. a personal cheque payable to the Receiver General for Canada for the total amount of the order, including GST/HST.

11. Online Ordering System

11. 1. Transactions for uniform and equipment stocked by the NHQ Warehouse are completed using the Online Ordering System unless the specific transaction, such as ordering special-made non-stock items, has not yet been made available.

11. 2. Members submit their Online Ordering System requests to the supervisor with delegated financial authority for the cost centre used during a transaction.

11. 2. 1. Online order approvals can only be made by granted delegated financial authority for the cost centre used during the transaction.

11. 3. System access requests are sent by the supervisor to the TEAM regional business systems representative.

11. 3. 1. For access to the Online Ordering System, contact TEAM Helpdesk.

11. 3. 2. "How-to" videos are available by logging into the Online Ordering System and clicking the "help" button.

11. 3. 3. The Ordering Guide Frequently Asked Questions is available as an additional reference.

References

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Directive Amended: 2010-03-17

Description	Item No.	Years
Badge Cap (1)	1225	3
Badge Collar (1)	1050	3
Badge Shoulder Metal	2125	3
Badge Turban (1)	1230	3
Balaclava White	2370	2
Band Hat Leather	2400	10
Belt Ceremonial	2440	10
Belt Waist Leather Black (1)	2460	4
Blazer Regimental	2475	5
Boots Ankle Lightweight Female/Male	2590/75	2
Boots Aviation	2600	5
Boots Congress Male (1)	2625	10
Boots Long Female/Male	2680/75	10
Boots Mukluk Blue	2690	3
Boots Winter	2800	2
Braces (suspenders)	2825	5
Breeches Female/Male	2880/75	5
Buckle Ceremonial Belt	2445	10

Cap Cloth	2925/2927 4580/4582	3
Cap Fur	2975	5
Cover Cap	3340	3
Cover Hat Felt	3346	2
Coveralls Blue	3300	2
Coveralls Combat Winter	3320	3
Duty Belt Black	3483	5
Duty Belt Black Assembly	3480	5
Duty Belt Black Baton Holder	3485	5
Duty Belt Black Flashlight Holder	3488	5
Duty Belt Black Handcuff Pouch	3482	5
Duty Belt Black Holster	3495	5
Duty Belt Black Keeper	3492	2
Duty Belt Black Low Rise Belt Loop	3497	5
Duty Belt Black Minilight Holder	3490	5
Duty Belt Black Pouch Double Magazine	3491	5
Duty Belt Defense Spray Holder	3487	5
Epaulette Rank	3360/70	2
Gloves Black Lined Female/Male [(1)]	3525/50	2
Gloves Black Unlined Female [(1)]	3500	5
Gloves Brown Unlined Female/Male [(1)]	3575/3675	5
Gloves Duty Insulated Female/Male [(1)]	3560/70	2
Gloves Slash Resistant	3680	1
Hat Felt	3800	10
Hood Cold Weather	3900	10

Insoles Mesh Mukluk	3925	1
Jacket Blue Female/Male	3970/60	5
Jacket Fleece Special Duty	3499	3
Jacket High Visibility	3985/5250	4
Jacket Identification	3980	2
Jacket Patrol Unisex	4010	5
Lanyards	4050	3
Liner Arctic Mitts	4080	1
Liner Jacket Patrol Unisex	4020	3
Liner Parka Inclement	5035	5
Maternity Jacket	4101	5
Maternity Shirt Long Sleeve	4105	1
Maternity Shirt Short Sleeve	4104	1
Maternity Tie	4108	1
Maternity Trousers	4107	2
Mitts Arctic	4120	3
Mitts Leather [(1)]	4125	5
Mitts Woolen [(1)]	4175	3
Officer Bow Tie Formal Wear [(1)]	4375/80	3
Officer Gloves Black Unlined Male [(1)]	4664	4
Officer Gloves White [(1)]	4665	2
Officer Sam Browne	4700	10
Officer Shirt Long Sleeve [(1)]	4730	1
Officer Shirt Short Sleeve [(1)]	4740	1
Overalls Blue Male (Banana Pants)	4925	5

Parka Inclement	5030	5
Purse Clutch Black Leather [(1)]	2350	10
Sam Browne Double Magazine Holder	3415	10
Sam Browne Holster	3425	10
Shirt Bicycle Long Sleeve	6005	1
Shirt Bicycle Short Sleeve	6000	1
Shirt Combat Black ERT	6050	3
Shirt Combat Blue FR	6055	3
Shirt Duty Long Sleeve [(1)]	6020	1
Shirt Duty Short Sleeve [(1)]	6040	1
Shirt "T" Black ERT	6060	1
Shirt "T" Blue FR	6062	1
Shirt "T" Crested [(1)]	6065	1
Shoes Oxford Black Female/Male	6175/50	2
Shoes Pumps Black Female [(1)]	5131	10
Shorts Uniform Female/Male	6280/6300	2
Skirt Grey Female	6360	5
Skirt Long Blue Female	6350	5
Socks Athletic [(1)]	6480	1
Socks Blue Heavyweight [(1)]	6450	3
Socks Blue Lightweight [(1)]	6475	1
Socks Wool Duffle Mukluk	6425	2
Spurs Box	6525	10
Spurs Jack w/o Leather	6550	10
Strap Hat Leather	6640	10

Straps and Tabs Spur	6645	10
Sweater Pullover V-Neck [(1)]	6648	3
Tie Bar [(1)]	6740	1
Tie Blue [(1)]	6755	1
Tie Regimental [(1)]	6757	5
Trousers Blue Female/Male	6900/6850	1
Trousers Blue w/o Stripe Female/Male	6860/55	1
Trousers Combat Black ERT	6935	3
Trousers Combat Blue	6940	3
Trousers Combat Blue FR	6942	3
Trousers Combat Blue FR Straight Leg	6938	3
Trousers Field Female/Male	6975/70	1
Trousers Grey	6964	5
Trousers HW Whipcord Female/Male	6885/75	3
Trousers Inclement	5260/5263	5
Trousers Storm	7000	3
Trousers Washable Female/Male	6955/50	1
Trousers Winter Camouflage	6948	3
Tunic Scarlet Female/Male	7030/25	5
Turban Light Brown	7050	2
Turban Navy Blue	7055	5
Vest Carrier External SBA	8070/72/74	1
Vest Carrier Internal SBA	8064/66/68	2
Vest Identification	8020	5
Vest Soft Body Armour	8052/60/62	7

(1) Repayment item. See App. 4-5.

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Moved from UDM App. 5-2: 2021-04-01

Code Number	Description
101	Pre-Cadet Training Program
103	Air Services
105	Auxiliary Constables (A/Cst.)
131	Cadets
136	Divisional Commanding Officer's Discretion
139	Crisis Negotiator
140	Chaplaincy Program
141	Clandestine Laboratory
145	Scribes
151	Dog Handler
153	Depot Division
154	Emergency Medical Response Team (EMRT)
161	Emergency Response Team (ERT)
164	Equitation-Musical Ride
165	Explosives Unit
180	Firearms Instructors

183	Forensic Identification Specialist(Ident)
211	Incident Commander
261	Marine Services
264	Motorcycle Operator
271	Lateral/Re-engaged Member
302	Post Blast National Response Team (PBNRT)
331	General duty - all ranks
350	Special Constables
353	CM/PSE - Specialized
355	Summer Students
357	Special "I"
371	Tactical Troop
372	Transport Services - Chauffeur
373	Traffic Personnel

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UDM - App. 5-2 - Clothing and Kit Duty Codes

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Directive Amended: 2010-03-17

Code Number	Description
101	Aboriginal Pre-Cadet Training Program (APTP)
103	Air Service Pilots
104	All Terrain Vehicle Operator (ATV)
105	Auxiliary Constable
106	Auxiliary Constable Ceremonial - Policy Center only
121	Badges
122	Bicycle Patrol
131	Cadet - Initial Issue
140	Chaplaincy Program
141	Clandestine Lab
137	Cold Weather Clothing
138	Collision Analyst
139	Crisis Negotiator
151	Dog Handler
152	Dog Training Course
153	Drill, Deportment and Tactical Unit - "Depot" Division
154	Emergency Medical Response Team (EMRT)
161	Emergency Response Team (ERT)

162	Equitation Basic Training
166	Equitation Instructor
163	Equitation Intermediate Training
164	Equitation Musical Ride
165	Explosives Disposal and Technology Duties
180	Firearms, Public and Police Safety and CEW Instructors
181	Firearms Training Unit - "Depot" Division
183	Forensic Ident Specialist (FIS)
221	Inland Water Patrol Duty (IWT)
191	Integrated Border Enforcement Team (IBET)
251	Long Service - Division
265	Marine Security Enforcement Team (MSET)
261	Marine Services
262	Materiel and Services Management Branch (M&MSB) - Policy Center only
263	Maternity Uniform

Code Number	Description
264	Motorcycle Operator
272	National/Regional Chemical, Biological, Radiological, Nuclear Explosive Response Team
271	New Entrants - Policy Center only
291	Officer - General
292	Officer - Newly Commissioned
301	Parliament Hill Duties
302	Plainclothes
300	Police Dog Service Training Center (PDSTC) Trainer

303	Police Driving Unit - "Depot" Division
305	Post Blast National Response Team
308	Promotion
331	RM - Female/Male
335	Reservist
350	S/Cst. - Initial Issue
351	S/Cst. - Replacement
352	S/M, C/S/M, S/S/M
354	Search and Rescue
356	Snowmobile Operator
357	Special "I"
353	Special Issue - CM and PSE
355	Summer Students
370	Tactical and Weapons Training Unit - Connaught Range
371	Tactical Troop
372	Transport Services - Chauffeur
373	Traffic Personnel
391	Underwater Recovery Team
401	Washable Trousers

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UDM - App. 5-3 - Measurement Aid for Body Armour

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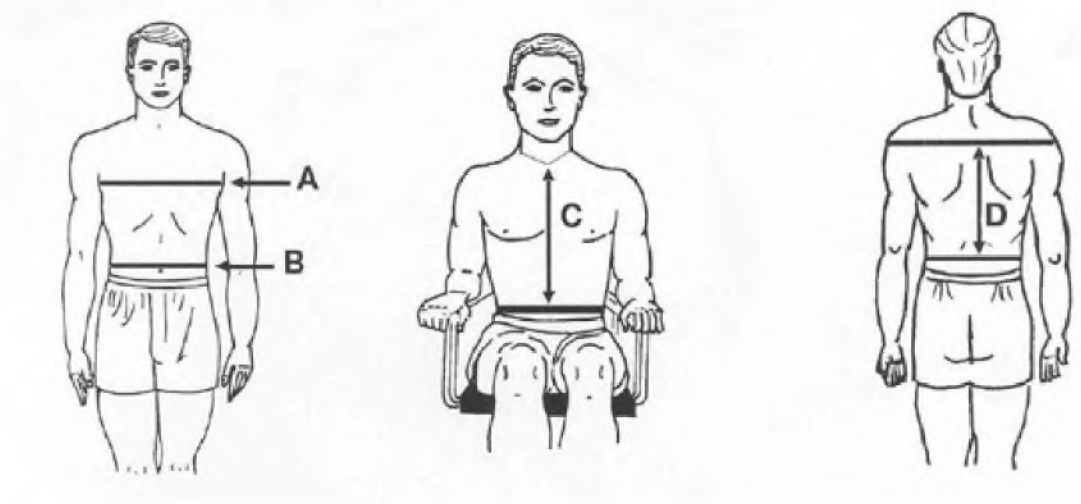
Directive Amended: 2008-06-19

Vest Soft Body Armour

Subject must be measured with duty belt as well as attachments (the weight of your duty belt without attachments could change the measurements). If you are wearing a contour belt, ensure that measurements are taken with that belt on, as it rides higher in back and measurements must accommodate the difference.



CHEST CIRCUMFERENCE - A - Taken while standing. Measure circumference around the fullest part of the chest.

WAIST CIRCUMFERENCE - B - Taken while standing. Measure waist circumference 1/2" (1.27 cm) above duty belt.

FRONT LENGTH - C - Taken while sitting. Measure from "V" in neck to 1/2" (1.27 cm) above duty belt.

BACK LENGTH - D - Taken while standing. Measure length of back from shoulder blade level to 1/2" (1.27 cm) above duty belt. This point is found by placing a ruler across the top back, such that the top of the ruler is even with the shoulders.

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

UDM - ch. 6. Specialized Issues of Clothing and Kit

Bulletins

Related Link Ordering Guide

Directive Amended: 2012-05-04

For information regarding this policy, contact Uniform and Equipment Program, Assets Management and Programs Br., Corporate Management at [redacted]

1. Policy
2. General
3. Specialized Clothing and Kit Issues - RM
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App. 6-1 Specialized Issues of Clothing and Kit - RM

App. 6-2 Specialized Issues of Clothing and Kit - Other Uniformed Program Personnel Including CM and PSE

App. 6-3 Approved Equipment for Specialized Duties

App. 6-4 Identified Positions Requiring Protective Safety Footwear

1. Policy

1. 1. The Uniform and Equipment Program and other appropriate policy centers will share the responsibility for determining needs, issues and orders for specialized clothing and kit.

1. 2. Units and regular members will be provided with all essential specialized clothing and kit items required to carry out their duties and responsibilities.

1. 3. All specialized items remain Crown property and will be properly safeguarded until disposed of in accordance with *RCMP Regulations* and the directives outined in this manual.

1. 4. The issuing of specialized clothing and kit will be conditional upon needs, duties, supplies, funds, and other restrictions.

1. 5. All specialized clothing and kit items remain Crown property and must be properly safeguarded until returned upon termination of employment or at the end of the specific duty for which the items were issued.

1. 6. Civilian members and public service employees will be provided with specialized issues of clothing and kit necessary for occupational health, safety, cleanliness, environmental protection, and public identification. The specialized items are outlined in App. 6-2.

1. 6. 1. The Director, Occupational Health and Safety is responsible for facilitating requests for occupational health and safety requirements for specialized clothing and kit pertaining to civilian members and public service employees.

2. General

2. 1. Replacement of specialized issue unit cost items is by condemning, as certified by the commander, using Form 1216 or 1217.

2. 2. The entitlements for each specialized duty for regular members are outlined in App. 6-1. Items are to be ordered on Form 1216 unless otherwise stated.

2. 3. The entitlements for other uniformed programs are outlined in App. 6-2. Items are to be ordered on Form 1217 unless otherwise stated.

2. 4. The approved equipment for specialized duties, which is available through division stores, local purchases or standing offer agreements as noted, is outlined in App. 6-3.

2. 5. The positions identified as requiring protective safety footwear are outlined in App. 6-4.

2. 6. The Ordering Guide outlines measurements and sizes for all stocked uniform and equipment, including items of specialized clothing and kit, available from National Headquarters (NHQ) Warehouse.

2. 7. For special-made items, see ch. 5., sec. 8.

2. 8. For return of items, see ch. 5., sec. 7.

3. Specialized Clothing and Kit Issues - RM

3. 1. General

3. 1. 1. All costs are the responsibility of the unit and fall into one of two categories:

3. 1. 1. 1. **Personal Issue:** Standard police materiel issued to an RM who initiates the acquisition or replacement of the item by using Form 1216.

3. 1. 1. 2. **Unit Issue:** Standard police materiel for which the commander identifies an operational need and is acquired by using Form 1217. These items become part of the unit inventory.

3. 1. 2. An RM assigned to a special duty which falls within the categories listed in App. 6-1 may be issued the articles of clothing and kit as either a personal issue or loan issue from unit inventory, as approved by the commander.

3. 1. 3. For officer safety and consistency, the Safariland 701 holster is the only RCMP-approved plainclothes holster.

Exemption: Due to its covert nature, the Canadian Air Carrier Protection Program is exempt.

3. 1. 3. 1. For a list of phased-out holsters and expiry dates, see App. 6-1, Special Remarks.

3. 2. Black ERT Uniform

3. 2. 1. The black ERT uniform will only be supplied to members who meet the following criteria:

3. 2. 1. 1. ERT members who have successfully completed the ERT Training Course and are active on an ERT team; or

3. 2. 1. 2. police dog service (PDS) members, while working with an ERT team and who are assigned to a team and regularly train with ERT. The request must be approved by the Cr. Ops. Officer/delegate, on recommendation of the ERT team leader; or

3. 2. 1. 3. members participating in the ERT Training Course.

3. 3. Explosives Disposal Uniform

3. 3. 1. With the approval of the divisional Explosives Disposal Unit Coordinator, the explosives disposal uniform may only be supplied to and be worn by a member:

3. 3. 1. 1. participating in the Basic Bomb Course; or

3. 3. 1. 2. having successfully completed the CPC, Police Explosives Technicians Course, and who is part of and active on a divisional Explosives Disposal Team; or

3. 3. 1. 3. who is a police explosives technician with the CPC, Explosives Training Unit.

3. 4. Crisis Negotiator Uniform

3. 4. 1. With the approval of the Cr. Ops. Officer/delegate, the crisis negotiator uniform may only be supplied to and be worn by a member who:

3. 4. 1. 1. has successfully completed the CPC Crisis Negotiators Course, and

3. 4. 1. 2. is part of and active on a divisional Critical Incident Team.

3. 4. 2. The uniform may only be worn while the member is deployed to crisis negotiation duties.

3. 5. Maternity Uniform

3. 5. 1. Pregnant members receiving KUA may be entitled to additional items of uniform. See App. 6-1.

3. 5. 2. If required, alterations should be done locally and the cost recovered on Form 1393. See ch. 9.

3. 5. 3. Requisition these items promptly to ensure their timely delivery. Requisitions should be based on the size **prior** to pregnancy. See ch. 5., sec. 8. for special-made articles.

3. 6. Police Dog Service Uniform

3. 6. 1. With the approval of the division police dog service coordinator, the Police Dog Service (PDS) uniform may only be supplied to and be worn by a member who:

3. 6. 1. 1. has completed the PDS course at the Police Dog Service Training Centre (PDSTC), and

3. 6. 1. 2. is posted in an active PDS position, or

3. 6. 1. 3. is a trainer at PDSTC.

3. 7. Clandestine Lab/Chemical Precursor Investigator Uniform

3. 7. 1. With the approval of the divisional team leader, the clandestine lab/chemical precursor investigator uniform may only be supplied to and be worn by a member who:

3. 7. 1. 1. has successfully completed the Canadian Police College, Clandestine Laboratories Investigators Course or Ontario Police College, Clan Lab Investigators Course, and has a valid Clandestine Laboratory Investigators Respiratory Device certificate; and

3. 7. 1. 2. is a full-time member of the Canada Drug Strategy funded Synthetic Drug Operations, the National Chemical Diversion Program, or who is used on a routine basis to assist in the dismantling of clandestine drug laboratories and/or the handling of precursor chemicals.

3. 7. 2. The uniform may only be worn while the member is deployed to these duties.

3. 8. Underwater Recovery Team Uniform

3. 8. 1. With the approval of the divisional coordinator, the Underwater Recovery Team (URT) uniform may only be supplied to and be worn by a member who:

3. 8. 1. 1. has successfully completed the Underwater Induction Course; and

3. 8. 1. 2. is a member of the Underwater Recovery Program or the Marine Security Emergency Response Team (MSERT) Program.

3. 8. 2. The uniform may only be worn while the member is deployed to these duties.

3. 9. Tactical Troop Uniform

3. 9. 1. With the approval of the divisional coordinator or tactical troop commander, the tactical troop uniform may only be supplied to and be worn by a member who:

3. 9. 1. 1. has successfully completed the annual Basic Tactical Troop Training Course; and

3. 9. 1. 2. is a full-time member of the divisional tactical troop, or

3. 9. 1. 3. is a member participating in the Basic Tactical Troop Training Course.

3. 9. 2. The uniform may only be worn while the member is deployed to these duties.

3. 10. Emergency Medical Response Team Uniform

3. 10. 1. With the approval of the divisional coordinator or team leader, the Emergency Medical Response Team (EMRT) uniform may only be supplied to and be worn by a member who:

3. 10. 1. 1. has successfully completed the International Trauma Life Support (ITLS) Standard or the provincial equivalent; and

3. 10. 1. 2. is a full-time member of the divisional EMRT in accordance with national standards and policies for EMRTs.

NOTE: This is not to be confused with first aid training provided to all members in the divisions, e.g. Emergency Medical Response Training Levels I and II.

3. 10. 2. The uniform may only be worn while the member is deployed to these duties.

3. 11. Marine Security Enforcement Team Uniform

3. 11. 1. With the approval of the "B", "C" or "O" Division OIC Criminal Operations/delegate, the Marine Security Enforcement Team (MSET) uniform may only be supplied to and be worn by a member who:

3. 11. 1. 1. has been selected to be a member of the MSET Program on the Great Lakes and the St. Lawrence Seaway; or

NOTE: MSETs are integrated units which include RCMP and other provincial and municipal departments, who work in uniform on-board mid-shore patrol vessels that are crewed by the Canadian Coast Guard.

3. 11. 1. 2. is a full-time member of the federal MSET Program in "B" Division.

3. 11. 2. The uniform may only be worn while the member is deployed to these duties.

3. 12. Integrated Forensic Identification Services Uniform

3. 12. 1. With the approval of the Integrated Forensic Identification unit commander, the Integrated Forensic Identification Services (IFIS) uniform may only be supplied to and be worn by members who are assigned to full-time Forensic Identification Services duties.

3. 12. 2. The uniform may only be worn while the member is conducting, or likely to conduct, crime scene examinations.

3. 13. National/Regional Chemical, Biological, Radiological, Nuclear Explosive Response Team Uniform

3. 13. 1. With the approval of the national coordinator, the National/Regional Chemical, Biological, Radiological, Nuclear Explosive Response Team (NR CBRNERT) uniform may only be supplied to and be worn by a member who:

3. 13. 1. 1. has successfully completed the Intermediate First Responder Training Program or equivalent; and

3. 13. 1. 2. is a full-time member of the NR CBRNERT or who is used on a routine basis to assist in FIS or CBRNERT investigations.

3. 13. 2. The uniform may only be worn while the member is deployed to these duties.

4. Specialized Clothing and Kit Issues - Other Uniformed Programs

4. 1. Air Service Pilots

4. 1. 1. CM pilots may wear an SBA with external carrier as outlined in the *Air Services Operations Manual*, available in hard-copy from Air Services Sections.

NOTE: All RCMP/police markings must be removed.

4. 1. 1. 1. This item will be loaned to the employee as outlined in ch. 5., sec. 3.6.

4. 1. 2. CM pilots are approved to wear the Air Service Uniform while performing air service transportation operations. See App. 6-2, Air Service Pilots.

4. 1. 2. 1. A requisition must be submitted on Form 1216 to the IC Air Services Section for financial approval. Once approved, forward to National Headquarters, ATTN: OIC Air

Services Branch, for authorization. Air Services Branch will input into the TEAM ordering system.

4. 1. 3. RM pilots are approved to wear either the Air Service Uniform **or** Service Order No. 1, complete with pistol, SBA and intervention equipment, while performing air service transportation operations. The components of the two uniforms cannot be combined and worn as a single uniform.

NOTE: When wearing the Air Service Uniform, all RCMP/police markings must be removed.

4. 2. Auxiliary Constable Program

4. 2. 1. Participants may be issued special items on Form 1216. See App. 6-2.

4. 2. 2. Uniform costs are a provincial responsibility. See OM ch. 38.3., sec. 6.

4. 2. 3. Requisition items as outlined in ch. 5., sec. 3.4. RCMP/police markings must be removed and Auxiliary markings added.

4. 3. Summer Student and Aboriginal Pre-Cadet Training Program (APTP)

4. 3. 1. Participants may be issued special items on Form 1217. See App. 6-2.

4. 3. 2. Requisition items as outlined in ch. 5., sec. 3.5. All RCMP/police markings must be removed.

4. 4. Chaplains

4. 4. 1. Chaplains who are engaged in the RCMP Chaplaincy Program as outlined in AM ch. IX.2. are entitled to approved items at public expense. See App. 6-2.

4. 4. 2. Requisition items as outlined in ch. 5., sec. 3.7.

4. 5. Reserve Program

4. 5. 1. A reservist who is engaged in the RCMP Reserve Program, as outlined in AM ch. II.39., may be issued Service Order No. 1 uniform at public expense.

4. 5. 2. Requisition uniform items on Form 1217, using duty code #335.

4. 5. 3. The division reserve coordinator will requisition the reservist badge from the NHQ Warehouse, outlining the name of the reservist, costing collator code, and shipping address by fax to 613-993-7359. The division reserve coordinator is responsible for the issue/return of the badge.

5. Specialized Clothing and Kit Issues - CM and PSE

5. 1. General

5. 1. 1. Clothing and kit issues for CM and PSE categories are outlined in App. 6-2.

5. 1. 2. Items of clothing and kit required will be requisitioned by the unit on Form 1217 and loaned to the employee. All police markings must be removed. See ch. 5., sec. 3.6.

5. 1. 3. When equipment for specialized duties is required, it may be purchased and loaned to the employee.

5. 1. 4. Payroll deduction or repayment orders are not permitted.

6. Protective and Purpose-Designed Specialized Footwear

6. 1. General

6. 1. 1. A D/Commr./CO/Director/delegate will identify specific positions which require safety or purpose-designed specialized footwear.

6. 1. 2. Special footwear will be maintained in accordance with the manufacturer's instructions and inspected regularly to ensure the footwear meets RCMP performance requirements.

6. 1. 3. Special footwear must be replaced by condemning.

6. 2. Protective Safety Footwear - RM

6. 2. 1. An RM who is regularly exposed to situations that could cause foot injuries is to be provided with protective safety footwear that complies with CSA standard CAN/CSA-Z195.

6. 2. 2. The footwear may be supplied on loan or permanently from unit inventory. A copy of the CSA standard can be obtained from National Headquarters, Assets Management and Programs Br.

6. 2. 3. The CSA Grade 1 standard with a green label has toe impact protection and optional sole protection and is acceptable for most RCMP duties. Where electric shock resistant soles are needed, the CSA Grade 1 standard with a white label should be used.

6. 2. 4. CSA safety footwear should be purchased locally, preferably through a Standing Offer Agreement.

6. 2. 5. For duties requiring a metatarsal protector in addition to toe and sole protection, e.g. Tactical Troop, Post Blast, Explosives Disposal, members must order Boots Tactical Safety (item 2760) from the Clothing and Kit On-line System.

6. 3. Protective Safety Footwear - CM and PSE

6. 3. 1. A CM or PSE occupying a position identified as requiring the wearing of protective safety footwear, as outlined in App. 6-4 will be reimbursed the full purchase price of the protective footwear.

6. 3. 1. 1. Based on current average costs, the maximum cost for reimbursement is $200 including taxes. If the cost for footwear exceeds this amount, pre-approval must be obtained from the commander/delegate.

6. 3. 2. Proof of purchase must be presented for full reimbursement.

6. 3. 3. The frequency and replacement of protective footwear will be based on fair wear and tear.

6. 3. 4. Repairs will be at public expense, where it is cost effective and meets the directives outlined in ch. 9., sec. D.

6. 4. Purpose-Designed Specialized Footwear

6. 4. 1. Unique occupational or unusual environmental situations may require an RM, CM or PSE to wear purpose-designed specialized footwear, e.g. logging, pole or mountain climbing, chemical spills, skiing.

6. 4. 2. The footwear will be purchased and provided to the employee.

6. 4. 3. The reimbursement outlined in sec. 6.3.1. does not apply to a CM or PSE requiring purpose-designed specialized footwear.

References

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Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
All Terrain Vehicle Operator Duty Code 104			**If not previously issued.**
Boots Winter	2800	1	
Coveralls Blue	3300	1	
Gauntlets	Local	1	Available through division.
Helmet ATV/Snowmobile	Local	1	Bulk buy - PD-SE-17.
Liner Artic Mitts	4080	2	
Mitts Arctic	4120	1	
Badges Duty Code 121			
Badge Corporal	1300-202	X	
Badge Crown Arm	1350-005	X	For Badge Sgt. #2025.
Badge Drummer	1455-000	1	Restricted. See ch. 1., sec. L.
Badge First Aid Instructor	1500-007	1	Restricted. See ch. 5., sec. 9.
Badge Instructor	1550-004	1	Instructors at "Depot" Division only.
Badge Long Service Stars	1600-001	7	Restricted. See ch. 1., sec. F.2.
Badge Piper	1675-000	1	Restricted. See ch. 1., sec. L.
Badge Shoulder Metal	2125-005	X	
Badge S/Sgt.	1950-207	X	
Badge Sgt.	2025-205	X	Order Badge Crown Arm #1350.
Badge X Pistol Crown	2145-000	X	Restricted. See ch. 5., sec. 9.

Badge X Pistol	2147-000	X	Restricted. See ch. 5., sec. 9.
Badge X Rifle Crown	2225-000	X	Restricted. See ch. 5., sec. 9.
Badge X Rifle	2275-007	X	Restricted. See ch. 5., sec. 9.
Epaulette Rank - S/Sgt./Sgt./Cpl.	3360	X	
Bicycle Patrol Duty Code 122			
Cap Baseball Blue	2930	1	
Helmet Bicycle	Local	1	Purchase locally.
Jacket High Visibility	3985	1	Special order on Form 1217 from NHQ Warehouse.
Shirt Bicycle Long Sleeve	6005	4	
Shirt Bicycle Short Sleeve	6000	4	
Shoes Cycling	Local	1	Purchase locally.
Shorts Uniform Female/Male	6280/6300	2	
Socks Athletic	6480	7	
Stripes Inclement Fluorescent (pair)	5275	1	For Trousers Inclement #5260.
Trousers Inclement	5260	1	If not previously issued.
Windsuit Jacket Bicycle	8280	1	
Windsuit Trousers Bicycle	8282	1	

Item Description Entitlement Code	**Stock Item No.**	**Issue/ Replacement**	**Restrictions/ Remarks**
Clandestine Lab Duty Code 141			**Restricted. See ch. 6., sec. 3.7.**
Shirt Combat Blue Fire Retardant	6055	2	

Shirt "T" Blue Fire Retardant	6062	4	
Stripes Inclement Fluorescent (pair)	5275	1	For Trousers Inclement #5260.
Trousers Combat Blue Fire Retardant	6942	2	
Trousers Inclement with Blue Stripe	5263	1	
Cold Weather Clothing Duty Code 137			**If not previously issued.**
Boots Aviation	2600	1	
Boots Mukluk Blue	2690	1	
Hood Cold Weather	3900	1	For Parka Inclement (5030).
Insoles Felt Mukluk	Local	2	Private purchase.
Insoles Mesh Mukluk	3925	2	
Liner Arctic Mitts	4080	2	
Mitts Arctic	4120	1	
Socks Wool Duffle Mukluk	6425	2	
Trousers Storm	7000	1	
Collision Analyst Duty Code 138			**If not previously issued.**
Cap Baseball Blue	2930	1	
Coveralls Blue	3300	1	
Jacket High Visibility	3985		Special order on Form 1217 from NHQ Warehouse.
Crisis Negotiator Duty Code 139			**Approved by Cr. Ops. Officer/delegate. If not previously**

			issued. Restricted. See ch. 6., sec. 3.4.
Bag Equipment Large	2355	1	
Boots Ankle Lightweight Female/Male	2595/2580	1	
Cap Baseball Blue	2930	1	
Cap Watch Blue	Local	1	
Cold Weather Clothing			As required from Duty Code #137.
Coverall Winter Combat	3320	1	
Jacket Patrol Unisex	4010	1	
Liner Jacket Patrol Unisex	4020	1	
Shirt Combat Blue Fire Retardant	6055	2	
Shirt "T" Blue Fire Retardant	6062	2	

Item Description Entitlement Code	**Stock Item No.**	**Issue/ Replacement**	**Restrictions/ Remarks**
Crisis Negotiator Duty Code 139 (cont'd)			**Approved by Cr. Ops. Officer/delegate. If not previously issued. Restricted. See ch. 6., sec. 3.4.**
Stripes Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Trouser Combat Blue Straight Leg Fire Resistant	6938	2	
Trousers Inclement with Blue Stripe	5263	1	

Vest Carrier External Soft Body Armour	8070	1	
Vest Carrier Internal Soft Body Armour	8064	1	
Vest Soft Body Armour	8052	1	
Dog Handler Duty Code 151			**In addition to items previously issued. Restricted. See ch. 6.3., sec. 6.**
Badge Dog Handler	1400-002	2	
Badge Shoulder Subdued Velcro Blue	2142-100	4	
Badge Shoulder Velcro Blue	2136-209	4	
Coveralls Blue	3300	1	
Coveralls Combat Winter	3320	1	
Holster Plainclothes Belt Style	Local	1	Only model Safariland 701 is approved. See Plainclothes, Duty Code 302, Special Remarks.
Jacket Fleece Special Duty PDS	3950	1	
Jacket Long Special Duty	4033	1	Phasing out. Replaced by Parka Inclement #5030.
Jacket Short Special Duty	4031	1	Phasing out. Replaced by Jacket Patrol Dog Handler #4015.
Jacket Take Down	3980	1	
Jacket Patrol Dog Handler	4015	1	
Shirt Special Duty Blue	6045	3	
Shirt "T" Blue	Local	5	Purchase locally.

Stripes Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Trousers Inclement with Blue Stripe	5263	1	
Trousers Special Duty	6925	2	
Dog Handler Training Course Duty Code 150			
Bag Gym	2365-502	1	
Boots Dog Handler	Local	1	Purchase locally.

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Dog Handler Training Course Duty Code 150 (cont'd)			
Cap Baseball Blue	2930	1	
Cap Watch Blue	Local	1	Purchase locally.
Shirt "T" Crested Crewneck	6065	3	
Shirt Turtleneck Black	Local	2	Purchase locally.
Trousers Field Female/Male	6975/6970	3	
Drill, Deportment and Tactical Unit - "Depot" Division Duty Code 153			
Boots Long Female/Male	2680/2675	1	
Boots Special Purpose Training	Local	1	Purchase locally.

Breeches Female/Male	2880/2875	2	
Gloves Brown Unlined Female/Male	3575/3675	1	
Jacket Blue Female/Male	3970/3960	1	Order sewn-on badges.
Overalls Blue Male (Banana Pants)	4925	1	
Sam Browne Brown Belt	3410	1	
Sam Browne Brown Handcuff Pouch	3420-100	1	
Sam Browne Brown Holster	3425	1	
Sam Browne Cross Strap	3460-100	1	
Sam Browne Double "D" Ring Loop	3455-100	1	
Sam Browne Double Magazine Holder	3415	1	
Shirt "T" Crested Crewneck	6065	5	
Skirt Long Blue Female	6350	1	
Trousers Combat Blue	6940	1	
Tunic Scarlet Female/Male	7030/7025	1	Order sewn-on badges.
Emergency Medical Response Team (EMRT) Duty Code 154			**Approved by divisional coordinator or team leader. Restricted. See ch. 6., sec. 3.10.**
Badge Shoulder Police Blue Velcro	2136-209	4	For Shirt Special Duty Blue #6045.
Boots Tactical Safety	2760	1	
Cap Baseball Blue	2930	1	

Shirt Special Duty Blue	6045	2	
Shirt "T" Blue	Local	4	Purchase locally.

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Emergency Medical Response Team (EMRT) Duty Code 154 (cont'd)			**Approved by divisional coordinator or team leader. Restricted. See ch. 6., sec. 3.10.**
Stripes Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Trousers Combat Blue	6940	2	
Trousers Inclement with Blue Stripe	5263	1	
Emergency Response Team Duty Code 161			**Approved by Team Leader. Restricted. See ch. 6. sec. 3.2.**
Athletic Support and Cup	Local	1	Member's choice. Max $40 towards purchase.
Badge ERT	1460-100	1	Restricted. See ch. 4., sec. 5. Approved by OIC/delegate.
Badge Shoulder Subdued Black	2137-103	2	
Badge Shoulder Subdued Black Velcro	2139-100	8	
Bag Equipment Black	Local	1	Bulk buy - Spec. GS 1045-253.
Bag Gym	2365-502	1	
Balaclava White	2370-506	1	
Boots	Local	1	See ERT Clothing Catalogue.
Boots Winter	2800	2	

Cap Baseball Black ERT	2932-312	1	
Cap Watch Black/Dark Navy Blue	Local	1	See ERT Clothing Catalogue.
Coveralls Winter Combat	3320	1	
Jacket Black	Local	1	See ERT Clothing Catalogue.
Jacket Fleece Fire Retardant	Local	1	See ERT Clothing Catalogue.
Jacket Summer Camouflage	Local	1	See ERT Clothing Catalogue.
Jacket Take Down	3980	1	
Jacket Winter Camouflage	4040	1	
Liner Arctic Mitts	4080	2	
Mitts Arctic	4120	1	
Mitts Shooting Black	Local	1	Purchase locally.
Mitts Shooting Cream	Local	1	Purchase locally.
Shirt Combat Black ERT	6050	2	
Shirt "T" Black ERT	6060	2	
Shorts Gym	Local	1	Purchase locally.

Item Description Entitlement Code	**Stock Item No.**	**Issue/ Replacement**	**Restrictions/ Remarks**
Emergency Response Team Duty Code 161 (cont'd)			**Approved by Team Leader. Restricted. See ch. 6., sec. 3.2.**
Spectacles Combat	Local	1	Restricted to members who wear eyeglasses. Available through division.

Tactical Body Armor Assault Vest	Local	1	Bulk buy - PD-SE-21.
Trousers Combat Black ERT	6935	2	
Trousers Fleece Fire Retardant	Local	1	See ERT Clothing Catalogue.
Trousers Rain Black	Local	1	See ERT Clothing Catalogue.
Trousers Summer Camouflage	Local	1	See ERT Clothing Catalogue.
Trousers Winter Camouflage	6948	1	
Vest Carrier External SBA Black	Local	1	See ERT Clothing Catalogue.
Equitation Basic Training Duty Code 162			
Breeches Female/Male	2880-2875	1	
Coveralls Blue	3300	1	
Shirt "T" Crested Crewneck	6065	6	
Sweater Pullover Blue Musical Ride	Local	1	
Equitation Instructors Duty Code 166			**In addition to items previously issued.**
Badge Rough Rider	1700-006	2	
Blazer Regimental Female	2474-006	1	Special-made. See ch. 5., sec. 8.
Blazer Regimental Male	2475-006	1	Special-made. See ch. 5., sec. 8.
Skirt Grey Female	6358-000	1	Special-made. See ch. 5., sec. 8.
Tie Regimental	6757-000	1	Replacement by repayment.

Trousers Grey Female	6966-000	1	Special-made. May order either trousers and/or skirt grey. See ch. 5., sec. 8.
Trousers Grey Male	6965-105	1	Special-made. See ch. 5., sec. 8.
Equitation Intermediate Training Duty Code 163			**In addition to items previously issued.**
Bag Gym	2365-502	1	
Boots Long Female/Male	2680/2675	1	
Braces	2825-007	1	
Breeches Female/Male	2880/2875	1	
Coveralls Blue	3300	2	
Hat Felt	3800	1	Includes Band Hat Leather (2400)

Item Description Entitlement Code	**Stock Item No.**	**Issue/ Replacement**	**Restrictions/ Remarks**
Equitation Intermediate Training Duty Code 163 (cont'd)			**In addition to items previously issued.**
Lanyard	4050-002	3	
Raincoat Reversible Mounted Pattern	Local	1	Bulk buy - Spec. GS1045-93. Loaned from Musical Ride.
Shirt "T" Crested Crewneck	6065	6	
Strap Hat Leather	6640-001	1	
Tunic Scarlet Female/Male	7028-100	2	Order sewn-on badges. Special-made. See ch. 5., sec. 8.
			In addition to items previously issued.

Equitation Musical Ride Duty Code 164			
Badge Musical Ride	1650-009	4	
Boots Long Female/Male	2680/2675	2	
Breeches Female/Male	2880/2875	2	
Gauntlets Brown Leather	Local	1	Bulk buy - Spec. GS1045-43M. Loaned from Musical Ride.
Hat Felt	3800	1	
Lanyard	4050-002	3	
Shirt "T" Crested	6065	12	
Strap Hat Leather	6640-001	1	
Tunic Scarlet Female/Male	7028-100	2	Special-made. See ch. 5., sec. 8. Order sewn-on badges.
Explosives Disposal and Technology Duties Duty Code 165			**If not previously issued. Restricted. See ch. 6., sec. 3.3.**
Badge Shoulder Subdued Blue	2141-100	4	
Badge Shoulder Subdued Velcro Blue	2142-100	4	
Bag Equipment Black	Local	1	Bulk buy - Spec. GS1045-253.
Balaclava White	2370-506	1	
Boots	Local	1	Purchase locally.
Boots Tactical Safety	2760	1	
Boots Winter	2800	2	
Cap Baseball Blue	2930	1	
Cold Weather Clothing			As required from Duty Code #137.
	3320	1	

Coveralls Combat Winter			
Gloves Operational c/w Liner	Local	1	Bulk buy - PD-PE-52.
Jacket Take Down	3980	1	
Jacket Winter Camouflage	4040	1	

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Explosives Disposal and Technology Duties Duty Code 165 (cont'd)			**If not previously issued. Restricted. See ch. 6., sec. 3.3.**
Shirt Combat Blue Fire Retardant	6055	2	
Shirt "T" Blue Fire Retardant	6062	5	
Stripes Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Trousers Combat Blue Fire Retardant	6942	2	
Trousers Inclement with Blue Stripe	5263	1	
Trousers Winter Camouflage	6948	1	
Vest Identification	8020-507	1	
Firearms, Public and Police Safety and CEW Instructors Duty Code 180			**If not previously issued. Division instructors.**
Boots Rubber	Local	1	Purchase locally.

Cap Baseball Blue	2930	1	
Coveralls Combat Winter	3320	1	
Hat	Local	1	Purchase locally.
Shirt Turtleneck Black	Local	2	Purchase locally.
Shoes Special Purpose	Local	1	If instructing Public and Police Safety course. Purchase locally.
Shooting Jacket	Local	1	Purchase through division.
Shooting Mitts	Local	1	Purchase locally.
Trousers Combat Blue	6940	2	
Trousers Washable Female/Male	6955/6950	2	
Firearms Training Unit - "Depot" Division Duty Code 181			
Cap Baseball Blue	2930	1	
Trousers Washable Female/Male	6955/6950	3	
Forensic Ident Specialist Duty Code 183			**Restricted to operational duty personnel. Restricted. See ch. 6., sec. 3.12.**
Badge Forensic Ident Specialist	1525-100	1	Restricted. See ch. 4., sec. 5.
Badge Shoulder Velcro Blue	2136-209	4	For Shirt Special Duty Blue #6045.
Boots Tactical Safety	2760	1	
Cap Baseball Blue	2930	1	
Coveralls Blue	3300	1	
	3320	1	

Coveralls Combat Winter			

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Forensic Ident Specialist Duty Code 183 (cont'd)			**Restricted to operational duty personnel. Restricted. See ch. 6., sec. 3.12.**
Mitts Shooting	Local	1	Restricted to persons who perform outside Ident duties.
Shirt Special Duty Blue	6045	2	
Shirt "T" Blue	Local	4	Purchase locally.
Stripes Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Trousers Inclement with Blue Stripe	5263	1	
Trousers Special Duty Blue	6925	2	
Vest Identification	8020-507	1	
Inland Water Patrol Duty Duty Code 221			
Cap Baseball Blue	2930	1	To be worn during operational duties only.
Cold Weather Survival Gear	Local	1	Bulk buy or purchase locally.
Footwear Oxford Style Black	Local	1	Slip and mark resistant. Purchase locally.
Shorts Uniform Female/Male	6280/6300	2	
Socks Athletic	6480-500	4	

Integrated Border Enforcement Team (IBET) Duty Code 191			
Bag Equipment Large	2355-108	1	
Balaclava White	2370-506	1	
Cold Weather Clothing			As required from Duty Code #137.
Coveralls Blue	3300	1	
Marine Security Enforcement Team (MSET) Duty Code 265			**Restricted. See ch. 6., sec. 3.11.**
Badge Shoulder Police Velcro	2136-209	4	For Shirt Special Duty Blue #6045.
Bag Equipment Large	2355-108	1	
Balaclava Blue	Local	1	
Boots Insulated Safety CSA	Local	1	
Boots Tactical Safety	2760	1	
Cap Baseball Blue	2930	1	
Cap Watch Blue	Local	1	
Coveralls Blue	3300	1	
Duty Belt Nylon Defence Spray Holder	3389-100	1	
Duty Belt Nylon Double Mag Pouch	3385	1	

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Marine Security Enforcement Team (MSET) Duty Code 265 (cont'd)			**Restricted. See ch. 6., sec. 3.11.**

Duty Belt Nylon Flashlight Holder	3395-100	1	
Duty Belt Nylon Flashlight Ring	3391-100	1	
Duty Belt Nylon Handcuff Pouch	3387-100	1	
Duty Belt Nylon Inner	3375	1	
Duty Belt Nylon Keeper	3397-100	4	
Duty Belt Nylon Minilight Holder	3393-100	1	
Duty Belt Nylon Outer	3380	1	
Gloves Kevlar	Local	1	
Gloves Marine	Local	1	
Gloves Thermal Cold Weather	Local	1	
Hat Marine "Tilley Style" Blue	Local	1	
Shirt Special Duty Blue	6045	2	
Shirt "T" Blue	Local	4	Purchase locally.
Stripes Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Trousers Combat Blue	6940	2	
Trousers Inclement with Blue Stripe	5263	1	
Marine Services Duty Code 261			**On board ship or dock yard duty.**
Boots Marine	Local	1	Purchase locally.
Boots Rubber	Local	1	Purchase locally.
Cap Watch Blue	Local	1	
Cold Weather Survival Gear	Local	1	Bulk buy or purchase locally.

Coveralls Blue	3300	1	
Footwear Oxford Style Black	Local	1	Purchase locally.
Hat - Marine	Local	1	Purchase locally.
Stripes Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Trousers Combat Blue	6940	2	
Trousers HW Whipcord Female/Male	6885/6875	1	
Trousers Inclement with Blue Stripe	5263	1	
Maternity Uniform Duty Code 263			**Restricted. See ch. 6., sec. 3.5.**
Maternity Jacket	4101	1	
Maternity Jumper	4112	1	
Maternity Shirt Long Sleeve	4105	3	Consider seasonal changes when ordering.
Maternity Shirt Short Sleeve	4104	3	Consider seasonal changes when ordering.

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Maternity Uniform Duty Code 263 (cont'd)			**Restricted. See ch. 6., sec. 3.5.**
Maternity Tie	4108-100	1	
Maternity Trousers	4107	2	
Motorcycle Operator Duty Code 264			
Boots Long Female/Male	2680/2675	1	
	2880-2875	1	

Breeches Blue Female/Male			
Gauntlets Motorcycle	Local	1	Purchase locally.
Goggles Motorcycle	Local	1	Purchase locally.
Helmet Motorcycle	Local	1	Purchase locally.
Jacket High Visibility	3985	1	Special order on Form 1217 from NHQ Warehouse.
Whistle Traffic with Chain	Local	1	Bulk buy - PD-PE-09. May be issued to members on permanent Highway Patrol from division stores.
National/Regional Chemical, Biological, Radiological, Nuclear Explosive Response Team (NR CBRNERT) Duty Code 272			**Restricted. See ch. 6., sec. 3.13.**
Cap Baseball Blue	2930	1	
Shirt Combat Blue Fire Retardant	6055	2	
Shirt "T" Blue Fire Retardant	6062	5	
Stripes Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Trousers Combat Blue Fire Retardant	6942	2	
Trousers Inclement with Blue Stripe	5263	1	
Parliament Hill Duties Duty Code 301			
Boots Long Female/Male	2680/2675	1	
Breeches Female/Male	2880/2875	1	
Tunic Scarlet Female/Male	7030/7025	1	Order sewn-on badges.

Plainclothes Duty Code 302			
Cap Baseball Blue	2930	1	
Holster Plainclothes	Local	1	Only model Safariland 701 is approved. See Special Remarks. Loaned from unit.
Jacket Take Down	3980	1	
Vest Identification	8020-507	1	

Item Description Entitlement Code	**Stock Item No.**	**Issue/ Replacement**	**Restrictions/ Remarks**
Police Dog Service Training Centre (PDSTC) Trainer Duty Code 300			
Shirt Bicycle Long Sleeve	6005	4	
Shirt Bicycle Short Sleeve	6000	5	
Police Driving Unit - "Depot" Division Duty Code 303			
Balaclava White	2370-506	1	Track duties only.
Cold Weather Clothing			As required from Duty Code #137.
Coveralls Blue	3300	1	
Shirt "T" Crested Crewneck	6065	5	
Trousers Blue Female/Male	6900/6850	1	
Trousers Field Female/Male	6975/6970	1	Track duties only.
Trousers HW Whipcord Female/Male	6885/6875	1	

Promotion Duty Code 308			
Badge Cpl.	1300-202	1	
Badge Crown Arm	1350-005	1	
Badge Sgt.	2025-205	1	Also order item 1350-005.
Badge S/Sgt.	1950-207	1	
Epaulette Rank (pair) S/Sgt./Sgt./Cpl.	3360	4	
Officer Badge Star Rank Silver	4300-106	2	
Officer Badge Star Rank Small	4300-157	2	
Officer Badge Star Rank Large	4300-408	6	
Officer Badge X Sword and Baton Small	4325-109	2	
Officer Badge X Sword and Baton Large	4325-303	6	
Officer Badge X Sword and Baton Silver	4350-006	2	
Officer Epaulette Rank (pair)	4661	4	
Reservist Duty Code 335			**Approved by division Reserve Coordinator. Restricted. See ch. 6., sec. 4.5.**
Badge Cap	1225-006	1	
Badge Turban	1230-100	1	
Belt Waist Leather Black	2460	1	

Item Description Entitlement Code	**Stock Item No.**	**Issue/ Replacement**	**Restrictions/ Remarks**

Reservist Duty Code 335 (cont'd)			**Approved by division Reserve Coordinator. Restricted. See ch. 6., sec. 4.5.**
Boots Ankle Lightweight Female/Male	2595/2580	1	
Boots Winter	2800	1	
Cap Cloth	2925	1	
Cap Fur	2975	1	
Cover Cap Cloth	3340-007	1	
Duty Belt Black	3483	1	
Duty Belt Black Extendable Baton Holder 21" or 26"	3485	1	
Duty Belt Black Flashlight Holder (Surefire/Stinger)	3489-100	1	
Duty Belt Black Flashlight Ring	3488-101	1	
Duty Belt Black Handcuff Pouch	3482-014	1	
Duty Belt Black Holster	3495	1	
Duty Belt Black Keeper	3492-109	4	
Duty Belt Black Low Rise Belt Loop	3497	1	
Duty Belt Black Minilight Holder	3490-106	1	
Duty Belt Black Pouch Double Magazine	3491	1	
Duty Belt Defence Spray Holder	3487-100	1	
Duty Belt Nylon Defence Spray Holder	3389-100	1	
Duty Belt Nylon Double Mag Pouch	3385	1	

Duty Belt Nylon Flashlight Holder	3395-100	1	
Duty Belt Nylon Flashlight Ring	3391-100	1	
Duty Belt Nylon Handcuff Pouch	3387-100	1	
Duty Belt Nylon Inner	3375	1	
Duty Belt Nylon Keeper	3397-100	4	
Duty Belt Nylon Minilight Holder	3393-100	1	
Duty Belt Nylon Outer	3380	1	
Duty Belt Suspenders	3494-105	1	

Item Description Entitlement Code	**Stock Item No.**	**Issue/ Replacement**	**Restrictions/ Remarks**
Reservist Duty Code 335 (cont'd)			**Approved by division Reserve Coordinator. Restricted. See ch. 6., sec. 4.5.**
Gloves Duty Insulated Female/Male	3560/3570	1	
Gloves Slash Resistant Unisex	3680	1	
Handcuffs c/w Keys	Local	1	Replacement through division.
Identification Card (If lost or damaged, see AM ch. VIII.1.)	Local	1	Available through division.
Jacket Patrol Unisex	4010	1	
Liner Jacket Patrol Unisex	4020	1	
Liner Parka Inclement Unisex	5035	1	
Mitts Leather	4125	1	
Mitts Woolen	4175	1	

Parka Inclement Unisex	5030	1	
Pistol Service	Local	1	Upon approved training. Supplied by Armourer.
Shirt Duty Long Sleeve	6020	5	
Shirt Duty Short Sleeve	6040	5	
Socks Blue Heavyweight	6450	1	
Socks Blue Lightweight	6475	6	
Stripes Inclement Fluorescent (pair)	5275	X	For Trousers Inclement #5260.
Tie Bar	6740-502	2	
Tie Blue	6755	2	
Trousers Blue Female/Male	6900/6850	2	
Trousers HW Whipcord Female/Male	6885/6875	1	
Trousers Inclement	5260	1	
Turban Navy Blue	7055-100	1	
Vest Carrier External Soft Body Armor	8070	1	
Vest Carrier Internal Soft Body Armor	8064	1	
Vest High Visibility	8100	1	
Vest Soft Body Armor	8052	1	

Item Description Entitlement Code	**Stock Item No.**	**Issue/ Replacement**	**Restrictions/ Remarks**
Search and Rescue Duty Code 354			
Cold Weather Clothing			As required from Duty Code #137.
Mitts Leather	4125	1	Replacement by repayment.

Mitts Woolen	4175	1	Replacement by repayment.
Snowmobile Operator Duty Code 356			**If not previously issued.**
Balaclava White	2370-506	1	
Cold Weather Clothing			As required from Duty Code #137.
Cold Weather Survival Gear	Local	1	Bulk buy or purchase locally.
Helmet ATV/Snowmobile	Local		Bulk buy - PD-SE-17.
Special "I" Duty Code 357			
Bag Gym	2365-502	1	
Camouflage Clothing			As required per ERT call out as loaned from ERT.
Cold Weather Clothing			As required from Duty Code #137.
Coveralls Blue	3300	1	
Jacket Take Down	3980	1	
Tactical and Weapons Training Unit - Connaught Range Duty Code 370			**Restricted to full-time instructors at Connaught Range. Also entitled to replacement of existing items under ERT.**
Shirt Instructor (3 short sleeve and 2 long sleeve)	Local	5	
Shoes Special Purpose Training	Local	2	
Trousers Combat Blue	6940	3	
Tactical Troop Duty Code 371			**Approved by OIC Tactical Troop/delegate. Restricted. See ch. 6., sec. 3.9.**

Athletic Support and Cup	Local	1	Max $40 toward private purchase.
Badge Shoulder Police Velcro	2136-209	4	For Shirt Special Duty Blue #6045.
Bag Equipment Large	2355-108	1	
Bag Gym	2365-502	1	
Boots Tactical Safety	2760	1	
Cap Baseball Blue	2930	1	
Shirt Special Duty Blue	6045	2	
Shirt "T" Blue	Local	4	Purchase locally.
Spectacles Combat	Local	1	Restricted to members required to wear eyeglasses. Available through division.
Stripes Inclement Blue (pair)	5270	1	For Trouser Inclement with Blue Stripe #5263.
Trousers Combat Blue	6940	2	
Trousers Inclement with Blue Stripe	5263	1	**If not previously issued.**

Item Description Entitlement Code	**Stock Item No.**	**Issue/ Replacement**	**Restrictions/ Remarks**
Traffic Personnel Duty Code 373			**Dedicated Traffic Personnel only, if not previously issued. Must indicate Traffic Cost Centre, formerly "collator code."**
Cap Baseball Blue	2930-102	1	Commercial Vehicle Insp. only.
Coveralls Blue	3300	1	Commercial Vehicle Insp. only.
Jacket High Visibility	3985	1	Issued to the Unit. On loan from the Traffic Unit to the member performing full-time traffic

			duties only. Unit must have the garment professionally cleaned before re-issuing. Order on Form 1217 - Bulk buy. Enter directly in TEAM as a bulk quotation.
Trousers Storm	7000	1	
Underwater Recovery Team Duty Code 391			**If not previously issued. Approved by Coordinator. Restricted. See ch. 6, sec .3.8.**
Badge Shoulder Police Velcro	2136-209	4	For Shirt Special Duty Blue #6045.
Bag Diver's Equipment	Local	1	Bulk buy - PD-PE-72.
Bag Gym	2365-502	1	
Balaclava White	2370-506	1	
Bathing Suit Female/Male	Local	1	Purchase locally.
Boots Marine	Local	1	Purchase locally.
Cap Baseball Blue	2930	1	
Cap Watch Blue	Local	1	Purchase locally.
Cold Water Survival Gear	Local	1	Bulk buy or purchase locally.
Cold Weather Clothing			As required from Duty Code #137.
Coveralls Blue	3300	1	
Shirt Diver	Local	3	Purchase locally.
Shirt Special Duty Blue	6045	2	
Shirt "T" Blue	Local	4	Purchase locally.

Trousers Combat Blue	6940	2	

Special Remarks

1. **Plainclothes Holsters**

1. 1. To reduce the financial burden on divisions, there is a phase-in period of four years. The following five holsters are presently approved plainclothes holsters with their expiration date. On the dates indicated, the holster will no longer be approved for RCMP use.

Type	Material	Expiration Date
Holster, Belt, Plainclothes, RCMP specification GS1045-285	made from leather	2007-04-01
Holster, Belt, Super Slide, Sidekick Professional, Uncle Mike's (models 15-8615-0 and 15-8616-0, for S&W 5946 and 3953 respectively)	nylon cordura material	2006-04-01
Holster, Shoulder, Equipment, RCMP specification GS1045-237	leather material with webbing harness	2004-04-01
Holster, Shoulder, Horizontal, Pro-Pak, Uncle Mike's (models 15-7715-0 and 15-7716-0 for S&W 5946 and 3953 respectively)	nylon cordura material	2004-04-01
Holster, Paddle, Safariland model 518, plain black finish	thermoplastic material	2005-04-01

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Psychologist

Radio Technician

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Ident. Technician
Information Services

Shipper/Receiver
Special "I" Technician
Stable Worker
Stores Person
Summer Student

Telecommunications Technician
Transport Services - Chauffeur

Vehicle Mechanic

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Aboriginal Pre-Cadet Training Program Duty Code 101			**Approved by division Program Coordinator.**
Badge Cap	1225-006		
Bag Gym Nylon	2365	1	
Band Cap Blue	2405-100	1	For Cap Cloth #2925. Special-made. See ch. 5., sec. 8.
Belt Waist Leather Black	2460	1	
Boots Ankle Lightweight Female/Male	2595-2580	1	
Brassard Student	2830	1	
Cap Cloth Auxiliary	2927	1	
Cover Cap	3340-007	1	
Duty Belt Black	3483	1	
Duty Belt Black Flashlight Ring	3488	1	
Duty Belt Black Handcuff Pouch	3482	1	
Jacket Patrol Unisex	4010	1	Remove RCMP/police markings.

Liner Patrol Unisex	4020	1	
Shirt Duty Short Sleeve	6040	3	Remove RCMP/police markings.
Shirt "T" Crested Crewneck	6065	2	
Socks Blue Lightweight	6475	4	
Socks Athletic	6480	2	
Tie Bar	6740-502	1	
Tie Blue	6755	2	
Trousers Blue without Stripe Female/Male	6860/6855	2	
Vest Carrier External SBA	8070	1	Remove RCMP/police markings.
Vest Soft Body Armour	8052	1	
Aircraft Maintenance Technician			
Coveralls		1	
Smock		1	
Air Service Pilots Duty Code 103			**Financial approval by IC Air Services Section. Authorization by OIC Air Services.**
Badge Air Pilot	1075-004	10	
Belt Waist Leather Black	2460	1	Repayment item for RMs.
Boots Ankle Lighweight Female/Male	2580/2595	1	
Boots Winter	2800	1	
Cap Fur	2975	1	

Cold Weather Clothing			As required from Duty Code #137.

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Air Service Pilots Duty Code 103 (cont'd)			**Financial approval by IC Air Services Section. Authorization by OIC Air Services.**
Coveralls	3300	2	Remove RCMP/police markings.
Flightsuit	Division Stores	2	For surveillance and transportation operations.
Gloves Duty Insulated Female/Male	3560/3570	1	Repayment item for RMs.
Jacket Patrol Unisex	4010	1	Remove RCMP/police markings.
Liner Jacket Patrol Unisex	4020	1	
Liner Parka Inclement	5035	1	
Officer Shirt Duty Long Sleeve	4735	5	Remove RCMP/police markings. Repayment item for RMs.
Officer Shirt Duty Short Sleeve	4745	5	Remove RCMP/police markings. Repayment item for RMs.
Parka Inclement Unisex	5030	1	Remove RCMP/police markings.
Shirt Duty Long Sleeve	6020	5	Remove RCMP/police markings. Repayment item for RMs. For cargo operations.
Shirt Duty Short Sleeve	6040	5	Remove RCMP/police markings. Repayment item for RMs. For cargo operations.
Shirt "T"	6065	2	Repayment item for RMs.
Shoes Oxford Black Female/Male	6175/6150	1	
Socks Blue Heavyweight	6450	5	Repayment item for RMs.

Socks Blue Lightweight	6475	5	Repayment item for RMs.
Stripe Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Sweater Pullover V-neck	6648	1	Remove RCMP/police markings. Repayment item for RMs.
Tie Bar	6740-502	1	Repayment item for RMs.
Tie Blue	6755	2	Repayment item for RMs.
Trousers Blue without Stripe Female/Male	6860/6855	2	
Trousers Field Female/Male	6975/6970	3	For cargo operations.
Trousers Inclement with Blue Stripe	5263	1	If already issued to RM, order Stripe Inclement Blue #5270.
Vest Carrier External Soft Body Armour	8070	1	Remove RCMP/police markings.
Vest Soft Body Armour	8052	1	

Item Description Entitlement Code	**Stock Item No.**	**Issue/ Replacement**	**Restrictions/ Remarks**
Armoured Systems, Electronics, Electronic Security, Mechanical Security, and Radio Technician Duty Code 353			**Police identification must be removed from all articles.**
Bag Equipment Large	2355-108	1	
Belt Linesman		1	
Boots Winter Unisex	2800	1	
Cap Watch Blue	Local	1	
Coveralls		1	
Coveralls Combat Winter	3320	1	

Gloves Work		1	
Goggles Clear		1	
Hat Hard			
Jacket Patrol Unisex	4010	1	Remove RCMP/police markings.
Liner Jacket Patrol	4020	1	Remove RCMP/police markings.
Liner Parka Inclement	5035	1	Remove RCMP/police markings.
Mitts Shooting Black		1	
Parka Inclement	5030	1	Remove RCMP/police markings.
Protector Ear		1	
Smock		1	
Stripes Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Trousers Inclement with Blue Stripe	5263	1	
Armourer			
Apron		1	
Smock		1	
Artisan			
Apron		1	
Coveralls		1	
Glasses Safety		1	
Gloves Leather		1	
Hard Hat		1	
Smock		1	
Audiovisual Technician			

Coat Laboratory		1	

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Auxiliary Constable Duty Code 105			**Approved by division Auxiliary Coordinator.**
Badge Auxiliary	2075-504	10	
Badge Cap	1225-006	1	
Badge Turban	1230-100	1	Issued in lieu of Badge Cap, when authorized by Commissioner. See ch. 1., sec. C.7.
Band Cap Blue	2405	1	Special-made. See. ch. 5., sec. 8. For Cap Cloth #2925.
Belt Waist Leather Black	2460	1	
Boots Ankle Lightweight Female/Male	2595/2580	1	
Boots Winter	2800	1	
Cap Cloth Auxiliary	2927	1	
Cap Fur	2975	1	
Cover Cap	3340-007	1	
Duty Belt Black	3483	1	
Duty Belt Black Ext. Baton Holder 21" or 26"	3485	X	On completion of approved training.
Duty Belt Black Flashlight Holder (Surefire/Stinger)	3489-100	1	On completion of approved training.
Duty Belt Black Flashlight Ring	3488-101	1	On completion of approved training.
Duty Belt Black Handcuff Pouch	3482-014	1	On completion of approved training.
Duty Belt Black Keeper	3492-109	4	On completion of approved training.

Duty Belt Black Minilight Holder	3490-106	1	On completion of approved training.
Duty Belt Defence Spray Holder	3487-100	X	On completion of approved training.
Duty Belt Nylon Defence Spray Holder	3389-100	1	On completion of approved training.
Duty Belt Nylon Flashlight Holder	3395-100	1	On completion of approved training.
Duty Belt Nylon Flashlight Ring	3391-100	1	On completion of approved training.
Duty Belt Nylon Handcuff Pouch	3387-100	1	On completion of approved training.
Duty Belt Nylon Inner	3375	1	On completion of approved training.
Duty Belt Nylon Keeper	3397-100	4	On completion of approved training.
Duty Belt Nylon Minilight Holder	3393-100	1	On completion of approved training.
Duty Belt Outer	3380	1	On completion of approved training.
Duty Belt Suspenders	3494-105	1	
Gloves Duty Insulated Female/Male	3560/3570	1	
Gloves Slash Resistant Unisex	3680	1	Dependent upon division policy.
Jacket Patrol Unisex	4010	1	Alter with #2075, 4950 and 4955. See ch. 5., sec. 3.4.
Liner Jacket Patrol Unisex	4020	1	
Liner Parka Inclement	5035	1	Dependent upon division policy.

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks

Auxiliary Constable Duty Code 105 (cont'd)			**Approved by division Auxiliary Coordinator.**
Mitts Leather	4125	1	
Mitts Woolen	4175	1	
Name Tag Plastic	Local	2	Replacement through division.
Name Tag Velcro	NMSO	2	
Parka Inclement Unisex	5030	1	Alter with #2075, 4950 and 4955.
Patch Auxiliary Large	4955-100	6	See ch. 1., sec. E.11.
Patch Auxiliary Small	4950-100	6	See ch. 1., sec. E.11.
Shirt Duty Long Sleeve	6020	1	See ch. 5., sec. 3.4. Alter with #2075, 4950 and 4955.
Shirt Duty Short Sleeve	6040	2	See ch. 5., sec. 3.4. Alter with #2075, 4950 and 4955.
Socks Blue Lightweight	6475	2	
Stripes Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Sweater V-neck Auxiliary	6655		Dependent upon division policy.
Tie Bar	6740-502	1	
Tie Blue	6755	1	
Trousers Blue without Stripe Female/Male	6860/6855	2	
Trousers Heavyweight Whipcord Female/Male	6885/6875	1	Remove yellow stripe.
Trousers Inclement with Blue Stripe	5263	1	
Turban Navy Blue	7055-100	1	Issued in lieu of Cap Cloth when authorized. See ch. 1., sec. C.7.
Vest Carrier External SBA	8070	1	See ch. 5., sec. 3.4. Alter with #2075, 4950 and 4955.

Vest Carrier Internal SBA	8064	1	
Vest High Visibility Auxiliary	8110	1	
Vest Soft Body Armour	8052	1	
Auxiliary Constable Ceremonial Duty Code 106			**Approved by division Auxiliary Coordinator. See ch. 5., sec. 3.4.2.**
Badge Collar	1050-001	2	
Belt Ceremonial	2440	1	
Buckle Belt Ceremonial	2445-301	1	
Gloves Black Unlined Female	3500	1	
Gloves Black Unlined Male	4664	1	
Jacket Blue Female/Male	3970/3960	1	Alter with #2075.
Officer Bow Tie Strap	4380-015	1	

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Auxiliary Constable Ceremonial Duty Code 106 (cont'd)			**Approved by division Auxiliary Coordinator. See ch. 5., sec. 3.4.2.**
Officer Cuff Link and Studs	4660-005	1	
Officer Gloves White	4665	1	
Officer Shirt Long Sleeve	4735	1	
Officer Shirt White Formal Female	4726-500	1	Special order. See ch. 5., sec. 8.
	4726-006	1	Special order. See ch. 5., sec. 8.

Officer Shirt White Formal Male			
Purse Clutch Black Leather	2350-009	1	
Shoes Oxford Black Female/Male	6175/6150	1	
Shoes Pump Black Female	5131-100	1	
Skirt Long Blue Female	6350	1	
Barber			
Jacket		1	
Building Cleaner			
Coveralls Disposable		1	
Gloves Rubber		1	
Butcher			
Cap Butcher's		1	
Coat Butcher's		1	
Shirt White		1	
Trousers White		1	
Carpenter (see Artisan)			
Chaplain Duty Code 140			**Restricted. See ch. 5., sec. 3.7.**
Blazer Regimental Female	2474-000	1	Special-made. See ch. 5., sec. 8.
Blazer Regimental Male	2475-006	1	Special-made. See ch. 5., sec. 8.
Brassard Chaplain	2835-100	1	
	2935-100	1	

Cap Baseball Chaplain			
Cape	3150-100	1	
Jacket Chaplain	3975-000	1	
Name Tag Chaplain	4668-200	1	
Skirt Grey Female	6358-000	1	Special-made. See ch. 5., sec. 8. May order either Skirt or/and Trousers Grey.
Stoles	3151-107	1	Special-made. See ch. 5., sec. 8.
Tie Regimental	6757-000	1	
Trousers Grey Female	6966-000	1	Special-made. See ch. 5., sec. 8. May order either Skirt or/and Trousers Grey.
Trousers Grey Male	6965-105	1	Special-made. See ch. 5., sec. 8.

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Clerk			
Smock		1	
Computer Operations			
Smock		1	
Cook (including Food Supervision)			
Apron		1	
Cap Cook's		1	
Gloves Rubber		1	
Jacket White		1	
Net Hair		1	
Shirt White		1	

Trousers White		1	
Uniform White Female		1	
Dietician			
Coat Laboratory		1	
Division Fitness and Lifestyle Advisor (DFLA)			
Full Zip Black Arctic-Fleece Jacket with DFLA logo		1	Purchase coordinated yearly by National Headquarters (NHQ) DFLA.
2-Piece Black Track Suit with DFLA Logo (Athletic Twill)		1	Purchase coordinated yearly by NHQ DFLA.
4 Polo Shirts Black with DFLA Logo		1	Purchase coordinated yearly by NHQ DFLA.
Running Shoes		2	Purchase locally. Approved by NCO IC Division Training.
Socks		5	Purchase locally. Approved by NCO IC Division Training.
Electrician			
Coverall		1	
Gloves		1	
Hat Hard		1	
Engineer			
Apron		1	
Boots Rubber		1	
Coveralls		1	
Glasses Safety		1	
Gloves		1	
Hat Hard		1	
Mask Face		1	

Smock		1	

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Environmental Health and Safety Advisor			
Coat Laboratory		1	
Coveralls		1	
Gloves Work		1	
Goggles Safety		1	
Hat Hard		1	
Executive Dining Room Assistant (see Kitchen Helper)			
Farrier			
Apron Leather		1	
Gloves Welding		1	
Jacket Leather Front		1	
Mask Face		1	
Mask Welding		1	
Protector Ear		1	
Shirt T-Crested		1	
Fleet Manager/Fleet Car Pool Attendants Duty Code 353			
Cap Watch	Local	1	
Coveralls Blue	3300	1	Remove RCMP/police markings.
Footwear	Local	1	CSA protective.
	3560/3570	1	

Gloves Duty Insulated Female/Male			
Smock	Local	1	
Garage (see Vehicle Mechanic)			
Gardener (Other Maintenance)			
Coveralls		1	
Gloves Work		1	
Hat Hard		1	
Smock		1	
Heating, Power, Stationary Plant Operators (see Engineer)			
Ident. Technician			
Apron		1	
Apron Rubber		1	
Coveralls		1	
Gloves Plastic		1	
Smock		1	

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Information Services (see Clerk)			
Kennel Person			
Apron Rubber		1	
Coveralls		1	
Gloves		1	

Smock		1	
Kitchen Helper			
Apron		1	
Gloves Cloth		1	
Gloves Rubber		1	
Jacket Gold		1	
Jacket White		1	
Net Hair		1	
Shirt White		1	
Trousers White		1	
Uniform White Female		1	
Lab Technician (see Ident. Technician)			
Leathercraft			
Apron		1	
Long Service - Division Duty Code 251			
Pin Civilian Member 20 year	8671-100	50	Bulk purchase for presentations.
Pin Civilian Member 25 year	8672-100	50	Bulk purchase for presentations.
Pin Civilian Member 30 year	8673-100	50	Bulk purchase for presentations.
Pin Civilian Member 35 year	8674-100	50	Bulk purchase for presentations.
Pin Civilian Member 40 year	8675-100	50	Bulk purchase for presentations.
Presentation Box	8670-100	50	Bulk purchase for presentations.

Ribbon Undress Service	8692-100	50	Bulk purchase for presentations.
Ribbon Undress Service Bronze	8694-100	50	Bulk purchase for presentations.
Ribbon Undress Service Gold (35 yr.)	8698-100	50	Bulk purchase for presentations.
Ribbon Undress Service Gold (40 yr.)	8699-100	50	Bulk purchase for presentations.
Ribbon Undress Service Silver	8696-100	50	Bulk purchase for presentations.
Machinist			
Glasses Safety		1	

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Mailroom (see Clerk)			
Medical Clinic Doctor			
Coat Laboratory		1	
Smock		1	
Medical Clinic Nurse			
Coat Laboratory		1	
Smock		1	
Mess Orderly (see Kitchen Helper)			
Mess Steward			
Jacket		1	
Shirt Short Sleeve		1	
Shirt White		1	
Trousers		1	

Microphotography			
Apron Rubber		1	
Gloves Rubber		1	
Goggles Safety		1	
Overshoes Rubber		1	
Smock		1	
Museum Director and Curator Duty Code 353			
Blazer Regimental Female	2474-000	1	Special-made. See ch. 5., sec. 8.
Blazer Regimental Male	2475-006	1	Special-made. See ch. 5., sec. 8.
Shoes Oxford Black Female/Male	6175/6150	1	See ch. 5., sec. 8.
Skirt Grey Female	6358-000	1	Special-made. See ch. 5., sec. 8. May order either Skirt or/and Trousers Grey.
Tie Regimental	6757-000	1	
Trousers Grey Female	6966-000	1	Special-made. See ch. 5., sec. 8. May order either Skirt or/and Trousers Grey.
Trousers Grey Male	6965-105	1	Special-made. See ch. 5., sec. 8.
Painter			
Hat Hard		1	
Overalls		1	
Plumber			
Coveralls		1	
Gloves Rubber		1	

Gloves Work		1	
Hat Hard		1	

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Post Blast National Response Team Duty Code 305			
Bag Equipment Large	2355-108	1	
Bag Gym	2365-502	1	
Boots Tactical Safety	2760	1	
Cap Watch Blue	Local	1	
Gloves Duty Insulated Female/Male	3560/3550	1	
Gloves Grip Guard Meat Cutters	Local		Available through division.
Hard Hat c/w Liner	Local		Available through division.
Jacket Patrol Unisex	4010	1	Remove RCMP/police markings.
Liner Parka Inclement	5035	1	
Liner Patrol Jacket Unisex	4020	1	
Parka Inclement	5030	1	Remove RCMP/police markings.
Stripes Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Trousers Inclement with Blue Stripe	5263	1	
T-shirt	6065	3	
Post Garage Technician/ Post Garage Manager Duty Code 353			
Cap Watch	Local	1	

Coveralls Blue	3300	1	Remove RCMP/police markings.
Footwear	Local	1	CSA protective.
Gloves Duty Insulated Female/Male	3560/3570	1	
Helmet Motorcycle	Local	1	CSA approved.
Helmet Snowmobile	Local	1	CSA approved.
Pants	Local	1	Rented locally.
Shirt Long Sleeve and Short Sleeve	Local	1	Rented locally.
Smock	Local	1	
T-Shirt	Local	1	Rented locally.
Printing Machine Operator			
Apron		1	
Gloves Disposable Plastic		1	
Smock		1	

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Property Manager			
Coveralls		1	
Hat Hard		1	
Psychologist			
Coat Laboratory		1	
Saddler			
Coveralls		1	
Ship Repair			
Coveralls		1	

Glasses Safety		1	
Gloves Welding		1	
Goggles Welding		1	
Helmet Welding		1	
Jacket Floater		1	
Protector Ear		1	
Shipper/Receiver (see Stores Person)			
Special "I" Technician			
Smock		1	
Stable Worker			
Coveralls		1	
Stores Person			
Coveralls		1	
Gloves Leather		1	
Smock		1	
Summer Student Duty Code 355			**Approved by division Program Coordinator.**
Badge Cap	1225-006	1	Retain at division for future use.
Band Cap Blue	2405-100	1	For Cap Cloth #2925. Special-made. See ch. 5., sec. 8.
Belt Waist Leather Black	2460	1	Retain at division for future use.
Boots Ankle Lightweight Female/Male	2595/2580	1	
Brassard, Student	2830-000	1	Retain at division for future use.
Cap Cloth Auxiliary	2927	1	Retain at division for future use.
Cover Cap	3340-007	1	Retain at division for future use.

Duty Belt Black	3483	1	Retain at division for future use.
Duty Belt Black Flashlight Ring	3488-101	1	Retain at division for future use.

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Summer Student Duty Code 355 (cont'd)			**Approved by division Program Coordinator.**
Jacket Patrol Unisex	4010	1	Retain at division for future use. Remove RCMP/police markings.
Liner Patrol Unisex	4020	1	
Shirt Duty Short Sleeve	6040	3	Retain at division for future use. Remove RCMP/police markings.
Socks Blue Lightweight	6475	4	
Trousers Blue without Stripe Female/Male	6860/6855	2	Retain at division for future use.
Vest Carrier External SBA	8070	1	Retain at division for future use. Remove RCMP/police markings.
Vest Carrier Internal SBA	8064	1	Retain at division for future use.
Vest Soft Body Armour	8052	1	Retain at division for future use.
Telecommunications Technician Duty Code 353			
Boots Mukluk c/w Duffle Socks and Liner [(1)]	2690/6425/ 3925	1	
Cap Fur [(1)]	2975	1	
Coveralls Blue	3300	1	Remove RCMP/police markings.

Liner Parka Inclement	5035	1	
Mitts Arctic c/w Liner [(1)]	4120/4080	1	
Parka Inclement Unisex	5030	1	Remove RCMP/police markings.
Trousers Storm [(1)]	7000	1	
Transport Services - Chauffeur Duty Code 372			
Badge Cap	1225-006	1	
Badge Shoulder Transport	2138-506	26	
Band Cap Blue	2405-100	1	For Cap Cloth #2925. Special-made. See ch. 5., sec. 8.
Belt Waist Leather Black	2460	1	
Boots Ankle Female/Male	2595/2580	1	
Boots Winter Unisex	2800	1	
Cap Baseball Blue	2938	1	
Cap Cloth Auxiliary	2927	1	
Cap Fur	2975	1	
Cover Cap Cloth	3340-007	1	
Coveralls Blue	3300	1	Remove RCMP/police markings. Add #2138.

Item Description Entitlement Code	Stock Item No.	Issue/ Replacement	Restrictions/ Remarks
Transport Services - Chauffeur Duty Code 372 (cont'd)			
Gloves Duty Insulated Female/Male	3560/3570	1	
Jacket Patrol Unisex	4010	1	

			Remove RCMP/police markings. Add #2138.
Liner Parka Inclement	5035	1	
Liner Patrol Unisex	4020	1	
Name Tag Plastic	Local	2	Purchase through division.
Name Tag Velcro	NMSO	2	
Parka Inclement	5030	1	Remove RCMP/police markings. Add #2138.
Shirt Duty Long Sleeve	6020	5	Remove RCMP/police markings. Add #2138.
Shirt Duty Short Sleeve	6040	5	Remove RCMP/police markings. Add #2138.
Socks Blue Lightweight	6475	4	
Stripes Inclement Blue (pair)	5270	X	For Trousers Inclement with Blue Stripe #5263.
Tie Bar	6740	1	
Tie Blue	6755	2	
Trousers Blue without Stripe Female/Male	6855/6860	3	
Trousers Inclement with Blue Stripe	5263	1	
Vehicle Mechanic			
Coveralls		1	
Face Shield Clear		1	
Glasses Safety		1	
Gloves Welding		1	
Gloves Work		1	
Goggles Clear		1	
Goggles Welding		1	

Hat Hard		1	
Helmet Welding		1	

(1) At the discretion of the CO/delegate, these issue items are restricted to telecommunications technicians who are required to travel to remote sites in extremely adverse winter conditions. Police identification must be removed from all articles.

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

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Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Air Services				
Flightsuit		GS 1045-272. Bulk buy.		Division Stores
	111344	34-36	X Small	
	111350	36-38	#6635	
	111351	38-40	X Small	
	111352	40-42	#6637	
	111271	34-36	X Small	
	111353	36-38	#6639	
	111354	38-40	X Small	
	111277	40-42	#6641	
	111280	42-44	Small	
	111355	34-36	#6835	
	111276	36-38	Small	

	111356 111273 111357 111358 111359 111300 111274 111275 111360 111361 111279 111278 111283 111282 111773	38-40 40-42 42-44 36-38 38-40 40-42 42-44 44-46 38-40 40-42 42-44 44-46 40-42 42-44 Special Size	#6837 Small #6839 Small #6841 Small #6843 Medium #7035 Medium #7037 Medium #7039 Medium #7041 Medium #7043 Medium #7237 Medium #7239 Medium #7241 Medium #7243 Medium #7245 Tall #7439 Tall #7441 Tall #7443 Tall #7445 X Tall #7641 X Tall #7643 Special Size	
Badges and Commendations				
Badge Embroidered - PCR	111536	Police Community Relations. GS 1045-219. Bulk buy.		Division Stores
	111537			

Badge Embroidered - Rovers		Schiffli Type, Rovers-Routiers. GS 1045-162. Bulk buy.		Division Stores
Badge Embroidered - Venturer	111538	Schiffli Type, Venturer. GS 1045-162. Bulk buy.		Division Stores
Commendation Deputy Commissioners/ Commanding Officers/ Directors, Civilian	113618	Sterling silver, oval, complete with presentation box. GS 1045-265. Bulk buy.		Division Stores
Commendation Deputy Commissioners/ Commanding Officers/ Directors, Civilian	113619	Second award - sterling silver, oval, complete with presentation box. GS 1045-265. Bulk buy.		Division Stores

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Badges and Commendations (cont'd)				
Commendation Deputy Commissioners/ Commanding Officers/ Directors, Civilian	113620	Third award - sterling silver, oval, complete with presentation box. GS 1045-265. Bulk buy.		Division Stores
Commendation Deputy Commissioners/ Commanding Officers/ Directors, Regular Members	113609	Sterling silver, rectangular bar, complete with presentation box. GS 1045-265. Bulk buy.		Division Stores
Commendation Deputy Commissioners/ Commanding Officers/ Directors, Regular Members	113616	Second award - sterling silver, rectangular bar, complete with presentation box. GS 1045-265. Bulk buy.		Division Stores
Commendation/Deputy Commissioners/ Commanding Officers/	113617	Third Award - sterling silver, rectangular bar, complete with		Division Stores

Directors, Regular Members		presentation box. GS 1045-265. Bulk buy.		
Breath Testing - Approved Instruments				
Alcohol Solution	109477	Standard 3.38%; 6/package. National Standing Offer.		Division Stores
Alcohol Solution	109474	Ethyl 100 mg%; 6/package. National Standing Offer.		Division Stores
Alcohol Solution	109475	Ethyl 100 mg%; 6/package. National Standing Offer.		Division Stores
AlcoSensor IV RBT IV/K		Bulk buy.		Division Stores
Ampoule	111234	3.00 ml (25/bx). Local purchase.		Davtech Analytical & Media Services Inc.
BAC Datamaster C	109630	P/N 71600 0 CN. Bulk buy.		Division Stores
Bubbler Tube	109470	Glass (100/bg). Local purchase.		Davtech Analytical & Media Services Inc.
Guth Simulator	109629	Model 34C complete with Simulstand Hexan with aluminum anodized spaces; precision serialized Mercury-in-glass thermometer; P/N AS-3410-MT (may be used with roadside screening device). Local purchase.		Davtech Analytical & Media Services Inc.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Breath Testing - Approved Instruments (cont'd)				

Guth Simulator	114962	Model 10-4d Digital Alcohol Simulator; complete with simulator; P/N AS-1104-DR. Local purchase.		Davtech Analytical & Media Services Inc.
Intoxilyzer	109633	Model 5000 C (with associated keyboard). Bulk buy.		Division Stores
Keyboard	111663	For Model 5000 C Intoxilyzer. Bulk buy.		Division Stores
Mouthpiece	114960	Check trap One Way; for BAC Datamaster C Intoxilyzer 500C, Breathlyzer 900a, 900 Alcotest 7410 P/N 23-0010-00. Local purchase.		Davtech Analytical & Media Services Inc.
Mouthpiece	114961	Guth Ultrap 11; for BAC Datamaster C, Intoxilyzer 500C, Breathlyzer 900a, 900, Alcotest 7410 P/N GM-1000-00. Local purchase.		Davtech Analytical & Media Services Inc.
Mouthpiece		For AlcoSensor IV DWF, AlcoSensor IV RBT/IV-K. Bulk buy.		Division Stores
Simulator	109620	Alcohol Break Analyzer Mark II A compatible for all roadside portable devices (NATIONAL DRAEGAR manufacturer). Bulk buy.		Division Stores
Simulator Container	114963	P/N GU-1125-SC, for use with Guth Simulator 10-4D. Local purchase.		Davtech Analytical & Media Services Inc.
Simulstand	109627	Hexan with aluminum anodized spacers; P/N GU-1101-SS, for use with Guth Simulator 34C. Local purchase.		Davtech Analytical & Media Services Inc.
Thermometer, Precision Serialized	109628	Mercury-in-glass thermometer; P/N GU-1109-ST, for use with Guth Simulator 34C. Local purchase.		Davtech Analytical & Media Services Inc.
Thermometer, Precision Serialized	114964	Mercury-in-glass thermometer; P/N GU-1125-ST, for use with Guth Simulator 10-4D. Local purchase.		Davtech Analytical & Media Services Inc.

Breath Testing - Approved Screening Devices				
AlcoSensor IV DWF		Bulk buy.		Division Stores

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Breath Testing - Approved Screening Devices (cont'd)				
Alcotest 7410 GLC	109490	With 12V DC adapter for motor vehicle; P/N 8311990C-1. Local purchase.		Draegar Canada Ltd.
Alcotest 7410 GLC	109488	With alkaline battery pack (less batteries) P/N 8311990A-1. Local purchase.		Draegar Canada Ltd.
Alcotest 7410 GLC	109486	With Nicad Battery Supply P/N 8311990N-1. Local purchase.		Draegar Canada Ltd.
Battery Pack, Alkaline	109583	For Alcotest 7410 GLC (less batteries) P/N 8311866. Local purchase.		Draegar Canada Ltd.
Battery Pack, NICAD	109581	For Alcotest 7410 GLC P/N 8311770. Local purchase.		Draegar Canada Ltd.
Calibration Clip	111509	For Alcotest 7410 GLC P/N 8311369. Local purchase.		Draegar Canada Ltd.
Calibration Stickers	109645	P/N 6805739. Local purchase.		Draegar Canada Ltd.
Carrying Case	109492	For Alcotest 7410PA3 and GLC, leather (foam padded) P/N 7836774. Local purchase.		Draegar Canada Ltd.
DC Adaptor, 12V	109567	For motor vehicle; P/N 8311790. Local purchase.		Draegar Canada Ltd.
Dual Charger	109580			

		For NICAD battery supply P/N 6805221. Local purchase.		Draegar Canada Ltd.
Intoxilyzer		Bulk buy.		Division Stores
Mouthpiece	111539	For Draegar Breathalyzer. Local purchase.		Draegar Canada Ltd.
Mouthpiece	114960	Check trap One Way; for BAC Datamaster C, Intoxilyzer 5000C, Alcotest 7410 P/N 23-0010-00. Local purchase.		Draegar Canada Ltd.
Mouthpiece	114961	Guth Ultrap 11; for BAC Datamaster C, Intoxilyzer 5000C, Alcotest 7410 P/N GM-1000-00. Local purchase.		Draegar Canada Ltd.
Mouthpiece		For AlcoSensor IV DWF, AlcoSensor IV RBT/IV-K. Bulk buy.		Division Stores
Mouthpiece		For Intoxilyzer 400D. Bulk buy.		Division Stores
Thermometer	109626	For simulator Mark 11A. Local purchase.		Division Stores

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Canadian Air Carrier Protection Program (CACPP)				
Boots, Tactical		Ecco		
Box, Firearms Storage		DSM. Local purchase.		
Ear Protector		Peltor		
Equipment Bag				
Gloves, Sparring		Budoworld fingerless combat.		
Goggles, Safety		Uvex		
Jock and Jills				

Knife, Collapsible		Spyderco Y0-10		
Luggage		To carry gun case.		
Mask Simmunition		FX9002		
ERT				
Armour, Hard Plate Insert	109715	For Vest, Armoured, Special Duty. PD-SE-29. Bulk buy.		Division Stores
Bag, Equipment, Black	109652	GS1045-253. Local purchase.		International Custom Products Inc.
Battering Ram	111489	One person. PD-PE-64. Local purchase.		DEW Engineering and Development Ltd.
Battering Ram	111490	Two person. GS1045-242. Local purchase.		DEW Engineering and Development Ltd.
Belt, Utility	111265	Adjustable (ERT use only). PD-PE-51. Bulk buy.		Division Stores
Bilingual Score Card	109478	North American. Local purchase.		North American Shooting Systems
Bilingual Shooting System	109485	North American. Local purchase.		North American Shooting Systems
Bindings	111430	For snowshoes lightweight, magnesium. Local purchase.		R. Nicholls Distributors Inc.
Binoculars	109471	Bausch & Lomb, 7 x 50, Centre Focus, complete with case, Model 12-7551. Local purchase.		Frederick Goertz Ltd. or Maritime Services Div. of Triton Holdings Inc.
Binoculars	109473			

		Swift 804 Audubon, 8.5 x 44 Centre Focus, complete with case. Local purchase.		Frederick Goertz Ltd. or Maritime Services Div. of Triton Holdings Inc.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
ERT (cont'd)				
Binoculars	111528	Tasco Offshore, Model OS 21, 7 x 50, waterproof with case. Local purchase.		Frederick Goertz Ltd. or Maritime Services Div. of Triton Holdings Inc.
Binoculars	109461	Carl Zeiss, 7 x 50 B/GA Rubber coated, water proof, shock resistant, Model 52-55-05. PD-PE-02. Local purchase.		Carl Zeiss Canada Ltd.
Bipod, Harris, Stand Rifle 7½"	113177	PD-PE-40. Local purchase.		R. Nicholls Distributors Inc.
Bore Sighter Kit	109462	Bushnell, Model 74-3333, complete with 3 sets of arbors and storage case. PD-FA-21. Bulk buy.		Division Stores
Bulk Flashlight	111498	For flashlight compact Type I, Type II, PD-PE-49. Local purchase.		R. Nicholls Distributors Inc.
Carrying Bag	109610	For respirator "Gas Mask", Model PC4, NBC. Bulk buy.		Division Stores
Case, Carrying	109460	For Remington Shotgun, Model 870P, PD-PE-19. Bulk buy.		Division Stores
Case, Carrying, 6" (15 cm)	109458	For .308 Winchester Rifle with day scope. PD-PE-22. Bulk buy.		Division Stores
	110346			Division Stores

Case, Carrying, 7½" (19 cm)		For .308 Winchester Rifle with night scope. PD-PE-23. Bulk buy.		
Case, Double Magazine	113193	Sidekick #7790-1. For PRO-PAK. Local purchase.		See C-9 "sidekick" Bulk Buy Book
Case, Double Magazine	112735	For Super Belt Slide, Sidekick 8836-1 for S&W 5946, Sig Sauer P226. Local purchase.		See C-9 "sidekick" Bulk Buy Book
Case, Duty Cuff, Nylon	112736	Single, waist, Sidekick #8878-1. Local purchase.		See C-9 "sidekick" Bulk Buy Book
Case, Handcuff, Single, Nylon, Cordura	113186	Sidekick #7792-1 for PRO-PAK #5-7705-0, #15-7715-0, #16-7716-0. Local purchase.		See C-9 "sidekick" Bulk Buy Book
Cleaning, Bronze Brush 12 GA (J. Dewey)	113217	#SB12, Min. order qty 10. Local purchase.		Plenty "O" Patches

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
ERT (cont'd)				
Cleaning, Bronze Brush .23 cal (J. Dewey)	113212	#B22, Min. order qty 10. Local purchase.		Plenty "O" Patches
Cleaning, Bronze Brush .308 cal (J. Dewey)	113215	#B30, Min. order qty 10. Local purchase.		Plenty "O" Patches
Cleaning Jag .22 cal (J. Dewey)	111893	#22J, Min. order qty 10. Local purchase.		Plenty "O" Patches
Cleaning Jag .30 cal (J. Dewey)	111894	#30J, Min. order qty 10. Local purchase.		Plenty "O" Patches

Cleaning Kit 12 GA Shotgun	109649	"Hoppes" 0625-SG012 (US). Local purchase.		R. Nicholls Distributors Inc.
Cleaning Kit 12 GA Shotgun	109648	"Parker Hale" 0956-S04 (England). Local purchase.		R. Nicholls Distributors Inc.
Cleaning Rod 12 GA (J. Dewey)	111992	1 piece complete with brass patch loop and brush adaptor, #34-SBB. Local purchase.		Plenty "O" Patches
Cleaning Rod .223 cal (J. Dewey)	112722	Complete with jag and brush adaptor, #22C-36. Local purchase.		Plenty "O" Patches
Cleaning Rod .308 cal (J. Dewey)	113214	Complete with jag and brush adaptor, #30C-36. Local purchase.		Plenty "O" Patches
Conducted Energy Weapon "advance Taser"	71000061	Model #44000, PD-FA-42. Local purchase.		M.D. Charlton Co. Ltd.
Eyepiece, Scope	109525	200 mm #78-2207, for Bushnell Spacemaster 11, Model 78-1800. Local purchase.		Frederick Goertz Ltd.
Filter, Canister	113199	For Respirator, "Gas Mask" Model 15A1 CBR, PD-SE-23. Local purchase.		R. Nicholls Distributors Inc.
Filter, Canister, C2A1/C7	109611	For Respirator "Gas Mask", Model PC4, NBC. Bulk buy.		Division Stores
Filter, Canister, CBRN	115595	For Respirator "Gas Mask", Model PC4, NBC. Bulk buy.		Division Stores
Filter, Racal CP3	113200	For Respirator "Gas Mask", Model 15A1 CBR. Local purchase.		R. Nicholls Distributors Inc.
Flannel, 1.5" x 2.0"	109495	For .224 - 7 mm, 50 per bag. Local purchase.		Acupro Product Line
Flannel, 1.5" x 4.0"	109500	For .30 - .45, 100 per bag. Local purchase.		Acupro Product Line
Flannel, 2.5" x 2.5"	109505	For 12 GA shotgun, 50 per bag. Local purchase.		Acupro Produce Line

Flashlight, 2 "D" Cell, Black	113226	PD-PE-17. Local purchase.		Kaycom Inc.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
ERT (cont'd)				
Flashlight Compact, Type II	109605	PD-PE-49. Local purchase.		R. Nicholls Distributors Inc.
Glasses, Raquet Ball	111284	For shooting. Local purchase.		Leader Manufacturing
Gloves, Ladies, Special Operations (ERT)	111420 111421 111422 111423 111424 111425 111426 111427 111428	Nomex Liner, PD-PE-52. Bulk buy.	Size 6 Size 6½ Size 7 Size 7½ Size 8 Size 8½ Size 9 Size 9½ Size 10	Division Stores
Gloves, Men, Special Operations (ERT)	111411 111412 111413 111414 111415 111416 111417 111418 111419	Nomex Liner, PD-PE-52. Bulk buy.	Size 8 Size 8½ Size 9 Size 9½ Size 10 Size 10½ Size 11 Size 11½ Size 12	Division Stores
	110369			Division Stores

Holder, Magazine, Double		For Sig Sauer P226 (9 mm), PD-PE-65. Bulk buy.		
Holster, Assault, Left Hand	113513	Sidekick PRO-3, Tactical holster model 6918 for S&W 5946 without light system. PD-PE-43. Local purchase.		See C-9 "sidekick" Bulk Buy Book
Holster, Assault, Left Hand	113512	Model 15, with leather case for S&W 5946 with light system. PD-PE-43. Local purchase.		M.D. Charlton Co. Ltd.
Holster, Assault, Left Hand	109671	Black nylon, leg type for P226 (may be used with or without light system). PD-PE-43. Bulk buy.		Division Stores
Holster, Assault, Right Hand	113197	Sidekick PRO-3, Tactical holster model 6918 for S&W 5946 without light system. PD-PE-43. Local purchase.		See C-9 "sidekick" Bulk Buy Book
Holster, Assault, Right Hand	113198	Model MDC Nylon SAS 6V TAC-LITE for S&W 5946 with light system. PD-PE-43. Local purchase.		M.D. Charlton Co. Ltd.
Holster, Assault, Right Hand	109674	Black nylon, leg type for P226 (may be used with or without light system). PD-PE-43. Bulk buy.		Division Stores
Holster Belt, Super Slide Sidekick Cordura	112565	#5-8605-0 for Sig Sauer P226. Local purchase.		See C-9 "sidekick" Bulk Buy Book

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
ERT (cont'd)				
Holster, Marksman	109667	Hip type, black nylon, ambidextrous for Sig Sauer P226 (9 mm). For S&W 5946 (9 mm). Bianchi International UM92-11. PD-PE-71. Bulk buy.		Division Stores
Holster Security, Left Hand	111381	For Sig Sauer P226 (9 mm) Gould & Goodrich Model B720A. PD-PE-66. Bulk buy.		Division Stores
	111380			

Holster Security, Right Hand		For Sig Sauer P226 (9 mm) Gould & Goodrich Model B720A. PD-PE-66. Bulk buy.		Division Stores
Holster, Sidekick, Ambidextrous	113169	PRO-PAK, horizontal/ shoulder, #5-7705-0 for Sig Sauer P226. Local purchase.		See C-9 "sidekick" Bulk Buy Book
Holster, Taser, Belt Type, Left Handed	115392	Model: MDCDUTYRCMPM26. PD-PE-95. Local purchase.		M.D. Charlton Co. Ltd.
Holster, Taser, Belt Type, Right Handed	115389	Model: MDCDUTYRCMPM26. PD-PE-95. Local purchase.		M.D. Charlton Co. Ltd.
Holster, Taser, Thigh, Left Handed	115394	Model: MDCSASRCMPM26. PD-PE-95. Local purchase.		M.D. Charlton Co. Ltd.
Holster, Taser, Thigh, Right Handed	115393	Model: MDCSASRCMPM26. PD-PE-95. Local purchase.		M.D. Charlton Co. Ltd.
Hook, Grappling, 3 prong	109511	3.6 kg 45 cm shank. PD-PE-53. Local purchase.		Mountain Equipment Co-op
Knife, 5", US Marine Survival	109518	PD-PE-41. Local purchase.		Blunco Sales Ltd.
Knife, Swiss Army	109519	Model #SW-41. PD-SE-41. Local purchase.		Any sporting goods store
M26 Advance Taser Air Cartridge	115964	Model #44200 (21"). PD-AM-34. Local purchase.		M.D. Charlton Co. Ltd.
Mask, Face, CPR	109613	Model #6030 complete with valve. St. John Ambulance #8134. Local purchase.		St. John Ambulance
Monocular	109527	Bushnell 8 x 20 complete with pouch, Model 14-8200. Local purchase.		Frederick Goertz Ltd. or Maritime Services Div. of Triton Holdings Inc.

Monocular	109528	Bushnell 10 x 30 complete with case. Model 14-1031. Local purchase.		Frederick Goertz Ltd. or Maritime Services Div. of Triton Holdings Inc.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
ERT (cont'd)				
Night Scope				
Paint, Face, Camouflage	113225	PD-PE-18. Local purchase.		R. Nicholls Distributors Inc.
Patch, 1½" x 4"	109494	For .308 and 9 mm cal. 100 per bundle. Local purchase.		Plenty "O" Patches
Patch, 2 3/4" x 2 3/4"	109449	For .12/.233 and .22/250 cal. #1205 - 25 per package. Local purchase.		Plenty "O" Patches
Patch, Universal	109506	Loop MD2245L. Local purchase.		Plenty "O" Patches
Rangefinder	111529	Rangematic, MK-5, (50-1000m). Local purchase.		Frederick Goertz Ltd. or Maritime Services Div. of Triton Holdings Inc.
Rappelling Equipment	111060	Clog Feature 8. PD-PE-29. Local purchase.		R. Nicholls Distributors Inc.
Rappelling Equipment	111630	"DMM" BOA Locksafe. Local purchase.		R. Nicholls Distributors Inc.
Rappelling Equipment	109584	"DMM" locking "D" Steel 45 kn. Carabiner. Local purchase.		R. Nicholls Distributors Inc.
	109554			

Rappelling Equipment		Pat Little John, Wild Country Harness (one size fits most). Local purchase.		R. Nicholls Distributors Inc.
Rappelling Equipment	111629	"SMC" Carabiner. Local purchase.		R. Nicholls Distributors Inc.
Respirator, "Gas Mask"	73001516	Model PC4, NBC. PD-SE-07. Bulk buy.	Small	Division Stores
Respirator, "Gas Mask"	73001517	Model PC4, NBC. PD-SE-07. Bulk buy.	Medium	Division Stores
Respirator, "Gas Mask"	73001518	Model PC4, NBC. PD-SE-07. Bulk buy.	Large	Division Stores
Rifle, Diemaco C7FT, Full Stock	71000011	Complete with 4-30 rd magazines, case and maintenance manual. PD-FA-28. Bulk buy.		Division Stores
Rifle, Diemaco Carbine C8FTHB, Sliding Buttstock	71000013	Complete with 4-30 rd metal magazines, case and maintenance manual. PD-FA-11. Bulk buy.		Division Stores
Rope, Rappelling or Climbing	109572	Kermantle type 183 cm. PD-PE-14. Local purchase.		Mountain Equipment Co-op

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
ERT (cont'd)				
Rope, Utility, 370 mm	109571	Previously rappelling rope. PD-PE-63. Local purchase.		Mountain Equipment Co-op
Scope	109524	Spotting, Bushnell, Spacemaster II, Model 78-1800, complete with 200 mm eyepiece #78-2207. PD-FA-22. Local purchase.		Frederick Goertz Ltd. or Maritime Services Div. of Triton Holdings Inc.
Security Mount (for	109562	Electric lock (vehicle). PD-PE-37. Local purchase.		DEW Engineering

submachine gun)				and Development Ltd.
Security Mount (for submachine gun)	109563	Manual lock (installation in booth). PD-PE-36. Local purchase.		DEW Engineering and Development Ltd.
Shooting Jacket	111433 111434 111435 111436 109688 111437 111438	Model 202, NRA Rifle Jacket. PD-PE-06. Bulk buy.	Left Size 36 Left Size 38 Left Size 40 Left Size 42 Left Size 44 Left Size 46 Left Size 48	Division Stores
Shooting Jacket	111439 111440 111441 111442 111443 111444 109663	Model 202, NRA Rifle Jacket. PD-PE-06. Bulk buy.	Right Size 36 Right Size 38 Right Size 40 Right Size 42 Right Size 44 Right Size 46	Division Stores

			Right Size 48	
Shooting Mat	109677	Local purchase.		International Imports Inc.
Shooting Stool	109708	Local purchase.		Le Baron Outdoor Products Ltd.
Shotgun, 12 GA	71000024	Remington M1100 Special field, Slug Barrel (for robot use). PD-FA-10. Bulk buy.		Division Stores
Shotgun, 12 GA, 18" Barrel	71000050	Remington, 870P Parkerized finish, Bead sights, Synthetic Stock: 99031, Forend: 93284. PD-FA-09. Bulk buy.		Division Stores
Snowshoes	111429	Lightweight, magnesium (without bindings). Local purchase.		R. Nicholls Distributors Inc.
Submachine Gun	71000026	Heckler & Koch Model MP5 SD3, 9 mm x 19 calibre, (suppressed fire model) with a selector level for semi-auto fire only. PD-FA-35. Bulk buy.		Division Stores

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
ERT (cont'd)				
Thumb Strap, Bianchi M1415	111390	For Bianchi UM92-11 and Sig Sauer P226. PD-PE-71. Bulk buy.		Division Stores
Tie, Plastic, "flex-cuff"	113206	22". PD-PE-04. Local purchase.		R. Nicholls Distributors Inc.
Tripod	111049	Bushnell, Scope, Spotting, Model 78-3011. PD-FA-23. Local purchase.		Frederick Goertz Ltd.
Valve, CPR (replacement)	109612	For face mask model #6030. Local purchase.		St. John Ambulance
		PD-SE-21. Bulk buy.		Division Stores

Vest, Armoured, Special Duty	114798 114799 114803 114804		Medium (96.5 - 104 cm) Large (107 - 114 cm) X-large (117 - 124 cm) XX-Large (127 - 134 cm	
Vest, Load Carrying, Special Duty	114807 114812 114813 114814	PD-PE-26. Bulk buy.	Medium (96 - 105 cm) Large (106 - 115 cm) X-Large (116 - 125 cm) XX-Large (126 - 135 cm)	Division Stores
Flags				
Flag, RCMP, Commissioner	111488	90 cm x 180 cm. PD-CE-03. Local purchase.		The Scythes Group
Flag, RCMP, Corps Ensign	111056	PD-CE-03. Local purchase.		The Scythes Group
General				
AC Charge Cord	111503	Wall, Model 22311 for Polystinger & Stinger XT. Local purchase.		R. Nicholls Distributors Inc.
Antiseptic Bio-Hand Cleaner	114292	PD-SE-35. National Standing Offer.		Division Stores
Bag, Body, Heavyweight	109657	95" x 30", complete with carrying handles. PD-PE-81. Local purchase.		Finnie Manufacturing Co. Ltd.
Bag, Body, Lightweight	109651	93" x 37", complete with carrying handles. GS 1000-50. Local purchase.		Finnie Manufacturing Co. Ltd.

Baton	115133	Extendable, 16"/40 cm. PD-PE-77. Bulk buy.		Division Stores
Baton	111452	Extendable, 21"/53 cm. PD-PE-77. Bulk buy.		Division Stores
Baton	111453	Extendable, 26"/66 cm. PD-PE-77. Bulk buy.		Division Stores

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
General (cont'd)				
Battery	109577	For mini maglite. PD-PE-61. Local purchase.		R. Nicholls Distributors Inc. or Advanced Battery System Inc.
Battery	111505	Model 75175 for Polystinger & Stinger XT. Local purchase.		R. Nicholls Distributors Inc.
Biohazard Disposal Bags	114272	10/pg, PD-SE-35, National Standing Offer.		Division Stores
Brunswick KOL Face Shield	109483	50 per case. PD-SE-30. National Standing Offer.		Division Stores
Building Signs		Refer to Bulk Buy book for details. Standing Offer.		
Bulb	111506	Model 75914 for Polystinger & Stinger XT. Local purchase.		R. Nicholls Distributors Inc.
Bulk Flashlight	111498	#LM2A001, for flashlight compact Type 1, Type 11. PD-PE-49. Local purchase.		R. Nicholls Distributors Inc.
C09	111484	For 2 "D" cell flashlight. PD-PE-60. Local purchase.		Polar Battery Vancouver Ltd.
Case, Carrying, Portable	111491	Portable investigation. PD-PE-31. Local purchase.		

				Clysdale Custom Case Co. Ltd.
Case, Metal	114294	PD-SE-35. National Standing Offer.		Division Stores
Charging Rack	111502	Model 75102 for: Polystinger & Stinger XT. Local purchase.		R. Nicholls Distributors Inc.
Coat, Survival, Cold Water	109662 109691 109692 109709 109675	Mustang Style MC 1511 Silk Screened RCMP/GRC. PD-SE-02. Local purchase.	Small Medium Large X-Large XX-Large	Mustang Survival Corp.
Compass	109619	Pocket type "Silva" Model 15, with leather case. Local purchase.		Johnson Diversified Canada Inc.
Conducted Energy Weapon "ADVANCE TASER"	71000061	Model: #44000. PD-FA-42. Local purchase.		M.D. Charlton Co. Ltd.
Coverall, Anti-Exposure	109683 109680 109660 109693 109699	Mustang Style MS2176, Silk Screened RCMP/GRC. PD-SE-03. Local purchase.	Small Medium Large X-Large XX-Large	Protexion Products Inc.
DC Charge Cord	111504	Vehicle, Model 22051 for Polystinger & Stinger XT. Local purchase.		R. Nicholls Distributors Inc.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
General (cont'd)				
Disinfectant Germicidal Solution	114284	10 per pkg. PD-SE-35. National Standing Offer.		Division Stores
Dispenser Box	109643			

		For tape barricade. PD-SE-19. Local purchase.		Hall Telecom-munications Supply Ltd.
Evidence Tube	114289	PD-SE-35. National Standing Offer.		Division Stores
Face Shield	113201	For helmet. PD-SE-17. Local purchase.		Any sporting goods store.
Firearm Storage Box	115270	National Standing Offer.		Division Stores
Flashlight, 3 Cell	109603	Complete with wand, with krypton bulk, Type K3. GS 1045-205. Local purchase.		Acklands Ltd.
Flashlight, 3 Cell	109600	Without wand, with krypton bulk, Type K3. GS 1045-205. Local purchase.		Aclands Ltd.
Flashlight Compact, Type 1	111497	Mini-maglite - general use. PD-PE-49. Local purchase.		R. Nicholls Distributors Inc.
Flashlight, Rechargeable, General Duty	111500	STREAMLIGHT Polystinger. PD-PE-88. Local purchase.		R. Nicholls Distributors Inc.
Flashlight, Rechargeable, General Duty	113141	STREAMLIGHT Stinger XT. PD-PE-90. Local purchase.		R. Nicholls Distributors Inc.
Flotation, Integrity Deluxe, Bib Pant	116001	MP4222 version RC. PD-SE-41. Local purchase.		Mustang Survival Corp.
Flotation, Integrity Deluxe, Bomber Jacket	116000	Mustang Style MJ6225 version RC. PD-SE-41. Local purchase.		Mustang Survival Corp.
Gloves, Replacement	109484	Flock lined, rubber, heavy for Kit Biohazard, Safety. National Standing Offer.		Division Stores
Hand Wipes	113446	Sanidex D 35400, 1000/case, (10 boxes/case, 100/box). PD-SE-28. National Standing Offer.		Division Stores

Helmet, Snowmobile & ATV	109685 109686 111576	Complete with face shield. PD-SE-17. Local purchase.	Medium Large X-Large	Any sporting goods store.
Holder, Speaker/ Microphone	109512	PD-PE-24. Local purchase.		Benchcraft Leather Inc. or R. Nicholls Distributors Inc.
Holster, Taser, Belt Type, Left Handed	115392	Model: MDCDUTYRCMPM26. PD-PE-95. Local purchase.		
Holster, Taser, Belt Type, Right Handed	115389	Model: MDCDUTYRCMPM26. PD-PE-95. Local purchase.		

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
General (cont'd)				
Holster, Taser, Thigh, Left Handed	115394	Model: MDCSASRCMPM26. PD-PE-95. Local purchase.		
Holster, Taser, Thigh, Right Handed	115393	Model: MDCSASRCMPM26. PD-PE-95. Local purchase.		
Kit, Biohazard, Safety	109682	PD-SE-20. National Standing Offer.	X-Large	Division Stores
Kit, Biohazard, Safety	114526	PD-SE-20. National Standing Offer.	XX-Large	Division Stores
Kit, Biohazard, Safety	114527	PD-SE-20. National Standing Offer.	XXX-Large	Division Stores
Kit, Biohazard, Safety, Vehicle	113740	PD-SE-35. National Standing Offer.		Division Stores
Kit, Blood Alcohol Collection	109574	For human blood samples. National Standing Offer.		Division Stores

Liner, Plastic, Disposable	109656	86" x 32", suitable for body bag lightweight/heavyweight. PD-PE-80. Local purchase.		Finnie Manufacturing Co. Ltd.
Liquid Solidifier	114262	4/pg. PD-SE-35. National Standing Offer.		Division Stores
M26 Advance Taser Air Cartridge	115964	Model: #44200 (21"). PD-AM-34. Local purchase.		M.D. Charlton Co. Ltd.
Mask, Face, CPR	109613	Model: #6030, complete with valve. St. John Ambulance #8134. Local purchase.		St. John Ambulance
Mini-Emergpak	112392	Complete with carrying pouch, face shield, 3 pairs of gloves and 3 hand wipes (12 per box). PD-SE-28. National Standing Offer.		Division Stores
Padlock for Firearm Storage Box	115272	National Standing Offer.		Division Stores
Personal Antimicrobial Wipes	114273	PD-SE-35. National Standing Offer.		Division Stores
Plastic Scoop/Scraper	114271	10/pg. PD-SE-35. National Standing Offer.		Division Stores
Protection Kit, Personal (a,b,c,d)	114266	PD-SE-35. National Standing Offer.		Division Stores
Repair Maintenance Kit	111501	Model 990503 for: STREAMLIGHT Polystinger. Local purchase.		R. Nicholls Distributors Inc.
Tape, "3M"	109644	For logging recorder, #8206 ½ wide x 10½" reel, 3600'. PD-PE-05. Local purchase.		Zonal Canada Limited

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
General (cont'd)				
Tape, Barricade, 1000 Feet	110379	1000 feet. PD-SE-15. Local purchase.		

				Hall Telecom-munications Supply Ltd.
Valve, CPR (Replacement)	109612	For face mask model #6030. Local purchase.		St. John Ambulance
Vest, Floater	112169 111850 109695 109689 109661	Mustang Style MV 3103, Silk Screened, RCMP/GRC. PD-SE-01. Local purchase.	Small Medium Large X-Large XX-Large	Mustang Survival Corp.
Wand	111507	Model 75903 for Polystinger & Stinger XT. Local purchase.		R. Nicholls Distributors Inc.
Marine Security Enforcement Duties (MSET)				
Cold Water Immersion Survival Suit		Mustang MSD900.		
Goggles		Clear glass.		
Helmet, Marine		Canadian Coast Guard approved.		
Marine Gloves				
Marine Knife		Rescure 93 mm by Spyderco. Local purchase.		
Neoprene Hood				
Stinger Flashlight		Standing offer.		
Strobe Light				
Sunglasses		As per Admin. Manual.		
Survival Suit		Mustang, 2 piece, Integrity Bomber jacket and pants.		
Vest, Inflatable		Mustang Inflatable Mesh SAR.		
Plainclothes				

Battery	109579	For Special "I" Section only, model CSR467-8. PD-PE-59. Local purchase.		Polar Battery Vancouver Ltd.
Battery	109582	For Special "I" Section only, model CSR507. PD-PE-59. Local purchase.		Polar Battery Vancouver Ltd.
Battery	109576	For Special "I" Section only, model CSR 507-1. PD-PE-59. Local purchase.		Polar Battery Vancouver Ltd.
Battery	109578	For Special "I" Section only, model CSR746. PD-PE-59. Local purchase.		Polar Battery Vancouver Ltd.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Plainclothes (cont'd)				
Belt, Equipment	111410 109479 109480	Female, VIP escorts only. PD-PE-48. Bulk buy.	69 cm - small 84 cm - medium 99 cm - large	Division Stores
Belt Loop, Black, Left Hand	113180	#0736-518BL-XX06 2 for Safariland model #518. Local purchase.		R. Nicholls Distributors Inc.
Belt Loop, Black, Right Hand	113179	#0736-518BL-XX-6 1 for Safariland model #518. Local purchase.		R. Nicholls Distributors Inc.
Holder, Belt, Double Magazine	111388	Black leather, for S&W Model 3953. GS 1045-286. Bulk buy.		Division Stores
Holder, Belt, Double Magazine	109671	Black leather, for S&W Model 5946. GS 1045-286. Bulk buy.		Division Stores
Pouch, Black Leather, Handcuff	111391	GS1045-175. Bulk buy.		Division Stores

Prisoner Supplies and Restraints				
Belly Chain and Blue Box		Hyatt. Local purchase.		
Belt, Restraining	109465	Spec. GS1000-48. Bulk buy.		Division Stores
Blanket, "High Risk"	111535	Spec. GS1045-280. Local purchase.		PMP Inc. (Produits Médicaux pour la protection)
Cell Light (New Model)	114374	Cell light tamperproof complete with key. Product code: A411-26 (Corcan). DPW Std. PR10-016138 (Building code required). 6210-21-897-0563. Standing Offer through division.		NMSO #E60PQ-000008/001/PQ
Cord Cuff		CC100. Local purchase.		
Handcuffs, Peerless	114924	Nickel plated complete with two keys. PD-PE-08. Local purchase.		R. Nicholls Distributors Inc. or M.D. Charlton Ltd.
Handcuffs, Smith & Wesson	111260	Nickel plated complete with two keys. PD-PE-08. Local purchase.		R. Nicholls Distributors Inc. or M.D. Charlton Ltd.
Jacket, Restraining	111259	Spec. GS1045-216. Bulk buy.		Division Stores
Keys, Handcuffs, Peerless	114925	Local purchase.		R. Nicholls Distributors Inc. or M.D. Charlton Ltd.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier

Prisoner Supplies and Restraints (cont'd)				
Keys, Handcuffs, Smith & Wesson	109687	Local purchase.		R. Nicholls Distributors Inc. or M.D. Charlton Ltd.
Leg Irons, Peerless	112244	Complete with keys. PD-PE-10. Local purchase.		R. Nicholls Distributors Inc. or M.D. Charlton Ltd.
Lens Replacement (Specify OLD or NEW Model) for Cell Light	114376	Lens fits product code A411-26. Product code: A414-03 (Corcan). DPW Std. PR10-016138. Standing Offer through division.		NMSO #E60PQ-000008/001/PQ
Mattress Cover, Standard	111048	Spec. GS1045-206. Bulk buy.		Division Stores
Mattress, "High Risk"	111047	No mattress cover required. Spec. GS1045-279. Bulk buy.		Division Stores
Mattress, Standard	111046	Spec. GS1045-106. Bulk buy.		Division Stores
Prisoner Restraining Device	114922	PRO-STRAINT, Model RC 1300, Violent Prisoner Chair. Local purchase.		SWS Detention Inc., 751 Wall Street, Winnipeg, MB
Prisoner Restraining Device		RIPP hobble. Local purchase.		
Prisoner Restraining Device		TranZport Hood. Local purchase.		
Tie, Plastic "Flex-Cuff" 22"	113206	PD-PE-04. Local purchase.		R. Nicholls Distributors Inc.
Traffic Services				
Adapter Plate	109463			

		For use with vehicle shield, bucket seat (specify make/year). Local purchase.		Kee-lok Security Supplies Ltd. or Mega-Technical Holdings Ltd.
Bar, Pry	111552	120 cm. PD-VE-05. Local purchase.		IMCO Tool & Die Ltd.
Blanket, Traffic, Emergency	109331	152 cm x 183 cm, disposable (8/case). PD-SE-10. Local purchase.		R. Beckman Cellulose Inc.
Cable Tow, 6 m	109507	Without carrying case. PD-VE-03. Local purchase.		Steelplast Canada Inc.
Case, Carrying, Traffic	111487	GS 1045-230. Local purchase.		Alubox

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Traffic Services (cont'd)				
Collar, Traffic Cone	109608	Reflexite for 1.8 kg and 3.00 kg cones. Local purchase.		Seam Enterprise Ltd.
Cone, Traffic, 45 cm	109609	PVC-Polyvinylchloride 1.8 kg, orange. PD-VE-09. Local purchase.		Seam Enterprise Ltd.
Cone, Traffic, 73 cm	109607	PVC-Polyvinylchloride. Impregnated all orange 3.00 kg (for advanced driver training course only). PD-VE-09. Local purchase.		Seam Enterprise Ltd.
Decal Kit Vehicle, Stripe Type, Type 1 - Full Size	109646	Refer to Bulk Buy book for details. PD-VE-27. Standing Offer.		
Decal Kit Vehicle, Stripe Type, Type 11, Small Size	109647	Refer to Bulk Buy book for details. PD-VE-27. Standing Offer.		
Flare	108036			

		Fusee brand, Highway type, Red 20 min. (with spike). Local purchase.		Flex-O-Lite of Canada Ltd. or Evan Inc.
Flare	110687	Fusee brand, Highway type, Red 20 min. (with stand). Local purchase.		Flex-O-Lite of Canada Ltd. or Evan Inc.
Flare, Electronic (E-Flare)		HZ510-R. Haz Mat compliant. Local purchase.		R. Nicholls Distributors Inc.
Flare Holder	111570	Spec. GS1000-43. Local purchase.		Flex-O-Lite of Canada Ltd. or Evan Inc.
Helmet, Motorcycle	116070	PD-SE-16. Local purchase.		Any sporting goods store
Kit, Biohazard, Safety, Vehicle	113740	PD-SE-35. National Standing Offer.		Division Stores
Light, Emergency	111626	Blue lens. For clean roof concept (bumper, grille or rear deck mount). PD-VE-10. Local purchase.		Fire Safety House
Light, Enclosed Light Bar	111650	Roof mounted, Warning, Vehicular, Low Profile Halogen signal lights. Basic configuration 120 cm. Approved Model: Jetstream JSL 4800. PD-VE-30. Local purchase.		R. Nicholls Distributors Inc.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Traffic Services (cont'd)				
Light, Enclosed Light Bar	109597	Roof mounted, Warning, Vehicular, Low Profile Halogen signal lights. Fully loaded configuration 120 cm. Approved		KEE-LOK Security Supplies Ltd.

		Model: Force 4 no. 6288R-1100. PD-VE-13. Local purchase.		
Light, Enclosed Light Bar	109590	Roof mounted, Warning, Vehicular, Low Profile Halogen signal lights. Fully loaded configuration 140 cm. Approved Model: Force 4 no. 6288R-1100. PD-VE-13. Local purchase.		KEE-LOK Security Supplies Ltd.
Light, Enclosed Light Bar	111651	Roof mounted, Warning, Vehicular, Low Profile Halogen signal lights. Fully loaded configuration 120 cm. Airport Option. Approved Model: Force 4 no. 6388R-1100. PD-VE-25. Local purchase.		KEE-LOK Security Supplies Ltd.
Light, Enclosed Light Bar	111652	Roof mounted, Warning, Vehicular, Low Profile Halogen signal lights. Fully loaded configuration 140 cm. Airport option. Approved Model: Force 4 no. 6388R-1100. PD-VE-25. Local purchase.		KEE-LOK Security Supplies Ltd.
Light, Enclosed Light Bar	111653	Roof mounted, Warning, Vehicular, Low Profile Halogen signal lights, double deck. Basic configuration 120 cm. Approved model: MX7000. Part no. MX 7398. PD-VE-33. Local purchase.		Électronique Sécurité Thomas Ltée
Light, Enclosed Light Bar	111654	Roof mounted, Warning, Vehicular, Low Profile Halogen and Strobe lights. Basic configuration 120 cm. Approved model: 9104-9AF1. PD-VE-32. Local purchase.		Mega-Technical Holdings Ltd.
Light, Enclosed Light Bar	111655	Roof mounted, Warning, Vehicular, Low Profile Strobe signal lights. Basic configuration 120 cm. Approved model: XS8000 P/N 8399AR. PD-VE-31. Local purchase.		KEE-LOK Security Supplies Ltd.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Traffic Services (cont'd)				
Light (non-halogen)	109566	Grille & Deck. Code 3-AS1. Red lens. Local purchase.		KEE-LOK Security Supplies Ltd.

Light (non-halogen)	113506	Grille & Deck. Code 3-AS1. Blue lens. Local purchase.		KEE-LOK Security Supplies Ltd.
Light (non-halogen)	109565	Grille & Deck. Code 3-AS2. Red lens. Local purchase.		KEE-LOK Security Supplies Ltd.
Light (non-halogen)	113507	Grille & Deck. Code 3-AS2. Blue lens. Local purchase.		KEE-LOK Security Supplies Ltd.
Light, Portable	111480	Spot/Flood, AC Charger, Power Cord, Extension Cord. PD-PE-39. Local purchase.		R. Nicholls Distributors Inc.
Pylon, 18", Guardian Alert	111495	3 lb. base, GAP - 18 Standard for strobe beacon. Local purchase.		Beaconway Technology Inc.
Rope Tow, 9 m	109553	PD-VE-01. Local purchase.		IMCO Tool & Die (1987) Ltd.
Rope Tow, 12 m	109552	PD-VE-01. Local purchase.		IMCO Tool & Die (1987) Ltd.
Shield, Vehicle	109550	Protective, Prisoner Type 1 for full size sedan, station wagon. PD-VE-19. Local purchase.		KEE-LOK Security Supplies Ltd. or Mega-Technical Holdings Ltd.
Shield, Vehicle	109549	Protective, Prisoner Type 11 for suburban truck, mini-van. PD-VE-19. Local purchase.		KEE-LOK Security Supplies Ltd. or Mega-Technical Holdings Ltd.
Shield, Vehicle	109548	Suburban truck model 12 (for cargo space). PD-VE-19. Local purchase.		KEE-LOK Security Supplies Ltd. or Mega-Technical Holdings Ltd.
Shotgun Rack, Big Sky	111656	Round surface roll bar. Model ELS-240B. (For "full Stock" Shotgun only). Local purchase.		R. Nicholls Distributors Inc.

Shotgun Rack, Big Sky	111335	Flat surface roll bar. Model ELS-240B. (For "full Stock" Shotgun only). Local purchase.		R. Nicholls Distributors Inc.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Traffic Services (cont'd)				
Shotgun Rack, Big Sky	113508	Telescopic bar. Code "UCB". (For vehicles with no partition or divider). Local purchase.		R. Nicholls Distributors Inc.
Shotgun Rack, PRO-GARD	113509	Model G5060UT. (For "Full Stock" Shotguns only). Local purchase.		Mega-Technical Holdings Ltd.
Shotgun Rack, PRO-GARD	113510	Model G5010RT. (For vehicles with no partition or divider). Local purchase.		Mega-Technical Holdings Ltd.
Sign, Traffic Master	113216	Complete with stand, cross bracing and 3 in 1 signface. PD-VE-21. Local purchase.		Alberta Traffic Supplies
Sign, Traffic, Triangle, 76 cm	109717	Advance warning. Spec. GS1000-19. Local purchase.		TEUTECH Inc.
Signal, Directional	109593	Motor vehicle mounting. PD-VE-20. Local purchase.		KEE-LOK Security Supplies Ltd.
Spikes, Replacement	112722	Road Spike System. Local purchase.		R. Nicholls Distributors Inc.
Spotlight, Revolving	109592	Warning M.V.M. Portable (fireball). Red lens. PD-VE-07. Local purchase.		KEE-LOK Security Supplies Ltd.
Spotlight, Revolving	113535	Warning M.V.M. Portable (fireball). Blue lens. PD-VE-07. Local purchase.		KEE-LOK Security Supplies Ltd.
Spotlight, Revolving	113536	Warning M.V.M. Portable (fireball). Red and Blue lens. PD-VE-07. Local purchase.		KEE-LOK Security Supplies Ltd.

Spotlight, Roof Mounted	109596	Warning low profile, enclosed (used in pairs). Red filters. PD-VE-24. Local purchase.		KEE-LOK Security Supplies Ltd.
Spotlight, Roof Mounted	113501	Warning low profile, enclosed (used in pairs). Blue filters. PD-VE-24. Local purchase.		KEE-LOK Security Supplies Ltd.
Spotlight, Vehicle	113168	Permanent mount on "A" Pillar, Driver side. PD-VE-17. Local purchase.		KEE-LOK Security Supplies Ltd.
Stick, Scaling	111520	Aid to measure height of loads. GS 1000-44. Local purchase.		Five Seasons Comfort Ltd.
Strobe, Beacon		E-Flaire HZ510-R. Local purchase.		R. Nicholls Distributors Inc.
Strobe, Wig Wag	113175	Model UPS690. Local purchase.		Mega-Technical Holdings Ltd.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Traffic Services (cont'd)				
Tape, Measuring, Traffic, 30 cm	111540	PD-PE-44. Local purchase.		Currie Engineering and Forestry Suppliers
Tape, Measuring, Traffic, 100 m	111541	PD-PE-33. Local purchase.		Currie Engineering and Forestry Suppliers
Tire Deflating Device, 15½'	109557	Stinger Spike System, Type 1, complete with carrying case. PD-VE-26. Local purchase.		Mega-Technical Holdings Ltd.
Tire Deflating Device	111725	Stop-Stick Kit #SS3. Local purchase.		Atlantic Police & Security Supply Ltd.
	109556			

Tire Deflating Device		Road Spike System. Model RS-6 complete with 10 replacement spikes and 1 spike refill tool. PD-VE-23. Local purchase.		Mega-Technical Holdings Ltd.
Tire Deflating Device, 25'	109558	Stinger Spike System Type 11 (with carrying case). PD-VE-26. Local purchase.		Mega-Technical Holdings Ltd.
Vehicle Security Container	113227 113228 113229	2540-21-914-4324. ASV Business. 22" W x 8" L x 15" H. 2540-21-914-4325. ASV Commercial. 8" x 15" x 12.5". 2540-21-914-9444. ASV Personal. 8.5" x 12" x 7". Local purchase.		Acuity Marketing Inc.
Vehicle Security Container	113230 113231 113232 113233 113234 113235 113236	7125-21-914-7410. Model GR-00. 8" W x 8" L x 15" H. 7125-21-914-7411. Model GR-01. 16" x 18" x 8". 7125-21-914-7412. Model GR-02. 15" x 26.5" x 8". 7125-21-914-7413. Model GR-03. 8" x 42.5" x 8". 7125-21-914-7414. Model GR-10. 8" x 18" x 14". 7125-21-914-7415. Model GR-11. 16" x 18" x 14". 7125-21-914-7416. Model GR-12. 16" x 25.4" x 14". Local purchase.		Goldrich Distributors Inc.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Traffic Services (cont'd)				
Vehicle Security Container	113237 113238 113239 113240	2540-21-914-7970. Model TN-8210. 8" H x 8" W x 16" D. 2540-21-914-7971. Model TN-8211. 8" H x 16" W x 16" D. 2540-21-914-7972. Model TN-8212. 16" H x 8" W x 16" D. 2540-21-914-7973. Model TN-8213. 16" H x 16" W x 16" D.		Tann Canada Ltd.

	113241	2540-21-914-7974. Model TN-8214. 16" H x 32" W x 16" D. Local purchase.		
Wallet, Servicing Record	111241	GS 1000-30. Local purchase. 15 cm x 30 cm.		Benchcraft Leather Inc.
Underwater Recovery Team (URT) and Inland Water				
Coat, Survival, Cold Water	109662 109691 109692 109709 109675	Mustang Style MC 1511, Silk Screened, RCMP/GRC. PD-SE-02. Local purchase.	Small Medium Large X-Large XX-Large	Mustang Survival Corp.
Coverall, Anti-Exposure, Small	109683 109680 109660 109693 109699	Mustang Style MS2176, Silk Screened, RCMP/GRC. PD-SE-03. Local purchase.	Small Medium Large X-Large XX-Large	Protexion Products Inc.
Emblem Set, Inland Water Transport	111627	Spec. GS1000-32M. National Standing Offer.		Division Stores
Emblem Set, White, Inland Water Transport	115722	Spec. GS1000-32M. National Standing Offer.		Division Stores
Flotation, Integrity Deluxe, Bib Pant	116001	MP4222 version RC. PD-SE-41. Local purchase.		Mustang Survival Corp.
Flotation, Integrity Deluxe, Bomber Jacket	116000	Mustang Style MJ6225 version RC. PD-SE-41. Local purchase.		Mustang Survival Corp.
Light, 12V	109589	Marine, All-Round, Flashing, 3329-522J. PD-VE-15. Local purchase.		Jastram Tech. Ltd.
Light, 12V	109589	Marine, All-Round, Flashing, 3329-522J. PD-VE-15. Local purchase.		Jastram Tech. Ltd.

Light, 120V	109591	Marine, All-Round, Flashing, 3329-524J. PD-VE-15. Local purchase.		Jastram Tech. Ltd.

Item	Materiel No.	Description/Remarks	Sizes	Suggested Supplier
Underwater Recovery Team (URT) and Inland Water (cont'd)				
Light, 120V	109591	Marine, All-Round, Flashing, 3329-524J. PD-VE-15. Local purchase.		Jastram Tech. Ltd.
Pyrotechnic Distress Signal	111347	Type "A" - Parachute Rocket. PD-VE-18. Local purchase.		DSS Marine Inc. or Western Marine Company
Pyrotechnic Distress Signal	109532	Type "B" - Multi Star. PD-VE-18. Local purchase.		DSS Marine Inc. or Western Marine Company
Pyrotechnic Distress Signal	111348	Type "C" - Hand Held. PD-VE-18. Local purchase.		DSS Marine Inc. or Western Marine Company
Pyrotechnic Distress Signal	109531	Type "D" - Daytime Smoke. PD-VE-18. Local purchase.		DSS Marine Inc. or Western Marine Company
Vest, Floater	112169 111850 109695 109689 109661	Mustang Style MV 3103, Silk Screened, RCMP/GRC. PD-SE-01. Local purchase.	Small Medium Large X-Large	Mustang Survival Corp.

			XX-Large	

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Date Modified: 2008-06-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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UDM - App. 6-4 Identified Positions Requiring Protective Safety Footwear (1)

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Directive Amended: 2010-03-17

Aircraft Maintenance Technician (2)	Machinery Maintenance
Carpenter (2)	Manipulator
Electrician	Machine Driver-Operator/Chauffeur
Electronics Technician	Pipefitter, Welder
Environmental Health and Safety Advisor	Post Garage Clerk
Farrier (2)	Precision Worker, Trades Master
Fire Scene Investigator	Printing Operator
Forensic Ident. Technician	Property Manager
Forensic Science Laboratory Specialist	Room/Equipment Attendant

Forensic Science Laboratory Technician	Ship Repair [(2)]
General Technician	Stable Worker
Health Services Officer (HSO)	Store Attendant
Heating, Power, Stationary Plant Operator	Technical Inspector
Instrument Technician	Vehicle Mechanic

(1) The only protective safety footwear for which reimbursement will be made are those complying with CSA standard Z195-M1984 Grade 1 (internal CSA label color: green).

(2) Sole puncture protection requirement.

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Date Modified: 2010-03-17

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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Bulletin UDM-154 - Scribe Uniform

Published: 2010-05-05 (R. 2010-05-19) - Retain in Front of ch. 6.

1. General

1. 1. With the approval of the divisional Scribe Coordinator, the scribe uniform will only be supplied to, and be worn by, a regular member (RM), a civilian member (CM), a public service employee (PSE), and a municipal employee who have successfully completed training as a scribe.

NOTE: The uniform will only be worn while deployed to a critical incident.

2. RM

2. 1. Order on Form 1216 using duty code 333 as follows:

Item	Item Number	Quantity
Bag Equipment Large	2355-108	1
Balaclava Blue	Local	1
Cap Baseball Blue	2930	1
Cap Watch Blue	Local	1
Shirt Special Duty Blue L.S.	6045	2
Badge Shoulder Police Velcro	2136-209	4
Trousers Combat Blue	6940	2
Shirt "T" Blue	Local	4
Stripe Inclement Blue	5270	1

3. CM, PSE, and Municipal Employee

3. 1. Required items of clothing and kit will be issued as a loan.

NOTE: All police/RCMP markings must be removed before wearing.

3. 2. Order on Form 1217 using duty code 145 as follows:

Item	Item Number	Quantity

Bag Equipment Large	2355-108	1
Balaclava Blue	Local	1
Boots Ankle Light Weight (Female/Male)	2595/2580	1 pr
Cap Baseball Cadet (small 6 1/2 - 7 1/4) (large 7 1/4 - 7 7/8)	2938-100 2938-200	1
Cap Watch Blue	Local	1
Shirt Special Duty Blue L.S.	6045	2
Trousers Special Duty Blue	6925	2
Shirt "T" Blue	Local	4
Trousers Inclement with Blue Stripe	5263	1
Parka Inclement Unisex	5030	1
Liner Parka Inclement Unisex	5035	1
Liner Jacket Patrol Unisex	4020	1

4. Commander

4. 1. Ensure that all articles issued on loan are returned upon termination of duty or employment.

Originated By:

Policy, Design and Specifications Section
Uniform and Equipment Program
Assets Management and Programs Branch

National Criminal Operations
Contract and Aboriginal Policing

Date Modified: 2010-05-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

Bulletin UDM-159 - Underwater Recovery Team Specialist Badge

Published: 2011-03-24 - Retain in Front of ch. 6.

1. General

1. 1. The Underwater Recovery Team (URT) Specialist Badge, item # 2280 000, is now available, and will only be supplied and worn by:

1. 1. 1. an active member of the URT who has successfully completed the RCMP URT introduction course and has served a minimum of one year in one of the RCMP URT; or

1. 1. 2. an inactive member or retired member of the URT who was once qualified as an active member of the URT as outlined in sec. 1.1.1.

1. 2. The URT Specialist Badge will be worn on approved garments as specified in ch. 7., sec. E.9. and listed in App. 7-1.

2. Requisition

2. 1. Order the URT Specialist Badge, item # 2280 000 on Form 1216, by selecting the Unit Cost box and using duty code 391, URT.

NOTE: Order one URT specialist badge per garment up to a maximum of two badges.

2. 2. Have the Form 1216 approved by the National or Divisional URT Coordinator, before it is entered into the TEAM system.

2. 3. If it is a special request for a presentation (see ch. 5., sec. 11.1), order the item on Form 1217 and have it approved by the National or Divisional URT Coordinator.

2. 3. 1. Send Form 1217 by fax to National Headquarters, ATTN: NCO IC Policy, Design and Specification Section at fax number 613-993-7359 or scan the form and e-mail it as an attachment to GroupWise address "Clothing&Kit".

Originated By:

Policy, Design and Specifications Section
Uniform and Equipment Program
Assets Management and Programs Branch

Date Modified: 2011-03-24

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

Bulletin UDM-162 - Reimbursement for Runner/Cross-Training Footwear

Published: 2012-02-07 (R. 2013-05-23) - Retain in Front of ch. 6.

1. General

1. 1. Effective immediately, members of the Canadian Air Carrier Protective Program (CACPP), Emergency Response Team (ERT), and Tactical Troop will be reimbursed, at public expense, for runner/cross-training footwear, if they meet the criteria listed in sec. 2.1.

1. 2. A claim cannot exceed $125 per member per fiscal year.

2. Reimbursed Criteria

2. 1. To be reimbursed, members must:

2. 1. 1. be operationally active in their respective groups;

2. 1. 2. complete Form 1393, and submit it for approval;

2. 1. 2. 1. for CACPP members, the approval authority is the OIC, CACPP.

2. 1. 3. have successfully completed the following course:

2. 1. 3. 1. for CACPP members, the Basic Canadian Air Carrier Protective Course (000132);

2. 1. 3. 2. for ERT members, the Basic ERT Course (BM3526); and

2. 1 .3. 3. for Tactical Troop members, the Basic Tactical Troop Course (CL4500).

Originated By:

Policy, Design and Specification Section
Uniform and Equipment Program
Assets and Programs Management Branch

Date Modified: 2013-05-23

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

Bulletin UDM-178 - Motorcycle Operator

Published: 2016-08-18 - Related ch. 6.

1. General

1. 1. Effective 2016-04-01, RMs in a full-time motorcycle operator unit, and have been approved to order, or have ordered Item 4201-100 and Item 4205-100 are entitled to boot allowance up to a maximum of $400.00.

1. 2. A motorcycle operator must purchase boots according to the following criteria:

1. 2. 1. black;

1. 2. 2. impact-resistant toes;

1. 2. 3. breathable synthetic lining;

1. 2. 4. water-repellant;

1. 2. 5. provides ankle protection; and

1. 2. 6. slip resistant, oil resistant, non-marking outer sole with lug, or similar tread, and made of one piece construction.

1. 3. See Motorcycle Operator, Duty Code 264 for entitlement.

Originated By:

Policy, Design, and Specification Section
Uniform and Equipment Program
Assets and Programs Management Branch

Date Modified: 2016-08-18

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

Bulletin UDM-181 - Police Dog Handler – Specialized Boot Allowance

Published: 2017-11-07 - Retain in Front of ch. 6.

1. An RCMP member in a Police Service Dog or Specialty Service Dog unit is entitled to boot allowance up to a maximum of $350.00.

2. The Dog Handler must purchase boots according to the following criteria:

   a. impact-resistant toes,
   b. breathable lining,
   c. water-repellant,
   d. provides ankle protection,
   e. slip resistant, and
   f. holds properties meeting the needs to specific climate and terrain in which the member will be performing his/her Dog Handler duties.

3. The Dog Handler should consult/advise of intended boots model to be purchased, and gain approval from his/her unit commander and/or person holding financial authority over the cost center the boot will be expensed, before purchasing the boots.

See Dog Handler, Duty Code 151 for entitlement.

Originated By:

Policy, Design, and Specification Section
Uniform and Equipment Program
Assets and Programs Management Branch

Date Modified: 2017-11-07

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

UDM - ch. 7. Maintenance and Repair

Moved from UDM ch. 9.: 2021-04-01

For information regarding this policy, contact Uniform and Equipment Program, Procurement, Materiel and Asset Management Branch, Corporate Management.

1. Policy
2. Definitions
3. General
4. Unit Cost Items
5. Tailoring Services
6. Soft Body Armour
7. Hard Body Armour
8. Special Care Items

App. 7-1 Special Care Items

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1. Policy

1. 1. Members ensure that their clothing and kit:

1. 1. 1. fit properly,

1. 1. 2. are maintained in good serviceable condition, and

1. 1. 3. are not subjected to the type of excessive wear and damage that could have been avoided by normal preventive measures.

1. 2. Clothing and kit are altered only to ensure a proper fit.

2. Definitions

2. 1. **Members**, for the purposes of this policy, means regular members, reservist members, special constables, special constable members, and community constables.

3. General

3. 1. The cost of alterations and repairs should be authorized by the commander and not exceed 55 percent of the replacement cost of clothing and kit and 70 percent of the replacement cost of footwear.

3. 1. 1. The replacement cost of clothing and kit items can be found in the Online Ordering System.

3. 1. 2. The replacement cost of non-stocked items may be obtained from divisional stores.

4. Unit Cost Items

4. 1. Alterations

4. 1. 1. If the cost of alterations exceeds the percentage of the replacement cost of the item as outlined in sec. 3.1., and:

4. 1. 1. 1. the item is new, members exchange or replace it; or

4. 1. 1. 2. if the item is used, members condemn it and order a replacement.

4. 1. 2. If the cost of the alterations is less than the percentage of the replacement cost of the item as outlined in sec. 3.1., members will have the item repaired locally and recover the cost by completing Form 1393, Expense Claim or International Expense Claim.

NOTES:

1. Used items are altered only if a reasonable period of additional wear can be expected.

2. If it is not possible to have the item repaired locally, members condemn it and order a replacement through the Online Ordering System.

4. 2. Duty Shirt Alterations

4. 2. 1. Members may:

4. 2. 1. 1. choose to have their duty shirt altered for comfort and better fit;

4. 2. 1. 2. be reimbursed the cost of having one alteration per duty shirt at public expense;

NOTE: The amount will be determined by the commander.

4. 2. 1. 3. request to have one or more of their duty shirts altered at the chest and/or at the waist; and

4. 2. 1. 4. request that their duty shirt be shortened, but sufficient length must be left to ensure that the duty shirt remains tucked into the trousers while working.

NOTE: A duty shirt can be altered only one time.

4. 2. 2. When members wear soft body armour (SBA) with an:

4. 2. 2. 1. internal carrier, the duty shirt is not to be altered to fit closer than 17.75 cm to the actual body measurement at either the chest or the waist. The 17.75 cm allows for ease as well as space required for the internal carrier and SBA; and

4. 2. 2. 2. external carrier, the duty shirt is not to be altered to fit closer than 10 cm to the actual body measurement at either the chest or the waist.

4. 2. 3. The sleeve length is ordered in the required length as outlined in the Ordering Guide.

NOTE: Sleeves may be altered in certain circumstances, for example, arm circumference and length may require sleeve alteration for a better functional and professional fit.

4. 2. 4. Before having a shirt altered, members obtain and provide their commander with an estimated cost from an available qualified tailor.

4. 2. 4. 1. If requested by the commander, members provide more than one estimate.

4. 2. 5. Commanders ensure that:

4. 2. 5. 1. they evaluate the need for the alteration;

4. 2. 5. 2. the estimate is a competitive price for the alterations being requested and for the local tailoring market;

4. 2. 5. 3. they request more than one estimate if necessary; and

4. 2. 5. 4. they approve alteration costs up to a maximum of $45, unless there are special circumstances such as, but not limited to, accommodating the special needs of members or if the tailoring market does not make these alterations for under $45.

4. 3. Repairs to New Items

4. 3. 1. If an item has a minor defect that can be repaired locally for less than 55 percent of its replacement cost, members:

4. 3. 1. 1. obtain their commander's approval, have the item repaired, and recover the cost using Form 1393; and

4. 3. 1. 2. report the defect using Form 1704, Material Unsatisfactory, Failure, Firearm Repair Report to National Headquarters, ATTN: Technical Services Unit, Uniform and Equipment Program.

4. 3. 2. If an item has a major defect that cannot be repaired locally or if the item fails prematurely while in use, members:

4. 3. 2. 1. condemn the item and order a replacement; and

4. 3. 2. 2. report the defect using Form 1704 to National Headquarters, ATTN: Technical Services Unit, Uniform and Equipment Program, and hold the item for disposal instructions.

4. 3. 3. Technical Services Unit may request that defective items be forwarded to them for examination and evaluation.

4. 4. Repairs to Used Items

4. 4. 1. Items of clothing or footwear may be repaired at public expense if:

4. 4. 1. 1. repairs are required as a result of fair wear and tear, or the damage occurred while a member was on duty. Refer to AM ch. VIII.1., Loss, Damage or Theft of Property Owned, Leased, or in the Care and Control of the RCMP;

4. 4. 1. 2. an estimate of repairs has been obtained and the cost is reasonable in consideration of the further period of service expected;

4. 4. 1. 3. the repair is authorized by the commander;

4. 4. 1. 4. the cost of the repair for clothing does not exceed 55 percent of the replacement cost; and

4. 4. 1. 5. the cost of the repair for footwear does not exceed 70 percent of the replacement cost.

4. 4. 2. If it is not economical to repair a used item or repairs cannot be completed locally, members condemn the item and order a replacement through the Online Ordering System.

4. 4. 3. If an item is defective or shows signs of premature wear, members report the deficiency using Form 1704 to National Headquarters, ATTN: Technical Services Unit, Uniform and Equipment Program.

4. 4. 4. Technical Services Unit may request that defective items be forwarded to them for examination and evaluation.

5. Tailoring Services

5. 1. National Headquarters Tailor Shop is responsible for:

5. 1. 1. making alterations and repairs to specific-approved items of standard police materiel for officers;

5. 1. 2. constructing prototypes and sealed samples for manufacturers of clothing as directed by Materiel Design and Specification Unit;

5. 1. 3. constructing officer clothing, special-size garments, and unique items such as a chaplain's stole and cape;

5. 1. 4. providing technical advice and assistance on matters of uniform tailoring and design; and

5. 1. 5. constructing items for which it is not practical or economical to contract out.

6. Soft Body Armour

6. 1. Roles and Responsibilities

6. 1. 1. Member

6. 1. 1. 1. Inspect your soft body armour (SBA) regularly and maintain it according to the care instructions as outlined in App. 7-1, Special Care Items.

6. 1. 1. 2. Pay particular attention to the ballistic pads for any signs of hardening, wear, heavy wrinkling, or discoloration that may affect ballistic protection as well as comfort.

NOTE: If any of these conditions exist, condemn and replace the ballistic panels.

6. 1. 1. 3. Regularly check the carrier and pouch material for signs of wear. Condemn and replace these items when necessary.

6. 1. 1. 4. If your SBA undergoes a weapon attack or is exposed to an unusual situation, for example, a traffic accident:

6. 1. 1. 4. 1. immediately stop wearing the SBA;

6. 1. 1. 4. 2. get a temporary loan issue from your divisional store and requisition a new one. Refer to the Ordering Guide; and

6. 1. 1. 4. 3. report the circumstances to your commander/supervisor. Complete Lab 1070, Hazardous Occurrence Investigation Report as per OSM ch. 3., Hazardous Occurrence Investigation, Recording, and Reporting.

6. 1. 2. Commander

6. 1. 2. 1. Follow the special destruction procedures as per UDM ch. 8., Disposal, sec. 6., Destruction of Specialty Items, when the SBA has been condemned, or is returned as a result of discharge or retirement.

7. Hard Body Armour

7. 1. General

7. 1. 1. General duty rifle plates or hard body armour (HBA) are requested through bulk order. The distribution of these items is coordinated by divisional stores.

7. 1. 2. For information regarding HBA, refer to OM ch. 4.1., Intervention Equipment.

7. 2. Wearing Instructions

7. 2. 1. For members, HBA is:

7. 2. 1. 1. used in the over-the-head, side entry carrier approved by the RCMP;

7. 2. 1. 2. worn over clothing and on top of SBA; and

7. 2. 1. 3. adjustable from the sides and over the shoulders.

NOTES:

1. The two angled adjustable shoulder straps allow for adjustment by means of Velcro and sliding buckle.

2. The two waist straps are removable to provide maximum adjustment.

7. 2. 2. The regular size HBA and carrier will fit most members.

7. 2. 2. 1. Members ensure that the HBA covers their heart and lungs.

7. 3. Handling of HBA Carrier

7. 3. 1. The HBA must be inserted into the carrier and be in ready-to-use condition.

7. 3. 1. 1. When inserting the HBA into the carrier, members pay close attention to the strike faces indicated directly on the HBA and ensure that the strike faces are positioned away from the member's body when worn in the carrier.

7. 3. 2. The ready-to-use HBA and carrier are transported in the RCMP-approved, foam-padded protective carrying case.

7. 4. Care and Maintenance

7. 4. 1. Although normal day-to-day use and handling should not adversely affect the HBA, a log should be kept recording each HBA's daily use and handling. This will assist the commander when evaluating whether the HBA should be examined or put aside.

7. 5. Roles and Responsibilities

7. 5. 1. Member

7. 5. 1. 1. Handle the HBA with care, for example, do not drop it.

7. 5. 1. 2. Use the foam carrying case whenever possible.

7. 5. 1. 3. If significantly soiled, take the HBA out of the carrier and wipe down the HBA, carrier, and carrying case with a damp cloth using mild soap and water only.

NOTE: Allow all parts to dry in open air before reinserting the HBA into the carrier.

7. 5. 1. 4. Take all possible measures to avoid the buildup of fungus and mold on the surface of the HBA and carrier.

7. 5. 1. 5. Allow the HBA, the carrier, and the carrying case to dry separately in open air after use in rainy conditions.

7. 5. 1. 6. Do not immerse the HBA in water.

7. 5. 1. 7. Do not leave the HBA, the carrier, and the carrying case unattended or in an unsecured location.

7. 5. 2. Commander

7. 5. 2. 1. Annually inspect the HBA for signs of overuse and wear and tear, for example, cuts or slices in the cover fabric that exposes the ceramic or backing material.

7. 5. 2. 2. Inspect the HBA after every deployment.

7. 5. 2. 3. Examine the carrier's shoulder straps, including the condition of the Velcro and sliding adjustment buckles, as well as the fabric for torn or loose stitching.

7. 5. 2. 4. Examine the carrying case for:

7. 5. 2. 4. 1. tears and holes in the shell fabric,

7. 5. 2. 4. 2. torn or loose handle webbing,

7. 5. 2. 4. 3. broken and/or damaged zippers,

7. 5. 2. 4. 4. missing or damaged foam lining, and

7. 5. 2. 4. 5. damaged corners that would render the carrying case unusable.

7. 5. 2. 5. Retire any HBA and carrier that has suffered:

7. 5. 2. 5. 1. a ballistic impact, for example, glancing or ricocheting bullets; or

7. 5. 2. 5. 2. a significant non-ballistic impact, such as a motor vehicle impact, for example, a steering wheel impact, or a drop on a hard surface, for example, on the corner of a concrete abutment.

8. Special Care Items

8. 1. The following items require special care in handling and cleaning:

8. 1. 1. SBA and HBA;

8. 1. 2. breathable membrane jackets and trousers, for example, Gore-Tex fabrics;

8. 1. 3. fire-resistant fabrics, for example, Nomex flight suits, combat trousers and shirt; and

8. 1. 4. felt hats.

8. 2. Special care instructions are outlined in App. 7-1.

References

Date Modified: 2021-04-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

UDM - App. 7-1 – Special Care Items

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Moved from UDM App. 9-1: 2021-04-01

Soft Body Armour	The soft body armour panels must be handled and washed according to the following instructions: 1. Wash ballistic panels only when necessary. 2. Remove ballistic panels from carrier before washing. 3. Normally, wiping with a water dampened cloth or sponge will suffice. 4. If necessary, gently hand wash in cold water using any mild household soap or detergent not containing bleach. 5. Rinse at least three times in clear water. 6. Thoroughly air or machine dry before wearing. 7. Spray ballistic panels with Scotchgard after drying. 8. Do not machine wash. 9. Do not bleach or starch. 10. Do not scrub with a brush. 11. Do not wring dry. 12. Do not dry clean. 13. Do not iron. 14. Do not store or dry in direct sunlight. 15. Store flat, without folding, in a dry, dust-free area. Failure to follow instructions for washing and handling will affect the ballistic panels' resistant qualities.
Breathable Membrane Garments	These types of garments may be lined with a variety of membranes such as, or similar to, proprietary products identified by trademarks, for example, Gore-Tex, Bennett Fleet, and Tetratec. Garments such as the new unisex patrol jacket, inclement trouser, special duty jacket or trousers, bicycle rain jacket or trousers, and high-visibility jacket are designed to be both waterproof and water repellant. The best way to maintain the performance of these items is through appropriate cleaning. 1. Do not commercially launder. 2. Do not use fabric softener or dryer sheets. 3. Do not use bleach. 4. Do not use delicate wash detergents (for example, Woolite or Zero). **Machine Wash:**

	Close all zippers, fasteners, and Velcro before washing. Wash in warm water separately, without detergent. If heavily soiled, a small amount of powdered detergent may be added to the warm water. Do not use fabric softener. At the end of the final rinse cycle, re-adjust the garment in the washer, and put it through an additional rinse cycle. This will ensure the complete rinsing of detergent that may have been trapped during washing, therefore preserving water repellency. **Drying:** Close all zippers, fasteners, and Velcro before drying. Tumble dry separately on a warm setting for 50 minutes to reactivate durable water repellency (DWR). If necessary, touch up with a steam iron on a low temperature. **Dry Cleaning:** If professionally dry cleaned, request clear distilled solvent rinse and DWR spray repellent. **Long-Term Care:** After extended use (approximately 20 washes or when the water no longer beads up and rolls off), the DWR treatment must be restored. A commercially available, water-based, solvent-free, non-flammable DWR product (for example, Revivex™ or Nikwax TX.Direct™) should be used to restore water repellency.
Fire-Resistant Fleece	This includes the zip-in liner for the water-resistant unisex patrol jacket, and the fleece or special duty jacket. 1. Machine wash in cold water. 2. Use a small amount of powdered detergent. 3. Do not use bleach. 4. Do not use fabric softeners. 5. Lay flat to dry.
Fire-Resistant Garments	This includes the following Nomex garments: black and blue combat shirts and combat trousers, and fire-resistant coveralls. 1. Wash separately. 2. Machine wash in warm water. 3. Do not bleach. 4. Steam iron using a low temperature. 5. Do not use fabric softeners. 6. Tumble dry warm.
Felt Hat	

	A fine bristled brush should be used to surface clean the felt hat or alternatively, a sharp razor blade can be used to carefully remove stubborn stains. Spray-on finishes such as Scotchgard can be applied to the felt hat as well.

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Date Modified: 2021-04-01

UNIFORM & DRESS MANUAL

APPENDIX 9-1

FRANÇAIS

SPECIAL CARE ITEMS

Soft-Body Armour	The soft-body armor panels must be handled and washed according to the following instructions: 1. Wash ballistic panels only when necessary. 2. Remove ballistic panels from carrier before washing. 3. Normally, wiping with a water dampened cloth or sponge will suffice. 4. If necessary, gently hand wash in cold water using any mild household soap or detergent not containing bleach. 5. Rinse at least three times in clear water. 6. Thoroughly air/machine dry before wearing. 7. Spray ballistic panels with Scotchguard after drying. 8. Do not machine wash. 9. Do not bleach or starch. 10. Do not scrub with a brush. 11. Do not wring dry. 12. Do not dry clean. 13. Do not iron. 14. Do not store or dry in direct sunlight. 15. Store flat, without folding, in a dry, dust-free area. Failure to follow instructions for washing and handling will affect the ballistic panels' resistant qualities.
Breathable Membrane Garments	These types of garments may be lined with a variety of membranes such as, or similar to, proprietary products identified by the Trade Marks: Gortex, Bennett Fleet and Tetratec, etc. Garments such as the new Patrol Jacket Unisex, Inclement Trouser, Special Duty Jacket/Trousers, Bicycle Rain Jacket/Trousers and High Visibility Jacket are designed to be both waterproof and water repellant. The best way to maintain the performance of these items is through appropriate cleaning. 1. **Do not commercially launder.** 2. **Do not use fabric softener or dryer sheets.** 3. **Do not use bleach.** 4. **Do not use delicate wash detergents, (e.g. Woolite, Zero).** **Machine Wash:** Close all zippers, fasteners and velcro before washing. Wash in warm water separately, **without** detergent. If heavily soiled, a small amount of powdered detergent may be added to the warm water. Do not use fabric softener. At the end of the final rinse cycle, re-adjust the garment in the washer, and put it through an additional rinse cycle. This will assure complete rinsing of detergent that may have been trapped during washing therefore preserving water repellency. **Drying:** Close all zippers, fasteners and velcro before drying. Tumble dry separately on a warm setting for 50 minutes to reactivate durable water repellency (DWR.) If necessary, touch up with a steam iron on a low temperature.

New 2005-02-16

Breathable Membrane Garments (cont'd)	**Dry Cleaning:** If professionally dry cleaned, request clear distilled solvent rinse and DWR spray repellent.

	Long Term Care: After extended use (approximately 20 washes or when the water no longer beads up and rolls off) the DWR treatment must be restored. A commercially available, water based, solvent free, nonflammable DWR product (ie. Revivex™ or Nikwax Tx-Direct™) should be used to restore water repellency.
Fire Resistant Fleece	This includes the zip in liner for the water resistant Patrol Jacket, Unisex and the Jacket, Fleece, Special Duty. 1. Machine wash in cold water. 2. Use small amount of powdered detergent. 3. Do not use bleach. 4. Do not use fabric softeners. 5. Lay flat to dry.
Fire Resistant Garments	This includes the following Nomex garments: black and blue combat shirts and combat trousers, fire resistant coveralls. 1. Wash separately. 2. Machine wash in warm water. 3. Do not bleach. 4. Steam Iron - Low temperature. 5. Do not use fabric softeners. 6. Tumble dry warm.
Felt Hat	A fine bristled brush should be used to surface clean the felt hat or alternatively, a sharp razor blade can be used to carefully remove stubborn stains. Spray-on finishes such as Scotch Guard can be applied to the Felt Hat as well.

New 2005-02-16

Bulletin UDM-160 - Hard Body Armour

Published: 2011-04-26 (R. 2012-04-16) - Retain in Front of ch. 9.

1. General

1. 1. Procurement and Contracting Branch has now made available, on bulk order, the general duty rifle plates or hard body armour (HBA). The distribution of this item is being coordinated by Divisional Stores.

1. 2. Policy regarding HBA is found in OM ch. 4.1.

2. Wearing Instruction

2. 1. HBA will be used in the over-the-head, side entry carrier approved by the RCMP.

2. 2. HBA is to be worn over clothing and on top of soft body armour (SBA).

2. 3. HBA is adjustable from the sides and over the shoulders. The two angled adjustable shoulder straps allow for adjustment by means of Velcro and sliding buckle. The two waist straps are removable to provide maximum adjustment.

2. 4. The regular size HBA and carrier will fit most members. The member must ensure that the HBA covers the heart and lung.

3. Handling of HBA Carrier

3. 1. HBA must be inserted into the carrier and be in ready-to-use condition. The member must pay close attention when inserting the HBA into the carrier that the "strike faces", indicated directly on HBA, are positioned away from the member's body when worn in the carrier.

3. 2. The ready-to-use HBA and carrier will be transported in the RCMP-approved, foam-padded protective carrying case.

4. Care and Maintenance

4. 1. Although normal day-to-day use and handling should not adversely affect the HBA, a log should be kept recording each HBA's daily use and handling. This will assist the Commander when evaluating whether or not the HBA should be examined or put aside.

4. 2. The member must:

4. 2. 1. handle the HBA with care, i.e. do not drop it;

4. 2. 2. use the foam carrying case whenever possible;

4. 2. 3. if significantly soiled, take the HBA out of the carrier and wipe down the HBA, carrier and carrying case with a damp cloth using mild soap and water only, and allow all parts to dry in open air before reinserting the HBA into the carrier;

4. 2. 4. take all possible measures to avoid the buildup of fungus and mold on the surface of the HBA and carrier, e.g. allow HBA, carrier and carrying case to dry separately in open air after use in rainy conditions;

4. 2. 5. not immerse HBA in water; and

4. 2. 6. not leave the HBA, carrier and carrying case unattended or in an insecure location.

4. 3. The Commander must:

4. 3. 1. perform an annual inspection of the HBA for signs of overuse and wear and tear, e.g. cuts/slices in the cover fabric that exposes the ceramic or backing material;

4. 3. 2. perform an inspection of the HBA after every deployment;

4. 3. 3. examine the carrier for torn or loose stitching, shoulder straps, velcro, fabric and broken adjustment buckles;

4. 3. 4. examine the carrying case for tears and holes in the shell fabric, torn or loose handle webbing, broken and/or damaged zippers, missing or damaged foam lining and damaged corners that would render the carrying case unusable; and

4. 3. 5. retire any HBA and carrier that has suffered:

4. 3. 5. 1. a ballistic impact, e.g. glancing or ricocheting bullets;

4. 3. 5. 2. a significant non-ballistic impact such as a motor vehicle impact, e.g. steering wheel impact, or a drop on a hard surface, e.g. corner of a concrete abutment.

Originated By:

Policy, Design and Specification Section
Uniform and Equipment Program
Assets and Programs Management Branch

UDM - ch. 10. Disposal

Directive Amended: 2010-03-17

For information regarding this policy, contact Uniform and Equipment Program, Assets Management and Programs Br., Corporate Management at GroupWise address Clothing&Kit.

- 1. Policy
- 2. General
- 3. Condemning Items
- 4. Disposal of Items
- 5. Destruction of Speciality Items

---

1. Policy

1. 1. An item of clothing and kit that is no longer serviceable will be condemned at the unit level and destroyed in an environmentally safe manner or altered so that it cannot be identified or worn as an article of the uniform.

EXCEPTION: When authorized by the Commissioner/delegate, a former member may retain and wear the uniform of the RCMP on state and official occasions in accordance with the Commissioner's Standing Orders (Materiel Management) (AM App. X-3-22).

1. 2. A member will return specified serviceable items of clothing and kit on charge/loan to him/her when he/she is released from special duty or assignment, or terminating employment.

1. 3. Any item of clothing and kit (including repayment, personal purchase, or unit cost items) issued to a member must not be disposed of for personal financial gain.

2. General

2. 1. The requirement to return clothing and kit on loan to a CM/PSE is outlined in ch. 5., sec. 3.6.

2. 2. The disposal procedure for ammunition is outlined in FM ch. 6., sec. 5.

3. Condemning Items

3. 1. Replacement items of clothing and kit unfit for further service will be condemned by the commander when they are no longer serviceable due to fair wear and tear, or damaged beyond economical repair.

3. 2. For normal life expectancy of clothing and kit, see App. 5-1.

3. 3. If negligence or abuse of RCMP property is involved, see AM ch. VIII.1.

3. 4. Replacement procedures (requisition and supply) for clothing and kit are outlined in ch. 5.

4. Disposal of Items

4. 1. During active service, a member will destroy condemned clothing and kit in accordance with sec. 1.1.

4. 2. A newly commissioned officer will condemn and destroy all items of clothing and kit that are no longer required as part of the officer level clothing and kit.

4. 3. Upon termination of employment, the following items must be returned to the discharge point or as otherwise directed:

4. 3. 1. to the armourer on Form 3952 - pistol, lanyard clip, three magazines, magazine charger, cable lock comes with keys, Doskocil (black plastic) transportation container comes with two padlocks;

4. 3. 2. to division Assets Management and Programs Br. on Form S-54A - acquisition card and travel card;

4. 3. 3. to Administration Services on Form S-54A - identification card; and

4. 3. 4. to Division Informatics on Form S-54A - calling card and entrust token.

4. 4. The following items are to be certified as either destroyed or returned for use within the RCMP on Form S-54A by the commander/delegate at the discharge location:

4. 4. 1. ammunition, retain for local use. If old or obsolete, see FM ch. 6.;

4. 4. 2. cap cloth, duty belt assembly and service holster;

4. 4. 3. expandable baton/holder, see sec. 5.3.;

4. 4. 4. flashlight - Minimag, and flashlight - Surefire;

4. 4. 5. gun storage container (metal) comes with padlock/keys;

4. 4. 6. gas mask/respirator comes with carry bag for return to division stores;

4. 4. 7. handcuffs, comes with key;

4. 4. 8. jacket patrol or unisex jacket;

4. 4. 9. oleoresin capsicum spray (pepper spray) holder, see sec. 5.2.;

4. 4. 10. plainclothes holsters;

4. 4. 11. soft body armour comes with internal/external carriers for return to division stores or see sec. 5.1.;

4. 4. 12. specialized clothing and kit;

4. 4. 13. RCMP Badge (Form S-54A to division stores) if not to be encased. If encasement is requested, complete and attach Form 2455. See AM ch. II.14., sec. D. and Q. for eligibility;

4. 4. 14. trousers blue;

4. 4. 15. trousers inclement comes with stripes;

4. 4. 16. vest high visibility; and

4. 4. 17. other items, e.g. pagers, cell phones, personal digital assistant (PDA) devices, laptops, padlocks.

4. 5. The following items will be returned to the discharge unit unless a member is authorized to continue wearing the uniform in accordance with sec. 1.1.:

4. 5. 1. boots long comes with spurs,

4. 5. 2. breeches,

4. 5. 3. cap fur,

4. 5. 4. ceremonial belt/buckle,

4. 5. 5. hat felt (Stetson) comes with band,

4. 5. 6. overalls (banana pants),

4. 5. 7. raincoat reversible,

4. 5. 8. Sam Browne assembly comes with holster,

4. 5. 9. scarlet tunic,

4. 5. 10. skirt, long blue,

4. 5. 11. stormcoat or parka/liner inclement, and

4. 5. 12. boots congress comes with spurs.

4. 6. The commander will ensure the member signs Form S-54A to certify that:

4. 6. 1. all items listed in sec. 4.3. and sec. 4.4. have been returned and processed as required,

4. 6. 2. all items of clothing and kit not returned or required for state and official occasions have been destroyed, and

4. 6. 3. Forms S-54A and 3952 are certified on termination of employment.

4. 7. Division Assets Management Programs Br. will:

4. 7. 1. Forward Form S-54A and other pertinent documentation to Human Resources for inclusion on the member's service file.

4. 7. 2. If a Form 2455 for identification badge encasement is submitted, AM ch. II.14., sec. Q. will apply. If the member does not qualify for encasement, ensure the badge is destroyed.

4. 8. When a member dies, disposition of clothing and kit will be as outlined in sec. 4.3. and sec. 4.4.

EXCEPTION: The member's scarlet tunic and related items when used for the funeral.

4. 8. 1. The commander will complete Form 2455 for badge encasement if the member's family wish to receive the badge as a memento.

4. 8. 2. Clothing and kit from the estate of a deceased member will be disposed of by the commander at the point of receipt in a manner consistent with sec. 1.1. and will be recorded on Form S-54A.

5. Destruction of Speciality Items

5. 1. Soft Body Armour (SBA)

5. 1. 1. When replacement SBA has been issued, the member can destroy the condemned SBA locally by cutting each panel into quarter sections. Alternatively, and preferably, SBA can be shipped to Pacific Safety Products Inc. for disposal at unit cost.

5. 1. 2. If shipping to Pacific Safety Products Inc., use the collection sites set up in your division to minimize cost and handling.

5. 1. 3. Ship only the inner panels. It is not necessary to quarter or cut up the panels. Do not ship external or internal SBA carriers.

NOTE: The panels supplied to the contractor must be dry and free of contaminants that might create a health and safety concern, e.g. blood, chemicals, mould, mildew, fungus and petroleum products.

5. 1. 4. Responsibility centers for SBA collection boxes must ensure they are stored in a secure area before shipping for disposal.

5. 1. 5. Do not identify the contents as SBA on the exterior of the shipping container.

5. 1. 6. Notify receiving plant one week before shipping to allow preparation of storage space.

5. 1. 7. All SBA units will be shipped at RCMP expense to the following address:

Pacific Safety Products Inc.
124 Fourth Avenue
Arnprior, ON K7S 3M3

5. 2. Personal Issue Oleoresin Capsicum (Pepper Spray)

5. 2. 1. Pepper spray containers should not be reissued for operational use unless they contain a significant charge of OC and propellent.

5. 2. 2. Empty or partially filled containers deemed unsuitable for reissue must be disposed of in an environmentally safe manner. They must be completely spent/emptied and rendered unusable.

5. 3. Expandable Batons

5. 3. 1. When an expandable baton is no longer serviceable, outside of warranty, or beyond economical repair, it will be destroyed by cutting or breaking the baton into sections.

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

Bulletin UDM-166 - Washable Trousers with Cargo Pockets and Softshell Patrol Jacket

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1. The washable trousers with cargo pockets and the softshell patrol jacket are now available and will be supplied as outlined in the Ordering Guide. Refer to:

1. 1. washable trousers with cargo pockets, item # 6958 (male);

1. 2. washable trousers with cargo pockets, item # 6960 (female); and

1. 3. softshell patrol jacket, item # 4005 (unisex).

2. These items are new and can be ordered in addition to other items listed in each of the respective duty codes listed in sec. 1.1., 1.2. and 1.3.

3. CMs and PSEs must ensure that all police markings are removed.

4. For requisition and supply, see ch. 5.

Originated By:

Policy, Design and Specifications Section
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