

RCMP H Division Policies

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for Disclosure pursuant to subpoena**

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

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H Division Administration Manual

1.7. Audit and Evaluation Programs

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-

(For information regarding this policy, contact your Division Review Committee)

1. Policy

1. 1. The Atlantic Divisions will have an effective risk based Management Review and Quality Assurance Program that monitors the internal quality of operational, administrative and financial responsibilities focusing on high risk activities and ultimately supporting accountability.

2. General

2. 1. Each division will have a Review Committee, the composition of which will include a representative of the Atlantic Review and Performance Centre (ARPC) in addition to other such participants as identified at the discretion of each respective CO.

3. Management Reviews

3. 1. Management Reviews (MR) are independent assessments of the management and performance of a unit.

3. 2. A yearly risking must be completed by each operational and administrative unit in the Division, with the intent of determining those units of highest risk which would benefit from an MR. This risking should be completed no later than November 01. The form for risk assessments will be determined by the ARPC.

3. 3. By December 01, the Division Review Committees will review their risking assessments and decide which unit(s) will be subject of an MR during the next calendar year.

3. 4. The Division Review Committees will inform the ARPC by December 15 which units have been selected for MR for the next calendar year.

3. 5. When a unit commander is advised that his/her unit will be subject of an MR, all efforts should be made to assist ARPC and the MR Team in the completion of the MR.

3. 6. Management Review Reports and Management Letters

3. 6. 1. The Review Principal will:

3. 6. 1. 1. Plan, conduct MR and prepare the MR report following the instructions contained in the Atlantic MR Review Principal package.

3. 6. 1. 2. Ensure all activity observation summary reports, electronic activity files and draft MR report are completed on site prior to debriefing the Unit Commander.

3. 6. 1. 3. Submit MR Report, Management Letter and Observation Summary Sheets electronically to ARPC within 30 days of the completion of the MR unless exigent circumstances exist.

3. 6. 1. 4. Upon completion of the report, forward to ARPC in electronic format, all working papers and other supporting data pertaining to the MR.

3. 6. 1. 5. The standard that will be used for the completion of MRs is found in the [MR Handbook](#).

3. 6. 2. **ARPC**

3. 6. 2. 1. Review the draft MR Report and Management Letter to ensure consistent and quality reporting.

3. 6. 2. 2. Forward the draft to the Unit Commander for fact validation.

3. 6. 2. 3. Following consultation with the Review Principal, forward a copy of the final MR Report and Management letter to each identified recipient.

3. 7. **Tracking Recommendations**

3. 7. 1. The Unit Commander/Manager will consult with ARPC and then submit an action plan in the format prescribed by ARPC for recommendations resulting from an MR report to the respective line officer/manager within 30 days of receipt of the MR Report.

3. 7. 2. The Line Officer/Manager of a divisional unit will forward the approved action plan to the respective Corporate Planning/Client Services Section and ARPC.

3. 7. 3. Corporate Planning/Client Services Section is responsible for tracking the progress of the recommendation(s) resulting from an MR on Divisional units. Progress reports are to be communicated to the respective Division Review Committee as well as to ARPC for tracking and reporting purposes.

3. 7. 4. **ARPC**

3.7.4.1. Review the action plan to determine if actions are meaningful and sustainable then provide feedback to the Unit Commander

3.7.4.2. Coordinate the resources required to conduct all verification reviews. Verification reviews and subsequent reporting will be done following the same process used for reviewing an MR activity. Follow-up reviews will be conducted utilizing the same review criteria as in the initial examination.

3. 7. 4. 2. 1. The verification process will only review work completed after the confirmation date indicating all recommendation action plans have been completed.

3. 7. 4. 2. 2. Verification reviewers are to complete a review and report to the Line Officer for each Needs Improvement (NI) activity using the MR observation summary sheet template.

3. 7. 5. **Line Officer/Manager**

3. 7. 5. 1. Following implementation of all corrective actions, the Line Officer/Manager will advise ARPC to initiate a follow up review on activities rated as NI to verify actions taken were effective in correcting deficiencies.

3. 7. 5. 2. The Line Officer will report findings to the respective Review Committee upon completion of the verification review. All verification reporting is to be forwarded to the Division Review Committee.

3. 7. 5. 3. Track the Management Letter recommendations and provide verification of corrective actions to the ARPC.

3. 8. All documentation regarding recommendations will be kept on the individual electronic MR file maintained on each Division's respective shared directory.

3. 9. Any expenses relating to an MR are to be charged to the collator number set by the requesting division.

3. 10. ARPC has the overall responsibility to coordinate MRs in the Atlantic and among other things is responsible for:

3. 10. 1. identifying the Review Principal and selecting members of the review team;

3. 10. 2. providing guidance to the MR Team;

3. 10. 3. monitoring the quality of MR reports and Management Letters;

3. 10. 4. monitoring and reporting on MR trends to Divisional Committees;

3. 10. 5. providing resource(s) for MR training or workshops;

3. 10. 6. coordination of review verification teams.

3. 11. **Division Review Committee**

3. 11. 1. The Division Review Committee will review the verification reports prepared in the Observation Summary Sheet format for all MRs conducted to ensure sustained corrective actions have been implemented. Upon satisfaction of this requirement, the Committee can then conclude the review file by submission of an electronic memorandum to file, accompanied by all review verification documentation to the established divisional electronic directory.

3. 12. **Distribution of Management Review Reports**

3. 12. 1. A request from an outside entity for access to a Management Review report will be forwarded to the CO, owner of the document.

4. **Unit Level Quality Assurance**

4. 1. Every unit in the division must have an effective ULQA process in place, based on the fiscal year, commencing on April 1. A ULQA is designed to assist the managers in ensuring that they have effective controls in place in order to mitigate the risks faced by their unit. Unit also

includes part time units such as Tactical Troops, Emergency Response Teams, Underwater Recovery Teams, etc.

4. 2. Each program officer/line officer or manager is responsible to ensure that each unit under his/her command has an effective ULQA in place.

4. 3. Each unit will utilize the Annual Performance Planning System (APPS) platform to record and monitor their respective ULQA process.

4. 4. By February 1, the Division Review Committees should have assessed and decided on which activities are going to be considered for inclusion in the units' list of activities at risk.

4. 5. By March 1, the units should identify/update a list of their activities, consider the activities at risk provided by their respective review committee and either risk them in or out. The number of risked in activities should remain manageable and the risking in or out reasons be well described on the risking document.

4. 6. Complete all the risking activities according to the standard outlined in the ULQA and APPS Handbook located on the Infoweb. The ULQA risking process will be recorded within the APPS.

4. 7. ULQA Initiative Work Plan within the APPS will be used to record progress on each ULQA and a copy of the form will be maintained on the unit activity file. Quarterly progress reporting will be completed by the first of each month - June, September, December and March.

4. 8. While the responsibility to manage the ULQA remains with the respective COs, the ARPC will be responsible for:

4. 8. 1. monitoring and reporting to Divisional Review Committees on the overall state of the ULQA in their Division;

4. 8. 2. promoting effective ULQA practices;

4. 8. 3. assisting units in obtaining review guides; and

4. 8. 4. upon request, providing ULQA workshops/presentations and coaching.

4. 9. The standard that shall be used for the completion of ULQA is outlined in the ULQA handbook.

5. Directed Reviews (DR)

(Inquiries regarding this policy can be directed to the OIC, Atlantic Review and Performance Centre (ARPC))

5.1. Policy

5.1.1. The intent of this policy is to provide a framework to: (1) review controls, processes and, by extension, policies in place, and (2) assess compliance to policies, in keeping with the RCMP's commitments to continuous improvement and accountability.

5.1.2. A Directed Review is a formalized method for gathering, analyzing, and reporting information to assess the adequacy and effectiveness of controls, processes and policies which support operational, administrative and financial activities, and is initiated to address specific objectives.

5.1.3. A Directed Review may parallel other processes (on a case-by-case basis), but will not interfere with, or influence or replace an external investigation / review or statutory investigation, an investigation conducted pursuant to the RCMP Act such as a Part IV Code of Conduct investigation, or an investigation conducted pursuant to the Public Servants Disclosure Protection Act.

5.1.4. A Directed Review must not be used as a preliminary process to initiate other forms of investigations, including Code of Conduct investigations. Refer to Administration Manual XII.4 Code of Conduct (Part IV) Investigations for the process.

5.1.4.1. If during the planning or conducting phases a Directed Review is determined to have become an investigation or is likely to influence one, the Directed Review may be terminated by the OIC ARPC in consultation with the requestor.

5.1.5. A Directed Review will not replace routine management controls and monitoring functions performed by supervisors at all levels.

5.1.6. Employees conducting Directed Reviews have unrestricted access to all RCMP records, property and personnel, with the exception of pardon records, members' medical records and members' disciplinary records, unless these elements are subject of the review and in which case access can be granted by the records holder. This access is documented in Administration Manual Appendix III-11-1, Appendix III-11-2 and Appendix III-11-3.

5.1.7. The Directed Review process will be subject to the provisions of the Privacy Act, Access to Information Act and organizational and administrative security policy and procedures.

5.2. General

5.2.1. A Directed Review does not apply where:

5.2.1.1. Specific policies exist that direct or outline the conduct of audits / reviews (e.g., Management Review, RCMP External Investigations or Review, Discharge of Firearms, In Custody Deaths, Pursuits, etc);

5.2.1.2. Authorities or processes for reviews or audits are already set out for entities such as Internal Audit, CPIC, PROS.

5.2.2. A Directed Review may be initiated by the Commr., D/Commr., A/Commr., CO, CROPS (or their equivalents or delegates).

NOTE: Depending on the factual circumstances, a Directed Review could be initiated at the discretion of the designated Senior Officer or the Chief Executive as authorized pursuant to the Public Servants Disclosure Protection Act (PSDPA). The Directed Review results will be used to formulate recommendations and corrective measures for the Senior Officer's report to the Commissioner to improve RCMP policies, procedures and practices.

5.2.3. The requester should consult with the ARPC, who can provide advice and suggestions on the process and its application.

5.2.3.1. Directed Reviews should be formally initiated in writing through the OIC, ARPC and should outline the Terms of Reference (the scope of the review, the reason for the review, the problem and/or issue, objective(s) of the review, whether recommendations are being sought,

and contact names for fact validation and recommendation follow up as per the standardized template.

5.2.4. Standards for conducting a Directed Review are outlined in the Directed Review Handbook. The ARPC may also be contacted throughout the review should guidance on the process be required.

5.2.5. The ARPC must be provided with a copy of the final report.

5.3. Incident Review

5.3.1. An Incident Review (IR) is a subtype of Directed Review designed to examine a specific event and to:

- a) establish the facts upon which a management decision can be made in relation to process,
- b) determine compliance with the relevant policies, practices and procedures and/or the adequacy and effectiveness of controls.

This definition does not distinguish as to whether the event is operational, administrative or financial in nature.

5.3.2. IR's are to be conducted, completed and reported in a time sensitive manner.

5.3.3. In order to avoid duplication or potential conflicts, an IR must not overlap upon an existing review process already established in RCMP policies, as laid down in paragraph 2.1.1.

5.3.4. Incident Reviews are initiated directly with a reviewer, without involvement by the ARPC.

5.3.5. The OIC ARPC must be advised of Incident Reviews occurring in their jurisdictions.

5.3.6. The requester of an Incident Review is responsible for monitoring the planning, fieldwork, reporting, quality control and dissemination of Incident Reviews Report.

5.4. Roles and Responsibilities

5.4.1. Review Services are responsible for:

5.4.1.1. developing procedures and an adequate framework for Directed Reviews which include, but are not limited to, local policies, handbooks, guides, training and communications material;

5.4.1.2. providing guidance regarding the planning of fieldwork;

5.4.1.3. monitoring the effectiveness of the Directed Review policy and related tools, except where the Directed Review is an Incident Review;

5.4.1.4. conducting quality control and fact validation, and disseminating Directed Review reports, except where the review is an Incident Review;

5.4.1.5. conducting and reporting on analyses of review trends.

5.4.2. Reviewers

5.4.2.1. Reviewers must inform the employee that he / she is being interviewed for the purpose of a Directed Review and that his / her participation is voluntary.

5.4.2.2. Reviewers must occupy a position which is independent of the subject of the review.

5.4.2.3. Reviewers must report any allegations or appearances of a breach of statutory or Code of Conduct violations to the appropriate level and must not commence any investigation on the allegations.

5.4.3 Requesters of Incident Reviews

5.4.3.1. The Requester of an Incident Review must ensure that copies of all Incident Review reports are forwarded to the OIC, ARPC for the purpose

of trend analysis.

References

[Management Review Handbook](#)

[Quality Assurance Handbook](#)

[Administration Manual 1.7.](#)

[Access to Information Act](#)

[RCMP Act](#)

[Privacy Act](#)

[Institute of Internal Auditors \(IIA\):](#)

[The International Professional Practices Framework](#)

[Treasury Board of Canada Secretariat:](#)

[Results for Canadians: A Management Framework for the Government of Canada](#)

[Public Servants Disclosure Protection Act \(PSDPA\)](#)

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H Division Detachment Assistant Manual



RCMP



ROYAL CANADIAN MOUNTED POLICE

Updated – 2020/09

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COMM0043024

Photo Credit:

Carol McKinley

Five Islands, Bay of Fundy

ACKNOWLEDGEMENTS



The H Division DSA Working Group extends their sincere appreciation to K Division's Eastern Alberta District Detachment Assistants.

As we prepared to undertake our own Standard Operating Procedure Manual, we were fortunate enough to find the EAD DSA Manual. Further, we were given permission to adapt the EAD manual to build our own. This gesture created an efficient process and as a result, a manual for which the H Division Working Group is very proud.

Appreciation is extended to the public servants who volunteered to form the H Division SOP Manual Working Group, and are truly "change makers". Thank you for sharing your knowledge, your willingness to add to your already overwhelming work load, and committing to this process.

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ACCESS TO SYSTEMS

#	TASK	ICS FORM	CONTACT #	☒
1	Obtain HRMIS Number from HR <ul style="list-style-type: none"> Required to log in, and fill out forms & Help Desk tickets 	n/a		<input type="checkbox"/>
2	PROS End User Course <ul style="list-style-type: none"> Reserve a spot for the next course Contact HDIV PROS on GroupWise 	n/a	Irrelevant	<input type="checkbox"/>
3	Acquiring Smart Card (Token) <ul style="list-style-type: none"> Used with GroupWise & Building Security Done prior to arrival by DA or supervisor Fill out form 710e (electronically only) <ol style="list-style-type: none"> Physical Access Request <ul style="list-style-type: none"> Initial request for a Photo Building Access Card (Smart Card) Logical Access Request <ul style="list-style-type: none"> New ROSS access (network & email) PKI Access <ul style="list-style-type: none"> New Public Key Infrastructure Certificate required 	710e	Email to Public Interest Immunity - s. 37 of	<input type="checkbox"/>
4	CPIC Access <ul style="list-style-type: none"> Fill out form 5139 	5139	Email to cpic-centre-access-system	<input type="checkbox"/>
5	Information Technology <ul style="list-style-type: none"> Fill out forms AUP & 2871 Send to local IT representative using GroupWise Also send via Help Desk ticket 	AUP & 2871	SWN - Irrelevant Irrelevant NEN - Irrelevant Irrelevant	<input type="checkbox"/>
6	JEINS Access <ul style="list-style-type: none"> Only requested once GroupWise is set up 	Form 7	Central Help Desk ticket	<input type="checkbox"/>
7	CIIDS Access <ul style="list-style-type: none"> Fill out form 3861 	3861	Irrelevant	<input type="checkbox"/>
8	PROS Access <ul style="list-style-type: none"> Only requested after PROS End User Course is completed/passed Fill out form 6327 	6327	Irrelevant Email:	<input type="checkbox"/>
9	Commissioner of Oaths Application <ul style="list-style-type: none"> [Link to Online PDF Form] https://novascotia.ca/just/legal_services/docs/oaths_application.pdf 	n/a	Mail – see website	<input type="checkbox"/>

ACCOUNTS PAYABLE

Outstanding Bills for Payment:

Do you have Sec 34?

Only members and staff who have delegated financial signing authority (DFSA) through TEAM are allowed to authorize the payment of good and services. Each DFSA has specific delegations attached.

Example attached of a Section 34 stamp. Once all the information is completed and signed by a DFSA at the unit, the original invoice is forwarded to Accounting Operations, "B" Division, PO Box 9700, St. John's, NL, A1A 3T5. A copy must be held in Admin file 738 Accounts Payable for 6 years.

Certified pursuant to sect 34 of the FAA.
Work performed or goods supplied or services rendered, and that the price charged is according to contract or if not specified by contract is reasonable. Where payment is made before work completion, delivery of goods or rendering of service, payment is according to contract and payee is eligible for payment.

Date goods Rec'd _____

Date invoice Rec'd _____

G/L Account _____ Cost Center _____

Internal Order _____ Purchase order or Funds Commitment _____

Approver's Name, Title & Unit _____

(Please Print) _____

Signature _____ Date _____

ACQUISITION CARDS

Do you have a Visa Card?

Only members and staff who have written delegated authority from their managers can hold an acquisition card. Acquisition cards are to be used whenever possible to pay goods and services for detachment/unit use only. Card holders must adhere to the terms, conditions, practices and limitations prescribed by the RCMP Acquisition Card policy. Cards are assigned to an employee not a position. Keep card locked in a secure location when not in use. Immediately record each transaction on Form 3593. Attach the corresponding receipts. Upon receipt of your monthly statement, reconcile it to the purchase log. Submit statement, log and receipts to your supervisor for certification. Acquisition Cards ARE NOT to be used for personal items, travel, accommodation, vehicle operating and maintenance, cash advances, etc. See FMM 7.8 for policy for more information.

For information on VISA acquisition cards, contact:

Accounting Operations – VISA Cards

Email: St_John's_Accounting_Services
Office: 709-772-8968
Fax: 709-772-0653

NEW APPLICATIONS

Complete new application form (provided by Accounting Ops) and form 3592; have it signed by the applicant and NCO and email to: St_John's_Accounting_Services

NON-ALLOWABLE PURCHASES

- Travel expenses (fuel, meals, accommodations, taxi, parking)
- Vehicle operating and maintenance expenses (fuel, car washes, tires, maintenance)
- Hospitality
- Cash advances
- Meals (expect prisoner meals)

ALLOWABLE PURCHASES

- Training fees and registrations
- Consumable items (office supplies)
- Forms
- For any questionable expenditure of purchase contact Account Operations before contacting the vendor.

VISA STATEMENT

Arrive by mail, on line OR email notification

Ensure all purchases are recorded with description of purchase, date, vendor and amount on **Acquisition Card Log FORM 3593**. Attach all purchase receipts to the Acquisition Card Log. Sign the Log and give to your Superior to Section 34 the Log and Statement. Signed logs, receipts and statements are retained in admin file 738.

If no purchases were made during the month, complete the form including the date and a signature which is to be retained locally for auditing purposes.

CANCELLATION OF VISA CARD

Email St. John's Accounting Services the name and cost centre of the Visa holder (this will allow us to cancel the card immediately). Cut card in half and mail to St. John's Accounting Services.

AUDITS

You may receive an email advising that a purchase/purchases are being audited. This is a random and routine process to ensure system integrity. The directions of how to proceed will be provided in the email.



SUSPICIOUS PURCHASES

There may be occasion when you can't reconcile a purchase. The card may have been compromised with purchases from unauthorized users. Contact 709-772-8968 for immediate assistance.

FORMS

Form 3592- Acknowledgement of Responsibilities and Obligations (Acquisition Card)
Public Interest Immunity - s. 37 of CEA and common law

Application Form - Provided by Accounting Ops

Form 3593 – Acquisition Card Purchasing Log
Public Interest Immunity - s. 37 of CEA and common law

ACRONYMS

Most current list of RCMP acronyms/abbreviations can be found at:

Public Interest Immunity - s. 37 of CEA and common law

Listed below are the most commonly used:

3414	Hazardous Occurrence Reports
A.	Acting
ACIIS	Automated Criminal Intelligence and Information System
ACL	Access Control List
A/COMMR	Assistant Commissioner
ACUPIES	Automated Canadian-United States Police Information Exchange System
ACW	Access Control Window (PROS)
Adult	18 years of age and older
AOD	Absent on Duty
AOL	Absent on Leave (on Vacation)
APPS	Annual Performance Plan System
ASD	Alcohol Screening Device
ATIP	Access to Information and Privacy (Branch)
Aux. Cst.	Auxiliary Constable
BF	Brought Forward
CAD #	Computer-Aided Dispatch
CBRN	Chemical, Biological, Radiological and Nuclear
CBSA	Canada Border Services Agency
CC	Criminal Code
CCAPS	Community, Contract and Aboriginal Policing Services
CCG	Community Consultative Group
CCRTIS	Canadian Criminal Real Time Identification Services
CED	Conducted Energy Device (see also Taser)
CEW	Conducted Energy Weapon (also known as Taser)

CFIS	Canadian Firearms Information System
CFIU	Combined Forces Intelligence Unit
CFO	Chief Firearms Officer
CFR	Canadian Firearms Registry
CFRO	Canadian Firearms Registered Owner
CH	Concluded Here
CHD	Central Help Desk 1-800-461-7797
Child	Less than 12 years old
CIIDS	Computerized Integrated Information and Dispatch System
CISC	Criminal Intelligence Service Canada
CLO	Court Liaison Office
CM	Civilian Member / Case Manager
CNI	Criminal Name Index
CO	Commanding Officer
COM	Complainant
CPIC	Canadian Police Information Centre
Cpl.	Corporal
CR	Criminal record
CSC	Charged/Suspect-Chargeable/Correction Services Canada
CSO	Conditional Sentence Order
CST.	Constable
CTA	Community Tripartite Agreement
DCAS	Division Criminal Analysis Section
DEC	Division Executive Committee
DEOC	Division Emergency Operations Centre
DOCC	Division Operational Communication Center
DORA	Drug Offence Reporting Application
DQOR	Data Quality and Operational Reporting
ECC	Early Case Closure

EDP	Emotionally Disturbed Person
EMS	Emergency Medical Services
EMERT	Emergency Medical ERT
EPPA	External Policing Partner Agency
ERT	Emergency Response Team
FAA	Financial Administration Act
FAC	Firearms Acquisition Certificate
FDN	F Division Headquarters
FIP	Firearms Interest Police
FIR	Further Investigation Required
FIS	Forensic Identification Section
FPS	Finger Print Section (an FPS number)
FTA	Fail to Appear (in/for court)
HBA	Hard Body Armor
HQ	Headquarters
HRMIS	Human Resources Management Information System
IARD	Immediate Action Rapid Deployment
IBET	Integrated Border Enforcement Team
ICE	Internet Child Exploitation Unit
IM/IT	Information Management/Information Technology
Interpol	International (Criminal) Police Organization
IPGHD	Isolated Post and Government Housing Directive
IPOC	Integrated Proceeds of Crime
IQT	Integrated Query Tool
JEIN	Justice Enterprise Information Network
JP	Justice of the Peace
JSE	Job Simulation Exercise
JV	Journal Voucher
LWOP	Leave without Pay

MCU	Major Crimes Unit
ME	Medical Examiner or Municipal Employee
MHA	Mental Health Act
MOU	Memorandum of Understanding
MV58A	Motor Vehicle Collision Report
MVA	Motor Vehicle Act
MVC	Motor Vehicle Collision
MVC	Motor Vehicle Collision
MWS	Mobile Work Station
NCDB	National Crime Data Bank
NCO	Non-Commissioned Officer
NFAR	No further action required
NHQ	National Headquarters
NLETS	National Law Enforcement Telecommunications System
NSOR	National Sex Offender Registry
OCC	Operational Communications Center
ODS	Off Duty Sick
OIC	Officer in Charge
ORI	Originator Number (CPIC identifier number)
ORMS	Operational Records Management System
OSR	Operational Statistical Reporting System
PA	Put Away
PAIN	Public Agency Identification Number
PCR	Police Community Relations
PD	Police Department
PDQPR	Pros Data Quality Program Report
PIP	Police Information Portal
PIRS	Police Information Retrieval System
PIS	Prosecutor's Information Sheet

PO	Police Officer or Probation Officer
PR	Professional Review
PRIME	Police Records Information Management Environment
PROS	Police Reporting and Occurrence System
PS	Police Service
PSE	Public Service Employee
PSR	Pre-Sentencing Report
PTA	Promise to Appear
PTSD	Post Traumatic Stress Disorder
RBAC	Role-Based Access Control
RECOG	Recognizance
RM	Regular Member
RMS	Records Management System
ROSS	RCMP Office Support System
RTO	Regular Time Off
SBA	Soft Body Armour
SCEU	Street Crime Enforcement Unit
SEC	Senior Executive Committee
SFST	Standard Field Sobriety Test
SG	Shotgun
Sgt.	Sergeant
SIP	Special Interest Police
SOIRA	Sex Offender Information Registration Act
SOP	Stay of Proceedings/Standard Operating Procedures
SOT	Summary Offence Ticket
SUI	Still Under Investigation
S/Sgt.	Staff Sergeant
SSRO	School Safety Resource Officer
TASER	Thomas A. Swift Electric Rifle (see also CED)

TEAM	Total Expenditures and Assets Management
TOW	Time Off Work
UC	Undercover
UCR	Uniform Crime Reporting
ULQA	Unit Level Quality Assurance
URT	Underwater Recovery Team
UT	Undertaking
VIC	Victim
VICLAS	Violent Crime Linkage Analysis System
VIS	Victim Impact Statement
VR	Victim Report (Form 5151)
VS	Vulnerable Sector or Victim Services
YCJA	Youth Criminal Justice Act
YO	Young Offender - young person - 12 years of age or older but less than 18

ADMINISTRATION FILING

The administrative filing system (AICRS) is used to classify records and to ensure that records are maintained, stored, and preserved, until they have met retention and can be disposed of. It also ensures records are disposed of only in accordance with the defined approval process.

Records include the original and any copy of correspondence material. Some examples are email, letters, memos, forms, directives, reports, drawings, diagrams, photographs, working papers, statements, invoices, and any other documentary material regardless of physical form and characteristics.

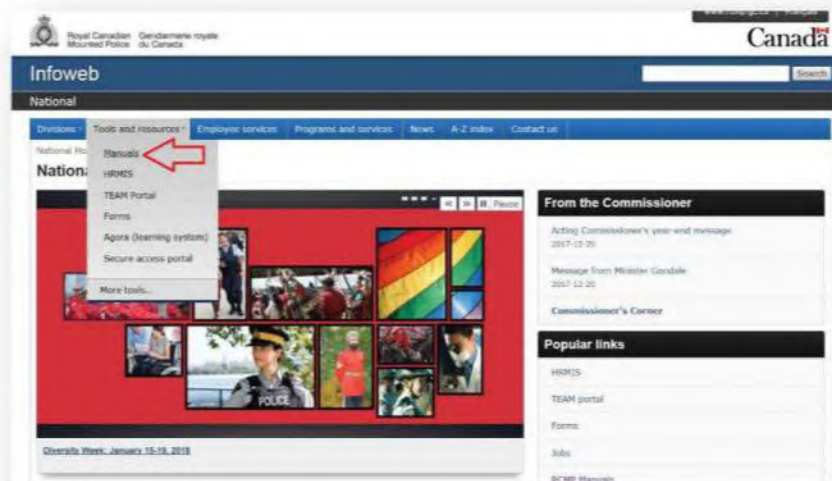
All Administrative documents of business value should be classified according to the AICRS file plan.

The RCMP Administrative Filing Index is located on the Infoweb as below: **Public Interest Immunity - s. 37 of CEA and common law**

Step 1



Step 2



Step 3

The screenshot shows the 'RCMP Manuals' website. At the top, there is a navigation bar with links for 'Divisions', 'Tools and resources', 'Employee services', 'Programs and services', 'News', 'A-Z index', and 'Contact us'. Below this, a breadcrumb trail reads 'National Home > RCMP Manuals'. The main content area is titled 'RCMP Manuals' and features two large images: 'Administration Manual' (showing hands on a laptop) and 'Operational Manual' (showing a microscope). Below these are two columns of 'Subsidiary Manuals'. The left column, 'Administration - Subsidiary Manuals', lists various topics, with a red arrow pointing to 'Information Management'. The right column, 'Operational - Subsidiary Manuals', lists 'Integrated Forensic Identification', 'Laboratory Services', 'Protective Policing', and 'Tactical Operations'.

Step 4

The screenshot shows the 'Information Management Manual - Table of Contents' page on the Infoweb portal. The header includes the Royal Canadian Mounted Police logo and the text 'Infoweb Infoweb.rcmp-grc.gc.ca'. A navigation bar contains links for 'Français', 'National Home', 'Contact Us', 'Help', 'Search', and 'rcmp.gc.ca'. The breadcrumb trail is 'National Home > RCMP Manuals > Information Management Manual - Table of Contents'. The main heading is 'Information Management Manual - Table of Contents' with a sub-heading 'Directive Amended: 2016-09-22' and page numbers '1 2 3 4'. The table of contents is organized into 'Part 1 - General' and 'Part 2 - Management of Information Resources'. Under Part 2, a red arrow points to '1. Administrative Information Resources'. Other items in Part 2 include 'Employee Information Resources', 'Operational Information Resources', 'Information Management Requirements of Electronic Document and Records Management Systems (EDRMS)', 'Digitization and Destruction of Information Resources of Business Value', and 'Metadata Requirements for Information Resources'.

Step 5

resources

IMM

- Table of Contents
- A-Z Index
- Bulletins
- Foreword
- Definitions
- Abbreviations and Acronyms

RCMP Manuals

- Divisional Supplements
- Moratoriums
- Policies and Publications
- Search the Manuals
- Submission Status
- Summary of Amendments

IMM - ch. 2.1. Administrative Information Resources

Directive Amended: 2016-08-05

For information regarding this policy, contact Information Management Policy Section, Information Management Branch at GroupWise address [IMBIMPS](#).

1. [Policy](#)
2. [Definitions](#)
3. [Managing Administrative Files](#)
4. [Concluding Administrative Files](#)
5. [Reactivating Administrative Files](#)
6. [Retention and Disposition of Administrative Files](#)
7. [Transferring Administrative Files](#)

App. 2-1-1 [Administrative Information Classification and Retention Structure](#)

1. Policy

1. 1. This Directive is to be read in conjunction with [ch. 1.1](#).



Step 6

[National Home](#) > [RCMP Manuals](#) > [Information Management Manual](#) > IMM - App. 2-1-1 Administrative Information Classification and Retention Structure

IM

- Table of Contents
- A-Z Index
- Bulletins**
- Foreword
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- Abbreviations

RCMP Manuals

- Divisional Supplements
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National

IMM - App. 2-1-1 Administrative Information Classification and Retention Structure

Moved from IM ch. IV.5.: 2016-05-09

Table of Contents

- [General Archival Selection Criteria](#)
- [Group 1 - General Administration - Primaries 100 - 329](#)
- [Group 2 - Personnel - Primaries 330 - 720](#)
- [Group 3 - Finance - Primaries 726 - 999](#)
- [Group 4 - Equipment and Supplies - Primaries 1000 - 1299](#)
- [Group 5 - Buildings and Real Property - Primaries 1300 - 1459](#)
- [Group 6 - General Services - Primaries 1460 - 1699](#)
- [Group 7 - Operations - Primaries 1700 - 4095](#)
- [Retention Exceptions](#)

[Back to chapter](#)

There is an Administrative Information Management Individualized Instructional Module that is very helpful.

Public Interest Immunity - s. 37 of CEA and common law

An example of a detachment’s internal filing list is below. It was built on the basis of the Administration Filing System and the appropriate needs of their detachment. It is not necessary to open a file for each and every category unless there are records to go into the file.

It is important to remember that all information needs to be placed in the appropriate file and maintained throughout its life cycle. This includes information received by email.

Example of an Administrative File Inventory

ADMINISTRATIVE FILE INVENTORY								
H Division - ABC Detachment								
FILE NUMBER	FILE CAPTION/NAME	VOLUME /SUPP	LOCATION OF FILE	FILE TYPE (Paper, Electronic)	SECURITY DESIGNATION (e.g., Protected A)	DATE OPENED	DATE CLOSED	BF FOR DISPOSITION
H195-1	Meeting Minutes - ABC Detachment 2015/2016	1	File Room or Shared drive location	Paper/Electronic spreadsheet	Protected A	2015/04/01	2016/03/31	2018/04/01 - Routine - 2 years
H236-1	Reviews, overviews and studies <i>(specify details on file folder & add year)</i>	1	File Room	Paper	Protected A			YYYY/MM/DD Routine - 5 years, Individual Admin Review & Study - 10 years
H244-1	Business Continuity Plans (BCP)	1	Specify accessible location	Paper (and/or electronic)	Protected A	YYYY/MM/DD		YYYY/MM/DD Routine - 2 years, Business Continuity plans and testing - 2 years after superseded
H738-1	ARI Statements & Receipts 2015/2016	1	File Room	Paper	Protected A	2015/04/01	2016/03/31	2022/04/01 - Corporate accounts and invoices, and statements, summaries, reports, and statistics - 6 fiscal years after closed.
H738-2	Invoices re Photocopier	1	File Room	Paper	Protected A	2015/04/01	2016/03/31	2022/04/01 - " "
H738-3	Prisoner billing statements 2015/2016 <i>(Expenses for prisoners or persons arrested under the Mental Health Act and held for the RCMP)</i>	1	File Room	Paper	Protected A	2015/04/01	2016/03/31	2022/04/01 - " "
H738-4	Travel Expenses, NAME, 2015/2016 <i>(retain original receipts even if uploaded with claim)</i>	1	File Room	Paper	Protected A	2015/04/01	2016/03/31	2022/04/01 - " "
H738-5	VISA Account - Name 2015/2016	1	DA's Office Cabina	Paper	Protected A	2015/04/01	2016/03/31	2022/04/01 - " "
H1018-1	Vehicle # - Year, Make, Model <i>(Create separate files for each vehicle - should contain purchase info, major R&M receipts, etc. (see Guide)</i>	1	File Room	Paper	Protected A	YYYY/MM/DD (Purchase Date)		Individual Fleet - 7 years after disposal

ARI

Mileage Entry

1. At the end of each month, paste the label in the car account file on an envelope, and have the members get the mileage and receipts from each vehicle.
2. Sign into ARI website. **Public Interest Immunity - s. 37 of CEA and common law**



3. Enter your username which is your email address, e.g. susan.wilson@rcmp-grc.gc.ca and your password. Then click on "Login" button.
4. Enter your collator in the box, and click on "Load List" button.



- Check the Unit Number against the vehicle number on the envelope. Then enter the odometer reading. Continue with all vehicles under that collator code.

Collator: K1947
 Consignee:
 Unit No:

Default Odometer Date: 201412

EXPENSES	Hour Meter	Odometer	Date	Days of Use	Unit No	Radio	Prev Date	Prev Odom	Prev Hour Meter Date	Prev Hour Meter	Consignee	Collator
AMENDE	Compte-heures	Odomètre	Année Mois	Jours d'utilisation	Unité	Radio	Date Préc	Odom Préc	Date de dernier compte-heures	Compte-heures Préc	Consignataire	Assurés/Assure
Enter Expenses			201412		K00F0219	N/A	201412	188017	201411	5785	MS025	K1947
Enter Expenses			201412		K00F1111	N/A	201412	152232	201411	4649	MS025	K1947
Enter Expenses			201412		KQ1F3036	N/A	201412	96706	N/A	N/A	MS025	K1947
Enter Expenses			201412		KW3P0004	N/A	201401	867	N/A	N/A	MS025	K1947
Enter Expenses			201412		KW3P0005	N/A	201401	827	N/A	N/A	MS025	K1947

- Press the "Update" button.

EXPENSES	Hour Meter	Odometer
AMENDE	Compte-heures	Odomètre
Enter Expenses		
Enter Expenses		
Enter Expenses		
Enter Expenses		
Enter Expenses		
Update		

- Now open each envelope and check to see if there are any gas/car wash, etc. receipts that were NOT paid by ARI card. If you have any of these, click on "Enter Expenses". (See diagram in #7)

- Depending on which vehicle you choose the Enter Expenses button; a window will open so that you can enter that information.

Help in English / Aide en Français

Vehicle/Vessel Monthly Operating
 Do not report ARI credit card purchases on this form
 Rapport d'opération des véhicules/vaisseaux
 Ne raportez pas les dépenses payées avec la carte de crédit ARI sur ce formulaire

Prev Odom Odom Préc	Consignee Consignataire	Prev Date Date Préc	Unit No Unité	Radio Radio
152232	MS025	201412	K00F1111	N/A
Fuel Code Code Carte	Gas/Carburant Litres	Gas/Carburant Price	Oil/Kuile Price	Odom Date Année Mois
				201412
Tires Pneu	Maint. Repair Entretien Réparation	Accident Repair Circage Assurance	License Taxes Permis/impôt	Wash Lavage
				201412

- Once the amounts are entered, do a print screen and then click on the "Submit" button. This will return you to the previous screen. Do the same process for any other vehicles with non-ARI purchases.

Invoice/Statement Review

10. When you receive your ARI statement in the mail, retrieve your gas slips/receipts/invoices for each vehicle. They should still be in the ARI file in the vehicle envelopes. You may have envelopes from more than one month if slips have not yet shown up on the statement.

11. There are two separate areas to review.

1) Service Card Activity Details:

The screenshot shows a detailed report titled 'SERVICE CARD ACTIVITY DETAILS'. It contains multiple sections for different vehicles, each with a list of transactions. The columns include: DATE, VEHICLE, SYSTEM, LOCATION, CLEARING CODE, REFERENCE, QUANTITY USED, PRICE, SALES TAX, and TOTAL. Red arrows point to the 'DATE', 'VEHICLE', 'LOCATION', 'QUANTITY USED', and 'PRICE' columns. A specific value '100.00' is circled in the 'PRICE' column for a transaction on 12/18/2014.

On this report you match the litres on the printout to the litres on the gas slips. Sometimes if it is a car wash, the amount will be in the next column. Each vehicle is separate. On the list is the ARI card number, and the vehicle number and there is a description of the vehicle as well. Staple the matched gas slips to the statement. If some of the envelopes still have gas slips that are not yet on the statement, leave the envelope in the ARI file to be matched the following month. Once all of the slips are matched, the envelope can go into the appropriate vehicle file.

According to review services, for detachments with five or fewer vehicles, reconciliation of 100% of the gas receipts and maintenance invoices will meet Section 34 requirements. Detachments with more than five vehicles, reconciliation of gas slips and repair invoices for five vehicles and 10% of the remainder on a rotational basis

must be reconciles every month with the ARI statement. All ARI statements must be Sec. 34'd.

2) Miscellaneous Invoice: (see next page for example)

On this report you match invoices for service/repairs for each vehicle. The car code is at the end of the invoice list. If you do not have the invoice, call the vendor for a copy. Advise your members that whenever work is done, they need to get a copy of the invoice. The original of the invoice is attached to this statement and a copy of the invoice is to be filed in the appropriate vehicle file. (Sometimes the subtotals will not match exactly as ARI has "deals" with some suppliers and the amounts are changed... just match date and service as much as possible).

12. Give the statement (with the gas slips and invoices attached), to your local DFSA to have him/her Section 34 each page of the statement and the maintenance invoices. They can then be filed away with the ARI odometer printouts in the ARI admin file.

Did you know. . .

Only regular fuel is used for police vehicles, and no points card allowed to be used. The RCMP attains a significant reduction in fuel cost due to high volume of purchases. Points programs negate that discount.



ARI FINANCIAL SERVICES INC.
SERVICES FINANCIERS ARI INC.
1270 CENTRAL PARKWAY WEST
SUITE 600
MISSISSAUGA, ONTARIO L5C4P4

Automotive Resources International
TEL: (905) 803-8000

TOLL FREE / SANS FRAIS (800) 361-5882
FAX / TELECOPIEUR: (905) 803-8644

MISC. INVOICE /
FACTURE D'ENTRETIEN

GST REG / TPS NO: #136025582RT
GST REG / TVQ NO: #1015619615

ORIGINAL

CLIENT CODE / NO DE CLIENT:	4G57-69	INVOICE NO / NO DE FACTURE:	MC9H8L
DUE DATE / DATE D'ECHANCE:	01/15/15	INVOICE DATE / DATE DE LA FACTURE:	12/26/14

PAGE 0002

UNIT / UNITE	ITEM / ARTICLE	DATE	DESCRIPTION	AMOUNT / MONTANT
340 -097272	GST CHARGEBACKS/TPS GST= 26.12 SUB-TOT=	12/18/2014 522.50	GST- FUEL CC#: 60800005999	2.14
			SUB-TOTAL	548.62
340 -097272	MICHELIN NORTH AMERI VENDOR: 037204 INVOICE: 04855755 EVENT: 50985947 P.O.: 00050155467	12/12/2014 12/12/2014 12/12/2014 12/12/2014 12/12/2014	QTY: 004.00 225/65R16 100T X-ICE QTY: 004.00 LT-INSTALL PURCHASED QTY: 004.00 SPIN BAL-CUST WHLS { QTY: 001.00 GST - CANADA QTY: 001.00 TIRE, DISPOSAL FEE	561.60 44.00 104.00 36.28 16.00
	GST= 36.28 SUB-TOT=	725.60		
	GST= 62.40 SUB-TOT=	1,248.10		
	KM6D8226 CC # 6080000599901410 KM6D8226		VEHICLE TOTAL ***	1,310.50
340 -301523	GASOLINE/ESSENCE TYPE: UNLEAD GST CHARGEBACKS/TPS GST= 1.75 SUB-TOT=	11/03/2014 11/03/2014	PR: AB VEND: DOMO GAS REF#: 210131 GST- FUEL CC#: 60800005501 CC#: 60800005501	34.93 1.75
			SUB-TOTAL	36.68
340 -301523	ST PAUL TOWING VENDOR: 000872 INVOICE: 7220 EVENT: 51072489 P.O.: 00050246091 ODOM: 157,358 GST= 5.25 SUB-TOT=	12/02/2014 12/02/2014	QTY: 001.00 TOWING QTY: 001.00 GST - CANADA	105.00 5.25
			SUB-TOTAL	110.25
340 -301523	SMYL MOTORS LTD VENDOR: 073089 INVOICE: 179666 EVENT: 51037297 P.O.: 00050208825 ODOM: 157,358 GST= 9.25 SUB-TOT=	12/03/2014 12/03/2014 12/03/2014 12/03/2014 12/03/2014 12/03/2014	QTY: 001.00 SHOP SUPPLIES QTY: 001.00 CHARGER , TRICKLE, BATTERY PART QTY: 001.00 CHARGER , TRICKLE, BATTERY LABOR QTY: 000.30 KEYLESS IGNITION SYSTEM LABOR QTY: 001.00 GST - CANADA QTY: 000.40 ELECTRICAL DIAGNOSIS LABOR	21.93 66.20 129.00 38.70 15.37 51.60
	GST= 15.37 SUB-TOT=	307.43		
	GST= 22.37 SUB-TOT=	447.36		
	K01C7317 CC # 6080000550192850 K01C7317		VEHICLE TOTAL *****	469.73
340 -303208	GASOLINE/ESSENCE TYPE: UNLEAD GST CHARGEBACKS/TPS	11/30/2014 11/30/2014	PR: AB VEND: FEDERATE REF#: 71361164 GST- FUEL CC#: 60800005853 CC#: 60800005853	71.39 3.57
340 -303208	GASOLINE/ESSENCE TYPE: UNLEAD GST CHARGEBACKS/TPS	12/09/2014 12/09/2014	PR: AB VEND: FEDERATE REF#: 72500655 GST- FUEL CC#: 60800005853 CC#: 60800005853	69.62 3.48
	GST= 7.05 SUB-TOT=	141.01		

Car Code

MAIL TO / POSTER A:
RCMP/GRC
EAST ALBERTA DISTRICT
4806, 55TH STREET
ST PAUL AB T0A 3A1

REMIT TO / REMETTRE A:
ARI FINANCIAL SERVICES T46163
P O BOX 46163
POSTAL STATION A
TORONTO ON M5W4K9

PNB:136025582PG0002

CP02 (07/07)

* DATE REPRESENTS PURCHASE / DATE REPRESENTANT DATE D'ACHAT
DATE OR DATE PAID BY ARI / OU DATE DE PAIEMENT PAR ARI

993 UNKNOWN 9A

Mass Casualty Commission Exhibit

ATIP (ACCESS TO INFORMATION & PRIVACY) ACT

While the ATIP Branch is responsible for responding to formal ATIP requests, the RCMP's compliance with both the Access to Information Act and the Privacy Act remains an organizational responsibility in which we all have a part to play. Refer to the RCMP's policy on Information Access for more information.

Did you know?

All information created during the course of duty is subject to Access to Information and Privacy (ATIP) requests including information located on an individual's corporate computer account and also deleted emails that are kept on a backup for several months.

ATIP requests may require access to documents stored on your GroupWise account or personal drives.

You must not delete or dispose of any records that are required for an active or anticipated ATOP request, litigation or official investigation.

The ATIP Coordinator coordinates formal ATIP requests for ATIPB (ATIP Branch Ottawa) and ensures compliance with the Access to Information Act and the Privacy Act, associated regulations and guidelines. The Division ATIP Coordinators act as the liaison between the policy centers, the clients and the ATIP Branch.

When the unit/detachment receives an ATIP request it is imperative you treat it as high priority since the ATIP Branch only has 30 calendar days to respond. You must respond by the assigned diary date, even if it is to request an extension.

Ensure that all information is provided as per the request. This does not necessarily mean the information will be divulged, however, the information must be reviewed in order to apply relevant exemptions should they apply.

Any person who destroys, alters, falsifies or conceals a record or directs anyone to do so, with the intent of obstructing the right of access provided by the Access to Information Act (subsection 67(1)) is guilty of an indictable offence and liable to imprisonment for a term not exceeding two years or to a fine not exceeding \$10,000 or both or to a summary conviction offence.

If you receive a request for a file that is paperless, respond to the request (manually adding ATIPB) and state the requested file is paperless.

Starting 2018-01-17, ATIPB will no longer be accepting original hard copy files. The detachment will be responsible for scanning/copying hard copy files and sending them to ATIPB as per the instructions in the request email.

As a reminder only ATIPB has the authority to apply exemptions to the release of information. This includes information that is Still Under Investigation or before the courts. If you have been requested to provide a file that is SUI before the courts, or you believe there is something in the information you are

sending that should be exempt, please include an A5 form and note the area you feel warrants exemption.

Main link for ATIP on InfoWeb

Public Interest Immunity - s. 37 of CEA and common law

FAQs

Public Interest Immunity - s. 37 of CEA and common law

Contacts

ATIPB: atipb@rcmp-grc.gc.ca OR Irrelevant

H Division ATIP: HDIV ATIP (email is preferred) OR Irrelevant

ATIP requests are time sensitive! Ensure you are on your detachment mailing list to receive enquiries.

Best Practice!

Use a "charge out" card in place of the file which has been "a-tipped". Staple the email request to the charge out card.

Production Orders

The RCMP receive Production Orders that require the disclosure of RCMP Investigative Files. These are commonly related to Family Court and Civil Court.

The procedure for the Applicant(s)/ Lawyer(s) Representing the Applicant(s) is to forward the court authorized Production Order to the National Litigation Sector, Department of Justice, Government of Canada. Sometimes the Applicant(s)/ Lawyer(s) Representing the Applicant(s) are not familiar with this procedure, and forward the Production Order to a specific RCMP Detachment through mail and/or email (usually preceded by a telephone call to the RCMP Detachment)—which is perfectly fine as well.

When a Production Order is authorized, a court-assigned date to comply is included. In some instances, the date to comply is 7-10 days, which means the RCMP and Department of Justice must action them quickly (in some instances the Department of Justice can request extensions from the Court).

When a Production Order is received at the Detachment via mail, sent from Applicant(s)/ Lawyer(s) Representing the Applicant(s);

- Notify the Detachment Commander/ Delegate.
- Scan the Production Order and email to hdiv_crimops_reviewers@rcmp-grc.gc.ca
- Criminal Operations Support Unit will forward to Department of Justice for review.
- Department of Justice will assign a lawyer/paralegal to ensure Production Order will be complied with and return to Criminal Operations Support Unit.
- The Production Order will then be returned to the Detachment Commander/ Delegate (Operations NCO/ Shift Supervisor).
- Detachment Commander/ Delegate assigns Production Order request to Detachment Services Assistant so all required file material can be compiled, and forwarded to Department of Justice, National Litigation Sector (appropriate contact person will be provided by Criminal Operations Support Unit).

**The Department of Justice will complete all required vetting prior to producing it to the Applicant(s)/ Lawyer(s) Representing the Applicant(s).*

Ensure **Irrelevant are cc'd on all emails between RCMP Detachment and Department of Justice.*

When a Production Order is received at the Detachment via email, sent from Applicant(s)/ Lawyer(s) Representing the Applicant(s);

- Notify the Detachment Commander/ Delegate.
- Forward the emailed Production Order to **Irrelevant** immediately (do not wait for original copy to arrive in mail). Request the sender to send original Production Order to the Detachment as soon as possible.
- Criminal Operations Support Unit will forward to Department of Justice for review.
- Department of Justice will assign a lawyer/ paralegal to ensure Production Order will be complied with and return to Criminal Operations Support Unit.

- The Production Order will then be returned to the Detachment Commander/ Delegate (Operations NCO/ Shift Supervisor).
- Detachment Commander/ Delegate assigns Production Order request to Detachment Services Assistant so all required file material can be compiled, and forwarded to Department of Justice, National Litigation Sector (appropriate contact person will be provided by Criminal Operations Support Unit). Ensure original Production Order is included with the required file material.
**The Department of Justice will complete all required vetting, prior to producing it to the Applicant(s)/ Lawyer(s) Representing the Applicant(s).*

**Ensure [Irrelevant] are cc'd on all emails between RCMP Detachment and Department of Justice.*

When a Production Order is received at the Detachment via email, sent by Criminal Operations Support Unit;

- Criminal Operations Support Unit will email a copy of Production Order to the Detachment Commander/ Delegate. The email will include the name of Department of Justice contact and mailing address.
- Detachment Commander/ Delegate assigns Production Order request to Detachment Services Assistant so all required file material can be compiled, and forwarded to Department of Justice, National Litigation Sector (appropriate contact person will be provided by Criminal Operations Support Unit). The original Production Order will remain with Department of Justice.
**The Department of Justice will complete all required vetting, prior to producing it to the Applicant(s)/ Lawyer(s) Representing the Applicant(s).*

**Ensure [Irrelevant] are cc'd on all emails between RCMP Detachment and Department of Justice.*

BUSINESS CARDS

Standing offer for Business Cards:

Group of Goldline

Toronto Head Office
300 Allstate Parkway
Markham, Ontario
L3R 0P2 Canada

Phone: 905.709.3570

Toll Free: 1.800.803.4410

Email: rcmp@goldline.net

Use form 1758

Irrelevant

Business Cards must be bilingual.

CALL BACK UNIT

The primary function of the 'H' Div CBU is to process those calls for service that meet identified occurrence types in order to alleviate pressure on front line members. The unit reports to a Risk Manager position at 'H' Division OCC, currently S/Sgt. Kevin DUNLEVY.

OCC call takers, dispatchers and detachment assistants can send files to the CBU if there are no meaningful solvability criteria (see attached) and the physical presence of a police officer at the call is not necessary.

Files meeting the requirements can be dispatched through CIIDS with ***CBU*** written in the summary. OCC will decide if that file meets the criteria for a CBU call and forward it on. A best practice is to write in the summary that the complainant was advised it could be up to 24 hours until an officer returns the call.

Here are some examples of suitable CBU files:

- Non-criminal driving complaints (not in progress, low risk).
- Erratic driver in progress with no member in a position to intercept: includes multi-jurisdictional calls.
- Suspicious vehicle (not in progress).
- Phone calls - harassing and repetitive in nature (but not threatening).
- Suspicious person (not in progress).
- Minor thefts (not in progress /no suspect): Bicycles, thefts from vehicles, etc.
- Minor property damage and vandalism (not in progress).
- Stolen license plates, if CBU member able to have info added to CPIC.
- Lost items.
- Requests for Peace Bonds (no immediate threat).
- Telemarketing complaints / telephone frauds / phone scams.
- Social media / Facebook complaints (non-criminal).
- Civil disputes or civil process questions (tenants act as an example).
- Gas-and-Go offences, unless deemed intentional (ie, hiding identity, made threats)
- Multi-hit alarms confirmed to be FALSE prior to dispatching.

SOLVABILITY CRITERION for the Callback Unit

No witness(es) to the crime.

No knowledge of suspect identification (i.e. name, address, licence plate) or location.

No property with traceable, identifiable characteristics, marks or numbers.

No existence of a significant method of operation.

No presence of significant physical evidence.

No positive results from crime scene evidence search (DNA, Fingerprints, etc).

Possibility and/opportunity for anyone, other than the suspect, to have committed the crime.

Publicity or reasonable investigative effort will not likely solve the crime.

The matter is not serious in nature.

Direct any CBU related inquiries to the GroupWise mailbox (monitored daily): Irrelevant

**** New to CBU****

Detachment / Unit LENEL alarms & Static 911 Calls – Call Back Unit will now be dispatched as the primary responder. OCC will dispatch a member to the scene and they will be the assisting officer on the file.

Member can send the response information to the CBU by:

- Attaching an internal message to the incident
- Making a note within the details of the incident
- While still attached to the incident make a notes in the location field on their MWS (this will automatically add to the incident log)

CALL TAKING



The initial contact the complaint taker has with the caller can influence the outcome of the entire incident. The information you obtain or fail to obtain, the accuracy of that information, and the relationship established with the caller can have an impact on the outcome.

ANSWER PROMPTLY

Treat each call as an emergency. Place yourself in the position of the person who is calling. They may be in any number of states of emotion, crisis or even injury. Every ring of the telephone for that person is an eternity.

Answer all incoming calls as soon as the phone rings. When the phone rings, stop what you are doing, so that you can give your full attention to taking the call.

Ensure you answer ALL calls coming into the main administration/emergency line.

TELEPHONE COURTESY

A calm, competent, decisive voice that is courteous will assist in not antagonizing a caller. Things may be bad enough for the caller without being irritated by the person answering the call. After the initial exchange, and once you are aware of the needs of the complainant, lead the call into meaningful context. Be courteous but firm. Ask specific questions to obtain the information you require – names, location, phone number, date of birth, etc.

GENERAL RULES

The RCMP accepts “Collect Calls” from callers who are calling the RCMP specifically and should ensure the automated message refers to accepting charges for a “Collect” call. Ensure you listen to the automated recording before actioning any request.

Although the complaint may seem trivial or routine to you, it is important to the caller. They need to be assured that their complaint will receive the attention it requires.

It is NOT your responsibility to provide advice or unnecessarily engage callers in discussions about their individual situations. Obtain the facts, create the file and let the members deal with anything else that is required.

There will be instances of callers demanding to speak with a “police officer” to give their complaint or information. Explain to the caller that you are a police-trained call taker, and that you are in constant radio communication with the police on patrol.

DETERMINING THE TYPE OF CALLS AND CALL SCREENING

Call screening is obtaining and recording enough information from the caller to determine:

- The type of call
- The priority of the call
 - 1 – Emergency eminent threat to life
 - 2 – Urgent serious threat to life/property
 - 3 – Routine everyday occurrence
 - 4 – Information required for recording purposes only

THE 5 Ws + 1 OF COMPLAINT TAKING

Where	Location of occurrence, including directions and/or landmarks if required Location the police are required to attend Location of suspect(s), complainant(s), victim (s) when/if applicable
When	Time of occurrence In progress or how much time has elapsed?
Who	Name, DOB/age, current contact number, home address and phone number Relationship to the occurrence Physical and clothing description If anonymous caller; record caller's sex and other known details
What	Details of occurrence: what is taking place?
Weapons	Weapons involved/accessible? Type, number, size, who has it, where is it? Do involved persons have access to weapons? Amount/type of ammunition
+ 1:	Are drugs or alcohol a factor?

The most important piece of information to obtain from the complainant is their **physical location**. If you are unable to obtain any further information you can still send members to check on the location. However, if you obtain all other information and the line gets disconnected before you can ask where the caller is you will be unable to send help. A mailing address or PO Box number is not acceptable. If the complainant can only provide coordinates or a legal land address ask if they know what Highway, Range Road or Township Road they're on as this is generally easier information for the members. If they are unable to provide an address and don't know what road they are on ask for detailed directions and note this information in the summary. Encourage the complainant to use landmarks if they are unaware of the roads in their area. If the call is in regards to a driving complaint, obtain a direction of travel.

Determining the type of occurrence is generally an easy task as the complainant will usually lead with this information. Be sure to clarify to ensure you are on the same page with the complainant. Once you have determined the type of situation you're dealing with you can refer to the Standard Operating Procedures (SOPs) and begin your line of questioning. The SOPs will cover off your 5 Ws + 1 along with specific questions for each type of event. This is also a good time to determine if the call is taking place presently or if it happened in the past. Time delay is very important as it will determine the priority of response. The SOPs can be located on the InfoWeb: National Home > K Division InfoWeb > Police Resources > Operational Communication Centre > Standard Operating Procedure.

The next step is to determine who you're speaking with and who else is involved in the complaint. Begin from the inside and move to the outside. Inside information is also known as tombstone information which includes name, date of birth or age, ethnicity, or anything that cannot be altered or changed. Address and phone number also falls within the inside description. Then obtain a description of the subject working from the top down. Height, weight or body type, hair (colour, length, style), eye colour, facial hair, scarring/tattoos/piercings. Then move onto clothing, again working from the top down. Hat, jacket, shirt, pants, shoes, jewelry. Be sure to ask what colour these items are as members will require this information if a subject leaves the original location. Inquire the demeanor of subjects involved (calm, emotional, intoxicated, angry, suicidal, etc.). Ensure your summary very clearly notes how each person is related to the call (complainant, victim, witness). Be sure to also inquire how the subjects are related to each other (spouse, sibling, child, stranger, etc.). This will have an impact on how the members respond. For example, a physical fight between strangers will be dealt with in an entirely different manner than a physical fight between spouses.

Determining if weapons are involved is very important to member safety. Inquire the type of weapon involved, who was using it and the exact location of the weapon at present. Keep in mind that situations can escalate after you disconnect the call so even if a complainant advises there are not weapons involved you should always ask if there are firearms in the home, where they are located and if they are locked up.

Inquire if drugs or alcohol are a factor for anyone involved, including the complainant. Always ask the amount of drugs or alcohol consumed. If drugs are a factor inquire what type of drugs as this will change how members approach a subject.

Another important question to ask is if there are children at the location and where they are presently in the house. The priority of response may increase if there is potential danger to a child. This will also provide members an earlier opportunity to get Child Services involved, if required. Also inquire if there are animals at the location. If there are large, aggressive dogs or other animals at the house it may change the way members approach the location.

If you're ever in doubt of what to ask or the order to ask your questions, refer to the SOPs.

TYPES OF CALLS

There are three different types of phone calls that are received by police call takers. They are either Administrative, Information or Complaints. As a complaint taker, it will be your responsibility to assess each phone call received to determine what the caller needs and how best you can assist them. The following are guidelines that will assist you to evaluate the call and to provide the appropriate service to the General Public.

Administration Phone Call

An Administration phone call can best be described as the caller requiring information or needing to provide follow up information on an existing file. As well they may just want to talk with someone at the detachment on a personal matter.

****Always remember to ask the caller what the call is in regards to, as it may be a new complaint****

Information Phone Call

An information phone call is someone calling to request information. If you can correctly provide the information to the caller, then do so. If, however, you are in doubt, advise them you will have to locate the requested information and get back to them shortly.

Complaint Phone Call

This is a call received that a regular member has to investigate. These calls range from lost/stolen property to murder and everything in between. Once you dispatch a member to these calls, a new file will need to be created by the call taker.

DEALING WITH DIFFICULT CALLERS

Hysterical Callers

The hysterical caller is out of control so you must be in control for them.

- Counteract their emotional state – often a calm, decisive voice alone will do this.
- Use persistent repetition. Repeat a sentence or request EXACTLY the same way, varying the words can lessen its impact.
- Try and maintain contact with the hysterical person; they could do anything.

Lonely Callers

- Don't be too understanding as this will only encourage their calls.
- Quickly determine if they have a (police) problem at this time.
- Explain your need to keep the lines clear for emergency calls.
- Transfer them through to another social agency (i.e.: Victim Services)

Mental Problems

- Make sure that this time there is not a real problem.
- Don't ever "play" with someone with a mental problem – just go along with what they are saying, but keep it brief.
- If you have a chronic problem/caller, document each call and open a file and assign to member. The member can then use this documentation to involve family and/or a physician.

Intoxicated Persons

- If someone sounds intoxicated, ask if they have been drinking – don't assume. It could be a medical or speech problem.
- Don't argue with an intoxicated caller.
- Take any threats they make seriously.
- Respond to their problem rather than their behaviour.

News Media Enquiries

Refer all media inquiries to the supervisor in your detachment who is responsible for media relations.

Why are we so cautious about information released to the media? Why is it important this information be treated as confidential?

- Next of Kin (NOK) may not have been advised.
- Extra information disclosed could hinder investigation or prosecution.

H Division OCC

Roadside 10-11's - These are considered high risk for officer safety. H Division OCC is responsible to monitor/assist as required.

Use of Mobile Work Stations (MWS) - It is required that a member's status and location be updated every 60 minutes. If members can update themselves on their MWS, this would alleviate some additional work for the dispatchers who can focus more on the priorities.

CPIC Queries - If members are not 10-11, and they are not in a situation where their safety is at risk, they are to use their MWS and do their own CPIC queries.

JEIN - If a member requires detailed court information outside of 10-28's/10-27's, OCC dispatchers are not in a position to do this. They should seek the assistance of their respective DA, or do it themselves.

Check Points - Frequently, check points are organized with little or no notice to the OCC. Requests for queries can swamp a dispatcher depending on what else is happening in other areas of their responsibility. A check point plan should, where possible, include one member, or assigned DA to complete all queries.

Major Events/Festivals- In order to prepare for our operator resources the OCC would like to have advance notice of major events where a large policing presence is planned. Operators will be brought in on overtime to provide dedicated coverage (if available). Local planners are requested to utilize DAs where possible to assist with system queries that are usually generated during these events.

Priority 1 Complaints - The OCC dispatch will both radio transmit (voice) and CIIDS dispatch these emergency types of occurrences.

Priority 2 & 3 Complaints - The OCC will radio transmit only sufficient information to advise the nature of the complaint and location, and send additional details via CIIDS to the responding member. Members are required to check the incident on their MWS for further details.

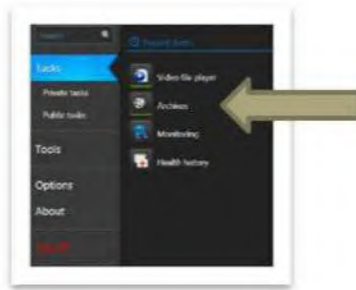
Self-Generated Events - When members generate files such as Liquor Act, Traffic Offences, minor MVAs, etc. they are expected to create their own PROS files. For more serious occurrences such as police vehicle MVAs, Impaired Drivers, injury MVAs, the OCC dispatch will create the occurrence on the members' behalf.

CELL BLOCK VIDEO

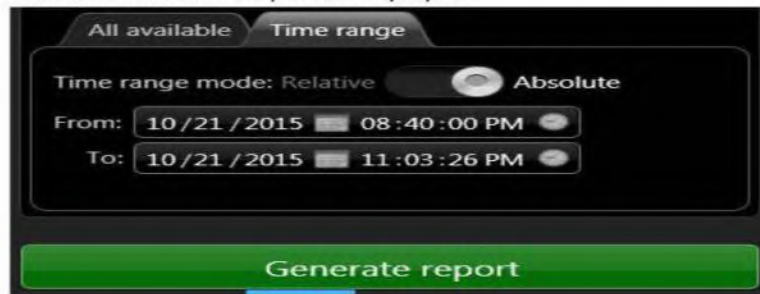
1. Open Security Disk on the Desk Top



2. Log on to Exporter – Password can be found on the Sheet that Genesis Provided
3. Go to the Archive Tab



4. Your Screen should now look like the picture displayed

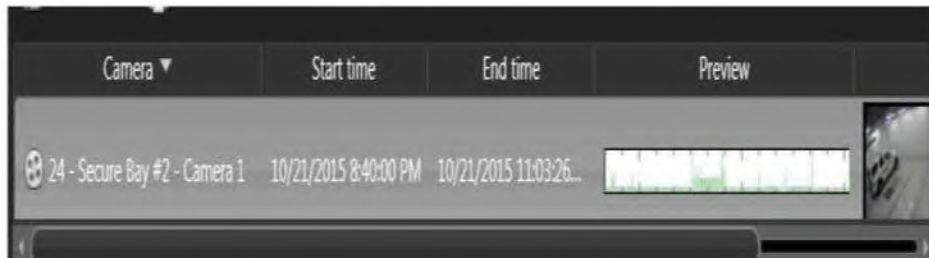


5. On the bottom left go to Time Range tab
6. Enter date and time of the Occurrence
7. Select the Camera you want to record (You will usually start with the Secure bay)



8. Click on Generate Report located at the bottom of the screen

9. Double click on the video that generates



10. Once you see the Member and the Prisoner enter the area, pause and record the time on a blank sheet of paper.

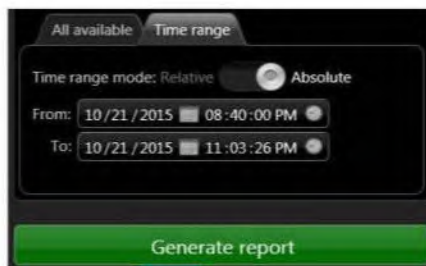
11. Keep playing the video until the Member and Prisoner leave the area, Pause and Record the time on the sheet of paper.

12. Repeat step 6-10 for each room that the Prisoner enters.

(Make sure you are recording which camera you are recording as the Prisoner enters each different room from the time they enter that room until they leave that room. Also makes sure you are recording the order in which you are downloading so that you know which frame is the beginning of the Cell Video Request)

13. After you have documented each room that the Prisoner entered with the start and end times, you will now have to download the video.

14. Change the time and camera to the first video documented. (This will usually be the Secure bay where the Prisoner first entered the detachment.)



15. Click on Generate Report.

16. Double click on the video that is generated so that it starts to play in the window.

17. Click on Export video Icon located on the right hand side of the screen (Yellow Disk).



18. Check to make sure that the to and from times are correct, and click on export.

19. Close the window once the exporting has been completed.

20. Once all the frames have been downloaded, close the player.

21. On the desk top you will see a folder with all the cameras that you have chosen to download. Go into each folder and rename each video in order of sequence.

22. Click on Burn to Disk.

CELL AREA VIDEO RECORDING PROCESS

SD or DVD Recording Instructions

Always insert the SD Card or DVD into the main Digital Video Recorder (DVR)... not the remote viewing computer.

TO RECORD EVENT using the DVR:

- Connect a computer mouse to the USB slot on the DVR
 - Using the mouse Select S MENU, SEARCH& COPY, DATA COPY
 - Select the event START Date & Time....press ENTER
 - Select the END Date & Time....press ENTER
 - Try to keep the time window as small as possible surrounding the event/s.
 - Leave REC events selected as ALL
 - Select which Cameras to be burnt to DVD
 - Try to only select the required cameras.
 - Select either SD card or DVD Disc
 - Select Alteration Detection to ON
 - Click OK
 - If Data Size is larger than 4.27GB it will not fit onto a DVD. Change the settings until smaller than 4.27GB and burn the remaining information onto second DVD.
 - Click COPY, then Click OK...DVD Will Copy video until 100 percent is displayed.
 - When complete Select S MENU, SEARCH& COPY, EJECT MEDIUM, FINALIZE then OK
 - When completed a pop up "MEDIUM READY TO BE EJECTED", Select EJECT and CLOSE.
 - Remove Disc and Label accordingly
- **** If "SMENU" bar disappears, hit "OSD" button**

TO RECORD EVENT using the Remote Viewing Computer *(not currently set up)*:

- From the Desktop, open Internet Explorer icon.
- In the Address bar type 192.168.000.250
- User name is all capital letters = ADMIN
- Password is all numbers = 12345
- Click LOGIN, then OK on Password Warning
- Press the COPY button on the Computer Software
- Select the START Date & Time
- Select the END Date & Time
- Try to keep the time window as small as possible surrounding the event.
- Leave REC events selected as ALL
- Select which Cameras to be burnt to DVD
- Try to only select the required cameras.
- Select either SD card or DVD Disc
- Select Alteration Detection to ON
- Click Measurement button and wait for answer
- If Data Size is larger than 4.27GB it will not fit onto a DVD. Change the settings until smaller than 4.27GB and burn the remaining information onto second DVD.
- Click OK, then Click OK
- Patiently wait until DVD is finalized...This may take a while
- Remove Disc and Label accordingly

TO PLAYBACK SD or DVD:

- Open Disc or Card in My Computer
- Open Supplied HD Viewer Software
- Click open, Select the file and click open
- The video will start to play on Viewer

CONTINGENCY ACCOUNT

EMAIL: St_John's_Accounting_Services

PHONE: (709)772-8968

You can only pay a MAXIMUM of \$200.00.

NOT ALLOWED

- Making change
- Salary advanced
- Hospitality
- Conference fees
- Travel advances
- Cashing cheques
- Memberships

CONTINGENCY LEDGER SHEET (F168)

All transactions must be logged and signed off

- Name, date, description, amount and balance
- The claimant must sign his/her signature to show payment was received

REPLENISHING FUNDS

- Complete a Master 1393
- Enter your ZUNI Vendor number
- Indicate your Detachment Contingency Fund, Reconciliation MONTH YEAR
- List all claims for this period (date, description, amount, coding)
- After all expenses are listed, add in your three amounts
EXPENSES, CASH ON HAND and TOTAL
- Sign, date as well as your supervisor
- Email to your Master 1393 to St_John's_Accounting_Services
- Once you receive your cheque; cash at your bank
- Complete your deposit entry on F168 with the deposit number, sign and update your balance
- Count your total monies to ensure both are equal.

NOTE

- Year end and occasional monitoring will be completed by your NCO; document on your F168
- Z off your F168 for year-end (March 31, YEAR)
- Custodian must keep cash fund locked at all times with keys kept in a secure location.

Forms

Form F-168 – Contingency Ledger Sheet

Public Interest Immunity - s. 37 of CEA and common law

Form 1393 – Expense Claim

Public Interest Immunity - s. 37 of CEA and common law

COURT PROCESSES

PEACE BONDS AND CIVIL ACTION

How to apply for the Peace Bond

Form with Instructions:

<http://www.courts.ns.ca/Provincial Court/NSPC documents/NSPC Apply for Peace Bond 2006.pdf>

Information on Civil Action

Information: http://www.courts.ns.ca/Civil Procedure Rules/cpr_home.htm

Forms: http://www.courts.ns.ca/Civil Procedure Rules/cpr_docs/part 22 forms_june 08.pdf

DEFINITIONS

PROMISE TO APPEAR [PTA] – An agreement that an individual is going to appear in court to answer for charges against them. Issued to individuals living within a police detachment’s jurisdiction.

UNDERTAKING [UTA] – A document created by either a court or police detachment that places an individual being charged with offences under conditions. Usually served alongside a promise to appear.

SUMMONS – A document that informs a defendant that they are being sued, and commands them to appear before the court on a specific day to answer the complaint made by the plaintiff.

RECOGNIZANCE – An agreement that an individual is going to appear in court to answer for charges against them. Recognizances often have conditions attached to them, and are issued to people not living within the serving police detachment’s jurisdiction. Can also be issued by courts.

CONDITIONAL SENTENCE ORDER [CSO] – A non-custodial punishment for crime, in which the offender has a set of rules they must follow in order to remain out of prison (similar to parole). They are frequently used for drug or alcohol abuse, curfews, and community service. Offenders who breach their conditions may then be sent to prison.

WARRANT (ENDORSED) – An arrest warrant in which an officer may impose additional conditions specified in section 499(2), such as restrictions on travel, possession, communication, and the like.

WARRANT (UNENDORSED) – An arrest warrant in which an officer may detain an individual in custody to be brought to justice within 24 hours, or release the individual on a promise to appear or recognizance.

COMMISSIONER OF OATHS

All Detachment Assistants are allowed to be Commissioners of Oaths; you need only apply.

Information:

https://novascotia.ca/just/Legal_Services/commissioner_oaths.asp

https://novascotia.ca/just/Legal_Services/docs/Oaths_Guidelines.pdf

Application Form:

https://novascotia.ca/just/Legal_Services/docs/Oaths_Application.pdf

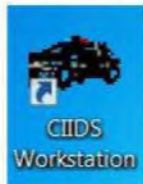
If you wish to have a stamp made for your use, it should be approximately 1/2"x2" in size, should contain your name, and below that the words "A Commissioner of the Supreme Court of Nova Scotia".

CIIDS

Logging In

CIIDS is configured for two-factor authentication using both a hardware device (USB token or smart card) and a password. In order to log into CIIDS you need a token or smart card and authentication password, and you must be defined as an authorized user in the CIIDS database. Your local CIIDS Administrator can assist.

- ◆ Insert your token or smart card into the computer or attached cable/ reader
- ◆ Double click on the application desktop icon:



The login screen opens:

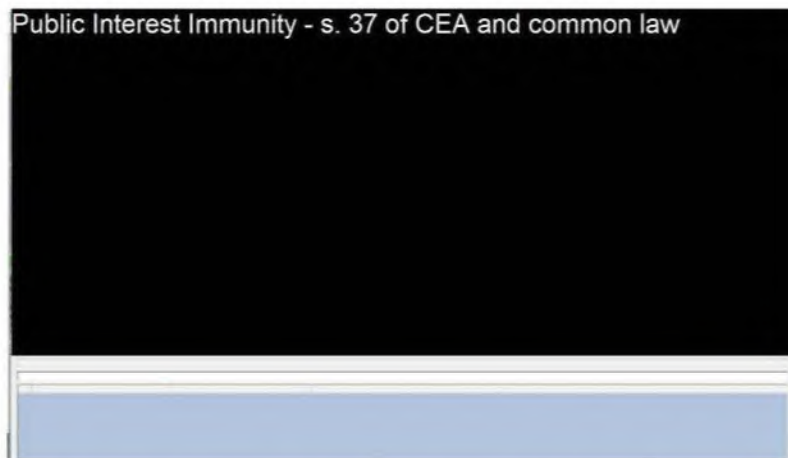


- ◆ Type your user ID in the **Operator ID** field *normally initial of first name and then last name
Ex. mcassidy
- ◆ Typically your system name is auto-filled in the **System** field.
- ◆ Language default is English. Click on the Français selection box to log into CIIDS in French.
- ◆ Click on **OK**. The authentication login screen opens, enter your token password, click **OK**
- ◆ After a few seconds the **OK** on the login page will change to black, click **OK** and the application will be launched.

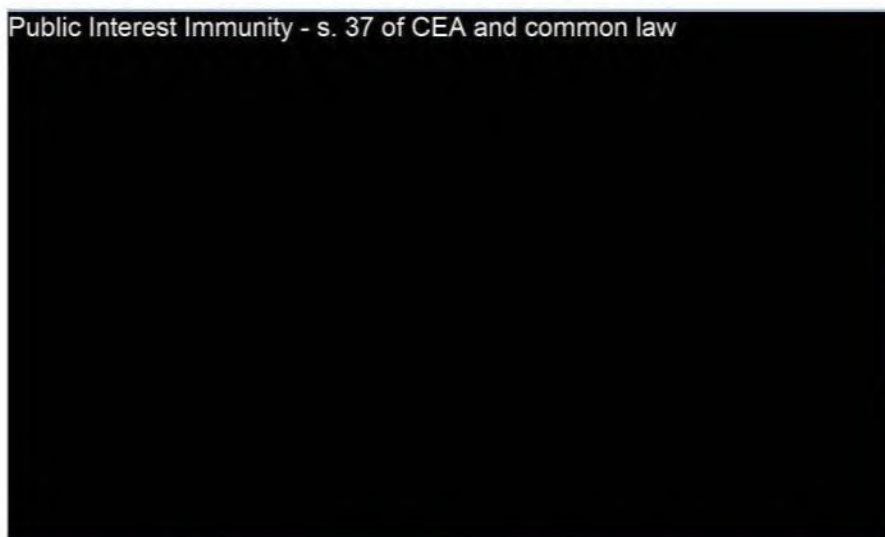
Screen Options

When you log onto CIIDS for the first time, a default desktop will appear. You can customize the desktop and save so you only have to adjust it this one time.

Example of the default screen:



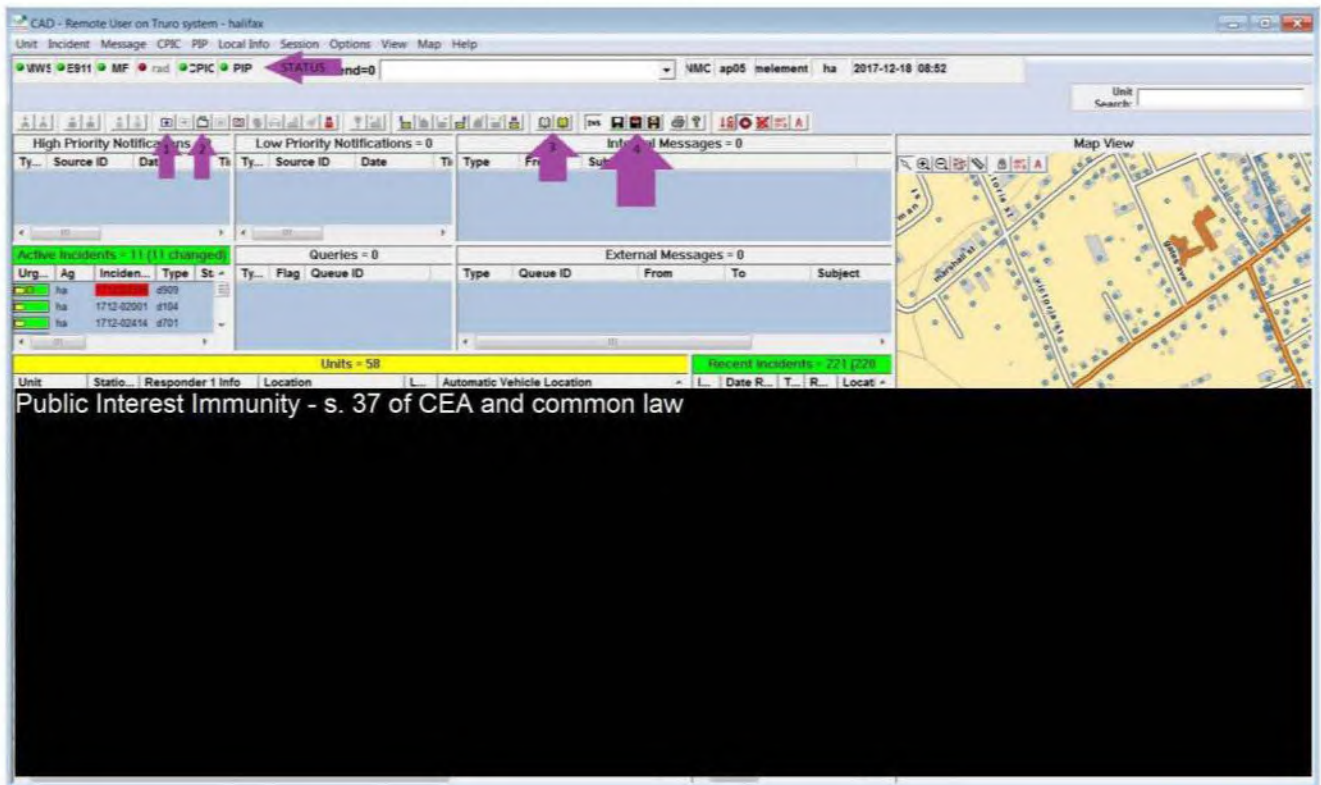
- ◆ To adjust the screen go to **Options, Change desktop configuration** and choose one.
- ◆ Sections on the screen can be changed, right click on headings to select different options.
(also color and font can be adjusted this way as well)



- This example is **Command Under Map** with **Command Line** changed to **Dispatch Log**
(Dispatch log is an area where OCC and DA's can write updates for all to see. For example, if a fax machine is down in a detachment)

Explanation of button/items:

- Status line shows what is on/offline located in the top left of the screen. Green means Online, and red means Offline.
- Second Row of buttons
 1. Folder with '+': Create incident
 2. Folder with blue paper inside: View incident
 3. White/Yellow open book: White and Yellow Pages
 4. Disks:
 - a. Green = Save Desktop
 - b. Red = Restore Desktop
 - c. Yellow = Restore Default Desktop



** For more adjustments and explanation of all other buttons to go the User Manual, located under **Help, Online Documentation, Login + Desktop**.

Dispatching Calls

- **Three ways to start:**
 - On menu bar, Incident, Create
 - Shift + F7
 - Button with folder and '+'
- **Location:** Type civic number first and then the street address. You will notice as you type it will start giving suggestions, please choose from the list.
- **Response Area:** This will automatically fill in when you choose an address from the list.
- **Type:** Choose the type of Crime happening or start to type it and it will fill in
- **Urgency:**
 - 1- Urgent, member(s) required immediately, all hands on deck
 - a. **Ex.** Armed Robbery
 - 2- In Progress, member(s) required asap
 - a. **Ex.** Assault in progress
 - 3- Time delay, not in progress, member not required immediately
 - a. **Ex.** Theft from overnight
 - 4- *CBU* calls, must match criteria
- **Details:** Write a brief description of situation, must be written in a certain way so that **OCC** can dispatch it properly.
 - Type of crime, in progress or not, name of persons reporting, description including **SOC** name and **DOB**, or plate number or description of vehicle involved.
 - o **Ex.** Assault – In progress – Jane DOE reporting she is witnessing a fight going on right now at the Back Yard Bar, **SOC** is a John DOE approx. age of 30yrs.
 - If complaint is taken at the office and complainant is still on site write in the details that **COM** is currently at the detachment.
 - If call need to be assigned to a certain member write at the start of the details 'send to "call sign of car"'. **Ex.** 'Send to 15B02'
 - If member is already on route write at the start of the details "'call sign of car" responding'. **Ex.** '15B02 Responding'
 - If incident is a **CBU** call write ****CBU**** at that start of the details and **OCC** will decide to send it to **CBU** or not.
- **Hit Post** when completed

Other

- **Car History** – If you need to know what member was driving a certain car last
 - Unit, History Gen/View
 - In the yellow section type the car name, hit Generate. Under responder will be the last members Reg Number.
- **Messages to Cars** – Sends message to MWS
 - Right click on member, message to unit, type message in body, send
 - Good idea to radio member to say you have sent a msg to their MWS
- **White Pages** – Look up for Members phone number, address, Reg #'s, training
 - Local Info, White Pages, Search
- **Yellow Pages** – Look up for businesses, Ex. Local Tows
 - Local Info, Yellow Pages, Search
- **Address Lookup** – Used for GPS coordinates (E-Collision) and determining if an address is in your jurisdiction.
 - Shift + F11, enter address, civic first then street name.
 - When street name begins to populate while typing you will notice in brackets the area of responsibility. Ex. (ap md mid) which means Annapolis/Middleton
 - If you click on the map once you select an address you will the GPS.
- **Spell Check** – Helpful for details on an incident and typing quickly
 - Options, Enable spell check
 - This is automatically set to default each time you log out
 - When you are typing up the details in the incident any spelling errors will appear in red, you can right click on them and choose the correct spelling.
- **CFRO Lookup** – Checks if firearms are registered to owner
 - CPIC, Query, CFRO
 - Look up via Address, Number, Registrant or Telephone
 - Results will pop up in internal messages

Shortcuts

- | | |
|----------------------|-------------------------------------------------------------|
| • Shift + F7 | Create incident |
| • F7 | View selected or last viewed incident |
| • =L | Placed in COM address to copy same location as incident |
| • F11 | If member or incident selected it will show location on map |
| • Ctrl + W | White pages |
| • Ctrl + Y | Yellow pages |
| • * | Person Query (use * on number pad) |
| • Shift + '-' | CR Query, FPS look up ('-' use subtract on number pad) |

CJIM

The CJIM – Criminal Justice Information Management system – has created a faster, more efficient way for contributing agencies to report charge updates and disposition information.

All users are able to make direct requests for CJIM support, reference material and training by emailing CCRTIS CJIM support team: **irrelevant**

Any access requests will be done through H Division ORMS (PROS) Unit. If you need to add, modify or remove someone's access to CJIM, email **irrelevant**. They will review all access requests and direct them through the appropriate channels. There is **no limit** to the number of individuals per ORI who can have CJIM access, as long as they complete the online training in Agora.

CJIM Basics – Please refer to CJIM Manual 4.0 for more details

Before you begin ensure file is completed in court (JEIN) and dispositions updated on PROS, it is also helpful to have the Offender Summary printed from JEIN when there are multiple charges with different dispositions.

Open a TASK on PROS with Type as 'Review Other' and Title as 'CJIM Fingerprint Disposition'. Assign it to yourself, and minimize PROS.

Launching CJIM

- Open Secure Access Portal
- Login with Smart Card
- Under RCMP Operational, click the CJIM link
- Choose your language preference
- Wait for CJIM to load – may take a few minutes
- Agree to terms

To Begin

- Search SURNAME
 - If multiple persons appear verify you have the correct one by looking at file number, DCN, fingerprint date etc.
- Double click correct person
- On main screen under Disposition Information select the 'New Court Date' button
- Enter Date of Sentence, Court Location, Method of Proceeding (if Youth)
 - Click the 'Copy Primary Name' button to insert name
- Click OK
- Under the Disposition Information section click the button 'New Disposition' and select 'Conviction or Non-Conviction'
 - If charges have different sentences or some are withdrawn/Dismissed these will need to be done separately clicking 'New Disposition' for each one different
- Choose the correct Convictions or Non-Convictions and click OK

- Drag and drop the charges into table
- Click 'Submission Summary' at the top of screen
- Verify information you entered is correct
- Click 'Submit' and OK
- Back on the 'Search Submissions' screen click the empty box located next to the correct name so that a check mark appears
- On the bottom left of screen select 'Print' and choose printer as Adobe PDF, save to Desktop
- Save file as CJIM Disposition Report – SURNAME
- Add this report to the PROS file as an external document, link to your TASK and complete TASK
- DONE

ESR Requests

1.1 ELECTRONIC SERVICE REQUEST

Electronic Service Requests allow contributing agencies to report variances and amendments to criminal record information currently on CPIC, or to advise of other information that needs to be reflected on the criminal record. This electronic format for service requests replaces the previous process of submitting this information on paper, via email, fax and CPIC message. Electronic Service Requests allow both contributing agencies and CCRTIS to track the status of each request and confirm when the request has been actioned.

There are several categories of Electronic Service Request:

- **Variances** – after a review or subsequent court hearing, the original disposition is varied.
- **Appeals** – after an appeal hearing, the original charge and/or disposition is amended.
- **Other requests**

ESRs reporting a variance to the original charge and/or disposition, or an appeal should **only** be submitted **after** the original court decision was rendered and has already been reported to CCRTIS. **It is important not to use the CJIM Web UI to overwrite the original disposition information with the most recent.** In most cases, the original criminal record entry as well as the new information will be updated to the individual's criminal record. It is important to retain a history of the disposition in order to ensure the most accurate information is being shared with criminal justice and public safety partners.

1.1.1 ELECTRONIC SERVICE REQUEST TYPES

The following is a list of Variance requests that can be submitted:

- Judicial Determination of Serious Violent Offence
- Firearm Prohibition/Hearing sec 111/117 CC
- Remission of Sentence
- Sentence Converted to Straight Jail Time (Adult review)
- Breach of Conditional Sentence Order
- Termination of Long Term Supervision Order (Adult review)
- Probation Order Varied (Adult review)
- Conditional Discharge Revoked (Adult review)
- Youth Probation Terminated *
- Youth Balance of Sentence to be Served as Adult (in Adult facility) *
- Youth Sentence Varied *
- Dangerous Offender – Indeterminate Period (Sec 753(1) CC) – Only to use if subject is found to be a Dangerous Offender AFTER sentencing.

- Dangerous Offender – Long Term Supervision (Sec 753(1) CC) – Only to use if subject is found to be a Dangerous Offender AFTER sentencing.
- Dangerous Offender – Specified Custody Period (Sec 753(1) CC) – Only to use if subject is found to be a Dangerous Offender AFTER sentencing.

(*) – Attachment is mandatory

The following is a list of Appeal requests that can be submitted:

- Appeal: Charge Varied *
- Appeal: Sentence Varied *
- Appeal: Quashed on Appeal *
- Appeal: Set Aside on Appeal *
- Appeal: New Trial Ordered *
- Appeal: Charge and Sentence Varied *
- Appeal: Vacated on Appeal *
- Appeal: Dismissed Charges Appealed *

(*) – Attachment is mandatory

The following is a list of “Other” requests that can be submitted:

- **Destruction Request** * – Upon request received by an individual, a contributing agency may request that CCRTIS purge Adult non-conviction information from the criminal record.
- **Amendment to Criminal Record Information** * – To be used for CPIC entries without an ECR or an existing **published** ECR with the warning message “This ECR has been or will be updated via paper or ESR.” The existing process should be kept for amendments regarding ECRs available on CJIM and missing ECRs.
- **Death Notification - not supported by prints** – In the absence of fingerprints to certify the identification of an individual, the criminal record will be updated to reflect the death noting it is not supported by fingerprints.
- **Record Suspension Schedule** * – To be used only by the Parole Board of Canada, to report that an individual has been granted a Record Suspension (formerly pardon).

(*) – Attachment is mandatory

Note: Please submit one ESR per case number with the exception of “Breach of Conditional Sentence Order”; one ESR should be submitted per breach.

1.1.2 ATTACHMENTS

In some cases, CCRTIS must verify supporting court documents related to the request. These documents must be in PDF format in order to attach to the ESR. If supporting documents are required for the request type, the ability to add the attachment will be provided to the user before the ESR is submitted. *Please refer to the lists above to see which ESRs require an attachment.*

1.1.3 CREATING AN ESR

Users can create a new request (ESR) from the Main tab of the CJIM interface or directly from the ECR, if available in CJIM.

1.1.3.1 Creating an ESR from Main tab

1. Click on the “Main” button and select “Electronic Request” (Figure 1-1).

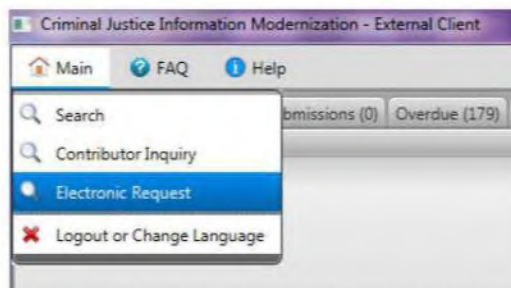


Figure 1-1: Electronic Request from Main Menu

2. Click on “New Request” located at the bottom right corner of your screen and the “Add Request” window will open (Figure 1-2).

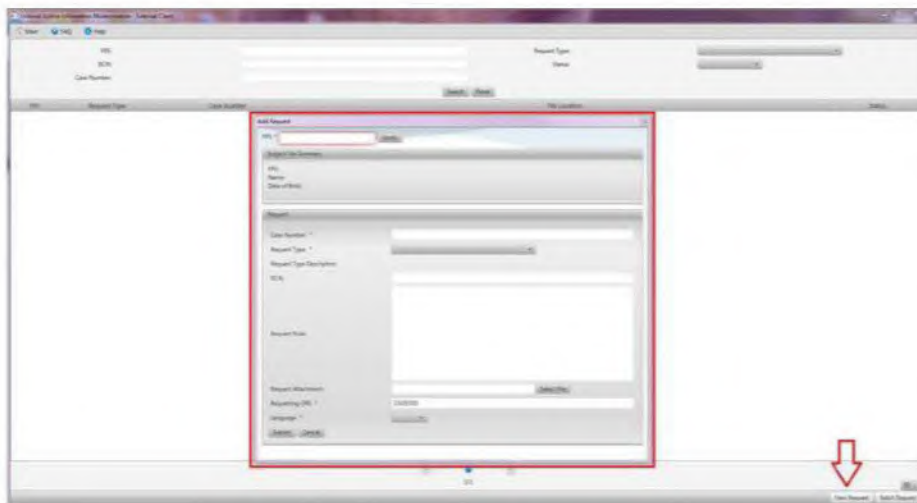


Figure 1-2 Create ESR from Main Tab

3. Enter the FPS and click "Verify". If the FPS is available on CPIC, the Subject File Summary will be populated with the primary name and Date of Birth (DOB).

If the identity of the individual cannot be verified based on the information currently available on CPIC, the user will still have the ability to submit an ESR however the primary name and Date of Birth (DOB) must be added in the "Request Note".

If the following message appears: *File is not found in CJIM*, please contact the CJIM Support Team, with all necessary information.



Irrelevant

4. Enter a unique Case Number that can be used to track the ESR. This field can be any alpha numeric value that is significant to the contributing agency, but should never be the FPS.

5. From the drop down menu, select the applicable "Request Type". Once selected, the "Request Type Description" will be displayed.

6. Enter the DCN, if applicable.

7. Once the "Request Type" is selected, the "Request Note" field will be populated with the applicable template. All fields marked with an asterisk (*) are **mandatory** and must be completed. If any of the mandatory fields are omitted, the request will be rejected.

8. If you need to attach a document (see section 1.1.2), click on "Select File" and attach the PDF document to the ESR. If supporting documentation is not required for the type of request selected, the "Select File" button is grayed out.

9. The "Requesting ORI" field will be populated automatically with the agency ORI of the user. If the ORI for this request is different, for example if the user has access to more than one ORI, this field can be modified. The user can search the ORI by ORI or Agency Name.

10. The language is set automatically. **Please do not change the language.**

11. Once all the information is completed and reviewed, click "Submit".

1.1.3.2 Creating an ESR from an ECR

1. From the "Search Submissions" tab, enter any of the 6 criteria to find the ECR submission.

2. From the Search Results table, double-click on the ECR, and the submission page will open.

3. Select "New Request" and the "Add Request" window will open (Figure 1-3).

Figure 1-3: Create ESR from an ECR

4. Since the Electronic Service Request (ESR) is created directly from the ECR submission, the FPS, Subject File Summary, DCN, Requesting ORI and language are already populated.
5. Enter a unique Case Number that can be used to track the ESR. This field can be any alpha numeric value that is significant to the contributing agency, but should never be the FPS.
6. From the drop down menu, select the applicable "Request Type". Once selected, the "Request Type Description" will be displayed.
7. The "DCN" field will be populated automatically.
8. Once the "Request Type" is selected, the "Request Note" field will be populated with the applicable template. All fields marked with an asterisk (*) are **mandatory** and must be completed. If any of the mandatory fields are omitted, the request will be rejected.
9. If you need to attach a document (see section 1.1.2), click on "Select File" and attach the PDF document to the ESR. If supporting documentation is not required for the type of request, the "Select File" button is grayed out.
10. The "Requesting ORI" field will be populated automatically with the agency ORI of the user. If the ORI for this request is different, for example if the user has access to more than one ORI, this field can be modified. The user can search the ORI by ORI or Agency Name.
11. The language is set automatically. **Please do not change the language.**
12. Once all the information is completed and reviewed, click "Submit".

1.1.3.3 Creating an “Batch Request”

Please note that this feature is not being used yet, but will require an RMS vendor to develop an interface to CJIM in order to submit a batch of Electronic Service Requests.

1.1.4 SEARCH FOR AN ESR

From the Main page of Electronic Request (Figure 1-4), users have the ability to search for ESRs belonging to the user’s ORI by clicking on “Search”. For a specific ESR, the user can search using any of the search criteria:

The screenshot shows a web application window titled 'Central Justice Information Modernization - Internal Users'. The search form includes input fields for FPS, DCN, and Case Number, and dropdown menus for Request Type and Status. 'Search' and 'Reset' buttons are located below the input fields. At the bottom of the window, a table header is visible with columns: FPS, Request Type, Case Number, File Location, and Status.

Figure 1-4: ESR Search screen

- **FPS:** Fingerprint Section Number is the primary key under which criminal data is stored within CJIM and on CPIC. A user may enter the FPS number manually, or scan a barcode containing the FPS number.
- **DCN:** Document Control Number is a unique 20-digit number associated to the initial electronic criminal charge transaction (CAR-Y) submitted using LiveScan/CardScan and later transformed into the ECR packet stored in CJIM. A user can scan a DCN barcode or manually enter a DCN as a search criterion and will only see exact matches.
- **Case Number:** The unique number that was entered when the ESR was created.
- **Request Type:** The Request Type that was selected when the ESR was created.
- **Status:** The current status of the ESR.

The buttons below either initiate the search or clear the fields for a new search:

- **Search:** Once data is entered in the above fields, the “Search” button initiates a search of the CJIM server.
- **Reset:** When the user clicks the “Reset” button, the system will clear all data from the search fields as well as the results in the search results table.

1.1.5 SEARCH RESULTS TABLE

The Search Results table displays the ESRs matching the search criteria. The results will be displayed for each ESR matching the search criteria. Depending on the search criteria entered, the system may return an exact match or display multiple records. The results are displayed in columns under the following headers: FPS, Request Type, Case Number, File Location and Status (Figure 1-4).

Status Column: will enable the user to sort by the following statuses.

1. **Processing:** The ESR was submitted and is being reviewed by CCRTIS.
2. **Request Received:** The ESR was received by CCRTIS but has not yet been reviewed. This status is generally a short term status. If an ESR remains in Request Received, please contact the CJIM Support Team.
3. **Processed:** CCRTIS has processed the ESR.
4. **Rejected:** The ESR was submitted and upon review was rejected by CCRTIS. There may have been mandatory information missing, or information that was not clear. The ESR can be resubmitted or deleted. Please refer to section 1.1.7 for resubmission process.
5. **Denied:** The ESR was submitted and upon review was denied by CCRTIS based on policy. The request will not be processed and no further action is required.

Note: There is a limit of 500 results on the Search Results table; as such, there is a chance that not all results will be displayed. If the user would like to search for a specific request, it is better to search by FPS, DCN, etc.

1.1.6 REJECTED ESR

When an ESR is rejected, the information provided was incomplete and CCRTIS was unable to complete the request.

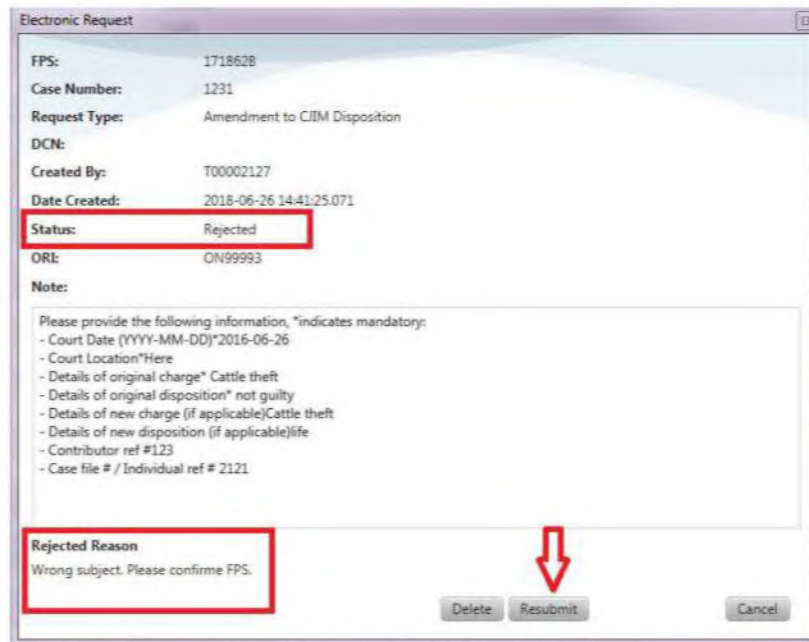


Figure 1-5: Rejected ESR

Once rejected, an ESR can be deleted or resubmitted. If the ESR should be resubmitted, please refer to section 1.1.7 for resubmission process.

If the user does not wish to resubmit, it should be deleted. Once deleted, the ESR will no longer be viewable in the Search Results table.

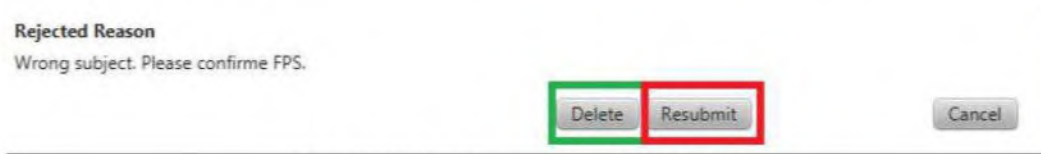


Figure 1-6: Delete and Resubmit buttons

1.1.7 RESUBMIT ESR

When an ESR is rejected, a user can “Resubmit” the ESR (Figure 1-5). This will generate a new ESR with all of the information that was originally submitted. Before resubmitting, review the “Rejected Reason” note to ensure that any necessary corrections have been made.

1. From the Electronic Request window (Figure 1-5) click the “Resubmit” button. A new Electronic Request window will open.
2. Verify the request type and all applicable information. The resubmitted ESR will replace the Rejected ESR. Make all the necessary corrections before resubmitting to avoid subsequent rejections.
3. Click “Submit”.
4. Once submitted, the original ESR will be replaced with the resubmitted ESR.

Note: For your information, the ability to print ESRs will be available in a future release.

CPIC

CPIC is the Canadian Police Information Centre. The centre has been around since the 1970s. The RCMP and most police forces in Canada use CPIC. CPIC has several different functions.

- **People –**
 - CPIC allows us to enter information:
 - if someone has an outstanding warrant
 - if someone is on probation
 - if they are missing
 - and numerous other types of information
 - Adding Accused Persons
 - This process can begin once court proceedings have taken place
 - This does not mean only when Information is laid can you add to CPIC, once person is released on documents (PTA, Summons or UT) then the court proceedings have begun.
 - CPIC allows us to receive information about persons we have added or other detachments or police forces have added:
 - Warrants
 - Criminal Records
 - Lost or missing people
 - Accused names
 - Numerous other types of information.
- **Vehicles –**
 - Stolen vehicles, license plates, and boats can be added to CPIC as stolen or recovered.
- **Property –**
 - CPIC allows for entry and query of stolen property.
- **CPIC has many other functions including:**
 - the ability to query U.S. Police data bases
 - an interface with the Provincial Government to get Registered Owner and Driver's License information
 - the ability to query for dangerous goods codes

There are two reports that come out each month that need to be actioned:

- **Validation Report**
 - This report brings up CPIC entries made by your detachment to review and ensure the entry is still valid and to check for any mistakes in adding the entry. Each category has different review dates, i.e. 3 months, 6 months, 2 years, etc.
- **Purge Report**

- This report indicates which files will purge off CPIC in the next month. A review is done of each file and a determination is made whether to let the file purge or to extend the expiry date.

CPIC ORI

NS10007	RCMP ANNAPOLIS COUNTY BRIDGETOWN DETACHMENT	LiveScan
NS10872	RCMP ANNAPOLIS DETACHMENT MIDDLETON OFFICE	Cardscan
NS10293	RCMP ANTIGONISH	Paper/Mail-in only
NS10003	RCMP ANTIGONISH DETACHMENT	LiveScan
NS10006	RCMP BARRINGTON DETACHMENT	LiveScan
NS10105	RCMP CAPE BRETON TRAFFIC SERVICES	Paper to Hub
NS15002	RCMP CB FED SERIOUS & ORG CRIM	Paper to Hub
NS10040	RCMP COLCHESTER COUNTY BIBLE HILL DETACHMENT	LiveScan
NS10502	RCMP COLCHESTER COUNTY TATAMAGOUCHE DETACHMENT	LiveScan
NS10002	RCMP CUMBERLAND COUNTY AMHERST DETACHMENT	LiveScan
NS10510	RCMP CUMBERLAND COUNTY OXFORD DETACHMENT	LiveScan
NS10027	RCMP CUMBERLAND COUNTY PARRSBORO DETACHMENT	Cardscan
NS10031	RCMP CUMBERLAND COUNTY PUGWASH DETACHMENT	TO BE DETERMINED
NS10065	RCMP CUMBERLAND OXFORD	Paper/Mail-in only
NS10012	RCMP DIGBY DETACHMENT	LiveScan
NS10037	RCMP ENFIELD DETACHMENT	LiveScan
NS10341	RCMP ESKASONI DETACHMENT	LiveScan
NS10073	RCMP GUYSBOROUGH COUNTY CANSO DETACHMENT	TO BE DETERMINED
NS10015	RCMP GUYSBOROUGH COUNTY DETACHMENT	LiveScan
NS10035	RCMP GUYSBOROUGH COUNTY SHERBROOKE DETACHMENT	TO BE DETERMINED
NS10562	RCMP H DIV FEDERAL ENFORCEMENT	Paper/Mail-in only
NS10045	RCMP H DIV FEDERAL OPERATIONS	Paper to Hub
NS10048	RCMP H DIV HALIFAX COMMERCIAL CRIME	Paper/Mail-in only
NS10030	RCMP H DIV HALIFAX MAJOR CRIME	Paper/Mail-in only
NS10000	RCMP H DIV HALIFAX TRAFFIC SERVICES	Paper to Hub
NS10798	RCMP H DIV INTERNET CHILD EXPLOITATION	Paper to Hub
NS10831	RCMP H DIV NORTHERN CORRIDOR TRAFFIC SERVICES	Paper to Hub
NS10952	RCMP H DIVISION MARIHUANA GROW OPERATIONS TEAM	Paper/Mail-in only
NS10953	RCMP H DIVISION SYNTHETIC DRUGS	Paper/Mail-in only
NS10259	RCMP HALIFAX COLE HARBOUR DETACHMENT	LiveScan
NS10195	RCMP HALIFAX IDENT	Paper/Mail-in only
NS10662	RCMP HALIFAX LOWER SACKVILLE DETACHMENT	LiveScan
NS10083	RCMP HALIFAX MUSQUODOBOIT HARBOUR DETACHMENT	LiveScan
NS10597	RCMP HALIFAX NORTH CENTRAL DETACHMENT	Cardscan
NS10033	RCMP HALIFAX SHEET HARBOUR DETACHMENT	LiveScan
NS10409	RCMP HALIFAX TANTALLON DETACHMENT	LiveScan
NS10340	RCMP HDIV CROPS	LiveScan

NS10036	RCMP INDIAN BROOK DETACHMENT	Cardscan
NS10010	RCMP INVERNESS COUNTY CHETICAMP DETACHMENT	TO BE DETERMINED
NS10029	RCMP INVERNESS COUNTY DISTRICT	Paper to Hub
NS10018	RCMP INVERNESS COUNTY INVERNESS DETACHMENT	LiveScan
NS10334	RCMP INVERNESS COUNTY PORT HAWKESBURY	LiveScan
NS10303	RCMP INVERNESS COUNTY WAYCOBAH DETACHMENT	TO BE DETERMINED
NS10168	RCMP KINGS COUNTY KINGSTON DETACHMENT	LiveScan
NS10019	RCMP KINGS COUNTY NEW MINAS DETACHMENT	LiveScan
NS10435	RCMP KINGS COUNTY WOLFFVILLE DETACHMENT	Paper to Hub
NS10008	RCMP LUNENBURG COUNTY BRIDGEWATER DETACHMENT	LiveScan
NS10009	RCMP LUNENBURG COUNTY CHESTER DETACHMENT	LiveScan
NS10022	RCMP LUNENBURG COUNTY LUNENBURG DETACHMENT	Cardscan
NS10430	RCMP MEMBERTOU DETACHMENT	Paper/Mail-in only
NS10023	RCMP METEGHAN DETACHMENT	LiveScan
NS10098	RCMP MILLBROOK DETACHMENT	LiveScan
NS10118	RCMP NEW MINAS	Paper/Mail-in only
NS10481	RCMP NORTHERN TRAFFIC SERVICES	Paper to Hub
NS10028	RCMP PICTOU COUNTY INTEGRATED STREET CRIME	Paper/Mail-in only
NS20002	RCMP PICTOU COUNTY PICTOU DETACHMENT	LiveScan
NS10335	RCMP PICTOU COUNTY STELLARTON DETACHMENT	Cardscan
NS10021	RCMP QUEENS DETACHMENT	LiveScan
NS10004	RCMP RICHMOND COUNTY ARICHAT DETACHMENT	Paper to Hub
NS10032	RCMP RICHMOND COUNTY ST PETERS DETACHMENT	LiveScan
NS10034	RCMP SHELBURNE DETACHMENT	LiveScan
NS10594	RCMP SPRINGHILL DET	Paper to Hub
NS10005	RCMP VICTORIA COUNTY BADDECK DETACHMENT	LiveScan
NS10017	RCMP VICTORIA COUNTY INGONISH BEACH DETACHMENT	TO BE DETERMINED
NS10547	RCMP WESTERN TRAFFIC SERVICES	Paper/Mail-in only
NS10041	RCMP WINDSOR COUNTY DISTRICT RURAL DETACHMENT	LiveScan
NS20001	RCMP WINDSOR DISTRICT MUNICIPAL DETACHMENT	LiveScan
NS10402	RCMP WOLFFVILLE	Paper to Hub
NS10042	RCMP YARMOUTH RURAL DETACHMENT	LiveScan
NS20006	RCMP YARMOUTH TOWN DETACHMENT	LiveScan
NS10079	YARMOUTH DRUGS	Paper/Mail-in only

CRIMINAL RECORD CHECKS

**** Approved & Reviewed by CROPS****

A **criminal record file** consists of an individual's criminal charges, convictions and discharges, as well as fingerprint information.

Criminal Record check: This process verifies whether an individual has a criminal record. It does not include any non-convictions but may contain discharges if disclosure period is still open.

Vulnerable Sector (VS) check: This process verifies whether an individual has a criminal record, as well as any record suspensions (formerly pardons) for sexual offences and local police records for information (adverse) relevant to the VS check. The information that can be legally disclosed is provided to the applicant.

Public Interest Immunity - s. 37 of CEA and common law for more information

As a service standard in H Division, there is a **minimum one week (5 business days) turnaround time**. Depending on capacity, this may be extended to 2 weeks (10 business days). Exceptions to this need to be discussed with the Detachment Services Manager in your area.

In some detachments, there is a fee levied for a Criminal Record Check. Consult with your local Detachment staff to determine if fees are collected. Additionally, there will be a reconciliation process for which you should seek guidance.

If an applicant requests the record check for Adoption purposes, Fingerprints are automatically required (Form 6388 with section 1 and 2 initialed under part 3). The fingerprints are mailed back to the detachment and the client will be called when the record check is completed for pick up.

Requirements for Basic and Vulnerable Sector Checks

1. **Basic:** Applicant needs only to fill out the appropriate forms and provide IDs.
2. **Vulnerable Sector Check:**
 - Applicant must fill out the appropriate forms, provide ID and a letter.
 - Applicant is required to provide a letter from their Employer or Organization requesting that a VS check be completed. It is the Employer or Organization that makes the request for a VS not the applicant. The letter must contain the following information: *Name of Organization, Position* (and whether it is volunteer or paid), *details about the position* that make it meet the legal requirements to conduct a VS check. If the position does not meet the requirements of the *Criminal Records Act* for a vulnerable sector check, it is illegal for the police service to conduct same. If the letter does not contain the details listed, it will need to be rejected.
 - The position must be one of *trust or authority* over children or vulnerable persons. For example, an electrician working in a school does not require a VS check as the normal duties of the position would not put them in a position of trust and/or authority over children.

- There is an opportunity to educate organizations within the community prior to school practicums commencing and volunteer roles with sports clubs, etc. Speak with your Detachment Commander about holding a seminar at a community event to explain the processes.

3. Vulnerable Sector Checks for Youth:

- VS for Youth are allowed to be completed according to policy: OM App 28-5-2

**** Please refer to the attached Criminal History/Records Check Reference Guide 28-5-1 & CR/VS Release Guide 28-5-2 provided by Ottawa included in the Operational Manual****

Public Interest Immunity - s. 37 of CEA and common law

Forms:

Print forms here **Public Interest Immunity - s. 37 of CEA and common law**

- 6388 – Consent for the Release of Police Information
- 3923 – Consent for Check for a Sexual Offence for which a Pardon was granted
 - Only to be used if selected for prints on CPIC
- 6389 – Release of Results Criminal Record Check
- 6390 – Release of Results Vulnerable Sector Check
- 6359 – Declaration of Criminal Record
- 1868 – Criminal Record Check for Visa/Foreign Travel/Work 3924
- Consent to Disclose Pardon Sex Offence

How to fill out forms – Applicant and DA:

6388 – Consent for the Release of Police Information

- Applicant to complete form 6388
 - Part 1 – **Applicant Information**
 - Part 2 – **Consent**
 - Sign and date Consent
 - Part 3 – **Requesting Organization** required as per 9.6.2 of *Dissemination of Criminal Record Information Policy* - If someone other than the applicant is picking up the Release of Results enter their name in Part 3 next to 'Record Check results will be picked up in person by the applicant' **Public Interest Immunity - s. 37 of CEA and common law**
 - Part 4 – **Type of Record Check Required**
 - Section 1 for Named Based Check (Basic)
 - Section 2 for Fingerprint Based Check
 - Section 3 for Vulnerable Sector Check (VS Check)
 - Section 4 for Declaration of Criminal Record
 - Part 5 – **Identification Provided**
 - To be completed by DSA (If photocopies of IDs obtained indicate which IDs were provided in this section and enter you name. If photocopies are not obtained, enter the details of the IDs provided and enter your name)
- After form is filled out, verify identification provided and ask any further questions if required (ex. Maiden name, previous addresses)

6389 (Basic) and 6390 (VS) - Release of Results

- Part 1 & 2 – To be filled out by DSA only

Results Explanations:

6389 (Basic) Results ○ Original, stamped, sealed Release of Results will be given back to applicant with a copy to the admin file.

- **Negative:** No convictions appear in any systems
- **Incomplete:** Used when the process is stopped or terminated at any point in the process. The applicant will not receive the Release of Results. Maintain the result form, if completed, with 6388 Consent on the admin file. Do not destroy the forms.
- **Possible Match:** This is used in place of a 'Positive' match. Our checks are based on name and DOB only so we cannot positively state that a record exists unless prints are taken.

If criminal record is located (Possible Match is selected on results) the applicant has the option to request a declaration. See below description for instructions on the Declaration Form.

- **Local Convictions not Added to National Repository of Criminal Records:** Convictions are showing in the local system but not on CPIC. Enter the date of the conviction only where indicated on the form. Do not enter conviction details in the Additional Comments section. This will remain empty.

6390 (VS) Results - *You can stamp on the top of this form 'INCLUDES CRIMINAL RECORD CHECK' for clarity if you deem it necessary or you can type it in the additional comments field.*

- Original, stamped, sealed Release of Results will be given back to applicant with a copy to the admin file.

- **Negative:** No convictions appear in any systems
- **Incomplete** Used when the process is stopped or it the applicant disputes findings. Maintain the result form, if completed, with 6388 Consent on the admin file. Do not destroy the forms.
- **Possible Match:** Convictions are appearing in CPIC (RCMP National Repository of Criminal Records). These may also include Record Suspensions (Pardoned) sex offender records.

If criminal record is located (Possible Match is selected on results) the applicant has the option to request a declaration. See below description for instructions on the Declaration Form.

- **Match to other Police Service Record:** Used when applicant is in the suspect chargeable/charged category, or have local convictions from another Police Service and they decline to let us use the information as Adverse. We are required to request permission from the Police Service (via CPIC Message) in order use as adverse info. SO, if they refuse we check this box.
- **Adverse:** Adverse Information means an occurrence in which the applicant is in the Charged or Suspect Chargeable category in a founded and substantiated complaint relating to a provincial or federal offence, regardless of whether they were acquitted or convicted. See Operation Manual Section 28.5 Criminal History / Records checks for definition of "Adverse Information".
 - If potentially adverse information is found while conducting the vulnerable sector check, take note of the applicable files/incidents and have a discussion with the Detachment Commander and/or Supervisor. If agreed the Adverse Information Box should be checked, the Detachment Commander/Supervisor will/can sign the CRC Records page and explain the results to the applicant if they have questions.
 - Operation Manual Section 3.2.1: Review the findings of the criminal record if an applicant disagrees with, or disputes the results of any criminal history/records check. Determine the accuracy of the information and advise the applicant of your decision.

- If adverse information is located with another police agency you must verify with that agency if this information is to be used. **Do not disclose any details** to the applicant about said information.
- NEVER at any time are the details about the adverse information to be discussed with the applicant OR typed out on a second page for them to have.

Other information:

- **Only one result can be chosen. It would be the most important result.**
- Ex. Applicant has a record and also Adverse information. ‘Possible Match’ would be the most important result
- **If you are having difficulties resulting from ‘Match to Other Police Service Records’ contact the Detachment Services Manager in your area.**
- **If an applicant has multiple letters for vulnerable sector, only one consent form 6388 is required, however all applicable organizations are required to be entered on the Consent. A Release of Results is provided for each of the letters.**

6359 - Declaration Form ○ DSA to complete the Declaration when requested by applicant. ○

- Applicant to declare their convictions. ○ Once Declaration is completed, DSA will review it with the applicant. If in agreement, applicant must sign the declaration as well as the DSA.
- Original form is given to applicant and a copy is retained with form 6388 for admin file.
- If applicant disagrees. The DSA can suggest a Certified Criminal Record Check via fingerprints (fee involved). The results would be returned to applicant.
- Refer to the Declaration Form for what to include and what not to include.

Verifying Identity:

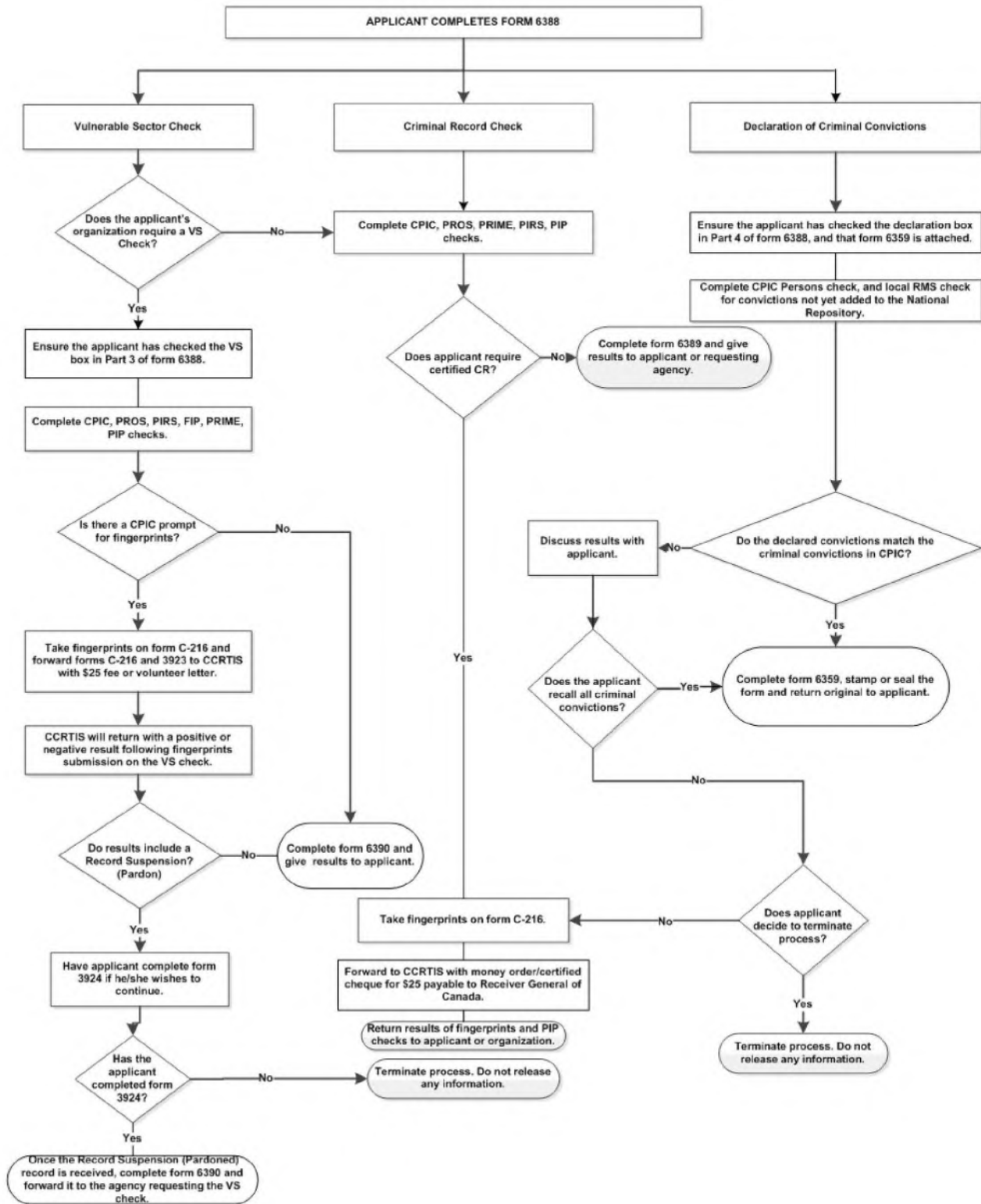
- Two pieces of identification are required, one of which must be Government issued and include the applicant’s name, date of birth, signature and photo. The “Dissemination of Criminal Record Information Policy” (DCRIP) recommends the information be photocopied (Section 8.5) and that the information is documented (Section 8.4). As a Division, photocopying the identification is considered a best practice. It could also make the difference between an accurate/inaccurate check. Indicate which IDs you verified at the bottom on form 688 (Consent).
- Student Applicant: VS checks should be done for only those who reside in your jurisdiction. The exception would be a student who can verify their enrolment with a student identification card.

Completing Checks:

- Databases to utilize
 - PROS or Versadex
 - CPIC (QCNI, QPERS, QCNIIVS)
 - PIP
 - N-PIRS
 - JEIN (used to verify information only)
 - Do not use Interpol ○ Several ways to run checks – Check with local DA for different methods ○ Using PROS through a saved search will search PROS, CPIC and PIP ○ See attached document for Saved Search on PROS

- If the applicant is identified as needing fingerprints based on the results of the VS Search, make arrangements/appointment for the applicant to have their printing done at the Detachment. A message will appear on CPIC stating the same, please see the Civil and VS Fingerprints section for more information. **Form 3923 Consent for Check for a Sexual Offence for which a Record Suspension (Pardon) has been granted or Issued (Vulnerable Sector Verification)** is required to be completed.
- Verify that all the client's info is correct. Do not add previous last name(s) to results page unless requested by the applicant. Sign, stamp, AND seal the applicant's copy.

** See Flow Chart on next page **



- Refer to the table below to determine which form(s) are returned to the applicant.

Type Required	6389	6390	6359	Fingerprint Result Letterhead	Travel
Employment no VS	X				
Employment with VS		X			
Employment with declared record	X		X		
Employment with VS and declared record		X	X		
Volunteer no VS	X				
Volunteer with VS		X			
Employment with VS Fingerprints required		X		X	
Volunteer with VS Fingerprints required		X		X	
Employment/Visa Travel Permit	X				X
Adoption	X			X Results mailed from Ottawa	

- If the applicant disputes the charge/conviction, direct them to contact your Detachment Commander (Operational Manual 28.5.3.2.1).
- **Only one Release of Results form is returned to the applicant depending on the consent.**
Example: If applicant is applying for a VS only the VS Result form is returned not both VS and Basic Result forms
- Do not create a PROS files for CRC, fingerprints or any other administrative files.
- Requests from Canadian Citizens from overseas: *Under review* ○ Retention of the Admin File for Criminal Record Checks (File # 1518) is 2 years.
- The standard time frame to pick up the results is 3 months after which time, the applicant will be required to complete a new consent/new process.
- Extra copies of the release of Result (6389 & 6390) will not be provided.

**Checks can only be conducted once all applicable consents and documentation are obtained. If you forget to have the consent initialed or signed, the applicant is required to initial/sign prior to the check being started. The letter from the organization is required (must meet the criteria) in hard copy form and retained with the consent prior to starting the VS check.*

CRC Policies/Legislation:

Ministerial Directive Concerning Release of Information
CPIC Policy Manual
Operational Manual (28.5 Criminal History/Record Checks)
Dissemination of Criminal Record Information Policy
Criminal Records Act
Youth Criminal Justice Act
CCRTIS LiveScan Guide

Links:

Royal Canadian Mounted Police Criminal Record and Vulnerable Sector Checks
Public Interest Immunity - s. 37 of CEA and common law Royal
Canadian Mounted Police Operational Manual Criminal History/Record Checks
Public Interest Immunity - s. 37 of CEA and common law
Government of Canada Criminal Records Act
<http://laws-lois.justice.gc.ca/eng/acts/C-47/> Youth
Criminal Justice Act
<http://laws-lois.justice.gc.ca/eng/acts/y-1.5/> Parole
Board of Canada
<http://www.pbc-clcc.gc.ca/index-eng.shtml>

CR/VS Release Guide

Type of Record	Adult Police Information Check	Youth Police Information Check	Adult Vulnerable Sector Check	Youth Vulnerable Sector Check
Valid Judicial Orders (Restraining Orders CC Prohibition and Probation Orders)	yes	yes	yes	yes
Expired Peace Bonds	no	no	From local files until the retention period is meet.	From local files until the retention period is meet.
FIP*	no	no	no	no
Outstanding CC Charges and Warrants	yes	yes	yes	yes
Motor Vehicle Branch	no	no	no	no
Information for Other Police Agencies				
SIP	no	no	no	no

FIP*: In all incidents the FIP is not to be released but may be used for clarification of reports with other police agencies.

Dispositions	Adult Police Information Check	Youth Police Information Check	Adult Vulnerable Sector Check	Youth Vulnerable Sector Check
Absolute Discharge	For 1 year from the date of sentence for local records. Permission from other police agencies required.	For 1 year from the date of sentence	For 1 year from the date of sentence for local records. Permission from other police agencies required.	For 1 year from the date of sentence
Acquittal/Not Guilty	no	no	Until the retention period has been met	Until the retention period has been met
Conditional Discharge	For 3 years from the date of sentence, for local records. Permission from other police agencies required.	For 3 years from the date of sentence.	For 3 years from the date of sentence, for local records. Permission from other police agencies required.	For 3 years from the date of sentence.
PIP	yes The contributing police agency must confirm and authorize the release of the information regarding outstanding charges, convictions and warrants.	yes The contributing police agency must confirm and authorize the release of the information regarding outstanding charges, convictions and warrants.	yes The contributing police agency must confirm and authorize the release of the information.	yes The contributing police agency must confirm and authorize the release of the information.
Mental Health	no	no	Do not released apprehensions under the <i>Mental Health Act</i> or suicide attempts. Threats of or actual use of violence by the applicant can be released without disclosing the mental health status.	Do not released apprehensions under the <i>Mental Health Act</i> or suicide attempts. Threats of or actual use of violence by the applicant can be released without disclosing the mental health status.

Dispositions	Adult Police Information Check	Youth Police Information Check	Adult Vulnerable Sector Check	Youth Vulnerable Sector Check
Police Information from Indices Query	no	no	Adverse information may be released until the retention period has been met (from date of file conclusion) Intel files- only on approval from the investigating officer.	Adverse information may be released until the retention period has been met. Extrajudicial measures cannot be released. Extrajudicial sanctions may be released from the date the sanction was agreed to, ONLY if Crown assessed that charges could have been laid.
Convictions (Indictable/Dual). Suspended Sentence or Finding of Guilt	All are releasable, if self-declared or by fingerprint submission. Local files may be released without self-declaration.	Releasable from local database for indictable offences for 5 years after the most recent sentence has been completed.	All are releasable, if self-declared or by fingerprint submission. Local files may be released without self-declaration.	Releasable from local database for indictable offences for 5 years after the most recent sentence has been completed.
Convictions (Summary), Suspended Sentence or Findings of Guilt	It is releasable for the retention period of the file.	It is releasable or 3 years after the sentence has been completed.	yes	See YCJA 119(2) The period ending three years after the youth sentence was imposed.
Dismissed	no	no	Released from local files until the retention period has been met.	See YCJA 119(2) Released from local files for a 2 month period after the dismissal.
Extrajudicial Measures	n/a	no	n/a	No

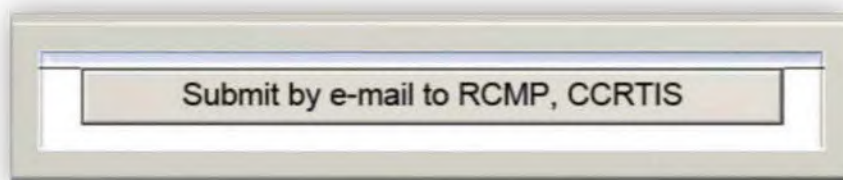
Dispositions	Adult Police Information Check	Youth Police Information Check	Adult Vulnerable Sector Check	Youth Vulnerable Sector Check
Findings of guilt with reprimand (youth)	n/a	no	n/a	See YCJA 119(2) Released from local files for a 2 month period after the dismissal.
Not Criminally Responsible	no	no	Until the retention period is met.	Until the retention period is met.
Prohibition Orders (CC)	yes	yes	yes	yes
Provincial Offences	no	no	Yes, until the retention period has been met	Yes, until the retention period has been met
Record Suspensions	no	n/a	Yes, until the retention period has been met	Yes, until the retention period has been met
Stay of Proceedings	No	No	Yes, from local files only and until the retention period is met.	See YCJA 119(2) Released for a 1 year period.
Withdrawn	No	No	Yes, from local files only and until the retention period is met.	See YCJA 119(2) Released from local files for a 2 month period.
Diversion	n/a	No	Yes, from local files only and until the retention period is met. There is to be no reference of court.	n/a
Withdrawn-Extrajudicial Sanctions	n/a	no	n/a	See YCJA 119(2) Released from local files for a 2 year period after the youth consented to the sanction.

Request for Destruction of Prints

Form 6427

This form is used when a person has a FPS with only non-conviction information attached to it. Fill out this form electronically as it does not require a written signature. There is a button at the end that will add it as an attachment it to an email to send off.

1. Information to fill out:
 - ORI
 - Name and Address of requesting Detachment
 - Date of Request
 - FPS number of subject
 - Name, DOB and Date fingerprinted
 - Occurrence number, date of Sentence, Charge and Disposition
 - There is a section to add special circumstances if applicable
2. When all information is completed click button located at the bottom of the form:



3. The email window will pop up with form included as an attachment, it is important to add the FPS number to the subject line otherwise the request will be rejected. There is no requirement to add anything to the body of the email.
4. You will receive an email back acknowledging the request and an approximate amount of time it will take to process. Once the prints have been destroyed an email will be send back you to state the destruction was completed. ****Can take months for completion****

DEPARTMENTAL SECURITY

It's everyone's responsibility to maintain the security of the detachment and its assets.

- Ensure ALL visitors have proper identification. Always ask for identification when someone requests to enter the detachment.
- Ensure ALL personnel (including contractors) have a minimum clearance when working in the unit. If the person needs to complete work inside the detachment, make sure they have the proper security clearance. If not, do not allow them to enter the premises. Ensure contractors are escorted at all times.
- Lock all documents, files, notebooks and the like in secure cabinets.
- When leaving your workstation ensure you lock your computer screen (Windows+L, or Control+Alt+Delete). This enables password protection.
- If you are the last person to leave the unit, ensure all doors and windows are locked.

What needs to be safeguarded?

All government assets, including information, require good care. Some assets, however, are more sensitive or valuable and require additional safeguards. These are categorized as:

- classified information
- designated information
- assets other than information, including information technology systems

Classified Information

The security policy requires that information be classified if its unauthorized disclosure or compromise could reasonably be expected to cause injury to the national interest, with reference to specific provisions of the *Access to Information Act* or the *Privacy Act*.

Information considered sensitive in the national interest includes:

- information on federal-provincial relations, international affairs, defense or the economic interests of Canada
- advice and recommendations connected with the above information
- information on investigations into threats to the security of Canada
- Information must be marked with the appropriate level of classification. There are three levels:
 - TOP SECRET. This applies when compromise might reasonably cause exceptionally grave injury to the national interest. The possible impact must be great, immediate and irreparable. Obviously, the amount of information that merits this classification level is small.

- SECRET. This applies when compromise might reasonably cause serious injury to the national interest.
- CONFIDENTIAL. When disclosure might reasonably cause injury to the national interest. Most of the information meriting classification should fall in this class.

Designated Information

Certain information cannot be disclosed under the access and privacy legislation because of the possible injury to particular public or private interests. This type of information concerns:

- law enforcement investigations
- the safety of individuals
- the government's competitive position
- research and testing procedures
- business information of a third party
- solicitor-client privilege
- other levels of government (when given in confidence)
- medical records
- individual members of the public or federal employees
- information that other laws, such as the Income Tax Act, prohibit disclosing.

This information must be designated as sensitive if it could reasonably be expected to qualify for an exemption under the access and privacy legislation.

Advice related to designated information must also be assessed for the potential injury its disclosure could cause. It, too, may be designated. However, such information is usually scattered throughout an organization's information holdings, and common sense must prevail in deciding how much and precisely which items merit designation.

Designated information should be marked "PROTECTED".

Designated information also varies in its sensitivity. There are three levels of designation:

- Extremely Sensitive. When disclosure could reasonably be expected to cause extremely grave injury outside the national interest, for example, loss of life. This applies to a very limited amount of information and very few departments are likely to have this level of designation. This information warrants special safeguards based on an assessment of the threats and related risks.
- Particularly Sensitive. When disclosure could reasonably be expected to cause serious injury outside the national interest, for example loss of reputation or competitive advantage.
- Low-Sensitive. When disclosure could reasonably be expected to cause injury outside the national interest, for example, loss of privacy through the disclosure of an exact salary figure.

Be sure to mark designated information PROTECTED to signal the application of minimum standards, especially when it is sent outside the unit that created or collected it. Departments have the option to use additional markings to designated information to signal the need for additional safeguards. Departments may add letters after "Protected" as follows:

- Low-Sensitive designated information -- PROTECTED A
- Particularly Sensitive designated information -- PROTECTED B
- Extremely Sensitive designated information -- PROTECTED C

Classification and Protection of Information

Website: **Public Interest Immunity - s. 37 of CEA and common law**

Records management training is integral in your everyday duties as an employee of the RCMP. Knowing the basics of records keeping and control, helps us to better understand the importance of protecting the information we work with every day. If we know how to apply levels of classifications to our information, then we must know how to protect it.

“Record” means any documentary material other than a publication, regardless of medium or form. For the purpose of the TBS Policy on Information Management, records consist of information created, received, and maintained by an organization or person for business purposes, legal obligations, or both.

We cannot apply a protected or classified designation to a document to conceal violations of law, inefficiency or administrative error. We cannot apply a protected or classified designation to a document to prevent embarrassment to a person, department, agency or organization or to restrain competition.

Sometimes we receive classified information from outside agencies, municipal governments, federal institutions, etc. In these cases, the information must be protected at the confidential, secret or top secret level or if applicable, in accordance with an agreement between the RCMP and the government or institution involved.

If the items are unmarked, you must obtain written permission from the sender to mark it on their behalf to ensure the information is safeguarded. Written permission is also required should you release or downgrade classified information.

When we receive information marked “Protected” from another federal institution or agency, it is considered Protected A unless a written agreement says otherwise.

Designated Particularly Sensitive Personal Information

As with other sensitive data, personal information should be collected only as required to meet mandates, business, and policy and legislative requirements.

Particularly sensitive personal information offers a high risk of theft or loss and thus must be properly

identified and appropriately safeguarded. As a manager, you should be aware that certain information about government employees is also sensitive and must receive special protection. Such information includes:

- individual's racial or ethnic origin or religious or political beliefs and associations or lifestyle
- appraisals
- medical records
- conflict of interest declarations

Bear in mind that you must protect any advice given in making decisions that directly affect individuals.

General Considerations

Treat information given in confidence by other governments according to any agreements or understandings negotiated with them. If you receive this type of information, check with your security officer for any special procedures.

Information derived from records that are already classified or designated should normally be classified or designated to match the original information.

Do not classify or designate to conceal violation of law, inefficiency or administrative error, to avoid embarrassment or to restrain competition.

Protecting Personnel

The Canada Labour Code makes departments responsible for the safety and health of employees at work. As their manager, you must ensure that employees, especially those whose role may subject them to security threats, are provided with adequate protection. Examples of such roles include front-desk jobs where employees may encounter hostile or emotionally upset members of the public, and high-profile positions where employees may be threatened by severely disturbed persons or publicity seekers. Refer to your security officer for advice regarding appropriate physical protection for employees at work.

Access Control

Controlling access is important for the RCMP because our facilities hold sensitive information and assets that must be protected. Access control involves intrusion detection systems (alarms), locks, electronic access systems, closed circuit television (CCTV), key control and building access cards (BAC's). Policy states that we are to control access by limiting outside persons from bringing in electronic devices of any kind. This means they must leave their cell phones, cameras and other

devices at the front desk before entering or by leaving them in their vehicles. The only exception is if that person is:

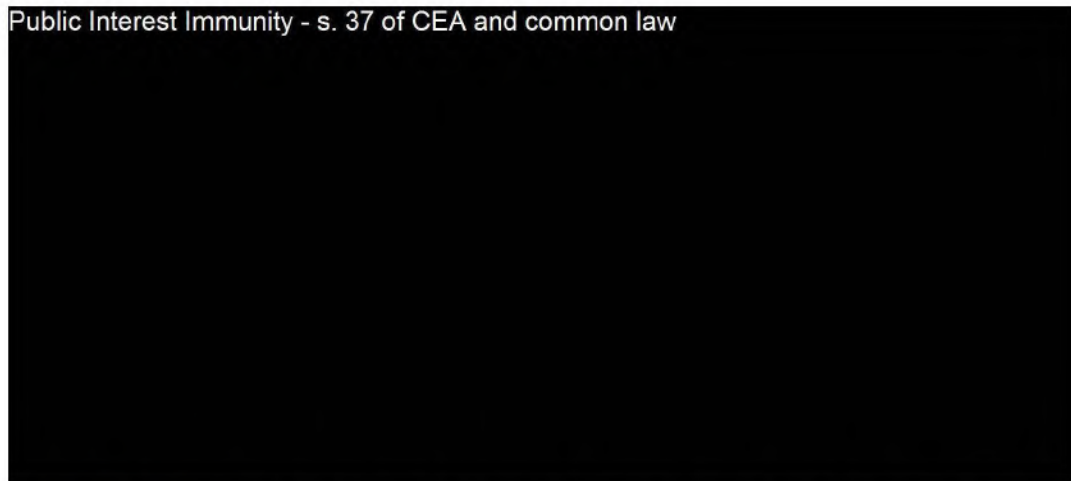
- an RCMP employee with a valid clearance,
- a peace officer from another law enforcement agency,
- a federal, provincial or regional government employee
- or a contractor who has a reliability status or security clearance.

Contractors and visitors are forbidden from taking photographs on RCMP property. If photographs must be taken, permission must first be received from the detachment or unit commander. This may be a situation where it's needed to fulfill contractual obligations.

Building Access Cards (BAC) / Smart Cards

These cards are not optional but we find time and again they are not being used. A commander *must* issue and maintain written procedures governing the access control for a building or facility, and in operations, security and high security zones, namely issuance and control, use, retrieval, and reporting lost or damaged BACs. If you require Building Access Cards / Smart Cards, please contact Atlantic Region Protective Technical Services Section (ARPTSS) at **irrelevant** for assistance.

Public Interest Immunity - s. 37 of CEA and common law



Lost Building Access Cards / Smart Cards must be reported as a breach on the security incident report form [2159](#).

Key Control

Keys and key codes for RCMP property and assets are handed to employees in the course of their duties and are to be retrieved once they leave.

All keys used by the RCMP to access RCMP controlled facilities must be recorded in a key ledger (Form 4246), and stored commensurate with the classification or designation, worth/value of the property of assets. If issues arise with regards to the keys, or it is required to conduct an inventory/review of the keys, the USC would be asked to assist. Lost keys must be reported as a breach on the security incident report form (Form 2159).

Locks

Detachments have secure and high secure zones that are fit up with special mortise locks and keys that are provided and installed by ARPTSS. ARPTSS keeps a history of the locks and keys for all RCMP facilities.

If you have a push button type lock, (example: Unican), installed on an exterior door, know that this type of lock is not approved by Physical Security for exterior doors, however, you may maintain them until their useful life is completed. Once they need replacement, you cannot replace it with another lock of this kind. Contact Physical Security for advice on approved systems, as each door is unique, in that it may require a specialized locking system.

Alarm Systems

When alarm systems exist in detachments, we recommend that each employee who has access to it have their own unique code assigned to them. We do this because when an employee leaves, it's easier to remove that one code than change the entire system. As with keys, the codes must be kept secure, preferably locked up or just simply remembered.

Periodic Testing

Physical security involves the periodic testing of systems and procedures. You may test the alarm system, check windows to ensure they're locked, test locks on doors to ensure they are in good working order or audit the key system that's in place. This is good security practice.

Talk to the staff and see what they're doing. Are they keeping personal information locked up? Do they follow clean desk guidelines? Do they regularly lock their workstations when they are away or do they leave their Smart Card unattended? Are they reporting violations or creating them? Are they handling information the right way?

Assets other than information

As a manager, your Detachment Commander is responsible for having a complete, up-to-date inventory of assets. Guidance on their designation, classification and safeguarding is available from your inventory department.

Information Technology Systems

The security of computer and telecommunications equipment and systems requires special consideration. This is due in part to the need to protect sensitive information. It is also due to the significant extent to which many government operations and services are dependent on such information technology.

In addition to protecting the confidentiality of the information on these systems, you must also define the importance that accuracy, completeness and availability play in the management of your information technology systems.

If you have access to a public network such as the Internet, refer to your security office to clarify security requirements related to the Information Highway. Also, a TBS guidance document entitled "The Internet:

A Guide to Internet Use in the Federal Government" released in July 1995, is available on the Internet at the following address: <http://www.tbs-sct.gc.ca>

It is your responsibility to ensure employees are aware that sensitive information must not be transmitted on a public network unless it is protected in accordance with departmental directives.

Before sharing information systems, you must be aware of and comply with the requirements of the Access to Information and the Privacy Acts, the Management of Government Information Holdings Policy as well as your departmental Security Policy. The responsibilities and accountabilities set out in these acts, related regulations and policies are applicable whether you are the owner, the delivery agent or simply the user of the information on the system.

Performance clauses included in contractual agreements must specify these responsibilities and accountabilities to delivery agents within or outside government when sharing information on systems. Refer to your information technology, contracting or security officials for more guidance on shared information systems.

Defining the importance of the availability of information and services is the first step in making plans to resume business within acceptable time and resource limits in the event of loss of data, systems or programs. Contingency planning is a basic responsibility for any manager of operations dependent on computer or telecommunications systems.

Also important is the identification of potentially vulnerable communications systems. The risk of someone overhearing sensitive information on the telephone cannot be ignored in view of the ease with which this can be done. Conversations over cellular telephones are notoriously easy to intercept. Facsimile machines warrant special attention because of the chance of misdirecting sensitive information through an error in transmission.

Help in identifying the security requirements of computer and electronic communication systems is available from your security office, IT security coordinator and communications security coordinator.

What Safeguards Are Required?

Managers should review security needs for the information and assets under their control by assessing related threats and risks:

Ensure that inventories of information and assets are complete and up to date.

Review potential threats. For example, how could sensitive information be lost or changed? What impact would this have on client confidence in your programs? Who would be affected and how?

Review safeguards and make adjustments as necessary. These safeguards include administrative, physical or technical safeguards and those that apply to the people who have access to the information, material or system. This review should be done on a regular basis and as required, to be sure of continued effectiveness.

Your security officer will help you carry out this assessment.

Administrative, Physical and Technical Safeguards

Some examples are:

- written staff responsibilities and security procedures
- arrangements to resume operations in case of loss of computer-based data or capabilities
- use of physical barriers, security zones and containers to restrict access
- use of proper containers and procedures for the secure processing, storage, transmission and disposal of information and other assets
- use of software, hardware or operating system access controls
- use of secure telephones.

Personnel Security

Good personnel management requires the examination of the trustworthiness and suitability of all employees to protect the employer's interests. This process usually involves reference enquiries, verification of qualifications and, often, credit and criminal history checks. Until the proper checks or clearances on an individual are complete, a person cannot be appointed to a position or have access to classified or designated information or assets.

Limited access and screening apply whether a person is in an indeterminate position, term position, seconded, on contract or assignment or from an agency.

Types of Personnel Screening

Basic reliability status is the minimum type of personnel screening required for all individuals appointed or assigned to a position for six months or more. It is optional for periods of less than six months. An individual granted this status may have access only to unclassified or undesignated information and assets.

Basic reliability checks are done by verifying personal data, educational and professional qualifications, data on previous employment and references. As well, a name check of criminal records may be required. In cases where a criminal records name check is not conducted, a declaration concerning criminal convictions will be necessary.

Enhanced reliability status is the type of personnel screening required when the duties or tasks of a position demand access to designated information or assets. This applies regardless of the duration of an assignment or appointment. An individual granted this status may have access to, on a need-to-know basis, designated information and assets.

Acceptable User Practices for IT Technology

Website: **Public Interest Immunity - s. 37 of CEA and common law**

All employees must read and sign the acceptable user practices form in conjunction with the statement of agreement form 2871. These forms clearly explain the RCMP expectations with regard to an employee's use of IT systems. You will be asked if all employees in your detachment have read and signed this form when the District Security Coordinator arrives for a review. Completed forms must be submitted to DSS for retention on the employee's security file with copies given to the employee.

Laptops - **Public Interest Immunity - s. 37 of CEA and common law**

Laptops are a valuable asset that may contain sensitive information. All laptops storing, processing and/or creating Protected 'A' and/or 'B' RCMP information must have RCMP approved hard disk encryption (SecureDoc) installed. Please read about it at the following link.

Access Privileges

The LAN and telephone communications rooms are secure rooms and access must be limited to those who have a need-to-know and a need-to-access. These rooms are fit up to secure physical standards and the keys must be secured as well. Doors must be kept closed and locked at all times.

The LAN room usually contains a locked cabinet which holds IT equipment. This cabinet must also be locked at all times and the key secured in a locked container when not in use. When contractors are scheduled to do maintenance work in these rooms, they must be escorted by an employee with knowledge of the equipment in the room, example, an IT LAN Administrator. This is to ensure that the work being performed meets RCMP specifications.

Encrypting Email

Website:
Public Interest Immunity - s. 37 of CEA and common law

Many violations and breaches occur simply because an employee doesn't know how or what information to encrypt in their emails or on their hard drives. The link provided above will guide you through encrypting and decrypting emails and documentation.

Smart Cards

RCMP employees are now using their Smart Cards with embedded encryption chip to encrypt files and email. Smart Cards are considered a protected asset and must be treated this way at all times. A Smart Card must not be left unattended by the employee or shared with others. You have a unique electronic signature assigned to this asset, and it also contains your personal information. If a security breach is discovered and reported, and that this token was found to be accessing systems inappropriately, you will be questioned during the investigation.

Secure telephone unit (OMNI, SWT devices and vPer devices)

Some detachments or facilities will maintain a secure telephone which allows encryption of facsimiles and secure verbal discussions. All secure phones are programmed with encryption keys that will be keyed according to information transmission requirements (e.g. PROTECTED 'C' key for conversations up to and including PROTECTED 'C', TOP SECRET for conversations up to and including TOP SECRET). Each secure phone system must be contained within a high security zone and this means the room must be fit up to those standards. The room must also be monitored with an alarm system and a custodian assigned for responsibility of the system. The custodian is trained and will ensure the key is recoded when required.

As a USC you would be aware of the disclosure of RCMP Classified and/or Protected information, that RCMP assets (hardware and software) are only accessible by authorized employees, or that only RCMP owned or lease hardware is connected to a computer system used by the RCMP.

Removable Computer Storage Media

Removable storage media are flash drives, CDs, leased hard drives (photocopiers, multifunction units) and even laptops. All data stored on a portable storage device issued by the RCMP, which will be taken outside of RCMP premises, must follow the DSB approved Entrust PKI solution for encryption of Protected 'A'/'B' data.

If a requirement exists to share protected information with external agencies or partners and the Entrust PKI solution is not suitable, a commercially available FIPS 140-2 level 2 (minimum) with AES 256 bit encryption device is permitted as per the following Communication Security Establishment Canada (CSEC) Bulletin: <https://www.cse-cst.gc.ca/en/node/1428/html/25015>

USB Devices that meet FIPS 140-2 level 2 (minimum) with AES 256 bit encryption can be found at the following link: **Public Interest Immunity - s. 37 of CEA and common law**

Departmental Security does not permit employees to bring in their own personal flash drives as it is not RCMP approved and purchased equipment. When employees receive RCMP approved/purchased flash drives, the RCMP want to ensure that employees are using them correctly and not jeopardizing RCMP Protected and/or Classified information. ARDSS wants to avoid the transfer of malicious codes and viruses to RCMP systems by ensuring employees aren't transferring the threats from outside systems to the RCMP network. ARDSS does this by educating employees on the proper use and storage of removable storage media.

Wireless Devices

All wireless devices (cell phones) are not to be used to relay and/or store sensitive information in any form, and are subject to the Access to Information and Privacy requirements.

Please refer to Operational Manual, Chapter 25.2 (information on investigators' notes) for additional information.

Public Interest Immunity - s. 37 of CEA and common law

E-COLLISION (PAT COLLISION)

There are two ways to access the Pat Collision application: through PAT or a desktop icon.

1. Launch from PAT

To launch PAT collision for the first time, click on the Traffic button in the lower right corner of the PAT home screen.



2. Launch from Desktop

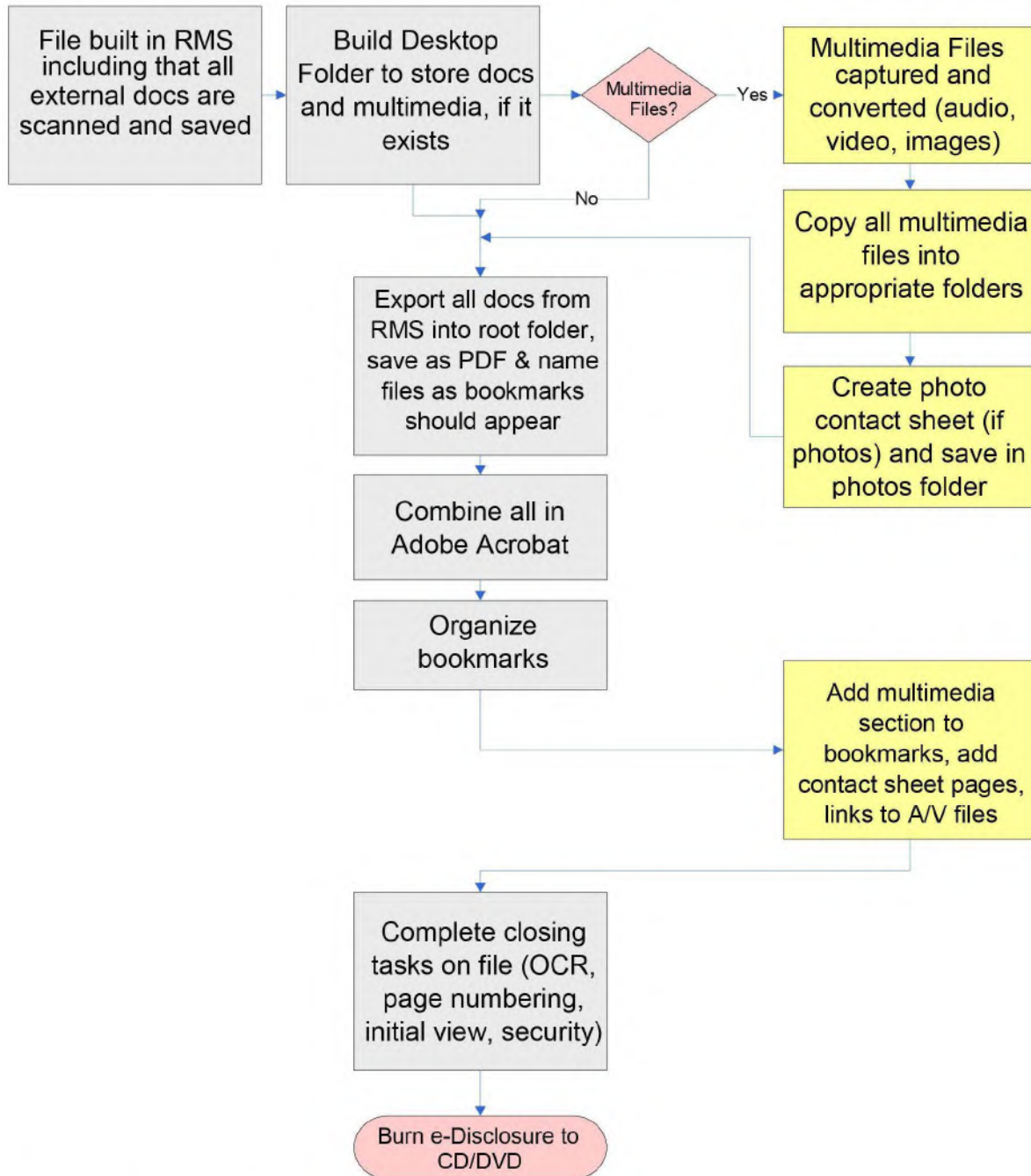
Click on the Icon



For training on E-Collision please contact your ORMS analyst.

E-DISCLOSURE

Electronic court documents formed into a PDF with a consistent organizational outline combined with multi-media files. The PDF is created with information from the PROS file. The standard applies to detachment level files. This document is referred to as the "Crown Brief".



Best Practices for Detachment Assistants

Once the DA receives a task from a member for scanning items to the PROS file, DA is to ensure the following:

- That there is a hard copy of the file in DA's basket, with the items to be scanned clearly labeled on the left-hand side of the folder
- DA ensures that there is a folder created for that particular occurrence, under the Lead investigator's name, under the DA's name, in the Disclosure folder in the shared drive
- Working from the occurrence, NOT the task, the DA scans documents, saves to USB, then imports documents to the PROS occurrence as External Documents, re-naming same as they are saving
- Please note that all reports in external documents must have a task linked to them in PROS
- If the documents are too large, or you have multi-media for the disclosure, these are to be saved directly in the folder that was created in the Disclosure folder on the Shared drive
- Scanned documents are to be stamped "SCANNED" with the date and DA's initials
- Task is to be completed, hard copy is placed back in Lead Investigator's open files.

Once DA receives a task from a Supervisor to prepare electronic disclosure, the following steps are to be completed:

- DA prints off the Witness List from the Court Brief Assembly. This will accompany the disclosure disk for Crown.
- Once that is done, DA opens the person entity, then the address and phone number. DA then **unchecks** the "include in Crown Brief" in the classification box on both the addresses and telephone numbers.
- The DA then opens the Occurrence tab in the Court Folder. Right click on the occurrence number. Select "Link from Occurrence", then select "Add All". This will populate the following tabs: *Accused, *Victim, *Witness, *Property.
- At this point, you can quickly scan the documents in the PROS Court Brief Assembly to ensure they match up with the documents that are checked off as "**attached**" on the Disclosure Check Sheet that the Supervisor has given you with the hard copy.

Now open up the COURT BRIEF ASSEMBLY.

- From Court Brief Assembly, open the COURT folder. Click on “Submitted Time” to ensure all necessary documents are at the top of the page.
 - o At this point, ensure that there is a folder open on the SHARED drive (Disclosure 2013>DA’s name > Members’ name > then file # and name of accused). If there is one already created, check to see what is in that folder for disclosure and that the content can be opened (any multimedia files, any previously scanned documents).

Back to your COURT BRIEF ASSEMBLY:

- Highlight the document you wish to save as a PDF document. Hit PREVIEW, ensure what the document is, then hit PRINT. This will enable you to save the document using the proper naming function. It will also give you the opportunity to rotate any images from scanned documents (sideways documents).
- Ensure that this saves in the appropriate shared folder. (Hint: *When you are saving the PROS documents that have been uploaded as external documents, they will automatically save in the designated folder. Once you start saving the original PROS documents (gen. reports etc.), be careful that it is being saved in the designated folder as it will revert and try to save in the previous folder you were working in).*
- Once you save each document in the designated folder, you are now ready to create an electronic Crown Brief Using Acrobat Pro.

The Detachment Assistant plays a key role in producing a court disclosure package that is of high quality, searchable and acceptable to the standards that have been agreed upon by the Police Services of Nova Scotia. Even though the e-disclosure package will have been compiled by the regular member and reviewed by a supervisor prior to DAs being tasked to compile PDFs and burn to a disk, the DAs play an important role in the quality control of the e-disclosure process. During the scanning process, there can be checks of documents for signatures and if media files are present, determining if they are viewable and usable.

The DAs are responsible for burning the e-disclosure disks and sending them to a supervisor for final review and initialing. Finally, the DAs will ensure compliance with removal of data from the shared drive once disclosure is completed.

Creating a Crown Brief using Acrobat Pro

1. Gather all PDF files together into one folder
 - a. Create a desktop folder which will store your final Crown Brief product (creating the folder on your desktop or other local drive helps with automatic links to video and audio files). If you have any audio, video or image files, create a multimedia folder. Inside the multimedia folder add subfolders to hold these files, respectively. You will also store your final PDF in this root folder, at the same level as the multimedia folder.

It's a good practice at this stage to also collect all the multimedia files you'll need to add, including images, and place them in their correct folders now.

Only create the folders you need. If you have no video, you don't need a video folder.

2. Combine your files into one PDF
 - a. Before you combine your documents into your final book PDF, you will also want to add all the needed cover sheets to the same folder as your documents. This will save significant time and effort, allowing Acrobat to also add and create links for these at the same time.
 - b. Select all the PDF files, right click and choose Combine Files in Acrobat
 - c. The next step opens Acrobat Professional and the screen will display a list of files you selected. Here you will need to place the files in the order you wish for them to appear in the book. You can move them up or down by either dragging or dropping, or using the green UP and DOWN arrow keys at the bottom of the dialogue window. Once the files are in the correct order (with cover sheets at the beginning of sections), select the COMBINE FILES button at the bottom right.
3. Organizing your Bookmarks
 - a. Click the ribbon on the left to display all the bookmarks
 - b. Highlight the numbered cover sheets and right click, bookmark properties and under appearance chose 'bold' and OK
 - c. Next drag and pull each item under the cover sheets to indent them
 - d. If you need to add a new bookmark, click the icon located next to the trash can
4. Saving the file
 - a. At this point, if not earlier, we should save our file. The file naming convention is detailed in the Standard document, and follows this basic format:
XXX_LNAME_Fname_YYYYMMDD.pdf (where XXX is the occurrence number, LNAME is the last name of the accused, Fname is the first name, and YYYYMMDD is the occurrence date in the YYYY-Year, MM-Month, DD-Date format. An example is 999999_DOE_Jane_20130623.pdf.
5. Linking Multimedia Files
 - a. Select the bookmark you want to link to, and from the right-click menu select "Properties" then the Actions tab. From here we need to perform two steps. First highlighting the default "Go to a Page in this Document" action we choose to delete this. In the "Select an Action" drop-down above this, we choose "Open a File" and then "Add". This will allow us to navigate to the file we want to link to, and select it.

Once we hit OK, we have created our link to the external media file (our video) which is stored in the multimedia > videos folder.

6. Creating Photo Thumbnail Pages (Contact Sheets)
 - a. From inside the photos folder, select all the images to be included, right click and select print. In the print box the printer needs to be changed to Adobe PDF, the layout screen will allow changes on how the images will be printed (saved). Contact sheet holds 35 images; you can adjust accordingly depending on the amount of images.
 - b. Save it back into the folder
7. Inserting a new page for Contact sheet
 - a. Go to the last page of the brief and click Tools, Pages, Insert from File
 - b. Acrobat will give you options on where it should appear, select the last page
 - c. Right click on the last page and choose 'set destination', now the bookmark to the photos has been created.
8. Electronic Redaction and Vetting
 - a. Verify what documents need redaction: Witness lists, PIS, CR, Hospital Records, Subpoenas etc.
 - b. Redaction options appear beneath the Tools Menu under Protection.
 - c. Choose 'Mark for Redaction' and use the cursor and highlight all text to be redacted. A red box will appear around the selections and once 'Apply Redactions' is hit then those box will turn into black boxes.
 - d. It is recommended to save an un-redacted file and then a new one with '_redacted' in the file name as redaction cannot be undone.
9. Text Recognition OCR
 - a. This is used for officers notes or other scanned documents.
 - b. From the Text Recognition tab select 'In This File' and click OK. Acrobat will now process each page in your file and where it is able to it will convert the text characters into readable text.
 - c. An error will prompt for pages that it cannot process, this means the page already has readable text. You can check off 'Ignore Future Errors in this Document' so the error will not appear anymore.
10. Adding Page Numbers
 - a. Under pages, select "Add Header & Footer". The page number should appear in the bottom right corner. From the window that opens insert the cursor in the field for Right Footer Text and click "Insert Page Number" button.
11. Saving Bookmarks
 - a. Click File and then Properties. In this window under the Initial View tab select "Bookmarks Panel and Page" from the drop down menu from Navigation Tab and OK.

**** Regular Disclosure will need 3 disks total (2 Regular & 1 Archive disks)****

**** Federal Charges will require an extra Regular disk to be burned****

**** Please see manual for screen shots and more detailed information****

Ordering Disks

How/Where to order Disks:

Kinwood Multi-Media
56 Bronte Street South, Suite 1
Milton, ON L9T 1Y1

Phone: (905) 812-9663

Fax: (905) 636-7302

Email: sales@kinwood.com

Contact: Shawna Atkins

Archival disks (gold): for a quantity of 1000, unit price is \$2.48 each

Standard disks (silver): for a quantity of 1000, unit price is \$0.76 each

EMAIL

Email Creation and Management

Email messages and attachments containing corporate information must be printed and filed in your records office. This is done because the RCMP does not have an Electronic Document Management System (EDMS). Transitory information does not need to be filed. Email messages created to conduct RCMP business are official records and property of the Government of Canada. Your records office will ensure the appropriate retention and filing of email records according to the RCMP classification system.

- **Corporate information** is information required to control, support or document the delivery of programs, to carry out operations, to make decisions, or to account for activities of the RCMP. This includes:
 - messages that reflect the position or business of the RCMP;
 - messages that conduct a business transaction;
 - messages received from external sources that form part of a RCMP record;
 - copies containing amended information for the original record;
 - original messages of policies or directives;
 - messages related to work schedules and assignments;
 - agenda and minutes of meetings;
 - briefing notes;
 - final reports and recommendations.

- **Transitory information** is information required only for a limited time to complete a routine action or prepare a subsequent record. This includes:
 - messages created only for convenient reference, not as the official record;
 - messages used for casual communications;
 - informal messages or rough drafts;
 - messages that are duplicate copies of information;
 - miscellaneous notices of employee meetings, holidays, etc.

You must ensure that official RCMP email messages are retained and filed. This also applies if you are the first recipient of an email message from an external source, where information does not exist elsewhere in the RCMP. If you reply to any email, you are adding to the copy and creating new information. If your email message contains business decisions, actions and transactions, it is a legitimate source of evidence. The rules of email disclosure are the same as those for paper records. Organizations may be obliged to supply email messages in the event of a legal dispute. This also applies to messages and notes in hard copy, on hard drives, in your day timer, on networks and also your scratch pads.

Email is subject to the same legislation and policies as other government records. Applicable legislation and policies include the [Management of Government Information Holdings Policy](#), the [National Archives of Canada Act](#), the [Access to Information Act](#), the [Privacy Act](#), the [Government of Canada Security Policy](#) and the [Official Languages Act](#). If you do not know the language preference of the recipient(s) when you are sending an email message within the department, it

must be provided in both official languages at the same time. The only exception is when the recipients have agreed in advance to a unilingual message. Email misuse can contravene federal government policy or legislation, or the [Criminal Code](#) of Canada. Depending on the nature and severity of any misuse, it can lead to disciplinary action, criminal charges or a lawsuit.

You must consider privacy and confidentiality when choosing email as your means of communication. Email should always be used with the assumption that messages may be read by someone other than the intended recipient.

Filing of hard copy email records must be done within 90 days of receipt, as the LAN administrator in your area will clean up (purge) your email every 90 days. Refer to [Administration Manual Part III Information Management, III.2 Correspondence and Messages](#). When creating an email, you may also c.c (carbon copy) your records office if you have the file number on the email.

Prior to leaving the RCMP, or transferring within the RCMP organization, you must clean-up your email messages in GroupWise, in network directories, on your local hard drive and on diskettes or CD's. You must retain and file all those messages you determine to be corporate information in the appropriate records office. After you leave the RCMP a LAN coordinator will remove your e-mail account from the network following a specific period authorized by your section manager.

Email Etiquette

1. Choose your recipients carefully; don't inundate people with information they don't need.
2. Use a conversational but courteous tone. Offer any criticism kindly - don't insult people. If you are dealing with a sensitive or controversial topic, give yourself a little more time to reflect rather than compose a message that you may regret later.
3. Do not forward another employee's personal email to others without that individual's permission. If you are the email sender and don't want recipients to be able to forward your private correspondence, mark it "private."
4. Clearly indicate when you are expressing your opinion and when you are sharing facts.
5. Do not rant or use offensive language.
6. Use humour with care. Sarcasm is very inappropriate.
7. Get to the point. Limiting your message to one screen of text is a good rule of thumb.
8. Do not type messages entirely in capital letters. Many users think of writing in caps as "flaming" (verbally attacking) or shouting.

9. Write carefully. Write email messages with the same care and consideration as if you were preparing a memorandum or other official RCMP correspondence. Poor grammar, spelling and punctuation will reflect on your professionalism. Do not forget to proofread all messages before you send them. Respect the equality of the two official languages in the communication of information.
10. Whenever possible, include the relevant file number as your first line of text in an Email message. Include your title and phone/fax number when you sign an email.
11. Use email to foster connections, not to avoid face-to-face encounters.
12. Don't say anything to anyone through email that you wouldn't say face-to-face. Using abusive or offensive language in email is inappropriate. Sending a joke through email may offend the recipient and is inappropriate. If you receive an email that you believe to be inappropriate, you should advise the sender that you consider it unacceptable. When you receive an email that is offensive in nature (e.g., a lewd graphic or racist attachment), you should report it to your supervisor.
13. Don't cry wolf! Mark email as urgent only when urgent.

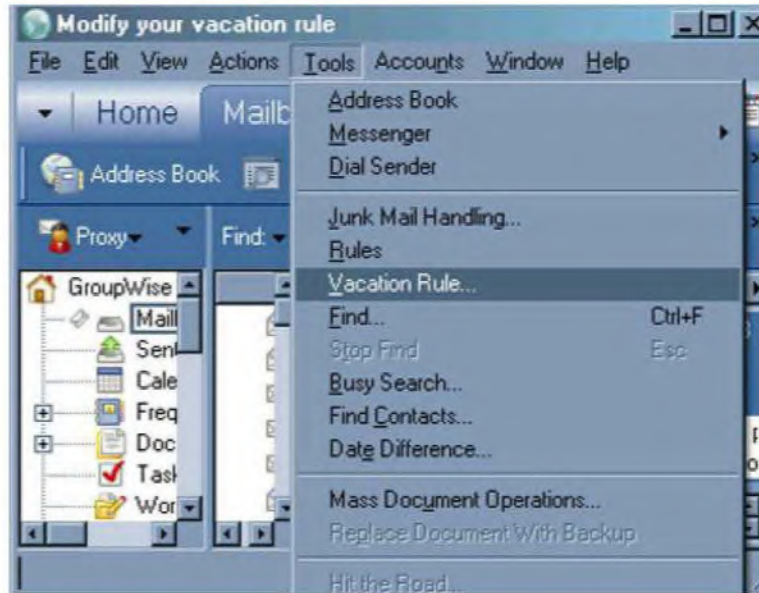
For more information on the subject of management and or etiquette of email, refer to the [RCMP Guidelines on Managing Electronic Mail Messages](#).

Date Modified: 2011-02-14

Creating a Auto Reply

When you create and activate a vacation rule, GroupWise blocks out your calendar with "All Day Events" for the dates that you specify, showing you with an "Out of Office" status.

1. **Click Tools > Vacation Rule.**



2. **Select Activate My Vacation Rule.**

For your vacation rule to truly be active, you must select this option and specify a date range. Because the vacation rule is active only within the date range that you specify, leaving this option always selected does not mean that your vacation rule is always active. Your vacation rule expires after the last day in the date range that you specify. If you deselect this option before the rule has expired, the All Day Events are deleted from your calendar.

3. **Type a subject for the automatic reply.**

Subjects appear in parentheses after the original message subject in the reply. For example, if the subject was "Out of Office reply" and the message "Budget monitoring" was sent to you, the Auto Reply feature returns the subject "Re: Budget monitoring (Out of Office reply)."

4. **Type the message that you want to appear in the automatic reply.**

The "[Acceptable User Practices For RCMP Information Technology](#)" states the following:

Out-of-office messages:

- must be in both official languages when required by position language profile as indicated in the Directive on the Use of Official Languages in Electronic Communications;
- will contain very little detail of circumstances and job title;

- will provide an alternative centralized contact within the organization to deal with enquiries; and
- will not contain the original message, any sensitive information and any attachments.

5. **Select whether you want to reply to emails from outside your internal network.**
6. **Specify the dates when the rule will go into effect and when it will end.**

The Vacation rule window should look similar to:

Vacation Rule

Activate my vacation rule

Enter the subject and message for your vacation rule reply.

Subject:
Out of Office reply

Message:
Sample text

Reply to External Users

Start Date: 2012-03-19 End Date: 2012-03-23

Dates are scheduled as All Day Events, showing you with Out of Office status.

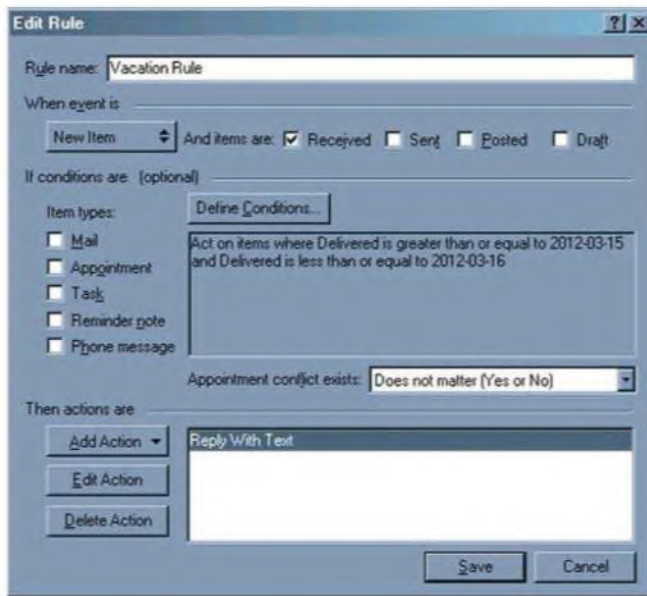
Save Cancel

7. **Click Save.**

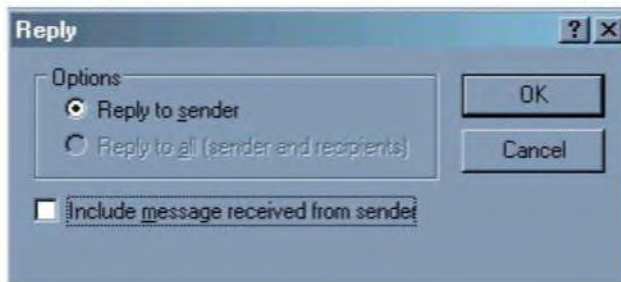
Rules that trigger a reply (such as this vacation rule) keep a record of who a reply has been sent to, to make sure that a reply is sent to that user only once.

8. **Click Tools > Rules.**
9. **Select the "Vacation Rule" rule, and click "Edit".**

10. In the Action window, select the line that says "Reply with Text", and click "Edit Action".



11. De-select the "Include message received from sender" check box, and click "OK".



12. Click "OK".

13. Click "Save".

14. Click "Close".

FRONT COUNTER SERVICE

People regularly attend the front counter of the detachment to report a variety of occurrences/incidents. When you go to the front counter you can say something like “Can I help you?” Once they explain why they are there, you would take down all the information and dispatch the complaint through CIIDS to members on duty.

Examples of Requests for Service received at the Front Counter:

Criminal Records Check: See Chapter dedicated to Criminal Record Checks

Fingerprinting: As a Detachment Assistant you are not authorized to take fingerprints; ask a member to take these. Some detachments require an appointment.

Legal Documents: Members of the public may attend with a variety of documents (PTA, Undertaking, Summons, etc.). Answer their questions so that they understand what the paperwork is regarding. If you need clarification, ask a regular member.

Motor Vehicle Collision Reports: See Chapter dedicated to e-collision.

Scams via mail or email: Members of the public will often attend to the front counter to report receiving suspicious letters in the mail or email, asking them to send in money. Collect the information and determine if the complainant is a victim of fraud. If they are, dispatch file to be assigned to a member. If they haven't lost any money but have been targeted, they can contact the Canadian Anti-Fraud Center: 1-888-495-8501 or www.antifraudcentre.ca. They can also be referred to the RCMP website www.rcmp.ca under the Scams/Frauds tab. An occurrence is only needed if there is a loss of money.

Reportees/Parolees: Persons may attend the front counter or contact by phone to “sign in”. This means that as a condition of their release they're required to attend the detachment in person and sign a form.

There will be a “Sign In” book at the front counter. Locate the subject's “Sign In” sheet and fill in the date and time, have him/her sign it and you sign as a witness that he/she attended. The subject may have a temporary absent pass or some other form of paperwork that they need you to sign noting that he/she signed in at the required time. Ask the parolee/reportee for photo id to confirm his identification if you are not familiar with the subject.

During hours when the office is closed, reportees may contact OCC as a means to “call-in” to fulfill their reporting requirements. OCC will take the information and fax to the appropriate detachment.

Sex Offender Registry: When a Sex Offender (SO) reports for registration for the National Sex Offender Registry during regular office hours, there is a designated member/detachment responsible for the SO registry, and appointments will be made in advance. If no appointment has been made collect SO's name and phone number to forward onto the member responsible for the registrations. You can also

provide the SO with the correct detachment phone number so that they can call and make their own arrangements.

Tickets: Members of the public may attend the detachment asking to pay their ticket. We do not take payments for tickets. Ticket payments may be made the following ways:

- Attend a court house
- Mail in their payment before the court date (mailing address will be on back of ticket)
- ACCESS NS (pay online)

HELP DESK TICKETS / INFO

Public Interest Immunity - s. 37 of CEA and common law



Background:

Helpdesk is to be contacted for any support that is required; i.e.: password reset, access to data bases; telephone or technical issues, etc.

There are two ways of contacting the helpdesk:

1. Call - **Irrelevant** follow the voice prompts and you will be asked to key in your HRMIS number.
2. Online on Infoweb
 - a. Access National Home Page
 - b. Under Popular Links Click on Central Help Desk
 - c. You must insert your Smartcard/Token and login into RCMP Service Desk Manager Self-Service Page
 - d. You will be prompted to sign in using your HRMIS # and Novell Password
 - e. On right side of page follow the prompts to "Create a Request for Service"
 - f. You are able to see the status of all tickets that you have generated in the "Look up my existing tickets" area.

****Both methods of contacting the Central Help Desk will generate an email advising that a ticket has been opened and you will be given a ticket number. It is important to read the email as occasionally the Help Desk will require further information to be able to assign the ticket.**

NOTE of Interest - On the left hand side of page you will note in the "Announcements" section some of the ongoing tickets that have been generated throughout the country. You may see that some other detachments/units are experiencing some of the same issues.

INSURANCE COMPANY REQUESTS FOR INFORMATION

You may receive requests from Insurance Companies via mail, fax, or phone requesting information on a file. We can only release very limited information such as: what, where, when and who. We cannot release any investigational information as in: pending charges or who is at fault. We will only provide information with written requests and never release information over the phone.

If they wish to receive investigational information from the file, they must make an ATIP request.

<https://atip-aiprp.apps.gc.ca/atip/welcome.do>

The authority we rely on to release this basic information is the Nova Scotia *Motor Vehicle Act* Section 98(7), which is what Access NS uses when someone requests an Accident Report from them. If they would like a copy of the Accident Report (also called MVA58A) they can request it from Access NS.

What we can release is listed on form HD516 (sample shown on next page). This form is to be filled out and faxed/emailed back to the insurance company who made the request. If more than two vehicles are involved fill out a second form and adjust the vehicle numbers accordingly and add PG 1 of ___ to the file number.

Some detachments, such as Halifax District, charge a fee (\$34.50) for this request. Keep this in mind if directing an insurance company to another detachment for service.



Royal Canadian Mounted Police Gendarmerie royale du Canada

Security Classification/Designation

RCMP DETACHMENT
123 Main St
Anywhere Town, AB

Your File
201458863

ANY INSURANCE COMPANY
4567 Some St
Some Town, CD

Our File
201712356

2017-01-01

MVC Request

Receipt of your letter dated, _____, is acknowledged.

In compliance with your request, the following information respecting this Motor Vehicle Accident is forwarded to you, in accordance with the provisions of Section 98(7) of the Motor Vehicle Act, Province of Nova Scotia.

Date of Accident: _____ Time of Accident: _____ Place of Accident: _____

Vehicle Number 1

Driver: _____ Address: _____
Owner _____ Address: _____
Make: _____ Model: _____ Year: _____ Reg. #: _____
Insurance Agent: _____ Policy Number: _____

Vehicle Number 2

Driver: _____ Address: _____
Owner _____ Address: _____
Make: _____ Model: _____ Year: _____ Reg. #: _____
Insurance Agent: _____ Policy Number: _____

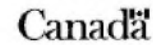
Witness Name and Address: _____

Witness Name and Address: _____

RCMP Investigator and Comments: _____

Yours truly,

RCMP GRC HD516 (2010-01)



INVENTORY

You can get your detachment inventory through TEAM. An inventory should ideally be done once per year, or at least, when a new detachment commander arrives.

You must get access to TEAM through the Central Help Desk. Once you have access, you can get into TEAM by:

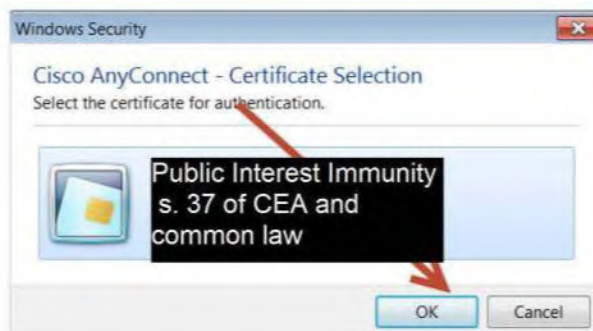
1. Click on the icon on the lower right hand corner of your screen. "Cisco Any Connect Secure Mobility Client" is the name.



2. Click on Connect



3. Click on OK



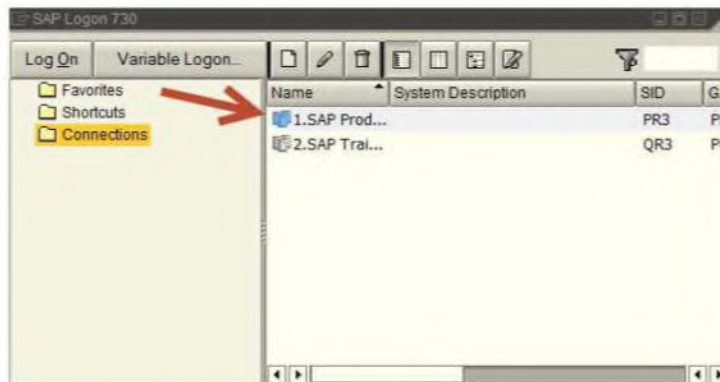
- Then enter your Token/Smart Card password and click on OK. A window will pop up asking you to accept...please do. Then the windows will close and you are connected. (You can click on the Cisco icon again to see that you are connected).



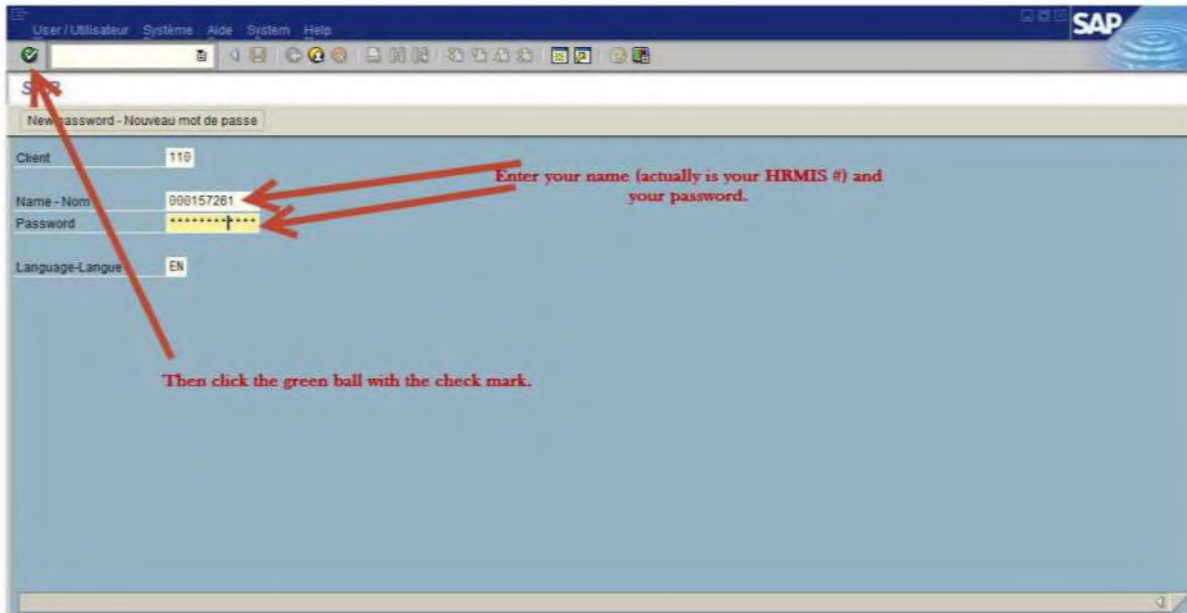
- Now go to your desktop and click on the icon names SAP Logon



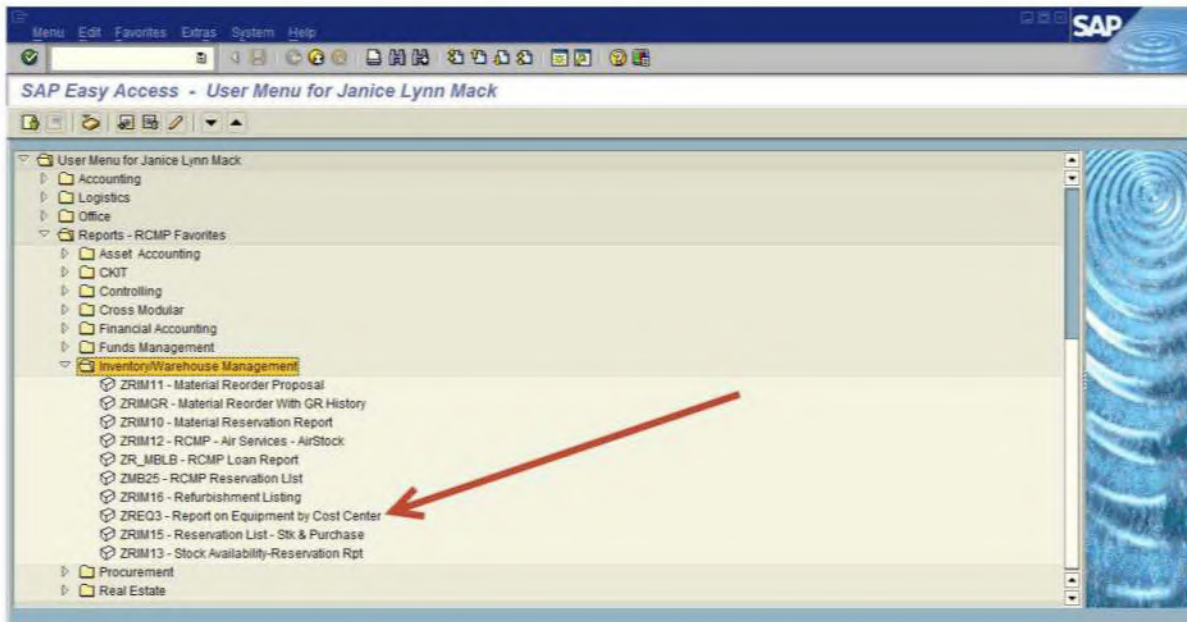
- Click on Number 1



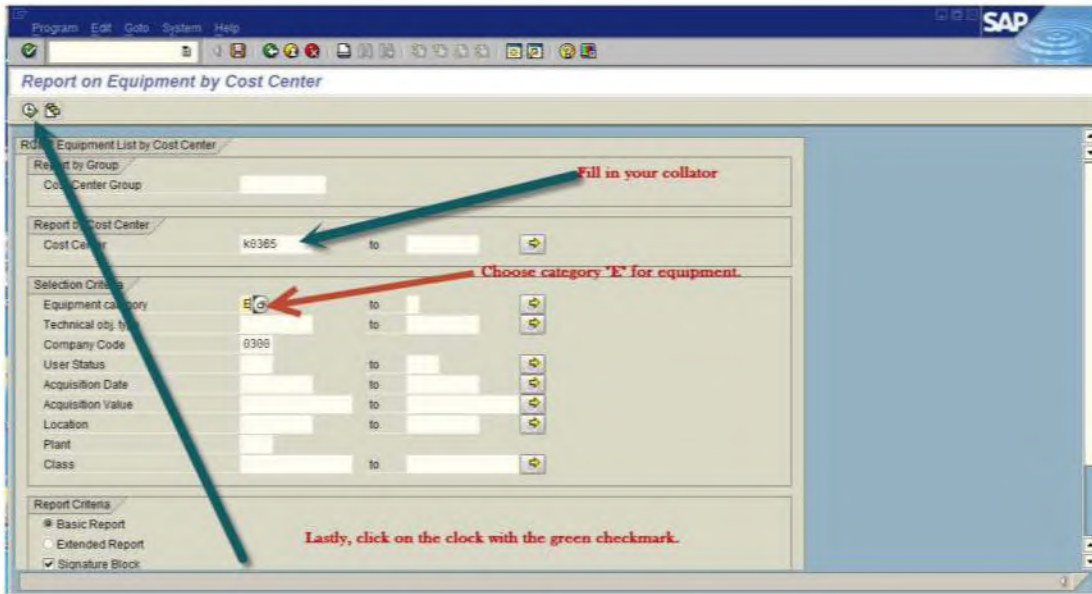
- Enter your HRMIS number under "name" and your password as indicated on the screen shot. Then click the green ball with the checkmark.



8. Next choose ZREQ3 – Report on Equipment by Cost Centre



9. Fill in your collator, equipment category, and then click on the clock icon.



10. And here is your inventory list. Note a place for the detachment commander to sign when inventory is complete.

The screenshot shows the SAP 'Report on Equipment by Cost Center' form displaying an inventory list. The title is 'Unit Inventory Report for Cost Center K0365 Eastern AB District'. The report includes the following data:

Date: 2015/07/08
 Time: 17:47:33
 SYS/CLI: PR3 / 116

Page: 1
 Rept: ZRIN/RPT
 User: 000157261

Equipment	Description	Acquisition	Manufacturer	Serial #	Model
Category	Date	Value			
10296564	MAGNIFIER LENS F/THERMAL MAGNIFIER (3X)	1,358.34			THAC-3X
10296568	MAGNIFIER LENS F/THERMAL MAGNIFIER (3X)	1,358.34		N/A	THAC-3X
10296569	MAGNIFIER LENS F/THERMAL MAGNIFIER (3X)	1,358.34			THAC-3X
10296570	MAGNIFIER LENS F/THERMAL MAGNIFIER (3X)	1,358.34			THAC-3X
10296572	MAGNIFIER LENS F/THERMAL MAGNIFIER (3X)	1,358.34			THAC-3X
10296573	MAGNIFIER LENS F/THERMAL MAGNIFIER (3X)	1,358.34			THAC-3X
10296576	MAGNIFIER LENS F/THERMAL MAGNIFIER (3X)	1,358.34			THAC-3X
10296578	MAGNIFIER LENS F/THERMAL MAGNIFIER (3X)	1,358.34			THAC-3X

A green arrow points to the 'Last Certified by:' field in the header, which is currently blank.

Public Interest Immunity - s. 37 of CEA and common law

Adding Items to Inventory:

1. Complete Form 1990 - Asset Issue Receipt & Stores Requisition Voucher
Public Interest Immunity - s. 37 of CEA and common law

Ensure the following information is included:

1. Cost Center (Collator);
 2. Price on each line item;
 3. Signature of the Unit and/or Detachment Commander.
2. Fax to P&C Unit Irrelevant .
 3. P&C Unit will update the Unit or Detachment's inventory in TEAM.

Removing Items from Inventory:

1. Complete Form 1989 - Disposal Report.
Public Interest Immunity - s. 37 of CEA and common law

Be sure to include the following:

1. Name;
 2. Address;
 3. Phone Number;
 4. Fax Number;
 5. Cost Centre (Inventory Collator No.); and
 5. Custodian Signature (Section 32 signature).
2. Print and sign Section 32.
 3. Fax to P&C Unit Irrelevant
 4. P&C Unit will process the Disposal Report as per the RCMP Disposal Policy.
 5. P&C Unit will notify the Unit or Detachment if the moveable assets will be disposed of by Crown Assets & Disposal Corporation or destruction.

JEIN – JUSTICE ENTERPRISE INFORMATION NETWORK

JEIN is the system used by Criminal Courts across Nova Scotia. It provides cases, hearings and orders as well as provincial custody information for people charged and prosecuted in Nova Scotia. The system is updated by the Courts daily. Corrections may be made the next day so wait until the day after to update PROS unless you have a copy of signed documents from the Court. Court orders should be faxed to the detachments the same day they are ordered.

To attain access to this system, complete this form:

Justice Enterprise Information Network (JEIN) - JEIN Form # 7F JEIN User ID Request Form

All users must sign and submit this form to obtain access to JEIN. For staff external to the Provincial Government of Nova Scotia, this form must be signed by an authority from your agency who has been designated by the JEIN Governance Committee to have permission to request user id's for your agency.

Agency Authority Information/JEIN User Group:

Agency Name: RCMP
 Authority Name: Sam Wang
 Phone Number(s): 902-720-5383 fax 902-426-3142 Signature:
 E-Mail Address: sam.wang@rcmp-grc.gc.ca Date:

Users are advised that the JEIN information, its use, and disclosure are governed by the Nova Scotia Freedom of Information and Privacy Act, Part XX of the Nova Scotia Municipal Government Act, the Youth Criminal Justice Act, the Access to Information and Privacy Act, and other federal and/or provincial legislation. JEIN access, data collection, use, and/or disclosure for reasons or purposes, or in circumstances or conditions, other than those permitted by provincial and/or federal legislation is contrary to law and is prohibited.

User Information:

First Name: _____ Name of JEIN Trainer : _____
 Middle Initial: _____
 Last Name: _____
 Phone Number: _____ Signature: _____
 E-Mail Address: _____ Date: _____
 HRMIS#: _____ RCMP (Optional)

Request to: Create new JEIN User ID (Inquiry Access) **SNSMR ONLY:**
 Activate existing (de-activated) JEIN User ID OR Update Access
 De-Activate JEIN Userid SNSMR Office Code
 Enforcement Authority Name 41 - RCMP AUTHORITY Update? Y N
 Electronic File Transfer Authority 1 - RCMP SYSTEM Update? Y N

Submit to: Department of Justice Fax: (902) 428-0519
 1690 Hollis Street
 Halifax, NS B3J 3J9
 Attention: ICT Services for Justice

To be completed by JEIN Administration:

Date of Action: _____ Initials: _____
 Assigned User ID: _____ Password: _____

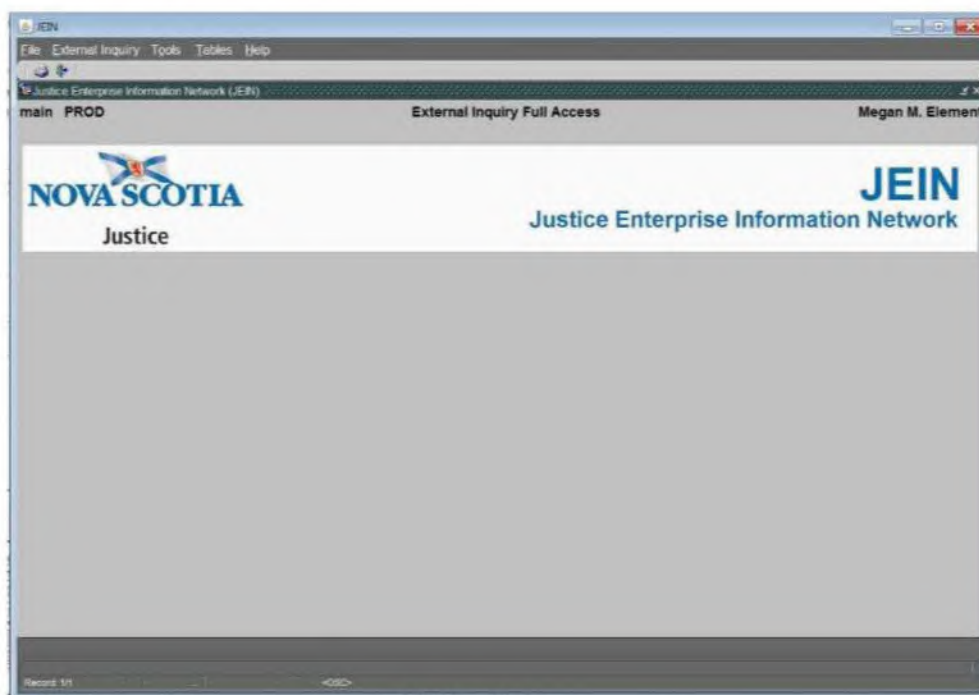
1. Click on Desktop Icon



2. Enter User Name and Password



3. Click OK
4. This is the Main Screen for JEIN



Basic Tasks

1. **Search for Person**
 - a. External Inquiry
 - b. Enter Surname and given name (or beginning of each if unsure of spelling)
 - c. Hit Search, highlight person and click select
 - i. The number listed in the far left column is the Person Number
2. **Orders**
 - a. Search and select Person
 - b. External Inquiry, Orders
 - c. Click any order and Select, Print to view PDF
 - d. Only unsigned documents on JEINs
 - i. Orders could have been varied on paper and not reflected on JEIN
3. **Cases under Person**
 - a. Follow previous steps for Search Person
 - b. Once Person is selected click External Inquiry, Cases
 - c. All cases (charges) laid on Person is listed here
 - d. Click on an individual case and choose select to see **basic** case details (Status, offence date, release information {Recog, UT, etc...}, next court date)
4. **Case Details in depth**
 - a. Follow Previous steps to see Person Cases
 - b. Select the case, external inquiry, case hearings
 - c. Under the hearing tab you will see if a plea was entered, summary or indictable, who requested the adjournment if one, represented or not, who the crown is, etc...
5. **Information details**
 - a. Look up person, and select case number
 - b. Once case is on the screen, external inquiry, information
 - c. Information number, police occurrence number, relevant dates under the information tab
 - d. Click on the List Cases tab to see all the charges laid on that one information
6. **Offender Summary**
 - a. Have Person Number on hand
 - b. External Inquiry, External Inquiry Reports, Offender Summary
 - c. Enter Person Number under 'Person'
 - d. Click Print to view PDF
7. **Court Docket**
 - External Inquiry
 - Docket
 - Enter the Court Room Number and Date
 - Hit Search and then all Cases for that Courtroom and Date will come up. It will show the case number, name, charge, time and reason they are in Court that day.
 - Click on the name column to organize alphabetically

8. Hearing Results

- External Inquiry
- External Inquiry Reports
- Hearing Results, enter court, date range (7 day max), enforcement agency
- Click print to view the PDF

9. Master Number

- a. External Inquiry, RMV Master Number
- b. To locate the Master Number, enter the 5 digits of the last name followed by dd/mm/yy, If the last name is less than 5 digits enter the name then a space followed by dd/mm/yy
 - i. SMITH010150 OR PYE 300670
- c. Click Search, full Master Number will appear along with address and license information (suspension & expiry)

10. Vehicles by Master Number

- a. Obtain Master Number
- b. External Inquiry, RMV Vehicles
- c. Enter Master Number into 'Master Number Inquiry (All Vehicles)'
- d. Search

11. Drivers Abstract Information – Not printable

- a. Obtain Master Number
- b. External Inquiry, RMV Vehicles
- c. Enter Master Number into 'Driver Abstract by Master Number'
- d. Click Search

12. Duplicate person in JEIN

- Tools, Report Duplicate Person, Person Merge Requests Tab
- Enter person numbers for each – From and To
 - To Person click 'Validate'
- Click Submit Request

13. Hearing Result Codes

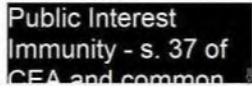
- a. Tables, Hearing Results
- b. Print off for quick access

LIVESCAN

LiveScan is our digital fingerprinting machine. There are several functions that are carried out by the Administrator:

- Adding and deleting users
- Monitoring transactions, sending "Scanned" and "In Error" transactions
- Prisoner photos
- Assisting members with transactions as required
- Communicating with Ottawa when the status of a transaction is in question
- General trouble shooting

LOGGING IN

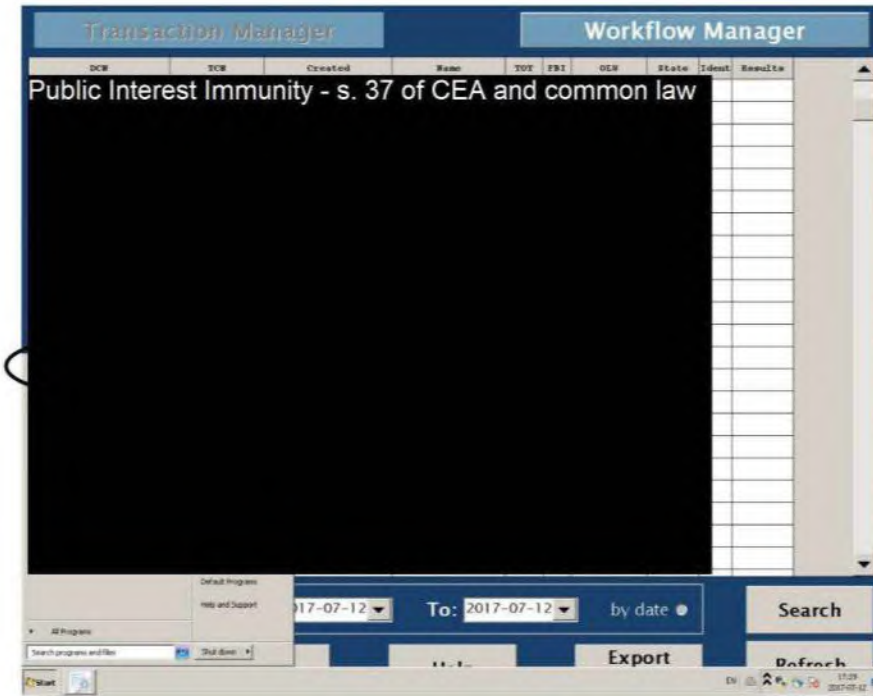
1. Restart the LiveScan computer, this will re-initialize any processes that are required and alleviate possible problems
2. Log into the 'logon to windows' screen

3. Log into the Safran Morphotrak screen with your HRMIS number and the password you created, if you did not create one try 'rcmp'. Click login.



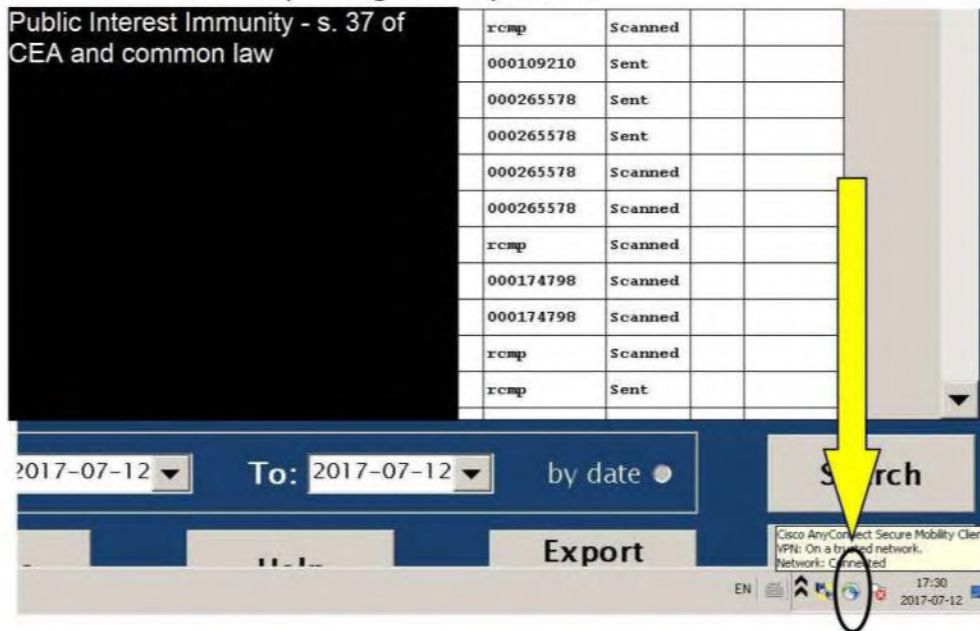
4. When the Transaction Manager screen appears (containing the cases that have been submitted) insert your smart card
5. To long into Cisco AnyConnect push the windows symbol on the lower left side of the keyboard. This will then display the tab along the bottom of the screen. This step must be completed in order for the fingerprints to be transmitted to AFIS.



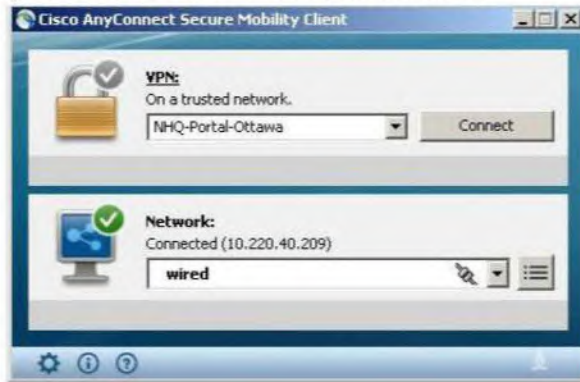
6. (a) Either find Cisco Any Connect from the Start menu:



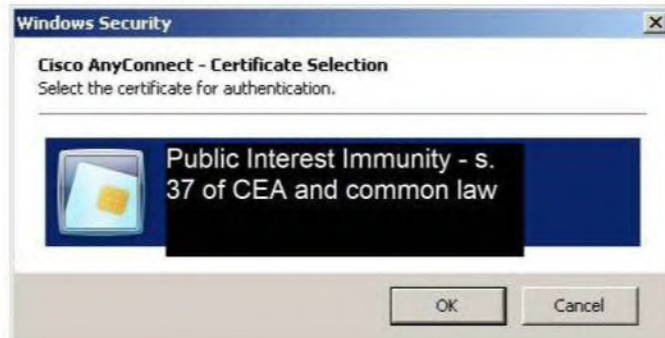
(b) Or on the lower taskbar by clicking Cisco AnyConnect:



- Click Cisco AnyConnect, select NHQ-Portal-Ottawa, click connect



- Select OK for your certificate authentication



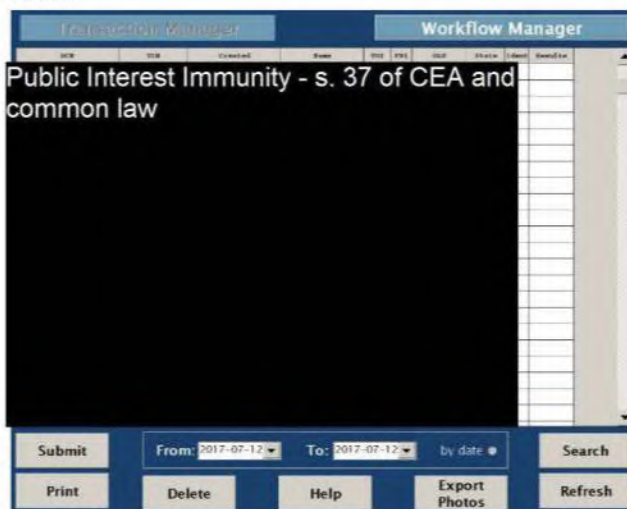
- Enter your smart card password and click OK



- Click Accept. You should now be connected to Cisco AnyConnect

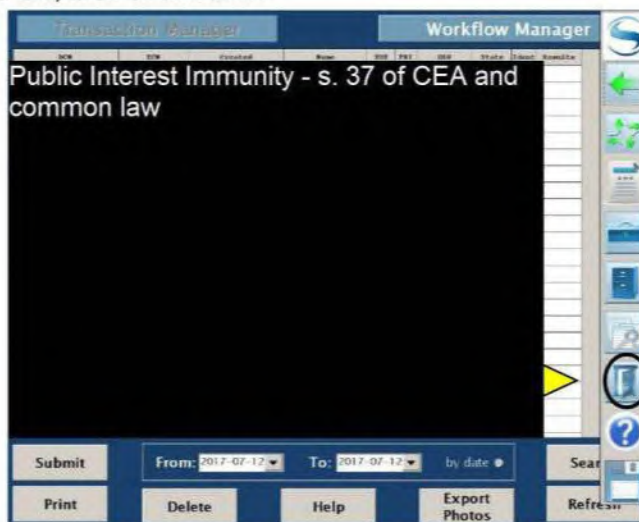


- From the Transaction Manager screen click on Workflow Manager. You are now ready to start the fingerprinting process.



Note: If you encounter a send error result at the end of the fingerprint transaction, you may want to confirm that you are indeed connected to Cisco AnyConnect. Once a connection is made, it will automatically transmit.

- To log out of Safran Morphotrak, guide your cursor to the far right side of the screen until you see a horizontal tool bar, click on the door.



ADDING USERS

On the desktop screen:

- Right click on "My Computer"
- Select "Manage"
- In the new window, select "Local Users and Groups"
- Right Click on "Users"
- Select "New Users"
- Add new users. User name will be the employee's HRMIS number

DELETING USERS

On the desktop screen:

- Right click on "My Computer"
- Select "Manage"
- In the new window, select "Local Users and Groups"
- Click on "Users"
- Delete users who will no longer have access to the system

RESETTING PASSWORD FOR LIVESCAN LOGIN

On the desktop screen:

- Right click on "My Computer"
- Select "Manage"
- Double click on "Local Users and Groups"
- Double click on "Users"
- Right click on member whose password must be reset and select "Reset Password"
- Message box appears. Select "Proceed"
- Enter temporary password, click "OK".
- You will get a message stating "The Password has been Set". Click "OK".
- Go back into the member profile and check off "User must change password at next login"

The user will then login to the WINDOWS screen using their HRMIS and the newly set temporary password. They will be prompted to set a new password. Once the new password has been set, the user can login as usual.

SENDING TRANSACTIONS

Send scanned transactions on a weekly basis by logging in as “administrator” and submit the prints.

- After you have logged in as the “administrator” you will need to connect to the Portal. Click on the Cisco AnyConnect Secure Mobility Client VPN icon. A popup will come up which allows you to connect.
- On the “Transaction Manager” screen, you will see there are transactions that say scanned. Those are the prints that need to be sent.
- Click on the transaction, it will highlight blue. Once it is highlighted press “Submit” a popup will come up with the message “Has the information been laid before a justice or a judge? By selecting “YES” you are confirming that the fingerprints have been acquired under the authority of the Identification of Criminal’s Act.”
- Select “Yes” that will then bring up another popup “Submittal Sites” select “OK”.
- It may take a few minutes for the transactions to be sent. You can use the “Refresh” button as this updates the information to show if the prints have been sent.
- Once you see under the status column “Complete” the transaction is sent to Ottawa.
- If you see under the results column “ERRT” there is an error that needs to be addressed. When you double click on the transaction with the error message it will give you the error code and a brief description.
- Disconnect from the Portal and Log off LiveScan.

Here are a few error code examples

- Code 34: All charges submitted are straight summary offences. Answer: As per process, you cannot submit straight summary charges to Ottawa unless they are accompanied by a dual or indictable offence.
- Code 233: At least one charge that is available on the distributed charge table was supplied as unstructured text.
Please resubmit with the codified charge(s). Answer: It would appear that a free form entry was used in this submission when the charge in question actually existed in the Charge Table and if this is the case, an error will be returned. You will need to find the charge in the charge table and remove the information from the free text field and re-submit the transaction. You can send an email to the member as they will need to correct.
- Code 41: Charge number is an inactive charge, Charge that is out of the effective date range. Answer: The charge selected has the wrong date so email the member to update the charge and re-submit.

Adding a Federal Department ORI

Morphotrak EFCD:

- Login to the Windows environment and on the LiveScan application with the Morophtrak account (Admin Account)
- Access the Tool Manager within the LiveScan Application
- Select the PICKLISTS option on the left side of the screen
- At the top of the screen, click on the pull-down menu of the Picklist File field
- Select the option Response_to_ori.pld
- Under the 'Picklist' drop down menu select 'response_to_agency_'
- Enter the ORI in the 'Code' Box
- Enter the name of the Federal gov't in the 'Description' box
- Click on 'Add' at the bottom
- Click on the Save button at the top next to the Picklist File field
- Click on Finish at the bottom left corner of the screen
- Verify that the changes were applied by starting the Civil workflow, then selecting the Federal Employment application type, look for the ORI that was added in the Response to Agency ORI picklist.
- If successful, hit cancel button at the bottom of the screen
- Logout of the application

3M Cogent EFCD:

- Login normally to the Windows environment then with the ADMIN account on the LiveScan application
- Click on the SETUP icon at the top right corner of the screen
- Click on the Send Result Table option on the left side of the LiveScan Configuration Utility Window
- Select Add
- Enter the ORI
- Enter the name of the Federal Dept in the 'Sent Results to Agency Name'
- Click on Save at the bottom of the LiveScan Configuration Utility Window
- Then click on Exit
- Verify that the changes were applied by starting the Civil Workflow, then selecting the Federal Employment application type. Then select 'Response to Agency' in the Send Result field and look for the ORI which was added.
- If successful, then click on cancel in the lower right corner
- Logout of the application

VULNERABLE SECTOR CHECKS

- If the VS check is for another detachment, all paperwork is mailed to the home detachment

LIVESCAN FEES

- A monthly invoice is received from Ottawa with the fees owing for LiveScan. These funds are deposited to the Receiver General of Canada at your local financial institution. If there are discrepancies with the invoice and the money collected, the DCN numbers can be verified on the LiveScan machine.
- IF there are amount charged there are incurred because of user error these to NOT have to be repaid. Write 'user error' next to the DCN number.

PRISONER PHOTOS

- Double click on "My Computer"
- Double click on "Bookings"
- Double click on "Mugshots"
- Select those photos that you need to transfer
- Copy and paste them into a folder on a portable hard drive
- Photos should be uploaded to the Fingerprint/Ident form in PROS

The LiveScan saves the prisoner photos by transaction number and last name. This means that in order to save these photos onto the detachment common drive by full name, date of birth, offence, and fingerprinting member, you need to actually go into each and every transaction to pull off this information

For LiveScan or CardScan support, contact the Helpdesk at 1-800-461-7797.

Civil & Vulnerable Sector Fingerprints

Fingerprints are to be taken by a Regular Member or a Commissionaire only.

Civil prints are requested at the counter for various reasons. Some examples include: Employment, adoption, name change and record suspension. A fee may apply depending on the application type, please refer to the Quick Reference Table to determine this.

VS (Vulnerable Sector) prints occur when an applicant of a Criminal Record Check with Vulnerable Sector has been flagged by CPIC requiring them to do so.

Example of message from CPIC:

** FOR SCREENING OF APPLICANTS APPLYING FOR POSITIONS WORKING
 ** WITH VULNERABLE PERSONS, SUBMIT FINGERPRINTS ON FORM C-216C
 ** AND CONSENT FORMS TO THE RCMP IDENTIFICATION SERVICES IN OTTAWA.
 ** ANY RECORDS RETURNED MAY OR MAY NOT PERTAIN TO THE SUBJECT OF YOUR
 ** ENQUIRY. POSITIVE IDENTIFICATION CAN ONLY BE CONFIRMED THROUGH THE
 ** SUBMISSION OF FINGERPRINTS.
 ** NO INFORMATION RELATING TO THIS MESSAGE MAY BE DISCLOSED.

Both types of prints can be done on LIVESCAN or CARDSCAN

Quick Reference Table of Fees

Application Type	Sub-Type	Fee
ADOPTION (CDN/INTERNATIONAL)		\$25.00
CANADIAN CITIZENSHIP		\$ 0.00
EMPLOYMENT (FEDERAL GOVT)		\$ 0.00
EMPLOYMENT POLICE	RCMP MEMBER	\$ 0.00
	RCMP CIVILIAN MEMBER	\$ 0.00
	CIVILIAN EMPLOYEE	\$ 0.00
	CANADIAN POLICE FORCE	\$ 0.00
EMPLOYMENT (OTHER)		\$25.00
EMPLOYMENT (PRIVATE INDUSTRY)		\$25.00
EMPLOYMENT (PROVINCIAL GOVT)		\$25.00
LANDED IMMIGRANT STATUS		\$ 0.00
NAME CHANGE		\$25.00
NATIONAL SEX OFFENDER REGISTRY		\$ 0.00
OTHER (SPECIFY REASON)		\$25.00
PRIVACY ACT REQUEST		\$ 0.00
RECORD SUSPENSION APPLICATION		\$25.00
VISA/BORDER CROSSING/ FOREIGN TRAVEL/WORK		\$25.00
VOLUNTEER EMPLOYMENT		\$ 0.00

* Refer to 'MONEY FROM THE GENERAL PUBLIC' for instructions on how to handle fees.

Depending on the detachment the results from the fingerprints may be mailed back to the detachment within a few weeks OR your detachment may be set up to receive electronic responses/results.

This next section explains how electronic responses/results work and the proper paperwork to give to an applicant.

Electronic Responses/Results from LIVESCAN or CARDSCAN

Purpose

To provide guidelines for RCMP detachments that are authorized to electronically submit civil fingerprints to the Real Time Identification (RTID) system for Criminal Record Check purposes, including Vulnerable Sector Checks.

These guidelines focus on procedures for RCMP detachments to provide applicants / authorized third parties with electronic search results based on electronically submitted civil fingerprint transactions. The procedures include the use of interim letter templates that have been developed by CCRTIS for use by RCMP detachments.

Note: To be eligible for receiving electronic search results for civil fingerprint transactions, RCMP detachments must be certified by the Canadian Criminal Real Time Identification Services (CCRTIS) for submitting Miscellaneous Applicant Civil (MAP) transactions to the RTID system

RCMP Certified Products

To receive an RCMP Certified Criminal Record Check Product or an RCMP Certified Vulnerable Sector Check Product, a paper-based civil fingerprint submissions (C-216C) must be submitted to the RCMP. Results will be sent in the mail to the applicant or authorized third party.

Interim Letter Templates

The CCRTIS has created letter templates for RCMP detachments to use until the new RCMP forms for reporting the results of criminal record checks are released.

RCMP detachments are required to use these templates when reporting the results of fingerprint based criminal record checks and VS checks where the results have been returned electronically. When the fingerprint based check results in a certified criminal record product being produced by CCRTIS, the detachment is required to give the original documents produced by CCRTIS to the applicant or authorised organization.

Fingerprint-Based Criminal Record Check (NON-VS)

1. The RCMP detachment chooses Code 1 (CONTRIBUTOR) for Tag 2.8900 (Send Results).
2. The RCMP detachment will electronically receive an acknowledgement when the submission has passed initial validation.

- **NO Record Identified**

- The RCMP detachment will electronically receive the following message from the RTID system:

THIS CERTIFIES THAT A SEARCH OF THE ROYAL CANADIAN MOUNTED POLICE (RCMP) NATIONAL FINGERPRINT REPOSITORY, USING THE FINGERPRINTS DATED <Date Fingerprinted> SUBMITTED UNDER THE NAME <Surname, Given 1, Given 2> AND DOB <Date of Birth> COULD NOT BE ASSOCIATED TO ANY EXISTING CRIMINAL RECORD OF CONVICTION WHICH MAY BE DISCLOSED IN ACCORDANCE WITH FEDERAL LAW.

- The RCMP detachment enters the relevant information in the letter template **No VS Screen No Record**. The document is to be printed on the RCMP detachment's letter head.

- **Active Criminal Record Identified**

- The RCMP detachment will electronically receive the following message from the RTID system:

THIS CERTIFIES THAT A SEARCH OF THE ROYAL CANADIAN MOUNTED POLICE (RCMP) NATIONAL FINGERPRINT REPOSITORY, USING THE FINGERPRINTS DATED <Date Fingerprinted> SUBMITTED UNDER THE NAME <Surname, Given 1, Given 2> AND DOB <Date of Birth> HAVE RESULTED IN A POSITIVE IDENTIFICATION TO FINGERPRINTS REGISTERED UNDER THE CRIMINAL FPS NUMBER <FPS Number>.

- The RCMP detachment queries the Canadian Police Information Centre (CPIC) system based on the Finger Print Section (FPS) Number identified by the RTID search results.
- The RCMP detachment enters the applicant's releasable criminal information in the letter template **No VS Screen With Record**. The document is to be printed on the RCMP detachment's letter head.

Releasable information includes the CRIMINAL CONVICTIONS CONDITIONAL AND ABSOLUTE DISCHARGES AND RELATED INFORMATION category that applies to the FPS Number only. Conditional and Absolute Discharges can only be released if adult criminal convictions are released. Releasable information must not include the SUMMARY OF POLICE INFORMATION category, or Absolute or Conditional Discharges pursuant to section 730 of the *Criminal Code* if no adult criminal convictions are released.

NO VS CHECK NO RECORD

Name // Nom :

Unit/Number, Street // Unité/No, Numéro, rue :

City, Province // Ville, Province :

Postal Code // Code postale :

Date:

Date :

Dear Sir / Madame:

Cher monsieur, chère madame :

Based on the fingerprints, name(s), and date of birth submitted by the applicant, this message certifies that a search of the RCMP National Repository of Criminal Records did not identify any records associated with the applicant that may be disclosed in accordance with federal laws.

À partir des empreintes digitales, du ou des noms, et de la date de naissance fournis par le demandeur, ce message sert à certifier qu'une interrogation du dépôt national des casiers judiciaires de la GRC n'a identifié aucun dossier lié au demandeur et qui puisse être divulgué en vertu des lois fédérales.

Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

Certains délais sont à prévoir entre le prononcé d'une condamnation judiciaire et l'apparition des détails de l'affaire au sein du dépôt national des casiers judiciaires de la GRC. Les infractions ne sont pas toutes soumises au dépôt national des casiers judiciaires de la GRC. *Il se peut que ce document ne renferme pas toutes les condamnations criminelles inscrites au dossier et associées au demandeur.*

This document may not contain all criminal record convictions associated with the applicant.

APPLICATION DETAILS
DÉTAILS DE LA DEMANDE

Date of birth (ccyy/mm/dd):

Date de naissance (ccaa/mm/dd) :

Sex:

Sexe :

Application Type / Code:

Type ou code de la demande :

Application Specifics:

Particularités de la demande :

Date fingerprinted:

Date de prise des empreintes :

Vulnerable Sector Screening: **Not Completed**Vérification d'aptitude à travailler auprès de personnes vulnérable : **Non complétée**

Date Criminal record check completed :

Date de fin de vérification du casier judiciaire :

Note: The fingerprint form or electronic submission originally submitted to process this application has been destroyed.

A noter : Le formulaire de prise d'empreintes digitales ou de transmission électronique d'origine, présenté pour le traitement de cette demande, a été détruit.

NO VS CHECK WITH RECORD

Name // Nom :
Unit/Number, Street // Unité/No, Numéro, rue :
City, Province // Ville, Province :
Postal Code // Code postale :

Date :

Date:

Cher monsieur, chère madame :

Dear Sir / Madame:

À partir des empreintes digitales, du ou des noms, et de la date de naissance fournis par le demandeur, ce message certifie qu'une interrogation du dépôt national des casiers judiciaires de la GRC a déterminé que les empreintes digitales fournies par le demandeur sont identiques aux empreintes digitales enregistrées sous le

Based on the fingerprints, name(s), and date of birth submitted by the applicant, this message certifies that a search of the RCMP National Repository of Criminal Records identified that the fingerprints submitted by the applicant were certified as identical to fingerprints registered under criminal FPS Number

numéro SED ___.

Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

Certains délais sont à prévoir entre le prononcé d'une condamnation judiciaire et l'apparition des détails de l'affaire au sein du dépôt national des casiers judiciaires de la GRC. Les infractions ne sont pas toutes soumises au dépôt national des casiers judiciaires de la GRC. ***Il se peut que ce document ne renferme pas toutes les condamnations criminelles inscrites au dossier et associées au demandeur.***

This document may not contain all criminal record convictions associated with the applicant.

APPLICATION DETAILS
DÉTAILS DE LA DEMANDE

Date of birth (ccyy/mm/dd):
Date de naissance (ccaa/mm/dd) :

Sex:
Sexe :

Application Type / Code:
Type ou code de la demande :

Application Specifics:
Particularités de la demand :

Date fingerprinted:
Date de prise des empreintes :

Vulnerable Sector Screening: **Not completed**
Vérification d'aptitude a travailler auprès de personnes vulnérable : **Non complétée**

Date criminal record check completed:
Date de fin de vérification du casier judiciaire :

Name // Nom :
 Unit/Number, Street // Unité/No, Numéro, rue :
 City, Province // Ville, Province :
 Postal Code // Code postale :

Note: The fingerprint form or electronic submission originally submitted to process this application has been destroyed.

A noter : Le formulaire de prise d'empreintes digitales ou de transmission électronique d'origine, présenté pour le traitement de cette demande, a été détruit.

Criminal convictions and related information Condamnations au criminel et renseignements connexes		
FPS number: Numéro SED :		
Date and place of sentence Date et lieu de sentence	Charge(s) Accusation(s)	Disposition(s)

Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

This document may not contain all criminal record convictions associated with the applicant.

Certains délais sont à prévoir entre le prononcé d'une condamnation judiciaire et l'apparition des détails de l'affaire au sein du dépôt national des casiers judiciaires de la GRC. Les infractions ne sont pas toutes soumises au dépôt national des casiers judiciaires de la GRC.

Il se peut que ce document ne renferme pas toutes les condamnations criminelles inscrites au dossier et associées au demandeur.

Fingerprint-Based Vulnerable Sector Check

Note: In addition to a search of the RCMP National Repository of Criminal Records (including pardoned sex offender records), a Vulnerable Sector Check must also include a query of local police records where the Applicant resides, and a query of the CPIC Investigative Data Bank and the CPIC Intelligence Data Bank. A Vulnerable Sector Check must be performed by a Police Service of local jurisdiction where the Applicant resides.

Note: Standard response messages from the RTID system will not identify if a Vulnerable Sector Check was completed. RCMP detachment should refer to their original submission (Tag 2.8943 – Employment in Vulnerable Sector Indicator and other conditional tags) to determine if a Vulnerable Sector Check was requested.

1. The RCMP detachment chooses Code 1 (CONTRIBUTOR) for Tag 2.8900 (Send Results).
2. The RCMP detachment will receive an electronic acknowledgement when the submission has passed initial validation.

- **NO Record Identified**

- The RCMP detachment will electronically receive the following message from the RTID system:

THIS CERTIFIES THAT A SEARCH OF THE ROYAL CANADIAN MOUNTED POLICE (RCMP) NATIONAL FINGERPRINT REPOSITORY, USING THE FINGERPRINTS DATED <Date Fingerprinted> SUBMITTED UNDER THE NAME <Surname, Given 1, Given 2> AND DOB <Date of Birth> COULD NOT BE ASSOCIATED TO ANY EXISTING CRIMINAL RECORD OF CONVICTION WHICH MAY BE DISCLOSED IN ACCORDANCE WITH FEDERAL LAW.

- The RCMP detachment enters the relevant information in the letter template ***VS Screen No Record***. The document is to be printed on the RCMP detachment's letter head.
- **Note:** This standard response message must also be used if the check identifies a record that only contains non-conviction and/or youth records only. The non-conviction records and/or youth records must not be released.
- **Note:** In the case where there are only non-convictions on file, the RCMP Detachment conducting the check may contact the investigating agency and request disclosure of the non-conviction information from the investigating agency's Records Management System (RMS). If permission to disclose the non-conviction information is granted, the RCMP Detachment must use the name based check result to release the non-conviction information. If permission to disclose the non-conviction information from the investigating agency is not granted RCMP suggests submitting a set of paper based fingerprints (C-216C) to the RCMP. This information may only be released in accordance with a Certified Criminal Record Product (by mail only).

- **Active Criminal Record Identified**

- The RCMP detachment will electronically receive the following message from the RTID system:

THIS CERTIFIES THAT A SEARCH OF THE ROYAL CANADIAN MOUNTED POLICE (RCMP) NATIONAL FINGERPRINT REPOSITORY, USING THE FINGERPRINTS DATED <Date Fingerprinted> SUBMITTED UNDER THE NAME <Surname, Given 1, Given 2> AND DOB <Date of Birth> HAVE RESULTED IN A POSITIVE IDENTIFICATION TO FINGERPRINTS REGISTERED UNDER THE CRIMINAL FPS NUMBER <FPS Number>.

- The RCMP detachment queries the CPIC system based on the FPS Number identified by the RTID search results.
- The RCMP detachment enters the relevant information in the letter template ***VS Screen With Record***. The document is to be printed on the RCMP detachment's letter head.
- Note: Releasable information includes the CRIMINAL CONVICTIONS CONDITIONAL AND ABSOLUTE DISCHARGES AND RELATED INFORMATION category that applies to the FPS Number only. Conditional and Absolute Discharges can only be released if adult criminal convictions are released. Releasable information must not include the SUMMARY OF POLICE INFORMATION category, or Absolute or Conditional Discharges pursuant to section 730 of the *Criminal Code* if no adult criminal convictions are released.
- Note: In the case where there are non-convictions on file, the RCMP Detachment conducting the check may contact the investigating agency and request disclosure of the non-conviction information from the investigating agency's Records Management System (RMS). If permission to disclose the non-conviction information is granted, the RCMP Detachment must use the name based check result to release the non-conviction information. If permission to disclose the non-conviction information from the investigating agency is not granted RCMP suggests submitting a set of paper based fingerprints (C-216C) to the RCMP. This information may only be released in accordance with a Certified Criminal Record Product (by mail only).

VS CHECK NO RECORD

Name // Nom :

Unit/Number, Street // Unité/No, Numéro, rue :

City, Province // Ville, Province :

Postal Code // Code postale :

Date:

Date :

Dear Sir / Madame:

Cher monsieur, chère madame :

Based on the fingerprints, name(s), and date of birth submitted by the applicant, this message certifies that a search of the RCMP National Repository of Criminal Records did not identify any records associated with the applicant that may be disclosed in accordance with federal laws.

À partir des empreintes digitales, du ou des noms, et de la date de naissance fournis par le demandeur, ce message sert à certifier qu'une interrogation du dépôt national des casiers judiciaires de la GRC n'a identifié aucun dossier lié au demandeur et qui puisse être divulgué en vertu des lois fédérales.

Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

Certains délais sont à prévoir entre le prononcé d'une condamnation judiciaire et l'apparition des détails de l'affaire au sein du dépôt national des casiers judiciaires de la GRC. Les infractions ne sont pas toutes soumises au dépôt national des casiers judiciaires de la GRC. *Il se peut que ce document ne renferme pas toutes les condamnations criminelles inscrites au dossier et associées au demandeur.*

This document may not contain all criminal record convictions associated with the applicant.

APPLICATION DETAILS
DÉTAILS DE LA DEMANDE

Date of birth (ccyy/mm/dd):

Date de naissance (ccaa/mm/dd) :

Sex:

Sexe :

Application Type / Code:

Type ou code de la demande :

Application Specifics:

Particularités de la demande :

Date fingerprinted:

Date de prise des empreintes :

Vulnerable Sector Screening: **Completed - Negative**Vérification d'aptitude à travailler auprès de personnes vulnérable : **Complétée et négative**

Date Criminal record check completed :

Date de fin de vérification du casier judiciaire :

Note: The fingerprint form or electronic submission originally submitted to process this application has been destroyed.

A noter : Le formulaire de prise d'empreintes digitales ou de transmission électronique d'origine, présenté pour le traitement de cette demande, a été détruit.

VS CHECK WITH RECORD

Name // Nom :
Unit/Number, Street // Unité/No, Numéro, rue :
City, Province // Ville, Province :
Postal Code // Code postale :

Date:

Dear Sir / Madame:

Based on the fingerprints, name(s), and date of birth submitted by the applicant, this message certifies that a search of the RCMP National Repository of Criminal Records identified that the fingerprints submitted by the applicant were certified as identical to fingerprints registered under criminal FPS Number ____.

Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

This document may not contain all criminal record convictions associated with the applicant.

APPLICATION DETAILS
DÉTAILS DE LA DEMANDE

Date of birth (ccyy/mm/dd):
Date de naissance (ccaa/mm/dd) :

Sex:
Sexe :

Application Type / Code:
Type ou code de la demande :

Application Specifics:
Particularités de la demand :

Date fingerprinted:
Date de prise des empreintes :

Vulnerable Sector Screening: **Completed - Negative**
Vérification d'aptitude a travailler auprès de personnes vulnérable : **Complétée et négative**

Date criminal record check completed:
Date de fin de vérification du casier judiciaire :

Date :

Cher monsieur, chère madame :

À partir des empreintes digitales, du ou des noms, et de la date de naissance fournis par le demandeur, ce message certifie qu'une interrogation du dépôt national des casiers judiciaires de la GRC a déterminé que les empreintes digitales fournies par le demandeur sont identiques aux empreintes digitales enregistrées sous le

numéro SED ____.

Certains délais sont à prévoir entre le prononcé d'une condamnation judiciaire et l'apparition des détails de l'affaire au sein du dépôt national des casiers judiciaires de la GRC. Les infractions ne sont pas toutes soumises au dépôt national des casiers judiciaires de la GRC. ***Il se peut que ce document ne renferme pas toutes les condamnations criminelles inscrites au dossier et associées au demandeur.***

Name // Nom :
 Unit/Number, Street // Unité/No, Numéro, rue :
 City, Province // Ville, Province :
 Postal Code // Code postale :

Note: The fingerprint form or electronic submission originally submitted to process this application has been destroyed.

A noter : Le formulaire de prise d'empreintes digitales ou de transmission électronique d'origine, présenté pour le traitement de cette demande, a été détruit.

Criminal convictions and related information Condamnations au criminel et renseignements connexes		
FPS number:		
Numéro SED :		
Date and place of sentence Date et lieu de sentence	Charge(s) Accusation(s)	Disposition(s)

Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

This document may not contain all criminal record convictions associated with the applicant.

Certains délais sont à prévoir entre le prononcé d'une condamnation judiciaire et l'apparition des détails de l'affaire au sein du dépôt national des casiers judiciaires de la GRC. Les infractions ne sont pas toutes soumises au dépôt national des casiers judiciaires de la GRC. ***Il se peut que ce document ne renferme pas toutes les condamnations criminelles inscrites au dossier et associées au demandeur.***

- **Manual Processing Required**

- The RCMP detachment will electronically receive the following acknowledgement from the RTID system:

IN RESPONSE TO THE SEARCH REQUEST SUBMITTED USING THE FINGERPRINTS DATED <Date Fingerprinted>, NAME <Surname, Given 1, Given 2> AND DOB <Date of Birth> THE HARDCOPY SEARCH RESULTS WILL BE RETURNED TO YOUR AGENCY. DUE TO THE NATURE OF THIS REQUEST, RESULTS MAY BE DELAYED.

- Pending manual processing requirements, the RCMP detachment will directly receive a hardcopy of the RCMP Certified Vulnerable Sector Check Product. Depending on the search results, the RCMP detachment may have to complete additional consent requirements in accordance with the *Criminal Records Act* prior to issuing results to the Applicant and/or Third Party (Vulnerable Sector Organization that requested the check).

MAIL

1. Sort the outgoing mail according to the different locations where you will be sending.
2. Ensure that all outgoing mail has a cover letter to assure that the proper people/ tasks know what to do with the documents once received.
3. Place mail into the proper envelopes - The envelopes that say "NOT FOR POST" can NOT be mailed through Canada Post or other mail/courier services. "NOT FOR POST" envelopes must be placed into an envelope suitable for mailing. *(Most documents in that type of envelope will be protected documents).*
4. When sending mailing to H Division Headquarters, a "mailstop" must be included (list follows).

Reminders from the H Division Mail Room

Please refrain from asking Mail Room staff to check unit mail boxes. If you have lost your key and need a new one please see Mail Room staff who will document loss and issue another key. **The continual demand for Mail Room staff to check mailboxes affects workflow and negatively impacts meeting strict deadlines to process mail.**

If you are aware that you have boxes waiting for you, please pick them up as soon as possible. We need the boxes to move out quickly to accommodate new shipments daily. If you sign out a Mail Room cart, please return it quickly.

The following MUST be included on all packages/envelopes which are mailed internally or externally.

- Full Name - Unit/Detachment/Division - Mail Stop Number - Street Address - City/Town (Postal Code is required for external mailing)
- Return address on top left hand corner and should contain as much information as possible in case of return.
- Clear and legible printing/writing. Proper packaging and use of envelopes.
- **Internal RCMP mail to units and detachments need to have senders name, unit and mailstop. This is essential in case there are questions about delivery.**

DID YOU KNOW?

***Mail leaves H
Division
Headquarters
twice/week.***

Mail/Courier Reminders

- Ensure envelopes are properly addressed and the return address for your detachment is placed in the left hand corner of the envelope.
- Once all the mail has been put through the postage machine, it can be placed in the outgoing mail for someone at the detachment to drop off at the Post Office.
- If someone is needing something shipped out PRIORITY/ EXPRESS POST or require a SIGNATURE,

you must fill out the appropriate shipping labels instead of using the Postage Machine.

- Ensure the postage meter is frequently updated to reflect current postal rates.
- If you are shipping a firearm, bill the Receiver General of Canada.
- Chain of Signature (COS) and Dangerous Goods/Exhibits
- When using Purolator, requesting services online is a quick and efficient.

MAILSTOP – H Division Headquarters

A&PO	Administrative & Personnel Officer	H-002
ARMS	Administrative Records Management Services	H-035
	AR Adjudicator	H-016
ARDS	AR Departmental Security	H-057
AR PTSS	AR Protective Technical Services Section	H-044
	Assets Management	H-060
ARDC	Atlantic Region Data Centre	H-037
	Assets and Procurement	H-060
	Awards & Recognition	H-002
	Brookfield	H-026
CDRA	Career Development & Resourcing	H-061
CBRN	Chemical Biological Radioactive Nuclear	H-007
	Coastal Airport Watch	H-071
CFIU	Combined Forces Intelligence Unit	H-051
CO	Commanding Officer	H-001
CCS	Commercial Crime	H-071
	Communications and Media Relations	H-045
CADPS	Community Aboriginal Diversity Policing Services	H-053
	Contract Policing	H-039
CPCS	Corporate Planning & Client Services	H-031
	CO's Secretariat	H-001
	Court Liaison	HDD Gottingen St
	Public Interest Immunity - s. 37 of CEA and common law	Public Interest Immunity
CISNS	Criminal Intelligence Services Nova Scotia	H-055
CIT	Criminal Interdiction Team	H-071
	CrOps Officer	H-034
	CrOps Support	H-040
DCEES	Customs and Excise	H-071
ARDS	Departmental Security	H-057
DFO	DFO Liaison	H-010
DCAS	Division Criminal Analysis Section	H-054
DIO	Division Intelligence Officer	H-003
DOCAS	Drugs & Organized Crime Awareness Section	H-015

EMS	Emergency Management Services	H-041
ERT	Emergency Response Team	H-011
	Employee Management Relations	H-029
	Environmental Services	H-060
EDU	Explosives Disposal Unit	H-007
FES	Federal Enforcement Section	H-071
FOS	Federal Operations Support	H-008
	Federal Policing Officer	H-003
FPS	Federal Policing Section	H-003
	Federal Policing Teams 1, 2, 3	H-071
FSOC	Federal Serious & Organized Crime	H-071
	Finance Management and Budget Operations	H-046
FIESD	Firearms Enforcement and Investigative Services	H-033
FLEET	Fleet (H DIV HQ Administrative Car Pool Fleet)	H-012
FIS	Forensic Identification Services	H-059
GDI (Cleaners)	Cleaning Staff	H-017
HSO	Health Services (H & L Division)	H-062
	Honours and Awards	H-002
HS	Human Source Coordinator/Unit	H-008
	Immigration and Passport	H-071
	Informal Conflict Resolution	H-029
ISS	Information Support Services	H-035
	Infrastructure and Environment	H-060
IPOC	Integrated Proceeds of Crime	H-071
ITCU	Integrated Technological Crime Unit	H-021
	Internal Services	H-052
ICE	Internet Child Exploitation Unit	H-018
IT Ops	IT Operations	H-042
	IT Operations Radio Workshop	H-005
	Leasing and Disposal Services	H-060
LAST	Legal Application Support Team	H-008
	Legal Counsel	H-003
MGO	Marihuana Grow Ops	H-071
MCM	Major Case Management	H-020
MCU	Major Crime Unit	H-022
MSOC	Marine Security Operations Centre	H-009
	Material Management	H-066
	Media Relations and Communications	H-045
DSSR	Member Rep	H-064
	Mess	H-054
	Officers Mess/NCO Mess Treasurer	Gottingen Street
MIIU	Metro Integrated Intelligence Unit	H-051
NPET	National Port Enforcement Team	H-071

NSES	National Security Enforcement Section	H-058
NSIS	National Security Investigative Services	H-058
NSOR	National Sex Offender Registry	H-019
NWEST	National Weapons Enforcement Support Team	H-033
	Network Services	H-068
NSSOIRC	NS Sex Offender Information Registration Centre	H-019
OH&S	Occupational Health & Safety	H-063
ORMS	Operational Records Management Services	H-036
	Personnel Security	H-057
	Pipes & Drum Band	H-028
PDS	Police Dog Services	H-038
	Procurement and Contracting Services	H-066
PRU	Professional Responsibility Unit	H-052
	Property Management	H-043
PTSS	Protective Technical Services Section	H-044
	Provincial Call-Back Unit	H-053
PPOC	Provincial Proceeds of Crime	H-071
	Provincial CROPS	H-040
PS HR	Public Service Human Resources (H & L Divisions)	H-048
	Radio Workshop	H-005
	RCMP Veterans Association	H-025
	Recruiting	H-050
RFIO	Regional Firearms Intelligence Officer	H-033
	Return to Work Coordinator	H-061
	Serious & Organized Crime	H-071
SSC	Shared Services Canada (Network Services)	H-068
SWP	Source Witness Protection	H-008
	Public Interest Community	Public Interest Community
SRR	Staff Relations Representatives	H-064
SSM	Staff Sergeant Major	H-002
	Stores	H-027
	Strategic Communications	H-045
	Strategic Planning & Client Services	H-031
SSO	Support Services Officer	H-039
	Synthetic Drugs	H-071
	Tactical Troop	H-008
TCU	Technological Crime Unit	H-021
	Telephony (SSC)	H-067
TSU	Traffic Services Unit	H-024
	Training	H-061
TVS	Truth Verification Section	H-065

	Public Interest Immunity - s. 37 of CEA and common law	Public Interest Immunity - s. 37 of CEA and common law
URT	Underwater Recovery Team	H-004
	Veterans Association	H-025
ViCLAS	Violent Criminal Linkage Analysis Section	H-030
VIPSS	VIP Security Section	H-014

UPDATE REQUIRED/ LOW FUNDS WARNINGS

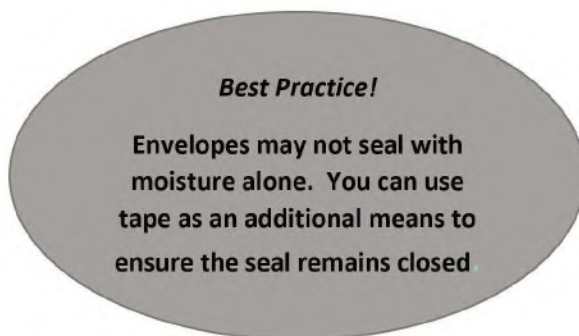
If the Postage machine is giving a low funds warning or an update required warning then you will need to plug the postage machine into the fax machine line or, a stand-alone, open internet line.

Once the Postage machine is plugged in and powered back up follow the steps that the postage machine prompts. Once the Postage Machine has completed the update you may turn off the machine and plug the line back into the fax machine.

To add additional funds to the postage machine, plug the machine in to the Fax line and Power on. At the bottom of the key pad located on the Postage machine you will see a button called funds. Push it and follow the prompts adding the amount that you wish to add.

Outgoing Mail

- 3. 2. 4. 1. Unless operational requirements indicate otherwise, use Canada Post to deliver RCMP mail.
- 3. 2. 4. 2. For the transport/transmittal of classified or protected information, see [XI.1.O.](#) and [App. XI-1-6.](#)



METRIC/IMPERIAL CONVERSION TABLE

Height Conversion Table

ft. / inches	cm.	ft. / inches	cm.	ft. / inches	cm.	ft. / inches	cm.
4-11	150	5-5	165	5-11	180	6-5	196
4-11 ½	151	5-5 ½	166	5-11 ½	182	6-5 ½	197
5-0	152	5-6	168	6-0	183	6-6	198
5-0 ½	154	5-6 ½	169	6-0 ½	184	6-6 ½	199
5-1	155	5-7	170	6-1	185	6-7	201
5-1 ½	156	5-7 ½	171	6-1 ½	187	6-7 ½	202
5-2	157	5-8	173	6-2	188	6-8	203
5-2 ½	159	5-8 ½	174	6-2 ½	189	6-8 ½	204
5-3	160	5-9	175	6-3	191	6-9	206
5-3 ½	161	5-9 ½	177	6-3 ½	192	6-9 ½	207
5-4	163	5-10	178	6-4	193	6-10	208
5-4 ½	164	5-10 ½	179	6-4 ½	194	6-10 ½	210

To convert height above or below the table, divide the cm. by 2.54 or multiply the inches by 2.54.

Weight Conversion Table

kg.	lbs.	kg.	lbs.	kg.	lbs.	kg.	lbs.
43	95	58	128	73	161	88	194
44	96	59	129	73	162	88	195
44	97	59	130	74	163	89	196
44	98	59	131	74	164	89	197
45	99	60	132	75	165	90	198
45	100	60	133	75	166	90	199
46	101	61	134	76	167	91	200
46	102	61	135	76	168	91	201
47	102	62	136	77	169	92	202
47	103	62	137	77	170	92	203
48	105	63	138	78	171	93	204
48	106	63	139	78	172	93	205
49	107	64	140	78	173	93	206
49	108	64	141	79	174	94	207
49	109	64	142	79	175	94	208
50	110	65	143	80	176	95	209
50	111	65	144	80	177	95	210
51	112	66	145	81	178	96	211
51	113	66	146	81	179	96	212
52	114	67	147	82	180	97	213
52	115	67	148	82	181	97	214
53	116	68	149	83	182	98	215
53	117	68	150	83	183	98	216
54	118	68	151	83	184	98	217
54	119	69	152	84	185	99	218
54	120	69	153	84	186	99	219
55	121	70	154	85	187	100	220
55	122	70	155	85	188	100	221
56	123	71	156	86	189	101	222
56	124	71	157	86	190	101	223
57	125	72	158	87	191	102	224
57	126	72	159	87	192	102	225
58	127	73	160	88	193	103	226

To convert weight above or below the table, multiply the kg. by 2.2 or divide the lbs. by 2.2.

MONEY FROM THE GENERAL PUBLIC

There are occasions when Support Staff are required to handle cash received at the front counter or during the course of their duties. These include:

- Payment to Receiver General of Canada for fingerprints
- Payment for accident reports in Halifax District (money orders)
- Criminal Record Checks (some detachments – not all)
- **Support Staff do not handle exhibit money at any time. That is a member's responsibility.**

When dealing with cash, ensure that you complete the required documentation.

Payments to Receiver General for Fingerprints:

Receipt issued to client paying for fingerprints.

The image shows a scanned RCMP Cash Receipt form (F-279) with the following handwritten details in red ink:

- Fiscal year:** 15/16
- No. C:** 218368
- DETACHMENT - DÉTACHEMENT:** YOUR DETACHMENT
- DATE:** Fill in
- RECEIVED FROM / REÇU DE:** Who - Last First
- ON ACCOUNT OF / EN ACOMPTÉ DE:** What was money for
 u: Finger Prints
 u for TSS - enter PROS #
- Large handwritten note at the bottom:** THIS FORM IS FOR General Funds ONLY

Document these on the tracking sheet.

Note – these funds are to be deposited to the Receiver General Account weekly, utilizing the F-280 form with accounting codes annotated, or in the event of funds reaching over \$200.00 per day, daily.

Seized Money Deposits

For seized money deposits, each file needs to have its own separate deposit and they can be made to the regular bank account for deposits up to \$4,000.00.

Once the deposit has been made, email a copy the F-280, Deposit Slip, Forfeiture Order to St_John's_Accounting_Services and send all originals to St. John's Accounting Operations, with the exception of the Forfeiture.

REVENUE CASH SHEET		FEUILLE DES RECETTES EN ESPÈCES		DIVISION Add Division	DET. OR UNIT - DET. DU SERVICE Add your Det. or Unit here	NET PERIOD - PERIODE D'ENCAISS.	CASH SHEET NO. FEUILLE DE CHÈQUE 001 etc.
NAME AND LOCATION OF BANK - NOM ET ADRESSE DE LA BANQUE				BANK SETTLEMENT VOUCHER NO. N° DE VIREMENT DE FONDS DE LA BANQUE			
Add your bank info here				YOUR BAN # - IE. XXXXX-DP			
DESCRIPTION OF RECEIPTS DESCRIPTION DES RECETTES	TYPE CATÉGORIE 4	CASH RECEIPT NO. N° DU REÇU EN ESPÈCES	CASH RECEIPTS TOTAL DES REÇUS EN ESPÈCES	CODING - CODAGE			
				COLLATOR CODE D'INTERCLASS.	LINE OBJECT ARTICLE ORGANIQUE	PROJECT CODE CODE DE PROJET	INDIVIDUAL AMOUNTS MONTANTS INDIVIDUELS
Full Name of Accused	40	add R#	\$0.00	home cost ctr	5434		\$0.00
Act charged under: IE. Section 5(2)CD 5A	40						
File Number	40						
Detachment / Unit Seizing Money	40						
Court Case Status: FORFEITURE ORDER or PENDING	40						
	40						
BAN # 20422-DP is to be used ONLY FOR Deposits over \$ 4,000.00 for Seized Money	40						
	40						
After a deposit has been made, fax:	40						
- a Copy of the F-280	40						
- a Copy of the Bank Deposit Slip	40						
- a Copy of the Receipt	40						
- a Copy of the Forfeiture Order to (705)772-0653 on the same day the deposit was made.	40						
The Original F-280, Deposit Slip and Copy of Receipt are to be Fwd to Acct. OP 3 "B" DIV.	40						
PREPARED BY - PRÉPARÉ PAR	DATE	Total	\$0.00	CERTIFIED CORRECT - CERTIFIÉ CONFORMÉ			Total
add info	add deposit date						\$0.00

RCMP GRC F-280 (2006-06) - ICS SAVE AND FORWARD TO: DIV. P55 - SAUVEGARDER ET ENVOYER A LA SDI DIV. Add page - Ajouter une page

Exceptional Deposits

The RCMP has a requirement to make large dollar value cash deposits when it has seized cash under legislative authority.

Since departmental ‘Standard Deposits’—covered under the Memorandum of Understanding between the Government of Canada and Direct Clearers on Arrangements for Certain Banking Services (known hereafter as the MOU)—are limited to a maximum amount of \$4,000 cash per deposit, any departmental deposit containing a cash amount in excess of that amount is considered ‘exceptional’. As such, the Receiver General for Canada (RG) has made arrangements with the Royal Bank of Canada (RBC) for it to accept exceptional RCMP cash deposits (greater than \$4,000) at its various cash clearing centres located across the country.

Exceptional Deposit Facilities

The RBC cash clearing centers located in St. John’s, Halifax, Montreal, Toronto, Winnipeg, Regina, Calgary, Vancouver and Victoria, will serve as the Exceptional Deposit Facilities available for the deposit of RCMP cash seizures of greater than \$4,000. The following BANs are in the Atlantic region:

St Johns BAN 03020422

Halifax BAN 03020422



Note: It is essential that RCMP detachments making exceptional deposits use the proper RBC deposit slips with one of the above referenced BANs, otherwise they will be mixed in with RCMP’s other ‘Standard Deposits’ and the RG will not have the proper information for reporting and compensation purposes.

Guidelines

This agreement between RBC, PWGSC and the RCMP only covers the depositing of cash into the Receiver General's concentrator account with RBC using deposit slips. Cash cannot be exchanged for other denominations of bills or bank drafts. All exceptional deposits made under this arrangement must use an armored car service to deliver the cash from the RCMP detachment to the nearest cash clearing facility. Arrangements for payment will be made by the RCMP.



<http://publiservice.tpsgcpwgsc.gc.ca/rg/mde-rdm/ce-cc/cesdn-sdste/index-eng.html>

Exceptional Deposit Procedures

- The RCMP detachment to the nearest cash clearing centre specified in section 2.0 – Exceptional Deposit Facility.
- The RCMP is responsible for arranging for the procurement and payment of the armoured car service. ***Corporate Accounting is working with Seized Property Management Directorate (SPMD) at Public Service and Procurement Canada regarding a national armored car service. Until the contract is finalized, please contact Corporate Accounting for guidance.***
- Use only the dedicated deposit slips for these large dollar value cash deposits (i.e. having one of the following pre-printed Bank Authorization Numbers [BANs], depending on which region is making the cash deposit). The dedicated BANs for each cash clearing centre are identified in 2.0 – Exceptional Deposit Facility.
- The deposit slip must include the breakdown and the total value of the deposit.
- Remove all mutilated or contaminated bills from exceptional deposits.
- Sort the contents of an exceptional deposit by denomination.

Initial or additional deposit slip stocks can be acquired by contacting National Accounting Services in your region or the RCMP Headquarters contact listed in 5.0 – Contact Information or by ordering them directly from the RG by contacting TPSGC.OGCServdepotbancaireCMODepositFacilities.PWGSC@tps-gc-pwgsc.gc.ca. These stocks are not to be obtained directly from RBC branches.

Initial or additional deposit bags can be acquired through the armoured car service provider. Deposit bags are not to be obtained directly from RBC branches.

In RBC Cash Services Centres, exceptional deposits are handled in a completely secure environment—deposits are received in joint custody from the armoured car, but processed in common custody, under

camera. As part of our normal investigations protocol, video coverage is reviewed by cash services staff for cash differences \$1,000 and over.

Contact Information:

Irrelevant

Canada Trust CTS (Corporate Transfer Service) Deposit Slip

ACCOUNT NAME: [Redacted]
 BRANCH: [Redacted]
 ACCOUNT: [Redacted]
 CTS Check: [Redacted]
 AUTO R: [Redacted]
 REP #: [Redacted]
 DEPOSITED BY: [Redacted]

DATE: 11/12/15
 60489-004
 THE TORONTO DOMINION BANK
 NOV 20 2015
 4910 - 50TH AVENUE
 P.O. BOX 5006
 DONMILLS, ALBERTA T3N 2B9
 60489-004

7 X 5	
7 X 10	
7 X 20	
7 X 50	
7 X 100	
7 X 500	
7 X 1000	
Other	
TOTAL CASH & COIN	
VISA	
CHEQUES	
# OF CHECKS	
SUBTOTAL	
FOREIGN CURRENCY	
FX RATE @	
FOREIGN CHECKS	
FX RATE @	
TOTAL	

CPA ACT: [Redacted] OR TR: [Redacted] TIC: [Redacted] DEP. AMT (Trans): [Redacted] PLO: [Redacted] (Auto Ref #) [Redacted] PLO: [Redacted] (Ref #) [Redacted]

RCP/RCR ROYAL CANADIAN MOUNTED POLICE / GENDARMERIE ROYALE DU CANADA
 CASH RECEIPT / REÇU EN ESPÈCES

REV. CASH SHEET No. / REÇU DES REÇUS EN ESPÈCES: 1516
 No. / No: C 218400
 DATE: 2015-11-02
 AMOUNT: 1400.00

RECEIVED BY: [Redacted]
 ON ACCOUNT OF / EN ACCOMPTE DE: [Redacted]

Fingerprints taken for:
 [Redacted], Armée des 2001/04/23
 \$25.00/prints \$25.00/ottawa
 [Redacted], Joe1 des 2003/02/23
 \$25.00/prints \$25.00/ottawa

Canada [Redacted] m/e

RCP/RCR ROYAL CANADIAN MOUNTED POLICE / GENDARMERIE ROYALE DU CANADA
 CASH RECEIPT / REÇU EN ESPÈCES

REV. CASH SHEET No. / REÇU DES REÇUS EN ESPÈCES: [Redacted]
 No. / No: C 218356
 DATE: 2015-11-04
 AMOUNT: 1650.00

RECEIVED BY: [Redacted]
 ON ACCOUNT OF / EN ACCOMPTE DE: [Redacted]

Fingerprints

Canada [Redacted] m/e

** DCN # written on Receipts is helpful when reconciling **

N-PIRS

The records management system used by the RCMP prior to the implementation of PROS was PIRS. In recent years, the organization made the decision to stop supporting the outdated PIRS database.

As a result, a data conversion initiative was implemented. The new system created to manage the remaining information in PIRS is called N-PIRS (New PIRS) and looks identical to PROS.

N-PIRS Access: If you require access to N-PIRS all you need to do is send an email to HDIV PROS.

N-PIRS Training: There is no N-PIRS specific training; however, there is a user guide which can be obtained from the ORMS Analyst for your area.

How to query a file

This query is much different then running a file on PROS

(Your ORI)(year of file)000(Remaining digits of file)

Example:

File number is **200298564**

Would be entered as:

NS10007**20020008564**

OHS

Form 3414 is no longer in use.

The RCMP is committed to ensuring the health and safety of every person it employs. Hazardous occurrence investigation, recording, and reporting is a vital part of every workplace health and safety program.

New as of January 1st, 2018, the RCMP's *Hazardous Occurrence Report Form 3414* has been replaced by the Hazardous Occurrence Investigation Report Lab1070.

All workplace incidents, **regardless if injuries were sustained**, must be reported, investigated and recorded by a manager or supervisor through the new Lab1070

**Please visit the following Hazardous Occurrence Webpage for details:
Public Interest Immunity - s. 37 of CEA and common law**

Injury-On-Duty (PSE/ME)

Employee

1. If you have an accident in the workplace, report it immediately to your manager.
2. If you are unable to report it because of the injury, a co-worker or witness may report it to your manager.
3. You must complete the [Hazardous Occurrence Report](#) and the [provincial workers' compensation form](#). Provincial worker's compensation forms can be found under the heading *Provincial employer's report of injury forms*; choose the form applicable to your province of employment.
4. Submit both forms to your manager.
5. If time has been lost, enter the period as either uncertified or certified sick leave in the self-service leave system. If you do not have enough sick leave credits to cover the time lost, your manager may advance you the amount required in accordance with the provision in your collective agreement.
6. Once your claim has been approved by the provincial Workers' Compensation Board, you will have to amend your leave to injury-on-duty leave (code 660).
7. If you are off duty for a prolonged period of time (more than 130 days), you may have to proceed on sick leave without pay. The provincial workers' compensation board will be compensating you directly. A [PWGSC GC 178](#) - Leave Application and Absence Report form must be completed and submitted to your manager.

Manager

1. Advise employee of his/her available leave balances.
2. If the employee is unable to complete the PWGSC GC 178 - Leave Application and Absence Report form, you can complete it on the employee's behalf. Ensure you sign and date the PWGSC GC 178 form under the delegated authority. It must be forwarded to the [PS Pay Centre](#) to begin the process.
3. All forms must be submitted and signed by you and the employee. Forward completed form to your regional labour relations office. The labour relations advisor will be responsible to send these forms to the PS Pay Centre for completion of salary information along with a completed Pay Action Request [PAR form 446-5](#), select work type *Leave* and sub type *Workers Compensation*.
4. In the subject line of the email, indicate **URGENT** when sending to PS Pay Centre.
5. The PS Pay Centre will provide salary information for *Workers Compensation* forms upon request.
6. Documents will then be submitted to Employment and Social Development Canada (ESDC) by your regional labour relations advisor.
7. Ensure the proper leave codes are used when receiving leave injury-on-duty. The leave injury-on-duty code can only be granted once confirmation has been received from *Workers Compensation* that the claim has been approved. The employee must use the available sick leave pending the granting of *Workers Compensation*.
8. For instructions on reporting an injury-on-duty to your departmental health and safety office, contact your [regional health and safety office](#) and refer to the [Occupational Safety Manual](#).

ORDERING SUPPLIES

As a Detachment Assistant it is your responsibility to order supplies for the detachment as required. You can purchase certain items with your Acquisition Card or the Contingency Fund.

For some items, you MUST order through Standing Offers. A list of the mandatory Standing Offers can be found here: <http://soi.pwgsc.gc.ca/app/en/index.htm>

For example: Office Supplies and Furniture

Note: Where the cost of goods exceeds \$5000 or cost of services exceeds \$10,000 you cannot order directly, you must go through Procurement and Contracting.

When to use each form of payment:

Acquisition Card (Credit Card)

Whenever possible, use the Acquisition (Credit) Card to pay for purchases rather than paying with petty cash/contingency fund. The detachment credit card cannot be used for vehicle expenses.

Contingency Fund (Petty Cash)

Generally, this is used for small purchases that are not payable by credit card.

Corporate Management Branch

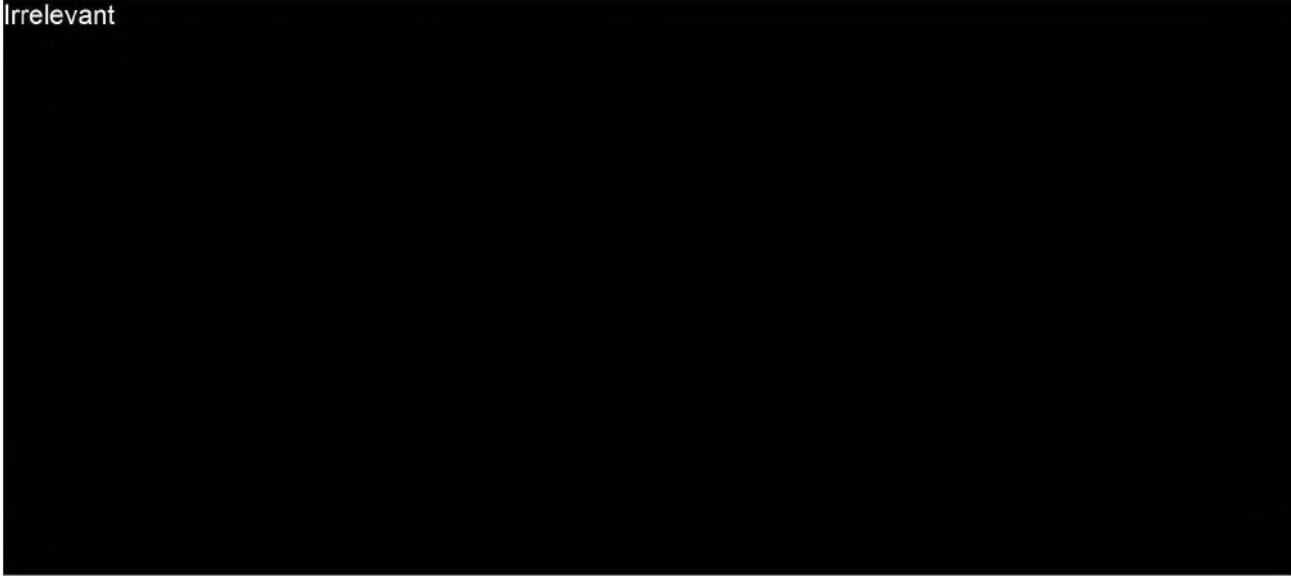
Invoices that are not paid for by credit card or contingency fund will need to be certified/Section 32 or Section 34 and sent to the Accounting Operations for payment.

A list of supplies can be obtained from the H&L Division Stores person at 902-720-5111 or 902-720-5107 or via email: HDIV_Stores_LDIV.

The Procurement & Material Management Unit has recently welcomed numerous new employees and have undergone exciting changes. An updated staff listing is below. Please note that general inquiries can be sent to ATL_Procurement.

Procurement & Material Management

Irrelevant



- ❖ General Inquiries: ATL_Procurement
- ❖ New Requirements: Please submit to ATL_Procurement

PAIN – Public Agency Identification Number

Using the Public Agency Web Services, you are able to Add, Transfer, Merge and Delete firearms from the inventory listed on the assigned PAIN number.

To gain access to this site and employee who already has access can add you under Other Services, Update Agency Profile, Change Employee Info and Add Agent.

Using PWS

- Open Secure Access Portal
 - Sign in with Token
- Select Public Agency Web Services located under RCMP Administrative
- Click confirm if office is correct

Main Screen

The screenshot shows the main screen of the Canadian Firearms Program Public Agency Web Services. The header includes the program name and website URL (www.rcmp.gc.ca/cfp). A navigation menu at the top contains links for Français, Contact Us, Help, Search, Canada.ca, Log Out, About this site, What's new, FAQ, and E-Services Home. The main content area is titled "Middleton Office/Annapolis District" and displays the Public Agency Identification Number (52135). It welcomes users to the services and provides three main sections: Agency Firearm Services, Protected Firearms Services, and Other Services. Each section includes a brief definition and instructions on how to access the services. A note at the bottom indicates that services requiring attention are highlighted in green. The footer contains contact information, a version number (9.00, 2016), and a link to the Privacy Statement.

Adding to inventory

When a firearm needs to be added to the system a supervisor should provide an FRT (Firearms Reference Table – describes the type of weapon) number for each weapon along with the related file number.

- Under the Protected Firearms Services Tab select 'Report Newly Acquired Firearm'
- Data Entry
- Three options then appear, choose the appropriate one
 - FRT print out will have if it is Prohibited/Restricted or Non-Restricted
- Enter the FRT # and click search
 - There are two boxes in this section. In the first box enter the numbers before the ' - ', and in the second box enter the numbers after the ' - '
- Take a minute for firearm to appear, select the firearm and click 'Select Record'
- Add Serial Number, PA Case (PROS #), Origin (why we have it), Detention Date (when we received it) then click continue
- Firearm Validation Screen, review and continue
- Select firearm and continue
- Submit Application
- Print Transaction Report and scan to file (depending on detachment)
- Click 'Download/Print Successful – Return to PWS Home'

Transfer to another Agency – Ex. Chief Firearms Officer

- Under the Protected Firearms Services Tab select 'Report Transfer to another Agency'
- Enter PAIN # that will receive the Firearms, continue
- Confirm details, continue
- Enter the FIN – Firearm Identification Number and click 'Retrieve'
 - This number is located on the print out when firearm is added to inventory OR you can also search the inventory and type in PROS file number to locate it
- Confirm details, continue
- Select firearm and submit
- Submit Application
- Print page – helpful to write PROS number on print out, hand back to supervisor
- Add task to PROS file stating PAIN transfer is complete

Printing Inventory List

- Under Other Services Tab select 'Inventory Report'
- Protected Inventory and PDF
- Generate Report

RECORD SUSPENSIONS - PARDONS

What legislative act governs a Pardon?

The [Criminal Records Act](#) Section 6(2) governs pardons. It states: “Any record of a conviction in respect of which a pardon has been granted that is in the custody of the Commissioner or of any department or agency of the Government of Canada shall be kept separate and apart from other criminal records, and no such record shall be disclosed to any person, nor shall the existence of the record or the fact of the conviction be disclosed to any person, without the prior approval of the Minister.”

Where are forms available to apply for a Pardon?

Contact the local Parole Board at 1-800-874-2652 or visit the following websites:

- [National Parole Board](#)
- [Guides & assorted forms](#)

Where do individuals get their name checks done when applying for a Pardon?

At the closest policing agency where they reside.

CRC Local Indices Check for Record Suspensions:

- Original record of conviction is required. Take photocopy and give original back to applicant
 - This is obtained with submission of fingerprints (\$25 charge)
- Local checks need to be completed in the jurisdiction for which the applicant resides or previously resided in the last five years.
- Ensure application form is completed in full
- Ensure your specific detachment is identified in the authorization section.
- Verify identification (as noted above)
- On top results portion, add local records that are not on CPIC for Halifax District RCMP jurisdiction only.
- On bottom results portion, add all Provincial SOTs, etc. the RCMP jurisdiction of your detachment only. Refer to JEIN for disposition only.
- If there is not enough room on the form for all charges, attach a separate page with the rest of the entries. (please do not use JEIN printout)
- If the request comes from a private agency, ensure a consent, certified copies of the identification and payment is included (if there is a fee recovery process at your detachment).
- Sign, date, and add address stamp and seal to the bottom of results page.
- Keep a copy of all submitted and completed documents and file with the rest of the CRCs.

A letter was received from a private company such as Pardons Canada, is the RCMP obligated to comply? If the request pertains to record suspensions:

Advise the company by fax that they will need to communicate with CCRTIS. Your message should be similar to the following:

Good day,

This letter is in response to the request received by your company on (date indicated on the request) which included the requester's authorization signature dated (date signed by requester).

You will need to communicate with the Canadian Criminal Real Time Identification Services of the RCMP as they are responsible for the Record Suspension program. They can be contacted at the following address:

*Director General – Canadian Criminal Real Time Identification Services
RCMP, NPS BLDG.
1200 Vanier Parkway
Ottawa, ON K1A 0R2*

To ensure compliance with the Criminal Record Act, the original material has been destroyed.

Sincerely,

Once a response has been given to the company or agency, shred the original request containing personal information pertaining to the record suspension applicant and place your response on an administrative file using primary [1518 – Informal Information Requests](#). Bulk file these responses

If the request pertains to fingerprint and photograph destruction requests for non-convictions: These requests can be processed locally in the division if the following criteria are met;

- The destruction request was approved by the processing employee's supervisor in accordance with [OM19-8](#);
- The file owner or their supervisor must advise records services of this approval by sending them a copy of the approval.
- Destruction of photographs and fingerprints within the operational file must be completed by an Information Management functional specialist (IMFS);
- The requester's authorization and signature must be included with the request.
- Documentation created during this process leading to the approval of the destruction of fingerprints and photographs must be located on the operational file associated to the request. Documentation created during this process resulting in a refusal from the OIC Criminal Operations/delegate to destroy must be classified using the administrative [primary 1466](#), under Services offered to the general public.

For further reference material on Pardons:

Public Interest Immunity - s. 37 of CEA and common law

Notification of Record Suspension

NOTIFICATION OF RECORD
SUSPENSION
THE CRIMINAL RECORDS ACT
PROTECTED "B"



AVIS DE SUSPENSION DU CASIER
LOI SUR LE CASIER JUDICIAIRE
PROTÉGÉ "B"

2019-04-29

To / À RCMP NS		Your Reference / Votre référence 94-1234, 20061234	
FPS No. / No. FPS 000000D	Date of Birth / Date de Naissance 19781212	Sex M	Prov. of Birth / Prov. de Naissance Nova Scotia
Name and Aliases / Noms d'emprunt DOE, John			
<p><u>Notice / Avis</u> RECORDS SUSPENSION ORDERED ON: 2019-01-09 Subject's record has been suspended ONLY for conviction(s) disposed of PRIOR to 2009-10-21. Non convictions prior to the date of the record suspension, when applicable, have also been sealed.</p> <p>CASIER SUSPENDU LE: 2019-01-09 Le casier du sujet a été suspendu SEULEMENT pour la (les) condamnation(s) réglée(s) AVANT le 2009-10-21. Nous avons aussi scellé, s'il y a lieu, toutes les non condamnations terminées avant la date de suspension du casier.</p>			

Advice has been received from the Parole Board of Canada that the above person has had a record suspension ordered in relation to convictions for criminal offences registered in Canada. By virtue of the Criminal Records Act, the record is now unreleaseable by the RCMP without the consent of the Minister of Public Safety and Emergency Preparedness, unless the record suspension is revoked.

La Commission des libérations conditionnelles du Canada nous informe qu'une suspension du casier a été ordonnée à la personne susmentionnée en rapport avec les condamnations pour délits criminels enregistrés au Canada. En vertu de la Loi sur le casier judiciaire, la GRC ne peut maintenant mettre ce dossier en disponibilité sans le consentement du Ministre de la Sécurité publique et de la Protection civile, à moins que la suspension du casier ne soit révoquée.

ANY RECORD OF A SUSPENDED CONVICTION IN THE CUSTODY OF A FEDERAL AGENCY MUST BE HANDLED IN ACCORDANCE WITH THE CRIMINAL RECORDS ACT. IN MAINTAINING THE SPIRIT OF THE CRIMINAL RECORDS ACT, PROVINCIAL AND MUNICIPAL AGENCIES ARE ENCOURAGED TO HANDLE RECORDS IN ACCORDANCE WITH THE PROVISIONS OF THE ACT.

TOUT DOCUMENT RELATIF À UNE SUSPENSION DU CASIER EN LA POSSESSION D'UN ORGANISME FÉDÉRAL DOIT ÊTRE TRAITÉ SUIVANT LA LOI SUR LE CASIER JUDICIAIRE. DANS L'ESPRIT DE LA LOI SUR LE CASIER JUDICIAIRE, ON ENCOURAGE LES ORGANISMES PROVINCIAUX ET MUNICIPAUX À GÉRER LES DOSSIERS CONFORMÉMENT À LA LOI.

If this subject is not registered in your indices, please destroy this correspondence in accordance with your policy covering the disposal of classified waste.

Si l'intéressé ne figure pas dans vos fichiers, veuillez détruire la présente, conformément à votre politique concernant l'élimination des documents classifiés.

FROM: DIRECTOR GENERAL
CANADIAN CRIMINAL REAL TIME
IDENTIFICATION SERVICES
RCMP, NPS BLDG.
1200 VANIER PARKWAY
OTTAWA, ON K1A 0R2

DE: DIRECTEUR GÉNÉRAL
SERVICES CANADIENS D'IDENTIFICATION
CRIMINELLE EN TEMPS RÉEL
GRC, IMMEUBLE SNP
1200, PROMENADE VANIER
OTTAWA, ON K1A 0R2

RCMP GRC 1483(12-11)

Processing a Pardon

General

1. The *Criminal Records Act*, prohibits the disclosure, to any person, of a pardon record that has not been revoked, without the approval of the Minister of Public Safety and Emergency Preparedness.
2. The ORMS/PROS Support Unit will be responsible to sequester the electronic PROS Occurrences/Entities/Reports subject to the Notification of Pardon.
3. Only federal offences (Federal Acts and the *Criminal Code of Canada*), are subject to a pardon.
4. Process and vet the hard copy records subject to a pardon immediately to ensure RCMP will not be in contravention of the [Criminal Records Act](#).
5. Several private companies offer a service to obtain pardons for their clients promising expedited services, i.e. Pardons Canada. DO NOT process any pardon unless received from the RCMP through Identification Services, Pardon and Purge Unit.

Pardons Coordinator

1. Upon receipt of Form 1483 (Notification of Pardon) from Information & Identifications Services, Ottawa, search all electronic and manual systems in area of responsibility to locate and gather all information pertaining to the subject of the pardon.
2. Identify all units/detachments/districts that may have information relating to the subject of the pardon.
3. Forward a copy of the Form 1483 (Notification of Pardon), to each unit/detachment/district for processing.
4. Forward a copy of Form 1483 (Notification of Pardon) to the ORMS/PROS Support Unit and to any unit using electronic systems external to PROS, e.g. NCDB, ACIIS, and local police agencies.
5. Follow procedures in [Support Document - Processing and Revoking Pardons](#).

PROS Information Manager - Unit/Detachment/District

1. Upon receipt of the Notification of Pardon, the PROS Information Manager will be responsible to search the person listed on the Notification of Pardon to locate occurrences subject to the pardon.
2. Review each occurrence to determine if the information is subject to the pardon.
3. Vet and Sequester information in the hard copy occurrence related to the subject of the pardon.
4. Follow procedures in [Support Document - Processing and Revoking Pardons](#).

ORMS/PROS Support Unit - RCMP ACL

1. Upon receipt of the Notification of Pardon, the ORMS/PROS Support Unit will be responsible to search the person listed on the Notification of Pardon to locate electronic PROS occurrences subject to the pardon.
2. Review each occurrence to determine if the information is subject to the pardon.

3. Vet and sequester information in the electronic PROS occurrence related to the subject of the pardon.
4. Follow procedures in [Support Document - Processing and Revoking Pardons](#) and [Standard Operating Procedure - Access Control List \(ACL\)](#).

Revocation/Cessation of Pardon

General

1. The ORMS/PROS Support Unit will be responsible for restoring all electronic PROS Occurrences/Entities/Reports subject to the Revocation/Cessation of Pardon.
2. Revocation of a pardon is performed by the National Parole Board if the pardoned individual is charged with a summary offence.
3. Cessation of a pardon is performed by the RCMP if the pardoned person is charged with an indictable offence.

Pardons Coordinator

1. Search all electronic and manual systems in area of responsibility to locate and gather all information which had been sequestered for the subject of the revocation/cessation of pardon.
2. Identify all units/detachments/districts that may have information sequestered for the subject of the revocation/cessation of pardon.
3. Follow procedures in [Support Document - Processing and Revoking Pardons](#).

PROS Information Manager - Unit/Detachment/District

1. Upon receipt of the Revocation/Cessation of Pardon, the PROS Information Manager is responsible to search for all occurrences which were previously sequestered to ensure all hard copy occurrences are restored to original state and re-filed into the normal filing area.
2. Follow procedures in [Support Document - Processing and Revoking Pardons](#).

ORMS/PROS Support Unit - RCMP ACL

1. Upon receipt of the Revocation/Cessation of Pardon, the ORMS/PROS Support Unit is responsible to search for all occurrences which were previously sequestered to ensure all electronic PROS occurrences are restored to original state.
2. Follow procedures in [Support Document - Processing and Revoking Pardons](#) and [Standard Operating Procedures - Access Control List \(ACL\)](#).

PAT – Police Access Tool

The Police Access Tool (PAT) was developed by the RCMP and is an alternate, simplified method of entering information into the PROS database.

Further PAT functionality is continuously being developed. Currently, it includes:

1. eTicketing
2. eCollision
3. Prisoner Booking
4. SB/OR

The User Guides for these applications can be found at:

Public Interest Immunity - s. 37 of CEA and common law

This system was developed as a tool for front line Regular Members. However, a Detachment Assistant who takes a report of a collision at the front counter must do so in eCollision. It is helpful to take the information at the counter on the old MVA58A then transfer the information into eCollision

PAT Training

ORMS does have regularly scheduled PAT courses. This training is currently being held monthly; if you require the training please contact the analyst for your area.

One-day sessions offer training in general PAT, E-ticketing and E-collision. **Please note:** In order to complete the eCollision training you must first complete the PAT training.

There are User Guides available for each of the above noted PAT functionalities and can be obtained from the ORMS Analyst for your area.

PIP

The **Police Information Portal (PIP)** provides a central point for querying event or occurrence information provided by participating Police Records Management Systems (RMS) from across Canada. **Currently, approximately 92% of the police services in Canada publish information to PIP.**

PIP provides investigators and analysts with a broad field of law enforcement data that leads to a clearer, more accurate picture when conducting a criminal investigation. **A single PIP query can search the published RMS events for all participating agencies and return a single consolidated response.** From this response, an agency will have the ability to access the detailed investigative information from another participating agency's RMS.

The RCMP publishes person and vehicle entities and their related occurrences for viewing on PIP dating back to January 11, 2010, as long as they meet the business requirements. Other Police agencies may decide to publish other information. A detailed list of those who publish to PIP can be obtained by contacting **irrelevant**

Published Information

- Young offender records within viewing period, deleted from PIP after viewing period has expired
- Concluded records
- Still Under Investigation (SUI) records
- Occurrences with UCR Incident and no Occurrence Type
- Occurrences with Occurrence Type and no UCR Incident Type
- Street checks (numbering system commences with 'ST')
- Mug Shots

Information Not Published

- All information that is subject to Access Control List (ACL)
- All information that is subject to Special Project (SP) status
- Criminal Intelligence records
- Canceled Occurrences
- Crime Prevention files
- Information files
- Occurrences with Purge date override flag set

Current list (Dec 2018) of agencies on PIP.

Province	Agency Agence	Implementation Date Date de mise en oeuvre	Publishing Mug Shots Publication des photos identité judiciaire	Publishing UCR Codes Publication des codes DUC	Oldest Occurrence Plus vieil incident
AB	Blood Tribe Police Service	2013-01-23	✓	✓	2013-01-23
AB	Calgary Police Service	Jun-18			
AB	Camrose Police Service	2010-01	✓	✓	2003
AB	Edmonton Police Service	2017-01	✓	✓	2017
AB	Lacombe Police Service	2010-12	✓	✓	2003
AB	Lethbrige Regional Police Service	2017	✓	✓	
AB	Medicine Hat Police Service	2009-07	✓	✓	
AB	North Peace Tribal Police Service	2010-01	✓	✓	2003
AB	Taber Police Service	2010-01	✓	✓	2003
AB	Tsuu Tina Nation PS	2010-12	✓	✓	2003
BC	Abbotsford Police Department	2005		✓	
BC	Central Saanich Police Service	2003	✓	✓	
BC	CFSEU-BC	2004-11		✓	
BC	Delta Police Department	2005		✓	
BC	Nelson Police Department	2005		✓	
BC	New Westminster Police	2005		✓	
BC	Oak Bay Police Department	2003		✓	
BC	Port Moody Police Department	2001		✓	
BC	RCMP in BC - HQ & Detachments	Finished 2008		✓	
BC	Saanich Police Department	2003		✓	
BC	South Coast British Columbia Transportation Authority	2005		✓	
BC	St'at'imx Tribal Police	2005		✓	
BC	Vancouver Police Department	2001		✓	
BC	Victoria Police Department	2003		✓	
BC	West Vancouver Police Department	2005		✓	
CA	Royal Canadian Mounted Police	2010-01	✓	✓	2003
MB	Altona	2016/02/01	✓	✓	
MB	Morden	2017-01			
MB	Brandon Police Service	2010-01	✓	✓	2003
MB	Rivers Police Service	2015-11-01	✓	✓	
MB	Winkler Police Service	2017-01	✓	✓	
MB	Winnipeg	2018-06	✓	✓	
NB	Bathurst Police Department	2007-07		✓	
NB	BNPP Regional Police	2007-09		✓	



NB	Edmundston Police Force	2007-09		✓	
NB	Fredericton Police Service	2006-11	✓	✓	
NB	Grand Falls Police Force	2007-09		✓	
NB	Kennebecasis (Rothesay)	2007-09		✓	
NB	Miramichi Police Force	2007-09		✓	
NB	Rothesay Regional Police Force	2007-03		✓	
NB	Woodstock Police Force	2007-09		✓	
NS	Amherst Police Department	2010-01	✓	✓	2003
NS	Annapolis Royal Police Dept.	2010-12	✓	✓	2003
NS	Bridgewater Police Service	2010-01	✓	✓	2003
NS	Halifax Regional Police Service	2007-02	✓	✓	
NS	Kentville Police Service	2010-12	✓	✓	2003
NS	New Glasgow Police Service	2010-12	✓	✓	2003
NS	Stellarton Police Service	2010-12	✓	✓	2003
NS	Truro Police Service	2010-01	✓	✓	2003
NS	Westville Police Service	2010-01	✓	✓	2003
ON	Amherstburg Police Service	2010-02-23	✓	✓	2010-02-23
ON	Anishinabek Police	2012-03-19	✓	✓	2012-03-19
ON	Aylmer Police Service	2010-02-23	✓	✓	2010-02-23
ON	Barrie Police Service	2010-02-23	✓	✓	2010-02-23
ON	Belleville Police Service	2010-02-23	✓	✓	2010-02-23
ON	Brantford Police Service	2009-12-21	✓	✓	2005-11
ON	Brockville Police Service	2010-02-23	✓	✓	2010-02-23
ON	Chatham-Kent Police Service	2010-02-23	✓	✓	2010-02-23
ON	Cobourg Police Service	2010-02-23	✓	✓	2010-02-23
ON	Cornwall Community Police Service	2010-02-23	✓	✓	2010-02-23
ON	Deep River Police Service	2010-02-23	✓	✓	2010-02-23
ON	Dryden Police Service	2010-02-23	✓	✓	2010-02-23
ON	Durham Regional Police Service	2006-04	✓	✓	1987-07
ON	Espanola Police Service	2010-02-23	✓	✓	2010-02-23
ON	Gananoque Police Service	2010-02-23	✓	✓	2010-02-23
ON	Greater Sudbury Police Service	2010-02-23	✓	✓	2010-02-23
ON	Guelph Police Service	2009-12-21	✓	✓	2005-11
ON	Halton Regional Police Service	2014-04-14	✓	✓	2005
ON	Hanover Police Service	2010-02-23	✓	✓	2010-02-23
ON	Kawartha Lakes Police Service	2010-02-23	✓	✓	2010-02-23
ON	Kingston Police	2006-03	✓	✓	

ON	Lac Seul Police Service	2012-04-30	✓	✓	2012-04-30
ON	London Police Service	2003-09	✓	✓	All locally retained ev
ON	Midland Police Service	2010-02-23	✓	✓	2010-02-23
ON	Niagara Regional Police Service	2005-12	✓	✓	2006-01-12
ON	Nishnawbe-Aski Police Service	2014-03-03	✓	✓	2014-03-03
ON	North Bay Police Service	2010-02-23	✓	✓	2010-02-23
ON	Ontario Provincial Police	2010-02-23	✓	✓	2010-02-23
ON	Orangeville Police Service	2010-02-23	✓	✓	2010-02-23
ON	Ottawa Police Service	2003-11	✓	✓	
ON	Owen Sound Police Services	2010-02-23	✓	✓	2010-02-23
ON	Peel Regional Police	2010-02-18	✓	✓	1970
ON	Pembroke Police Service	2010-02-23	✓	✓	2010-02-23
ON	Peterborough Lakefield Community Police Service	2010-02-23	✓	✓	2010-02-23
ON	Port Hope Police Service	2010-02-23	✓	✓	2010-02-23
ON	Rama Police Service	2005-08	✓	✓	2010-02-23
ON	Samia Police Service	2010-02-23	✓	✓	2010-02-23
ON	Saugeen Shores Police Department	2010-02-23	✓	✓	2010-02-23
ON	Sault Ste. Marie Police Service	2010-02-23	✓	✓	2010-02-23
ON	Shelburne Police Service	2010-02-23	✓	✓	2010-02-23
ON	Smiths Falls Police Service	2010-02-23	✓	✓	2010-02-23
ON	St. Thomas Police Service	2010-02-23	✓	✓	2010-02-23
ON	Stirling-Rawdon Police Service	2010-02-23	✓	✓	2010-02-23
ON	Stratford Police Service	2009-12-21	✓	✓	2005-11
ON	Strathroy-Caradoc Police Service	2010-02-23	✓	✓	2010-02-23
ON	Timmins Police Service	2010-02-23	✓	✓	2010-02-23
ON	Toronto Police service	2004-03			
ON	Treaty Three Police Service	2010-02-23	✓	✓	2010-02-23
ON	UCCM Anishnaabe Police Service	2010-03-05	✓	✓	2012-03-05
ON	Waterloo Regional Police Service	2009-12-21	✓	✓	2005-11
ON	Wawa Police Service	2010-02-23	✓	✓	2010-02-23
ON	West Grey Police Service	2010-02-23	✓	✓	2010-02-23
ON	West Nipissing Police Service	2010-02-23	✓	✓	2010-02-23
ON	Wikwemikong Tribal Police Service	2010-03-05	✓	✓	2012-03-05
ON	Windsor Police Service	2003-09	✓	✓	
ON	Wingham Police Service	2010-02-23	✓	✓	2010-02-23
ON	Woodstock Police Service	2010-02-23	✓	✓	2010-02-23
ON	York Regional Police	2006-01	✓	✓	2005-07-15

PE	Charlottetown Police Department	2010-01	✓	✓	2003
PE	Kensington Police Service	2010-01	✓	✓	2003
PE	Summerside Police Department	2010-01	✓	✓	2003
QC	Corps de police des Abénaquis Odanak Wolinak	2010-02-11			1989
QC	First Nation Police Timiskaming	2010-02-11			1989
QC	Montagnais Pakua Shipi	2010-02-11			1989
QC	Peacekeepers Akwesasne	2010-02-11			1989
QC	Peacekeepers Kahnawake	2010-02-11			1989
QC	Peacekeepers Ouje-Bougoumou	2010-02-11			1989
QC	Police Department Listuguj	2010-02-11			1989
QC	Police Force Chisasibi	2010-02-11			1989
QC	Police Force Waskaganish	2010-02-11			1989
QC	Police Force Waswanipi	2010-02-11			1989
QC	Police Force Wemindji	2010-02-11			1989
QC	Police Force Whapmagoostui	2010-02-11			1989
QC	Police service Eastmain	2010-02-11			1989
QC	Police Service Gesgapegiag	2010-02-11			1989
QC	Police Service Kitigan Zibi	2010-02-11			1989
QC	Police service Mistissini	2010-02-11			1989
QC	Police Service Nemiscau	2010-02-11			1989
QC	Régie de police de Memphrémagog	2010-02-11			1989
QC	Régie Intermunicipale de police Roussillon	2010-02-11			1989
QC	Régie intermunicipale police Richelieu St-Laurent	2010-02-11			1989
QC	Régie Intermunicipale Police Ste-Thérèse-de Blainville	2010-02-11			1989
QC	Regional Police Force Kativik	2010-02-11			1989
QC	Sécurité municipale Obedjwan	2010-02-11			1989
QC	Sécurité publique de Pessamit	2010-02-11			1989
QC	Sécurité publique de Rivière-du-Loup	2010-02-11			1989
QC	Sécurité publique de Saint-Eustache	2010-02-11			1989
QC	Sécurité publique de Uashat Mak Mani-Utenam	2010-02-11			1989
QC	Sécurité publique MRC des Collines-de-l'Outaouais	2010-02-11			1989
QC	Service de la sécurité publique de Repentigny	2010-02-11			1989
QC	Service de la sécurité publique de Trois-Rivières	2010-02-11			1989
QC	Service de la sûreté municipale Thetford Mines	2010-02-11			1989
QC	Service de police de Châteauguay	2010-02-11			1989
QC	Service de police de Gatineau	2006-02	✓	✓	
QC	Service de police de la ville de Blainville	2010-02-11			1989

QC	Service de police de la ville de Bromont	2010-02-11			1989
QC	Service de police de la ville de Granby	2010-02-11			1989
QC	Service de police de la ville de Lévis	2010-02-11			1989
QC	Service de police de la ville de Montréal	2010-02-11			1989
QC	Service de police de la ville de Mont-Tremblant	2010-02-11			1989
QC	Service de police de la ville de Québec	2010-02-11			1989
QC	Service de police de la ville de Sainte-Marie	2010-02-11			1989
QC	Service de police de la ville de Saint-Georges	2010-02-11			1989
QC	Service de police de la ville de Saint-Jérôme	2010-02-11			1989
QC	Service de police de la ville de Sherbrooke	2010-02-11			1989
QC	Service de police de la ville de Terrebonne	2010-02-11			1989
QC	Service de police de l'agglomération Longueuil	2010-02-11			1989
QC	Service de police de l'Assomption Saint-Sulpice	2010-02-11			1989
QC	Service de police de Mirabel	2010-02-11			1989
QC	Service de police de Naskapi	2010-02-11			1989
QC	Service de police de Sainte-Adèle	2010-02-11			1989
QC	Service de police de Saint-Jean-sur-Richelieu	2010-02-11			1989
QC	Service de police de Wendake	2010-02-11			1989
QC	Service de police Eagle Village	2010-02-11			1989
QC	Service de police Essipit	2010-02-11			1989
QC	Service de police Lac Rapide	2010-02-11			1989
QC	Service de police Lac Simon	2010-02-11			1989
QC	Service de police Manawan	2010-02-11			1989
QC	Service de police Mashteuiatsh	2010-02-11			1989
QC	Service de police Pikogan	2010-02-11			1989
QC	Service de police régionale de Deux-Montagnes	2010-02-11			1989
QC	Service de police Wemotaci	2010-02-11			1989
QC	Service de protection des citoyens de Laval	2010-02-11			1989
QC	Service de sécurité publique de Saguenay	2010-02-11			1989
QC	Service sécurité publique - ville de Mascouche	2010-02-11			1989
QC	Sureté du Québec	2010-02-11			1989
SK	Estevan Police Service	2010-01	✓	✓	2003
SK	File Hills First Nation Police Service	2009	✓	✓	
SK	Saskatoon Police Service		✓	✓	1981
SK	Weyburn Police Service	2010-01	✓	✓	2003

PROS

The Police Reporting & Occurrence System (PROS) is the national records management system (RMS) for the RCMP, with the exception of E Division and Halifax District.

Access to PROS is granted based on your specific job function and will not be granted without obtaining a passing mark in the necessary certification courses for each required role. Each certification course will provide you with and additional RBAC allowing you complete specific functions in the system.

There are several roles you will be required to obtain for various job functions as a Detachment Assistant. You will be required to obtain RBAC Level 2, Level 1, Records Maintenance and CPIC Maintenance.

PROS RBAC (Role Based Access Control)

There are various RBACs which can be obtained in PROS and they are granted based on specific functions.

1. **Level 2** – Basic user role
2. **Level 1** – Supervisor role; allows you to approve and reset tasks. As a Detachment Assistant, you will require this RBAC to approve tasks in your various queues
3. **Records Maintenance** – Information management role
4. **Records** – Information management role; more powerful than Records maintenance. Rarely given out to anyone outside of the ORMS Unit.
5. **CPIC Maintenance** – Allows you to perform CPIC functions
6. **Store Keeper** – Allows you to perform exhibit movement functions. This PROS RBAC is assigned to the Detachment Exhibit Custodian.

RBAC – Records & Records Maintenance



Task	Records	Records Maintenance
Deleting Links	√	X
Deleting Entities	√	X
Finding Orphans	√	√
Merging	√	X
Cancelling Occurrences	√	X
Locking / Unlocking Entities	√	X
Editing Reports	√	X
Overriding Disposition Dates	√	√
Finding Concluded Occurrences	√	√
Extending Retention Dates	√	√
Archival / Historical Evaluation	√	√
Scanning / Creating Reports	√	√

PROS Training

The following is a list of PROS courses which you will be required to complete:

COURSE TITLE	LENGTH	CERTIFICATION	OFFERED	PREREQUISITES	NOTE
QUERY	2 Days	View Access	As needed	--	Users will only be able to perform basic searches, no data input.
END USER	5 Days	Level 2 RBAC	Twice annually (spring/fall)	--	Access to PROS will not be granted without first taking this course. Also, if your account is inactive for 5 years, you will be required to take the course again before being reactivated.
SUPERVISOR & CASE MANAGEMENT	3 Days (Combined)	Level 1 RBAC	Twice annually (spring/fall)	End User	
INFORMATION MANAGEMENT CERTIFICATION	2 Days	Records Maintenance RBAC	Twice annually (spring/fall)	End User	
INFORMATION MANAGEMENT FOR DETACHMENT ASSISTANTS	4 Days	--	Twice annually (spring/fall)	IM Certification	This course was developed by the ORMS Unit in H Division and is a supplement to the IM Certification course. It goes much more in-depth into what is required of you as an Information Manager in PROS as well as the complicated non-disclosure requirements.
UNIFORM CRIME REPORTING (UCR)	1 Day	--	Twice annually (spring/fall)	End User	This course was developed by the ORMS Unit in H Division to provide direction to the Regular Members who are required to accurately capture statistics on each occurrence. Although completing the UCR is not the responsibility of the Detachment Assistant, knowledge of the requirements will assist you in addressing errors which arise in your data quality reviews.

PROS Support

- The **Operational Records Management Systems (ORMS) Unit** provides the support for the following operational systems:
 - Police Reporting & Occurrence System (PROS)
 - Police Access Tool (PAT)
 - eTicketing
 - eCollision
 - Prisoner Booking
 - SB/OR
 - N-PIRS

Analysts in the unit are responsible for providing support to specific geographic areas/units in the Division. Should you have any questions your first point of contact should be the analyst assigned to your area. If you are unsure who your analyst is contact **Hdiv PROS** in GroupWise and you will be directed to the correct person.

- Ch. 47 of the **Operational Manual** details policy related to PROS. It can be found on the Infoweb at the following link:

Public Interest Immunity - s. 37 of CEA and common law

- The **PROS Re-Engineering site** on the Infoweb provides support documents/policy for all Information Management and Case Management functions. It can be found at the following link:

Public Interest Immunity - s. 37 of CEA and common law

Please note: Regardless of your level of experience please ensure you are using the information in these documents to guide you. As policy and legislation changes it is your responsibility to ensure you are following the most recent procedures.

Contacts

- **Hdiv PROS** – any ORMS related questions can be sent to this email account; however, it is preferred that you direct your inquiry to the analyst for your area first.
- **Hdiv ORMS ACL** – any file restriction requests should be sent to this email account

Information Managers (Records Maintenance RBAC) Duties

Important Reference Sites

Standard Operating Procedures (SOPs) and Best Practices found on Agora under Knowledge Base – [AGORA](#)

H Division PROS Reengineering - [H Division PROS IM Policy and Support Documents](#)

PROS Policy – Part 47 of the [Operational Manual](#)

Daily

- Personal Task Queue (ACW – Task/Messages)
- Office Support Task Queue (if using) – create desktop shortcut
- CPIC Task Queue (if using) – create desktop shortcut

Weekly

- PROS DQOR reports (Infoweb, Secure Access Portal) – Auto Audit and DQ0016
- Unlinked Entities (Detailed Find Occurrence) – **Best Practice 45** – create a Saved Search [H Division IM Support Document](#)
- Orphaned Entity Searches (Detailed Find: Person, Bus/Org, Vehicle, Property, Address, Telephone, Case Folder, Task) – **Best Practice 27** – create a Saved Search for each [H Division IM Support Document](#)

Monthly

- Purge Report & General Review of Occurrences at Disposition Date (Detailed Find Occurrence) – suggested to develop a three month margin, then monthly after margin has been created – **Best Practice 35** or [H Division IM Support Document](#)
- Checking for Purged/ Archived Occurrences - [H Division IM Support Document](#)

Annually

- Missing Persons – **Best Practice 28** or [H Division IM Support Document](#)
- Unidentified Bodies – **Best Practice 31** or [H Division IM Support Document](#)
- Homicide Occurrences – **Standard Operating Procedure** or [H Division IM Support Document](#)
- Criminal Intelligence Occurrences – **Standard Operating Procedures** or [H Division IM Support Document](#)
- Review Address Entities – Run searches of common addresses IE: highways to ensure accuracy and identify duplicates

As Required

- Sequestering Information Other than Pardon (Non-disclosure Flags on Absolute & Conditional Discharges; YCJA) – [Standard Operating Procedure](#) or [H Division IM Support Document YCJA](#)
[H Division IM Support Document Absolute or Conditional Discharges - Adults](#)
- Task Records Queue to cancel / merge occurrences – [Standard Operating Procedure](#)
- Task Records Queue to merging entities – [Standard Operating Procedure](#)

General Review of Concluded Occurrences

Could be done daily, weekly or monthly, depending on call volume at unit. Create a Saved Search – [Best Practice 13](#) or [H Division General Review of Concluded Occurrences IM Support Document](#)

Document RMH# review on Occurrence Concluded Tab, Concluded Summary field

- Task your unit's Records Queue to back date concluded dates where necessary (after all investigational and judicial processes are complete) to comply with *Privacy Act* and *Library and Archives Act* retention periods.
- Occurrences with CPIC Entries – [Best Practice 25](#) or [H Division IM Support Document](#)
- ViCLAS retention overrides (70 years from Reported Date) [H Division IM Support Document](#)
- Occurrences with Convicted Persons – [Best Practice 24](#) or [H Division IM Support Document](#)
- Occurrences Identified as Archival – [Best Practice 39](#) or [H Division Support Document](#); Records Archival Guidelines – [Best Practice 44](#) or [H Division Support Document](#)
- Application for Dangerous Offender Occurrences – [Best Practice 3](#) or [H Division Support Document](#)
- Disclosure to Firearms Officer – [Best Practice 12](#) or [H Division IM Support Document](#)
- Homicide Occurrences - [Standard Operating Procedures](#) or [H Division IM Support Document](#)
- Occurrences with ATIP Requests – [Best Practice 23](#) or [H Division IM Support Document](#)
- Security Marking Designations – [Best Practice 21](#) or [H Division IM Support Document](#)
- Aeronautics Act Occurrences – [Standard Operating Procedure](#) or [H Division IM Support Document](#)
- Assistance to Foreign and Domestic Agencies Occurrences – [Best Practice 4](#) or [H Division IM Support Document](#)
- Crime Prevention / Community Based Policing Occurrences – [Best Practice 8](#) or [H Division IM Support Document](#)
- Criminal Operational Intelligence Occurrences – [Standard Operating Procedure](#) [H Division IM Support Document](#)
- Information File Occurrences – [Standard Operating Procedure](#) or [H Division IM Support Document](#)
- Canada Shipping Act – Collision Regulations (Vessels) Occurrences – [Standard Operating Procedure](#) or [H Division IM Support Document](#)
- Street Checks – [Standard Operating Procedure \(End User\)](#) [H Division IM Support Document](#)
- Major Fraud Occurrences – [Best Practice 19](#) or [H Division IM Support Document](#)
- Special Projects – [Best Practice 30](#) or [H Division IM Support Document](#)
- Human Sources Occurrences – [Best Practice 38](#) or [H Division IM Support Document](#)

Please note: Instruction on all of these functions is covered on the IM for DA course. Also, there are support documents for these functions on the PROS Re-engineering site

DQOR REPORTS

- Open Secure Access Portal
 - RCMP Operational - PROS DQOR
- Select Auto Audit
- Unit Collator
 - Choose dates
- Submit
 - File will be located under 'Downloaded'
 - Once clicked it will open in a separate screen
 - You can print from here if you wish to work off a paper copy

Quick Explanation of Errors

- DQ01 – The location type on the Involved Address must match the Location type field on the UCR.
- DQ02 – Either the Occurrence type or Occurrence between fields are blank
- DQ03 – The first line of the UCR must match the Occurrence Type
- DQ04 – Person is selected as Victim Crime Against Person and there is not a Victim Report.
- DQ21 – File is SUI with no open tasks, these are most often created when a SOT in PAT is not properly completed
- DQ33 – All non-offences are cleared Complete Solved Non-Criminal. With these types of files, it is the Occurrence Type and not the outcome of the file that is being cleared.

PURGE REPORTS

Public Interest Immunity - s. 37 of CEA and common law

- Choose Detailed Find Occurrence from the PROS ACW
- Click on the Officer/Unit tab and enter your collator in the Badge/Unit field
- Click on the Retention tab and enter the date range in the Archived/Purged Date field
- Find Now, file will appear under the Results tab
- If you want to print the Results it is best to reduce the columns you do not need to refer to before printing, all you will need is the Occurrence number and maybe the Type.
- After you have reduced the columns right click in the blank area choose Print, then Print List Report.
 - Here you will choose Preview to see what the print out will look like so you will know if you need to go back and reduce more columns. Click print from here at the top left of screen.

ORPHANS

Public Interest Immunity - s. 37 of CEA and common law

Depending on the type of Orphan you are looking for there are a few different ways to search. Please use the above link to obtain the steps for each type. Below is a quick overview of how to search the database for an orphaned person.

- Open Detailed Find Person from the ACW in PROS
- Scroll over to the Orphan tab
 - Enter your collator code in the Unit section
 - Find now
- Under Results tab you will find the list of all potential Orphans
 - If you wish you print the results it is best to reduce the columns you will not use leaving only the name on the results page.
 - Once all columns are reduced, right click, Print, Print List Report, Print
- Please refer to the above link for the next steps on rectifying an Orphan Entity

Roles and Responsibilities

Legend

LI = Lead Investigator	Note: Calls for service may be by the OCC (dispatched), self- or by DSAs
CM = Case Manager	
TL = Team Leader/Supervisor	
DSA = Detachment Services Assistant	
ORMS = ORMS Unit	
IM = Information Manager (has RBAC RCMP Records or Records Maintenance). Includes DSAs, Unit Administrative Support and ORMS personnel	

Step #	Role	Responsibility
	DSA	Create occurrence for calls for service received by phone or at front counter. Follow Front End Workflow (if applicable). Perform Information Management responsibilities at the unit level. Refer to Information Management Support Documents
	DSA/IM	During the life cycle of the occurrence corrections, modifications, deletions and merging may need to be completed as assigned via task or self-generated
Early Case Closure (ECC) Occurrence		
1	LI	Respond to Call for Service – Conduct investigation, document occurrence following Data Entry Method and Case Management Policy Initial Task “CM-ECC”, complete UCR incident
2	CM	Review ECC Occurrence – Apply guiding principles and solvability factors. Ensure UCR is completed correctly. Decision – Conclude or Further Investigation Required
3	TL	Review of Hard Copy File (if applicable)
Further Investigation Required (FIR) Occurrence		
1	LI	Respond to Call for Service – Conduct investigation, document occurrence following Data Entry Method and Case Management Policy Initial Task “CM-FIR”, complete UCR incident and update as required through the life of the occurrence.
2	CM	Review FIR Occurrence – Apply guiding principles and solvability factors. FIR task assigned to LI if required. Review UCR for correctness. Decision – Conclude or FIR
3	LI	Continue documenting investigation as per policy on a daily General Report. Abide by 7 to 14-day review periods. FIR Task with “TL- Review”
4	TL	Review occurrence and document guidance on a Supplementary Report as required. Approve reviewed task – Create new FIR task for Lead Investigator as required. Ensure UCR is updated by the LI throughout the life of the occurrence
5	ORMS	Respond to tasks from primary unit to assist in scoring
Note: Steps 3 and 4 will be repeated during life cycle of the occurrence		
6	LI	If Investigation completed and no charges proceed to Step 17
Court Process		
7	LI	Enter charge(s) on all persons to be charged – Multiple charges must be created separately – Person entity is considered charged once document compelling them to court has been issued or the Information has been laid.
8	TL	Review Charges – Decision (approve or deny)

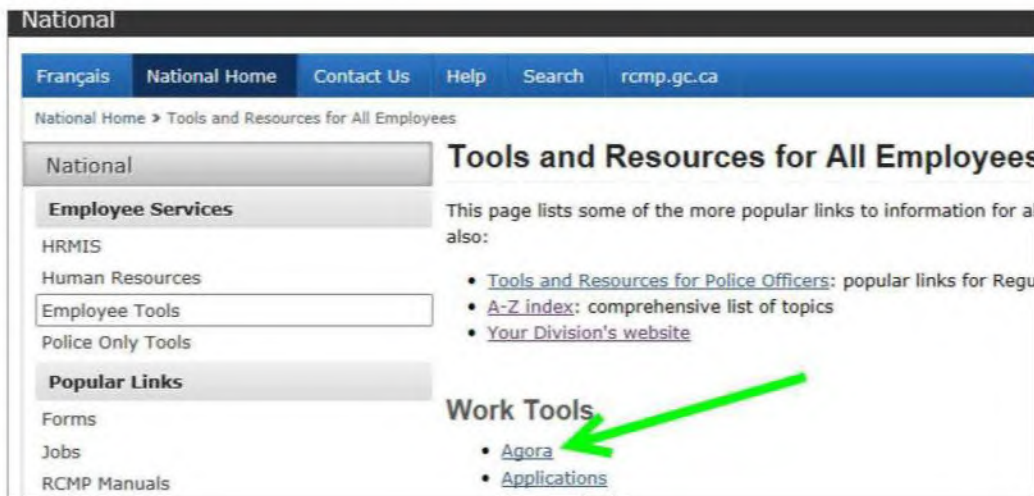
9	DSA	CPIC (if applicable) Live Scan/Card Scan/CJIM entries (if applicable)
10	LI	Create following of Case File – Link entities, Create court task and create PIS and or Crown brief synopsis
11	TL	Review Case File – Decision (approve or deny)
12	DSA	Create Information(s) and court package
13	LI	Review of court package and vet (if required)
14	TL	Final review of court package
15	LI	Ensures court package is provided to Crown – Information(s) is laid
16	DSA	Court Appearance(s) plea <ul style="list-style-type: none"> a. Guilty – Disposition of charges, conclusion of Case File, update CPIC, task Lead Investigator to prepare occurrence for conclusion b. Not Guilty – Update Schedule in Case File for future court dates, Court documents (i.e. subpoenas), task Lead Investigator of new court date, and update CPIC. (Repeat step 17b until disposition of charges). Disposition of charges, conclusion of case file, update CPIC (if applicable), task Lead Investigator to prepare occurrence for conclusion.
Lead Investigator and Team Leader must review occurrence and court proceedings regularly and act upon requests		
17	LI	Prepare Occurrence for conclusion, dispose of property, notify complainant. Ensure occurrence has been fully documented. Review UCR to ensure it is completed correctly with all applicable offences and survey codes. Request conclusion of occurrence, Task “TL-CC”
18	TL	Final review of occurrence and UCR. Decision (approve or deny). Approve – Task to the UCR queue to review and conclude. Deny – Task to the member for Further Investigation and provide guidance (repeat as required)
	ORMS	Review of occurrence for final statistics and conclusion
20	DSA/IM	Review of concluded occurrences and other information management duties in relation to the occurrence.

Agora Database (PROS Training Guides)

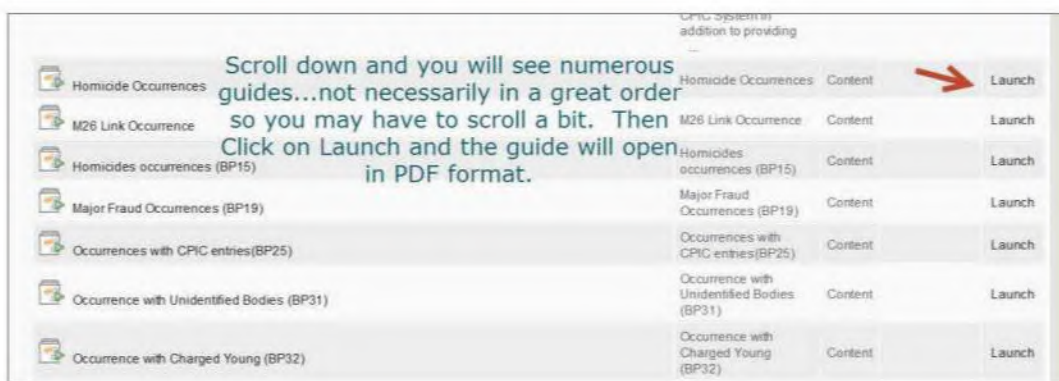
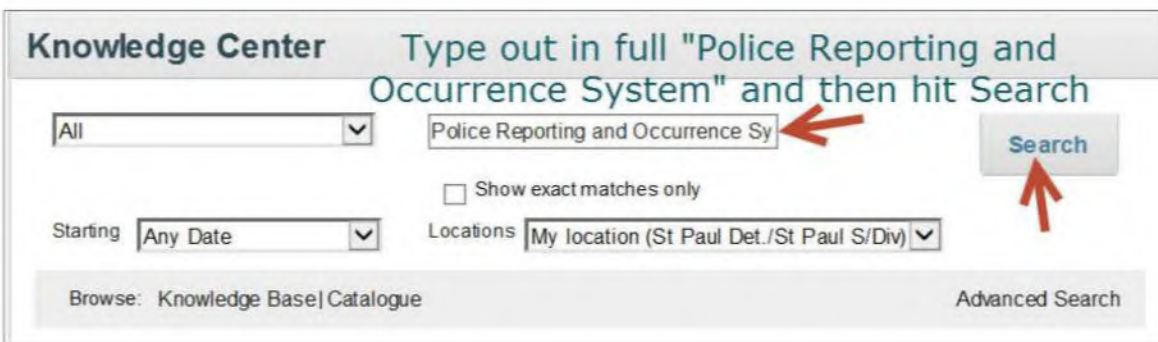
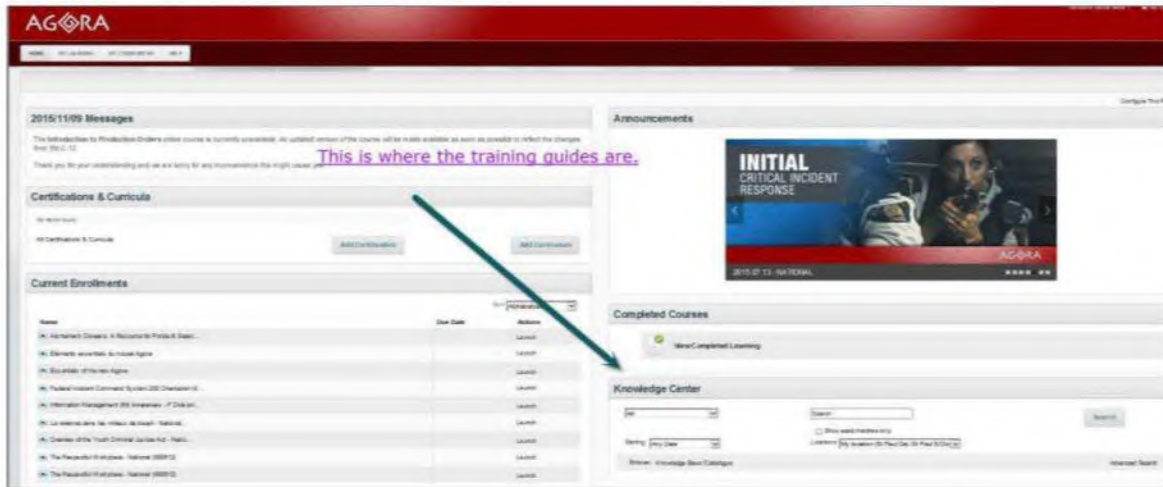
As an alternate to the PROS Re-Engineering site, you can use the Agora Database to view PROS guides in PDF format.

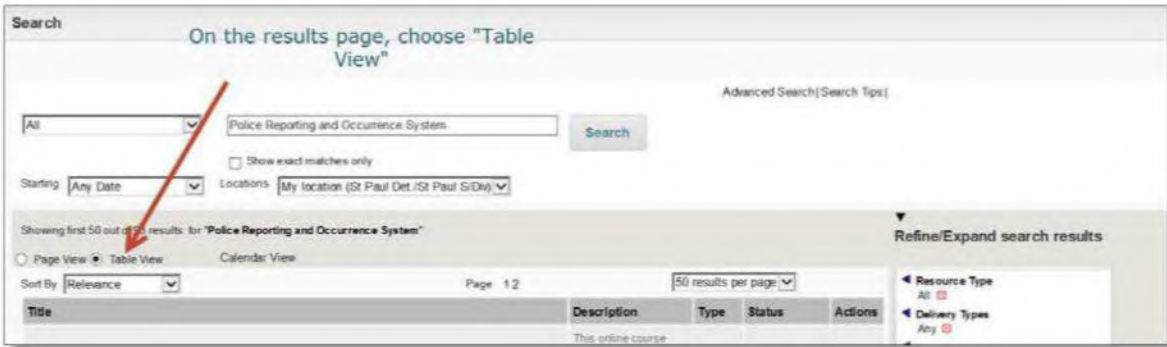


AGORA DATABASE (Through National Homepage)



Finding Training Guides on AGORA





Example of Guide

Standard Operating Procedures no 13

General Review of Concluded Occurrences

RBAC – Records and Records Maintenance

Caution! Before concluding an occurrence, the investigators are responsible for:

- Ensuring all data is up to date and accurate
- Verifying the accuracy of the Person classification value on all persons, particularly persons identified as Suspect
- Ensuring that the **Occurrence Summary** field accurately reflects the outcome of the event
- Ensuring that the **Status date** field reflects the date each time the Occurrence Status value is updated throughout the lifecycle of the occurrence
- Ensuring that in all instances where the occurrence status indicates Cleared Other, the applicable subject is identified as Suspect Chargeable
- Ensuring all investigative tasks have been completed or cancelled
- Ensuring that all **BOLO** Flags are end dated.

Important! This document provides general instructions for reviewing Occurrences. Please refer to the following documents for review of specific Occurrence types:

- Occurrences with Court Disposition of Absolute & Conditional Discharge
- Aeronautics Act Occurrences
- Application For Dangerous Offender Occurrences
- Assistance to Foreign and Domestic Agencies

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PS PENSION, BENEFITS & OTHER USEFUL INFORMATION

Pay

As a government employee, learn when and how you get paid and explore the various scenarios that may result in changes to your pay.

Public Service Employees are paid every two weeks (every other Wednesday, 26 pay periods per year).

For new indeterminate employees and new term employees over six months of employment, direct deposit of pay is mandatory. For employees with direct deposit, the statement is released on the regular pay day. For those paid by cheques, they are delivered to the employee’s workstation.

The cheque stub specifies gross and net pay, mandatory and voluntary deductions and any additional allowances.

More information related to your pay stub may be found [here](#).

Compulsory Deductions	Voluntary Deductions
<ul style="list-style-type: none"> - Public Service Superannuation (PSSA) - Supplementary Retirement Benefits (SRBA) - Canada Pension Plan - Insurance Funds - Income Tax - Union Dues (as applicable) 	<ul style="list-style-type: none"> - Voluntary hospital, surgical and medical insurance plans - Credit Societies and Credit Unions - Canada Savings Bonds - Membership fees, contributions - Staff association dues - Charitable donations - Maintenance of dependants

More information on deductions can be found on the [Treasury Board web site](#).

The Public Service Pay Centre was created under the Transformation of Pay Administration (TPA) initiative to provide continued sustainability of pay services and more consistent service delivery. As part of its role to provide pay administration to the Government of Canada, the Pay Centre will be managed by the Accounting, Banking and Compensation Branch of PWGSC.

The Pay Centre provides all pay administration services for participating organizations whose pay services have been transferred to the Pay Centre. The RCMP Public Service pay has already been transferred to the Pay Centre and is no longer performed in the department.

Phoenix is the new self-service pay system for public service employees and their managers who have Section 34 delegation. It is a modern and efficient system that supports payroll processes for all public service employees.

For more information on the Phoenix pay system, please see this link:

Public Interest Immunity - s. 37 of CEA and common law

- This link provides you with everything you need to know related to pay and leave for public service employees, as well as instructions for interacting with the Public Service Pay Centre:

<http://www.tbs-sct.gc.ca/psm-fpfm/pay-remuneration/index-eng.asp>

It is your “How to” guide for public service pay-related processes and questions.

- If you are having pay issues, you need to follow the steps in this link:

<http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/paye-centre-pay/probleme-paie-pay-problem-eng.html>

- For information pertaining to benefits please refer to the public service web site at:

http://publiservice.gc.ca/hr-rh/ebs-sase/benefit-avantage_e.html

- Information regarding your pension plan is available on the Public service web site at:

<http://www.tbs-sct.gc.ca/psm-fpfm/pensions/index-eng.asp>

Public Service Pay Office for Indeterminate Employees:

Email: Submit your questions, with a PAR form, to paycentre.centredepaye@pwgsc-tpsgc.gc.ca

Fax: Submitted with PAR form to the following number: Toll free: **1-855-393-1559**

Mail: Requests accompanied by a PAR form can be sent to the following address:

Public Works and Government Services Canada
Public Service Pay Centre – Mail Facility
PO Box 6500
Matane QC G4W 0H6

Telephone

Toll free: 1-855-686-4729

Monday to Friday

8:00 a.m. to 4:00 p.m. (Your local Time)

Outside Canada and the United States: 506-424-4330

Monday to Friday

8:00 a.m. to 5:00 p.m. (Atlantic Time)

Telephone Teletype (TTY)

Toll free: 1-855-393-1558 (Toll free in North America)

Local: 506-424-4085

Monday to Friday

8:00 a.m. to 5:00 p.m. (Atlantic Time)

Public Service Pay for Term or Casual Employees

Supervisor/Manager

1. Information to extend a term or casual employee must be provided to staffing as soon as possible. If the [PS Pay Centre](#) is not notified by staffing prior to the contract end date, the account will be terminated.
2. If an employee is paid in arrears, time sheets must be forwarded to [RCMP Pay Operations](#) along with a completed PAR Form. For individual submission, complete PAR form [446-1](#) select work type *Entitlement / Deductions*, sub work type *Timesheets*. For bulk submission, complete PAR form [446-2](#), select work type *Time Summary*.
3. RCMP Pay Operations will complete Section 5 *Trusted Source* and will send to PS Pay Centre for processing.
4. Time sheets (to be completed by PS employees hired as casuals, terms or indeterminate, or students hired on an "as and when required" basis).

Employee

1. Complete the [RCMP form 6416](#) (Public Service Time Sheet) and give to your supervisor on a bi-weekly basis.
2. Ensure it is signed and dated.

Supervisor/Manager

3. Ensure the time sheet form is fully completed.
4. Sign and date the form.
5. For individual submission, complete PAR form [446-1](#) select work type *Entitlement / Deductions*, sub work type *Timesheets*.
6. For bulk submission, complete PAR form [446-2](#), select work type *Time summary*
7. Submit completed forms to [RCMP Pay Operations](#).
8. RCMP Pay Operations will complete Section 5 *Trusted Source* and will send to PS Pay Centre for processing.

Benefits

The **Public Service Health Care Plan (PSHCP)** <http://www.pshcp.ca/> is offered to eligible employees and retirees of the public service (including the RCMP and the Canadian Forces) and participating employers and members of certain designated groups. PSHCP is administered through Sun Life.

The PSHCP is designed to supplement your provincial/territorial health insurance plan for reasonable and customary eligible expenses. This is referred to as Supplementary Coverage.

Optional coverage for:

- Full-time and part-time employees and employees appointed for more than 6 months or who have completed 6 months of continuous employment
- Retired members with at least six years of pensionable service (some exceptions apply, please see <http://www.pshcp.ca/news-and-bulletins/bulletins/special-bulletin-on-plan-changes.aspx>) in receipt of an ongoing recognized pension
- Eligible spouses or common-law partners and dependent children of plan members, including survivors

Application: Membership in the plan is optional unless otherwise specified. If you wish to join the PSHCP or make a change to their coverage must complete and submit either an electronic application form using the secure online Compensation Web Applications (CWA) or submit a paper application form available online (link below). Alternatively, they may contact their compensation or pension office.

- If your completed application is received within 60 days from the date you become eligible for coverage, your PSHCP coverage will take effect on the first day of the month following receipt of your application.
- If your completed application is received more than 60 days after the date you become eligible for coverage, your PSHCP coverage will take effect on the first day of the fourth month following receipt of your application.

Once approved to join the plan, a member will receive a certificate number and must complete positive enrolment, a mandatory step in accessing benefits under the PSHCP.

How to Complete Positive Enrolment

To get started, go to <http://www.sunlife.ca/pshcp>

- Click on “New member to the Plan” and;
- Complete the online form.

By completing positive enrolment, the member provides consent for Sun Life to use their personal information to process their claims. To update positive enrolment (e.g. to add or remove a dependant, or to change coordination of benefits information), the member is encouraged to make any necessary changes through their online account or by submitting a Positive Enrolment Change Form to Sun Life. It is the member’s responsibility to adjust their file if there are any changes to their status or the status of one of their dependants (for example, if the member marries or has a child).

Here are some of the benefits:

Drug Benefit (reimbursed at 80%) to name a few:

- Drugs that legally require a prescription
- Life-Sustaining Drugs
- Smoking cessation aids: Lifetime maximum \$1,000
- Erectile dysfunction drugs: Maximum \$500 per calendar year

(Note: Provisions when out-of-pocket drug expenses exceed \$3,000 per calendar year)

Vision Care Benefit (reimbursed at 80%)

- Eye examination: 1 every 2 calendar years commencing odd years
- Eyeglasses or contact lenses: Maximum \$275 every 2 calendar years commencing odd years
- Elective laser eye surgery: Lifetime maximum \$1,000

Medical Practitioners Benefit (reimbursed at 80%)

- Physiotherapist: Up to \$500 and over \$1,000 per calendar year
- Psychologist: Maximum \$2,000 per calendar year
- Massage Therapist, Osteopath, Naturopath or Podiatrist/Chiropodist:
 - Maximum \$300 per calendar year per type of practitioner
- Chiropractor, Speech-Language Pathologist:
 - Maximum \$500 per calendar year per specialty
- Nursing services: Maximum \$15,000 per calendar year

Dental Benefit (reimbursed at 80%)

- Dental expenses incurred for the treatment of an accidental injury to natural teeth or a jaw fracture
- Certain dental surgical expenses

[PSHCP Information Booklet](#)

[PSHCP Forms](#)

[Application](#)

[Claim Form](#)

[PSHCP Summary](#)

Contact: (T) 1-888-757-7427

The **Public Service Dental Care Plan (PSDCP)** is administered through Great West Life and covers all eligible federal public servants and their eligible dependants. Coverage will begin following 3 months of continuous employment for the eligible public servant and their dependants. No application is required for enrolment this is done automatically.

The PSDCP is designed to cover specific dental services and supplies that are not covered under your provincial or territorial health care or dental care plan.

Maximum Reimbursement

Basic and Major dental expenses: \$1,700 per calendar year per covered person (This will be increased to \$2,000 Jan 1 2019, \$2,250 Jan 1 2020 and \$2,500 Jan 1 2021)

Orthodontics: Lifetime maximum \$2,500 per covered person

Here are some of the Benefits:

Example Basic Services (reimbursed at 90%)

Examinations and diagnosis

Routine preventive services

Minor restorative

Example Major Services (reimbursed at 50%)

Major restorative services (crowns, inlays)

Complete or partial dentures, fixed bridges

Coordination of Benefits: If you and your dependent are covered under more than one group dental plan, you may coordinate benefits up to 100% of the actual eligible expenses.

[PSDCP Member Booklet](#)

[Claim Form](#)

Contact: (T) 1-855-415-4414

Pension

Pension plans are designed to provide employees with a retirement income during their lifetime. In the event of death, the plans also provide an income for survivors and eligible children.

Please contact **Irrelevant** to inquire about upcoming Pension Plan Education Sessions.

For information related to your pension:

<https://www.canada.ca/en/treasury-board-secretariat/topics/pension-plan.html>

Compensation Web Application (CWA) – Pension tools, calculator, by back information:

<https://www.canada.ca/en/treasury-board-secretariat/services/pension-plan/pension-tools.html>

Preparing for retirement:

<https://www.canada.ca/en/treasury-board-secretariat/services/pension-plan/active-members/preparing-retirement-pension.html>

Government of Canada Pension Centre:

(T) 1-800-561-7930

PS Human Resources
RCMP Mailstop #H-048
80 Garland Ave.
Dartmouth, NS B3B 0J8
Fax: (902) 426-5021



Best Practice!

*If you have prior service
and were part of a
registered pension plan,
ask about how to buy
back!*

**** Municipal Employees should contact their employer's HR department for information on their benefits/pension! ****

Travel Entitlements

Each sector is covered by their collective agreement, and must follow the policy and procedures outlined by their perspective agreements.

Note: No matter which collective agreement you are reporting to, every person preparing for travel status working in H Division must complete a Travel Request in the Team Portal and have it approved by the appropriate supervisor/manager

Public Servants

Treasury Board of Canada outlines the entitlements for Public Servants on Travel Status [here](#).

Basic Travel Entitlements are:

- **Out of Work Area for Day**
 - Meals that you have to purchase dependent on travel times – [found here](#).
 - Breakfast – Subject to Change
 - Lunch – Subject to Change
 - Supper – Subject to Change

- **Out of Work Area Overnight**
 - **Meals** that you have to purchase dependent on travel times.
 - Note if a meal is provided for you, you cannot claim it, i.e., continental breakfast at a hotel/conference provides lunch meal; supper meal is purchased for you.
 - Breakfast - Subject to Change
 - Lunch - Subject to Change
 - Supper - Subject to Change
 - **Incidentals** – Each Day - Subject to Change each day
 - **Hotel expenses** – Receipt must be provided. OR Private Accommodations - \$50.00 per night.
 - **Mileage** for private Motor vehicle if approved. (You can only claim mileage if you are the driver, not the passenger of the vehicle) Mileage Rate Sub to Change.
 - Usage of unmarked police vehicle

Municipal Employees

Municipal Employees must check with their respective collective bargaining unit for their town/city to ensure they have up to date and accurate travel entitlements.

BMO Travel Card

PSE's and RM's can apply for this MasterCard. It is used when you are away on course or any work related travel. This enables you to book your hotel and pay for meals without using your own personal money/credit card.

By the time you get the statement for the Credit Card and if you have submitted your Travel Claim in a timely manner you will already have the funds deposited into your bank account to reconcile the MasterCard.

You can apply for a BMO Travel Card through the following link:

<https://isuite6.hrgworldwide.com/gcportal/en-ca/travelcard/applyforanidtc.aspx>

You have to register if you don't already have a profile

If you have any issues applying, you can email St_John's_Accounting_Services@rcmp-grc.gc.ca

Applying for other Public Service Positions

Types of Job Postings

- **External:** Positions open to the general public
- **Internal:** Positions open to only existing public service employees, Canadian Armed Forces and Veterans

All job advertisements follow the same template and include:

Basic Information:

- Job title, group and level
- Salary range
- Type of employment
- Closing date
- Intent of the process (e.g. how many positions are being filled, whether they are temporary or permanent)
- Who can apply
- Any employment equity considerations, for example, whether the hiring manager is targeting a particular employment equity group (women, visible minorities, persons with disabilities, aboriginal persons) to address a representation gap

Merit Criteria:

Hiring in the public service is based on merit, which means that a person who is appointed must meet each of the essential qualifications to be appointed. The hiring organization may also consider asset qualifications, operational requirements and organizational needs in their decisions.

- Essential Qualifications – requirements for the position such as level of education, language (e.g. bilingual), work experience and/or occupational certification.
- Asset Qualifications – “good to have” qualifications, such as knowledge, or skills that may put you ahead of other candidates who do not possess these qualifications, depending on the position(s) being staffed.
- Operational requirements – shiftwork, heavy lifting, travel and other operational requirements that may apply
- Organizational needs – employment equity, placing employees affected by workforce adjustment, respecting a land claims agreement, when they apply

Other Criteria, such as:

- Conditions of employment (e.g. Security clearance, shift work, travel, etc.). Conditions of employment must be met in order to be appointed to the position and must be maintained as long as you are occupying the position.

Tip:

Use the "Contact Information" identified at the bottom of the job advertisement if you need clarification, or to discuss any accommodation requirements you may have.

Types of Employment:

- **Acting appointment** - means the temporary performance of duties of another position. This applies if the performance of those duties would have constituted a promotion had the employee been appointed to the position
- **Acting assignment** - means a situation where an employee is required to perform temporarily the duties of a higher classification level for at least the qualifying period specified in the collective agreement or the terms and conditions of employment applicable to the employee's substantive level;
- **Assignment**- An assignment is a temporary move of an employee within his/her department or agency to temporarily perform the functions of a position that already exists or to take on a special project. The assignee continues to be the incumbent of his/her substantive position in his/her home organization while performing the assigned duties in the host organization. It is not obligatory for the employee on assignment to be "hosted" against a position number. The duties to be performed, however, must be specified.
- **Secondment** - A secondment is a temporary move of an employee to another department or agency in the core public administration.
 - Secondments and assignments are both temporary lateral movements of an employee to perform the functions of a position that already exists or to take on a special project. However, while secondments are to another department (interdepartmental), assignments are within a department or agency (intradepartmental). In both cases, the employee maintains his/her substantive position in the home department/agency or organization, and is paid by the home department/agency or organization.
- **Term** – a temporary position for a defined period of time (e.g. 6 months). These jobs don't end your entitlements, but they may be a good opportunity to start working and gain experience in the public service during your search for a permanent job.
- **Deployment** – A deployment is a "transfer of a person from one position to another". It does not constitute a promotion or change a person's period of employment from a specified term to indeterminate.
- **Indeterminate** – a permanent position. When you have a permanent job you no longer have entitlements under the Veterans Hiring Act.
- **Casual** – a temporary position for up to 90 working days within a calendar year with one Department (i.e. you could also work a different 90-day casual with another department in the same calendar year). However, these jobs are a good opportunity to gain experience in the public service.

- **Part-time** – a position that is less than 37.5 hours a week. It can be either a term or indeterminate. However, if the position is for less than 12 hours/week the position is treated the same as casual employment.
- **Priority** - Priority entitlements help persons cope with career transitions due to various life and employment events such as Workforce Adjustment (WFA), becoming disabled, being medically released or discharged from the Canadian Armed Forces (CAF) or Royal Canadian Mounted Police (RCMP), returning from extended leave or relocating with one's spouse or common-law partner. The entitlements also provide continuity of employment, help the employer retain skilled employees and meet its obligations in WFA.

Other Things to Know:

- **Anticipatory processes** – a hiring manager may post an advertisement in anticipation of a vacancy or vacancies.
- **Inventory** – Inventories, continuous intake and pools are used to create a collection of applicants for future vacancies, and may be accessed by more than one hiring manager for different reasons. You can be assessed before, during, or after being placed in an inventory, depending on the different needs of hiring managers. If you are placed in an inventory, you may receive an automated email after a certain period of time requesting that you re-submit your application – this is done to ensure that applicants who are still interested in the position have an opportunity to update their information with any experience or training they have acquired in the meantime.
- **Language requirement** – the public service is required to provide bilingual service to the public, so proficiency in official languages is an essential qualification. A job advertisement will indicate English Essential, French Essential, Bilingual or Various linguistic profiles. For a unilingual position and for your first official language, these skills will be assessed in the usual way. However, for a bilingual position, language skills in your second official language are assessed through a series of specific tests designed for reading, writing, and oral interaction. You may be assessed even if you have a Second Language Profile from your military service.

When a job advertisement is bilingual, it may be staffed imperatively or non-imperatively:

- Bilingual imperative – successful candidate must meet the second language requirement at the time of appointment.
- Bilingual non-imperative – successful candidate can be appointed without meeting second language requirement, but must attain the language requirement within a specified period of time to retain the position.

For more information, visit these links at the Veterans website (still useful for PSEs):

[Reading a Job Posting, Preparing Application, After you Apply](#)

PUBLIC COMPLAINTS

PART VII and STATUTORY COMPLAINTS

Public Complaints (PART VII) can be received either through the CRCC (Civilian Review Complaints Commission) or at the Detachment level. Once it is received the 90-day time frame for investigation and completion begins.

If someone from the general public wishes to make a complaint and attends the front counter at a Detachment, seek a member (preferably a senior manager) to assist the individual by initiating the Intake Form found here: <https://www.crcc-ccetp.gc.ca/pdf/complaintplainte-en.pdf>

If an individual wants an alternative to initiating the form at the detachment, he/she may submit:

Online:

Complete and submit the [online complaint form](#) (This online form cannot be emailed.)

By Telephone or Fax:

Call from anywhere in Canada: 1-800-665-6878

TTY: 1-866-432-5837

Print and complete the [complaint form in PDF](#) [303Kb] and fax the **completed** form to **613-960-6147**.

By Mail:

Print and complete the [complaint form in PDF](#) [303Kb] and mail the **completed** form to:

Civilian Review and Complaints Commission for the RCMP
National Intake Office
P.O. Box 1722, Station B
Ottawa, ON K1P 0B3

There is also a new version of the 4110 for use during the investigation and conclusion of public complaints, including informal resolution. The new 4110 form can be found [here](#).

As presented on the Infoweb:

Effective **February 9, 2018**, members taking public complaints directly from the public should either:

- Complete the new RCMP-only online public complaint [form](#). NOTE: This form, once submitted, will automatically populate the CRCC's complaint database and a notification will be forwarded to NPCD, *or*
- Complete a paper copy of the CRCC's public complaint [form](#). NOTE: Hardcopies should continue to be sent to the divisional Professional Responsibility Unit to be entered into HRMIS.

RADIO COMMUNICATION

The police radio is used to dispatch complaints to members on shift. Complaints come in via front counter or over the phone. The following information will assist you in your radio communications.

- Hold down the button on the bottom of the mic for a few seconds before beginning to talk.
- For example, say “Cst. _____”, Bridgetown Detachment” (This means you have a complaint for them).
- Once the member states to “go ahead”, briefly explain what kind of complaint you are passing along to them.
- If the complaint is sensitive in nature you can say “Can you give me a 21 at the office regarding a complaint?” It’s asking them to call you at the office.

RTT button: The RTT button is used when you need to contact OCC. This is usually used when you need to speak with another detachment that isn’t on your repeater. You would press the “RTT” button and OCC will answer.

Tiny Red Button: This is the emergency button that goes directly to OCC Emergency line.....DO NOT press this button unless you have an emergency in your office.

Basic Radio Etiquette

Prior to any radio broadcast:

1. Ensure channel is clear before transmitting.
2. Identify Detachment Name or Patrol Unit Identifier
3. Identify yourself by saying (Detachment) Base (i.e. Bonnyville Base)

Dispatch

“RCMP (Detachment), (Detachment) Base, 10-71 Priority # 10-code / Summary (Location)”

Stop transmitting and await the identification of the Unit then provide the following:

1. Location, directions and/or landmarks
2. Complainant/Business, current contact number (as required)
3. Summary of event.
4. Advise responder(s) of the data base response(s).
5. Deploy support units at Responder(s) request.
6. Initiate requested telephone calls when the Investigator(s) is not able to complete.
7. Update Investigator(s) of any further information received.
8. Set up roadblocks and/or containment at the request of the Investigator(s)

Radio BOLO

Access the appropriate radio channel and transmit as follows:

“RCMP (Detachment), (Detachment) Base, BOLO from (Detachment) (Summary)”

Stop transmitting and await the signal to proceed.

1. Never transmit in excess of 60 seconds at any time. Preferred length is 30 to 45 seconds
2. Break for approximately two seconds before continuing.
3. Consist of three parts: Preamble, text and authority.
 - Preamble specifies the purpose of the broadcast.
 - Text contains the information of the message.
 - Authority is the person and/or agency authorizing the broadcast.

Vehicle Description

1. C – Color
2. Y – Year
3. M – Model
4. B – Body style
5. A – Anything else
6. L – License

Person Description

1. Race (Complexion)
2. Gender
3. Clothing
4. Age (DOB)
5. Name/Relationship, Address/Phone number
6. Build/Height/Weight
7. Hair color/length/style
8. Other identifiable characteristics (i.e.: facial hair, accent, tattoos, piercings)
9. Eye color
10. Complexion
11. Hat
12. Shoes
13. Jewelry
14. Demeanor (i.e.: calm, emotional, intoxicated)

Weapon Description

1. Gun (*i.e.: pistol, rifle, shotgun*)
2. Knife (*i.e.: long, short*)
3. Club (*i.e.: bat, tire iron*)
4. Other (*i.e.: glass, bottle, vehicle*)
5. Explosive (*i.e.: bomb, dynamite*)

Boat (Vessel) Description

1. Size
2. Color
3. Name
4. Registration number
5. Type (*i.e.: inboard, outboard, sail, cruiser, speed, racing, pontoon, ship*)

National 10 Code Signals

Heading	Code
Radio Communications Check	10-0
Signal Weak	10-1
Signal Good	10-2
Stop Transmitting	10-3
Affirmative (OK)	10-4
Relay (To)	10-5
Busy	10-6
Out of Service	10-7
In Service	10-8

Say Again	10-9
Negative	10-10
Roadside Check	10-11
Stand By (Stop)	10-12
Existing Conditions	10-13
Message/Information	10-14
Message Delivered	10-15
Reply to Message	10-16
En route	10-17
Urgent	10-18
(In) Contact	10-19
Location	10-20
Call () By Phone	10-21
Disregard	10-22
Arrived at Scene	10-23
Assignment Completed	10-24
Report to (Meet)	10-25
Estimated Time of Arrival (ETA)	10-26

Driver Licence/Permit Information	10-27
Vehicle Ownership Information	10-28
CPIC Records Check (Persons/Vehicle/Property/Boats and Motors)	10-29
Danger/Caution – CPIC Record – Subject may be dangerous to police, himself/herself, or other persons. Follow code with applicable caution: <ul style="list-style-type: none"> • “Alpha” (armed and dangerous) <ul style="list-style-type: none"> ◦ “Foxtrot” (firearms) – following “Alpha” • “Charlie” (contagious disease) • “Echo” (escape risk) • “Mike” (mental instability) • “Sierra” (suicidal tendencies) • Family – “Victor” (family violence) • “Victor” (violence) 	10-30
Pick-up	10-31
Units Needed (Specify Number/Type)	10-32
Help Me Quick	10-33
Time	10-34
Off Duty	10-35
On Duty	10-36
Returning to Office	10-37
Fatality/Sudden Death	10-38
Reserved	10-39

Possible Hit on Persons/Vehicle/Property	10-40
Possible Hit Now Confirmed with Originator	10-41
<p>Person/Vehicle/Boat in Surveillance Category. Code indicates special instructions/action required for sensitive information NOT for radio transmission. Follow code with applicable 10-30 caution and/or:</p> <ul style="list-style-type: none"> • "X-ray" (eXtra): Indicates additional cautions which may include vehicle or boat with: biohazardous/chemical material, explosives, vicious animals on board, associated violent crimes, or radioactive. 	10-42
Person in Parolee Category	10-43
Person in Accused Category	10-44
Person in Elopee Category	10-45
Person in Prohibited Category, follow code with "Foxtrot" (firearms), "Lima" (liquor), "Delta" (driving), or "Hotel" (hunting restriction)	10-46
Person in Court Action (Probation) Category	10-47
Person in Refused Category (associated to record subject refusal of: Firearms Registration Certificate, Firearms Licence, Firearms Authorizations, or Firearms Certificates)	10-48
Person in Firearms Interest Police (FIP) Category (record subject involved in an incident described in Sec. 5, Firearms Act of Canada).	10-49
Person in Special Interest Police (SIP) Category. Subject may be dangerous to police, himself/herself, or other persons. Code indicates special instructions/action required for sensitive information NOT for radio transmission. Follow code with applicable 10-30 caution and/or:	10-50

<ul style="list-style-type: none"> • "X-ray" (eXtra): Indicates additional cautions which may include potential Dangerous Offender, Child Sex Offence, Sex Related, Spousal Assault, Hostage-taker, DNA Order/Authorization, subject involved in or committing criminal offences, or foreign fugitive when no warrant or not arrestable in Canada 	
Federal or Provincial Inmate Record. Subject entered in Corrections Canada Offender Management System.	10-51
Stolen Vehicle CPIC Record Entry	10-52
Crime Vehicle CPIC Record Entry	10-53
Automatic Incident Generation	10-54
Unauthorized Listener	10-55
Reserved National codes	10-56 to 10-59
For division assignment	10-60 and up

REAL PROPERTY ASSET MANAGEMENT

Obtaining Maintenance for Facilities & Buildings

Who do I contact?

Most of the facilities, including houses, are maintained by Asset Management. Please call your Property Manager for any major issues. Houses are inspected every three years. Work plans are developed according to RCMP standards.

Headquarters – call Irrelevant to report a problem.

Detachment – repairs under \$5000.00 are the responsibility of the Detachment Commander with the Asset Manager as technical authority. For repairs over \$5000.00 (R/O 310) the Asset Manager is responsible to identify and take corrective action.

Leased Space – notify the landlord ASAP. The contact number is posted in your office and varies from location to location.

Scheduled Maintenance

For owned buildings, Asset Management conducts annual inspections and prepares a five-year plan to address issues such as painting, floor covering replacement, roof replacement, etc. These plans are maintained in Asset Management.

Isolated Post and Government Housing Directive

What is the IPGHD?

Rental charges are calculated for Force-owned or leased housing in accordance with the Isolated Post and Government Housing Directive. This is a Treasury Board Directive used to calculate rents for anyone living in government housing.

For further information on Rental Estimates and Calculations please contact:

“B”, “H”, “J”, “L” Division

Irrelevant

For further information on IPGHD policy please contact:

Irrelevant

SCHEDULE OF DUTIES

Duty	Description	Period	<input type="checkbox"/>
<i>Admin Task Queue</i>	Check queue daily and action tasks as required	Daily	
<i>Assist with New File Entry</i>	Assist with file entry if/when required	A/R	
<i>Bulk File Concluding</i>	Ensure files are entered and scored as per EAD requirements	Monthly	
<i>Civil Fingerprints</i>	Process civil prints and call clients once print results come back.	Weekly	
<i>Complaints</i>	Take phone complaints, dispatch members as required, generate PROS file	A/R	
<i>Complaints / New Files</i>	All complaints are to be handled same day; take information; generate PROS file, dispatch, and assign to members	Daily	
<i>Concluded File Review</i>	Review of all concluded	Monthly (End)	
<i>Conditions</i>	Entering of conditions	A/R	
<i>Contact Courier</i>	Contact couriers for pickups	A/R	
<i>Court Disclosure</i>			
<i>Court Task Queue</i>	Review and action court tasks	Daily	
<i>CPIC Entries</i>	Entry and removal of CPIC	A/R	
<i>CPIC Entries</i>	Add to CPIC anything not court related – missing persons, stolen vehicles, etc.	A/R	
<i>CPIC Messaging</i>	Take CPIC off alternate route – monitor messages throughout the day; distribute and handle as required	Daily	
<i>CPIC Messaging</i>	Take CPIC off alternate route, monitor messages throughout the day, distribute or action as required	Daily	
<i>CPIC Purge Report</i>	Pull files, task review and handle accordingly	Monthly	
<i>CPIC Task Queue</i>	Review and action CPIC tasks	Daily	
<i>CPIC Validation Report</i>	Pull files, task review, and handle accordingly	Monthly	
<i>Crime Stoppers Tips</i>	Generate file for incoming Crime Stopper tips	A/R	
<i>Criminal Record Checks</i>	Complete criminal record checks as required	Daily	
<i>Dispatching Calls</i>	All calls are to be dispatched via CIIDS through OCC. This includes when a member is required at the front counter to review statements, etc.	A/R	
<i>DQM Status</i>	Verify that any entities you set the DQM status on still qualify for status. (DQM status – not an Orphan)	Monthly	
<i>DQOR Reports</i>	Print and review reports making necessary corrections	Weekly	
<i>E-Disclosure</i>			
<i>Equipment</i>	Sending away equipment, CEW, tuning forks, ALCO sensors, radios, etc. for repairs etc.	A/R	

<i>Finance</i>		A/ R	
<i>Incoming Mail</i>	Open, date and distribute incoming mail	Daily	
<i>Inventory</i>			
<i>Miscellaneous Typing</i>	Typing of memos, letters, updating telephone lists, and any other typing required	A/R	
<i>Monitor Fax Machine</i>	Sort through and distribute documents received by fax AM & PM	Daily X2	
<i>MVC Reports</i>	Gather information and ensure documentation is completed correctly; general E-Collision file number, complete MVC reports, ensure accuracy, sign off, enter on PROS then forward to supervisor	Daily	
<i>OCC Phone Diverter</i>	Put phones on and off call forward to OCC	Daily	
<i>Ordering of Supplies</i>	Order supplies and equipment as required and per District	A/R	
<i>Orphan Review</i>	Verify if indeed an orphan or not	Monthly	
<i>Other Related Duties</i>	Assist with other duties as required	A/R	
<i>Outgoing Basket</i>	Audit the outgoing basket weekly	Weekly	
<i>Outgoing Mail</i>	Address, post and drop off outgoing mail	Daily	
<i>Pawn Shop Reports</i>	Scan or download Pawn Shop Logs and direct to member for response/investigation	Weekly	
<i>Process Traffic Notice</i>	Verify proof of insurance, remedied vehicle deficiencies, etc.	A/R	
<i>PROS Purge</i>	Run purge report on PROS month in advance, pull/review files then set for destruction	Monthly	
<i>PROS Purge Reports</i>	Printing of purge report one month ahead, pull files, do a quick review and place file for purging	Monthly	
<i>Public Enquiries/ Request Assistance</i>	Assist all public inquiries at the front counter	A/R	
<i>Subpoenas</i>	Type and process subpoenas as required	Daily	
<i>Summons / Subpoenas</i>	Generate new files and PROS tasks for summons, subpoenas (ensure sworn by Commissioner of Oaths), received in the mail, type and process subpoenas as required, create file for non-PROS agency documents	A/R	
<i>Telephone</i>	Answer all phone enquiries and handle accordingly and as quickly as possible	A/R	
<i>Transcription</i>	Complete transcription of statements (or forward as required) according to court date requirements, send to members for review, send copy to crown prosecutor, and link statements to PROS occurrences	Daily	
<i>Warrants</i>	Entering & removing of warrants	A/R	

SHREDDING (DESTRUCTION OF HARDCOPY INFORMATION)

NOTE: Since standards and approved equipment are constantly changing and in order to ensure you have the most up to date information, the links to the appropriate section of the Security Equipment Guide are provided in the document below.

The Security Equipment Guide is a “living” document and is constantly updated with the most current standards and approved equipment. The entire guide can be found [here](#).

Due to the sensitive nature of the hard copy information generated by a detachment it is imperative to protect sensitive information from potential disclosure. Sensitive information must be properly stored from the time it is created until it is destroyed (shredded). [This link](#) will provide detailed information on storage of information.

For daily destruction of sensitive information each detachment is to ensure that they have an RCMP approved shredder. The type of shredder is determined by the shred size required for the level of information that requires destruction

The following table provides a high-level overview of general office destruction methods for paper-based information in the RCMP. (Please note that [this link](#) provides equipment specifications regarding the different shredders listed in the table). Please keep in mind that each shredder is unique and has its own level of destruction.

CLASSIFICATION	PAPER-BASED DESTRUCTION METHOD
PROTECTED “A”	Commercially available strip shredder (Note: size of shredded paper should be a maximum of 10mm wide)
PROTECTED “B”	Type IIIA shredder
PROTECTED “C”	Type II shredder
CONFIDENTIAL	Type IIIA shredder
SECRET	Type II shredder
TOP SECRET	Type II shredder

Note: Only NON-SENSITIVE information can be placed into a recycle bin.

Be sure that you are aware of the difference between non-sensitive and sensitive information and how it should be destroyed. Never throw sensitive information into the regular garbage or into the Recycle Container.

Bulk Destruction

Only Protected A and B Information can be destroyed via bulk destruction. Confidential and Classified Information must be destroyed using an RCMP approved shredder producing the shred size required for the level of information requiring destruction.

A "Certificate of Destruction" is required each time bulk destruction is performed by an outside company.

Off-site Bulk Destruction:

All aspects of the destruction process from pick-up to transport to final destruction must be under the continuous supervision of an appropriately security screened Detachment employee. Do not allow a destruction company to simply take the shredding away.

While many detachments have rental agreements in place with what they believe to be an RCMP approved company, do not assume the present company you are using is approved. Government Procurement Policy dictates that only the company that has the current Standing Offer listed on the Public Works and Government Services (PWGSC) website can be used. To determine who holds the current Standing Offer click on "Paper Shredding Services" at [this link](#).

STATEMENT TRANSCRIPTION

In most Districts the Crown will pay half of the cost for the service to be done by an external company. If this is not the case for your detachment, here are some guidelines for transcribing.

Beginning Each Statement: (Microsoft Word)

Before you begin the statement you will have to set up your document.

Home Tab:

- Choose Font Style (most common "Times New Roman")
- Choose Font Size (most common "12")

Insert Tab:

- Page Number (choose style preferred)
- Header (choose style preferred)
- Type "Transcript of a recorded Statement of (insert name of person being interviewed)"

Page Layout:

- Line Numbers – Continuous
- Type in an introduction heading in bold.
 - **"Transcript of a recorded Statement of (insert - name of person being interviewed) taken on (insert date of interview) at (insert time of interview) hours taken by (insert name of member taking statement) at (insert location of interview).**
 - **(File # (insert file number)).**
- Type in the name of speakers using the examples below:
 - Use only member's rank and last name or just last name. Never use the member's first name in this section. Example: Cst. SMITH or SMITH
 - Use only the last name of the person being interviewed unless there is more than one person with the same last name or the name is quite a bit shorter than the member's. Example: SMITH or Darren SMITH
- If there are words or parts of the statement that you are unable to hear type (inaudible).
- At the end of the transcription type:
 - **End of Statement...**

All transcribed statements should be reviewed by the member who conducted the interview. By doing this the member may be able to fill in any blanks that were left out by the person transcribing, especially areas that the person could not understand what was being said.

At the very bottom of the statement type:

Transcribed by: (your name) – (title) – (name of detachment)

Proofed by: -----

Date:

Number Rules

When typing transcripts, the use of both figures and words is appropriate under certain conditions.

- Cardinal Numbers
 - The basic rules to follow are to spell out numbers one through ten, and when a number begins a sentence. Use figures for numbers above ten.
 - Example: The judge heard seven cases this morning and has six cases on the court docket for this afternoon.
 - The Crown sent out 53 subpoenas yesterday, Your Honor Approximately 200 people lined up to attend the court hearing.
 - When numbers are in a sequence, ALWAYS use figures.
 - Example: The figures are 1, 8, 36 and 154
 - Numbers 21 to 99 are hyphenated when written out
 - Example: twenty-six
- When numbers follow a noun, use figures
 - Example: grade 8; page 3; rule 7
- Related Numbers
 - In a sentence containing related numbers, use figures for all numbers if any one number is above ten.
 - Example: Of the 12 members on the jury, 7 were woman
 - After three months, her typing speed increased from 60 words per minute to 90 words per minute. (Time in months is not related to words per minute)
- Ordinal Numbers
 - Ordinal numbers are numbers that show order or position in a series. Ordinal numbers up to and including “ninth” are written out.
 - Example: First, third, fifth, etc. (except for dates)
 - Ordinal numbers over “ninth” use figures.
 - Example: 11th, 19th, 21st, 22nd, etc.
- Million, Billion, and Trillion
 - For ease of reading, spell out million, billion and trillion.
 - Example: 3.5 million; 1 million; 4.37 billion
- Number Beginning a Sentence
 - Use words for numbers beginning a sentence.
 - Example: One hundred applicants applied for the job. Eighteen years of age was the average age.

- However, if a year begins a sentence, use figures.
 - Example: 1995 was a year of many firsts
- Indefinite Numbers & Amounts
 - Spell out indefinite numbers and amounts
 - Example: several hundred dollars
 - a roll of fifties
 - a man in his forties
 - dollar to dollars
 - thousands of readers
 - a multi-million-dollar deal
 - hundreds of inquiries
- Dates
 - Use words for the month and figures for the day of the month and the year.
 - The letters “th”, “nd”, “st”, etc., do not have to be used after the figure for the day IF WRITTEN WITH THE MONTH.
 - Example: The contract was signed on April 9, 1995.
 - However, the “th”, “nd”, “st” are used if the day is written in front of the month, or when a date stands alone.
 - Example: The contract was signed on the 9th of April. We left for holidays on the 10th.
- Addresses
 - Use numbers for all street and avenue numbers, whether under or over ten.
 - Example: The Plaintiff lives at 602, 1031 – 6th Street, Weyburn.
 - Do not use the abbreviation “No.” or the symbol “#,” if there is a room or apartment.
 - Example: Suite 7 – 2610 Albert Street
- Fractions
 - Generally, use words for fractions that stand alone, that is, without a whole number preceding the fraction.
 - Example: A two-thirds majority is necessary to pass the new law.
 - Do not hyphenate written-out fractions when they are used as a noun in a sentence.
 - Example: One fifth of the population in Canada is French.
 - When fractions are preceded by a whole number, spell out in words, based on the verbatim dialogue.
 - Example: Five and a half percent is allowed on damaged goods.
 - Five and one-half percent is allowed on damaged goods.
 - Use one-half of a cup of sugar.
- Money
 - For exact and approximate amounts of money, use figures. When there are no cents in a dollar amount, you do not need to indicate this with a decimal point and two zeros.
 - Example: The cost of the food is \$15. I paid \$8.45 for the same book. Court costs amount to about \$600.
 - Use figures and the word “cents” for amounts under a dollar. Do not use the symbol “\$” and a decimal before the amount, or the cents symbol.

- Example: I sold the chair for \$10, the table for \$12.50 and the books for 50 cents. The carrots cost 89 cents.
 - I wouldn't give two cents for that car. (Spell out Indefinite amounts of money)
 - The fraud involved a few million dollars. He stole many thousands of dollars.
- Money should be typed in the transcript in the format shown above; however, it is based on verbatim dialogue. For example, if a reference is made to an amount but dollars is not indicated, DO NOT insert the dollar sign and spell the words.
 - Example: I sold the chair for \$10, the table for twelve fifty, and the books for 50 cents. (In this instance, twelve dollars and fifty cents was not indicated in the dialogue)
- Weights and Measures
 - Use numerals when transcribing weights and measures when the unit is stated.
 - Example: 3 pounds; 45 kilometres per hour; 600 tonnes; 2 mills (taxes)
- Clock Time
 - Always use figures with a.m. or p.m.
 - Example: Preliminary hearings begin at 9:30 a.m. I stopped the accused at 3:34 a.m.
 - For time on the hour:
 - Example: Court adjourned at 4 p.m.
 - You can buy your tickets at 10 a.m.
 - Type the abbreviations a.m. and p.m. in small letters, without spaces, except if it begins a sentence.
 - Example: A.M., Your Honor.
 - Do not use a.m. or p.m. unless figures are used.
 - Example: This morning (not this a.m.)
 - Do not use a.m. or p.m. with o'clock unless said in court.
 - Example: Six o'clock or 6 p.m. (not 6 p.m. o'clock)
 - Use figures when hour and minutes are used.
 - Example: Court adjourned at 4:35.
 - Use words when time "on the hour" begins a sentence.
 - Example: What time did the police arrive? Ten.
 - Use figures when hours and minutes are given.
 - Example: What time did the police arrive? 4:35.
 - Do not use a colon when using the 24-hour clock.
 - Example: 0800 hours; 1400 hours
 - The times, noon and midnight, are typed in words. However, use the form "12 noon" or "12 midnight" when this is used in dialogue.
 - Example: The luncheon adjournment is at noon.
 - The luncheon adjournment will be 12 noon.
 - With o'clock, spell out the numbers from one to twelve.
 - Example: Court adjourned at four o'clock.
 - When expressing time without a.m., p.m. or o'clock, spell the time out, based on verbatim dialogue.

- Example: Court adjourned at four.
 - Court adjourned at quarter past four. Court reconvened at twenty to four.
 - The half-hour
 - Example: Half-hour; one-half hour; half an hour; one and a half hours
- Comma Usage with Numbers
 - Do not use commas in year numbers, page numbers, house or building numbers, room numbers, postal codes, telephone numbers, and licence numbers.
 - Example: 1996; page 1246; 4700 Albert Street; Room 1804 S4T 1W6; 555-1212; ABCL888
- Numbers with Decimals
 - Example:
 - Your body temperature is 98.4 degrees Fahrenheit
 - .08 (millilitres of alcohol) – except if it begins a sentence THEN-Point zero eight was the reading.
 - A Colt .45 (calibre of gun) –except if it begins a sentence THEN – Forty-five calibre bullets were found.
- Percentage
 - Write out the word “percent” in full. Do not use the % symbol. Spell out number preceding percent if one through ten; use figures if over ten.
 - Example: Prices have increased by 14 percent.
 - Fourteen percent increases were imposed.
 - My salary may increase by two percent.
- Adjacent Numbers
 - When two numbers come together in a sentence and both are in figures, or both are in words; separate them with a comma.
 - Example: In 1984, 78 percent of our representatives exceeded their sales goal. Although the meeting was scheduled for two, ten of the participants did not show up.
 - On May 8, 18 customers called to complain. They stole 150 five-dollar bills.
- Ages
 - Spell out ages if one through ten, and use figures for ages over ten.
 - Example: My son is three years old.
 - Her husband is in his mid-sixties.
- Section Numbers in Criminal Code, Acts & Statutes
 - Section numbers are written in figures.
 - Example: Part 24 of the Criminal Code
 - Section 478(1) of the Criminal Code
 - Always check Code and Statute numbers to ensure accuracy. For example, Section 470(1) and Section 471 can sound identical, that is, four seventy-one.
- Use of Figures with Exhibits & on an Information
 - Use figures for exhibit numbers, count numbers on an Information and page numbers.
 - Example: Mark this as Exhibit P-1, please
 - The information can be found on page 3.

- Miscellaneous
 - Spell out and hyphenate fractions and numbers used loosely.
 - Example: 100-and-some years 50-plus items
 - 30-point program Sixteen and two-thirds
 - Plurals of figures
 - Example: Two 7s
 - Many 13s
 - Many tens of thousands
 - Proportions & Ratios
 - Example: 1:4 (when spoken as 1 to 4)
 - 50/50 agreement
 - A 60/40 split

Important Things to Remember & Helpful Hints

- **Ellipsis (...)** and a space
 - Ah... or ahm... are always followed by an ellipsis and a space.
 - are used when there is a short pause in the conversation e.g. Were you... going to the store?
 - when the speaker changes thoughts in a sentence. E.g. I was going... coming from the store.
 - when the speaker starts one word and changes to another. E.g. I was go... coming from the store.
 - when the speaker repeats a word or stammers. E.g. –I was g... g... going to the store or I was going... going to the store. [do not use an apostrophe – g'... g'... going.]
- **Names etc.** are spelled out using an ellipsis and a space, always using CAPITAL LETTERS. (Some people will use hyphens when spelling out words)
 - Example: PALMER - P... A... L... M... E... R. or P-A-L-M-E-R
 - Bill – B... I... L... L. or B-I-L-L
- Often the investigator will repeat what the person has said as a question. Remember to put a question mark after this otherwise it will appear as though the investigator is making a statement.
 - e.g.
 - **PALMER:** I went to the store.
 - **Cst. BEATTIE:** You went to the store? Okay.
- Also remember the question mark in the following example.
 - e.g. - **Cst. BEATTIE:** You don't hafta say anything. Okay?
- **Obvious sounds** only need to be included when referred to in the interview or it interrupts the conversation.
 - e.g. – [coughs] [sneezes] [sighs] [sobs] [begins to cry] [becomes emotional]
- **Do not put in** things like [sniffs] [smacks lips] [sound of writing] [sound of door opening and closing] [background noise] etc. If these noises cause a pause in the statement just type (pause) and then pick up the interview again.

- **Repetitious sounds** can be put at the beginning of the interview.
 - e.g. – [PALMER coughs throughout the interview]
 - [Police radio can be heard in the background throughout the interview]
 - **When someone enters or leaves the room** during an interview type it as follows:
 - [Constable BEATTIE leaves the room for approximately seven minutes and returns]
 - [Constable BEATTIE leaves the room – long pause – Constable BEATTIE returns]
 - **When you have a number of things** in brackets, at the same time, be sure to put them all in one set and separate them with dashes rather than numerous sets of brackets.
 - This: [Constable BEATTIE leaves the room – long pause – PALMER coughs – Constable BEATTIE returns]
 - **When the recorder is turned off and back on** during the interview this has to be noted.
 - e.g. [recording devices are turned off and back on again] It is not necessary to mention that recording devices are turned on and off at the beginning and end of the interview.
 - Sometimes you will be **unable to determine what the speaker is saying**.
 - [unintelligible] is used when one or two words can not be understood.
 - [unintelligible comment] should be used when a phrase can not be understood.
 - [unintelligible comments] should be used when a sentence or more can not be understood. Any words you hear should be put in.
 - e.g. He said that [unintelligible] was going to [unintelligible comment].
 - e.g. I thought he would go. [unintelligible comments].
 - [unintelligible], [unintelligible comment] or [unintelligible comments] is used only when you absolutely cannot hear what is being said. You may need to go over this part a number of times, ask someone else to listen or slow down the speed and re-listen. More often than not a phrase or word can be picked up.
 - **Never guess at what is being said.** It's better to use [unintelligible] than to put in something that doesn't make any sense. Follow your story line. Important facts are often repeated. If you are not completely sure of what is being said it is also possible to use:
 - [Sounds like he/she says, "....."]
 - If you are **unsure of the spelling** of a name or place, type what you hear followed by [phonetic].
 - If **no time, date or location is given** in the interview or the documentation received, it is to be left out of the heading completely. Do not leave spaces or question marks where the information is missing.
-

- Time and date can often be found written on a document in the file, or look on the general report for when the interview took place.
- When **other people are present in the room** during the interview, they must be included in the heading.
 - e.g. ALSO PRESENT IN THE ROOM IS Karen PALMER, Darren's MOTHER.
 - e.g. ALSO PRESENT IS COMMISSIONER OF OATHS, Judy LANG.
- When **there is more than one interviewer**, list them in the heading.
 - e.g. Transcript of a recorded Interview of (name of person being interviewed) (DOB:) taken by (member taking statement) on (date and time) at (place interview is being conducted). (File #)
 - The **only exception** would be if a guard or someone other than the interviewer brings the person into the room and speaks to them, they do not need to be included in your header.
 - e.g. UNKNOWN MALE: Have a seat and Constable BEATTIE will be right with you.
- Occasionally the interviewer **may call the person by the wrong name**, even though you know this is incorrect, you must type exactly what you hear. All transcripts are to be done verbatim. Please send a note to the investigator letting him know this was done.
- If **middle names** are given in the interview but not written on the documentation, make sure to include them in your heading and header.
- If the person being interviewed **spells their name differently** than what is written on the documentation, use the spelling that the person is giving.
- If the person being interviewed **makes a phone call when the investigator is out of the room**, type this conversation but let the investigator know that it is there. He may wish to remove it later. This includes calls made to a lawyer.
- Occasionally the person being interviewed **may speak in another language**. These parts are transcribed as follows:
 - e.g. [speaks in Dene] or [speaks in Cree] – when the language is known
 - e.g. [speaks in another language] – when the language is unknown
- At the **end of all transcripts** please type: **[end of interview]**
- All transcripts are done as TRANSCRIPT OF A TAPED INTERVIEW, even if they state that it's a warned statement, KGB statement etc. The investigator can change this later if he/she prefers.

Spelling and abbreviations used.

- Correct spelling of towns, lakes, businesses, schools etc. can usually be found in the telephone books or on the map.
- Spelling of names related to the interview can be found on PROS.
- We have a list of current members and the proper spelling of their names.
- Remember that we use the Canadian spelling of words.
 - E.g. colour, neighbour, favour, honour, centre, cheque, Sergeant, etc.

Common abbreviations:

- Cst. – Constable
- Cpl. – Corporal
- Sgt. – Sergeant
- S/Sgt. – Staff Sergeant
- Aux/Cst. – Auxiliary Constable
- Insp. – Inspector

COMMON SPELLING FOR SLANG WORDS THAT WE USE:

- yeah [yes]
- ah... or ahm... [NOT uh or uhm]
- ya [you]
- an' [and]
- lemme [let me]
- gimme [give me]
- somethin' [something]
- fuckin', sittin', runnin', sec' [as in just a sec']
- 'Cause [because] – when these types of words are at the beginning of a sentence capitalize first letter like you would any other word
- 'kay [okay]
- 'til [until] or till
- fer or yer [for or your]
- hafta [have to]
- Wha'cha [what you] OR what're ya [what are you]

- Wha'd'ya [what do you]
- gotta [got to]
- don'cha [don't you]
- gonna [going to]
- Jeeze
- got 'em [got them] – NOTE also 'im used for him
- dunno, don'know [don't know]
- y'know, ya know [you know – ya is also used often for you]
- DO NOT HYPHENATE words like to-night, week-end or to-morrow, twenty-two, one hundred and sixty-three, son-of-a-bitch, as-soon-as, [put hyphens where applicable]
- , eh? [often used at the end of a sentence. Always put a comma before eh and a question mark at the end.] e.g. – *Yeah, I guess so, eh? Or I still got that stuff, eh?*

Always use the proper grammar and spelling if you're unsure if the person is using slang. Most of these documents go court and can become difficult to read if too many slangs are used.

- Example:
 - just, rather than, jus'
 - do you, rather than, d'you
 - and, rather than, an'
 - okay, rather than, 'kay

There will be many other slang words that you may come across while transcribing. Type the word as close to the pronunciation as you can.

STORAGE OF INFORMATION

Clean Desk Policy

“A clean desk is best!” It is crucial to protect sensitive information from potential disclosure. An office area can be very hectic and filled with visitors, contractors, cleaning staff and fellow employees.

Throughout the day, you should:

- Lock up your sensitive information.
- Secure your workstation before walking away by enabling password protection.
- Do not keep passwords and User ID information around your office environment or at your workstation
- (i.e. Post-it-Notes tagged to your monitor).
- Safeguard Internet Protocol (IP) addresses, contracts, account numbers, client lists, and employee records – anything that should not be disclosed!

At the end of the day, take a moment to:

- Tidy up and secure sensitive material.
- Lock drawers, filing cabinets and offices according to the Physical Security Policy
- Secure expensive equipment (laptops, personal digital assistant [PDA] devices, etc.).

Security Equipment Guide (SEG)

The [Security Equipment Guide](#) (SEG) was created to provide Physical Security staff and office managers with a list of approved physical security equipment and measures required for the protection of Protected and Classified information and assets. Current policy can be found as follows:

Admin Manual Part XI – Security –

3. Physical Security

H. STORAGE OF CLASSIFIED/PROTECTED INFORMATION AND VALUABLE ASSETS

TEAM

Display an Operational Schedule

Quick Reference Guide

The following instructions will provide you with the necessary steps for displaying an operational schedule.

Some examples include:

- You want to view the schedule of an employee in your own unit.
- You want to view the schedule of unit in the province.
- You want to view the schedule of a certain group of members you are in an ERT team with.
- You want to view your own schedule.

Audience

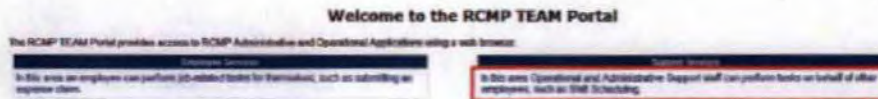
- Individuals responsible for updating and maintaining the Operational Schedule (OS).
(Role: Shift Scheduler)
- Individuals on an operational schedule.

Pre-requisites

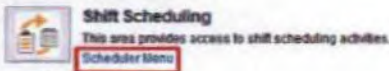
- An existing Operation Schedule.

Procedural Steps

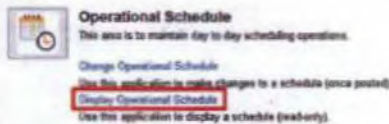
Step #1: Click on the area below Support Services.



Step #2: Click on Scheduler Menu.



Step #3: Click on Display Operational Schedule.



Step #4: The system will retain the history of the last unit(s) you selected as a Shift Scheduler; the unit's description is shown below. Click on the **Organizational Unit** identifier, indicated in blue to update your selection(s).

If you wish to access the unit(s) already displayed, continue to Step #6.

Initial Selection Screen - Operational Schedule

Continue

Organizational Unit: **20103001** 01 Organizational Units

Planning Period: Current Month From: 2014/09/01 To: 2014/09/30
 Previous Month From: 2014/08/01 To: 2014/08/30
 Subsequent Month From: 2014/10/01 To: 2014/10/30
 Other Period From: To:

Organizational Unit: **20103001** Organizational Unit Name: **Sub Detachment**

Step #5: Choose the desired unit(s) by clicking on the appropriate row, followed by the **Selections Completed** button.

Selections Completed

Select SubTree Deselect SubTree Deselect All

Unit Item	Organizational unit	Selected
- Sub Detachment	20103001	
- Operations	20103003	
- Watch A	20103001	X
- Watch B	20103002	
- Watch C	20103003	
- Watch D	20103004	
- Administration	20103002	
- Long Term Lease	20104001	

Step #6: Choose the desired timeframe by clicking on the appropriate radio button for one of the four **Planning Periods** and click the **Continue** button.

Initial Selection Screen - Operational Schedule

Continue

Organizational Unit: **20103001** 01 Organizational Units

Planning Period: Current Month From: 2014/09/01 To: 2014/09/30
 Previous Month From: 2014/08/01 To: 2014/08/30
 Subsequent Month From: 2014/10/01 To: 2014/10/30
 Other Period From: To:

Organizational Unit: **20103001** Organizational Unit Name: **Watch A**

Step Use the scroll bars to navigate the schedule.

87:



Changes cannot be made to the schedule in this menu; they must be performed in the Change Operational Schedule menu by someone with the appropriate rights.

Operational Schedule Planning Board - Display November 2014

Item	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	
Public Interest Immunity - s. 37 of CEA and common law																															

Create a Non-Travel Expense Claim

Quick Reference Guide

The following instructions provide the necessary steps for creating a Non-Travel Expense Claim. Some examples include:

- Hospitality
- Conferences
- Taxis

Pre-requisites and Considerations

- A comprehensive listing of 'client groups' required to use the TEAM Portal is available within the *Travel and Expense Management* e-learning course.
- Scanned copies of all expense receipts as well as any required pre-approval documents are required. (PDF format preferred)

Procedural Steps

Step #1: Once in the TEAM Portal, click on the area below Employee Services.

Step #2: Click the **Travel and Expense Menu** link.

Step #3: Click the **Create Expense Claim** link.


Step #4: Click the drop down menu in the **Type of Expense Claim** field and select **Non-Travel**. Click the **Start**  button.



If the incorrect Type of Expense Claim is chosen, you must restart the creation of your claim.

Create Expense Claim

Employee Mr Jeffrey Tarpachoff (85430059)


Start 

Available Travel Requests

Reset Selection

Trip Number	Trip Begins On	Trip Ends On	Destination	Trip Country	Reason
2200001229	2015/03/06	2015/03/13	Ottawa	CA	Meetings
2200000883	2014/07/11	2014/07/17	van	CA	meetings
2200000751	2014/05/21	2014/05/30	winnipeg	CA	meetings
2200000746	2014/08/15	2014/08/22	Ottawa	CA	Meetings
2200000743	2014/08/15	2014/08/22	Ottawa	CA	Meetings

Type of Expense Claim

* Type of Expense Claim: Non-Travel 

Step #5: In the **Start Date** and **End Date** fields, enter the date range for the expenses you wish to claim.


General Data

* Start Date: 2015/03/08 

End Date: 2015/03/13 

Step #6: In the **Comment** field, enter any additional details to support your expense claim.

Comment:

Step #7: To change the defaulted cost center, add an internal order or split costs, click the **Change Cost Center / Internal Order**  button. Otherwise, continue to Step #9.

Financial Coding: 100 % Cost Center J0375 (FREDERICTON PSD) , Funds Center J0375 (FRDCTON SD B **Change Cost Center / Internal Order**

- Step #8:**
- A. To split the costs between cost centers (max. of two), enter the appropriate percentages %. Otherwise, leave this field as defaulted.
 - B. If required, enter a new cost center in the Cost Center field.
 - C. If required, enter an internal order in the Order field.
 - D. To add another line of coding (split between cost centers) click on the **Accept and New Entry** button **Accept and New Entry**. If not, click the **Accept** button **Accept**.
 - E. Once all your coding has been entered, click the **Accept** button **Accept**.



Step #9: Click the **Enter Mileage Details** button if you have mileage you wish to claim.


This section is only for claiming mileage using your own personal vehicle. All other mileage incurred can be claimed in the Enter Receipts Section.

Step #10: Click the **Enter Receipts** button.

Step #11: Click the **New Entry** button.

Rcpt No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Lc

- Step #12:**
- A. Click the drop down menu in the **Expense Type** field and select the correct type.
 - B. In the **Receipts Amount** field, enter the total amount including taxes.
 - C. In the **Receipt Date** field, enter the date of the receipt.
 - D. In the **Jurisdiction Code** field, click on the selection  icon and choose the code based on where the expense occurred.
 - E. In the **Description** field, enter a brief description of the expense.
 - F. In the **Comment** field, enter any additional information.
 - G. To enter additional receipts, click the **Accept and New Entry**  button.


No	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Attachments
001		Hospitality	150.00	Canadian Dollar	2015/03/05	0.00	Canadian Dollar	

Jurisdiction Co: CAAB

Description: Working Lunch

Comment: Please be sure to attach your Approved hospitality Form

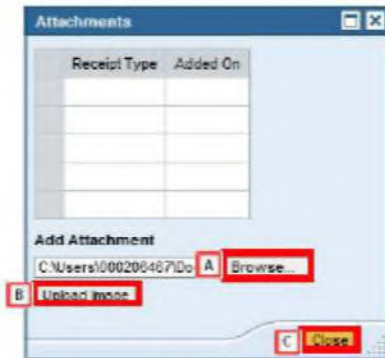
Accept and New Entry

- Step #13:** Repeat step #12 until all remaining receipts have been entered.
- Step #14:** After entering your final receipt, click the  in the **Attachments** column to upload your scanned receipts and any additional approval documents.

 All receipts can be scanned as one file and uploaded to the first expense line.

No	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Attachments
001		Hospitality	150.00	Canadian Dollar	2015/03/05	0.00	Canadian Dollar	

- Step #15:**
- A. Click the **Browse** button and locate the file to upload.
 - B. Click the **Upload Image** button.
 - C. Once all receipts have been uploaded, click the **Close** button.



- Step #16:**
- Click either the **Review** or **Save Draft** button.

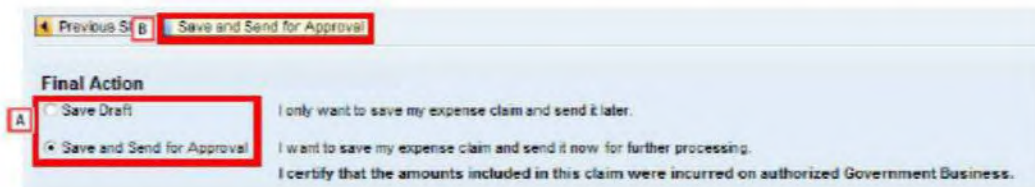


- Step #17:**
- A. Select either the **Save Draft** or **Save and Send for Approval** radio button.



The radio button defaults to Save Draft.

- B. Depending on your choice in A, you will be presented with either the **Save Draft** or **Save and Send for Approval** button. Click the appropriate button.



A system generated email confirmation is sent to the traveler.

- Step #18:**
- To display and print a PDF version of your claim, click the **Display Expense Form** button.



VERSADEX

The Halifax Regional Municipality (HRM) is a geographical area served by two police services, the Halifax Regional Police (HRP) and the RCMP. This is a unique situation for the RCMP, where there are two service providers providing police service to one municipal entity.

It was the direction of the HRM that the HRP and the RCMP integrate to the extent appropriate for the efficient delivery of service. A Records Management System (RMS) called Versadex was procured from Versaterm Incorporated and has been in use in Halifax Detachment since April 2006. Versadex is the same program, but stores information on a different database, as the PRIME RMS used by RCMP in British Columbia and is also widely used in the US by various levels of Law Enforcement Agencies. Versadex also has the capability of linking with other police applications through CPIC (Canadian Police Information Center) and PIP (Police Information Portal).

The RCMP's involvement with Versadex enhances integrated policing through the exchange of strategic criminal information, therefore laying the foundations that will meet the requirements for an integrated justice information system. Furthermore, Versadex provides a common platform for sharing information within HRM Police agencies to respond more effectively to operational requests for service and conduct investigations.

The use of Versadex lays the foundation for the RCMP/ HRP to achieve their immediate operational and long-term strategic goals and objectives of integrated policing and integrated justice within HRM.

Help and Support

Within Versadex application: Online Help

From within the Versadex application, there are two methods of accessing online help:

- Press F1.
- Select Help, from the Help Menu at the top right of the main menu.
- There are three ways to seek a topic in Online Help, and these are accessed by first selecting one of three tabs located at the top of the left side.
- The Contents tab is the Online Help's Table of Contents.

The Index tab enables you to look for a topic using a keyword, or part of a word, in a heading.

The Search tab enables you to look for any mention of a word in any Help topic.

Infoweb

This Infoweb page contains numerous support and reference documents that address common issues or processes that users may require assistance with. These documents are located under the [Reference Documents](#) page

Versadex Support Unit

If you require help using the Versadex RMS Application, you may contact the Versadex Support Unit (VSU) during regular business hours at **Irrelevant**

Alternatively, you may reach VSU by GroupWise at [Halifax District Versadex Support Unit](#)

Central Help Desk

Versadex related questions that cannot be resolved through any of the means referenced above may be referred to the Central Help Desk (CHD), which is available 24 hours per day at **Irrelevant** or using the [Central Help Desk Ticket Interface](#)

Halifax Regional Municipality IT (HRM IT)

As Versadex is administrated by Halifax Regional Police, certain issues such as forgotten passwords cannot be resolved by VSU or CHD. For such issues, users can contact HRM IT's Service Desk at **Irrelevant**
Irrelevant

Email: **Irrelevant**

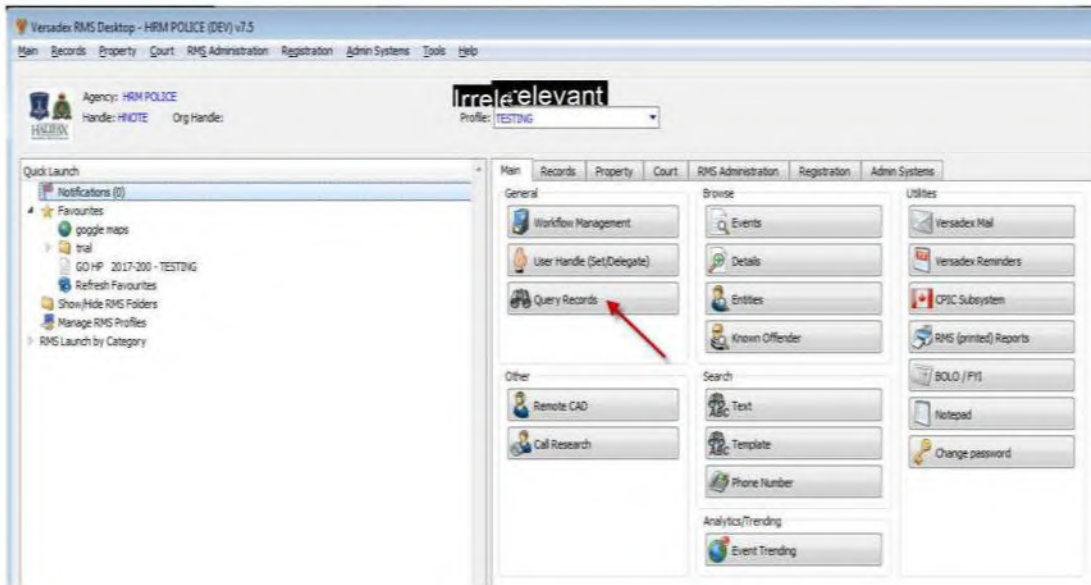
Phone: **Irrelevant**

Criminal Record Checks

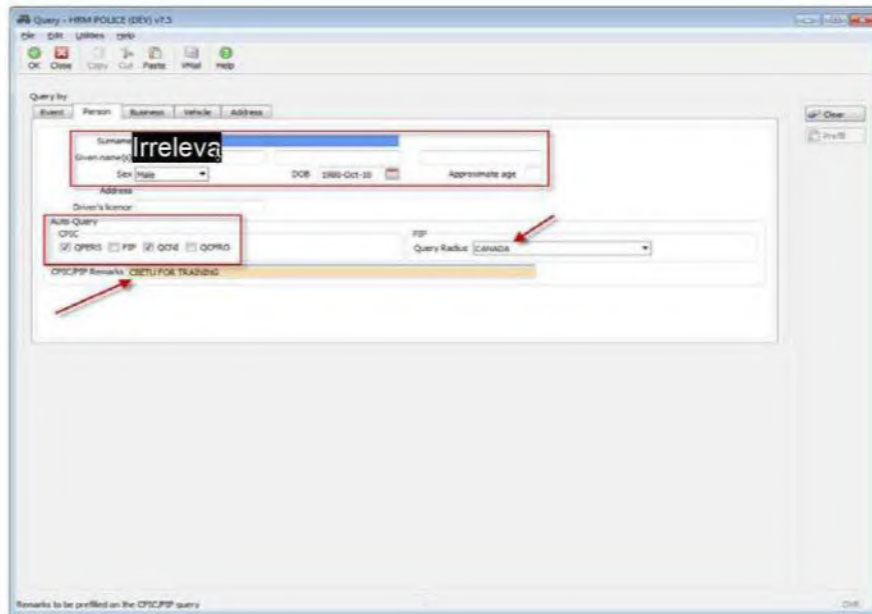
To complete a CRC:

From the Main Folder tab:

- Select: Query Records

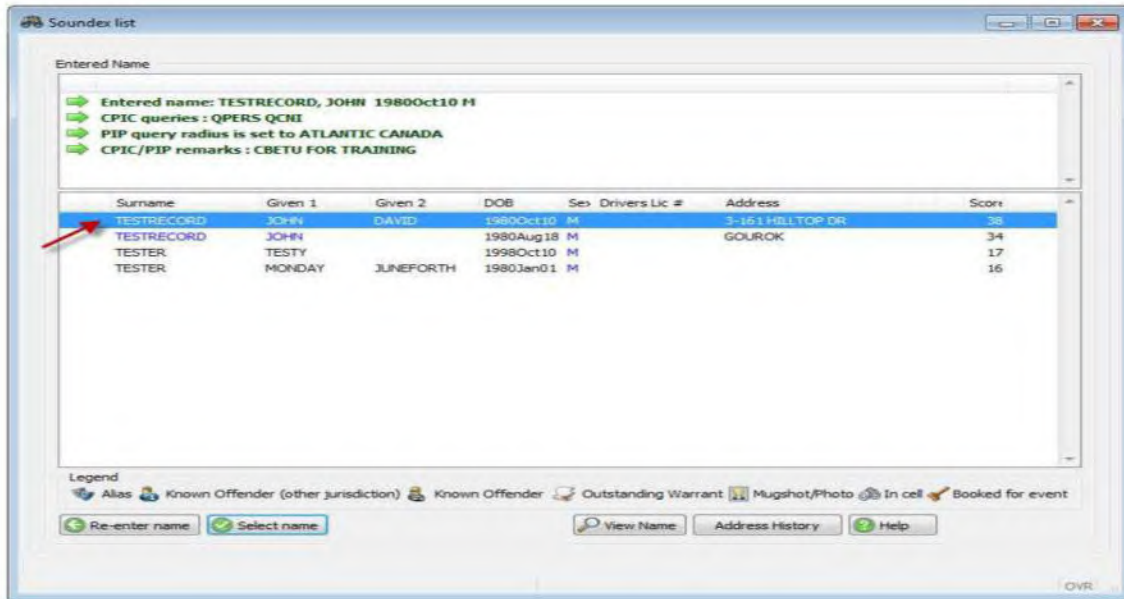


- Query by Person and enter Surname, Given name, Sex, DOB
- Click on all Auto-Query CPIC boxes (QPERS & QCNI).
- Click on PIP Query Radius and choose Canada
- Click in the CPIC/PIP Remarks and type in your initials and reason for doing a check
- Click enter

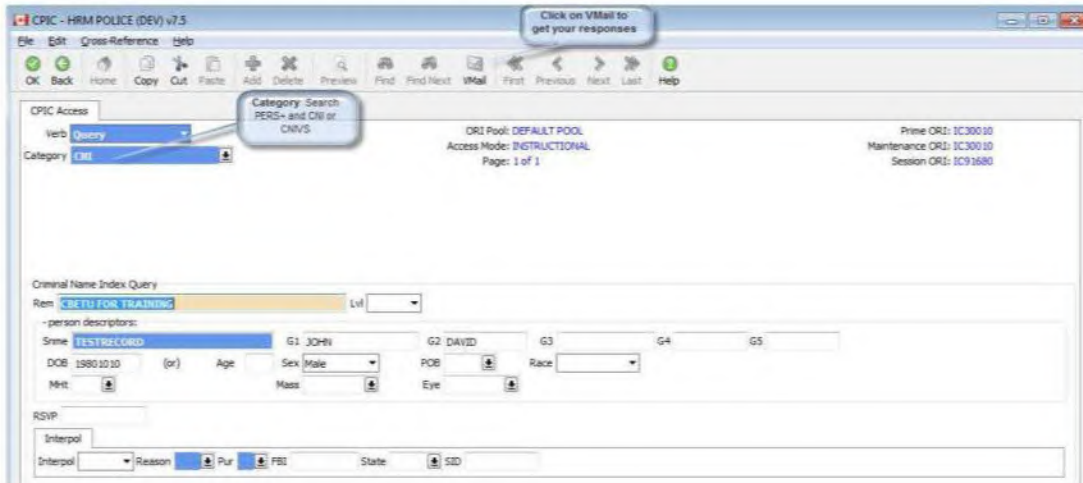


- Double click on the person you are doing the CRC on

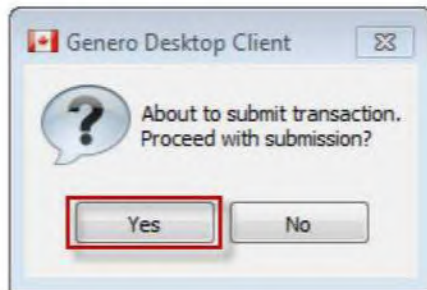
Note: Ensure when the name is prefilled, that the DOB and sex matches the person with whom you are doing the check on. If it is different, you will need to manually type in the correct information.



➤ Select: category PERS+ (Person) and hit enter.

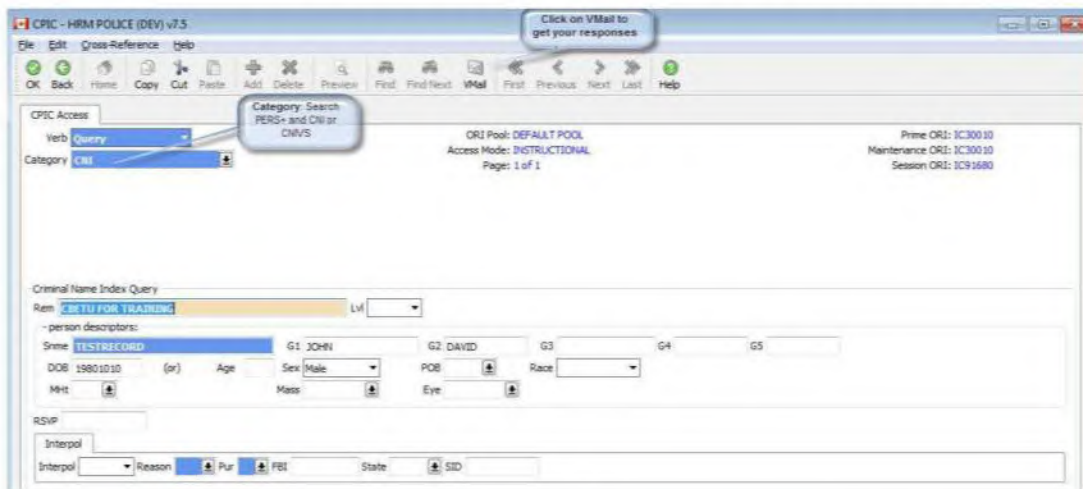


- Say yes to “About to submit transaction”.

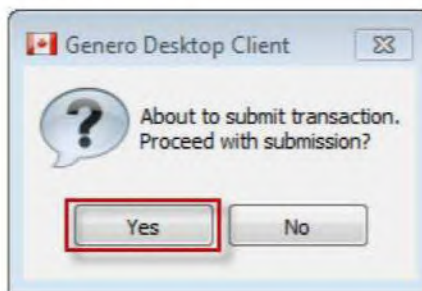


- Select: category CNI (Criminal Name Index) or CNIVS (Criminal Name Index + VS) and hit enter.

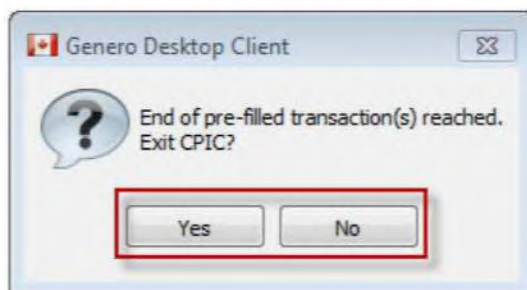
Note: Ensuring that the name, DOB and sex matches is especially important when doing a VS check because if the DOB is incorrect, this may impact whether fingerprints need to be done or not.




- Say yes to “About to Submit transaction”



Select either Yes to remain on the CPIC page or No to go to the Local Queries page.



- Click on the Vmail  tab to check your responses.

Note: If you are completing a CRC for someone that **does** not need a Vulnerable Sector Check, remember to check CNI and not CNIVS. You must check either CNI or CNIVS.

****Interpol Checks are no longer needed on Criminal Record Checks, but these are the instructions if asked to do one****

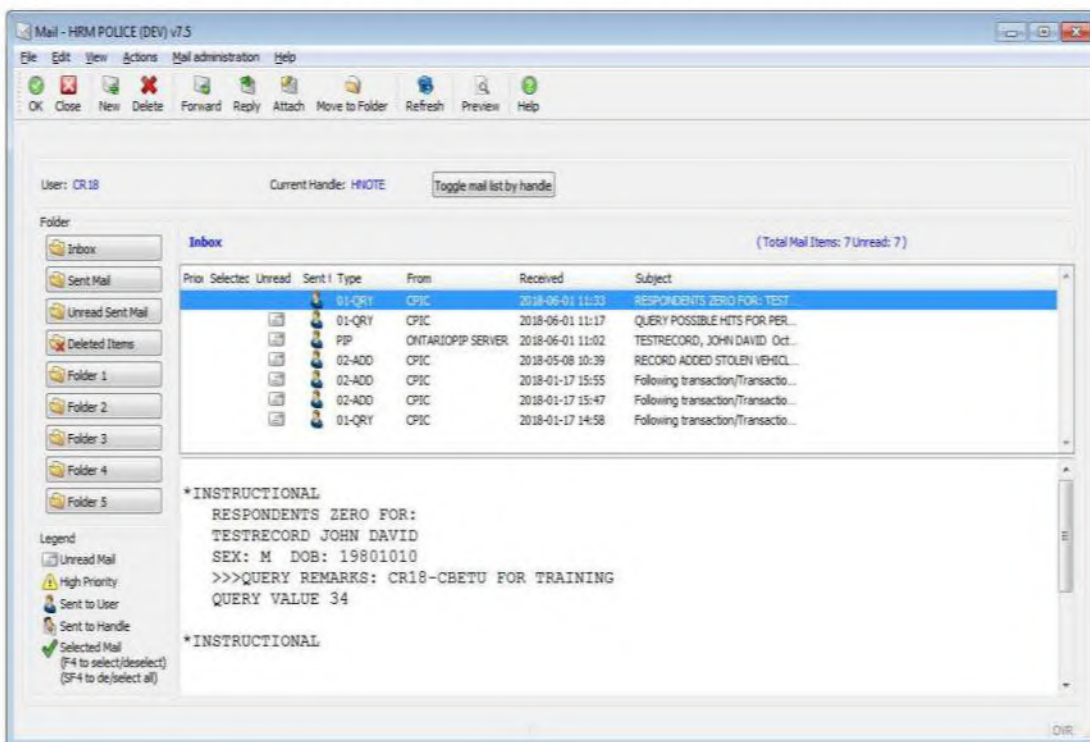
How to complete an Interpol Check:

- **Select: category CNI or CNIVS**
- **Select: Interpol - Yes**
- **Select: Reason - AI - Federal Statute (Investigation)**
- **Select: Pur - C - Criminal Information**

Note: Interpol Checks can only be done by Selecting Category CNI or CNIVS.

Responses are returned to Vmail. Check all responses to determine if said person has any convictions.

Once checked, the responses can be either deleted or left in the queue.



Note: If you delete one of the responses and discover that you need to look at it again, you can find the responses in your deleted items tab.

QPERs responses include:

- Any outstanding warrants
- If subject accused
- Lost or stolen Passport or SIN card
- Conditions
- Peace Bond (Criminal Code 810)

QCNI responses:

- Score individuals based on the information we input and compares to the National Repository. This is where you will find the FPS number.

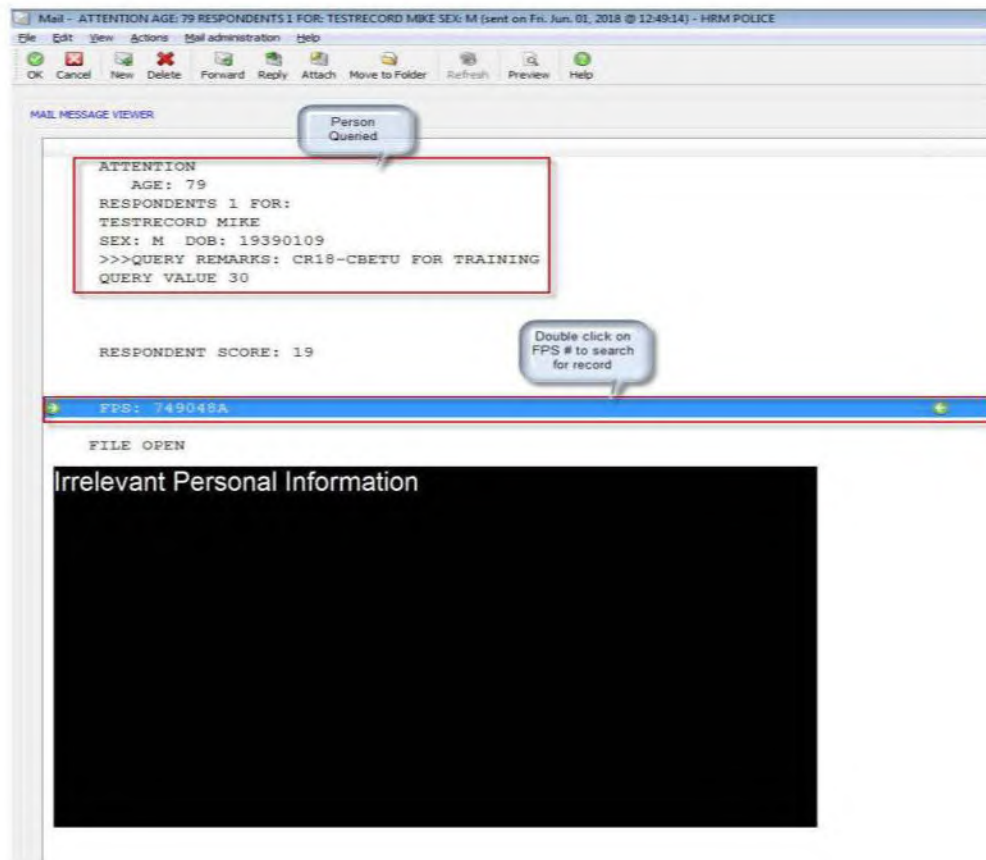
QCNIVS (CNI with a Vulnerable Sector search) responses:

- If fingerprints are required, the following message will print:
 - For screening of applicants applying for positions working
 - With vulnerable persons, submit fingerprints on form C-216C.
 - And consent forms to the RCMP Identification services in Ottawa.
 - Any records returned may or may not pertain to the subject of your
 - Enquiry. Positive identification can only be confirmed through the submission of fingerprints.
 - No information relating to this message may be disclosed.

IF A CHARGE IS LOCATED

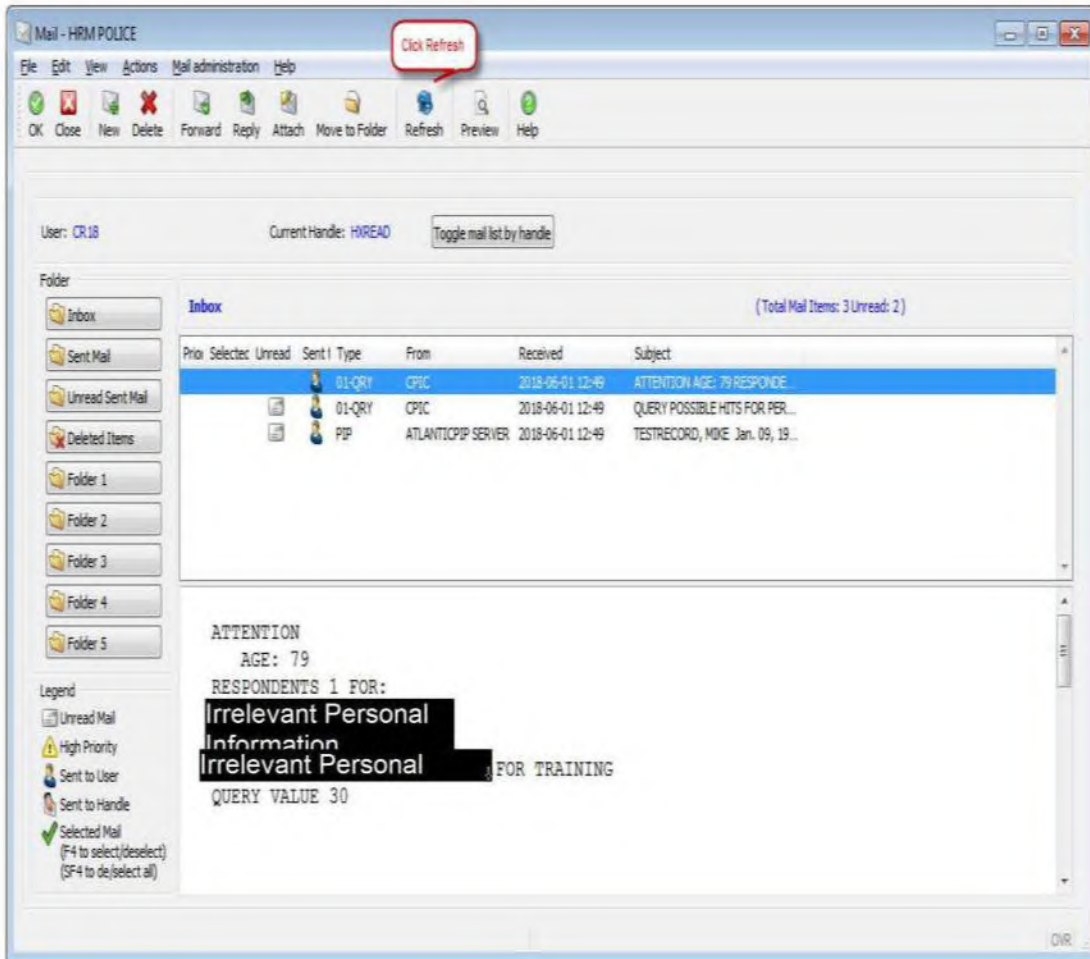
The message will show a respondent score. (eg. 19 on this test)

*Note: When reading this statement ****Caution: This is not a Criminal Record**** do not assume there is no criminal record. You still need to verify by checking the FPS#.*



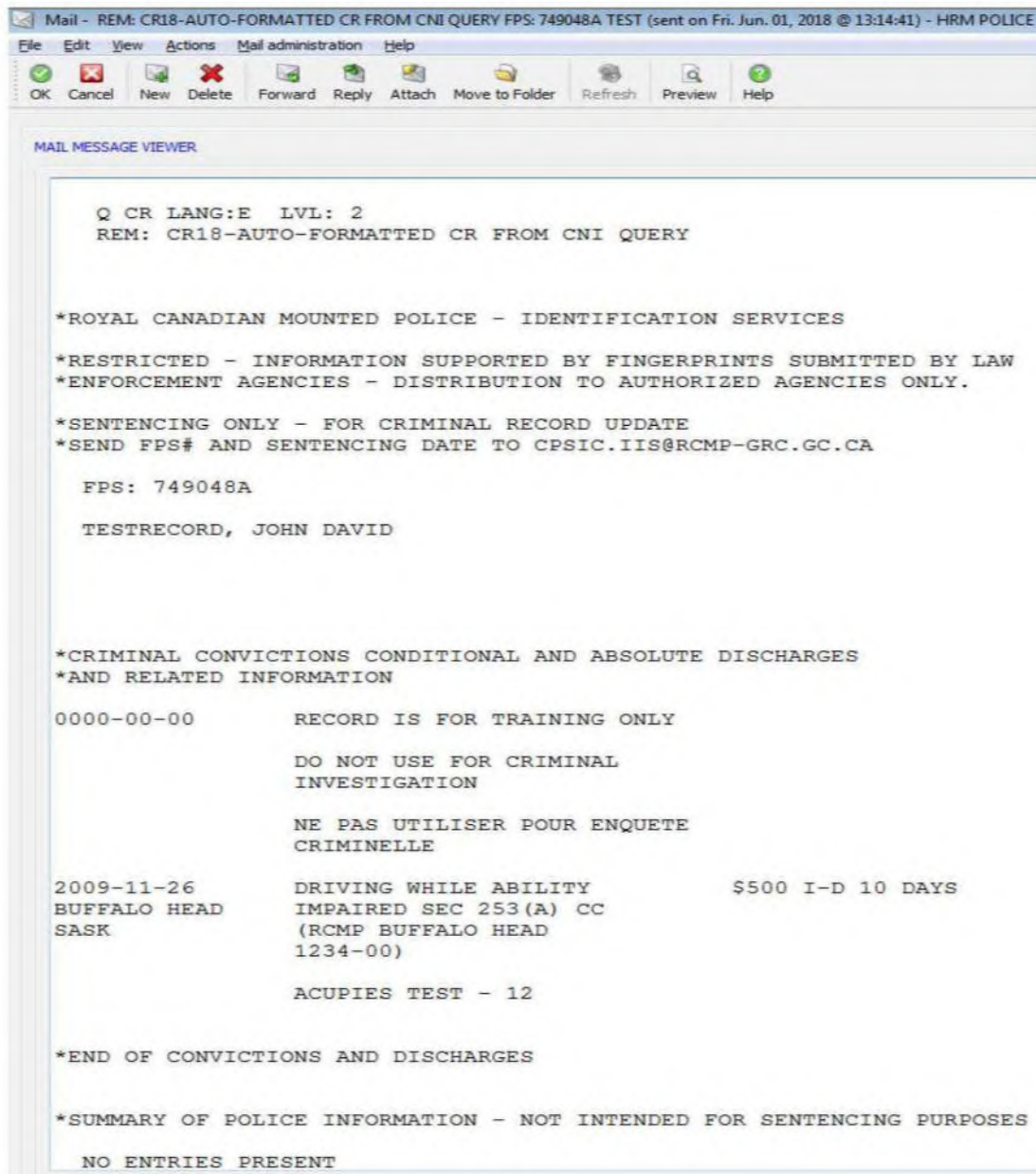
If the respondent score is high:

- Double click FPS # then say yes to Proceed with submission
- Select back button and then refresh

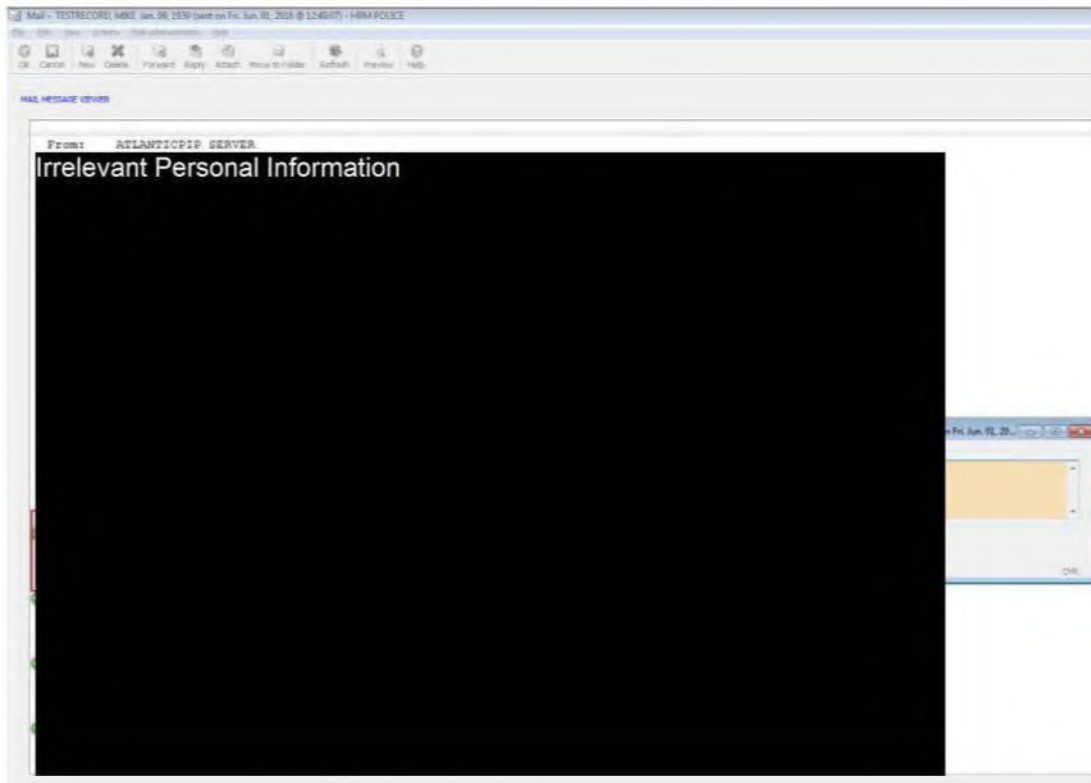


Here you will find the convictions from the National Repository

Note: Any charges listed under **Summary of Police Information** should not be included on the Criminal Record Results. These are not intended for sentencing purposes.

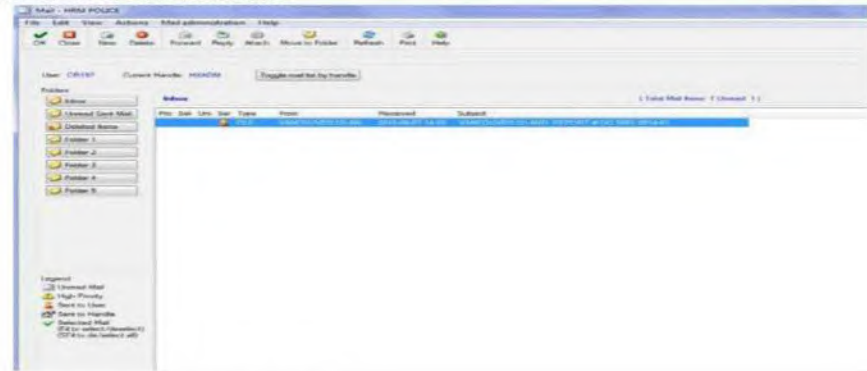


If you find a match on PIP double click on the blue cursor and this will display a box which will ask "Reason for requesting the information". Type in your name and reason.

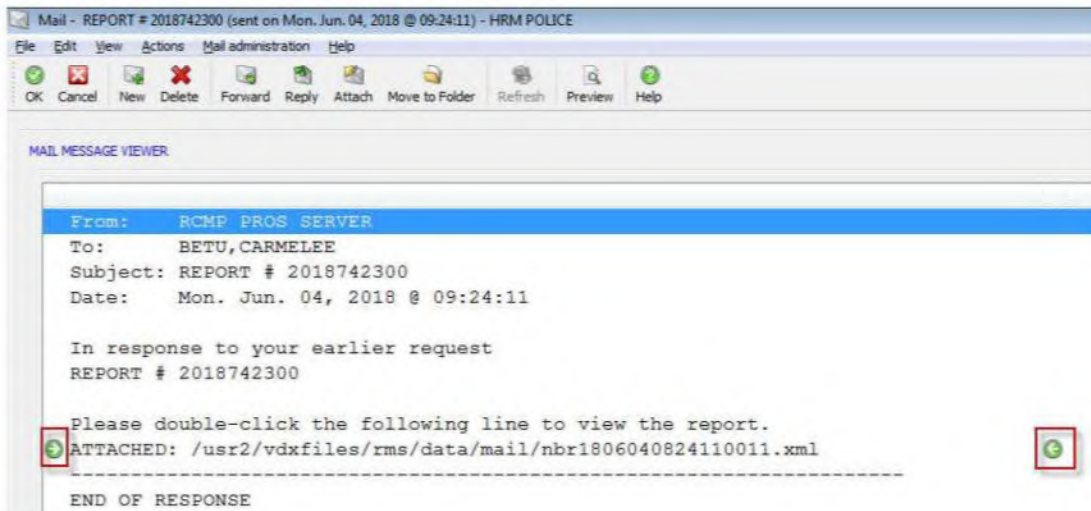


- Select: OK then  then 

- Double click on the blue line



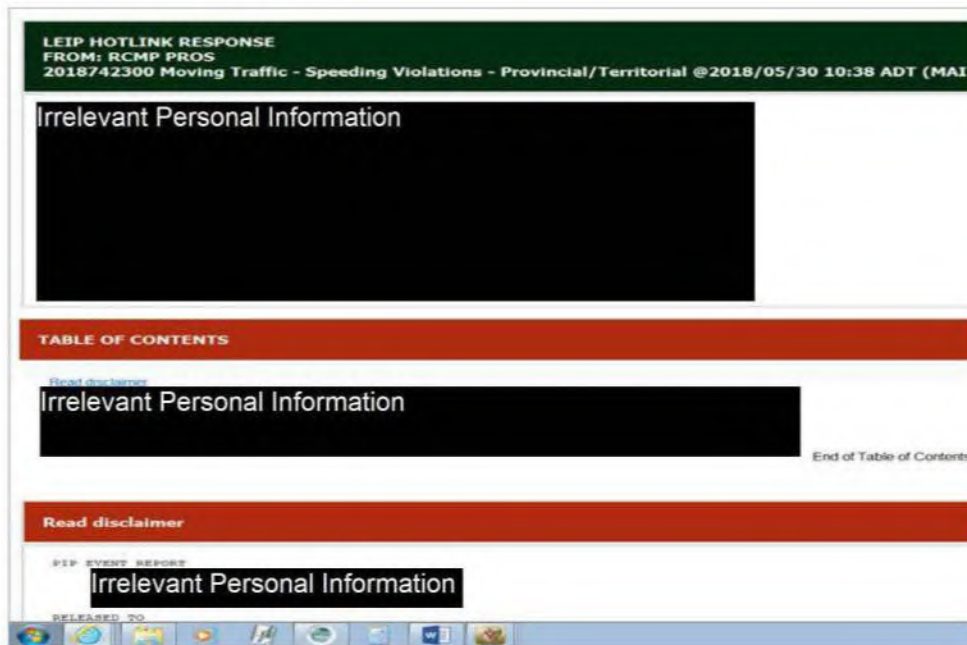
- Double click on the green cursor



This will pull up the LEIP Hotlink Response

Note: Do not disclose any convictions from an outside Agency, unless permission is given from that outside agency. This includes for Adverse Information.

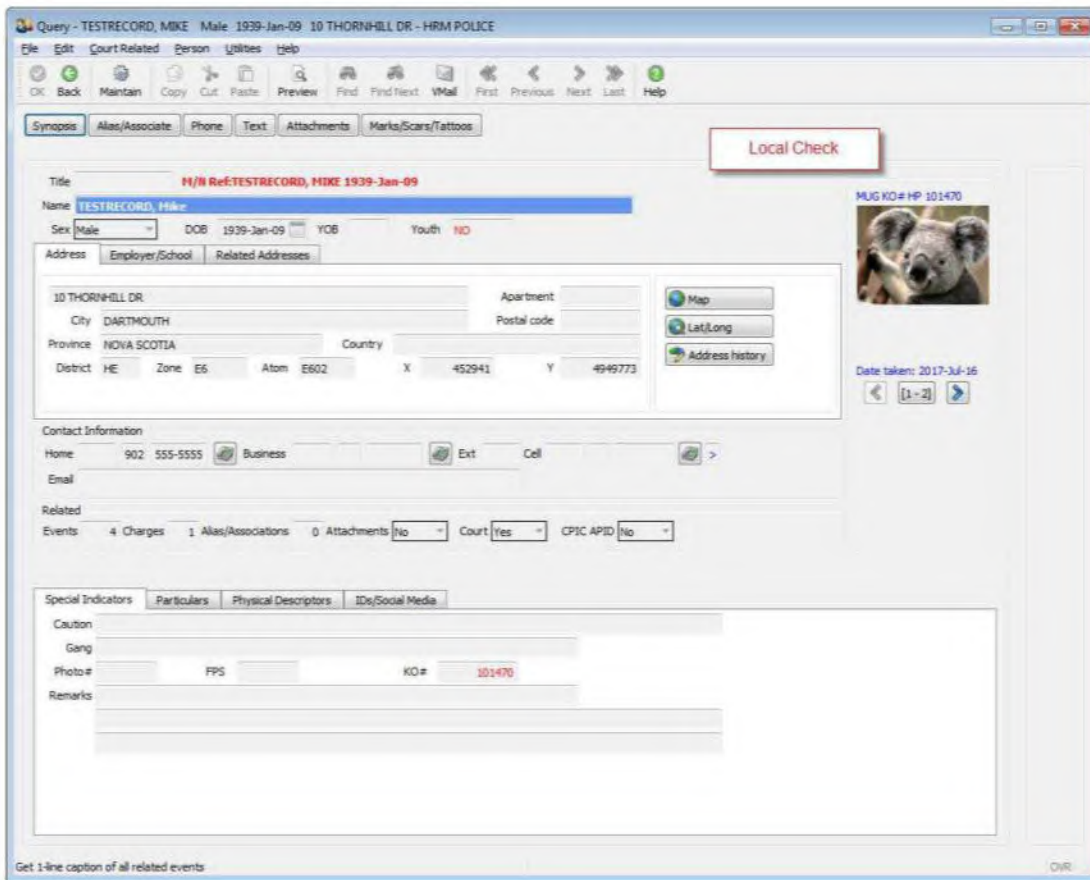
Not all police agencies report to PIP



After you complete all checks in Vmail:

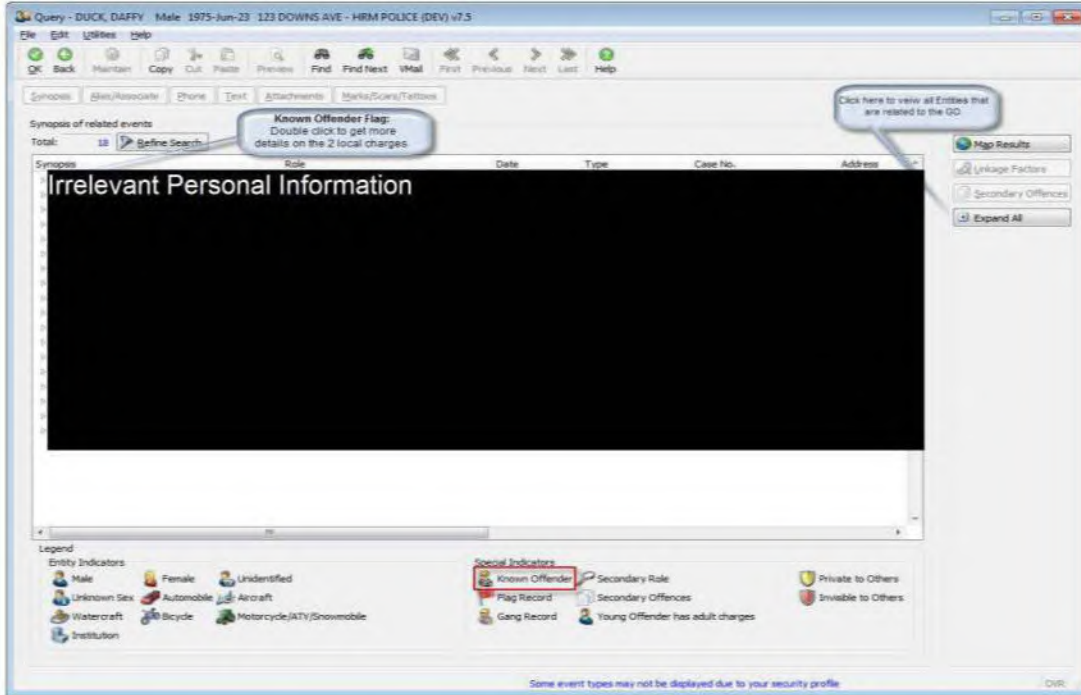
- Close Vmail box will return you to CPIC Access.
- Select the back button or hit ESC and this will return you to the local box in order to do a local check.

- Select: Synopsis

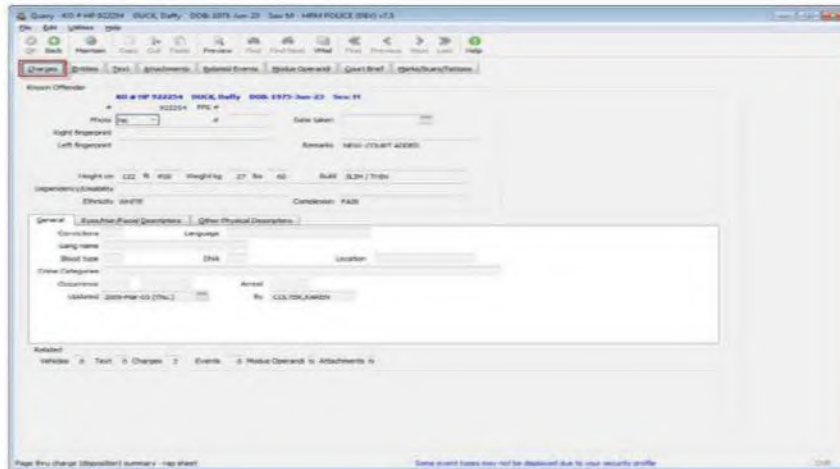


- Select: Double click on Known Offenders charges

Note: For Vulnerable Sector checks, look over all synopsis's for possible adverse information



- Select: Charges



- Select: Double click on each charge to determine the disposition

Note: Be careful not to add the charge to the CRC, if the non-disclosure date has passed. (eg. Absolute and Conditional Discharge and Adult Diversion)

Query - KO # HP 922254 DUCK, Daffy DOB: 1975-Jun-23 Sex: M - HRM POLICE (DEV) v7.5

File Edit Utilities Help

Charges Entities Text Attachments Related Events Modus Operandi Court Brief Marks/Scars/Tattoos

KO # HP 922254 DUCK, Daffy DOB: 1975-Jun-23 Sex: M

Date	Occ #	Status	Disposition Date	Statute	Offence
2004-No...	2004-1234	PLEA		CC 103C(2)	UNAUTHORIZED IMPORT/EXPORT WEAPONS
2004-No...	2004-1234	PLEA		CC 119(1)...	BRIBE JUDICIAL OFFICER

Viewing 1 of 2 - HRM POLICE (DEV) v7.5

File Edit Utilities Help

Charge Details

KO # HP 922254 DUCK, Daffy DOB: 1975-Jun-23

Information 2004 599 Charge # 1

Layer Irrelevant Personal Information

Offence UNAUTHORIZED IMPORT/EXPORT WEAPONS

Disposition

See charge #

Status PLEA Disposition date

Place

Sentence

Appeal NO Appeal date Non-disclosure date

Context menu options: Restore, Move, Size, Minimize, Maximize, Close (Alt+F4), HardCopy (Ctrl+Alt+P)

Annotation: Place the mouse on the blue area and right click to print the hard

VICTIM SERVICES

Mandate:

Victim Services provides assistance through RCMP referrals to citizens who are victimized by crime or trauma by providing immediate crisis intervention, information on the Criminal Justice System and referrals to other helping agencies.

Information Provided to Victim Services:

Victim Services is most often referred to by a detachment member. The only information to be provided to Victim Services is a copy of the PROS Occurrence Summary in reference to that particular file. Occasionally, some files are referred to Victim Services by the Crown or individuals who call directly seeking support. Again, only the Occurrence Summary from PROS is provided to assist Victim Services to assist them in establishing with some certainty what they are dealing with.

Chaplain Volunteer Contacts			
NAME	PHONE NUMBER	EMAIL	LOCATION
Irrelevant	Irrelevant	Irrelevant	Irrelevant



External Services		
NAME	PHONE NUMBER	EMAIL / WEBSITE
Blue Cross	1-888-261-4033	https://www.medaviebc.ca
Great West Life – Dental Care	1-800-957-9777	https://www.greatwestlife.com/you-and-your-family.html
Health Canada Employee Assistance Program (EAP) – Free for employees, their spouse and dependents.	1-800-268-7708	https://www.canada.ca/en/health-canada/services/environmental-workplace-health/occupational-health-safety/employee-assistance-services/employee-assistance-program.html
LifeSpeak: Online Resource		https://canada.lifespeak.com Corporate ID: Canada Organization: Royal Canadian Mounted Police
Nova Scotia Health Care (Basic Health Care)	1-800-563-8880	
Sun Life – Public Service Health Care	1-888-757-7427	https://www.sunlife.ca
Union Corner Webpage		http://infoweb.rcmp-grc.gc.ca/hr-rh/workplace-milieu-de-travail/labour-travail/union-syn/index-eng.htm
Veterans' Affairs Canada	1-866-522-2122	information@vac-acc.gc.ca



TAKE CONTROL OF YOUR HEALTH HELP IS A CALL, VISIT OR CLICK AWAY

RCMP
Mental Health Strategy
Building mental wellness

HOW DO I KNOW I NEED HELP?

If you are experiencing symptoms of anger, anxiety or any other symptoms, this Self-Awareness tool will provide you with a snap-shot of your mental health status. Take stock of where you are right now on the Mental Health Continuum (see page two).

WHAT CAN I DO?

If you are currently combating mental illness, don't delay accessing support and treatment.

- If it is an emergency, call 911 or go to your local emergency room.
- Call the Employee Assistance Services at 1-800-268-7708.
- Talk to health care providers, such as your doctor, or contact a mental health professional at Divisional Health Services:
 - they can provide the assistance you need or a referral to the most appropriate resource.
- Talk with a trusted colleague, seek help from family and friends.
- Speak with a chaplain/padre.
- Learn more by visiting the Mental Health website: <http://infoweb.rcmp-grc.gc.ca/hr-rh/health-sante/ment/index-eng.htm>.

YOU ARE NOT ALONE.

If you are concerned about signs of mental illness in yourself or someone you know, get it checked out. Here are the mental health resources available at the RCMP:

- Health services officers (RMs and CMs)
- Psychologist (RMs and CMs)
- Employee Assistance Services (all)
- Chaplain (all)
- Nurse (RMs and CMs)
- Peer-to-peer support (all)
- Fitness & Health Promotion Advisors (all)
- Support for Operational Stress Injury (all)

WHAT CAN I EXPECT?

Understanding, support and care

Many people find it hard to take the first step in asking for help. The RCMP Health Services is ready, willing and able to help you – they are experienced, knowledgeable and caring people who will provide assistance and connect you with the resources you need to get better. Know that many of your colleagues access mental health care and support every day.

Confidentiality

All resources listed provide CONFIDENTIAL SERVICES. It is important for you to know that RCMP employees' medical information is confidential. Access to this information is restricted to those involved in providing care. Managers, supervisors and commanding officers have a right to know only the limitations imposed by a regular member's condition as it impacts on employability, not the nature of the problem or the course of treatment.

WHAT CAN MY FAMILY DO?

Often, peer and family members are the first to notice behavioural changes such as increased anxiety, anger, sadness, negativity, avoidance and substance-use that could lead to mental health difficulties. There are resources ready to assist your spouse or family members through Employee Assistance Services:

- confidential telephone service for families;
- provides information, support and referrals.

WHAT IS THE MENTAL HEALTH CONTINUUM?

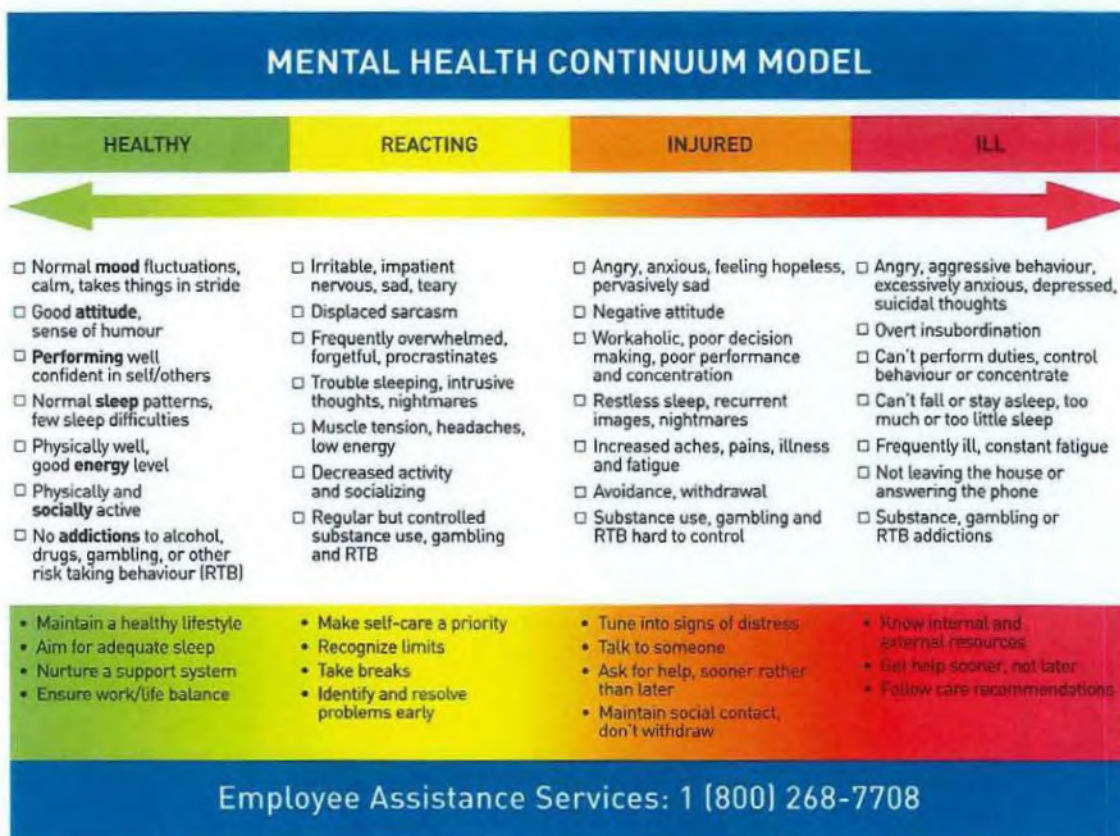
The color-coded chart on the next page is designed to provide you with a quick real-time awareness of your mental health. It is not a diagnostic tool, but can assist you in evaluating how you are coping and in making a decision to seek or accept help.



**TAKE CONTROL OF YOUR HEALTH
HELP IS A CALL, VISIT OR CLICK AWAY**

RCMP
Mental Health Strategy
Building mental wellness

THE MENTAL HEALTH CONTINUUM is a color-coded chart that goes from healthy adaptive coping through mild and reversible distress or functional impairment, to more severe, persistent injury, to clinical illnesses and disorders requiring more concentrated medical care. All you need to do is check the box that best reflects how you are doing presently. If you require assistance, help is a call, visit or click away!



APPENDICIES



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

[National Home](#) > [Divisional Supplements of RCMP Manuals](#) > [H Division Manuals](#) > H Division District - Supplements

H Division District - Supplements

Manuals must be read in the following order: National > Division > District / Unit

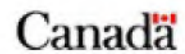
Halifax District Detachment

1. [Reporting Procedures - Advance Messages and Briefing Notes](#)
2. [Privatization of Versadex General Occurrence Reports](#)
3. [Criminal History / Record Checks - Vulnerable Sector Check](#)
4. [Fire Calls](#)
5. [High Risk Intimate Partner Violence Coordinator](#)

Date Modified: 2018-07-04



Royal Canadian Mounted Police
Gendarmerie royale du Canada



[National Home](#) > [Divisional Supplements of RCMP Manuals](#) > [H Division Manuals](#) > Halifax District Detachment

Halifax District Detachment

1. Reporting Procedures – Advance Messages and Briefing Notes

1. [General](#)
2. [Reporting](#)
3. [Advance Message](#)
4. [Briefing Note](#)

App. 1-1 [Halifax Watch Briefing Note Template](#)

App. 1-2 [Halifax CID Briefing Note Template](#)

1. General

1.1. "Advance Messages" are concise summaries of an occurring significant event. The purpose of the advance message is to convey real time events and create situational awareness;

1.1.1. for example, highway closure, police response to a high risk event in a school, unfolding barricaded person.

1.2. "Briefing Notes" provide relevant details pertaining to an ongoing significant event, leaving out unfounded conjecture or opinions.

2. Reporting

2.1. All incidents listed in [App. 101-3-1](#), must be reported by way of Operational Briefing Note in a timely fashion appropriate to the seriousness of the event.

2.2. A Briefing Note is not required for robberies unless the particular incident will generate significant media interest;

2.2.1. a robbery where the suspect was armed with a syringe thereby creating a public safety concern.

2.3. For high risk and controversial events, or events that could garner Provincial or National attention, an Advance Message or Briefing Note must be submitted prior to a Media Release being disseminated.

3. Advance Message

3.1. When a significant event is occurring, the Ops NCO, Commander, Line Officer or Risk Manager will submit an Advance Message to Cr. Ops. (Hdiv_CrimOps_Provincial) and Communications (HDiv Comms), with a copy to their respective Line Officer or DANCO.

3.2. The Advance Message is to be forwarded via email to the appropriate recipient(s).

4. Briefing Note

4.1. A Briefing Note should follow in a timely fashion and be submitted as/when required. The applicable template, Halifax Watch, see [App. 1-1](#) or Halifax CID, see [App. 1-2](#) is to be utilized for this purpose.

4.2. In determining the content for "Strategic Consideration" or "Recommendations" within the Briefing Note, issues that impact the substance of the event at hand must be considered. A repeat of basic information is not necessary in these fields.

4.3. The Watch / Unit Commander will prepare the Briefing Note and forward it to his/her respective Line Officer for approval.

4.4. It is suggested the narrative portion of the comments found within the Briefing Note be copied to an email since users of Blackberries can experience difficulties opening some versions of the Briefing Note.

4.5. For contentious or high profile investigations, the Briefing Note is to be forwarded to the OIC Halifax District for approval.

4.6. The approving Line Officer will disseminate the Briefing Note to the following recipients:

4.6.1. Cr. Ops. Branch (HDiv_Crim_Ops_Provincial)

4.6.2. OIC Halifax District

4.6.3. OIC Halifax District Operations West

4.6.4. OIC Halifax District Operations East

4.6.5. OIC Halifax District CID

4.6.6. OIC Halifax District Mgnt & Admin

4.6.7. Halifax District Ops Advisor to the OIC

4.6.8. Halifax District Watch Commanders (S/Sgts - 4)

4.6.9. H Division Communications (HDiv_Comms)

4.7. For Briefing Notes submitted by Halifax CID, the following recipients will be added:

4.7.1. Chief of Halifax Regional Police

4.7.2. Deputy Chief of Halifax Regional Police

4.7.3. Halifax CID Section NCOs (S/Sgts - 4)

4.7.4. Halifax Regional Police Communications

4.7.5. Halifax Regional Police Divisional Commander whose Division is impacted

4.8. For a Code of Conduct or Criminal Investigation against a member, the Briefing Note is forwarded to the Provincial Criminal Operations Chief Reviewer with a copy to the Criminal Operations Senior Reviewer Analyst.

References

[OM 103.3.](#)

Date Modified: 2014-09-19



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

[National Home](#) > [Divisional Supplements of RCMP Manuals](#) > [H Division Manuals](#) > Halifax District Detachment

Halifax District Detachment

2. Privatization of Versadex General Occurrence Reports

1. [General](#)
 2. [Policy](#)
 3. [Member](#)
 4. [Operations \(Line\) Officer](#)
 5. [HRP Inspector in charge Information Management](#)
 6. [Dispute Resolution](#)
 7. [Central Records Supervisor](#)
 8. [Lead / Primary Investigator](#)
 9. [Access Control](#)
-

1. General

1.1. Given the common records management system, the Royal Canadian Mounted Police (RCMP) Halifax District Detachment and Halifax Regional Police (HRP) recognize the need for consistent policy governing the management of records contained within the Versadex system.

1.2. This unit supplement clearly outlines the role and responsibilities of members and Operations (Line) Officers within the RCMP Halifax District Detachment and the process to follow for the privatization of Versadex General Occurrence Reports. It is consistent with HRP Policy respecting "Invisible and Private General Occurrence Reports".

2. Policy

2.1. A General Occurrence (GO) may be restricted fully or in part at the discretion of the Halifax Regional Police (HRP) Inspector in charge of Information Management, or in his / her absence, a commissioned officer from the RCMP Halifax District Detachment or HRP.

2.2. Investigations conducted by the Professional Standards Unit pursuant to the *Nova Scotia Police Act* or Code of Conduct investigations conducted under the *RCMP Act* do not require the approval of the HRP Inspector in charge of Information Management to restrict access. Such investigations by their nature will automatically be made invisible.

2.3. With the exception of internal investigations conducted pursuant to the *Nova Scotia Police Act* or the *RCMP Act*, all requests to restrict access and to make a GO private / invisible requires the completion of a "Private / Invisible Request Form ([HRM5](#))" detailing the reasons justifying the request and the level of restriction requested.

2.4. A decision to restrict access or to permit access to all or part of a restricted GO will require a valid reason and the initial authorization from an Operations (Line) Officer of the Halifax District Detachment or HRP commissioned officer. Access may be restricted to only certain portions of a report, depending on the reason and the circumstances involved in the investigation and will require the final confirmation of the HRP Inspector in charge of Information Management.

2.5. The higher the degree of restriction requested shall require more extenuating and exigent reasons supporting the request. The degree of restriction shall be considered in the following order (highest to lowest):

2.5.1. **Fully Invisible:** This option is only available for GOs involving *Police Act* or *RCMP Act* investigations and those containing highly sensitive issues where, in the opinion of the Officer in charge of the RCMP Halifax District Detachment involves potential public safety issues. With the exception of *Police Act* / *RCMP Act* investigations, this option should be rarely used. Only those persons designated with access rights shall be able to view / update these files.

2.5.2. **Fully Private:** This option may be used from time to time for large or complex files that require strict control over information flow (i.e., undercover operation). Only those handles with access rights will be able to view the data within the entire GO and to update same.

2.5.3. **Partially Invisible:** This option may be approved more frequently than the fully private option for those investigations where portions (but not all) of the GO are deemed to be highly sensitive in nature (e.g. entities involving coded sources, informant information) but by making invisible does not create an officer safety issue. This option will permit staff to access all but that portion of the file deemed invisible and to submit updates to it as required.

2.5.4. **Partially Private:** This option may be approved for major investigations where a portion (s) (but not all) of the GO are deemed to be sensitive in nature but by being made private do not create an officer safety issue. Only those handles designated with access may view the restricted portion of the GO but does not prevent any other staff from viewing / updating information on the file.

2.5.5. **Open:** This option will be used for the majority of GOs and thus permits all staff to view and update files without restriction as required to perform their official duties.

2.6. Once all Information associated to a restricted GO have been laid, the restricted file shall be made fully accessible unless extenuating circumstances have been identified which warrant retaining all or part of the restricted access.

2.7. Investigations potentially involving public safety where the Officer in charge of the RCMP Halifax District Detachment deems the circumstances warrant shall be made invisible.

3. Member

3.1. Any member who believes that the nature of an investigation necessitates that it be made private / invisible shall, without delay, submit a Private / Invisible Request Form [HRM5](#) to his / her Operations (Line) Officer via his / her supervisor detailing the reasons supporting the request and the level of restricted access requested.

3.2. Any member wishing to gain access to a restricted GO shall submit a written request via his / her supervisor to the appropriate Operations (Line) Officer detailing the reasons supporting the request and the responsible user identified on the file.

4. Operations (Line) Officer

4.1. Upon receipt of a Private / Invisible Request Form [HRM5](#) from a member within his / her command, the Operations (Line) Officer shall review the reasons for and validity of the request and level of restriction. If in his / her opinion the criteria for privatization have been met, the Operations (Line) Officer will:

4.1.1. sign the Private / Invisible Request Form [HRM5](#), noting those persons who require access to the file;

4.1.2. restrict access to the file through the appropriate channels;

4.1.3. confirm what date he / she will reassess the file to determine if restricted access should be continued. In any event, all files will be reviewed by the Operations (Line) Officer within three (3) months of the initiating date;

4.1.4. forward the Private / Invisible Request Form [HRM5](#) to the Inspector in charge of Information Management for final authorization.

5. HRP Inspector in charge of Information Management

5.1. Upon receipt of the Private / Invisible Request Form [HRM5](#), the Inspector in charge of Information Management will:

5.1.1. review the request and the reasons supporting same and consider whether all or part of the report should be restricted. When forming a decision, he / she shall take into consideration the possible impact on the investigation as well as other factors such as officer safety for members who may interact with suspects who are "invisible" to them;

5.1.2. if appropriate, notify the Operations (Line) Officer submitting the request and the Central Records Supervisor as soon as practical, confirming the status of the restriction request;

5.1.3. if not appropriate, advise the Operations (Line) Officer submitting the request and the Central Records Supervisor, without delay, the reasons for the denial and contact the Central Records Supervisor to remove access restrictions;

5.1.4. the HRP Inspector in charge of Information Management may approve the removal of a Private / Invisible classification to a GO when he / she is satisfied that the need for sensitivity has been satisfied and the GO can be made completely accessible in the RMS. If removal of the Private / Invisible option is approved, the Central Records Supervisor shall be advised as soon as practical.

5.2. The status of any files no longer requiring privatization will be communicated to the Central Records Supervisor.

6. Dispute resolution

6.1. In the event of a disagreement in relation to the degree of restriction to a GO or the removal of a Private / Invisible classification to a GO, the matter shall be brought to the attention of the appropriate Operations (Line) Officer who will discuss the matter with the Officer in charge of Information Management, who is the decision maker.

7. Central Records Supervisor

7.1. The Central Records Supervisor or his / her designate will:

7.1.1. ensure the appropriate restrictions, as directed by the Inspector in charge of Information Management, are placed on / removed from the associated GO as soon as practical upon receipt;

7.1.2. review all Private and Invisible files annually and consult with the Lead / Primary Investigator and Operations (Line) Officer of each file to determine if the reasons for the restricted status are still valid or if the file restrictions can be removed. Once this review is completed, the Central Records Supervisor shall then provide the Inspector in charge of Information Management with an annual report of all existing Private and Invisible GOs and his / her recommendations on any status changes involving such files;

7.1.3. once advised that the Private / Invisible option may be removed from a GO, the Central Records Supervisor or his / her designate will ensure same is completed in a timely fashion and the file is made accessible to all staff as per directions from the Inspector in charge of Information Management.

8. Lead / Primary Investigator

8.1. Once all associated charges have been laid and all Information sworn in relation to a restricted file, the Lead / Primary Investigator is responsible to advise the Central Records Supervisor and Inspector in charge of Information Management without delay.

9. Access Control

9.1. Persons granted the authority to restrict access to files will be assigned to one or more of the following Versadex queues. All authorities to restrict files will be made by way of assignment to these queues only:

9.1.1. HPRIV1: Non-Disclosure files;

9.1.2. HPRIV2: Operational files – private;

9.1.3. HINVOP: Operational files – invisible;

9.1.4. HINVPS: Professional Standards – invisible.

9.2. The following roles / positions will have access to the specified handles:

9.2.1. HPRIV1:

9.2.1.1. HRP Records Supervisor; HRP Records Team lead; HRP Supervisor of Crime Analysts; a Crime Analyst as identified by the O.I.C. of Criminal Investigation Division; and HRP FOIPOP Officer.

9.2.1.2. RCMP Halifax District Detachment Statistical Officer; RCMP Halifax District Detachment Crime Analyst; RCMP Halifax District Detachment Records Supervisor; and RCMP Halifax District Detachment Statistics Clerks as identified by the O.I.C. Records for RCMP Halifax District Detachment.

9.2.2. HPRIV2:

9.2.2.1. HRP Records Supervisor; HRP Records Team lead; HRP Supervisor of Crime Analysts; a Crime Analyst as identified by the O.I.C. of Criminal Investigation Division; and HRP FOIPOP Officer.

9.2.2.2. RCMP Halifax District Detachment Statistical Officer; RCMP Halifax District Detachment Crime Analyst; RCMP Halifax District Detachment Records Supervisor; and RCMP Halifax District Detachment Statistics Clerks assigned to District Records as Identified by the O.I.C. Records for RCMP Halifax District Detachment.

9.2.3. HINVOP:

9.2.3.1. HRP Records Supervisor; HRP Crime Analyst Supervisor; and HRP FOIPOP Officer.

9.2.3.2. RCMP Halifax District Detachment Records Supervisor; and RCMP Halifax District Detachment Crime Analyst.

9.2.4. HINVPS:

9.2.4.1. HRP Chief of Police; HRP Deputy Chief of Police; HRP Chief of Police Executive / Disciplinary Officer; the NCO in charge of Professional Standards; and HRP FOIPOP Officer.

9.2.4.2. This handle is not used by RCMP Halifax District Detachment.

References

HRP Policy Chapter Eight, Sub-Section 4.1. – Invisible and Private General Occurrence Reports

Date Modified: 2015-06-03



[National Home](#) > [Divisional Supplements of RCMP Manuals](#) > [H Division Manuals](#) > Halifax District Detachment

Halifax District Detachment

3. Criminal History / Record Checks - Vulnerable Sector Check

- [General](#)
 - [Definitions](#)
 - [Roles and Responsibilities](#)
[References](#)
-

1. General

1.1. This unit supplement provides direction to Halifax District Detachment employees (District Services Assistants and Regular Members) in dealing with Adverse Information resulting from a vulnerable sector check.

1.2. All criminal history/record and vulnerable sector checks must be completed, and information released, in accordance with O.M.28.5.

2. Definitions

2. 1. **Criminal Record Check (CRC)** means a query of the National Repository of Criminal Records to determine if there are criminal convictions related to the applicant. Local police records are also queried for convictions which have not been added to the National Repository of Criminal Records.

2.2. **Vulnerable Sector Check (VS)** means a query of the National Repository of Criminal Records, pardoned (record suspension) sex offender records, the CPIC Investigative and Intelligence databanks, all available police records management systems, and court records if accessible. A VS check may be requested if the applicant requires it for a position of trust.

2.3. **Adverse Information** means an occurrence in which the applicant is in the Charged or Suspect Chargeable category in a founded and substantiated complaint relating to a provincial or federal offence, regardless of whether they were acquitted or convicted.

3. Roles and Responsibilities

3.1. District Services Assistant (DSA)

3.1.1. When information is found that you believe to be adverse information while carrying out the required inquiries for a Criminal Record Check with a Vulnerable Sector Check, identify the

findings to the office Administrative NCO or his / her delegate and provide the search results to him / her.

3.1.2. Do not assess the risk yourself or identify adverse information on any form.

3.1.3. The office Administration NCO or his / her delegate will determine if the information does meet the definition of adverse information and will be responsible for the completion of the form.

3.2. Office Administration NCO or delegate

3.2.1. When informed by a DSA of potential adverse information, determine if in fact the information meets the definition of adverse information as outlined in O.M.28.5.2.5.

3.2.2. If determined to be adverse information, follow the directives as outlined in OM.28.5.3.1.3 (Vulnerable Sector Check).

References

O.M.28.5. – Criminal History / Record Checks

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Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

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Halifax District Detachment

4. Fire Calls

1. [General](#)
2. [Due Diligence](#)
3. [Policy](#)
4. [IES Personnel](#)
5. [Responding Officers](#)
6. [Divisional NCO](#)
7. [Detective Constable](#)

[References](#)

1. **General**

1.1. Section four sets out the policy and duties for responding to fire calls.

2. **Due Diligence**

2.1. Entrance into the building / structure suspected or confirmed on fire must only be attempted by persons properly trained, qualified and equipped to deal with such hazards.

2.2. No police officer shall enter any structure or part thereof where smoke or fire is present.

2.3. No police officer shall ventilate the structure by breaking windows / opening doors.

2.4. Assist any victims who are accessible from outside of the building.

3. **Policy**

3.1. **District Services Assistant (DSA)**

3.1. General Occurrence Report shall be submitted for all fire-related incidents where criminal activity is involved or suspected, including:

3.1.1. Where the fire results in fatalities or serious bodily harm.

3.1.2. Arson is suspected.

3.1.3. There is a suspect in a deliberate false alarm.

3.1.4. There is some evidence to indicate persons responsible for deliberately setting the fire.

3.2. Unless otherwise directed by an NCO, the first officer arriving on scene shall be responsible for submitting the Initial Officer Report. The on-scene ranking police officer or assigned police officers shall liaise with the on-scene ranking officer of Halifax Regional Fire and Emergency Services (HRFE).

3.3. The General Investigation Section (GIS) shall be notified and will investigate all fire-related incidents, including vehicle fires, involving suspicious circumstances or arson. Upon arrival at the scene of a case of arson or suspected arson, the attending GIS members shall become the primary investigators for the incident and will be responsible for conducting the follow-up investigation.

3.4. The Major Crime Section will respond to and assume responsibility of fire-related incidents involving homicide, attempted homicide, or death of a child under five years of age.

3.5. The primary responsibility of police officers at fire scenes is to protect the public and evidence and to facilitate the work of responding Halifax Regional Fire and Emergency Services personnel until the fire has been safely suppressed.

3.6. Once a perimeter has been established no unauthorized persons, including police personnel, shall be permitted inside the perimeter until the area has been declared safe by HRFE personnel.

3.7. The status of a fire shall remain as a suspected arson until that possibility has been eliminated by police and fire investigators. When HRFE officials in attendance believe there may have been criminal involvement, such as arson, and the scene is released by HRFE, a complete criminal investigation shall be conducted by officers consistent with established Case Management policy.

4. IES Personnel

4.1. Upon being notified of an incident involving a fire, IES personnel shall:

4.1.1. Immediately transfer the caller to Fire Dispatch.

4.1.2. Dispatch a minimum of two officers to the scene.

4.1.3. Immediately notify any other emergency services (i.e., EHS), as required.

4.1.4. Obtain available information, including:

4.1.4.1. seriousness and magnitude of the fire (e.g. contained or working);

4.1.4.2. whether anyone is trapped;

4.1.4.3. whether there are injuries (number and extent); and

4.1.4.4. confirm the name, address and type of premise.

4.1.5. Notify the duty IES Supervisor, Divisional NCO and Duty Watch Commander; and

4.1.6. Where directed by the responding Divisional NCO / Watch Commander, notify GIS and / or Major Crime and any additional support services (i.e. Forensic Identification Services, etc.) to attend the scene.

5. Responding Officers

5.1. Where HRFE have not yet arrived at a fire scene, first responding officers shall:

5.1.1. Position police vehicles so they do not block roads, driveways, and building parking lots that impede the arrival of fire vehicles.

5.1.2. Take charge of the scene until relieved by a supervisory officer and / or HRFE have arrived.

5.1.3. Confirm HRFE have been dispatched.

5.1.4. Assess the exterior of the scene for potential hazards (chemical, biological, radioactive, etc.) and advise IES personnel of:

5.1.4.1. the exact location of the incident, if known;

5.1.4.2. a brief description of the type of incident;

5.1.4.3. how many occupants are in the building, if known;

5.1.4.4. an estimate of the number of casualties, injured, and the extent of damage;

5.1.4.5. other services required;

5.1.4.6. any potential hazards identified;

5.1.4.7. access routes and precautionary measures to be taken by other responding officers and emergency services personnel;

5.1.5. Look for coloured smoke indicating dangerous gases.

5.1.6. Establish control of the scene by erecting a perimeter, preventing any individuals other than HRFE personnel from entering / re-entering the perimeter once established.

5.1.7. Perform crowd control and traffic direction moving as many people and nearby vehicles, including police vehicles, to a safe distance away from the scene ensuring fire access routes are kept clear for fire vehicles / equipment and other emergency services as required.

5.1.8. Take necessary action to safeguard life and property by reassuring any occupants still within the building that HRFE is on the way and encourage all those inside to remain in their location.

5.1.9. Request EHS attendance if required and administer any necessary first aid while awaiting EHS arrival.

5.1.10. Locate a building emergency contact (superintendent, office manager, owner, etc.) and have that person remain in a safe, accessible place with all building keys.

5.1.11. Reassure any occupants still within the building that HRFE is on the way, and encourage them to remain in their location.

5.1.12. Upon arrival of HRFE personnel, brief the HRFE officer in charge of the information obtained thus far.

5.2. Where HRFE are on scene, responding officers shall, where circumstances warrant, adhere to the following:

5.2.1. The police officer in charge shall contact the HRFE incident commander and coordinate police efforts to assist HRFE personnel as required with evacuation and notification of occupants in adjoining buildings.

5.2.2. Direct / control vehicular (including police), bicycle and pedestrian traffic away from the perimeter to prevent damage to fire hoses and / or injury from passing over fire hoses, and to permit additional resources to easily access the scene.

5.2.3. Re-route traffic or close roads, as required, to protect the scene and / or secure hazardous situations. Notify IES and the Divisional NCO of any road closures.

5.2.4. Take control of evacuated people ensuring they do not re-enter the building.

5.2.5. Record details of the scene, including suspicious persons or known arsonists present or leaving the scene.

5.2.6. Gather pertinent information from persons at the scene including victims, by-standers, neighbours or other potential witnesses and determine:

5.2.6.1. name of the owner / operator. Once the property owner has been identified, perform this notification;

5.2.6.2. whether the owner / operator is insured and the insurance broker / company / agency and all policy particulars;

5.2.6.3. name of the person who discovered the fire and any witnesses present;

5.2.6.4. if suspicious circumstances exist, whether any suspicious persons were observed in the area prior to the fire and their description.

5.3. All RCMP members assigned to the fire scene are to take direction from the on scene ranking police officer or in the absence of a supervisor, the senior police constable. However, members are advised when HRFE personnel are on scene responding to the fire, RCMP officers shall not interfere or direct the activities of HRFE personnel unless extenuating circumstances exist.

6.Divisional NCO

6.1. The Divisional NCO assigned to the division in which the fire is located shall attend the scene where practical and ensure:

6.2. Responding officers are complying with their responsibilities as outlined herein.

6.3. Appropriate perimeters are established and maintained to protect the scene and ensure public and officer safety.

6.4. Officer consults with the HRFE Incident Commander and modifies police response and perimeter location based on the presence of potential hazards to reduce exposure to same.

6.5. A continuous review of road closures, if any, is undertaken to minimize interference with the flow of traffic. Ensure IES is notified whenever changes are made to same.

6.6. Adequate assignment of human and physical resources.

6.7. FIS and GIS / Major Crime are notified to attend where warranted.

6.8. The scene remains protected, as required, until released by the HRFE investigator.

7. Detective Constable

7.1. The Detective Constable assigned as Lead Investigator for a fire-related incident shall:

7.1.1. Attend the scene when the fire results in death or serious injury or the HRFE investigator requests their assistance.

7.1.2. Liaise with the assigned HRFE investigator during the course of the investigation.

7.1.3. Conduct the follow-up investigation noting any trends and links to other reported incidents that may lead to the identification of serial arsons.

References

Halifax Regional Police

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Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

[National Home](#) > [Divisional Supplements of RCMP Manuals](#) > [H Division Manuals](#) > Halifax District Detachment

Halifax District Detachment

5. Intimate Partner Violence Coordinator

1. General
2. Roles and Responsibilities

References

(For information regarding this policy, contact Halifax District Detachment)

1. General

1.1. The terms "Domestic Violence", "Violence / Abuse in Relationships" and "Intimate Partner Violence" are used interchangeably throughout this policy.

1.2. The mandate of the Halifax District High Risk Intimate Partner Violence Coordinator is to focus on the safety of victims of domestic violence in Halifax District and to provide assistance to the Halifax Regional Police Domestic Violence Police Case Coordinator (DVPCC) on a priority case assessment basis.

1.3. The Halifax District High Risk Intimate Partner Violence Coordinator should focus on the "HIGHEST RISK" domestic violence cases.

1.4. The Halifax District High Risk Intimate Partner Violence Coordinator, once notified of a "HIGHEST RISK" case, must review the case, provide assistance to the investigator and place comment upon the file to assist the primary investigator.

1.5. The intent of the Halifax District High Risk Intimate Partner Violence Coordinator is to provide support to the District while also ensuring assistance, based upon priority assessment, to the Halifax Regional Police Domestic Violence Police Case Coordinator. This support does not include secondments or covering periods while the HRP DVPCC is away from the office for any type of leave.

2. Roles and Responsibilities

2.1. Halifax District OIC

2. 1. 1. Develop and direct domestic violence strategies within Halifax District.
2. 1. 2. Establish and implement a protocol for domestic violence files within Halifax District.
2. 1. 3. Supervise or delegate the daily operational activities of the High Risk Intimate Partner Violence Coordinator within Halifax District.

2. 1. 4. Maintain accountability for ongoing High Risk Intimate Partner Violence Coordinator Quality Assurance.

2. 1. 5. Ensure the Halifax District High Risk Intimate Partner Violence Coordinator is providing adequate and timely service to assist the Halifax Regional Police DVPC and maintain a good working relationship assisting where needed.

2. 2. **General Duty Member**

2. 2. 1. Provide investigational service to all domestic violence calls, per applicable RCMP Directives and policies.

2. 2. 2. Refer to [OM 37.6](#) to obtain the victim's consent (except in exceptional circumstances) for victim referral to the High Risk Intimate Partner Violence Coordinator or appropriate Victim Services Program.

2. 2. 3. Develop and maintain good working relationships with internal and external partners.

2. 3. **Halifax District High Risk Intimate Partner Violence Coordinator**

2. 3. 1. Work collaboratively with General Duty members(s) and other service providers / stakeholders.

2. 3. 2. Liaise with Victim Services as required (with the consent of the client).

2. 3. 3. Provide emotional support, information and assistance to clients, including but not limited to:

2.3.3.1. safety planning;

2.3.3.2. referrals to other agencies (with the consent of the client);

2.3.3.3. court orientation and accompaniment and;

2.3.3.4. liaising with criminal justice system personnel (with consent of the client).

2. 3. 4. Develop and maintain good working relationships with internal and external partners.

2. 3. 5. Ensure assistance is provided to the Halifax Regional Police DVPC on a priority case assessment basis.

References

[National OM 2.4. Violence/Abuse in Relationships](#)

['H' Division OM 2.4. Violence in Relationships](#)

['H' Division OM 37.6 Victim Assistance](#)

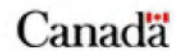
[National OM 37.6. Victim Assistance](#)

[NS Department of Justice Intimate Partner Violence](#)

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Royal Canadian Mounted Police
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H Division Operational Manual

IM - II.4. Mobile Voice and Data Devices

1. [Policy](#)
 2. [Definitions](#)
 3. [General](#)
 4. [Device Allocation](#)
 5. [Cost Allocation](#)
 6. [Communication Services](#)
 7. [Security and Monitoring](#)
-

(For information regarding this policy, contact Irrelevant)

1. Policy

1.1. The purpose of this policy is to define the standards for the ongoing use of Mobile Voice and Data Devices within "H" Division

2. Definitions

2.1. **Mobile Voice and Data Devices (MVDDs)** include:

2.1.1. Smartphones: a multipurpose mobile phone and computing device, with functions such as government email and calendar access, internet browsing, Blackberry Enterprise Messaging, SMS messaging, and telephone services.

2.1.2. Mobile Phones: a wireless handheld device that allows users to make and receive calls and to send SMS text messages.

2.2. **BlackBerry Messenger Enterprise (BBME)** is an instant messaging application which allows secure text messaging (up to Protected B).

2.3. **Short Message Service (SMS)** is a text messaging service that enables mobile devices (e.g. smartphones, cellular telephones) to exchange short text messages. SMS messages are sent in clear text, are not secure, and are subject to easy interception.

2.4. **Information of Business Value** is information of any form used to plan, conduct or complete business activities. Characteristics may include:

2.4.1. reflects departmental functions and business activities;

2.4.2. supports departmental reporting, performance and accountability requirements;

- 2.4.3. initiates, authorizes or completes a business transaction;
- 2.4.4. provides evidence of approval of the evolution of the document; or
- 2.4.5. enables decision making to support programs, services and ongoing operations.

2.5. **Transitory Information** is information that is preliminary and required for a limited time frame to ensure the preparation or completion of a routine activity. This includes:

- 2.5.1. messages created only for convenient reference, not as the official record;
- 2.5.2. messages for casual communications;
- 2.5.3. informal messages or rough drafts;
- 2.5.4. messages that duplicate copies of information;
- 2.5.4. miscellaneous notices of employee meetings, holidays, etc.;

2.6. **Monitor** means any action that involves the viewing, recording, analysis, and preparation of reports on the authorized use of the RCMP's IMIT systems. The information may be recorded and used to determine whether there has been unacceptable or unlawful activity.

2.7. **Employee** means an RCMP employee including:

- 2.7.1. Regular Members (RM)
- 2.7.2. Civilian Members (CM)
- 2.7.3. Public Service Employees (PSE)

3. General

3.1. MVDDs are for RCMP business purposes only and can serve as an extension of an employee's desktop.

3.1.1. The Employee and Program Manager are responsible for ensuring MVDDs are used in accordance with governance policy.

3.1.2. The use of this technology is subject to:

3.1.2.1. [Access to Information](#) and [Privacy Acts](#) (ATIP),

3.1.2.2. [RCMP Acceptable User Practices \(AUP\)](#), and

3.1.2.3. [Information Management \(IM\) policy](#).

3.1.3. Messages (Email, BBME, or SMS messages) containing information of business value must be recorded/printed and filed.

3.2. Employees may be provided with MVDDs for administrative and operational use. MVDDs will provide communication services for employees. In addition, MVDDs will provide an appropriate platform for future applications.

3.3. Use of MVDDs are restricted to RCMP employees. Consideration may be given to authorized organizations and their agents working on behalf of the RCMP, and authorized organizations and

their agents working under the NPS network, subject to the conditions of the specific memorandum of understanding (MOU).

3.4. MVDDs connected to RCMP IMIT systems must be authorized by the Divisional IMIT Officer (DIO)/delegate ([refer to RCMP AUP](#)). Smartphone models to be connected on the Mobile Device Management (MDM) server must be approved by the Departmental Security Branch (DSB), and User Computing Devices Section (UCDS).

3.5. Voice and data service for MVDDs will be obtained via the Government of Canada Wireless Contract.

3.6. MVDDs must be fitted with a protective case and screen protector to minimize physical damage to the unit. Protective cases will be supplied with the device or obtained at unit cost.

3.7. Technical support for MVDDs shall be obtained via the RCMP Central Helpdesk (CHD).

3.7.1. Service to MVDDs by any 3rd party or non-security cleared individual/facility is prohibited.

3.8. Lost or stolen MVDDs must be reported immediately:

3.8.1. CHD must be contacted to report the lost or stolen device, and

3.8.2. [Form 2159 \(Security Incident Report\)](#) must be completed and submitted to Departmental Security Section (DSS).

3.9. Personal MVDDs or other personal wireless devices are prohibited for RCMP business related activities.

4. Device Allocation

4.1. MVDDs are the property of the RCMP.

4.2. Employees may be provided with a MVDD device to use while working in "H" Division.

4.2.1. When transferring positions within "H" Division, employees will retain the MVDD assigned to them.

4.2.1.1. Employees and/or incumbent unit i/c's must advise the HDIV Project Coordination Section of their new location and collator, via a CHD ticket.

4.2.2. Unit i/c will take possession of an employee's assigned MVDD and return it to the HDIV Project Coordination Section when:

4.2.2.1. an employee begins any type of leave without pay;

4.2.2.2. an employee is on sick leave in excess of 30 calendar days;

4.2.2.3. an employee transfers to a position outside of "H" Division;

4.2.2.4. an employee is no longer an RCMP employee (e.g. retirement, resignation, dismissal);

4.2.2.5. if it is determined that an employee's position does not require an MVDD; or

4.2.2.6. if an employee has shown a continual misuse of the MVDD for business purposes.

4.3. Damaged or non-operational MVDDs must be returned to the HDIV Project Coordination Section for destruction.

4.4. Phone numbers associated with MVDDs are the property of RCMP "H" Division. Employees will not have the ability to port numbers to a personal device.

5. Cost Allocation

5.1. Voice and data charges (including any overage and/or roaming fees) associated with MVDDs will be the responsibility of the employee's unit.

5.1.1. In the event of excessive charges, the unit i/c will be responsible for verifying with the employee that the usage was for RCMP business purposes.

5.2. Replacement costs for lost, stolen, or damaged MVDDs will be the responsibility of the home unit.

5.2.1. The unit i/c must provide approval for replacement costs.

6. Communication Services

6.1. Employees of the RCMP must remain aware of the security classifications and the appropriateness of all information sent via MVDDs (refer to [SM 4.2. Security Responsibilities for RCMP Personnel](#)).

6.2. MVDDs are approved for the use of:

6.2.1. Telephone calls (only non-sensitive information)

6.2.2. SMS messaging (only non-sensitive information)

6.2.3. RCMP Email (up to Protected "A" information)

6.2.4. BBME messaging (up to Protected "B" information)

6.2.5. When using MVDDs, employees should be aware that communications may be intercepted by someone other than the intended recipient.

7. Security and Monitoring

7.1. The RCMP will monitor the use of MVDDs, and conduct field compliance reviews to ensure that government security and RCMP directives are being followed, appropriately used, and system integrity is maintained.

7.2. IT security software/settings on the device are designed to secure the MVDD and restrict options which could cause potential security risk. Any attempt to remove, modify, or tamper with the IT security software/settings on a MVDD is prohibited, and would be considered a security violation.

7.3. Employees must report any incident or suspected incident of unauthorized access and/or disclosure of RCMP databases, networks, or passwords to Departmental Security Section via Form 2159.

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Atlantic Region Administration Manual

ROYAL CANADIAN MOUNTED POLICE

[Part III – Table of Contents](#)

Amended: 2012-04-11

Bulletin

III.2. Correspondence and Messages

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <ol style="list-style-type: none"> 1. General 2. Use of Restricted Broadcast Messages 3. Use of Non-Restricted Broadcast Messages 4. Compliance 5. Employee use of GroupWise Bulletin Boards <p>App. III-2-1 - Instructions on How to Proxy a News Account
 App. III-2-2 - List of Division Wide, NEWS, and Bulletin Board Mailbox Accounts for the Atlantic Region</p> | Related Links |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|

(For information regarding this policy, contact [irrelevant](#))

1. General

1.1. E-mail is an operational tool for the electronic distribution of information. It is important that all employees understand and use this system in a professional and responsible manner. Employees who are inundated with nuisance messages or messages that are of no interest, become frustrated with the system. This policy is to ensure the most efficient and effective internal communication using the GroupWise E-mail system.

1.2. As a result of the increasing use of GroupWise to communicate and the increase in volume of e-mail messages being (broadcast) sent, e-mail messages of an operational or administrative priority need to retain a high level of visibility amongst the many e-mails that an employee receives directly into their in box on a daily basis.

2. Use of Restricted Broadcast Messages

2.1. Use of the GroupWise division wide mailbox (reference [App. III-2-2](#) for a listing by division) is restricted to operational and administrative messages that have been authorized as a priority by the Commanding Officer and his/her delegates.

2.2. To ensure consistent application of this policy, all e-mails sent (broadcast) using the division wide mailbox should include the following or similar type statement: " This message has been authorized for division wide distribution by (name of authorizing person) as it has been deemed to be of an operational or administrative priority."

2.3. Divisional Informatics will maintain a list of employees authorized by the Commanding Officer to broadcast messages using the division wide mailbox.

2.4. Priority Operational or Administrative E-mail Messages include but are not limited to:

2.4.1. Commissioner's Broadcast/Commanding Officer's Broadcast

2.4.2. Officer Safety

2.4.3. Intelligence Alerts

2.4.4. Computer System Outages

2.4.5. Priority PROS or Policy Notices

2.4.6. Death of an Employee or Retired Employee or Death of a Relative of an Employee

2.4.7. Priority Notices from SRR, MPAO (Mounted Police Association of Ontario) and the BCMPPA (BC Mounted Police Professional Association) as represented by the MPPAC (Mounted Police Professional Association of Canada).

2.4.8. S/S/M or S/M Priority Notices

2.4.9. Other Operational/Administrative Priorities, i.e.: Corporate, Human Resources, Departmental Security and/or Compensation

3. Use of Non-Restricted Broadcast Messages

3.1. For e-mail messages that are not an operational or administrative priority, employees are to use alternative methods to the division wide mailbox, such as the NEWS mailbox accounts set up in each respective division, Bulletin Boards, or mailboxes that represent groups of employees, i.e., all employees within HQ, all employees within a detachment or district, all employees within a unit or federal program, etc.

3.2. As the overall objective of this policy is to limit the volume of non-priority operational or administrative messages that an employee will receive directly to their in box, attention should be taken before sending e-mail messages using a large group mailbox. Employees should not be sending e-mail messages to multiple large group mailboxes in an effort to get the message out or to canvass as many employees as possible. If the majority of the employees included within a mailbox address are not directly impacted by the message or do not have a good likelihood of being impacted by the message, then this mailbox should not be used. For example, if you are trying to solicit employees to sign up for a charitable event, the NEWS mailbox account would be the appropriate mailbox to use to reach the largest audience. If the charitable event is restricted to a detachment or district area, then it may be appropriate to send the message to the detachment or district mailbox.

3.3. Some mailboxes will require the employees to 'PROXY' to this mailbox to access the e-mail message, i.e., the NEWS mailbox. Refer to [App. III-2-1](#) on how to 'PROXY' the NEWS mailbox account. These same instructions can be used for any mailbox that requires proxy access.

3.4. The following examples of e-mail messages are normally considered to be types of Non-Priority Administrative or Non-Priority Operational Messages.

3.4.1. Retirements and Promotions

3.4.2. Charitable Events

3.4.3. Recreational Events

3.4.4. Daily Media Releases

3.4.5. Non-priority PROS or Policy Notices

3.4.6. General Notices, Conferences, etc.

3.4.7. Volunteer Duties

4. Compliance

4.1. The Commanding Officer and /or his/her delegates will approve of all e-mail messages deemed to be of a priority in nature.

5. Employee Use of GroupWise Bulletin Boards

5.1. The GroupWise Bulletin Board is part of an RCMP Information Technology System which provides a means of communicating matters of general interest among RCMP employees. The Bulletin Boards are not to be used for Official RCMP Business, Spamming, Personal Advertisements (Dating, Relationships, etc.), Personal Opinions, and Messages on behalf of non-RCMP employees.

5.2. Messages posted to a GroupWise Bulletin Board (refer to [App. III-2-2](#) for a list of Atlantic Region bulletin boards) for the purpose of soliciting business on behalf of yourself, family members or friends is not allowed. The RCMP must avoid the appearance of endorsing or providing a marketing subsidy or an unfair competitive advantage to any person, organization or entity outside of the government. One time advertising to sell or give away a personal item such as a piece of household furniture, which is not part of a business, is allowed.

5.3. This is not to be confused with donations, charity events, fund-raising, etc. to a registered charitable organization. A donation is a philanthropic gesture and means a contribution, gift or bequest by a person, group or organization is given without expectation of any benefit in return.

5.4. Compliance with this policy will be monitored by the divisional Informatics Business Solutions section. All bulletin board messages that are deemed to be contravening this policy will be removed and a notice will be sent to the employee and his/her Line Officer/Program Manager requesting the incident be reviewed and further action be taken where necessary.

References

[Administration Manual III.2.](#)

 Amended: 2012-04-11

[Important Notices](#)



Royal Canadian Mounted Police
Gendarmerie royale du Canada



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H Division Operational Manual

IM - III.2. Email Standards

1. [General](#)
2. [Division Wide Messages](#)
3. [Other Broadcast Messages](#)
4. [Bulletin Board](#)
5. [Email Signature Blocks](#)

(For information regarding this policy, contact [\[redacted\]](#))

1. General

1.1. Email is an operational tool for the electronic distribution of information. It is important that all employees understand and use this system in a professional and responsible manner.

1.1.1. Use of the RCMP email system is subject to governance policy:

1.1.1.1. [RCMP Acceptable User Practices \(AUP\)](#),

1.1.1.2. [Information Management \(IM\) policy](#), and

1.1.1.3. [Access to Information](#) and [Privacy Acts](#) (ATIP).

1.2. As a result of the increasing use of email to communicate and the increase in volume of messages being sent, email messages of an operational or administrative priority need to retain a high level of visibility amongst the many emails that employees receive on a daily basis.

2. Division Wide Messages

2.1. The division wide mailbox (All_Hdivision) is an email account used to broadcast messages to all employees within "H" Division.

2.2. Use of the division wide mailbox is restricted to employees authorized by the Provincial Criminal Operations Officer.

2.2.1. "H" Division Computer Services Section (CSS) will maintain a list of employees authorized to use the division wide mailbox.

2.3. All emails sent using the division wide mailbox must be authorized as an operational or administrative priority by the Commanding Officer or delegates, and should include the statement: **This message has been authorized for division wide distribution by (name**

and position of authorizing person), as it has been deemed to be of an operational or administrative priority.

2.4. Operational or administrative priority messages include but are not limited to:

2.4.1. Commissioner's broadcasts;

2.4.2. Commanding Officer's broadcasts;

2.4.3. Criminal Operations Officer's broadcasts;

2.4.4. officer safety bulletins;

2.4.5. intelligence alerts;

2.4.6. computer system outages;

2.4.7. PROS notices;

2.4.8. policy notices;

2.4.9. death of an employee, retired employee, or immediate family member of an employee;

2.4.10. priority notices from the MPPAC (Mounted Police Professional Association of Canada) and NPF (National Police Federation);

2.4.11. S/S/M or S/M priority notices; or

2.4.12. other operational or administrative priorities (e.g. Corporate, Human Resources, Departmental Security or Compensation).

3. Other Broadcast Messages

3.1. For email messages that are not an operational or administrative priority, employees are to use alternative methods to the division wide mailbox, such as:

3.1.1. the bulletin board (refer to Section 4);

3.1.2. distribution lists for a category of employee (e.g. Hdiv_Regular_Members, Hdiv_PSEmployees); or

3.1.3. distribution lists for employees within a district, detachment, unit, or program.

3.2. Attention should be taken before sending email messages using a distribution list.

3.2.1. Employees should not be sending email messages to multiple distribution lists in an effort to get the message out or to canvass as many employees as possible.

3.2.2. If the majority of the employees included within a distribution list are not directly impacted by the message or do not have a good likelihood of being impacted by the message, then this distribution list should not be used.

3.3. Examples of email messages that are not normally considered an operational or administrative priority:

3.3.1. retirements and promotions,

- 3.3.2. charitable events,
- 3.3.3. recreational events,
- 3.3.4. daily media releases,
- 3.3.5. general notices, or
- 3.3.6. volunteer duties.

4. Bulletin Board

4.1. The bulletin board (Bulletin_Board_HDIV) is an email account that provides a means of communicating matters of general interest among RCMP employees.

4.2. Types of messages permitted on the bulletin board:

4.2.1. information about social and community events (e.g. retirements, parties, sporting tournaments, RCMP social functions, fund raisers);

4.2.2. ads posted by RCMP employees to buy and sell personal items and services (e.g. properties for sale (no reference or link to realtor), vacation rentals, pets, vehicles, electronics, furniture, free stuff, garage sales);

4.2.3. ads offering informal student employment services such as lawn mowing, babysitting and snow shoveling;

4.2.4. information about donations, charity events, fund-raising for a registered charitable organization.

4.3. Types of messages not permitted on the bulletin board:

4.3.1. official RCMP business,

4.3.2. personal advertisements (e.g. dating)

4.3.3. personal opinions,

4.3.4. solicitation of a business,

4.3.5. political ads,

4.4. The bulletin board will be monitored by "H" Division Administrative Records Management Section (ARMS) to ensure this policy is being followed.

4.4.1. Any bulletin board messages that are deemed to be contravening this policy will be removed, and further action taken where necessary.

5. Email Signature Blocks

5.1. Email signature blocks on RCMP email accounts should conform to Treasury Board of Canada Secretariat policy (refer to [Appendix E: Email Signature Blocks in the Standard on Email Management](#)).

Date Modified: 2020-07-23



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H Division Operational Manual

II.1. Investigative Guidelines

- A. [ORGINATOR](#)
- B. [POLICY](#)
- C. [GENERAL](#)
- D. CRIMINAL ACTIVITIES BY TERRORISTS/EXTREMIST INDIVIDUALS/GROUPS
 - 1. [Militant Groups](#)
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- E. RETURN OF LOST, FOUND AND STOLEN PROPERTY
 - 1. [General](#)
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- M. OPERATIONAL FILE REVIEW
 - 1. [General](#)
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 - 4. [Commander](#)
 - 5. [Atlantic Region Audit](#)

A. **ORIGINATOR**

- 1.1. Criminal Operations Branch

B. POLICY

2.1. The police department having jurisdiction in the area where an offence was committed shall be responsible for the investigation.

2.2. The RCMP shall only conduct a Criminal Code investigation in the jurisdiction of another police department if:

2.2.1. a request to assist is received,

2.2.2. the Attorney General directs the RCMP to carry out an investigation, or

2.3. the offences of murder or attempted murder have been committed.

2.3. 1. Police departments designated to conduct murder investigations in Nova Scotia:

2.3.1.1. Halifax Regional

2.3.1.2. Truro

2.3.1.3. Cape Breton Regional

2.3.1.4. Bridgewater

2.3.1.5. New Glasgow

2.3.1.6. Amherst

C. GENERAL

3.1. All crime occurring on railway property, in our jurisdiction, is our responsibility to investigate. If railway inspectors accept full responsibility, they may conduct investigations into offences such as theft, break and enter, damage to property, and mischief. If the latter occurs, our full co-operation is to be offered.

D. CRIMINAL ACTIVITIES BY TERRORIST/EXTREMIST INDIVIDUALS/GROUPS**D.1. Militant Groups**

D.1.a. General

D.1.a.1. See Headquarters directive [Part 12.](#)

D.1.a.2. National Security Investigation Section (NSIS) is responsible for terrorist/extremists activities in this province.

D.1.a.3. Planned criminal acts and/or incidents of violence perpetrated against society for the purpose of achieving or furthering personal, political, social or cultural goals are to be reported to division, through channels by priority message, info NSES.

D.1.a.4. When intelligence indicates that an incident or series of incidents will occur in the area of another law enforcement agency, inform that department and establish a line of communication.

D.2. Member

D.2.a. Message is to cover the following points:

- D.2.a.1. summary of events leading up to and surrounding the incident;
- D.2.a.2. name of group or organization;
- D.2.a.3. addresses;
- D.2.a.4. names of persons involved, and/or descriptions;
- D.2.a.5. addresses;
- D.2.a.6. reason(s) for incident, if known;
- D.2.a.7. types of transportation being used or having access to, provide full details where known;
- D.2.a.8. if any essential service was disrupted, explain (e.g. telephone, hydro, etc.);
- D.2.a.9. any affiliation with other terrorist groups or organizations; if yes explain;
- D.2.a.10. if terrorist group is capable of carrying out their threat of violence or objective and whether armed and type of weapon or explosives carried; and
- D.2.a.11. the projected outcome or consequences of incident.
- D.2.a.12. Using the same format as set out in div. supp. [II.1.D.2.a.](#), submit a detailed account of the occurrence on PROTECTED "B" within 14 days to the OIC Criminal Operations, Attn: NCO IC COS.

D.3. National Security Investigation Section

- D.3.a. Use Division Criminal Information Analytical Services (DCIAS) and Division Intelligence Bank (DIB) where necessary.
- D.3.b. Liaise with Canadian Security Intelligence Service (CSIS).
- D.3.c. Keep the OIC Criminal Operations abreast of all developments.
- D.3.d. Maintain a file of newspaper clippings, articles, etc., which will likely have a probable impact on terrorist/extremist activities in the province.

D.4. Division Criminal Information Analytical Services

- D.4.a. Provide assistance to NSIS.

E. RETURN OF LOST, FOUND AND STOLEN PROPERTY

E.1. General

- E.1.a. The issuance and distribution of a special circular for lost, stolen or found items shall be the prerogative of the OIC Cr. Ops.

H-1867
92-11-24

E. 2. Lost Property

E.2.a. Lost property is to be accurately recorded on form [1622](#) and, if identifiable, entered on CPIC.

E.3. **Found Property**

E.3.a. General

E.3.a.1. Record all found property on forms [1622](#) and [1625](#), assigning all applicable numbers and recording all investigative progress taken to locate the rightful owner.

E.3.a.2. Query and enter item(s) on CPIC.

E.3.a.3. Make every effort to locate rightful owner, and return the article(s), ensuring that form [1625](#) is duly completed.

E.3.a.4. When rightful owner cannot be located at the end of three months, return property to finder, properly completing form [1625](#).

E.4. **Member**

E.4.a. If rightful owner cannot be located; and finder does not wish article:

E.4.a.1. destroy if of no monetary value;

E.4.a.2. donate to local group; such as, bicycles to Boys and Girls Club;

E.4.a.3. contact OIC Support Services via message if goods are of a monetary value and cannot be donated.

E.4.b. Items found within the jurisdiction of a municipal unit can be released to the Municipal Town Clerk under authority of Section 239 of the Towns Act.

E.4.c. Forward money, less commission, via certified cheque or money order, with letter with circumstances surrounding the find to: Department of the Attorney General, ATTN: Minister of Finance, Box 7, Halifax, Nova Scotia, B3J 2L6, Attn: Minister of Finance.

E.5. **Stolen Property**

E.5.a. Instructions are to be requested from Cr. Ops. readers when:

E.5.a.1. rightful owner cannot be located;

E.5.a.2. item(s) cannot be identified;

E.5.a.3. relinquishment of claim on form [1625](#) has not been signed by person from whom it was seized; or

E.5.a.4. court will not order disposition.

F. **ORGANIZED CRIME ACTIVITY**

F. 1. **Commercial Crime Branch**

F.1.a. The "H" Division Commercial Crime Branch's area of responsibility is the entire division. Included within the Branch's structure is a one person Commercial Crime office located in Sydney, NS.

H-2469
00-02-28

F.2. **Fraud**

F.2.a. Fraud offences of a major/complex nature may be handled in one of the following ways after consultation with OIC Commercial Crime Branch:

F.2.a.1. Investigate yourself.

F.2.a.2. Investigate yourself, with verbal assistance from Commercial Crime Branch.

F.2.a.3. Investigate yourself, with specific assistance from Commercial Crime Branch, e.g. accounting expertise, searches, etc.

F.2.a.4. Request Commercial Crime Branch conduct the entire investigation.

F.2.b. Requests for assistance from Commercial Crime Branch must be directed to the OIC Commercial Crime Branch and should initially be done verbally. Where the request is pursuant to [G.2.](#), the verbal contact must be followed by a request in writing, detailing the response sought from Commercial Crime Branch. The decision as to whether Commercial Crime accepts an investigation or provides assistance is at the discretion of the OIC Commercial Crime, who will review the individual case circumstances and choose the appropriate option. For Cape Breton detachments, prior consultation with the NCO IC Sydney CCS is recommended.

F.2.c. Commercial Crime Branch may be contacted at 426-3976. Sydney Commercial Crime Section can be reached at 564-7199.

F.3. **Commercial Crime - Assisting Nova Scotia Police Agencies**

F.3.a. General

F.3.a.1. The police agency requesting Commercial Crime to investigate/assist in investigation should contact the OIC Commercial Crime Branch.

F.3.a.2. The police agency will be expected to supply a full statement from the complainant and all material evidence in possession of the complainant.

F.3.b. OIC Commercial Crime Branch

F.3.b.1. Detail a senior NCO to meet with members of police agency to determine;

F.3.b.2. parameters of the offence(s);

F.3.b.3. investigative complexity; and

F.3.b.4. degree of urgency.

F.3.b.5. After you have been briefed on the meeting, convey to the police agency that:

F.3.b.5.1. additional preliminary investigative action is necessary to provide further information;

F.3.b.5.2. Commercial Crime Branch provide assistance, but the lead role will remain with that agency;

F.3.b.5.3. Commercial Crime Branch will undertake the entire investigation; or

F.3.b.5.4. another RCMP investigative unit will do the investigation.

F.3.b.6. Advise the police agency to notify the Department of the Solicitor General of the request and nature of Commercial Crime Branch's involvement.

F.3.b.7. Consult with OIC Criminal Operations to seek concurrence with the decision before the police agency is advised.

G. MUNICIPAL POLICE FORCES - Moved to [OM 41.100](#).

H. TRAVEL OUTSIDE ATLANTIC REGION

H.1. Members shall not proceed outside the region to pursue investigations without the approval of the OIC Cr. Ops. when required :

H.1.a. to pursue investigations, and

H.1.b. for domestic administrative travel.

H.1.b.1. This does not apply to returning prisoners who have left the province.

H-2581
03-05-12

I. OPERATIONAL DEBRIEFINGS

I.1. At regular intervals throughout and at the conclusion of any major investigations, (i.e., homicides, disasters) operational debriefings will take place with all investigators involved.

I.2. The focus of these debriefings is to document:

I.2.a. the areas of the investigation that went well; and

I.2.b. the areas that were problematic which will require further study.

I.3. Conclusion reports of debriefings are to be sent to the OIC Cr. Ops.

J. INVESTIGATOR'S NOTEBOOKS

J.1. Investigators are to ensure all notes, or copies of notes, relating to a major investigation/project are provided to the file manager forthwith, for placement on file.

H-2495
01-01-22

K. RESERVED

L. NUDITY INVESTIGATIONS

L.1. General

L.1.a. Investigations of nudity under Section 174 CC must be approved by the Attorney General prior to a charge being laid.

L.2. **Consent**

L.2.a. The Attorney General will consider consent to prosecute when:

L.2.a.1. the conduct of a person under investigation involves blatant, repeated or a wilful noncompliance with the statute;

L.2.a.1.1. in cases where the activity occurs at locations which are isolated or secluded, consent will not normally be granted.

L.2.a.1.2. the person under investigation exhibited aggressive exhibitionism while in the state of nudity or have committed lewd or indecent acts while nude.

L.3. **Member**

L.3.a. Consider the requirements of the Attorney General before beginning an investigation.

L.3.b. When investigating nudity infractions and observing possible offences, prior to arrest of individual, consider providing a warning to desist from being nude in a public place.

L.3.c. The Attorney General may consent to proceed with prosecution in the event the individual being warned defies to cease the activity.

L.3.d. In instances where charges are deemed appropriate, discuss the evidence with your local Crown Prosecutor prior to the laying of the charge(s).

H-2551
01-12-14

M. **OPERATIONAL FILE REVIEW**

M.1. **General**

M.1.a. It is imperative that investigations are conducted in a manner that will enhance the accuracy, quality, timeliness and consistency of data collected on a day-to-day basis.

M.1.b. Supervisors and detachment commanders are accountable for operational file review within their area of responsibility.

M.2. **Member**

M.2.a. Ensure all operational files are properly investigated and all reasonable avenues of investigation are exhausted.

M.2.b. Ensure detailed statements are obtained in a timely fashion when applicable and summarize on a [1624](#) if the interview is recorded.

M.2.c. Up date complainants on the progress of investigations.

M.3. **Supervisor**

M.3.a. Provide advice and coach investigators to ensure thorough investigations.

M.3.b. Review all electronic and hard copy operational files from start to finish ensuring investigations are thorough.

M.3.c. Ensure detailed statements are obtained in a timely fashion when applicable.

M.3.d. Ensure members receive necessary and appropriate training and/or guidance where deficiencies are noted:

M.3.d.1. the use of form [1004](#) and annual performance appraisal are recommended as developmental tools.

M.4. **Commander**

M.4.a. Use unit quality assurances to address quality of investigations and supervision:

M.4.a.1. review your quality assurance files periodically for compliance and address deficiencies promptly.

M.4.b. Monitor the performance of supervisory personnel regularly to ensure that file reviews are being completed as required:

M.4.b.1. provide guidance as necessary using form [1004](#) and performance appraisal as necessary.

M.5. **Atlantic Region Audit**

M.5.a. Monitor investigations and supervise through Management Reviews.

H-2587
03-11-21

References

[Criminal Code of Canada](#)

Date Modified: 2012-03-16



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H Division Operational Manual

II.12. Search and Seizure

- A. [ORIGINATOR](#)
- B. [REFERENCES](#)
- C. POLICY
- D. [GENERAL](#)
- E. [AUTHORITY TO SEARCH](#)
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 - 1. [General](#)
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- G. OBTAINING A DNA WARRANT
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-

(For information regarding this policy, contact Hdiv_CrimOps_Reviewers.)

A. ORIGINATOR

- A. 1. Criminal Operations Branch

B. REFERENCES

- B. 1. [Criminal Code](#)
- B. 2. [Canadian Charter of Rights and Freedoms.](#)

C. POLICY

D. GENERAL

- D. 1. See Headquarters directive [Part 21.](#)
- D. 2. The original information to obtain a search warrant MUST remain with the issuing justice. The document is not to be retained by the member/informant for any reason.
- D. 3. Unexecuted search warrants must be returned to the issuing justice. Include an explanation on the case file why warrant was not executed.
- D. 4. The search warrant date cannot be initialed and changed by a Justice of the Peace. A new search warrant must be sworn for the date concerned.

E. AUTHORITY TO SEARCH

E. 1. General

E. 1. a. When obtaining a search warrant under the Summary Proceedings Act utilize the following forms:

- E.1.a.1. Form 5 - Information to Obtain Search Warrant
- E.1.a.2. Form 6 - Warrant to Search
- E.1.a.3. Form 7 - Report to Justice

F. OBTAINING A SEARCH WARRANT

F. 1. General

F. 1. a. See Provincial forms [HDP018](#) and [HDP020.](#)

F. 2. Member

- F. 2. a. Submit proposed Information to Obtain, Warrant and other related material to supervisor for review.
- F. 2. b. No non-police personnel should accompany police unless authorized in warrant.

F. 3. Supervisor

F. 3. a. Review all Informations to Obtain and Search Warrants to ensure compliance with statutory provisions and policy. Initial file copies of documents.

F. 3. b. Complete [HD506](#), Supervisor's Warrant Checklist and retain on file.

G. OBTAINING A DNA WARRANT**G. 1. General**

G. 1. a. See [HD498](#) and [HD499](#) for templates.

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G. 1. b. Member

G. 1. b. 1. Submit proposed Information to Obtain, Warrant and other related material through Supervisor to the OC for review.

G. 1. b. 2. Unless trained specifically in obtaining biological or blood samples, samples should be obtained by medically trained persons.

G. 1. b. 3. Seized biological samples are to be handled as per the [LSM](#).

G. 1. c. Supervisor

G. 1. c. 1. Review documents for format and forward to OC for review.

G. 1. d. OC Approval Authority

G. 1. d. 1. Review all documents for compliance with statutory provisions and policy. Initial file copies of documents.

H. OBTAINING A GENERAL WARRANT - NON VIDEO**H. 1. General**

H. 1. a. Refer to [Part 35](#) for video warrants.

H. 1. a. 1. The focus of a General Warrant is the obtaining of "information" concerning the offence through the use of investigational techniques, procedures, devices or other means not otherwise authorized by law, this is opposed to the obtaining of "things" pursuant to a conventional s. 487 CCC warrant.

H. 1. a. 2. There is no exhaustive list of when and what may be sought to be authorized by a General Warrant and depending upon the techniques being proposed will dictate the approval authority, see [II.12.H.1](#).

H. 1. a. 3. The techniques and procedures authorized by s. 487.01 cannot allow for the interference with the bodily integrity of any person. The restrictions of this clause have yet to be definitively defined by the courts but would seem to exclude intrusive procedures such as the taking of blood, or other intrusive procedures.

H. 1. b. Member

H. 1. b. 1. An Information to Obtain a General Warrant (see [HD500](#)) must:

H. 1. b. 1. 1. Describe the offence in sufficient detail and the basis to believe the offence has or will be committed so as to sufficiently form the basis of belief, keeping in mind, that there must be full, fair and frank disclosure of the investigation that forms the basis of belief. All relevant information concerning whether the offence was committed or not committed must be included. Any material non-disclosures or deliberate or reckless misrepresentations of fact may be fatal to the warrant.

H. 1. b. 1. 2. Describe the nature of and how the investigation technique, procedure, device or other means being proposed will be deployed. State physical location if know.

H.1. b. 1. 3. Establish some means in terms of the likelihood of the authorized investigative techniques yielding information concerning the stated offence.

H. 1. b. 1. 4. Establish that the investigative step is in the best interest of the administration of justice, this is usually established by consideration of some or all of the following factors that will determine whether the interests of law enforcement in securing this information outweighs the intrusion on the subject

of the search: the seriousness of the offence, the nature of the intrusion, the nature of information sought, significance of the information to the investigation, availability of alternatives, the duration and location of the search.

H. 1. b. 1. 5. That no other federal Act or code provision would allow for an authorization or warrant as sought.

H. 1. b. 2. General 487.01 warrants cannot be issued to anyone other than a peace officer, therefore where assistance is required from a third party, an assistance order pursuant to sec. 487.02 ought to be considered.

H-2515
01-01-22

H. 1. b. 3. General Warrants must be sworn before a Supreme Court Justice or Provincial Court Judge, NOT before a Justice of the Peace or Supernumerary Judges.

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01-09-17

H. 1. b. 4. The warrant should correspond in all material respects with the Information to Obtain.

H.1.b.4.1. For Warrant templates, see

-[HD500](#)-Information to Obtain General Warrant,

-[HD501](#)-General Warrant

-[HD502](#)-Information to Obtain with Assistance Order

- [HD503](#)-Warrant with Assistance Order.

H. 1. b. 5. Submit proposed Information to Obtain, Warrant and other related material through channels to the Unit Commander for review.

H. 1. c. Unit Commander

H. 1. c. 1. Review all Informations to Obtain and General Warrants to ensure compliance with statutory provisions and policy.

H. 1. c. 2. Refer matters to the OIC Cr. Ops. for review that propose a unique or innovative investigation technique.

H. 1. c. 3. For matters which you determine are routine, review and approve if warranted by initialing the file copies.

I. OBTAINING A BLOOD SAMPLE WARRANT

I. 1. General

I. 1. a. If, as a result of the consumption of alcohol, a person commits an offence under Sec. 253 CC, resulting in an accident causing death or bodily harm to any person, and cannot consent to a blood sample, obtain a search warrant. See Provincial Forms [HDP044](#) and [HDP059](#) respectively.

I. 1. a. 1. A Justice can issue the search warrant if satisfied a medical practitioner is of the opinion the person cannot consent and the taking of the sample would not endanger the life or health of the person.

I. 1. a. 2. You must identify the offence and identify the person from whom the blood samples are to be taken.

I. 1. a. 3. As soon as practicable, give a copy of the warrant to the person from whom the blood samples were taken.

I. 1. b. The conditions for taking of blood samples by demand/warrant only apply during the time a qualified medical practitioner is satisfied the taking of the blood samples will not endanger the life or health of the person.

I. 1. c. For each blood sample taken, an additional sample must be taken and retained for the accused.

I. 1. c. 1. Samples taken for the accused must be retained for three months regardless of any court disposition.

I. 1. c. 2. The accused can obtain his sample by applying to a Judge.

I. 1. c. 3. If the three months has expired and the matter is still before the courts, DO NOT destroy the blood until the charge is disposed of and the appeal period has expired.

I. 1. d. Samples must be obtained in an approved blood container.

I. 1. e. Blood samples must be taken within four hours of the offence in order to use the Certificate evidence.

I. 1. f. If the demand is given or the search warrant is obtained within the four-hour limit, and the samples are not taken within the four hours, the Certificate cannot be used.

I. 1. g. Forward all blood samples to the Forensic Laboratory.

I. 1. g. 1. Analyze sample obtained for use by the Force; and

I. 1. g. 2. Instruct the Laboratory to retain the sample for the accused.

I. 1. h. It is not necessary to subpoena the analyst or qualified medical practitioner to testify at a trial, provided blood samples are obtained within the four-hour time limit and a Certificate is obtained from:

I. 1. h. 1. The medical practitioner or qualified technician taking the blood sample;

I. 1. h. 2. The analyst; and

I. 1. h. 3. Notice of Intention to produce certificate evidence is served on the accused.

J. Firearms

J. 1. General

J. 1. a. Refer to the [NFM I.F.](#) on the authorities to search and seizure.

K. PUBLIC ACCESS TO SEARCH DOCUMENTS

K. 1. General

K. 1. a. Refer to [OM II.12.G.](#)

K. 2. Member

K. 2. a. Whenever a warrant is to be utilized to gather information or evidence in a criminal investigation, the investigator should consider whether or not the investigation would be jeopardized by public knowledge of the warrant or its application.

K. 2. b. If there is a bona fide operational requirement to prohibit disclosure, then an application should be made pursuant to Section 487.3 of the Criminal Code. The grounds for prohibiting disclosure must fall into either of the following categories:

K. 2. b. 1. that the ends of justice would be subverted by the disclosure; or

K. 2. b. 2. that the information might be used for an improper purpose.

K. 2. c. Make the prohibition application before a judge or justice of the peace ex parte without representation by crown counsel. The prohibition order is applicable to all warrants and may be made either at the time of issuance of the warrant or anytime thereafter.

K. 2. d. Complete an application to proceed ex parte and an affidavit, outlining the grounds why the warrant should be prohibited from disclosure. Complete an order ready for authorization by the appropriate judge or justice.

K. 2. e. Submit the application and supporting affidavit to the judge or justice who may require sworn testimony (if so, the evidence should be recorded and a copy accompany the application).

K. 2. f. The judge or justice will rule on the application - if granted, terms and conditions may be added by the issuing justice. The justice will provide the investigator with a copy of the order and the affidavit. The affidavit, order and application (with tape of testimony - if applicable) will be

placed on the outside of the envelope, detailing the file numbers and date of prohibition from disclosure. The sealed package will be retained by the court. If the prohibition order is made at the same time as the warrant application, then all the necessary warrant documents will be placed in the packet - with original warrant returned to the investigator.

K. 2. g. If the warrant has already been authorized, then the investigator should ensure that a copy of the warrant original supporting documents be provided to the authorizing justice to be included in the sealed packet.

K. 2. h. See forms [HD507](#) and [HD508](#).

L. CONDUCTING A SEARCH

L. 1. Search with Consent

L. 1. a. Member

L. 1. a. 1. Before starting a consent search, have owner/occupier sign [HD425](#), a "Consent to Search" form.

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L. 2. Strip Search

L. 2. a. See [OM Part 21](#).

H-2572
02-10-21

M. PROCESSING SEIZED ARTICLES

M. 1. General

M. 1. a. An Exhibit Custodian must be a regular or civilian member.

M. 1. b. The detachment file number must be noted on the exhibit ledger (form [0755](#)).

M. 1. c. Indicate on the exhibit report the permanent or temporary location of the exhibit, e.g. Item #6 - taken to court 86-04-22.

M. 1. d. Photocopies of telephone toll records are not exhibits and, therefore, form [1625](#) need not be completed until the original document is seized.

M. 1. e. Form C-240

M. 1. e. 1. Form [C-240](#) will be completed whenever a vehicle is seized or otherwise held by the Force.

M. 1. e. 2. When goods are removed from the vehicle for safekeeping, a form [1625](#) must be completed.

M. 2. Seized Money

M.2.a. If a seizure of money is made, list all currency on the exhibit report by the denomination and number of bills: e.g. 2 x \$10.00 = \$20.00 and 1 x \$20.00 = \$20.00.

M.2.b. Seized money must be transferred to the Seized Property Management Branch (SPMB) account immediately after seizure, provided none of the following conditions exist:

M.2.b.1. the money is required as evidence;

M.2.b.2. the court has not ordered the money returned, and/or;

M.2.b.3. it is not marked money.

M.3. Investigator

M.3.a. Complete form 4177 and the applicable supplementary forms and forward to Seized Property Management Branch.

M.3.b. Immediately deposit the money to the Receiver General of Canada, with the notation "Specified Purpose Account" on the deposit slip.

M.3.c. Forward the deposit slip to "H" Division Corporate Management Branch with the following information:

M.3.c.1. cash receipt number (if applicable);

M.3.c.2. full name of the accused;

M.3.c.3. the investigation file number;

M.3.c.4. specify vote number 33 and the applicable statute the money was seized under, e.g. "Vote 33 - Criminal Code or Vote 33 - Customs Act";

M.3.c.5. status of the investigation.

M.3.c.d. If specialized secure storage is required for monies not deposited into the Specified Purpose Account, and the money is not required as physical evidence, contact your crown prosecutor to apply to the court for a Management Order under the Seized Property Management Act.

M.3.c.d.1. send a copy of the Management Order to SPMB and await instructions.

M.3.e. When the investigation is concluded:

M.3.e.1. contact SPMB and provide the following information:

M.3.e.2. the circumstances of the seizure, including the exact location, name and current address of the legal owner of the seized monies, whether the money is still being held or if it was deposited to the Specified Purpose Account, and if applicable, identify whether the seized money is marked money.

M.3.e.3. report any information concerning third party liens, or any statement made by the accused person relating to the source of ownership and the reasonable grounds for believing that the seized monies were derived from the commission of a criminal offence.

M.3.e.4. attach a copy of any written statements and a resume of any verbal statements. This information will enable SPMB to make a decision as to disposition.

M.3.e.5. if the seizure contained marked money not deposited to the Specified Purpose Account, contact Seized Property Management Branch (SPMB) and request a specific order for disposition of the marked money.

M.3.e.6. deposit into a Specified Purpose Account all monies that were held for evidence.

M.3.f. If seized monies are ordered disposed of by a court, other than by way of an application, comply with the order and notify SPMB of the action taken.

N. DETENTION OF SEIZED ARTICLES

N. 1. General

N. 1. a. A Report to a Justice, [HDP022](#), must be made when property is seized. This includes the reporting of photocopied bank or medical records.

N. 1. b. Exhibits seized pursuant to a Controlled Drugs and Substances Act search must be subject to a Report to a Justice, [HDP053](#). A Detention Order is required as per Sec. 490 CC. See [HD504](#).

N. 1. c. A Detention Order is required from a justice immediately following a seizure and is valid for three months unless proceedings are instituted as per Sec. 490(2)(b) CC. See [HD504](#).

N. 1. d. An application for a Further Detention Order, may be made under Sec. 490(2)(a) CC if three clear days notice is given to the person from whom the exhibits were seized, see [HD505](#).

N. 1. e. Tobacco products seized pursuant to Sec. 31(3) Tobacco Tax Act are to be turned over to the Tobacco & Fuel Division, Department of Finance, Province of Nova Scotia.

N. 2. Member

N. 2. a. When you seize articles under the authority of a search warrant, and:

N. 2. a. 1. You return the article to the lawful owner:

1. Obtain a receipt from the owner or have the owner sign the form [1625](#).

2. Make a return to the justice.

N. 2. b. You intend to use the article(s) as evidence in court:

N. 2. b. 1. Make a return to a justice

N. 2. b. 2. Apply for an order of detention/disposition. Use the services of a Crown Prosecutor if necessary.

N. 2. c. When you require a Further Retention Order:

N. 2. c. 1. Ensure that prior to the expiration of the original order, that you give at least three clear days notice of your intention to request a Further Retention Order to the person from whom the article(s) were seized.

N. 2. c. 2. Make an application for a Further Retention Order, to a maximum of one year from the date of seizure. Utilize the services of a Crown Prosecutor if necessary.

O. LONG DISTANCE TOLLS/SUBSCRIBER INQUIRIES

O. 1. General

O. 1. a. A search warrant is required to obtain long distance tolls and the accompanying subscriber information.

O. 2. Member

O. 2. a. When you require long distance tolls, obtain a search warrant. Include in the information/warrant, a request for the subscriber information of those toll numbers.

O. 2. b. Forward the search warrant to Federal Operations Support Unit.

O. 2. c. When you require subscriber information only, direct your inquiry to DDES. A search warrant is required for subscriber information for non-published telephone numbers.

O. 2. d. IC Federal Operations Support Unit

O. 2. d. 1. Execute search warrants, and obtain subscriber information, when requested.

O. 2. d. 2. Send any information so obtained back to the originating unit under protected cover.

P. HANDLING OF DANGEROUS EXHIBITS**P. 1. General**

P. 1. a. All biological materials should be handled with extreme caution to ensure that the utmost in safety procedures are followed. This includes wet blood, dried blood, the blood dust on a garment or weapon, the aerosols created when a vial is opened, semen/vaginal stains and vitreous humour.

P. 1. b. Biohazardous case materials have the potential of spreading dangerous/communicable diseases. To prevent exposure every case should be treated as if it is AIDS-POSITIVE.

P. 1. c. The following blood borne diseases (bacterial, fungal, viral) are a few of the more dangerous forms that can be transmitted if suitable precautions are not taken:

P. 1. c. 1. aid virus, also known as HIV virus;

P. 1. c. 2. hepatitis B surface antigen (HBV);

P. 1. c. 3. tuberculosis; and

P. 1. c. 4. syphilis, gonorrhoea, herpes.

P. 1. d. To minimize the potential of infection, the courts have adopted a policy of actively discouraging the opening of secure packages of exhibits.

P. 1. e. If entry and display of such exhibits is required, court staff must ensure that containers are properly sealed and free of biological stains.

P. 1. f. The use of disposable gloves by anyone handling dangerous exhibits is mandatory.

P. 1. g. Dangerous exhibits should be placed in clear plastic bags whenever possible so that the court can ensure that the exhibits are in fact the correct ones.

P. 1. h. The use of photographs, verbal descriptions from handwritten notes, and/or diagrams of dangerous exhibits is encouraged for court purposes as it reduces the risk of infection.

P. 1. i. When items of a potentially hazardous nature are in the Force's possession and in the absence of specific policy, advice on the handling and disposition of the items should be sought from Environment Canada (Environmental Protection Service).

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Q. SEARCH OF LAW OFFICES

Q.1. General

Q.1.a. Approval must be obtained from OIC Cr. Ops. prior to searching a law office.

Q.1.b. Consult with Crown Counsel before seeking a search warrant for a lawyer's office.

Q.1.c. Expect the lawyer to refer to the Nova Scotia Barristers' Society Guidelines.

Q.2. Member

Q.2.a. Appear before a Provincial Court Judge or a Supreme Court Justice when seeking a warrant.

Q.2.b. Present the original search warrant to the lawyer/designate.

Q.2.b.1. Provide a photocopy of the warrant.

Q.2.b.2. If the lawyer is unavailable on arrival, allow a representative of the law firm to contact another lawyer or the Executive Director of the Nova Scotia Barristers' Society.

Q.2.b.2.1. Allow a reasonable time period for them to attend the law office.

Q.2.b.2.2. This period of time should be no longer than one hour, unless a longer time frame is negotiated with the law enforcement agency.

Q.2.c. If Solicitor/Client privilege is claimed:

Q.2.c.1. Allow the lawyer/designate to place the documents in an envelope.

Q.2.c.1.1. Allow the lawyer/designate the opportunity to photocopy these records prior to seizure and sealing.

Q.2.c.1.2. Seal and initial it before taking possession of the envelope.

Q.2.c.1.3. Place this envelope into an exhibit envelope with the date, time, place and initials of the exhibit officer.

Q.2.d. Allow the lawyer/designate or a senior staff member to accompany the exhibit officer in transporting the sealed document(s) to the Sheriff's Office.

Q.2.d.1. Witness receipt of these documents by the sheriff.

Q.2.e. Advise Crown Counsel of the results of the search, including items seized and their location.

Q.2.f. Complete a [C-237](#), include the following information and submit to the OIC Cr. Ops.

Q.2.f.1. The offence under investigation.

Q.2.f.2. The location of the lawyer's office to be searched.

Q.2.f.3. A detailed account of the investigation to date, including information on the necessity of the search.

Q.2.f.4. Provide an indication that Crown Counsel has been contacted and whether or not they support a search of the law office.

Q.2.f.5. Information/evidence being sought through the execution of this search warrant.

Q.2.f.6. Provide details as to whether sealing the warrant is an issue.

Q.2.g. Complete a form [1625](#), itemizing all exhibits seized from the search of the law office.

Q.2.h. Complete a Report to Justice and forward it to the proper judicial authority.

Q.2.i. Complete a follow up report and forward to Cr. Ops. citing any problems encountered during the search.

Q.3. Unit Commander/District Manager

Q.3.a. Ensure a thorough investigation has been carried out.

Q.3.b. Confirm Crown Counsel has been consulted.

Q.3.b.1. If the Crown does not agree with executing a search warrant include your forwarding comments/recommendations to the OIC Cr. Ops.

Q.4. Cr. Ops. Officer/Delegate

Q.4.a. Review the information.

Q.4.b. Inform the originator of your decision.

Date Modified: 2003-05-12



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

[National Home](#) > [Divisional Supplements of RCMP Manuals](#) > [H Division Manuals](#) > H Division Operational Manual

H Division Operational Manual

II.4. Information Sources

- A. [ORIGINATOR](#)
 - B. [REFERENCES](#)
 - C. POLICY
 - D. [GENERAL](#)
 - E. PRIVACY ACT - Moved to [OM 28.2](#).
 - F. CANADA EMPLOYMENT AND IMMIGRATION COMMISSION (CEIC) - Moved to [OM 45.3](#).
 - G. MARITIME TELEGRAPH AND TELEPHONE COMPANY LIMITED (MT&T) - Moved to [OM 21.12](#).
 - H. [CANADIAN NATIONAL /CANADIAN PACIFIC TELECOMMUNICATIONS](#)
 - I. REVENUE CANADA (INCOME TAX) Moved to [OM 49.100](#).
 - J. REGISTRAR OF VITAL STATISTICS- Moved to [OM 100.32](#).
 - K. LLOYD'S OF LONDON - Moved to [OM 10.2](#).
 - L. OTHER PROVINCIAL AGENCIES - Moved to [OM 10.2](#).
 - M. REGISTRY OF JOINT STOCK COMPANIES - Moved to [OM 1.101](#).
 - N. COMPUTER INVESTIGATIVE AIDS
 - N.1. [General](#)
 - N.2. [Temporary Operational Police System \(TOPS\)](#)
 - N.3. [Division Intelligence Bank - DB08](#)
 - N.4. [External Information Systems](#)
 - O. DEPARTMENT OF NATIONAL DEFENCE (DND) - Moved to [OM 45.1](#).
 - O.1. [Air Movements](#)
 - P. CREDIT BUREAU
 - P.1. [Twin City Credit Bureau](#)
 - Q. MOVEMENT OF CRIMINALS- Moved to [OM 47.3](#).
 - R. COMPUTER INFORMATION BANKS (EPIC)
 - R. 1. [General](#)
 - S. REQUEST FOR DRIVERS LICENSE PHOTO FROM RMV- Moved to [OM 100.33](#)
- Appendix II-4-1 - Reserved
 Appendix II-4-2 - [Customer not Subscribing to Call Management System](#)
 Appendix II-4-3 - [Customer Subscribing to Call Management System](#)

(For information regarding this policy, contact Criminal Operations)

A. ORIGINATOR

A. 1. Criminal Operations

B. REFERENCES

B. 1. Martin's Criminal Code.

B. 2. [CPIC Reference Manual](#).

C. POLICY

D. GENERAL

D. 1. During any investigation members should constantly be alert for new sources of information whereby assistance can and will be provided.

E. **PRIVACY ACT** - Moved to [OM 28.2](#).

F. **CANADA EMPLOYMENT AND IMMIGRATION COMMISSION (CEIC)** - Moved to [OM 45.3](#).

G. **MARITIME TELEGRAPH AND TELEPHONE COMPANY LIMITED (MT&T)** - Moved to [OM 21.12](#).

H. CANADIAN NATIONAL - CANADIAN PACIFIC TELECOMMUNICATIONS

H. 1. General

H. 1. a. Investigations on matters necessitating SPECIAL inquiries in Halifax at Canadian National and Canadian Pacific Telecommunications are to be referred to Cr. Ops.

I. **REVENUE CANADA (INCOME TAX)** - Moved to [OM 49.100](#).

J. **REGISTRAR OF VITAL STATISTICS** - Moved to [OM 100.32](#).

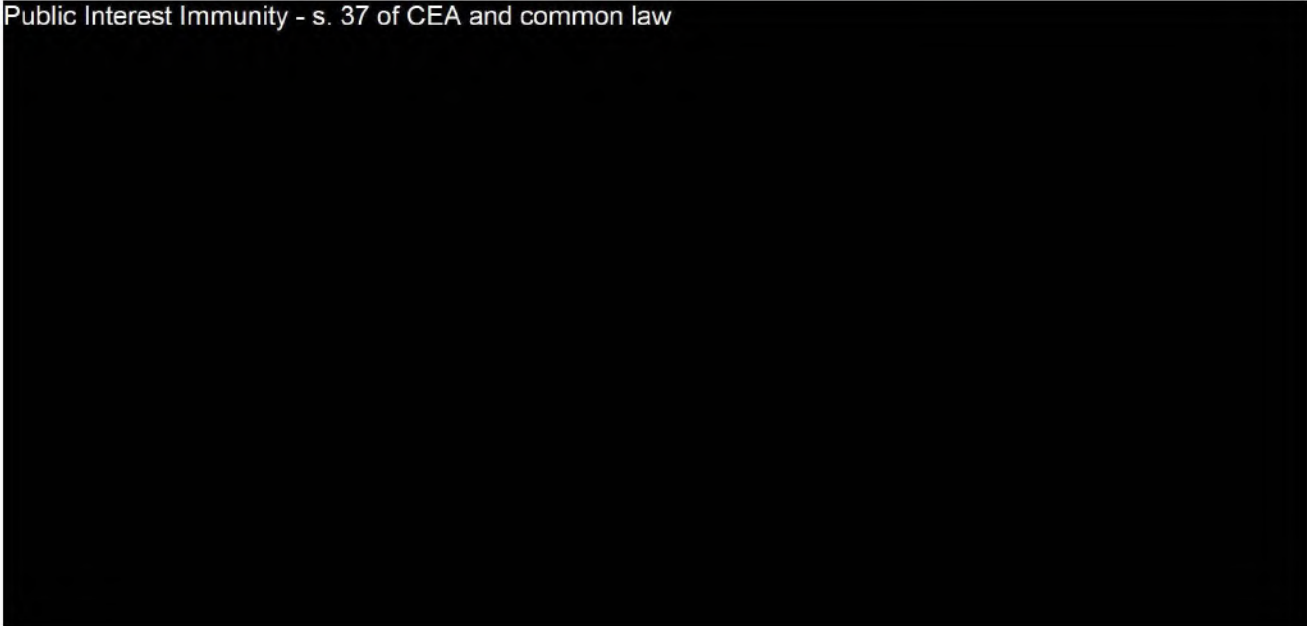
K. **LLOYD'S OF LONDON** - Moved to [OM 10.2](#).

L. **OTHER PROVINCIAL AGENCIES** - Moved to [OM 10.2](#).

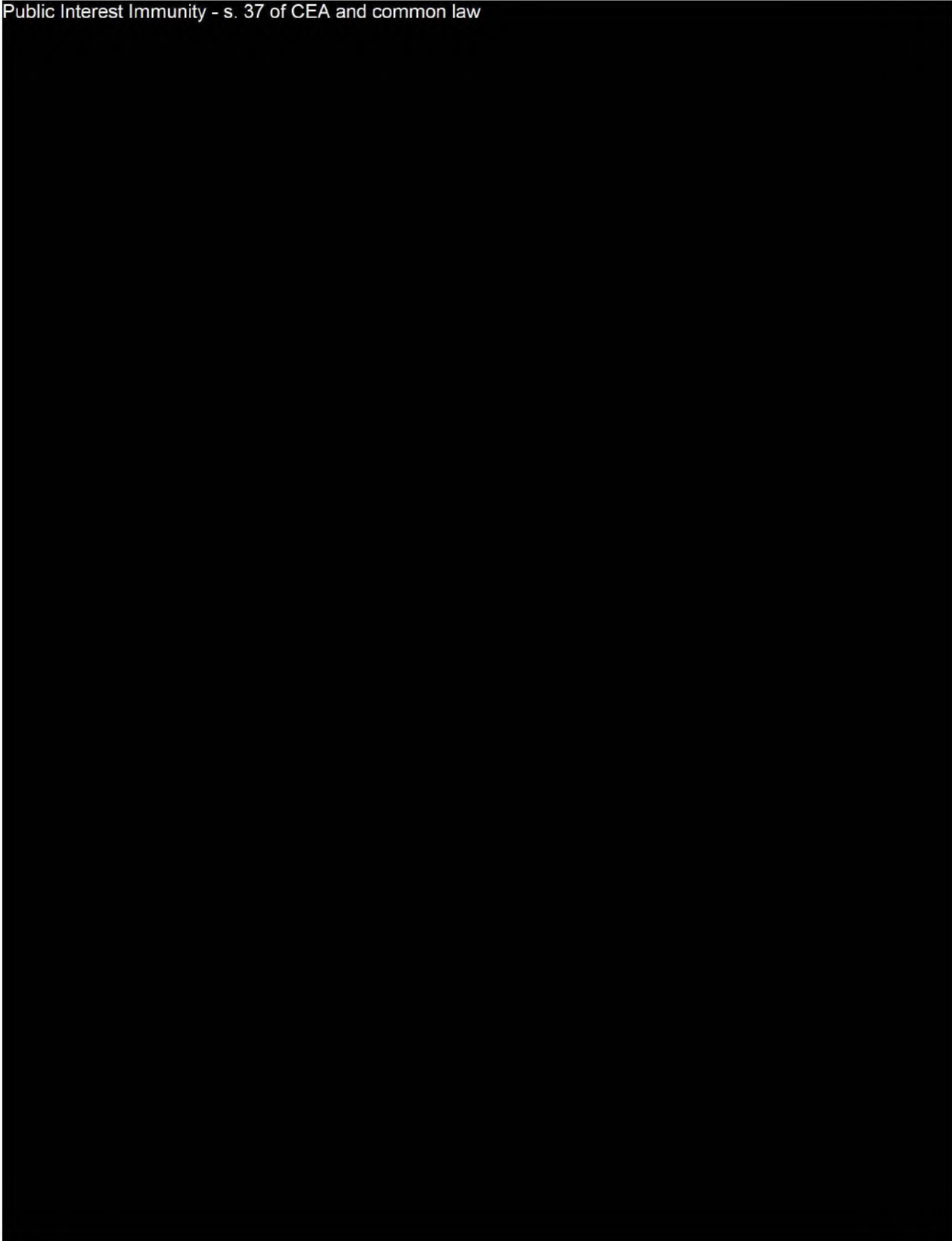
M. **REGISTRY OF JOINT STOCK COMPANIES** - Moved to [OM 1.101](#).

N. COMPUTER INVESTIGATIVE AIDS


Public Interest Immunity - s. 37 of CEA and common law



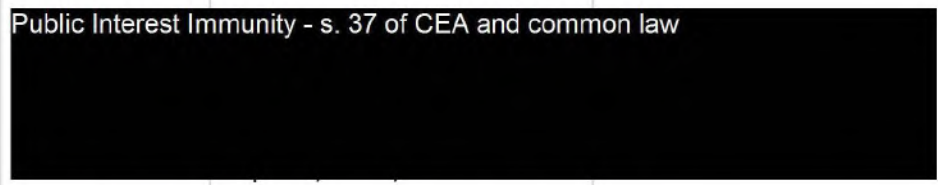
Public Interest Immunity - s. 37 of CEA and common law



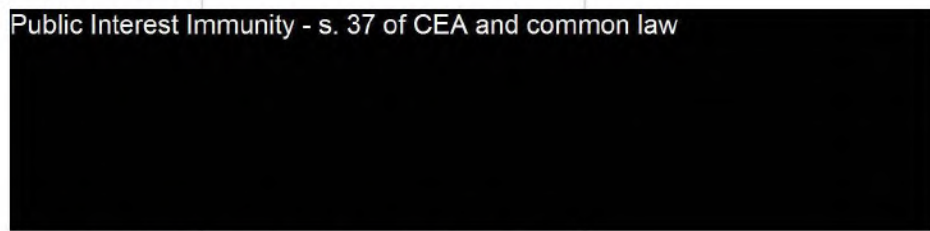
Public Interest Immunity - s. 37 of CEA and common law



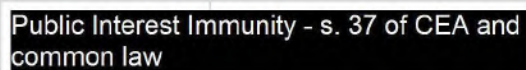
Public Interest Immunity - s. 37 of CEA and common law



Public Interest Immunity - s. 37 of CEA and common law



Public Interest Immunity - s. 37 of CEA and common law

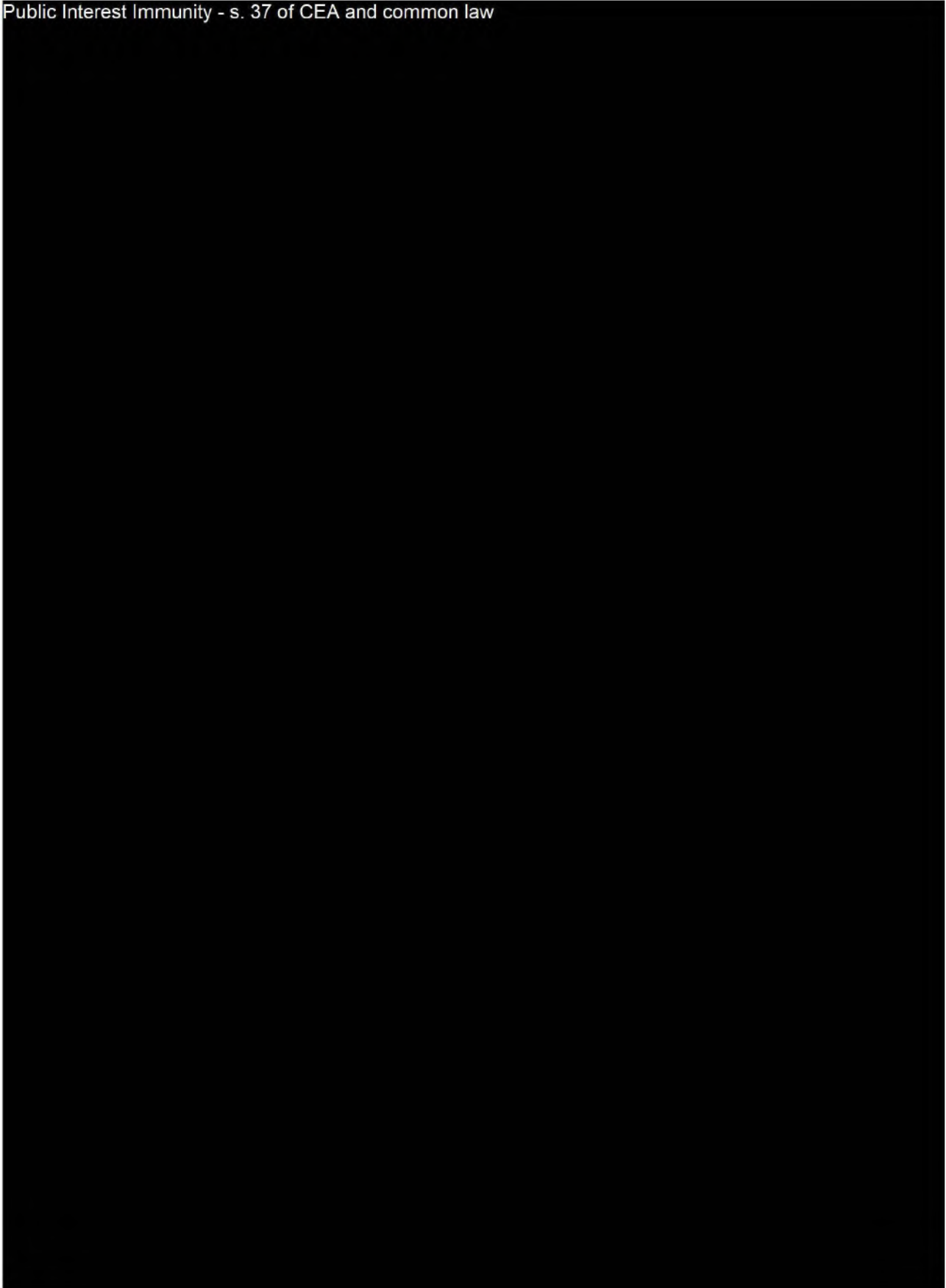


		Public Interest Immunity - s. 37 of CEA and common law
Public Interest Immunity - s. 37 of CEA and common law		

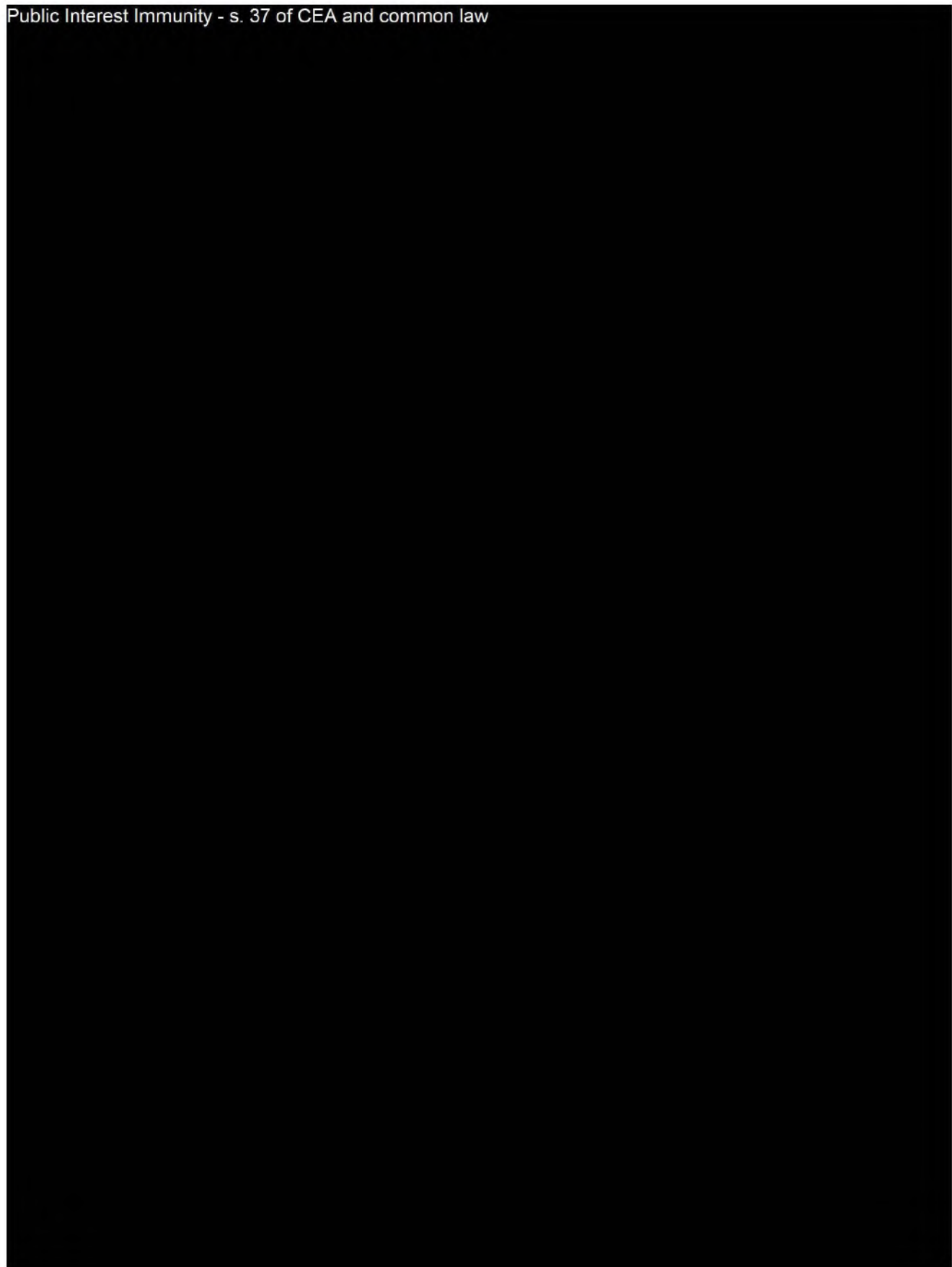
Public Interest Immunity - s. 37 of CEA and common law



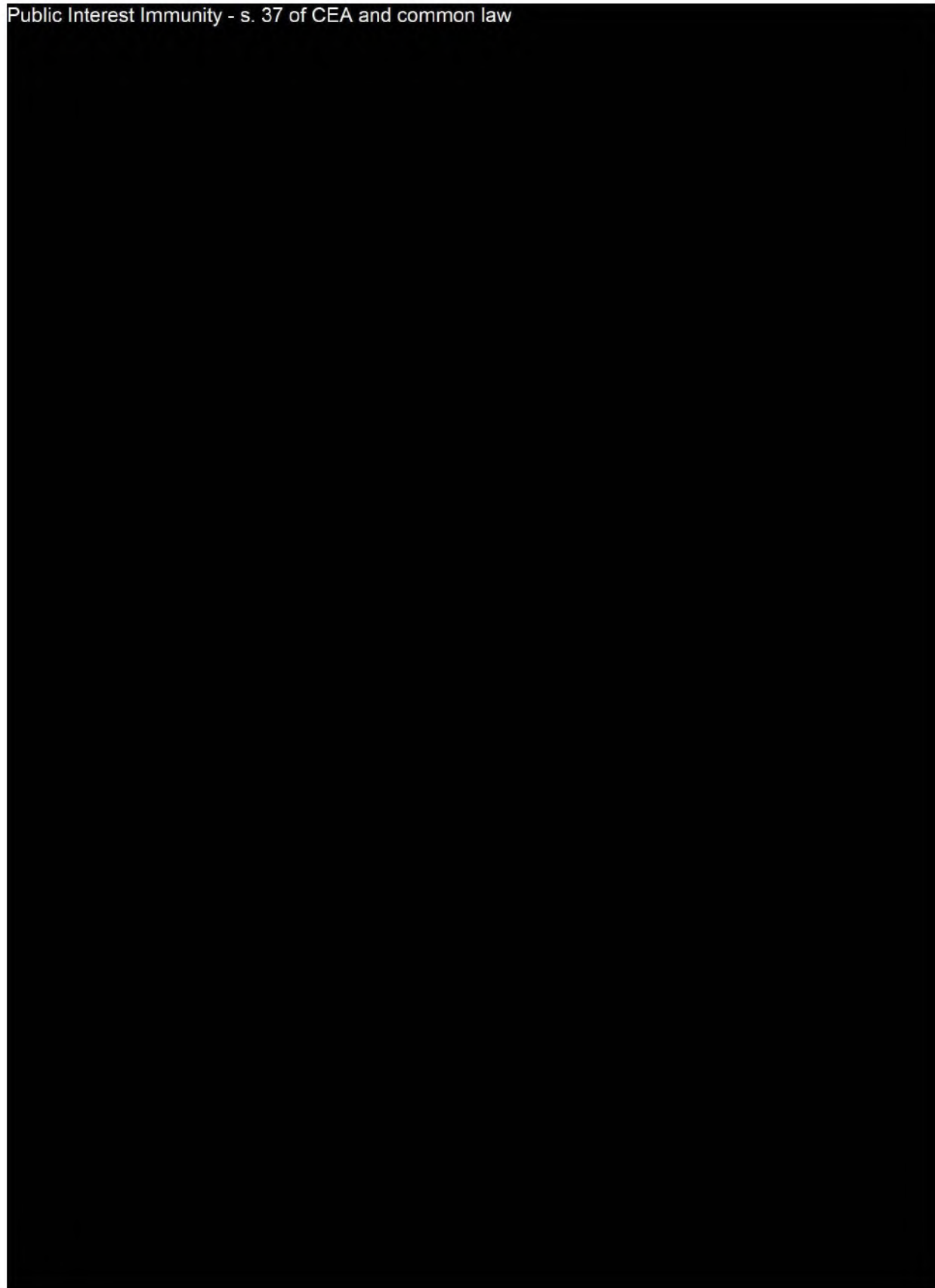
Public Interest Immunity - s. 37 of CEA and common law



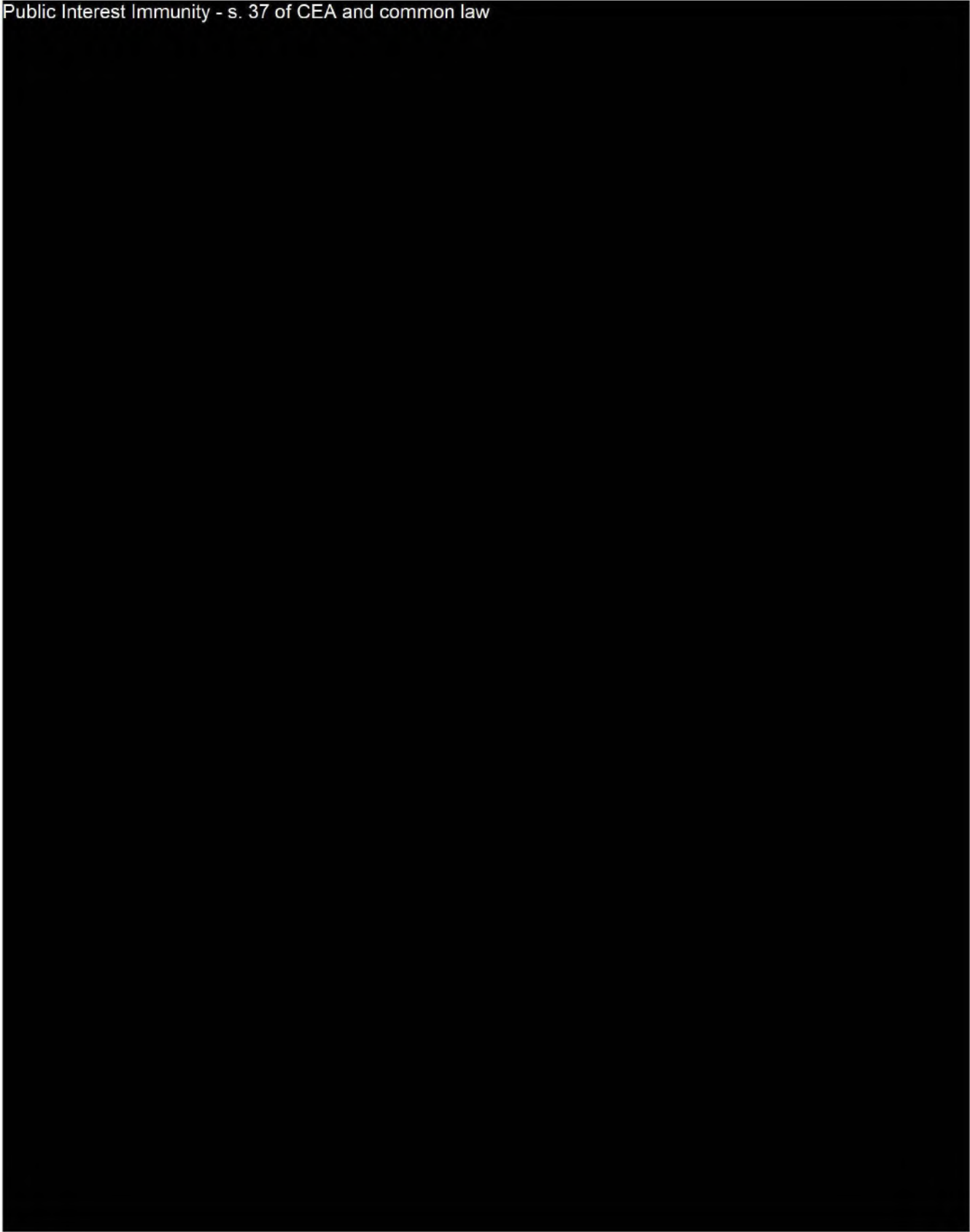
Public Interest Immunity - s. 37 of CEA and common law



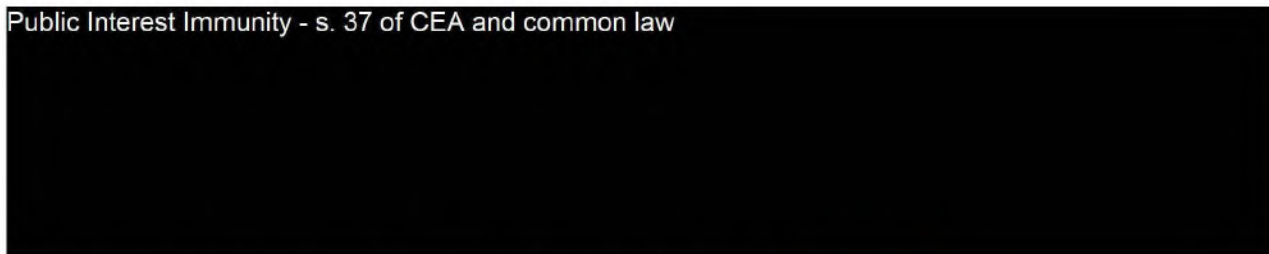
Public Interest Immunity - s. 37 of CEA and common law



Public Interest Immunity - s. 37 of CEA and common law



Public Interest Immunity - s. 37 of CEA and common law



O. **DEPARTMENT OF NATIONAL DEFENCE (DND)** - Moved to [OM 45.1](#).

P. **CREDIT BUREAU**

P. 1. **Equifax Canada Inc.**

P. 1. a. General

P. 1. a. 1. All enquiries made by police will not be masked and will be shown on subject's record.

P. 1. a. 2. All credit bureau information including "Locate Alert" information can only be obtained from:

Equifax Canada Inc.
7171 Jean Talon Est., Suite 602
Anjou, QC H1M 3N2

Ph. 1-877-227-8800

P. 1. a. 3. There is a cost per enquiry ranging from \$9.60 - \$12.60.

P. 1. b. Commander

P. 1. b. 1. To set up an account with Equifax Canada Inc. contact Ms. Angela Auffrey (888) 246-0447 and include for billing purposes your:

P. 1. b. 1. 1. collator code,

P. 1. b. 1. 2. fax number, and

P. 1. b. 1. 3. mailing address.

Q. **MOVEMENT OF CRIMINALS** - Moved to [OM 47.3](#).

R. **COMPUTER INFORMATION BANKS (EPIC)**

R 1. **General**

R. 1. a. In conjunction with [HQ II.4.K.1.a.](#), sections and units are to request EPIC checks through their division Operations Communications Centre (OCC).

R.1.b. If the member accredited is not available to do the check, call the National Operations Centre (NOC) at (613) 993-4460.

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S. Request for Drivers License Photo from Registry of Motor Vehicles (RMV) - Moved to [OM 100.33.](#)

Date Modified: 2012-04-11



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App. II-4-2 Customer That Does Not Subscribe to the Call Management System

1. CUSTOMER CALLS THE POLICE TO COMPLAIN OF ANNOYANCE CALLS

- Police determine the content of the Criminal Code complaint.
- If police find the complaint is not subject to investigation, they will instruct the complainant of their decision. They will not refer it to the telephone company for investigative action.

NOTE - If the customer contacts the business office, they may offer to change the customer's telephone number or other compromise. This is a business office decision.

2. POLICE REQUEST INVESTIGATIVE ASSISTANCE FROM MT&T

- If police warrant an investigation, they will open a file on the complaint, assign a case number and request investigative assistance from MT&T. POLICE CONTACT ONLY TELEPHONE 487-4499 or FAX 422-3201.

NOTE - Police will identify their department name, assigned investigating officer, department contact telephone number or fax number, complainant name, address, telephone receiving the annoyance calls, and a brief description of the type of complaint.

3. MT&T CREATE A SECURITY FILE AND INSTALL TRACE EQUIPMENT

- Annoyance Call Clerk enters police provided incident information into Record of Annoyance Call data base and advises Network Operations staff to install tracing equipment on the complainants telephone line.

NOTE ONE - Upon completion, Annoyance Call Clerk will advise either by phone or by fax, that the line has been set up for tracing. Tracing instructions are provided.

NOTE TWO - It is the responsibility of the investigating officer to inform the customer of the tracing equipment, how to trace the call, and to report all future traced calls to the appropriate police department.

4. CUSTOMER RECEIVES ANNOYANCE CALL

- Based upon the instruction provided by the police, the customer will initiate the trace procedure. The customer must record the date, time of the call, and content of the call.

5. POLICE CHARGE GUILTY PARTY

- Police lay information against the accused party. Accused party will be summoned for election and plea. Depending upon plea, the Crown Prosecutor may summons MT&T Security employee to present evidence identified in Step 4 at the trial.

6. POLICE ADVISE MT&T SECURITY OF OUTCOME

- If the accused pleads GUILTY at election and plea, the Court will not require MT&T tracing evidence or MT&T employee appearance. After court sentencing, the police agency will advise the Annoyance Call Clerk of the case disposition and findings.

The Annoyance Call Clerk will update the Record of Annoyance Call data base of court findings and close file.

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App. II-4-3 Customer That Does Subscribe to the Call Management System

1. CUSTOMER CALLS THE POLICE TO COMPLAIN OF ANNOYANCE CALLS

- Police determine the content of the Criminal Code complaint.
- If police find the complaint is not subject to investigation, they will instruct the complainant of their decision. They will not refer it to the telephone company for investigative action.

NOTE - If the customer contacts the business office, they may offer to change the customer's telephone number or other compromise. This is a business office decision.

- If police warrant an investigation, they will open a file on the complaint, assign a case number and request the call(s) be identified by MT&T. POLICE CONTACT ONLY TELEPHONE 487-4499 or FAX 422-3201.

NOTE - Police will identify their department name, assigned investigating officer, department contact telephone number or fax number, complainant name, address, telephone receiving the annoyance calls and a brief description of the type of complaint.

2. POLICE REQUEST SECURITY TO IDENTIFY CALLING SERVICE

- ONLY the police will contact via telephone or fax, the Annoyance Call Clerk during normal business hours and request the identity of the service used to annoy the complainant. Information received from annoyed party will be conveyed to the Annoyance Call Clerk.

3. MT&T CREATE A SECURITY FILE

- Annoyance Call Clerk enters police provided incident information into Record of Annoyance Call data base.

4. MT&T IDENTIFY SERVICE AND ADVISE POLICE

- Annoyance Call Clerk will contact the Network Operations staff for identity of annoyance calling service.

Tracing information received from Network Operations staff will be entered into the Record of Annoyance Calls data base for pending court action, if required. Tracing information results requested by the police will be conveyed either by telephone or fax back to the appropriate police department.

NOTE - Depending on local Crown Prosecutor evidence requirements, Steps 1-4 may be required to be repeated.

5. CUSTOMER CALLS POLICE

- Depending on the individual instructions provided by the police, the customer may be requested to either immediately advise the police or provide the information during their normal police working hours.

6. POLICE REQUEST SECURITY TO IDENTIFY CALL SERVICE

- ONLY the police will contact via phone or fax, the Annoyance Call Clerk during normal business hours and request the identity of the service used to annoy the complainant. Information received from annoyed party will be conveyed to the Annoyance Call Clerk.

7. MT&T IDENTIFY SERVICE AND ADVISE POLICE

- Annoyance Call Clerk will contact the Network Operations staff for identity of annoyance calling service.

Tracing information received from Network Operations staff will be entered into the Record of Annoyance Calls data base for pending court action, if required. Tracing information results requested by the police will be conveyed either by telephone or fax back to the appropriate police department.

NOTE - Depending on local Crown Prosecutor evidence requirements, Steps 4-7 may be required to be repeated.

8. POLICE CHARGE GUILTY PARTY

- Police lay information against the accused party. Accused party will be summoned for election and plea. Depending upon plea, the Crown Prosecutor may summons MT&T Security employee to present evidence identified in Step 7 at the trial.

9. POLICE ADVISE MT&T SECURITY OF OUTCOME

- If the accused pleads GUILTY at election and plea, the court will not require MT&T tracing evidence or MT&T employee appearance. After court sentencing, the police agency will advise the Annoyance Call Clerk of the case disposition and findings.

The Annoyance Call Clerk will update the Record of Annoyance Call data base of court findings and close file.

Date Modified: 2001-01-22



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III. 1. Offences

- A. [ORIGINATOR](#)
- B. REFERENCES
- C. [POLICY](#)
- D. GENERAL
 - 1. [Prosecution Responsibilities/Procedures](#)
 - 2. [Appearance Notices](#)
 - 3. [Dismissals](#)
 - 4. [Criticism of Government Officials](#)
 - 5. [Change of Venue](#)
 - 6. [Court Officials](#)
- E. CRIMINAL CODE
 - 1. [Escape Custody](#)
 - 2. Driving Offences - [Moved to 5.2.](#)
- F. FOREIGN DIPLOMATS
 - 1. [Traffic Offences](#)
- G. APPEALS
 - 1. [General](#)
 - 2. [Time Limit for Appeal](#)
 - 3. [Request for Appeal](#)
 - 4. [Appeal by Crown](#)
- H. BREACH OF PROBATION
 - 1. [General](#)
 - 2. [Investigator](#)
 - 3. [Effective Date of Probation Order](#)

App. III-1-1 [Notice of Intention - Affidavit of Service](#)

App. III-1-2 [Video Tape Agreement - Protection of Victim](#)

(For information regarding this policy, contact irrelevant)

A. **ORIGINATOR**

A. 1. Criminal Operations Branch

B. REFERENCES

C. **POLICY**

- C. 1. Members shall not discuss with, or air their views to the media concerning any aspect of a case or his/her working relationship with court/public officials.
- C. 2. Prior to any charge being laid, members shall satisfy themselves that "probable grounds exist to believe that an offence was committed".
- C. 3. A member acting as "Court Orderly" shall assure himself/ herself, either through personal knowledge, reading the court brief or talking with the investigator, that probable grounds exist.
- C. 4. Members shall ensure that the wording of a charge conforms to the guidelines contained in Section 581 CC.
- C. 5. Full pretrial disclosure of the Crown's case shall be made to the accused or his/her counsel.
- C. 6. Disclosure shall only be undertaken by prosecuting officers.
- C. 7. When defence counsel requests a copy of a video tape in a child abuse case involving the victims interview, the defence counsel must sign the agreement in [App. III-1-2](#) for the protection of the victim.

D. GENERAL

D. 1. Prosecution Responsibilities/Procedures

- D. 1. a. It is the responsibility of members to investigate each offence expeditiously, fairly, and impartially, thoroughly examining the evidence and, in consort with his/her colleagues, reach a decision concerning charges.
- D. 1. b. Lengthy and more complex investigations often necessitate legal interpretation and direction, and members should not hesitate to approach Crown Prosecutors for this purpose. However, the decision to lay charges rests solely with the police.
- D. 1. c. The independence of the police to lay charges is inviolable, and if a problem in this regard arises with the prosecutor or if there is a difference of opinion as to which charges are to be laid, report the circumstances the OIC Cr. Ops. (div. supp. [III.6.F.](#))

D. 2. Appearance Notices

- D. 2. a. Section 493 CC provides that form 9 may be issued by peace officer when an arrest, by virtue of Section 495 CC is not effected.
- D. 2. b. Anyone arrested without warrant may be released by issuing an Appearance Notice, subject to the conditions set out in Section 497(1) CC or compelling his appearance by way of Summons.
- D. 2. c. An Appearance Notice is not to be issued for Summary Conviction offences unless you find the person committing and an arrest could have been effected.
- D. 2. d. Section 501(1) CC sets out what ingredients must be contained in an Appearance Notice and Section 501(4) CC stipulates that the notice shall be signed in duplicate by the accused, and one of the copies served on the accused.

D. 2. e. If an offender refuses to sign an Appearance Notice, as required by Section 501(4) CC, and you believe the person will not attend in court, you may arrest or direct his/her appearance through service of a Summons.

D. 2. f. All Appearance Notices must be confirmed by a Justice. Any document incorrectly completed will result in the Justice refusing to confirm the Appearance Notice. Any proceedings for failing to appear would be invalid.

D. 2. g. If a Justice refuses to confirm and the accused fails to appear, in order to give a Justice jurisdiction, a new information should be laid relating to the original offence and the accused's appearance compelled by Summons or Warrant, pursuant to 507(4) CC.

D. 3. **Dismissals**

D. 3. a. Charges dismissed in court need not be reported, except when:

D.3.a.1. An appeal is warranted on a point of law;

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D.3.a.2. The charge and/or decision is unusual in nature and may involve a controversial subject;

D.3.a.3. There is negligence on the part of any member(s); and

D.3.a.4. Previous correspondence has been submitted.

D. 3. b. Unit Commander

D.3.b.1. Ensure:

D.3.b.1.1. You read all dismissals carefully, to make certain proper investigation conducted;

D.3.b.1.2. Forms [C-264B](#), [HC3515](#) or other conclusion of case reports are submitted as per [D.3](#); and

D.3.b.1.3. All dismissals are recorded on OSR.

D. 3. c. Member

D.3.c.1. Report immediately on C-264B or [HC3515](#) when you have a charge dismissed as per [D.3.a](#).

D.3.c.2. Submit dismissal report, when applicable, to this Headquarters, with a copy to your District Manager.

D.3.c.3. Identify all dismissals for inspection purposes.

D. 4. **Criticism of Government Officials, Agents and Departments**

D. 4. a. Remarks criticizing the actions or conduct of government officials, agents or departments are not to be included in crime reports.

D. 4. b. Such criticism is to be made the subject of a memo and forwarded to Division, through respective District Manager.

D.4.b.1. Under no circumstances is such correspondence to be forwarded direct to the official, agent or department.

D. 4. c. It is not acceptable for police officers to publicly criticize the courts and judges. Such action adversely impacts upon the public's respect for and confidence in the criminal justice system of which the police officers themselves are a part.

D.4.c.1. Direct concerns through the proper channels to the OIC Cr. Ops.

D. 5. Change of Venue

D. 5. a. Minor charges arising in one area of the province may be disposed of in a court in another area of the province when:

D.5.a.1. the defendant requests a change of venue, and a guilty plea is indicated;

D.5.a.2. it is a Criminal Code case and the Crown Prosecutor agrees.

D. 5. b. When a person wishes to plead "guilty" and requests change of venue privileges, send case particulars to the nearest applicable Detachment.

D. 5. c. When a conviction is registered, the receiving Detachment shall:

D.5.c.1. indicate the court's adjudication on the form which they received; and

D.5.c.2. return it to the originating Detachment.

D. 5. d. If the accused fails to report to the applicable Detachment, or the case is not disposed of within six weeks, return form to the originating Detachment, with the appropriate notation.

D. 5. e. The originating Detachment shall:

D.5.e.1. ensure that a proper disposition is made of all change of venue prosecutions; and

D.5.e.2. institute follow-up action when disposition is not received within six weeks.

D. 6. Court Officials

D. 6. a. Provincial Judges are to be used in all instances.

D.6.a.1. EXCEPTION: Justices of the Peace may be used for:

D.6.a.1.1. laying informations;

D.6.a.1.2. obtaining summonses, warrants, and if the JP has been designated by the Department of Attorney General, he may issue search warrants and remand prisoners;

D.6.a.1.3. provincial statute guilty pleas only.

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E. CRIMINAL CODE

E. 1. Escape Custody

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E. 1. a. If a prisoner is charged with being unlawfully at large, and a Canada-wide warrant is issued in your area of jurisdiction:

E.1.a.1. enter particulars on CPIC.

E. 1. b. When an escapee is arrested in another jurisdiction and his/her return would not be economically sound:

E.1.b.1. request the police department or RCMP Detachment holding the prisoner to proceed with escape custody charge. If agreed to:

E.1.b.1.1. Withdraw your charge, and return the warrant to the court;

E.1.b.1.2. Cancel CPIC entry;

E.1.b.1.3. Provide details of escape to prosecuting unit; and

E.1.b.1.4. Request results of court action.

E. 1. c. When an escapee, wanted elsewhere, is arrested in Nova Scotia:

E.1.c.1. Ask the originator if they will be returning the prisoner. If not:

E.1.c.1.1. Lay a charge under 145(1)(b) CC;

E.1.c.1.2. Obtain all relevant facts about escape; and

E.1.c.1.3. Inform police department or RCMP Detachment where offence occurred, the results of court action.

E. 2. **Driving Offences** - [Moved to 5.2.](#)

F. FOREIGN DIPLOMATS

F. 1. Traffic Offences

F. 1. a. General

F.1.a.1. Vehicles bearing diplomatic or consular licenses may be stopped if there is reason to believe the driver has been drinking. Drivers of such vehicles may be requested to submit to roadside screening or breathalyzer tests, as applicable. In the event of a refusal, the applicable charges may be laid.

F.1.a.1.1. On evidence of insobriety, drivers may be escorted to the Detachment office. A member of the mission or of the offender's family will be contacted and requested to take the offender home.

F.1.a.1.2. Charges may be laid against Foreign Diplomats for major traffic offences; e.g., impaired driving, dangerous driving, etc.

F.1.a.1.3. The charge will normally be withdrawn, but in order to do so, the head of the mission must send a diplomatic note to the Office of Protocol requesting the withdrawal and providing an explanation of the incident. Depending on circumstances, the Office of Protocol may request the return of the offender's Canadian driver's license, or that the offender be recalled voluntarily by the sending State.

F.1.a.1.4. Traffic tickets for minor violations should be issued in the normal manner. Plates will not be renewed until all fines are paid.

G. APPEALS

G. 1. General

G. 1. a. The Crown will only appeal summary conviction matters where a question of law was involved. Proceedings by way of trial de novo will not be utilized unless there is an important question which can only be attacked by utilizing that procedure.

G. 2. Time Limit for Appeal

G. 2. a. The time limit for entering appeals is thirty days unless an extension is granted by the court.

G. 3. Request for Appeal

G. 3. a. When requesting an appeal on a dismissal or on appeal of sentence, submit a report to Division Headquarters immediately after court proceedings covering the following points:

G.3.a.1. nature of offence and details of prosecution;

G.3.a.2. reasons court dismissed charge;

G.3.a.3. prosecuting officer's and investigator's opinion as to appeal and reasons;

G.3.a.4. copy of information;

G.3.a.5. attach all statements taken in investigation;

G.3.a.6. forward transcript of evidence when investigator recommends appeal and prosecuting officer does not.

G. 4. Appeal by Crown

G. 4. a. When an appeal is entered by the Crown, members shall:

G.4.a.1. Serve Notice of Appeal on defendant (also serve Provincial Magistrate in Stated Case Appeals);

G.4.a.2. Complete Affidavit of Service;

G.4.a.3. Return Affidavit of Service to Attorney General's Department in Indictable Offences and Stated Case Appeals and to prosecutor concerned in Summary Conviction Appeals;

G.4.a.4. Ensure that Affidavit of Service is returned in sufficient time to permit filing. (In Summary Conviction Appeals to the County Court, the Notice of Appeal MUST be filed within thirty days of acquittal or imposition of sentence. In case of Indictable Offences and Stated Case Appeals, Notice of Appeal must be filed within thirty-seven days from the date of acquittal or imposition of sentence.)

G. 4. b. Complete Affidavit of Service before under noted and NOT a Justice of the Peace.

G.4.b.1. A Barrister of the Supreme Court;

G.4.b.2. A Notary Public for the Province;

G.4.b.3. A Commissioner appointed under Section 5 of the Notaries and Commissioners Act. (DO NOT use personnel holding this appointment who are employed by the RCMP.)

H. BREACH OF PROBATION ORDERS

H. 1. General

H. 1. a. A probation officer who is of the opinion that sufficient grounds exist for laying a charge under Section 733 CC or Section 26 of the Young Offenders Act shall:

H.1.a.1. Provide the police having jurisdiction with the necessary particulars in writing for the preparation of an information and Crown Sheet.

H.1.a.2. Make himself/herself available for court to identify the offender and give particulars that may be required for trial.

H. 2. b. Where a person has committed an offence, subsequently breaking the conditions of a probation order, the police will lay the charge of breach of probation, in conjunction with the Provincial/Federal Statute/or Criminal Code charge.

H. 2. Investigator

H. 2. a. Ensure that you enforce all orders of probation in a firm, fair and consistent manner.

H. 2. b. When you have information that a person on probation is in violation of the order, contact his/her probation officer immediately.

H. 2. c. Unless the circumstances dictate otherwise; a person who fails to comply with a probation order, should be charged under Section 733 (1) CC or in the case of a Young Offender, Section 26 YOA.

H. 3. Effective Date of Probation Order

H. 3. a. The probation period starts immediately at time of sentence, unless subject is incarcerated.

H. 3. b. Where the accused is incarcerated, probation commences on the date of his/her release from prison.

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App. III-1-1 Notice of Intention - Affidavit of Service

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF

TO:

WHEREAS you have been charged that you on or about the _____ day of _____, 2001, at or near _____ in the County of _____, Province of Nova Scotia, did

AND WHEREAS the offence with which you are charged is one for which, upon conviction, a period of incarceration will be imposed by reason of previous convictions, namely: for a second offence, to imprisonment for not less than fourteen days; and

for each subsequent offence, to imprisonment for not less than ninety days.

AND WHEREAS you have been previously convicted of the following offence(s) under the Criminal Code:

OFFENCE	DATE OF CONVICTION
---------	--------------------

TAKE NOTICE that if you are convicted of the offence with which you are now charged, application will be made to the Court to impose such punishment upon you by reason of the said previous conviction(s).

DATED this _____ day of _____ 2001, at _____ Province of Nova Scotia.

PEACE OFFICER

A F F I D A V I T

I, _____ of _____ in the County of _____ Province of Nova Scotia, make oath and say that I did on the _____ day of _____ 2001, serve with a true copy of this Notice at _____ in the County of _____ Province of Nova Scotia.

Sworn to at _____ in the County of _____ Province of Nova Scotia this _____ day of _____ A.D. 2001 before me

Date Modified: 1999-04-16



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App. III-1-2 Video Tape Agreement - Protection of Victim

BETWEEN:
HER MAJESTY THE QUEEN
versus

RE: COPIES OF INTERVIEW TAPES

I hereby accept copies of the above tape on the following conditions.

1. That the copies of the tape will be used only for the purpose of preparing a defence in these matters;
2. That no copies will be made of the tapes by anyone, including any experts that may be hired with regard to the defence for any reason;
3. That the copies of the tapes will be returned to the RCMP when the matter is completed.

DEFENCE COUNSEL

Date Modified: 1999-04-16



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III. 2. Arrest

- A. [ORIGINATOR](#)
- B. [REFERENCES](#)
- C. [POLICY](#)
- D. GENERAL
- E. ARRESTING AN OFFENDER
 - 1. [Young Offenders Act](#)
 - 2. [Aliens](#)
 - 3. [Foreign Military Deserters](#)
 - 4. [Canadian Armed Forces Deserters](#)
 - 5. [Arrest Without Warrant - Authorities](#)
 - 6. [Arrest With Warrant](#)
 - 7. [Department of Natural Resources Warrants](#)
 - 8. [Establishing Area of Execution](#)
 - 9. [Unexecuted Warrants](#)
 - 10. [CPIC](#)
 - 11. [Charter of Rights](#)
 - 12. [Oleoresin Capsicum Spray \(OCS\)](#)
- F. RELEASE AFTER ARREST
 - 1. [General](#)
- G. BAIL RELEASE
 - 1. [General](#)
 - 2. [Court Member](#)
 - 3. [Unit](#)
 - 4. [Warrants of Suspension /Revocation](#)

App. III-2-1 [Arrest Without Warrant](#)

App. III-2-2 [Release Procedure](#)

(For information regarding this policy, contact [Irrelevant](#))

A. **ORIGINATOR**

A. 1. Criminal Operations Branch

B. **REFERENCES**

B.1. [Criminal Code of Canada](#)

B.2. [Young Offenders Act](#)

B.3. [Children's and Family Services Act](#)

B.4. [Charter of Rights and Freedoms](#)

C. **POLICY**

C. 1. All persons under arrest/detention shall immediately be advised of the subject matter being investigated, the police warning, and their right to counsel; to comply with Section 10 of the Charter, [App. III-2-1](#) and [App. III-2-2](#).

C. 1. a. Files involving arrests shall include documentation that this has been done.

C. 2. Notices in both official languages informing prisoners of their right to counsel will be posted in conspicuous places in cell and breathalyzer area.

D. GENERAL

E. **ARRESTING AN OFFENDER**

E. 1. [Young Offenders Act](#)

E. 1. a. Policy

E.1.a.1. A young offender shall not be detained in the same facilities as an adult unless authorized by a youth court judge or justice. Section 7(2) YOA refers.

E.1.a.2. A young offender shall be informed of his/her rights upon arrest/detention, in accordance with Section 11(2) YOA.

E.1.a.3. Special care must be exercised by police officers when dealing with young offenders to ensure that after giving the formal caution, they explain in plain language what the rights mean.

E.1.a.4. When a young person is arrested, the parent, guardian, spouse, relative or adult friend must be promptly informed of the arrest. Section 9 YOA refers.

E.1.a.5. When a young person is detained for purposes of submitting to an evidentiary breath tester, it shall not be necessary to give a notice to a parent under Section 9(1) YOA, prior to administering the test. If the young person is detained in custody after the test, then a notice under Section 9(2) YOA must be provided.

E.1.a.6. A child under 12 years of age shall not be prosecuted; however, the young person may be detained under Section 27(2) Child and Family Services Act.

E.1.a.7. Young offenders housed in recognized provincial facilities may be released by the superintendent of that facility on temporary leave of absence. When the conditions of the temporary leave are violated, the young offender may be arrested without warrant and returned to the facility. Prior to the arrest and return, ensure that a signed, revocation order is held at the institute.

E. 2. **Aliens**

E. 2. a. Policy

E.2.a.1. An informal agreement exists between the Attorney General and the Consul General of the United States to inform the Consul General of the arrest or death of a United States citizen.

E.2.a.2. The fact that the arrested person does not wish the Consulate notified, does not negate our responsibility to inform the consulate.

E. 2. b. Member

E.2.b.1. Upon the arrest of a US citizen, permit him/her to contact the appropriate consulate.

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E.2.b.2. Submit a message to division with the following details:

E.2.b.2.1. full name;

E.2.b.2.2. last known address;

E.2.b.2.3. place and date of birth;

E.2.b.2.4. passport number;

E.2.b.2.5. if member of military, quote rank, regimental number and unit;

E.2.b.2.6. reason(s) for arrest/detention: quote offence, section and statute violated;

E.2.b.2.7. date and place of arrest, and place of detention;

E.2.b.2.8. visiting hours of institution where subject held;

E.2.b.2.9. brief account of circumstances, and include court dates;

E.2.b.2.10. name of attorney representing accused; and

E.2.b.2.11. name of next-of-kin, relationship, address and phone number; if next-of-kin has been informed of arrest, or does subject wish Consular representative to perform task.

E. 2. c. **OIC Criminal Operations**

E.2.c.1. Notify applicable consul representative.

E.2.c.2. Send copy of report to Department of Justice with recommendations.

E.2.c.3. Inform the Immigration and Federal Branch (IFB) for distribution.

E. 3. **Foreign Military Deserters**

E. 3. a. General

E.3.a.1. Enquiries concerning foreign military deserters are to be processed through Division Immigration and Passport Section.

E. 3. b. Immigration & Passport Section

E.3.b.1. Assist Headquarters IFB Branch and detachments with foreign military deserter enquiries.

E. 4. **Canadian Armed Forces Deserters**

E. 4. a. National Defence Act - Deserters and Absentees

E.4.a.1. If you locate an absentee or deserter from the Canadian Armed Forces, contact the military police responsible for the area to arrange an escort.

E.4.a.1.1. CFB Greenwood, Telephone - 765-5111/765-1494, Ext. 5111

E.4.a.1.2. CFB Halifax, Telephone - 427-4444

E. 4. b. Visiting Forces

E.4.b.1. United States of America Military Personnel

E.4.b.1.1. The Nova Scotia Attorney General and United States Military officials have ratified an agreement, concerning disposition of charges, against all American military personnel, their dependents, and civilian components while in Nova Scotia.

E.4.b.1.2. Summary Conviction Act offence charges laid against US servicemen/women, their dependents or civilian components, while in this province, may only be disposed of if the accused is not requesting a waiver or the attendance of a military trial observer.

E.4.b.1.3. If the accused requests a waiver or the attendance of a military trial observer, expedite a report to the OIC Cr. Ops. providing full details.

E.4.b.1.4. When accused elects to dispose of the charge immediately, submit form C-264-B at conclusion of trial.

E.4.b.1.5. Indictable offences committed by US service personnel, their dependents, and/or civilian components are to be reported immediately to the OIC Cr. Ops. for transmittal to Department of Justice. Do not proceed with any charges until you receive authority from Department of Justice to do so.

E. 4. c. Cooperation with Department of National Defence

E.4.c.1. When enquiries are to be carried out on any DND base, the Base Security Officer is to be contacted and apprised of the investigation you are conducting.

E.4.c.2. Absolutely no deviation is to be made from the aforementioned instruction without the expressed consent of the OIC Cr. Ops.

E. 5. Arrest without Warrant - Authorities

E. 5. a. General

E.5.a.1. Federal Statutes

E.5.a.1.1. Controlled Drug and Substances Act

E.5.a.1.2. Food and Drug Act

E.5.a.1.3. Immigration Act

E.5.a.1.4. Customs Act - Sec. 142(1).

E.5.a.1.5. Excise Act - Sec. 73.

E.5.a.1.6. Young Offenders Act

E.5.a.2. Provincial Statutes

E.5.a.2.1. [Motor Vehicle Act](#) - Sec. 261.

E.5.a.2.2. [Liquor Control Act](#) - Sec. 111.

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E.5.a.2.3. [Protection of Property Act](#) - Sec. 6(1).

E.5.a.2.4. [Wildlife Act](#) - Sec. 93.

E.5.a.2.5. [Hospitals Act](#) - Sec. 38(1).

E. 6. **Arrest with Warrant** (Moved to [OM 18.3.](#))

E. 6. b. Warrants I/D

E.6.b.1. When the warrant i/d is executed and he/she states that the fine was paid:

E.6.b.1.1. Request proof.

E.6.b.1.2. Delay execution of the warrant until you can confirm with the court.

E.6.b.2. If the person wishes to pay the fine, you may:

E.6.b.2.1. Accept payment, issue a receipt in form F-112 and turn the money over to the court;
or

E.6.b.2.2. Arrange to have the offender pay direct to the court.

E.6.b.2.3. If distance is a factor, have the accused purchase a certified cheque or money order made out in favour of the justice who issued the warrant.

E. 6. d. Accept fines, cost of money order, collected by other police departments, and transmit to the applicable court, with an explanation.

E. 6. e. When more than one warrant i/d is held for the same person, upon execution, leave all unexecuted warrants at the gaol so sentence can be served concurrently.

E. 6. f. When a person is arrested on a Warrant of Committal, the most convenient provincial gaol is to be used.

E. 6. g. Correctional Services will accept the Warrant of Committal Notice in lieu of the warrant I/D, however, ensure the warrant is provided at the first opportunity.

E. 7. **Department of Natural Resources Warrants**

E. 7. a. Department of Natural Resources will execute their own warrants, provided:

E.7.a.1. the warrant has not been in their possession for more than one month from the date of issue;

E.7.a.2. the warrant can be executed by the member who laid the charge;

E.7.a.3. the person named in the warrant resides in the area where the Natural Resources member is employed; or

E.7.a.4. the person named in the warrant will return to the area within a reasonable period of time.

E. 7. b. If the above conditions do not apply, warrants will be turned over to the Force for execution.

E. 7. c. Strive to execute Natural Resources warrants, and inform the department each time you do.

E. 7. d. Return unexecuted warrants to the department six months from date of issue.

E. 8. Establishing Area of Execution

E. 8. a. General

E.8.a.1. Provincial statute warrants are only executable within the province.

E. 8. b. Member

E.8.b.1. To return a prisoner, send a message to the applicable approving authority covering:

D.8.b.1.1. subject's name;

E.8.b.1.2. offence, section, and statute;

E.8.b.1.3. brief account of crime, including value when stolen goods or damage to property involved; and

E.8.b.1.4. opinion of crown counsel and investigator respecting conviction if returned.

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E. 8. c. District Commander

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E.8.c.1. You may approve the execution area of warrants Canada-wide.

E.8.c.2. Consider Canada-wide execution in the following cases:

E.8.c.2.1. serious crimes of violence against persons;

E.8.c.2.2. crimes of violence against property or goods exceeding \$5000; and

E.8. c.2.3. warrants for escapees from federal institutions are automatically Canada-wide.

E.8.c.3. Caution must be exercised when authorizing execution of a warrant for CC summary conviction and dual procedure offences. See Section 528(1).

E.8.c.4. Approve or reject request and notify originating unit.

E. 9. **Unexecuted Warrants**

E. 9. a. Unexecuted warrants in the following categories will be retained for the period shown, consult with crown attorney after retention period to make a determination if the warrant is to be returned to the court or remain in effect beyond the minimum retention period:

E.9.a.1. CC summary conviction - max. 1 year,

E.9.a.2. CC indictable offence - 1-5 years,

E.9.a.3. federal statute summary conviction - max. 1 year,

E.9.a.4. federal statute indictable offence - 5 years, and

E.9.a.5. provincial statute - max. 1 year.

E. 9. b. Unexecuted warrants will be disseminated to members for execution with timely diary dates, for review by the commander.

E. 9. c. Warrants are to be reviewed every three months and documented so that the chief clerk can be advised of status of warrant when he/she calls.

E.9.c.1. Detachment/Unit/Watch Commander will complete [HD6117](#) and forward to the District Policing Officer before the 10th day of month of each quarter (September, December, March and July).

E.9.c.2. The District Policing Officer/Designate will complete form [HD6117](#) and forward to Cr. Ops. by the 15th day of month of each quarter.

E. 9. d. At the end of one year from date of issue, return all summary conviction warrants to the court.

E. 9. e. At the end of one year, discuss all CC indictable offence warrants with Crown counsel to establish:

E.9.e.1. if the warrant should be returned to the court, and

E.9.e.2. if the retention period should be extended.

E. 9. f. Warrants returned to the court are to be accompanied by a letter indicating:

E.9.f.1. why each warrant was not executed, and

E.9.f.2. what effort was made to execute the warrant.

NOTE: DO NOT RETURN WARRANTS SHOWING "UNABLE TO LOCATE". Such warrants will be returned to the originator requesting further documentation.

E. 10. **CPIC**

E. 10. a. All persons for which a warrant exists and cannot be readily executed will be entered on CPIC. See [CPIC Reference Manual](#), Chapter IV.

E. 10. b. Records should not be entered on CPIC until the warrant is issued, except:

E.10.b.1. in the case of escapees from federal or provincial institutions; or

E.10.b.2. when a major crime has been committed, and it is expedient to enter the record prior to issuance of the warrant.

E. 10. c. Warrants that are not immediately executed and have not had a returnable area designated are to be shown in the RADIUS field as "Nova Scotia ONLY - ELSEWHERE ADVISE".

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E. 10. d. The response area for CC and federal statute warrants is to be shown in the OFFENCE field as CW (Canada-wide).

E. 10. e. The response area for provincial statute and local by-law warrants is to be shown in the OFFENCE field as PW (Province-wide).

E. 10. f. A warrant is to be removed from CPIC when:

E.10.f.1. the person named in the warrant is arrested;

E.10.f.2. the person named in the warrant pays the fine; or

E.10.f.3. the charge is withdrawn, and the warrant is returned to the court.

E. 10. g. The unit that finalizes a charge in court and subsequently receives a warrant I/D, is for CPIC purposes the "ORIGINATOR" or "KEY RECORD HOLDER".

e.g. Bridgewater Det. sends a traffic offence report to Tantallon Det. for disposition. The accused appears, is fined, but fails to pay, and a warrant I/D is issued and sent to Tantallon Det. Tantallon enters the offender on CPIC, and retains the warrant until it is executed or becomes invalid. Tantallon Det. is considered the "ORIGINATOR".

E. 11. **Charter of Rights**

E. 11. a. Driving Offence Demands

E.11.a.1. Section 254(2) CC - ALERT Demand - The detained person need not be advised of the right to legal counsel.

E.11.a.2. Section 254(3) CC - Breathalyzer Demand - The detained person must be advised of the right to legal counsel.

E. 12. **Oleoresin Capsicum Spray (OCS)**

E. 12. a. Member

E.12.a.1. Document on file via [1624](#) the operational use/discharge of OCA, detailing the circumstances surrounding its use.

E.12.a.2. Off-duty, ensure the safe storage of OCS in your locked personal det. locker.

E.12.a.3. If you must take OCS home as a result of on call/ duty requirements, ensure safe storage at your residence.

E.12.a.4. Bear in mind OCS is designed and intended for use against humans and is a prohibited weapon.

E.12.a.5. Do not transport OCS on aircraft.

F. RELEASE AFTER ARREST

F. 1. General

F. 1. a. A person arrested and not released will be taken before a justice within 24 hours. See Sec. 503(1) CC.

F. 1. b. Other release procedures are outlined in Section 503(2), (3), (4) and (5).

F. 1. c. For definition sections pertaining to release and release forms, refer to Section 493 CC.

F. 1. d. Before releasing a person arrested without a warrant for an offence described in section 496(a), (b), or (c), the provisions of Section 497(1.1.) must be considered.

G. BAIL RELEASE

G. 1. General

G. 1. a. Members will provide guidance to the Crown Prosecutor and give evidence in "show cause" hearings. They are not to be involved in the decision making.

G. 1. b. If a person is arrested without warrant and not released pursuant to Section 497(1.1). (iv), the court brief for purposes of the "showcause" hearings must include impact statements from the victim and/or witness as they apply.

G. 1. c. The court has the prerogative of ordering the accused to report to the RCMP detachment as a condition of his recognizance. This action is common in Canada and authorized by law.

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G. 2. Court Member

G. 2. a. When the court orders an accused to report to a detachment while on bail, the following shall apply:

G.2.a.1. Supply detachment with copy of recognizance and a photograph of accused, if possible.

G.2.a.2. Enter particulars of accused and conditions on CPIC.

G.2.a.3. Notify detachment when reporting is no longer required.

G. 3. Unit

G. 3. a. Maintain a reporting log in a secure location.

G. 3. b. Monitor log to ensure reports are up-to-date.

G. 3. c. Report any violations of reporting by accused to member in charge of investigation.

G. 3. d. Retain material on working file if no other unit is involved.

G. 4. Warrants of Suspension/Revocation

G. 4. a. Warrants issued by Correctional Services Canada (CSC) will be forwarded directly to the detachment in whose jurisdiction the parolee resides.

G.4.a.1. Exception: after business hours, the warrants will be provided to the Halifax Comcentre until the detachment reopens.

G. 4. b. Unless the parole violator is arrested immediately, the detachment must enter warrants on CPIC immediately.

G. 4. c. Until the original warrant is received, a facsimile of the warrant is sufficient for the arrest and entry on CPIC.

G. 4. d. Commander

G.4.d.1. Ensure the parole warrant is assigned to an investigator immediately and have the entry made on CPIC.

G.4.d.2. To ensure every effort is made to locate the offender and documentation of all enquiries is made on form [1625](#), parole warrants must be monitored closely.

G.4.d.3. If a warrant is added to CPIC by Halifax Comcentre on your behalf, ensure the warrant is reentered at your point on the next business day.

G. 4. e. Investigator

G.4.e.1. Execute the warrant without delay and note all enquiries on file.

G.4.e.2. When you arrest a parolee, escort to the nearest correctional centre and advise CSC immediately.

G.4.e.3. Remove the warrant from CPIC.

G.4.e.4. Send a copy of the warrant to the nearest CSC parole office after execution.

G. 4. f. Halifax Comcentre Section

G.4.f.1. When provided a warrant of suspension/revocation of parole by the CSC:

G.4.f.1.1. Enter the warrant on CPIC.

G.4.f.1.2. Advise the detachment concerned that the warrant has been entered.

G.4.f.1.3. Supply any further information provided that may assist the respective detachment.

G. 4. g. Parolee Reporting

G.4.g.1. Investigator

G.4.g.1.1. Report any violation of parole conditions to the parole officer.

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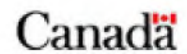
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App. III-2-1 Arrest Without Warrant

For Indictable Offences Listed 553 For all Offences under Dual Procedure For all Summary Conviction	For Indictable Offences Punishable by <u>5 Years or Less</u> and not listed in 553 Not Dual, Not S/C	For Indictable Offences Punishable by more than 5 Years
Peace officer shall arrest only 497 1) Public interest not satisfied by release, or (1) 2) Reasonable and probable grounds that accused will not appear THEREFORE	Peace Officer may arrest 495 Released by 1) Officer in Charge(3) 2) Taken before Justice within 24 hours (4)	Peace Officer may arrest 495 (1) Released by 1) Taken before Justice within 24 hours 2) Deal with matter under another provision of this part.
NO ARREST	ARREST 497	
1) Issue appearance notice 2) Issue Summons 3) Allow voluntary appearance	The arresting officer may: 1) Release and issue summons 2) Release and issue appearance notice 3) Deal with matter under another provision of this part.	
	Unless necessary in public interest to detain or reasonable and probable grounds	

to believe he will
fail to appear.

(1) PUBLIC INTEREST IS THE RIGHT OF INDIVIDUAL,
. LIFE

. LIBERTY

. SECURITY OF PERSON

. ENJOYMENT OF PROPERTY (CANADIAN BILL OF RIGHTS)

POLICEMAN TO ENSURE THE ABOVE, COULD ARREST IF HE HAS NEED TO:

. ESTABLISH IDENTITY OF SUSPECT

. SECURE OR PRESERVE EVIDENCE

. PREVENT CONTINUATION OF CRIME

. PREVENT REPETITION OF CRIME

. PREVENT COMMISSION OF ANOTHER OFFENCE

. PRESERVE LIFE AND PROPERTY

. PROTECT PUBLIC FROM CRIMINAL

. PRESERVE THE PEACE

- PROTECT CRIMINAL FROM PUBLIC, ETC.

(2) APPEARANCE NOTICE . DEFINITION - 493

. AUTHORITY TO ISSUE - 496

. DURATION - 523

. FAIL TO COMPLY - 145 AND 508

. CONTENT - 501

(3) OFFICER IN CHARGE . DEFINITION

1) SECTION 493 CC.

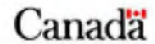
2) "H" DIVISION IS THE SENIOR FORCE MEMBER ON SHIFT AT THE TIME OF RELEASE

. DUTIES - 498, 499 AND 500

(4) JUSTICE . DEFINITION - 2(d)

. DUTIES - 504, 508

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App. III-2-2 Officer in Charge - Justice - Offences Committed in Province of Arrest

-Indictable offences listed in 553 -Dual Procedure offences -Summary conviction offences		Indictable offences punishable by 5 years or less (not 553 or dual)		Indictable offences punishable by more than 5 years		
ARRESTED		ARRESTED		ARRESTED		
Without Warrant	With Warrant	Without Warrant	With Warrant	Without Warrant	With Warrant	
	Endorsed 507 Not Endorsed		Endorsed 507 Not Endorsed			
-Not Released by arresting officer -Not released by Justice	Officer in Charge 499 may release upon promise to appear-on own recognizance (no surety) -on own recognizance (\$500.00 Cash)(200 mile radius or O/P)	Justice 515 shall release by giving undertaking -on own recognizance (no sureties) -on own recognizance (\$500.00 cash)(if no section listed in 515 (10))	Officer in Charge 499 may release upon promise to appear-on own recognizance (no surety) -on own recognizance (\$500.00 Cash)(100 mile radius or O/P)	Officer in Charge 499 may release upon promise to appear-on own recognizance (no surety) -on own recognizance (\$500.00 Cash)(200 mile radius or O/P)	Justice 515 shall release by giving undertaking -on own recognizance (no sureties) -on own recognizance (\$500.00 cash)(if not section listed in 515 (10))	Justice 515 shall release by giving undertaking -on own recognizance (no sureties) -on own recognizance (\$500.00 cash)(if no section listed in 515 (10))

DEFINITIONS

O/P OUT OF PROVINCE RESIDENT

OFFICER IN CHARGE 1) SECTION 493

2) "H" DIVISION IS THE SENIOR FORCE MEMBER ON SHIFT AT THE TIME OF RELEASE.

JUSTICE - 2(21)

NOTE: ARREST AND RELEASE PROCEDURES - OFFENCES COMMITTED OUT OF PROVINCE OF ARREST SECTION 503 (3).

PERSONS APPREHENDED ABOUT TO COMMIT INDICTABLE OFFENCE MUST BE RELEASED BY OFFICER IN CHARGE WHEN NO LONGER NECESSARY TO PREVENT CONTINUATION OF OFFENCE SECT. 503(4).

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III.4. Witnesses

- A. [ORIGINATOR](#)
- B. [REFERENCES](#)
- C. [POLICY](#)
- D. [GENERAL](#)
- E. COURT ATTENDANCE
 - 1. [Support Services](#)
 - 2. [Investigator](#)
 - 3. [Support Services](#)
- F. [DEFENCE COUNSEL REQUESTS](#)
- G. [SERVICE OF SUMMONS IN METRO](#)
- H. CIVIL MATTER/ DISCOVERY HEARINGS
 - 1. [Member](#)
 - 2. [Commander](#)
 - 3. [Cr. Ops.](#)
- I. JUDICIAL TRAVEL
 - 1. [General](#)
 - 2. [Member](#)
 - 3. [Detachment Commander](#)
 - 4. [Cr. Ops. Reviewers](#)

(For information regarding this policy, contact Irrelevant)

A. **ORIGINATOR**

- A. 1. Cr. Ops.

B. **REFERENCES**

- B. 1. [OM III.4.](#)

C. **POLICY**

- C.1. The informant/member in charge of a file shall ensure all witnesses are subpoenaed to attend court.
- C.2. A member shall attend court when served with a subpoena.
- C.3. A member shall not act as an interpreter in court.

D. GENERAL

D.1. In any criminal proceedings, you are not required to divulge your source, when it is not in the public interest to disclose.

D.2. If during cross-examination, you are asked to divulge your source, request your Crown Attorney to seek an adjournment so arguments can be presented to the trial judge.

D.3. When testifying in court, do not use the term "NON-WHITE" when referring to a person's racial origin. Use words such as Caucasian, black, East Indian, Native Indian and Oriental to describe the person.

E. COURT ATTENDANCE**E.1. Support Services**

E.1.a. Support Service members shall be served a subpoena when required to attend court.

E.1.a.1. If more than one subpoena is received for the same date and time, the member shall honour:

E.1.a.1.1. the first summons served,

E.1.a.1.2. a subpoena from a Superior Court.

E.1.b. General

E.1.b.1. Support Service members that are required for court are to be informed (verbally or by CPIC) by the investigator at the earliest opportunity of:

E.1.b.1.1. file caption;

E.1.b.1.2. date and time of trial;

E.1.b.1.3. any other requirements.

E.1.b.2. Adjournments are to be arranged, where possible, when a member of a support service cannot attend court because of other commitments.

E.1.b.3. Summons are to be forwarded to the applicable Unit commander for service. Affidavits will be completed and returned to originator.

E.1.b.4. If the services of the Identification Section were used for photographing and the investigator was present at the time photographs were taken, it will not be necessary to call the Identification Section member to give evidence in court, provided the investigator is able to testify the photographs portray the scene as seen by him/her on the day in question.

E.2. Investigator

E.2.a. Ensure support service member is available.

E.2.b. Forward subpoena as soon as possible.

E.2.c. Keep member informed of:

E.2.c.1. all pretrial meetings, and

E.2.c.2. adjournments.

E.3. Support Service

E.3.a. Member

E.3.a.1. Maintain a court attendance calendar.

E.3.a.2. Inform investigators of your availability.

E.3.b. Unit Commander

E.3.b.1. Serve subpoena.

E.3.b.2. Return completed affidavit to originator.

F. DEFENCE COUNSEL REQUESTS

F. 1. A request from defence counsel to serve a subpoena in Criminal Codes, Federal Statute or Provincial Statute cases shall be complied with.

F.1.a. EXCEPTION: If extraordinary circumstances exist, contact Cr. Ops. for instructions.

G. SERVICE OF SUMMONS IN METRO

G. 1. If you have a summons or subpoena for service within metro:

G. 1. a. Send direct to police department having jurisdiction.

G. 1. b. Ensure complete name and address appears on document.

G. 1. c. Allow minimum of two clear weeks for service.

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H. CIVIL MATTER/DISCOVERY HEARINGS

H. 1. Member

H. 1. a. When requested to attend a Civil Discovery via a Notice of Examination or Discovery, advise your commander.

H. 2. Commander

H. 2. a. Contact Cr. Ops.

H. 2. b. Provide particulars of investigation.

H. 2. c. Provide information subject to Notice of Examination.

H. 3. Cr. Ops.

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H. 3. a. For cases requiring further review, contact Department of Justice, the RCMP's representative in civil issues.

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I. JUDICIAL TRAVEL

I.1. General

I.1.a. Either the commander or a court liaison member will confirm that a member is indeed required to travel.

I.1.b. Travel will not be required if a plea bargain can meet the principles of the sentence.

I.2. Member

I.2.a. Ensure you are in compliance with the travel directive, [AM VI.1.](#)

I.2.a.1. Judicial travel for retired members' expenses are covered and will follow the same procedure as a member.

I.2.b. When advised overnight accommodations or air fare are required for court in another jurisdiction within "H" Division:

I.2.b.1. Submit justification on Form [0835](#) to the Detachment/Unit Commander/delegate of the jurisdiction where your subpoena was issued and/or the file is being held and advise your own Commander.

I.2.b.2. The justification will include:

I.2.b.1.1. brief description of case,

I.2.b.1.2. your evidence or role in the investigation, and

I.2.b.1.3. consultation occurred with the Crown Prosecutor to ensure you are indeed required (e.g., evidence cannot be provided otherwise, defense council consents to evidence).

I.2.c. Submit [0835](#) at least one month in advance and consider the following:

I.2.c.1. cost of staying over a Saturday night vs. midweek travel,

I.2.c.2. 21 day advance purchase,

I.2.c.3. booking with "no frills" airline (i.e., Air Canada Tango, Air Canada Jazz),

I.2.d. When notified by Cr. Ops. that travel is approved, fax [0835](#) to 506-859-2542 requesting a Travel Authority Number (TAN).

I.2.d.1. When TAN is received, contact American Express Travel at 1-800-514-3798 to make your travel arrangements.

I.2.e. When judicial travel has been completed, submit a [1393](#) to your Commander for certification.

I.3. Detachment Commander

I.3.a. Recommend the [0835](#) by signature and forward to Cr. Ops. for approval.

I.3.a.1. In cases where a civilian witness from another jurisdiction is required by court in federal cases, submit justification with brief circumstances and completed [0835](#) to Cr. Ops.

I.3.b. If your detachment/unit has a case involving a large number of member witnesses, contact Cr. Ops. in advance for advice.

I.3.c. Certify submitted [1393](#) and forward to "H" Division Cr. Ops. for Section 34 FAA approval. contact Cr. Ops. in advance for advice.

I.4. Cr. Ops. Reviewers

I.4.a. Review [0835](#) and ensure above information is present.

I.4.b. Present to OIC Cr. Ops. for approval.

I.4.c. Advise Detachment/Unit Commander.

I.4.d. Advise requesting member to make travel arrangements.

I.4.e. Process completed [1393](#).

Date Modified: 2004-12-08



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III.6. Counsel

- . [ORIGINATOR](#)
- B. [REFERENCE](#)
- C. [POLICY](#)
- D. [MEMBER](#)
- E. [UNIT COMMANDER](#)
- F. [ADVISORY NCO \(DISTRICT\)](#)
- G. [OIC CR. OPS.](#)
- H. [COURT BRIEFS](#)
- I. [CROWN ATTORNEY](#)
- J. COUNSEL - PROVINCIAL
 - 1. [Young Offenders](#)
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 - 1. [Standing Agent](#)
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- L. DISCLOSURE
 - 1. [General](#)
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- M. [LEGAL AID](#)
- N. CONTACTING DUTY CROWN COUNSEL
 - 1. [Provincial Duty Counsel](#)
 - 2. [Federal Duty Counsel](#)

App. III-6-1 [Disclosure Guidelines](#)

App. III-6-2 [Nova Scotia Legal Aid Resource List](#)

App. III-6-3 [Directive - Laying of Charges](#)

(For information regarding this policy, contact irrelevant)

A. **ORIGINATOR**

- A. 1. Cr. Ops.

B. **REFERENCES**

- B. 1. Operational Manual [Part 20.](#)
- B. 2. Directive of Solicitor General dated 90-02-06, Division Policy, [App. III-6-3.](#)

C. POLICY

- C. 1. Police have the right to determine whether to commence an investigation and the ultimate responsibility to decide whether charges will be laid in any particular case.
- C. 2. Crown Attorneys have the responsibility to provide advice to the police when it is requested at any stage of an investigation.
- C. 3. After the charge has been laid Crown Attorney may request further investigation.
- C. 4. Crown Attorney has the responsibility to decide whether prosecution will proceed.
- C. 5. Although there is no obligation to do so, it is usual for the Crown Attorney to consult with the member/supervisor before substituting, withdrawing or staying a charge.

D. MEMBER

- D. 1. Consult with your Unit Commander/delegate for permission to contact a Crown Attorney for legal advice. Prior to laying a charge, consult with your Unit Commander/delegate on the charge (s) to be laid, or for permission to contact a Crown Attorney for legal advice concerning possible charge(s).
- D. 2. Member will follow procedures, Section 2, [App. III-6-3](#) to resolve differences which may arise with the Crown Attorney.
- D. 3. Complete the Crown Sheet, including all statements/documents and submit to Crown Attorney before first appearance of accused in court.
- D. 4. Complete any further investigation in accordance with instructions from the Crown Attorney.

E. UNIT COMMANDER

- E. 1. Determine whether it is appropriate for the member to lay a charge and if assistance is required, contact your District Advisory NCO.
- E. 2. If consultation with a Crown Attorney would be beneficial, give the member permission to do so.
- E. 3. Any serious concerns respecting the withdrawal or staying of a charge is to be reported to Cr. Ops.

F. ADVISORY NCO (DISTRICT)

- F. 1. Discuss the investigation with the Unit Commander/ investigator(s) and review the file, if necessary.
- F. 2. Advise the Unit Commander on the appropriate charges/direction.
- F. 3. Advise member(s) to meet with the Crown Attorney, if necessary, to determine the appropriate charge(s) or legal advice.
- F. 4. If the matter cannot be resolved with the Crown Attorney, you must, as the senior police officer, discuss it with the Regional Crown Attorney.

F. 5. If you cannot resolve the problem with the Regional Crown Attorney, forward report to division with your comments.

G. OIC CRIMINAL OPERATIONS

G. 1. Advise the Detachment Commander of the appropriate charge(s)/direction to be taken.

H. COURT BRIEF

H. 1. Crown Prosecutors are only permitted to share court brief information with defence under the disclosure rules.

H. 2. Ensure that the court brief has been signed and dated by the unit commander or his designate prior to the prosecutor receiving same.

I. CROWN ATTORNEY

I. 1. Crown Attorney is responsible for:

I. 1. a. providing legal advice where necessary;

I. 1. b. preparing summonses, subpoenas and warrants where resources are available;

I. 1. c. preparing and forwarding witness forms for payment of Crown witness fees;

I. 1. d. taking out applicable orders, when and if required, in matters before the Supreme Court;

I. 1. e. acting on behalf of the Crown in the following cases/ proceedings:

I.1.e.1. Criminal Code

I.1.e.2. Provincial Statutes

I.1.e.3. Canada Shipping Act (Small Vessel Regulations)

I.1.e.4. Migratory Birds Convention Act

I.1.e.5. Explosives Act

I. 1. f. appeals under the aforementioned statutes; and

I. 1. g. fatality enquiries.

J. COUNSEL - PROVINCIAL

J. 1. Young Offenders

J. 1. a. Provincial Crown Prosecutors are responsible for prosecuting young persons involved in offences under those federal statutes normally prosecuted by the province, including the Criminal Code.

K. COUNSEL - FEDERAL

K. 1. Standing Agents

K. 1. a. General

K.1.a.1. Standing agents are appointed for specific statutes and they are not to be used for prosecutions of other acts.

K.1.a.2. When no standing agent has been appointed, units are to forward written requests for counsel to Director, Atlantic Region, Department of Justice, Suite 1400 Duke Tower, 5251 Duke St., Halifax, NS, B3J 1P3.

K.1.a.2.1. If time is a factor, the Department of Justice may be contacted by telephone.

K. 2. **Young Offenders**

K. 2. a. Federally appointed counsel will be used to prosecute young persons involved in offences under those statutes normally prosecuted by the federal Department of Justice.

L. **DISCLOSURE**

L. 1. **General**

L. 1. a. The disclosure policy issued by the Department of Justice on the January 19, 1994 is stated in [App. III-6-1](#).

L. 2. **Unit Commander**

L. 2. a. Ensure full co-operation with Crown Counsel, in compliance with the directive of the Department of Justice.

L. 2. b. Advise Crown Counsel if you feel disclosure should not be made, and your grounds.

L. 2. c. If unable to resolve, advise your Officer Commanding.

L. 3. **Officer Commanding**

L. 3. a. Advise the OIC Criminal Operations if you cannot resolve the matter locally.

M. **LEGAL AID**

M. 1. **Member**

M. 1. a. When the person arrested requests legal aid, refer to the NS Legal Aid resource list [App. III-6-2](#).

H-2438
99-04-16

N. **CONTACTING DUTY CROWN COUNSEL**

N.1. **Provincial Duty Counsel**

N.1.a. During regular business hours (9:00-5:00), contact local counsel for legal advice on criminal code and provincial statutes.

N.1.b. In matters of immediate urgency outside regular business hours, the contact numbers are as follows:

N.1.b.1. Within Halifax Regional Municipality - Irrelevant

N.1.b.2. Outside Halifax Regional Municipality - Irrelevant

N.1.b.2.1. If no answer after repeated attempts calling Irrelevant you may call Irrelevant
Irrelevant

N.2. Federal Duty Counsel

N.2.a. During regular business hours (9:00-5:00), contact local counsel for legal advice on related criminal code offences and federal statutes.

N.2.b. In matters of immediate urgency outside regular business hours, contact Irrelevant

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03-05-12

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App. III-6-1 Directive of the Minister of Justice and Attorney General of Nova Scotia Regarding Disclosure by the Crown in Criminal Cases

1. Statement of Principle

There is a duty on the Crown to make full and timely disclosure to the defence of all relevant information known to the investigator and Crown Attorney in Criminal Code prosecutions conducted by agents of the Attorney General. This obligation applies to both inculpatory and exculpatory information. In discharging this disclosure obligation, the Crown must respect the rules of privilege.

2. The Rationale for Disclosure

Disclosure by the Crown has three main purposes:

1. to assist in guaranteeing the accused/defendant constitutional rights to a fair trial and to make full answer and defence;
2. to resolve non-contentious and time consuming issues in advance of trial in an effort to ensure a more efficient use of court time and avoid unnecessary proceedings; and
3. to encourage the resolution of cases including, where appropriate, the entering of guilty plea or the withdrawal of charges at an early stage of the proceedings.

3. The Role of the Investigator

Effective disclosure by the Crown to the defence is dependent upon and requires full and timely disclosure by the investigator to the Crown Attorney. It is incumbent upon the investigator to be aware of the duty of the Crown to disclose all relevant factual information to the defence stand to cooperate with the Crown Attorney in order that full and timely disclosure can be provided to the defence. The investigator must bring to the attention of the Crown Attorney confidentiality concerns of which the investigator is aware.

1. One measure of the relevance of information is its usefulness to the defence. If it is of some use, it is relevant and should be disclosed. Accordingly, information is relevant if it can reasonably be used by the defence either in meeting the case for Crown, advancing a defence or

otherwise in making a decision which may affect the conduct of the defence or otherwise in making a decision which may affect the conduct of the defense or otherwise in making a decision which may affect the conduct of the defence such as, for example, whether to call evidence. (See *R. v. Egger* (1993), 82 CCC (3d) 193 at 204 (SCC)).

4. The Role of the Crown Attorney

The Crown Attorney bears responsibility for the disclosure provided to the defence. While Crown Attorneys must err on the side of inclusion, they need not produce what is clearly irrelevant. The disclosure of relevant information is subject to a discretion with respect to the timing and manner of disclosure as outline para 7 and 8 below. Further, Crown Attorneys have a duty to respect the rules of privilege and to protect the identify of informers. All decisions by the Crown Attorney not disclose on grounds of either privilege or relevance are reviewable by the trial judge. Where the defence requests access to material not in the possession of the investigator or Crown Attorney but in the possession of another agency, government department or other person, the defence should be advised that the request can be made directly to relevant agency, government department or other person.

5. What Must be Disclosed

As soon as practicable upon request, the Crown Attorney will make available to the defence the following material:

- a. a copy of, or an opportunity to copy, the information of indictment;
- b. a copy of, or an opportunity to copy, a summary of the case, detailing the circumstances of the offence, prepared by the investigating agency;
- c. a copy of, or an opportunity copy, all written statements in the possession of the Crown made by the accused/defendant and in the case of verbal statements a verbatim account of the statement or copies of notes or an audio or video recording of the statement whether favourable to the accuses/defendant or not;
- d. a copy of, or an opportunity to copy, the criminal record of the accused/defendant and the particulars (offence, date and disposition) of any other criminal record relied on by the Crown; "Criminal Record" means the CPIC CNI Want/Record.
- e. copies of, or an opportunity to copy, all written statements made by persons who have provided relevant information to the investigator (where individuals have provided more than one statement a copy, or an opportunity to copy, all statements will be provided). In the case of verbal statements, the investigators' notes, or, where there are not notes, a summary prepared by the investigating agency of the relevant information and the name, address and occupation of the person;

- f. an opportunity to view in private any audio or video recording of a witness' statement, or a copy thereof subject to an undertaking by counsel for the defence that:
- i. no person other than an expert retained by the defence will be given possession of the recording;
 - ii. no further copy of the recording will be made; and
 - iii. the recording will be returned to the Crown at the conclusion of the proceedings;
- g. subject to the provisions of the Young Offenders Act, particulars (offence, date and disposition) of the criminal record of an accomplice or an alleged accomplice, whether that person has been charged or not;
- h. subject to the provisions of the Young Offenders Act, particulars of any information known to the Crown which the defense may legally use to impeach the credibility of a Crown witness, including the criminal record of a Crown witness where the defence requests this information and the record is relevant to an issue in the case or has probative value with respect to the credibility of the witness;
- i. subject to the provisions of the Young Offenders Act, the criminal record of a potential defence witness where the defence requests this information;
- j. copies of, or an opportunity to copy, all medical, laboratory and other expert reports in possession of the Crown which relate to the offence, except to the extent they any contain privileged information;
- k. access to any potential exhibits or their physical evidence in the possession of the Crown for the purpose of inspection, and, where applicable, copies of such exhibits;
- l. a copy, or an opportunity to copy, of any search warrant and information to obtain relied on by the Crown;
- m. if intercepted private communications will be tendered, a copy of the judicial authorization under which the private communications were intercepted; access to the log book of interceptions made pursuant to the authorization when it is available;
- n. a copy of, or an opportunity to copy, any other document, or portion of a document contained in the investigation file and any notes of the investigator which contain the factual observations of investigators pertaining to the investigation of the alleged offence; and

5. o. notice of any evidence which has become lost or destroyed and summary of the circumstances surrounding such loss or destruction prepared by the investigating agency.

6. Additional Disclosure

It is not possible to anticipate the disclosure requirements in every potential case and disclosure additional to that outlined in section 5 will sometimes be appropriate. The Crown Attorney has a discretion to make such additional disclosure consistent with the statement of principle and rationale for disclosure expressed above. For example, if information disclosing a violation of the rights of the accused/defendant under the Charter of Rights and Freedom comes to the attention of the Crown Attorney, it must be disclosed to the defence. The Crown Attorney is not obliged by this directive to make pretrial disclosure of evidence only relevant in reply unless defence disclosure reveals the relevance of the evidence prior to trial. The obligation upon the Crown is a continuing one and relevant information coming to the attention of the investigator or Crown Attorney following initial disclosure must be disclosed in accordance with this directive. Even after conviction, including after any appeals have been decided or the time of appealing has lapsed, information coming to the attention of the investigator or Crown Attorney which shows and accused/defendant is innocent or which raises a doubt as to the guilt of the accused must be disclosed.

7. Limiting or Delaying Disclosure

Disclosure may only be delayed or limited to the extent necessary:

- a. to comply with the rules of privilege, including informer identity privilege;
- b. to prevent the endangerment of the life or safety of witnesses, or their intimidation or harassment; or
- c. to prevent other interference with the administration of justice.

Where a Crown Attorney limits disclosure to comply with the rules of privilege, the Crown Attorney shall so advise the defence. A Crown Attorney who proposes not to disclose any of the items listed in section 5, must obtain the prior warden approval of the Regional Crown Attorney or other senior member of the Public Prosecution Service designated by the Director of Public Prosecutions. Any decision by the Crown Attorney to delay or limit disclosure is reviewable by the trial Judge.

8. Timing of Disclosure

The Crown is not obligated to provide any disclosure prior to a charge being laid. After a charge has been laid, initial disclosure should occur before the accused/defendant is called upon to elect the mode of trial or to plead. If the Crown intends to rely on the criminal record the accused/defendant at a bail hearing, the criminal record information available to the Crown must be disclosed to the defence prior to the bail hearing. The Crown Attorney retains the discretion to

delay disclosure where there is a legitimate concern for the safety or security of persons who supplied information or where early disclosure might impede the completion of an investigation (such situations should be rare).

9. The Unrepresented Accused/Defendant

The judges of the provincial court have agreed that the judge presiding at the first appearance of an unrepresented accused/defendant will advise the accused/defendant of the right to obtain disclosure from the Crown Attorneys' office. A written notice to this effect will also be provided to the accused/defendant. The judges of the Supreme Court have agreed that on first appearance in the Supreme Court, a statement will be read to unrepresented accused advising them of their right to disclosure from the Crown. The Court will also request information from the Crown with respect to the status of Crown disclosure.

10. Accessibility of this Directive

This directive is a public document. It is to be made available on request to defence counsel, accused persons or members of the public.

Dated at Halifax, in the County of Halifax, this 19th day of January, 1993.

J. W. Gillis
Minister of Justice and Attorney General of Nova Scotia

Date Modified: 1999-04-16



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App. III-6-2 Nova Scotia Legal Aid Commission

PLACE	ADDRESS	TELEPHONE (902)	FACSIMILE (902)
Cumberland County	P.O. 262, 55 Church St., Amherst, B4H 3Z2	667-7544	667-0030
Annapolis County/Digby	P.O. Box 188, 253 George St., McCormick Building, Annapolis Royal, B0S 1A0	532-2311	532-7488
Antigonish County	273 Main St., Antigonish, B2G 2C3	863-3350	863-7598
Lunenburg County/South Shore	724 King St., Bridgewater, B4V 1B6	543-4658	543-3044
Dartmouth	300-99 Wyse Rd, Metropolitan Place, B3A 4S5	420-8815 Family/Civil 420-8818 Criminal	420-6562
Halifax	400-5475 Spring Garden Rd, B3J 1K6	420-6565	420-1260
Halifax	2830 Agricola St., B3K 4E4	420-3450	420-2873
Kentville	325 Main St, Salon B, B4N 1K5	679-6110	679-6177
Pictou County	174 Archimedes St., New Glasgow, B2H 2T6	755-7020	752-8733
Cape Breton	P.O. Box 1373, 201-336 Kings Rd., Sydney, B1P 6K3	563-2295	539-0489
Colchester County	537 Prince St., Truro, B2N 1E8	893-5920	893-6112
		798-8397	798-8345

Windsor/Hants County	P.O. Box 760, 138 Gerrish St, Windsor B0N 2T0		
Southwestern Shore	P.O. Box 163, 101 Water St, Yarmouth B5A 4B2	742-7827	742-0676
Sub-Office	Main St., Guysborough-contact Antigonish	863-3350	863-7598
Sub-Office	Central Trust Bldg, Reeves St., Port Hawkesbury, B0E 2V0-contact Antigonish	625-2520	
Sub-Office	Liverpool-contact Bridgewater	354-3215	
Executive Director	401-5475 Spring Garden Rd., Halifax, B3J 3T2	420-6573	420-3471

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App. III-6-3 Directive - Laying of Charges

FROM: The Honourable Neil J. LeBlanc
Solicitor General, Province of Nova Scotia

DATE: February 6, 1990

"As Solicitor General, I would like to issue the following directive:

1. The police have ultimate right and duty to determine the form and content of charges to be laid in any particular case according to their best judgement, subject to the Crown's right to withdraw or stay the charges after they have been laid.
2. All Police Departments must implement the following protocol for the resolution of disputes between police and Crown over the laying of criminal charges:
 - (i) no charge shall be laid, contrary to the advice of a Crown Prosecutor, until discussion concerning the matter has taken place between the Police Department and the Crown Prosecutor;
 - (ii) if there is no resolution of the disagreement at that level, the matter must be referred to a senior police official of the department, who will discuss the matter with the Regional Crown Prosecutor;
 - (iii) if, following such discussion, the police remain of the view that a charge is warranted, the charge shall be laid.
3. No police official shall disclose the fact of a police investigation, other than on a need-to-know basis within the Police Department, so as to maintain confidentiality and secrecy respecting the identity of a person who is the subject of an investigation.
4. Police officers are to be encouraged to consult with a Crown Prosecutor concerning the drafting of informations, where such consultation might be useful in their opinion."

Date Modified: 1999-04-16



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IV.1. Criminal Code Offences

- A. [ORIGINATOR](#)
- B. [REFERENCES](#)
- C. POLICY
- D. GENERAL
- E. FAMILY VIOLENCE - Moved to [Part 2-4](#)
- F. CHILD ABDUCTION - [Moved to Part 2.8](#)
- G. NSF CHEQUES - SECTION 362 CC
 - 1. [General](#)
 - 2. [Member](#)
- H. CRUELTY TO ANIMALS
 - 1. [General](#)
 - 2. [Member](#)
- I. DRIVING OFFENCES
 - 1. [Demands For Breath/Blood Samples](#)
 - 2. [Certificates of Disqualification - Section 259 C.C.](#)
- J. SHOPLIFTING OFFENCES
 - 1. [General](#)
 - 2. [Member](#)
- K. ARSON INVESTIGATIONS
 - 1. [General](#)
 - 2. [Member](#)
- L. [FEDERAL SECURITY ID CARDS](#)
- M. PEACE BONDS
 - 1. [General](#)
 - 2. [Member](#)
- N. STALKING - Moved to [Part 2-5](#)
- O. DANGEROUS OFFENDER - Moved to [Part 2-5](#)
- P. REPORTING - CRIMINAL CODE OFFENCES - [Moved to OM 33.102.](#)
- Q. AMBER ALERT PROGRAM - Moved to [Part 37-9](#)

App. IV-1-1 [Demand for Breath/Blood Samples](#)

App. IV-1-9 [Reporting for Criminal Code Offences](#)

(For information regarding this policy, contact

Irrelevant

A. ORIGINATOR

A. 1. Criminal Operations Branch

B. REFERENCES

B. 1. [Martin's Criminal Code](#)

B. 2. [Children and Family Services Act](#)

B. 3. [Adult Protection Act](#)

B. 4. [Canada and the United Kingdom Reciprocal Recognition & Enforcement of Judgments Act \(SNS, 1984\)](#)

C. POLICY

D. GENERAL

E. **FAMILY VIOLENCE** - [Moved to Part 2 .4](#) (Violence in Relationships)

F. **CHILD ABDUCTION** - [Moved to Part 2.8](#)

G. NSF CHEQUES - SECTION 362 C.C.

G.1. General

G.1.a. NSF cheques of a routine nature that are more civil than criminal, should be processed through the Small Claims court.

G.1.b. The decision to investigate an offence of false pretences involving an NSF cheque is not dependent on the amount of money involved, but rather on such factors as:

G.1.b.1. the evidence of similar acts committed by the suspect;

G.1.b.2. the type and value of evidence offered by the merchant, i.e. identity of person issuing, recollection of the type of property obtained, third party cheque, etc.;

G.1.b.3. whether there is evidence, from the number and type of NSF cheques taken, that the cheque acceptance practices employed by the merchant are habitually poor;

G.1.b.4. whether, given the evidence available, it would be cost-effective to pursue the complaint, and

G.1.b.5. whether the standard of policing in community would be adversely affected by a decision not to fully pursue a complaint.

G.2. Member

G.2.a. When investigating a complaint of an NSF cheque consider the following points:

G.2.a.1. to make out an offence under section 362 the cheque must have been issued in payment for something tangible;

G.2.a.2. whether the cheque was post-dated;

G.2.a.3. whether the account on which the cheque is drawn is a joint account;

G.2.a.4. whether the merchant threatened the suspect with legal action prior to making the complaint to the police. If a merchant does not seek prosecution until after attempting unsuccessfully to collect a debt, then this usually will amount to an abuse of process, particularly if the merchant has threatened prosecution as part of the attempt.

G.2.a.5. If an accused makes restitution after a charge has been laid or after being approached by the police, proceed with the charge, and note same on the Crown Sheet.

G.2.a.6. If, however, a person makes restitution prior to being approached by the police or to a charge being laid, then we should not proceed with a charge unless exceptional circumstances exist.

G.2.b. A Search Warrant must be executed on a financial institution, when cancelled cheques, account statements, ledger cards, deposit slips, signature cards are required.

G.2.c. Consider using the provisions of Sections 29 and 30 of the [Canada Evidence Act](#) which provide for the use of affidavits when tendering as evidence copies of records kept by financial institutions and businesses.

G.3. When the author of the cheque is known/unknown send the cheque to the Fraudulent Cheque Section as per [HQ II.4.F.3.](#)

H. CRUELTY TO ANIMALS

H.1. General

H.1.a. Complaints involving neglect, abandonment, poisoning, injuring, etc. to farm or domestic animals and wildlife, shall be investigated under the authority of the [Criminal Code of Canada](#).

H.1.b. Do not carry out any investigations under the Nova Scotia Society For The Prevention of Cruelty Act. Agents are appointed annually by the society and possess all the powers and authority of a peace officer, pursuant to Section 8 of Chapter 68 of the Acts of Nova Scotia, 1880, while enforcing this act.

H.1.c. When requests for assistance are received from "Agents of the Society", provide the necessary support.

H.2. Member

H.2.a. If your complaint concerns farm animals, seizure action is not to be effected until a qualified veterinarian or an agricultural representative of the Department of Agriculture and Marketing has completed his examination and certified, in writing, that an offence is evident.

H.2.b. Whenever you seize cattle, horses or other farm animals, immediately notify the nearest [SPCA Agent](#).

H.2.c. If your complaint concerns dogs and cats, contact the municipality in whose area the complaint occurred, or the nearest [SPCA Agent](#).

H.2.d. If your complaint concerns wildlife, notify your local [Department of Natural Resources](#).

I. DRIVING OFFENCES

I.1. Demands for Breath/Blood Samples

I.1.a. See [App. IV-1-1](#).

I.2. Certificates of Disqualification - Section 259 CC

I.2.a. General

I.2.a.1. Requests to the Registrar of Motor Vehicles for a Certificate of Disqualification must bear the notation that the certificate is required for the purpose of a prosecution under Section 259 of the [Criminal Code](#).

I.2.b. Investigator

I.2.b.1. Continue to use form 285, "Police Request For Abstract of Operating Record and/or Certificate of Suspension".

I.2.b.1.1. At the top of form 285 type, in block letters, the following - "Certificate of Disqualification Required For Prosecution Under Section 259 of the Criminal Code".

I.2.b.1.2. Report, in detail, on [C237 / C-264-B](#), any case where Certificate of Disqualification contributed toward a charge being dismissed.

J.1. General

J.1.a. Complaints of shoplifting are to be thoroughly investigated.

J.2. Member

J.2.a. Respond immediately to all complaints of shoplifting.

J.2.b. Obtain statement from suspect and witness.

J.2.c. Suspects, who are young offenders, are to be questioned as guided by [HQ IV.9](#).

J.2.d. The exhibit may be left with the store security manager, clerk, if they can ensure continuity for court.

J.2.e. Suspects are to be fingerprinted and photographed.

J.2.e.1. If suspects refuse to be fingerprinted/ photographed, be guided by [HQ III.3.F.3](#).

J.2.f. Suspects are to be released on form 9, after identification is ensured.

K. ARSON INVESTIGATIONS

K.1. General

K.1.a. The Provincial [Fire Safety Act](#) states that, following a fire, the Local Assistant will investigate the cause of the fire to determine its origin within 24 hours.

K.1.b. During this process, the protection of the scene remains the responsibility of the Local Assistant.

K.1.c. If, prior to the Local Assistant's determination being made, the police investigator develops RPG to believe the fire may have been arson, the police investigator will, in consultation with the local assistant develop an immediate action plan for taking over protection of the scene.

K.1.d. For the information of members, in accordance with Section 32(2)(b) of the [Fire Safety Act](#), should the Local Assistant determine that the fire was incendiary or of a suspicious nature, the assistant will notify the police and Fire Marshall's office immediately.

K.1.e. An arson investigation is the responsibility of the police as assisted by the Fire Marshall who will attempt to determine the origin/cause of the fire.

K.1.f. During an arson investigation, protection of the scene is the responsibility of police until such time as it can be determined that there is no criminal involvement or the scene examination is complete.

K.1.g. If, at the request of police, the Fire Marshall at 1-800-559-3473 is not available within 24 hours, the District Commander in consultation with the Fire Marshall may engage an independent arson investigator to assist in the investigation.

K.1.g.1. If the issues cannot be resolved at the unit level, the matter should be forwarded to the District Policing Officer to Cr. Ops.

K.1.h. Caution should be used in the hiring of independent investigators when the Fire Marshall is involved to preclude conflicting opinions on the determination of the origin/cause of the fire.

K.1.i. Given the length of time that determining the origin/cause of a fire may take, where possible, members attending fire scenes in the early stages, should obtain names and address of witnesses and bystanders to aid in any potential arson investigation.

K.1.j. All fires involving death or life-threatening injury will be treated as a homicide or attempted homicide until proven otherwise and investigated by the police, with the assistance of the Fire Marshall or Halifax Regional Fire Investigator (in HRM jurisdiction) who will attempt to determine the origin/cause of the fire.

K.1.k. The [NS Department of Environmental and Labour](#) Occupational Health and Safety Division at 1-800-952-2687 must be contacted if death or life-threatening injury has occurred to an employee in the workplace.

K.1.k.1. Any death or serious injury that occurs at a workplace, even as a result of an accidental fire, has to be investigated by police to determine if Corporate Criminal Liability exists pursuant to [S. 220 CC or S. 221 CC](#).

K.1.l. Within the Halifax Regional Municipality, HRM fire investigators will conduct the investigation to determine the origin of the fire and can be reached at 490-7306.

K.1.l.1. If HRM investigators are not available, contact the Fire Marshall's office.

K.1.m. All forest fires are to be investigated in conjunction with the [Department of Natural Resources](#).

K.1.n. Submit a message to Hdiv_CrimOps_Provincial when there are unusual circumstances, death or serious injuries as a result of a set fire.

K.1.o. Exhibits should be seized and handled as per [LSM App. 1-2](#).

K.2. Member

K.2.a. Upon written request from the Fire Marshall or HRM fire investigator outlining what they require and why along with their authority (S. 13(1)(d) [Fire Safety Act](#)), supply the reports in the following cases:

K.2.a.1. where arson is suspected or confirmed;

K.2.a.2. where subject has been identified as a suspect or charged; or

K.2.a.3. when the disposition of the case has been received from the court.

K.2.b. The report will consist of a copy of your investigation, including statements specific to the case and the analysis of forensic results of exhibits.

K.2.b.1. Every page released must have the "third party" stamp as per [AM III.11.H.1.b.](#)

K.2.b.2. A copy of the written request and whatever was released must be held on the detachment file.

L. FEDERAL SECURITY ID CARDS

L.1. If a government ID card is reported lost/stolen to your detachment:

L.1.a. Take the details and enter on CPIC.

L.1.b. Submit a memo to the OIC Federal Policing Branch for entry in the Gazette.

M. PEACE BONDS

M.1. General

M.1.a. Anyone who fears that another person will cause personal injury or property damage may lay an information before a justice.

M.1.b. Members shall be cognizant that Section 810(1) [CC](#) is not to be used as an option if reasonable grounds exist to lay a charge of uttering threats, assault, intimidation, or harassing telephone calls.

M.1.c. If a person fears personal injury emanating from a spousal assault where the court/peace officer cannot impose specific conditions respecting terms of release, he/she may make application to the court pursuant to Section 810 [CC](#).

M.1.d. The Crown will represent the victim in spousal abuse matters.

M.2. Member

M.2.a. If a spousal abuse victim wishes to pursue a peace bond:

M.2.a.1. Prepare an information.

M.2.a.2. Arrange for a justice and assist in all processes, i.e. service of summons.

M.2.a.3. Include all documents as part of your court brief to the Crown.

M.2.b. When a peace bond or restraining order is granted, ensure the details are entered on PIRS and CPIC.

M.2.c. If a breach occurs, investigate immediately.

M.2.d. Keep the victim informed of your investigation.

N. **STALKING** - Moved to [OM 2.5](#)

O. **DANGEROUS OFFENDER** - [Moved to OM 2.5](#)

P. **REPORTING - CRIMINAL CODE OFFENCES** - Moved to [OM 33.102.](#)

Date Modified: 2008-06-17



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App. IV-1-1 Demands for Breath/Blood Samples

1. ALERT DEMAND

I demand that you forthwith provide me with a sample of your breath, suitable for analysis by an approved screening device, and to accompany me to (location of approved screening device) for the purpose of obtaining a sample of your breath. Should you refuse this demand, you will be charged with the offence of refusal.

2. BREATHALYZER DEMAND

I demand you to accompany me to (location of approved instrument) and to provide samples of your breath, suitable to enable an analysis to be made in order to determine the concentration, if any, of alcohol in your blood. Should you refuse this demand, you will be charged with the offence of refusal.

3. BLOOD SAMPLE DEMAND

I demand you to accompany me to (location) and to provide such samples of your blood, as in the opinion of the qualified medical practitioner or qualified technician taking the samples, are necessary to determine the concentration, if any, of alcohol in your blood. Should you refuse this demand, you will be charged with the offence of refusal.

Blood samples will only be taken by or under the direction of a qualified medical practitioner and if the qualified medical practitioner is satisfied that the taking of the samples will not endanger your life or health.

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App. IV-1-9 Reporting for Criminal Code Offences and Significant Events

CRIMINAL CODE	BRIEFING NOTE (2928_1) (WordPerfect Format)		
	OIC Cr. Ops.	District Officer	Other Reports
Yes* - Denotes reporting may be applicable			
MURDER, MANSLAUGHTER, INFANTICIDE, ATTEMPT TO COMMIT	Yes	Yes	DCAS
SEXUAL ASSAULTS INVOLVING CHILDREN UNDER 16 YEARS, MULTIPLE VICTIMS/ OFFENDERS, PARENT/GUARDIAN RELATIONSHIP, PEDOPHILES, CHILD PORNOGRAPHY	Yes	Yes	DCAS* Forms 3364 or 3383
SEXUAL ASSAULTS LISTED IN OM DMS II.6.P.2.			DCAS
CHILD ABUSE AND ABDUCTION	Yes	Yes	Form XII Child Abuse Registry
THEFTS/FRAUDS (against Government)	Yes	Yes	Economic Crime Directorate
COUNTERFEITING	Yes	Yes	Economic Crime Branch
HOSTAGE TAKING, INCLUDING HIJACKING	Yes	Yes	
BARRICADED PERSON	Yes	Yes	
ACTS OR THREATS OF VIOLENCE AGAINST RCMP PERSONNEL AND/OR PROPERTY	Yes	Yes	Form 3314 Workplace Health and Safety Committee

OTHER CC WHERE DEPARTMENT OF JUSTICE'S APPROVAL REQUIRED TO PROSECUTE	Yes	Yes	
UNUSUAL AND OR MAJOR EVENTS THAT WILL ATTRACT PROVINCIAL/NATIONAL MEDIA RELEASES	Yes*	Yes*	
LABOUR DISPUTES	Yes	Yes	
BOMBING	Yes	Yes	Division EDU

LEGEND

DCAS - Division Criminal Analytical Section

OIC Cr. Ops. - ROSS Hdiv_CrimOps_Provincial or Hdiv_CrimOps_Federal (depends on subject matter)

Fax Number: Cr. Ops. 426-7964

DCAS 426-1376

Div. EDU 426-6752

	OIC Cr. Ops.	District Officer	Other Reports
Lost Persons	Yes	Yes	
Missing Children (under 16 years)	Yes	Yes	Copy of BN to Community Policing (Missing Child Coordinator)
Statutory Investigation against Employees	Yes	Yes	
Discharge of firearms (unless duty related annual shoot, etc.)	Yes	Yes	Form 3314 (to Workplace Health and Safety Committee) Form 3358 (Member Incident Report to Cr. Ops.)
Attempted suicide or suicide in cell block	Yes	Yes	BN sent to Atl. Region Departmental Security Section

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App. IV-8-1 Aboriginal Advisory Committee Terms of Reference

1. The committee should represent a broad cross-section of Aboriginal people. No more than one elected official should be on the committee.

2. **Selection:**

2. a. Careful consideration should be given to the selection of committee members. Individual bias, prejudices, and militancy can be disruptive and counter-productive to the overall committee effectiveness. In assuming a role on the committee, delegates should understand they will be acting as a team in identifying problems of a police nature in the community.

3. **Mandate:**

- a. Process citizen inquiries and correspondence.
- b. Bring community policing needs to the attention of the detachment commander.
- c. Serve as a medium which facilitates familiarization of RCMP programs and objectives to the aboriginal community.
- d. Provide opportunities for social liaison between the police and aboriginal community.
- e. Provide minutes of each meeting to the local detachment commander via his police liaison person.

4. **Organization:**

- a. Each committee will consist of:
 1. a chairperson,
 2. a police liaison representative, and
 3. a cross section of 5 - 15 people from the community.

Date Modified: 1999-04-30



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10.2. Marine and Port Security

1. [Marine Investigations \(Lloyd's of London\)](#)
 2. [Submarine Sightings](#)
-

1. Marine Investigations (Lloyd's of London)

1.1. For information concerning any marine craft, submit your request to the NCO IC Marine Security Operational Centre (MSOC) through the Groupwise account, MSOC-East.

1.2. MSOC has access to information from Lloyd's of London as well as other data sources such as Transport Canada and Canada Coast Guard in relation to vessels of both Canadian and Foreign origin.

2. Submarine Sightings

2.1. If a submarine sighting is reported, notify Maritime Forces Atlantic (MARLANT) at 902-427-2501, manned 24 hours/day.

Date Modified: 2012-04-11



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Victim's Rights and Services Act

1. [Member](#)

1. Member

1.1. The purpose of the [Victims' Rights and Services Act](#) is to provide rights and services to Victims of Crime.

1.2. Disclosure is to be made to the Criminal Injuries Compensation Board in accordance with the Privacy Act and the Memorandum of Understanding (1983) pertaining to the Release of Information between the Government of Canada and the Government of Nova Scotia.

Date Modified: 2011-02-24



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101.1. Trunked Mobile Radio 2 (TMR2)

1. [General](#)
2. [Regular Talk Groups](#)
3. [Mutual Aid Talk Groups](#)
4. [Law Enforcement Talk Groups](#)
5. [Tactical Talk Groups](#)
6. [Radio Protocol When traveling Within the - Maritime Region \(H,J & L Division\)](#)
7. [Emergency Request to Talk \(ERTT\)](#)
8. [Lost, Stolen or Missing Radios](#)
9. [Maintenance](#)
10. [Training](#)

(For information regarding this policy, contact Cr. Ops. at Irrelevant
Irrelevant)

1. General

- 1.1. English will be the accepted language for TMR2.
- 1.2. Wired, remote microphones should be used whenever practical and be clipped to the uniform near the shoulder area.
- 1.3. Only authorized personnel are to use and possess RCMP trunked mobile radios.
- 1.4 Communications towers are strategically located throughout Nova Scotia to provide maximum coverage advantage.
- 1.5 There are a limited number of voice channels provided for each site which are shared by all agencies.

2. Regular Talk Groups

- 2.1. Users of the TMR2 are to stay on their assigned talk group when they are physically in their assigned patrol area.
- 2.2. When users of the TMR2 travel from one area into another, they will move to the talk group in the area they are geographically located.
- 2.3. Users will advise the OCC of status and location using the Request to Talk (RTT) function on the TMR radio.

2.4. Failure to move to the correct geographical location associated with that talk group will unnecessarily tie up shared resources which could adversely impact all users.

3. Mutual Aid Talk Groups

3.1 Mutual Aid Talk Groups have been created within the Nova Scotia TMR2 network to ensure all responders within the Province of Nova Scotia have the ability to communicate with each other during events / incidents.

3.2. During fires, disasters and other incidents that require a multi-agency response, the OCC will direct or assign members to use a Mutual Aid Talk Group.

3.3. A member may also request the use and assignment of a Mutual Aid Talk Group from the OCC if felt needed or required.

3.4. Once a Mutual Aid Talk Group is assigned, all responding agencies can coordinate the response through their respective OCC, using the same radio talk group.

4. Law Enforcement Talk Groups

4.1 Law Enforcement Talk Groups have been created in the Nova Scotia TMR2 network to facilitate law enforcement interagency radio communication.

4.2 These Talk Groups are used for RCMP to Police Service communications or Joint Operations such as RCMP / DNR, RCMP / DFO, RCMP / Vehicle compliance.

4.3 The assignment will originate or be initiated by the OCC or the personnel responding to an emergency scene or participating in a joint operation.

4.4 User personnel will need to determine whether an encrypted talk group is required.

5. Tactical Talk Groups

5.1 Tactical Talk Groups have been created in the Nova Scotia TMR2 network to assist with and support special operations and projects; including surveillance, check points, searches, arrests, and takedowns. These talk groups alleviate the additional radio traffic / burden from the general day to day Operational Talk Groups.

5.2 For incidents that require special monitoring or other dedicated operations, the OCC will direct or assign member to use a Tactical Talk Group

5.3 A member may also request the use and assignment of a Tactical Talk Group from the OCC if needed or required.

6. Radio Protocol When Traveling Within the Maritime Region (H, J & L Division)

6.1. 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 [OM 16. General](#).

6.2. When members are approaching another divisional border and plan to cross into that division; the member shall contact their own divisional OCC on their working channel and advise the OCC that they are traveling into Division X.

6.2.1. The OCC will assign a travel talk-group for the unit.

6.2.2. The traveling unit will then change their radio to the assigned talk-group and contact the OCC they are traveling towards.

6.2.3. The OCC will then log the member onto CIIDS and assume responsibility of that member while operating in the respective division.

6.2.4. Upon returning to the home division, the member is to advise X Division OCC they are returning to their home Division and be removed from CIIDS. The home OCC will be contacted so the member can resume operations on their assigned home talk-group.

7. Emergency Request to Talk (ERTT)

7.1. The ERTT button on TMR2 is designed for emergency use only. A member depressing the ERTT button is initiating a 10-33 (help me quick) request to the OCC.

7.2. Accidental depressing of the ERTT button should be reported immediately over the radio to the OCC. When reporting, member should response by saying "10-33 Negative".

8. Lost, Stolen or Missing Radios

8.1. Report lost, stolen or missing radios to the unit commander and the OCC immediately, requesting to have the radio inhibited.

8.2. Advise Key Management Facility (KMF) by email at [irrelevant](#)

8.3. For radios lost or stolen, a Security Incident Report ([Form 2159](#)) will be completed as per policy.

8.4. Create an operational file and add the lost / misplaced radio of CPIC as lost property.

8.5. If radio is recovered, advise all of the above.

9. Maintenance

9.1. The Unit Commander will appoint a supervisor to be responsible for the maintenance of the TMR2 equipment.

9.2. The Supervisor will ensure that:

9.2.1. The TMR2 equipment is accounted for at all times by doing a monthly inventory of radios, microphones and batteries.

9.2.2. Any broken or inoperable equipment is reported to the Radio Workshop via a Central Help Desk Ticket and repaired or replaced immediately.

10. Training

10.1. Unit Commanders will ensure all members are trained in the use of TMR2.

10.2. New members, as part of their orientation into the Division, will be required to take the TMR2 Agora course and then make arrangements to attend the next scheduled TMR2 in-class training.

10.3. Every four years, all members will be required to attend an in-class TMR2 training session for retraining purposes.

10.4. Two TMR2 training courses per year will be offered in each District.

10.5. Contact the Training Section at **Irrelevant** for training inquiries.

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[App. 101.1.1. Recording of Radio Communications](#)

[App. 101.1.2. TMR2 Talk Groups](#)

(For information regarding this policy, contact Cr. Ops. at **Public Interest**
Public Interest Immunity - s. 1)

1. General

- 1.1. English will be the accepted language for TMR2.
- 1.2. Wired, remote microphones should be used whenever practical and be clipped to the uniform near the shoulder area.
- 1.3. Only authorized personnel are to use and possess RCMP trunked mobile radios.
- 1.4. Communications towers are strategically located throughout Nova Scotia to provide maximum coverage advantage.
- 1.5. There are a limited number of voice channels provided for each site which are shared by all agencies.

2. Regular Talk Groups

- 2.1. Users of the TMR2 are to stay on their assigned talk group when they are physically in their assigned patrol area.

2.2. When users of the TMR2 travel from one area into another, they will move to the talk group in the area they are geographically located.

2.3. Users will advise the OCC of status and location using the Request to Talk (RTT) function on the TMR radio.

2.4. Failure to move to the correct geographical location associated with that talk group will unnecessarily tie up shared resources which could adversely impact all users.

3. Mutual Aid Talk Groups

3.1. Mutual Aid Talk Groups have been created within the Nova Scotia TMR2 network to ensure all responders within the Province of Nova Scotia have the ability to communicate with each other during events / incidents.

3.2. During fires, disasters and other incidents that require a multi-agency response, the OCC will direct or assign members to use a Mutual Aid Talk Group.

3.3. A member may also request the use and assignment of a Mutual Aid Talk Group from the OCC if felt needed or required.

3.4. Once a Mutual Aid Talk Group is assigned, all responding agencies can coordinate the response through their respective OCC, using the same radio talk group.

4. Law Enforcement Talk Groups

4.1. Law Enforcement Talk Groups have been created in the Nova Scotia TMR2 network to facilitate law enforcement interagency radio communication.

4.2. These Talk Groups are used for RCMP to Police Service communications or Joint Operations such as RCMP / DNR, RCMP / DFO, RCMP / Vehicle compliance.

4.3. The assignment will originate or be initiated by the OCC or the personnel responding to an emergency scene or participating in a joint operation.

4.4. User personnel will need to determine whether an encrypted talk group is required.

5. Tactical Talk Groups

5.1. Tactical Talk Groups have been created in the Nova Scotia TMR2 network to assist with and support special operations and projects; including surveillance, check points, searches, arrests, and takedowns. These talk groups alleviate the additional radio traffic / burden from the general day to day Operational Talk Groups.

5.2. For incidents that require special monitoring or other dedicated operations, contact the OCC by phone or radio to request a Federal Encrypted Talk Group.

5.2.1. For officer safety, Members should log in with the OCC when they are outside the office (e.g. conducting surveillance, searches, or take downs).

5.2.2. Once logged in, members should provide the OCC with a location, details, and end time of activities (e.g. surveillance Fall River until 2300 hrs).

5.2.3. Members can request specific timers for the OCC to conduct status checks or advise that no status checks are required.

5.2.4. Members must log off at the end of their shift.

6. Radio Protocol When Traveling Within the Maritime Region (H, J & L Division)

6.1. 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 [OM 16. General](#).

6.2. When members are approaching another divisional boarder and plan to cross into that division; the member shall contact their own divisional OCC on their working channel and advise the OCC that they are traveling into Division X.

6.2.1. The OCC will assign a travel talk-group for the unit.

6.2.2. The traveling unit will then change their radio to the assigned talk-group and contact the OCC they are traveling towards.

6.2.3. The OCC will then log the member onto CIIDS and assume responsibility of that member while operating in the respective division.

6.2.4. Upon returning to the home division, the member is to advise X Division OCC they are returning to their home Division and be removed from CIIDS. The home OCC will be contacted so the member can resume operations on their assigned home talk-group.

7. Emergency Request to Talk (ERTT)

7.1. The ERTT button on TMR2 is designed for emergency use only. A member depressing the ERTT button is initiating a 10-33 (help me quick) request to the OCC.

7.2. Accidental depressing of the ERTT button should be reported immediately over the radio to the OCC. When reporting, member should response by saying "10-33 Negative".

8. Lost, Stolen or Missing Radios

8.1. Report lost, stolen or missing radios to the unit commander and the OCC immediately, requesting to have the radio inhibited.

8.2. Advise Key Management Facility (KMF) by email at HDIVTMR2KMF.

8.3. For radios lost or stolen, a Security Incident Report ([Form 2159](#)) will be completed as per policy.

8.4. Create an operational file and add the lost / misplaced radio of CPIC as lost property.

8.5. If radio is recovered, advise all of the above.

9. Maintenance

9.1. The Unit Commander will appoint a supervisor to be responsible for the maintenance of the TMR2 equipment.

9.2. The Supervisor will ensure that:

9.2.1. The TMR2 equipment is accounted for at all times by doing a monthly inventory of radios, microphones and batteries.

9.2.2. Any broken or inoperable equipment is reported to the Radio Workshop via a Central Help Desk Ticket and repaired or replaced immediately.

10. Training

10.1. Unit Commanders will ensure all members are trained in the use of TMR2.

10.2. New members, as part of their orientation into the Division, will be required to take the TMR2 Agora course and then make arrangements to attend the next scheduled TMR2 in-class training.

10.3. Every four years, all members will be required to attend an in-class TMR2 training session for retraining purposes.

10.4. Two TMR2 training courses per year will be offered in each District.

10.5. Contact the Training Section at **Irrelevant** for training inquiries.

Date Modified: 2020-06-02



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App. 101-1-1 Recording of Radio Communications

1. [Policy](#)
 2. [General](#)
 3. [Disclosure](#)
 4. [Roles and Responsibilities](#)
-

(For information regarding this policy, contact Cr. Ops. at GroupWise address Hdiv_CrimOps_Reviewers.)

1. Policy

1.1. Following the Supreme Court of Nova Scotia's 2019 decision in R. v. Boyer, the Chief Federal Prosecutor of the Public Prosecution Service of Canada (PPSC) advised H Division RCMP that radio communications recorded during operations regarding an investigation are considered first party disclosure.

2. General

2.1. Transmissions on the Trunk Mobile Radio (TMR2) system are recorded and stored on NICE Loggers located at H Division Headquarters and the H Division Operational Communication Centre (OCC).

2.1.1. Radio transmissions are stored for period of two years, after which, they are purged and are no longer recoverable.

2.1.1.1. Recordings of significance will be extracted and placed on the investigational file.

2.2. Radio transmissions during operations will not be recording, unless there is:

2.2.1. an arrest or takedown,

2.2.2. an evidentiary need, or

2.2.3. an officer safety concern.

2.3. In situations where recorded radio communications are required (refer to [Section 2.2.](#)), a recorded talk group will be utilized (refer to [App. 101.1.2. TMR2 Talk Groups](#)).

2.4. On 2020-04-06, recording was disabled on the Federal talk groups:

2.4.1. FED COMM 1

- 2.4.2. FED COMM 2
- 2.4.3. FED COMM 3
- 2.4.4. FED COMM 4
- 2.4.5. FED COMM 5
- 2.4.6. FED COMM 6
- 2.4.7. FED COMM 7
- 2.4.8. FED COMM 8
- 2.4.9. FED COMM 9
- 2.4.10. FED COMM 10
- 2.4.11. FED SP 01
- 2.4.12. FED SP 02

2.5. On 2020-04-28, recording was disabled on the Provincial talk groups:

- 2.5.1. OPS CB
- 2.5.2. OPS NEN
- 2.5.3. OPS SWN
- 2.5.4. NEN SCEU N
- 2.5.5. NEN SCEU E
- 2.5.6. SWN SCEU S
- 2.5.7. SWN SCEU W

2.6. Refer to [App. 101.1.2 TMR2 Talk Groups](#) for the list of talk groups and their recording programming

3. Disclosure

3.1. Thorough vetting practices must be undertaken to avoid disclosing sensitive information and investigative techniques.

3.2. Notes taken during the investigation shall to be disclosed and will be relied upon for investigative evidence and testimony in court.

3.3. In situations wherein units are conducting joint operations with municipal police agencies, if the municipal police agency talk group is recorded and utilized, then these recordings shall be disclosed.

3.3.1. Within the Halifax Regional Municipality, Halifax District RCMP members are integrated with Halifax Regional Police (HRP). Halifax District and Criminal Investigation Division (CID) members are dispatched by Integrated Emergency Services (IES) which has its own radio

transmission recording system, separate from the H Division OCC. All radio communications are recorded on the IES system and therefore these recordings shall be disclosed.

4. Roles and Responsibilities

4.1. Member

4.1.1. Notify Supervisor immediately if activities related to [Section 2.2](#) occur or are foreseen.

4.1.2. Immediately use or switch to an appropriate talk group when directed by a Supervisor.

4.2. Supervisor

4.2.1. Ensure members are aware of the requirements for radio communications to be recorded (refer to [Section 2.2](#)).

4.2.2. Direct members to use or switch to an appropriate talk group based on the circumstances (refer to [Section 2.2](#)).

4.2.3. Ensure thorough notes are obtained during an investigation.

4.2.4. Request significant recordings from the OCC, and place them on the investigational file.

4.3. OCC

4.3.1. Dispatch radio communications for RCMP members using TMR talk groups.

4.3.2. Extract radio recordings upon request.

References:

[HDIV OM 101.1. Trunked Mobile Radio 2 \(TMR2\)](#)

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App. 101-1-2 TMR2 Talk Groups

(For information regarding this policy, contact Cr. Ops. at GroupWise address Hdiv_CrimOps_Reviewers.)

Zone: HR1

Talkgroup	Encryption	Recording	Notes
HR1 P WEST	Yes	Yes	
HR1 S WEST	Yes	Yes	
HR1 P CNTRAL	Yes	Yes	
HR1 S CNTRAL	Yes	Yes	
HR1 P EAST	Yes	Yes	
HR1 S EAST	Yes	Yes	
HR1 OPS 1	Yes	Yes	
HR1 OPS 2	Yes	Yes	
HR1 OPS 3	Yes	Yes	
HR1 OPS 4	Yes	Yes	
HR1 ERT-HRP	Yes	Yes	
HR1 CID	Yes	Yes	
HR1 SP INV	Yes	Yes	
HR1 TANTALON	Yes	Yes	
HR1 SH/MQ	Yes	Yes	
HR1 CPIC	Yes	Yes	

Zone: HR2

Talkgroup	Encryption	Recording	Notes
HR2 HFX DVR	Yes	Yes	
HR2 HRM 1	No	Yes	
HR2 HRM 2	No	Yes	
HR2 HRM SX1	No	Yes	
HR2 HRM SX2	No	Yes	
HR2 NS MA 1	No	Yes	
HR2 NS MA 2	No	Yes	
HR2 NS MA 3	No	Yes	
HR2 NS MA 4	No	Yes	
HR2 NS MA 5	No	Yes	
HR2 NS MA 6	No	Yes	
HR2 NS MA 7	No	Yes	
HR2 NS MA 8	No	Yes	
HR2 CONV RP 1	No	Yes	
HR2 CONV RP 2	No	Yes	
HR2 HIA	Yes	Yes	

Zone: MUT

Talkgroup	Encryption	Recording	Notes
MUT NS MA 1	No	Yes	
MUT NS MA 2	No	Yes	
MUT NS MA 3	No	Yes	
MUT NS MA 4	No	Yes	
MUT NS MA 5	No	Yes	

MUT NS MA 6	No	Yes	
MUT NS MA 7	No	Yes	
MUT NS MA 8	No	Yes	
MUT COMMON 1	No	Yes	
MUT COMMON 2	No	Yes	
MUT CONV RP 1	No	Yes	
MUT CONV RP 2	No	Yes	
MUT SX ALL 1	No	Yes	
MUT SX ALL 2	No	Yes	
MUT SX ALL 3	No	Yes	
MUT LOCAL 1	Yes	Yes	

Zone: ATL

Talkgroup	Encryption	Recording	Notes
ATL H-ROAM	Yes	Yes	
ATL H-COMM 1	Yes	Yes	
ATL H-COMM 2	Yes	Yes	
ATL H-ERT	Yes	Yes	
ATL J-ROAM	Yes	Yes	
ATL J-COMM 1	Yes	Yes	
ATL J-COMM 2	Yes	Yes	
ATL J-ERT	Yes	Yes	
ATL L-ROAM	Yes	Yes	
ATL L-COMM 1	Yes	Yes	
ATL L-COMM 2	Yes	Yes	
ATL MAR LAW 1	Yes	Yes	
ATL MAR LAW 2	Yes	Yes	

ATL MAR LAW 3	Yes	Yes	
ATL LOCAL 1	Yes	Yes	
ATL LOCAL 2	Yes	Yes	

Zone: SWN

Talkgroup	Encryption	Recording	Notes
SWN HANTS W	Yes	Yes	
SWN KINGS CO	Yes	Yes	
SWN ANAPOLIS	Yes	Yes	
SWN DIGBY CO	Yes	Yes	
SWN YARM CO	Yes	Yes	
SWN SHLBRN C	Yes	Yes	
SWN QUEENS	Yes	Yes	
SWN LUNBRG C	Yes	Yes	
SWN HFX CO	Yes	Yes	
SWN SCEU S	Yes	No	
SWN SCEU W	Yes	No	
SWN LOCAL 1	Yes	Yes	
SWN LOCAL 2	Yes	Yes	
SWN DVRS	Yes	Yes	
LAW DVRS	Yes	Yes	
LAW DVRS	Yes	Yes	

Zone: MPS

Talkgroup	Encryption	Recording	Notes
MPS CBRP-MPD	No	Yes	
MPS KENT PRI	No	Yes	

MPS ANAP PRI	No	Yes	
MPS AMST PRI	No	Yes	
MPS NGLS PRI	No	Yes	
MPS STLR PRI	No	Yes	
MPS WSTV PRI	No	Yes	
MPS TRUR PRI	No	Yes	
MPS MP LIAIS	No	Yes	
MPS BWTR PRI	No	Yes	
MPS LAW 1	No	Yes	
MPS LAW 2	No	Yes	
MPS LAW 3 EN	Yes	Yes	
MPS LAW 4	No	Yes	
MPS LAW 5 EN	Yes	Yes	
MPS LAW 6 EN	Yes	Yes	

Zone: NEN

Talkgroup	Encryption	Recording	Notes
NEN HANTS E	Yes	Yes	
NEN HFX CO	Yes	Yes	
NEN COLCHSTR	Yes	Yes	
NEN CUMBRLND	Yes	Yes	
NEN PICTOU	Yes	Yes	
NEN GUYSBR	Yes	Yes	
NEN ANTGNISH	Yes	Yes	
NEN RICHMOND	Yes	Yes	
NEN ESKASONI	Yes	Yes	
NEN CB CO	Yes	Yes	

NEN INVRNESS	Yes	Yes	
NEN VICTORIA	Yes	Yes	
NEN SCEU N	Yes	Yes	
NEN SCEU E	Yes	Yes	
NEN LOCAL 1	Yes	Yes	
NEN DVRS	Yes	Yes	

Zone: OPS

Talkgroup	Encryption	Recording	Notes
OPS H-ERT	Yes	Yes	
OPS TAC 1	Yes	Yes	
OPS TAC 2	Yes	Yes	
OPS TAC 3	Yes	Yes	
OPS TAC 4	Yes	Yes	
OPS TAC 5	Yes	Yes	
OPS TAC 6	Yes	Yes	
OPS TAC 7	Yes	Yes	
OPS TAC 8	Yes	Yes	
OPS TAC 9	Yes	Yes	
OPS TAC 10	Yes	Yes	
OPS SPI	Yes	Yes	
OPS ITS	Yes	Yes	
OPS CB	Yes	No	
OPS NEN	Yes	No	
OPS SWN	Yes	No	

Zone: VIP

--	--	--	--

Talkgroup	Encryption	Recording	Notes
C VIP SEC	Yes	Yes	
VIP SS 1	Yes	Yes	
VIP SS 2	Yes	Yes	
VIP SS 3	Yes	Yes	
VIP SS 4	Yes	Yes	
VIP MTR 1	Yes	Yes	
VIP MTR 2	Yes	Yes	
VIP MTR 3	Yes	Yes	
VIP MTR 4	Yes	Yes	
VIP BG 1	Yes	Yes	
VIP BG 2	Yes	Yes	
VIP BG 3	Yes	Yes	
VIP BG 4	Yes	Yes	
VIP QRT	Yes	Yes	
VIP LOCAL 1	Yes	Yes	
VIP LOCAL 2	Yes	Yes	

Zone: FED

Talkgroup	Encryption	Recording	Notes
FED WEST	Yes	No	
FED CNTRL	Yes	No	
FED EAST	Yes	No	
FED COMM 1	Yes	No	
FED COMM 2	Yes	No	
FED COMM 3	Yes	No	
FED COMM 4	Yes	No	

FED COMM 5	Yes	No	
FED COMM 6	Yes	No	
FED COMM 7	Yes	No	
FED COMM 8	Yes	No	
FED COMM 9	Yes	No	
FED COMM 10	Yes	No	
FED SP 01	Yes	No	
FED SP 02	Yes	No	
FED LOCAL 2	Yes	Yes	

References:

[HDIV OM 101.1. Trunked Mobile Radio 2 \(TMR2\)](#)

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101.2. TMR Interoperability - Provincial Ferry System

- [General](#)
 - [Member](#)
-

(For information regarding this policy, contact Cr. Ops. at **Irrelevant** **Irrelevant**)

1. General

1.1. The provincial ferry crossings are located at County Harbour, Englishtown, Grand Passage, LaHave, Little Narrows, Petit Passage and Tancook.

2. Member

2.1. To communicate with any provincial ferry, contact the OCC as the ferry talk group is on their console and the OCC will relay information back to you.

2.2. You may be patched directly to the ferry talk group but only in exceptional circumstances.

2.3. You may contact the ferry to obtain their location to facilitate travel when responding to priority calls and request they alter their schedule to accommodate you.

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101.3. Reporting Procedures to Cr. Ops. Branch

1. [General](#)
 2. [Member Responsibilities](#)
 3. [Dismissals, Acquittals, Withdrawals, Stays of Proceedings](#)
 4. [Operational Briefing Notes](#)
 5. [District/Unit Commander as Federal Coordinator Responsibilities](#)
 6. [Criminal Operations Branch Responsibilities](#)
- App. 101-3-1 [Reporting for Criminal Code Offences and Significant Events](#)
App. 101-3-2 [Case Conclusion Report - C-264-B](#)

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and](#) ↓)

1. General

1. 1. The OIC Cr. Ops. Branch has a direct responsibility to monitor investigations as well as to maintain liaison with the Nova Scotia Provincial Department of Justice (DOJ).
1. 2. Unit Commanders are responsible for reporting, through the chain of command, to the Criminal Operations Officer, what they consider to be serious incidents or incidents of interest.
1. 3. Unit Commanders are responsible for ensuring that incidents listed in [App. 101-3-1](#) are immediately reported to Division Headquarters in a timely manner appropriate to the seriousness of the incident.
1. 4. Further to the foregoing, an advance message should be submitted to GroupWise address HDIV_Crimops_Provincial". Refer to [sec. 1.6](#) below.
1. 5. Additional reports, if requested, must be submitted on form [C-237](#) or the Operational Briefing Note.
1. 6. Briefing Notes reports received at Division Headquarters may be forwarded to other provincial or federal government departments, therefore, correspondence should:
 1. 6. 1. be written in a professional manner,
 1. 6. 2. contain only essential information obtained from the investigation,
 1. 6. 3. be brief without omitting essential details, and
 1. 6. 4. not contain unqualified opinions.

2. Member Responsibilities

2. 1. When a member forwards reports outside the RCMP, he/she must comply with AM National Headquarters [III.11.](#)

3. Dismissals, Acquittals, Withdrawals, Stays of Proceedings

3. 1. For dismissals, acquittals, withdrawals, Stays of Proceedings promptly submit a report through a supervisor on PROS form [C-264-B](#). (See [App. 101-3-2](#) as example) to avoid expiration of the limitation of action on the appeal period.

Note: This policy applies only to Criminal Code and federal statute charges where an information has been filed with the court and aligns with reportable offences as per App. 101-4-2.

It does not include consultations with the Crown, plea agreements or charges related to Provincial Statutes.

3.2. Submit form [C-264-B](#) through PROS as per [App. 101-3-2](#) and include the following:

3.2.1. brief details of the offence,

3.2.2. if applicable, the witnesses called and a brief synopsis of their evidence,

3.2.3. the reason for the dismissal, acquittal, withdrawal, or stay of proceeding.

3.2.4. the Crown prosecutors' decision concerning an appeal, and

3.3. Type the Crown prosecutor's name on form [C-264-B](#) in the location of the disposition.

3.4. Whether the victim/complainant, if applicable, was informed of outcome.

4. Operational Briefing Notes

4.1. In preparing a Briefing Note to be submitted to Cr. Ops. Branch, the writer should ensure an NCO approves same. The writer and NCO should not be the same person writing and approving the Briefing Note.

4.1.1. In circumstances where the District/Federal Policing Officer would be the second signature (approving authority), no second signature is required.

4.2. A Unit Commander should, as soon as practicable, forward a Briefing Note to GroupWise address HDIV_Crimops_Provincial and ensure the District Advisory NCO or Federal Coordinator has been engaged with a copy of the applicable message to the Line Officer, District Policing Officer or Federal Policing Officer.

4.3. A Briefing Note is required to Cr. Ops. Branch for:

4.3.1. all incidents referred to in [App. 101-3-1](#) and [OM 46.1.4](#).

4.3.2. serious incidents or incidents of interest.

4.3.3. when the circumstances are unusual, controversial, potentially embarrassing, subject of above average news coverage, or when the RCMP or a member is the subject of the investigation.

4.3.4. or when requested by Division Headquarters.

4.4. A media release should not be sent out until the requirements of [3.3](#), are satisfied.

4.4.1. In some incidents involving items mentioned in [App. 101-3-1](#), or [OM 46.1.4](#), a Briefing Note to the National Operations Center or the NSDOJ will be completed.

4.4.2 Unit Commanders should engage the Communications Unit in all media releases involving items mentioned in [App. 101-3-1](#) or [OM 46.1.4](#). This will help facilitate the process in updating the NSDOJ of the incident if required.

5. District/Unit Commander or Federal Coordinator Responsibilities

5.1. Should ensure members under his/her command are fully aware of the reporting procedures to Cr. Ops. Branch.

5.2. District/Unit Commanders will ensure the applicable District Advisory NCO, Federal Coordinator or Line Officer is engaged in all Briefing Notes that are submitted to Cr. Ops.

5.3. District/Unit Commanders will review the Conclusion of Case Report, [C-264-B](#) for required content, as applicable, provide comments on the disposition and/or recommendations for corrective action on procedures, as necessary report via Briefing Note instances of Case Conclusion Reports of a significant nature to Criminal Operations.

5.4. Federal Coordinators will be responsible for preparing Briefing Notes to the NSDOJ and the Commissioner on matters they are investigating.

6. Criminal Operations Branch Responsibilities

6.1 Cr. Ops. is responsible to review all Briefing Notes received.

6.2 Cr. Ops will prepare Briefing Notes to the NSDOJ and the Commissioner on all provincial investigations when required.

6.3 Briefing Notes to the NSDOJ and the Commissioner will be prepared utilizing templates approved by Ottawa.

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App. 101-3-1 Reporting for Criminal Code Offences and Significant Events

Incident	Briefing Note	Advise
Homicides, attempted homicide, suspicious deaths	X	Major Crime Unit (MCU; District Policing Officer (DPO)
Discharge of firearm by member causing death and/or bodily harm	X	MCU; DPO
Sexual Assaults involving children under 16 years, multiple victims/offenders, parent/guardian relationship, pedophiles, child pornography	X	Form 3364
Child Abduction or Serious Incident of Child Abuse	X	
Death/attempted suicide of person in custody	X	MCU; DPO
Death/injury of member on duty	X	MCU; DPO; Member Employee Assistance Program (MEAP)
Offence/incident against person protected by the RCMP	X	Source Witness Program (SWP)
Threats/frauds against members of Parliament and members of the Legislature	X	National Security Investigation Section (NSIS)
Barricaded Person	X	
Allegations against members for breach of conduct, criminal acts or who are under suspension	X	Internal Services
High profile confrontation between RCMP and public and protests	X	MCU; DPO; Cr. Ops.

Acts or threats of violence against RCMP personnel and/or property	X	Form 3314
Hostage taking, including Hijacking	X	NSIS
Any investigation likely to receive media attention	X	Communications and Media Relations Unit
Counterfeiting	X	Commercial Crime
Significant property damage or property loss	X	
Other CC where Department of Justice's approval required to prosecute	X	
Labour disputes	X	
Fatal Motor Vehicle Collisions When Charges are Anticipated	X	DPO
Bombing	X	EDU
Lost/Missing Persons	X	
Discharge of firearms by member (unless duty related annual shoot, etc.)	X	Form 3414 Form 3358
Emergency Vehicle Operations	X	OIC Traffic Services Form 2088
Drug Seizure (as per OM 6.7.)	X	Federal Policing Officer Form 4063
School incidents involving weapons or threats	X	
Incidents referred in OM 46.1.4.	X	

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App. 101-3-2 Case Conclusion Report - C-264-B

A Conclusion of Case Report, Pros Report [C-264-B](#) is required on all cases as defined in App. 101-3-2.

-In all cases where a C-264-B is required, retrieve C-264-B Conclusion of Case report in the Reports tab list.

-Fill out the details utilizing short narratives following accepted template, save and close.

-Create a task and assign to immediate supervisor with "TL Review C-264-B" in the Task Title.

-Immediate supervisor reviews the form for completeness and quality, and will advise the District/Detachment Commander in instances of Case Conclusion Reports of a significant nature may require a Briefing Note to Criminal Operations.

Reportable Offences for completion of C-264-B:

- Homicides and attempts
- Criminal Negligence Causing Death
- Sexual Assaults involving children under sixteen / multiple victims/ offenders/ persons in position of authority
- Child Pornography
- Aggravated Sexual Assault
- Child abduction/ Serious incident of Child Abuse
- Thefts/ Frauds involving members of government
- Unlawful Confinement
- Impaired Driving Causing Death/ Bodily harm
- Dangerous Operation Causing Death/ Bodily Harm

CONCLUSION OF CASE REPORT		RAPPORT DE FIN D'ENQUETE		DATE 2010-06-11
Division J	Détachement - Detachment Badlands		142 F.4 No. - N° de dossier de la D.O.	
Defendant - Défendeur Joe PUSHBACK		142 F.4 No. - N° de dossier de la D.O.		
Address - Adresse 199 Cul-De-Sac Rd, Bushland		142 F.4 No. - N° de dossier du del 201122222		
Birthdate - Date de nais. 1980-01-01	Birthplace - Lieu de naissance Bushland	PCN - R.C.P.	142 - N° P.P.S.	
Is Defendant a Canadian Citizen? / L'intéressé est-il citoyen canadien?		<input checked="" type="radio"/> Yes / Oui	<input checked="" type="radio"/> No / Non	Show Date of Entry / Indiquer la date d'entrée
Offence, Section, Act - Crime, article et loi Break & Enter Sec. 348 (1) (b) CC		<input checked="" type="checkbox"/> Photographed / Photographé		
		<input checked="" type="checkbox"/> Fingerprinted & forwarded to "C" Div. / Empre. dig. prises & transmises à la div. "C"		
Place of Offence - Lieu du delit Downtown, NB				Date 2010-01-11
Place - Lieu du delit Downtown	Court - Tribunal Provincial Court Downtown	Jury Method - Mode de procès Judge alone		
Final Place - Lieu du procès Downtown		Officer on Case by - Détenu(e) par Cst LaForce	Date 2010-05-20	
Disposition of Charge - Règlement de l'accusation Accused was acquitted - Crown Prosecutor Mr SMART				Date 2010-06-07
REMARKS - REMARQUES				
<p>Brief details of Offence: When, where and what happened. Actions taken by investigators in relation to the offence that are pertinent to the findings. For instance Accused was interviewed for X amount of hours and confessed.</p> <p>Witnesses evidence: What was the testimony of key witnesses including members involved ?? Was the testimony inconsistent with evidence gathered originally ?? Evidence contrary to what was found originally and/or possible perjury ?? Inability of member/witness to recall specific events ?? No notes or notes not taken in a timely manner by the member ??</p> <p>Reason for findings : Did the Judge found reasonable doubt, why ?? Was there insufficient evidence according to the Crown so refusal to proceed ensued and if so what was missing ?? Was it as a result of a plea bargain by the Crown if so did investigator agree or not ?? Was there undue delay in submitting the matter to the Crown and/or undue delay on the Crown's part to review the matter ??</p> <p>Appeal in applicable cases: Is an appeal being considered by the Crown ??</p> <p>Victim/Complainant: Was the complainant advise of the outcome and/or explained the underlying reasons for the findings either by the Court or the Crown, when and by who ??</p> <p>Comments of supervisor: Any corrective measures taken to prevent future re-occurrence for example; court documents submission process was amended, a presentation was given to members on search powers, a meeting with the Crown was held to agree on requirements etc.</p>				
C.C.		Other - Autre		Report Completed by - Rempli par
<input type="checkbox"/> Cbr	<input type="checkbox"/> S-Div	<input type="checkbox"/> H2		
<input type="checkbox"/> S-Div				

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101.4. Division Bulletin for Officer Safety, Intelligence or Crime Bulletins

1. [General](#)
2. [Member](#)
3. [Detachment/Unit Commander](#)
4. [Risk Manager](#)

[App. 101-4-1](#) Bulletin Submission Guidelines

[App. 101-4-2](#) Bulletin Template

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and common law](#).)

1. General

1.1. The new bulletin service delivery model for NS law enforcement came into effect on January 1, 2013; as of December 31, 2012, CISNS no longer provides bulletin services.

1.2. Each agency in the province is responsible for the preparation and dissemination of its own bulletins and for the dissemination of bulletins from other law enforcement agencies.

2. Member

2.1. Draft a bulletin as per Bulletin Submission Guidelines, see [App. 101-4-1](#).

2.1.1. Use the bulletin template, see [App. 101-4-2](#).

2.1.1. Halifax District members may use either the RCMP or the Halifax Regional Police Service (HRPS) bulletin template.

2.1.2. If outside dissemination to other agencies or divisions is applicable, indicate on the submission.

2.2. The draft bulletin must be approved by the District/ Detachment Commander (or delegated supervisor) before being forwarded.

3. Detachment Commander

3.1. Review all bulletin submissions for accuracy and appropriateness of dissemination.

3.2. Once approved, the bulletin is forwarded to [Public Interest Immunity - s. 37](#) and will be reviewed, then disseminated by the Risk Manager through RCMP internal e-mail systems.

4. Risk Manager

- 4.1. Review all bulletin submissions for accuracy and appropriateness of dissemination.
- 4.2. If appropriate, disseminate through RCMP internal e-mail systems, including a copy to the Intellex Unit.
- 4.3. If the bulletin was generated within Halifax District (Versadex RMS), include the HRPS iCrops Analysts in the dissemination list for uploading to ACIIS.

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App. 101-4-1 Bulletin Submission Guidelines

1. [General](#)
 2. [Required Information](#)
 3. [Dissemination](#)
 4. [Responsibilities](#)
-

(For information regarding this policy, contact GroupWise address Hdiv_CrimOps_Reviewers)

1. General

- 1.1. Bulletins must have a clear purpose and there must be value in sending them province wide.
- 1.2. Bulletins must relate to:
 - 1.2.1. Organized Crime,
 - 1.2.2. Serious Crime, or
 - 1.2.3. Public/Police Safety.
- 1.3. Bulletins are intended to:
 - 1.3.1. Provide general intelligence (Intelligence Bulletin);
 - 1.3.2. Describe a particular crime trend or pattern (Crime Bulletin);
 - 1.3.3. Assist to identify suspects in a major crime (Crime Bulletin); or
 - 1.3.4. Provide information to enhance CPIC broadcasts relating to public and police safety (Public/Police Safety Bulletin).
- 1.4. Subjects of interest must be added to CPIC in the Special Interest Police (SIP) category prior to police/ public safety bulletins being shared internally, unless exigent circumstances exist.
- 1.5. Bulletins will not routinely be circulated regarding minor thefts (i.e. theft under \$5,000). This includes gas and dashes, thefts from liquor stores, or other shoplifting offences. This type of crime and other localized issues are best shared at District Intelligence Meetings or on CPIC, unless a photograph is being shared for identification purposes.

1.6. Bulletins classified above Protected "A" will not be circulated, due to Departmental Security requirements for encryption (refer to [Security Manual - ch.4.2. Security Responsibilities for RCMP Personnel](#)).

2. Required Information

2.1. The following information is required for each bulletin. Insufficient information will delay the dissemination process or result in the bulletin not being disseminated.

2.1.1. Records Management System (RMS) file number. The number(s) will be referenced on the bulletin and cross-referenced when the bulletin is uploaded to ACIIS. Please indicate either PROS or Versadex environment.

2.1.2. Details on the subject of the bulletin (e.g. Date of incident, physical descriptions, current address, license plate number, etc.)

2.1.3. Unique characteristics of subjects, items or incidents.

2.1.4. Good quality photos. JPEG format is preferred. There must be a reasonable chance of identifying the subject(s).

2.1.5. Investigator's contact information (e.g. Name, phone number, and detachment/unit/section).

3. Dissemination

3.1. Time sensitive Public /Police Safety alerts will be disseminated using the current process through CPIC broadcasts. Additional information enhancing the CPIC broadcasts can follow the broadcasts via the Division Bulletin process, unless exigent circumstances exist.

3.2. Unless otherwise requested, all bulletins will be sent province wide via email to all RCMP and a copy will be sent to Intellex for upload to ACIIS.

3.3. You must indicate if your bulletin requires dissemination to law enforcement agencies in any province other than Nova Scotia.

4. Responsibilities

4.1. Investigator

4.1.1. Ensure that bulletins contain accurate information and are appropriate for dissemination.

4.1.2. Ensure that bulletins contain the [required information](#).

4.1.3. Submit bulletins to the Detachment Commander for review.

4.2. Detachment Commander

4.2.1. Review all bulletin submissions for accuracy and appropriateness of dissemination.

4.2.2. Verify bulletins meet submission criteria and contain the [required information](#).

4.2.3. For any public/police safety information that is time sensitive or urgent, the Detachment Commander or Delegate determines if a public/police safety notice is warranted through CPIC

messaging/broadcast by placing the Subject in the SIP category before dissemination to the Risk Manager.

4.2.2. Approve bulletins by forwarding to "**HDiv_OCC_RiskManagers**" for final review.

4.2.2.1. Bulletin submissions must include the approving member's name, rank, and position

4.2. **Risk Manager**

4.2.1. Review all bulletin submissions for accuracy and appropriateness of dissemination.

4.2.2. Resolve any concerns with the investigator before the final dissemination.

4.2.3. For any public/police safety information that is time sensitive, the Risk Manager will determine if a public/police safety notice is warranted through CPIC, and if exigent circumstances exist to warrant immediate dissemination.

4.2.4. After normal business hours if a public/police safety notice is warranted and has not been added onto CPIC, the subject will be added to CPIC in the SIP category by the OCC before the final dissemination by the Risk Manager.

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App. 101-4-2 Officer Safety/Intelligence/Crime Bulletin

	RCMP 'H' Division		
	Officer Safety / Intelligence / Crime Bulletin		
Date:	File #:		
Subject:			
Contact:			

Bulletin Details:

Instructions

- *Select the type of bulletin from the list above by deleting the other two options (choose Officer Safety, Intelligence or Crime Bulletin)*
- *Fill in the date and any associated file numbers in the spaces provided. Indicate PROS or Versadex.*
- *Provide contact information for the person or people who should be contacted with questions or information about your bulletin. Include the detachment or unit issuing the bulletin.*
- *Identify the the intended broadcast area/ dissemination list.*

(i.e. Province wide-all police, Atlantic Region wide, or a specific Province/Division)

- *Delete these instructions and provide the details of your bulletin in this free space.*
- *Provide name, rank and position of approving member.*
- *Insert photos if possible.*
- *Convert file to Adobe/PDF if possible before forwarding.*

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101.6. Mobile Radio Network

1. [General](#)
2. [Telephone / Radio Patching](#)

(For information regarding this policy, contact Cr. Ops. at [Public Interest Immunity s. 37 of CEA and](#) [Public Interest Immunity - s. 37 of CEA and](#).)

1. General

- 1.1. The RCMP Mobile Radio System provides communications between mobiles, portables, base stations and a central 24-hour comcentre operator in the Operational Communications Centre (OCC).
- 1.2. The OCC provides support for the operational personnel while on patrol.
- 1.3. Members on Patrol who do not have access to a mobile workstation will then direct all CPIC queries, 10-28's, 10-29's, requests for ambulance, fire, or other operational support, etc., as well as status reports, i.e. 10-7's and 10-8's through the OCC.
- 1.4. Members in the office are to use the RCMP Network Computers to do all their own queries, etc.
- 1.5. Nova Scotia Government Trunked Mobile Radio System is referred to as TMR2.
- 1.6. Currently, TMR2 is providing a service to other Federal, Provincial and Municipal agencies on separate talk groups.

2. Telephone / Radio Patching

- 2.1. The OCC has the capability to "patch" (10-61's) talk groups to other agencies that are using TMR or to external telephone calls.
- 2.2. This feature is to be RESTRICTED to high priority operational matters ONLY.
- 2.3. Whenever this type of communication is used, transmissions must be kept concise, to the point and plain language used.

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101.7. Non-Conviction Reporting

1. [Policy](#)
2. [General](#)
3. [Roles and Responsibilities](#)

(For information regarding this policy, contact at [Public Interest Immunity - s. 37 of CEA and](#))

1. Policy

1.1. The purpose of this policy is to establish a process for reporting incidents of non-conviction related to [section 11\(b\)](#) of the *Charter of Rights and Freedoms*.

1.2. The non-conviction reporting process will only apply to Criminal Code and Federal statute charges where a charge is, or will be, laid.

1.2.1. This process will not apply to provincial statutes unless the provincial statute charge has a significant impact on policing or public interest.

1.2.2. This process will replace the requirement for submitting a Briefing Note on a non-conviction reportable matter.

2. General

2.1. Non-Conviction Report ([Form HD6143](#)) must be completed to report all files that are subject to:

- 2.1.1. court dismissals,
- 2.1.2. acquittals,
- 2.1.3. stay of proceedings, or
- 2.1.4. Crown Attorney's refusal to prosecute.

3. Roles and Responsibilities

3.1. Member

3.1.1. On [Form HD6143](#), complete the fields in the 'Police Information, Offence Information', and 'Court Information' sections.

3.1.1.1. The 'Remarks' field in the Court Information section should include:

- 3.1.1.1.1. the reasons for non-conviction,
- 3.1.1.1.2. a brief synopsis of the witness evidence, and
- 3.1.1.1.3. the Crown Attorney's decision on an appeal.
- 3.1.2. Submit Form HD6143 to your supervisor by email.

3.2. **Supervisor**

- 3.2.1. Review Form HD6143.
- 3.2.2. Complete the fields in the '*Responsible Supervisor*' section.
- 3.2.3. Submit Form HD6143 to the Unit Commander by email.

3.3. **Unit Commander**

- 3.3.1. Review Form HD6143.
- 3.3.2. Complete the fields in the '*Acknowledged by*' section.
- 3.3.3. Submit completed Form HD6143 to Criminal Operations by using the 'Submit' button at the bottom of the form.
- 3.3.3. Update the DANCO, District Policing Officer, and Line Officer with details of the report (if required).
- 3.3.4. Ensure completed Form HD6143 is added to the electronic file.

References:

[HDIV OM 101.5. R. v. Jordan Section 11\(b\) Charter - Delay](#)

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103.1. Early Case Consultation

1. [Policy](#)
2. [Definitions](#)
3. [General](#)
4. [Procedure](#)

[App. 103-1-1 Chief Crown Attorney Contact List](#)

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and common law](#))

1. Policy

1.1. The purpose of this policy is to provide guidance to members on the Early Case Consultation procedure.

1.1.1. The Early Case Consultation procedure is intended for sensitive or high profile incidents encountered by Detachment, General Investigation Section (GIS), Major Crime Unit (MCU), Street Crime Enforcement Unit (SCEU) and Traffic Services members. Specialized units such as Commercial Crime Services (CCS), Internet Child Exploitation (ICE), and Provincial Proceeds of Crime (PPOC) are to use their own established procedures for consulting with Special Prosecutions.

2. Definitions

2.1. The Nova Scotia Public Prosecution Service (**PPS**) prosecutes charges laid under the Criminal Code and matters under Provincial Acts.

2.2. Early Case Consultation (**ECC**) is a procedure for providing early notice to PPS of sensitive or high profile investigations.

2.3. Chief Crown Attorneys (**CCA**) oversee the Crown Attorneys for a designated geographic area (refer to [App. 103.1.1](#)).

3. General

3.1. Early notification of sensitive or high profile investigations enables improved timeliness for PPS response, and identification of the Crown Attorney (and level) that will be required to assist.

3.2. ECC assists investigators in ensuring the most appropriate charges and court packages are put before the Court, leading to an increase in successful prosecutions.

3.3. ECC improves accountability by documenting consultation between police and PPS.

4. Procedure

4.1. ECC is only to be used for sensitive or high profile incidents involving:

4.1.1. a suspicious death or imminent suspicious death,

4.1.2. unusual media attention,

4.1.3. human trafficking,

4.1.4. Indigenous rights,

4.1.5. a requirement for special prosecutions,

4.1.6. multiple victims or accused,

4.1.7. novel Charter issues (Charter issues not previously raised in Nova Scotia or Canada),

4.1.8. public figures,

4.1.9. sexual assault involving aggravating factors including but not limited to:

4.1.9.1. incidents of torture,

4.1.9.2. serious injury, or

4.1.9.3. multiple offenses occurring in conjunction with the sexual assault.

4.1.10. undercover techniques, or

4.1.11. traffic fatalities resulting from a criminal offense

4.2. When a sensitive or high profile incident is identified, contact the Chief Crown Attorney (CCA) for the area of jurisdiction at the earliest opportunity (refer to [App. 103.1.1](#)).

4.3. Consultation with the CCA may include (but is not limited to):

4.3.1. initial notification of the incident,

4.3.2. identification of the Crown Attorney to be assigned carriage of the file,

4.3.3. advice on relevant/applicable charges,

4.3.4. notification of arrest,

4.3.5. notification of information being sworn,

4.3.6. custody status, or

4.3.7. next court appearance.

4.4. Following the consultation, complete [Form HD6149](#) and submit by email to the CCA at the earliest opportunity.

4.4.1. Form HD6149 contains privileged information and is not to be disclosed.

4.4.2. The timing of Form HD6149 submission is situational and depends on the nature of the file (e.g. homicide vs complex fraud) and the potential custody status of the accused (know/unknown, pending arrest, or in custody).

4.4.3. Submission of Form 6149 may be used to initiate the PPS internal document 'Case Bulletin'.

4.5. Should a more detailed Crown opinion be required, a written request with relevant supporting material and Line Officer approval will be submitted to PPS.

4.6. Once Form HD6149 is submitted, a printed copy should be added to the operational file, and be clearly marked "**Privileged – Not for Disclosure**".

4.7. Should charges be laid, Form HD6149 will accompany the Crown package, recognizing that the form is not disclosable and retains solicitor client privilege.

4.8. Police retain the discretion to lay charges.

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App. 103-1-1 Chief Crown Attorney Contact List

Area	Name	Phone	Email
Cape Breton	Kathy Pentz	Public Interest Immunity - s. 37 of CEA and common law	Public Interest Immunity - s. 37 of CEA and common law
Central	Allen Murray	Public Interest Immunity - s. 37 of CEA and common law	Public Interest Immunity - s. 37 of CEA and common law
Halifax	Paul Carver	Public Interest Immunity - s. 37 of CEA and common law	Public Interest Immunity - s. 37 of CEA and common law
Western	Ingrid Brodie	Public Interest Immunity - s. 37 of CEA and common law	Public Interest Immunity - s. 37 of CEA and common law

If the Chief Crown Attorney for the jurisdiction area is not available, the alternate contact is:

Name	Phone	Email
Denise Smith – Director of PPS	Public Interest Immunity - s. 37 of CEA and common law	Public Interest Immunity - s. 37 of CEA and common law

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104.1. CrOps to CrOps Requests

1. [General](#)
2. [Sending Requests](#)
3. [Urgent Requests](#)
4. [Receiving Requests](#)

[App. 104-1-1 Completion Instructions for Form 6505](#)

(For information regarding this policy, contact irrelevant)

1. General

1.1. The purpose of this policy is to provide guidance to members on the process of CrOps to CrOps (C to C) requests.

1.2. C to C requests are initiated when Division CrOps seeks operational assistance and/or resources from another Division.

1.2.1. The division requesting assistance and/or resources is responsible for initiating the C to C request and submitting [Form 6505](#) to the other division.

1.3. C to C requests will be submitted and approved through [Form 6505](#).

1.3.1. If information on Form 6505 is deemed to be sensitive, the proper transmission method must be used (e.g. Protected "B" documents must be encrypted before sent through RCMP electronic mail systems). Refer to [DSB: Classified or Protected sensitive information and assets](#).

1.3.1.1. Encrypted documents sent to "H" Division CrOps Support Unit are to be sent to the secure email account: [HDiv_CrimOps_Reviewers_Secure](#).

2. Sending Requests

2.1. When the need for operational assistance and/or resources from another division has been identified, the investigator will initiate a C to C request through [Form 6505](#).

2.2. The investigator will complete Form 6505 (as per [App. 104-1-1 Completion Instructions for Form 6505](#)), then send the electronic form through the chain of communication for review and approval:

2.2.1. Supervisor;

2.2.2. NCO i/c of the unit;

2.2.3. District Policing Officer (for Provincial operations), or Federal Policing Operations and Intelligence Officer (for Federal operations); then

2.2.4. H Division CrOps Support Unit (Irrelevant [REDACTED] or Irrelevant [REDACTED]).

2.3. The CrOps Support Unit will review, complete, and track Form 6505 (as per [App. 104-1-1 Completion Instructions for Form 6505](#)).

2.4. The CrOps Support Unit will have the Provincial or Federal CrOps Officer recommend Form 6505 (as per [App. 104-1-1 Completion Instructions for Form 6505](#)), then send it electronically to the Criminal Operations section in the receiving division.

2.5. When Form 6505 is approved and returned by the receiving division, the CrOps Support Unit will:

2.5.1. send a copy of Form 6505 to all individuals involved or impacted in the C to C request,

2.5.2. classify and file a copy of Form 6505 in an approved record/document management system for the appropriate period of retention (as per [IMM 2.1. Administrative Information Resources](#)), and

2.5.3. Send the original Form 6505 back to the originating unit.

3. Urgent Requests

3.1. If there is an urgent C to C request after hours, the standard chain of communication should be used to obtain verbal approval:

3.1.1. Investigator;

3.1.2. Supervisor;

3.1.3. NCO i/c of Unit;

3.1.4. District Policing Officer (Provincial Operation) or Federal Policing Operations and Intelligence Officer (Federal Operation);

3.1.5. CrOps Support Unit may be bypassed for verbal approval, but are to be notified via email with Form 6505 by the next business day, or as soon as practicable for tracking and follow up;

3.1.6. Provincial or Federal CrOps Officer.

3.2. Verbal requests and approvals from the receiving division can be sought by the Provincial or Federal CrOps Officer.

4. Receiving Requests

4.1. If a member receives a request for assistance directly from another division, the member should:

4.1.1 notify the CrOps Support Unit, and

4.1.2. have the requesting division submit a C to C request (Form 6505) to the CrOps Support Unit.

4.2. When a C to C request (Form 6505) for assistance and/or resources is received from another division, the CrOps Support Unit will:

4.2.1. provide tracking to the C to C request (as per Sec. 2.2. – [App. 104-1-1 Completion Instructions for Form 6505](#));

4.2.2. consult the applicable unit and/or specific members to ascertain capacity to assist;

4.2.2.1 when exigent circumstance exist, may initially contact the Provincial or Federal CrOps Officer for input;

4.2.3. when the request is for a prolonged period of time, rather than a one time specified assist, ensure a caveat is placed in the C to C request stating that "H" Division retains the authority to manage their resources and assign priorities.

4.2.4. seek input from Federal Policing Operations and Intelligence Officer (for Federal operations), or District Policing Officers and/or OIC of the specific business lines being impacted or requested (for Provincial operations);

4.2.5. once capacity to assist is determined, obtain authorization/approval from the Provincial or Federal CrOps Officer for the C to C request;

4.2.6. once C to C request is authorized/approved, scan the signed Form 6505 and send it electronically back to the originator and to all individuals involved or impacted in the C to C request;

4.3. When a C to C request is received for notification of out-of-division members traveling through or working in "H" Division, send a copy of Form 6505 to any Officers that oversee impacted areas and/or applicable business lines.

4.3.1. if the C to C contains sensitive or investigative information, do not send Form 6505. Instead, send a redacted email message with the relevant details and the time frame of the out-of-division members working in the area.

4.3.2. if the C to C request is for a broad time frame for general investigation purposes, rather than an investigation of a specific incident, ensure that appropriate caveats are placed in the response to the C to C request, such as establishing reporting requirements to an "H" Division liaison.

4.4. if the C to C request is for information being sought on behalf of a foreign entity, confirm that Foreign Information Risk Advisory Committee (FIRAC) has been considered by the requesting Division before forwarding the requested information.

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104.1. CrOps to CrOps Requests

1. [General](#)
2. [Sending Requests](#)
3. [Urgent Requests](#)
4. [Receiving Requests](#)

[App. 104-1-1 Completion Instructions for Form 6505](#)

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and common law](#).)

1. General

1.1. The purpose of this policy is to provide guidance to members on the process of CrOps to CrOps (C to C) requests.

1.2. C to C requests are initiated when Division CrOps seeks operational assistance and/or resources from another Division.

1.2.1. The division requesting assistance and/or resources is responsible for initiating the C to C request and submitting [Form 6505](#) to the other division.

1.3. C to C requests will be submitted and approved through [Form 6505](#).

1.3.1. If information on Form 6505 is deemed to be sensitive, the proper transmission method must be used (e.g. Protected "B" documents must be encrypted before sent through RCMP electronic mail systems). Refer to [DSB: Classified or Protected sensitive information and assets](#).

1.3.1.1. Encrypted documents sent to "H" Division CrOps Support Unit are to be sent to the secure email account: [HDiv CrimOps Reviewers Secure](#).

2. Sending Requests

2.1. When the need for operational assistance and/or resources from another division has been identified, the investigator will initiate a C to C request through [Form 6505](#).

2.2. The investigator will complete Form 6505 (as per [App. 104-1-1 Completion Instructions for Form 6505](#)), then send the electronic form through the chain of communication for review and approval:

2.2.1. Supervisor;

2.2.2. NCO i/c of the unit;

2.2.3. District Policing Officer (for Provincial operations), or Federal Policing Operations and Intelligence Officer (for Federal operations); then

2.2.4. H Division CrOps Support Unit ([HDIV CrimOps Reviewers](#) or [HDiv CrimOps Reviewers Secure](#)).

2.3. The CrOps Support Unit will review, complete, and track Form 6505 (as per [App. 104-1-1 Completion Instructions for Form 6505](#)).

2.4. The CrOps Support Unit will have the Provincial or Federal CrOps Officer recommend Form 6505 (as per [App. 104-1-1 Completion Instructions for Form 6505](#)), then send it electronically to the Criminal Operations section in the receiving division.

2.5. When Form 6505 is approved and returned by the receiving division, the CrOps Support Unit will:

2.5.1. Send an electronic copy of the completed Form 6505 to all individuals involved or impacted in the C to C request. Individuals shall manage the electronic copy as a transitory record, the information resource of business value (IRBV) will be maintained by the originating unit.

2.5.2. Send the original Form 6505 back to the originating unit.

2.6. When the original Form 6505 is received, the originating unit will:

2.6.1. If associated with an operational file: upload Form 6505 to the PROS electronic occurrence (if applicable), add the original Form 6505 to the associated hard copy operational file, and retain for the appropriate retention period.

2.6.2. If not associated with an operational file: classify and maintain Form 6505 in an approved record/document management system or on a hard copy administrative file for the appropriate retention period (as per [IMM 2.1. Administrative Information Resources](#)).

3. Urgent Requests

3.1. If there is an urgent C to C request after hours, the standard chain of communication should be used to obtain verbal approval:

3.1.1. Investigator;

3.1.2. Supervisor;

3.1.3. NCO i/c of Unit;

3.1.4. District Policing Officer (Provincial Operation) or Federal Policing Operations and Intelligence Officer (Federal Operation);

3.1.5. CrOps Support Unit may be bypassed for verbal approval, but are to be notified via email with Form 6505 by the next business day, or as soon as practicable for tracking and follow up;

3.1.6. Provincial or Federal CrOps Officer.

3.2. Verbal requests and approvals from the receiving division can be sought by the Provincial or Federal CrOps Officer.

4. Receiving Requests

4.1. If a member receives a request for assistance directly from another division, the member should:

4.1.1 notify the CrOps Support Unit, and

4.1.2. have the requesting division submit a C to C request (Form 6505) to the CrOps Support Unit.

4.2. When a C to C request (Form 6505) for assistance and/or resources is received from another division, the CrOps Support Unit will:

4.2.1. provide tracking to the C to C request (as per Sec. 2.2. – [App. 104-1-1 Completion Instructions for Form 6505](#));

4.2.2. consult the applicable unit and/or specific members to ascertain capacity to assist;

4.2.2.1 when exigent circumstance exist, may initially contact the Provincial or Federal CrOps Officer for input;

4.2.3. when the request is for a prolonged period of time, rather than a one time specified assist, ensure a caveat is placed in the C to C request stating that "H" Division retains the authority to manage their resources and assign priorities.

4.2.4. seek input from Federal Policing Operations and Intelligence Officer (for Federal operations), or District Policing Officers and/or OIC of the specific business lines being impacted or requested (for Provincial operations);

4.2.5. once capacity to assist is determined, obtain authorization/approval from the Provincial or Federal CrOps Officer for the C to C request;

4.2.6. once C to C request is authorized/approved, scan the signed Form 6505 and send it electronically back to the originator and to all individuals involved or impacted in the C to C request;

4.3. When a C to C request is received for notification of out-of-division members traveling through or working in "H" Division, send a copy of Form 6505 to any Officers that oversee impacted areas and/or applicable business lines.

4.3.1. if the C to C contains sensitive or investigative information, do not send Form 6505. Instead, send a redacted email message with the relevant details and the time frame of the out-of-division members working in the area.

4.3.2. if the C to C request is for a broad time frame for general investigation purposes, rather than an investigation of a specific incident, ensure that appropriate caveats are placed in the response to the C to C request, such as establishing reporting requirements to an "H" Division liaison.

4.4. if the C to C request is for information being sought on behalf of a foreign entity, confirm that Foreign Information Risk Advisory Committee (FIRAC) has been considered by the requesting Division before forwarding the requested information.

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App. 104.1.1. Completion Instructions for Form 6505

1. [Investigator](#)
 2. [CrOps Support Unit](#)
 3. [Provincial or Federal CrOps Officer](#)
-

(For information regarding this policy, contact GroupWise address HDiv_CrimOps_Reviewers.)

1. Investigator

1.1. The investigator will complete the fields on [Form 6505](#):

1.1.1. **Reason for Request,**

1.1.2. **Priority,**

1.1.3. **Cost Centre,**

1.1.4. **Requesting Unit's File Number,**

1.1.5. **Details (provide brief background of request),**

1.1.5.1. Provide a brief description of the file project name, tier level, type of investigation (OMG, CDSA, Criminal Code, etc.), and a brief background for the specific request.

1.1.6. **Specific Request (provide the exact nature of the action required),**

1.1.6.1. Provide details:

1.1.6.1.1. what specific assistance you are looking for;

1.1.6.1.2. who you are looking to assist you;

1.1.6.1.2.1. which division are you seeking assistance from, and

1.1.6.1.2.2. if the operation is Provincial or Federal.

1.1.6.1.3. time period for the assistance;

1.1.6.1.4. cost centre for the assistance;

1.1.6.1.5. if a pre-assessment has been done to ascertain if the receiving division has capacity to assist, list the contact name and position that has been liaised with;

1.1.6.1.6. List the appropriate H Division investigator contacts and their contact information.

2. CrOps Support Unit

2.1. Upon receiving Form 6505 from the District Policing Officer, or the Federal Policing Operations and Intelligence Officer, the CrOps Support Unit will complete the fields:

2.1.1. Requestor,

2.1.1.1. Provincial CrOps Officer for Provincial Operations, or

2.1.1.2. Federal CrOps Officer for Federal Operations.

2.1.2. Receiver,

2.1.2.1. Receiver will be the Federal or Provincial CrOps Officer of the receiving division.

2.2. The CrOps Support Unit will provide tracking to the C to C request:

2.2.1. add the request to the tracking ledger,

2.2.2. assign a tracking number to the request, and

2.2.3. ensure that the tracking number is identified on the form.

2.3. The CrOps Support Unit will print Form 6505, complete the **Actioned by** fields, and sign the form.

3. Provincial or Federal CrOps Officer

3.1. Upon receiving Form 6505 from the CrOps Support Unit, the Provincial or Federal CrOps Officer will:

3.1.1. review Form 6505,

3.1.2. complete and sign the **Recommended by** fields, then

3.1.3. return the signed form to the CrOps Support Unit.

3.1.4. **Do not** complete and sign the Approved by fields. These will be completed and signed by the receiving Division.

References:

[HDIV OM 104.1. CrOps to CrOps Requests](#)

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16.12. Operational Response

1. [Operational Readiness](#)
 2. [Operational Availability](#)
 3. [Operational Availability - Support Units](#)
 4. [Commanding Officer/Delegate](#)
 5. [Unit Commander](#)
 6. [Member](#)
 7. [CDRA](#)
 8. [Request for Exemption](#)
-

(For information regarding this policy, contact Irrelevant)

1. Operational Readiness

1.1. Two off duty members will be designated on Operational Readiness (OR) at every detachment, when there are no members on duty.

1.1.1. One member on OR will be the first on call member for any after hour calls for service.

1.1.2. When there is only one member on duty, a second member will be designated as being on OR.

1.1.3. This member will only be contacted by the on duty member, when the on duty member determines that a call for service requires a two member response.

1.2. Members designated on OR will be compensated as per [AM II.4.I.8.](#)

1.3. Members designated on OR will be within a 40 km radius of their designated work-site.

1.3.1. Work-site means the physical location (civic address) of the District/Detachment office you work from as identified by your position number.

2. Operational Availability

2.1. Members designated on Operational Availability (OA) will be compensated as per [AM II.4.I.8.](#)

3. Operational Availability - Support Units

3.1. The Operational Availability support units are as follows:

- 3.1.1. Emergency Response Team
- 3.1.2. Incident Commanders
- 3.1.3. Forensic Identification Services
- 3.1.4. Police Dog Services
- 3.1.5. Major Crime Units
- 3.1.6. Traffic Services (Analyst)

4. **Commanding Officer/Delegate**

- 4.1. The Commanding Officer/delegate has the authority to place members on OR.
- 4.2. The Commanding Officer/delegate will ensure all members are familiar with national/divisional policies relating to health and safety and issue unit supplements as required.
- 4.3. The Commanding Officer has delegated approval authority for OR and OA duty designation to:
 - 4.3.1. OIC Cr. Ops.
 - 4.3.2. OIC Contract Policing
 - 4.3.3. OIC Federal Policing
 - 4.3.4. OIC Support Services
 - 4.3.5. OIC Human Resources - Atlantic Region
 - 4.3.6. District Policing Officer - Halifax
 - 4.3.7. District Policing Officer - Southwest Nova
 - 4.3.8. District Policing Officer - Northeast Nova

5. **Unit Commanders**

- 5.1. The Unit Commander is responsible for and to ensure:
 - 5.1.1. all members of the unit are aware of the roles and responsibilities of OR,
 - 5.1.2. that the unit shift schedules are kept current and reflect which members are scheduled to be on OR,
 - 5.1.3. a copy of the shift schedule is supplied to the OCC or in Halifax District, Integrated Emergency Service (IES),
 - 5.1.4. form [2285](#) is completed and identifies the requirements of the unit operational response as it relates to members OR.

6. **Members**

- 6.1. Members are to ensure they are:
 - 6.1.1. aware of their roles and responsibilities of the OR,
 - 6.1.2. within 40 kms of their work-site when designated for OR duties.
- 6.2. Members are responsible to review their posted shift schedule for purposes of OR.
- 6.3. Members should be aware of [OM 16.9](#), as it relates to calls for service.
- 6.4. Overnight custody of police transport will be automatically approved for members designated in OR.
 - 6.4.1 Approved overnight custody of police transport does not qualify the member to automatically claim OR.
- 6.5. Members on designated OR are responsible for all costs associated with maintaining a residence outside the designated 40 km distance from their work-site.

7. Career Development and Resourcing Officer

- 7.1. The OIC of Career Development and Resourcing (CDR) will ensure members are informed of any OR duties requirements within units/detachments when members are considering a lateral or promotional transfer. Notification will be provided by:
 - 7.1.1. verbal interview (where possible)
 - 7.1.2. form [1272](#), if applicable
 - 7.1.3. Job Opportunity Bulletin, if applicable
 - 7.1.4. form [A-22A](#)

8. Request for Exemption

- 8.1. To seek an exemption to the OR policy, the member must submit a memorandum with supporting rationale to the District Policing Officer (DPO) through the District Commander. The DPO will forward the request and recommendation to the Division committee convened by the DPO.
- 8.2. The Division committee will be comprised of a DPO, an appropriate workplace representative, and a representative of CDR. The committee will render a decision about whether to grant the request for exemption.

References

- [OM 16.12](#)
- [AM II.4.I.8.](#)

Date Modified: 2019-01-07



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16.3. Crime Prevention

1. [General](#)
 2. [District Manager](#)
 3. [Division Community Policing Coordinator](#)
 4. [Detachment Commander](#)
 5. [Detachment Community Policing Coordinator](#)
 6. [Member](#)
 7. [Community Consultative Groups](#)
- App. 16-3-1 [Community Policing Programs](#)
App. 16-3-2 [Community Office Criteria](#)
-

(For information regarding this policy, contact Irrelevant)

1. General

1.1. Community Policing will reflect the philosophy of a partnership between the police and the community where we work together to prevent or resolve problems that affect the communities' safety or quality of life by:

- 1.1.1. meeting the needs of the community and/or a particular segment of society,
 - 1.1.2. promoting community safety by improved planning through public consultation and participation,
 - 1.1.3. including all prevention strategies, programs and police/community related activities,
 - 1.1.4. promoting crime prevention strategies and programs directed toward community problems that effect the community's safety or quality of life by preventing or resolving problems.
- 1.2. A number of specific programs have been developed and are suitable for general use throughout the division, see [App. 16-3-1](#) and call (902) 426-7075 for further details.

2. District Manager

- 2.1. Review all police/community related correspondence received from the Detachment Commander.
- 2.2. Forward correspondence to the OIC Criminal Operations with any comments.
- 2.3. Monitor all police/community and prevention related programs in your district.

2.4. Comment on program development and effectiveness during managerial reviews.

3. Community Policing Coordinator

3.1. Review and develop division community policing policy.

3.2. Exercise functional control, on behalf of approving authorities, of the annual community policing budget.

3.3. Maintain a catalogue of crime prevention programs and resources.

3.4. Assist operational units involved in police/community related activities.

3.5. Research, develop, monitor and evaluate crime prevention and police/community related programs.

3.6. Gather and disseminate related information of value and interest.

3.7. Recommend candidates for related training.

4. Detachment Commander

4.1. Implement the community policing philosophy at your detachment emphasizing a proactive partnership with the community.

4.1.1. See [App. I6-3-2](#) if you propose to establish a community office.

4.2. Identify existing policing/community problems through community consultation and analysis.

4.3. Develop a work plan/program to present or resolve identified problems through consultation.

4.4. Monitor and evaluate work plans and programs on a regular basis.

4.5. Encourage and solicit community and membership involvement in the planning process.

4.6. Each detachment will have an annual budget for the purchase of materials to be used in crime prevention programs.

4.6.1. funds for hospitality expenses; e.g. coffee, doughnuts, etc., in conjunction with an approved police/community related activity, must be authorized by the Commanding Officer.

5. Detachment Community Policing Coordinator

5.1. Promote, coordinate and delegate all community policing and crime prevention activities.

5.2. Assign members to police/community and prevention related activities.

5.3. Monitor and evaluate all crime prevention/community relation activities recommending continuation or termination.

5.4. Identify existing police/community problems and coordinate the use of the CAPRA problem solving model in resolving these issues through community consultation and analysis.

5.5. Assist and coordinate the development and use of client satisfaction surveys.

6. Member

6.1. Open a file on each police/community related program or event. The file may be paperless.

7. Community Consultative Groups

7.1. Community consultative should be established at all detachments in "H" Division. If not, Unit Commanders must be prepared to show how the community has a direct link to the detachment.

7.2. Groups should represent a broad cross-section of people in the detachment area and include, but not limited to youth, aged, the poor, minorities, and professionals.

7.3. They may be formed as a subcommittee of Crime Prevention boards, where such boards exist, and will be a direct link to the detachment (i.e., the group will liaise directly with the detachment without having to go through the Crime Prevention Board). For further information on Crime Prevention boards, contact Division Community Policing.

7.4. More than one group per detachment may be formed.

7.5. Community consultative groups may be established at the District level at the discretion of the District Manager.

7.6. Terms of reference for citizen advisory community consultative groups can be obtained from the Division Community Policing office.

7.7. The Detachment Commander will:

7.7.1. Appoint a detachment coordinator.

7.7.2. Act upon suggestions received from the group providing they comply with RCMP policy.

7.7.3. Attend group meetings, a minimum biannually.

7.8. The Detachment Coordinator will:

7.8.1. Solicit membership from the detachment area of those you feel meets the criteria.

7.8.2. Attend all group meetings.

7.8.3. Encourage open and frank discussion that can lead to improved service delivery.

7.8.4. Assist the group in any way you can in finding a solution to their concerns.

7.8.5. Ensure the detachment commander is kept abreast of all group meetings.

7.8.6. Keep a file on the group giving a brief overview of each meeting.

7.9. The District Commander will:

7.9.1. Meet one representative of each community consultative group in the detachment areas if a district group does not exist.

7.9.2. Form a district community consultative group, that will consist of a representative from each detachment group; this group would be organized along the same lines as the detachment group and meet at least once a year.

7.9.3. Monitor the development and operation of all groups in your district, taking corrective action as required.

7.9.4. During managerial reviews, conduct an audit on the effectiveness of each committee. Interview at least two members on the committee.

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App. 16-3-1 Community Policing Programs

For details on the following programs; please contact your Community Policing office.

1. CAPRA Problem Solving
2. Community Consultative Group
3. Crime Prevention Through Environmental Design
4. School Liaison Program
5. Ride Along
6. Business Security Program
7. Auto Theft Program
8. Bicycle Theft Program
9. Bicycle Rodeo Program
10. Block Parent Program
11. Halloween Youth Program
12. Personnel Security Program
13. Neighbourhood Watch Program
14. Operation Identification
15. Robbery Prevention
16. Senior Citizen Protection
17. Venturers Program
18. Victim Assistance Program

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App. 16-3-2 Community Office Criteria

Community Office - definition - an organizational component established to provide periodic scheduled policing services to an area within the jurisdiction of a detachment. The office has no dedicated establishment: human resources are supplied directly from the detachment as required. The office is accountable both operationally and administratively to the detachment commander. It is accessible to the public when a member is present or it is staffed by community volunteers.

1. A proposal for the establishment of a community office must be submitted to the district policing officer/district manager for review/approval.
2. Approved proposals will become the letter of acknowledgement between the municipality and the RCMP stating the location, effective date, and signature lines (municipality and RCMP).
3. A copy of approved, signed proposals (letter of acknowledgement) will be forwarded by the district policing officer/district manager to division Corporate Planning and Client Services for tracking purposes.
4. If the following criteria are not met, the District Policing Officer must submit a DEC proposal.

The following criteria will be included in all proposals:

1. Population, distance from current detachment/district office and demand for service must be justified to warrant an increased presence in the area.
2. Accommodations must be supplied at no cost to the RCMP, consisting of an area adequate to provide police service, and must include private and securable office space.
3. All startup and operating costs must be absorbed by the sponsoring agency/group of the community office. Computers, GroupWise and Intranet access will not be supplied as this is a cost to the RCMP.
4. The community office must comply with health and safety legislation and be inspected by a member of the local Health and Safety Committee.
5. The purpose is to meet with local residents - calls for service and all records will be channelled through detachment. This is independent of any resident policing program.
6. Usage level and anticipated frequency of police presence in the facility will be agreed upon by the district/detachment commander and the sponsoring community.

7. The previous rental arrangement of one community office within Halifax County District will be issued a one year notice that payment for rental space will cease.

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18.3. Warrants

1. [Arrest With Warrant](#)
 2. [Member](#)
-

(For information regarding this policy, contact Irrelevant)

1. Arrest With Warrant

- 1.1. Warrants will be promptly executed including those issued for by-law infractions.
- 1.2. Warrants of Suspension/Revocation under the [Parole Act](#) are to be acted on immediately.
- 1.3. In the event an individual is arrested on another matter, and it is learned that a warrant for that person exists, the warrant must be executed without delay and the arrested individual notified of the warrant(s), regardless of age.
- 1.4. Advise parent or guardian that a warrant has been executed on the young person when doing a notification.
- 1.5. The issuing agency should be notified after the arrest to determine direction regarding their warrant.
- 1.6. On April 4, 2011, the NS Department of Justice released an [Arrest Warrant Protocol](#) mandating all justice partners, including police, sheriffs, court administrative staff and the Public Prosecution Service to follow the protocol on the execution and administration of arrest warrants. Appendix A contains the Common Protocol for Arrest Warrants flowchart.

2. Member

- 2.1. 2.1 Familiarize yourself with the [Arrest Warrant Protocol](#). The Protocol clearly defines the roles and responsibilities of all agencies involved on the execution and administrative process of arrest warrants.
- 2.2. Ensure form [HD6118](#) is completed and all appropriate steps are followed.

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2.11. National Sex Offender Registry (NSOR)

-
- 1. [General](#)
 - 2. [Definitions](#)
 - 3. [NSOR Database Restrictions](#)
 - 4. [Collection of Information](#)
 - 5. [Identification](#)
 - 6. [Obligation of Registrant](#)
 - 7. [Concluding Registration](#)
 - 8. [Tactical Queries of NSOR Database](#)
 - 9. [Investigations](#)
 - 10. [Address Verification](#)
 - App. 2-11-1 - [Designated Offences](#)
 - App. 2-11-2 - [List of Investigational Materials Supplied by NSSOIRC to Units of Jurisdiction](#)
 - App. 2-11-3 - [Important Information for Offenders to Comply with the Sex Offender Registry](#)
 - App. 2-11-4 - [NSOR - Request for Access](#)

*Forwarded to Waddy
2012-08-07
A.*

(For information regarding this policy, contact Irrelevant)

1. General

- 1.1. Nova Scotia Regulations have been enacted pursuant to subsection 18(1) of the [Sex Offender Information Registration Act \(SOIRA\)](#).
- 1.2. All [Provincial Registration Centres](#) are listed in the Nova Scotia Regulations.
- 1.3. The [Nova Scotia Sex Offender Information Centre \(NSSOIRC\)](#) is responsible for ensuring the integrity of the National Sex Offender Registry Database and coordinating all enforcement issues pertaining to SOIRA.

2. Definitions

- 2.1. **Collector:** As defined in the Nova Scotia Sex Offender Information Registration Regulations, persons authorized to collect information for the purposes of SOIRA are members of the RCMP and police officers appointed to or employed by a municipal police force.
- 2.2. **Designated Offence:** An offence as outlined in [App. 2-11-1](#) where the court, upon conviction, can order a person to register with the National Sex Offender Registry.

2.3. **Main Residence:** The place in Canada where a person lives most often or, if there is no such place, the place in Canada where they may be found most often.

2.4. **NSOR:** National Sex Offender Registry

2.5. **NSSOIRC:** Nova Scotia Sex Offender Information Registration Center

2.6. **Registrant:** A sex offender who has been ordered by the court to abide by the conditions set out in SOIRA.

2.7. **SOIRA:** Sex Offender Information Registration Act (Bill C-16).

3. **NSOR Database Restrictions**

3.1. Only designated employees of the NSSOIRC are authorized to access, add or amend information collected from sex offenders.

3.2. Section 16(4) of SOIRA makes it an offence to disclose information collected from a sex offender to any person, including other police officers, unless it is for the prevention or an investigation of a sexual nature as allowed under SOIRA or an offence under Section 490.031 of the Criminal Code (offences for non-compliance). This information cannot be used to assist in any other investigational file.

3.3. Policy and Procedure for Access to Information on the NSOR Database is provided in National Headquarters Policy OM 2.11.9.

3.4. A PROS or Versadex file will not be opened to document the registration of a sex offender.

4. **Collection of Information**

4.1. Prior to collecting information, the collector should ensure they have the following materials available:

4.1.1. digital camera,

4.1.2. form 4551,

4.1.3. form 4553,

4.1.4. collection check list.

4.2. The Collector must ensure the sex offender's privacy is respected in a manner that is reasonable in the circumstances (SOIRA Section 9.4). The collection should be conducted in an interview room or private office if possible.

4.3. Ensure that RCMP security is not breached and that any and all investigational files are not present in the registration area.

4.4. It is essential to collect complete and accurate information during the registration process. Should there be a field that is not applicable to person, clearly mark the field 'not applicable'.

4.5. Only police officers who have been trained in the collection of information are authorized to complete this registration process.

4.6. Prior to starting the registration process, CPIC queries should be conducted to obtain the FPS number and to assist with identification. Any printed query results are to be destroyed at the conclusion of the registration process.

4.7. The collector is to advise the registrant it is an offence under Section 17 SOIRA to provide false or misleading information.

5. Identification

5.1. Ensure that the person who is reporting for registration properly identifies himself/herself with supporting photo identification. A copy of the identification may be made and included in the information to be forwarded to the NSSOIRC.

5.2. Should identification not be satisfied, the collector has the authority to fingerprint under Section 19 (2) SOIRA on a C-216-C. The fingerprints will be forwarded to the NSSOIRC for identification confirmation with the registration package. Once confirmation is made, the fingerprints will be destroyed.

5.3. Complete the form 4551 in full. Do not leave questions blank.

5.4. Ensure that a full and complete description of all scars, marks and tattoos are recorded at each annual registration. Photographs of each are required. Investigators should remind registrants that it is their obligation to fully report all scars, marks and tattoos each year. Failure to do so is in violation of SOIRA and could result in charges.

5.5. Collectors will take a head and shoulder photo each year at the time of the annual registration.

5.6. All photographs must adhere to National Headquarters policy OM 2.11.6.2.4. Review all photographs to ensure the images are clear before concluding the registration.

5.7. Encrypted digital photos may be forwarded to NSSOIRC. After receipt is confirmed, the photos must be removed from the digital camera. The encrypted email is to be sent to the NCO IC of NSSOIRC.

5.8. Photos may also be sent on an appropriately labeled CD identified as Protected B and sent attached to the original forms 4551 and 4553 to the NCO IC of NSSOIRC.

5.9. Ensure the registrant has signed form 4551. The collector completing the registration must also sign and date form 4551. If the registrant does not wish to sign, make note of same at the bottom of the document.

6. Obligation of Registrant

6.1. The Collector will complete form 4553 with a next annual registration date between eleven months and one year from the current date.

6.2. In Section 5 of form 4553, it must be written in, report by phone and provide the toll free number for NSSOIRC 1-866-728-2872.

6.3. The Collector is to ensure that the registrant understands the contents of form 4553, and have them sign the space indicated. Refusals to sign should be noted on the form

7. Concluding Registration

7.1. Review forms 4551 and 4553 with registrant to ensure accuracy.

7.2. Provide the registrant with a copies of forms 4551 and 4553.

7.3. Provide the registrant with a copy of the SOIRA Information Sheet listing the registration sites, see App. 2-11-3.

7.4. Remind the registrant verbally of their next annual registration dates. The collector will ask the registrant if they wish to receive mail at the main address that they provided. Both positive or negative responses should be recorded on the Check Sheet, with the registrant signing their acknowledgment.

7.5. Originals of the forms 4551 and 4553 will be sent, without delay, to the NSSOIRC. Double enveloped with security markings on the inner envelope and "to be opened only by" identified on the outer envelope.

7.6. Advise NSSOIRC promptly of the completed registration along with all photos taken via encrypted email.

8. Tactical Queries of the National Sex Offender Registration Database

8.1. The purpose of SOIRA is to assist police officers in the prevention and investigation of sexual crimes by providing up-to-date information regarding sex offenders.

8.2. If there is an investigation where there are reasonable and probable grounds to suspect that there is a sexual component in the crime, a request to search the National Sex Offender Registry Database may be made.

8.3. Tactical queries to assist an investigation are available 24-7. During regular business hours an investigator may call the toll free number **Irrelevant** or the main line number at **Irrelevant Irrelev**. After hour requests should be made through the RCMP Telecomms at **Irrelevant**. Telecomms will then contact one of the analysts to assist the investigator.

9. Investigations

9.1. NSSOIRC will coordinate all enforcement issues pertaining to SOIRA.

9.2. Investigations pursuant to Section 490.0311 and Section 490.0312 of the Criminal Code, NSSOIRC will provide documentation to the police of jurisdiction. Investigational documentation will include, but is not limited to, materials contained in App. 2-11-2.

9.3 The NCO i/c of the detachment in the area of jurisdiction will ensure that:

9.3.1 An investigational file is opened in the appropriate file management system, with the local detachment

identified as the primary investigative unit and the NSSOIRC as an assisting unit.

9.3.2 Assign an investigator to the file to swear to the Information and compel the accused to court.

9.3.3 Ensure that the NSSOIRC is updated with the disposition at the conclusion of proceedings.

9.4 Disclosure of any information collected under the NSOR or of registered sex offenders is prohibited unless authorized by the Act. Unauthorized disclosure is an offence under Sec. 17(2) SOIRA. Police officers may consult with NSSOIRC in matters pertaining to disclosure requests.

10. **Address Verification**

10.1 Under SOIRA, police officers may legally do a physical door knock to ensure that the offender is residing at the address they have supplied to the NSSOIRC. In some cases, such as in smaller communities, the police may encounter the sex offender through routine activity and in these cases a physical door knock may not be necessary.

10.2 The NSSOIRC may request detachments/units to conduct address verifications.

10.3 Investigators will document all contact with the offender on the form provided.



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2.11. National Sex Offender Registry (NSOR)

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 App. 2-11-2 - [List of Investigational Materials Supplied by NSSOIRC to Units of Jurisdiction](#)
 App. 2-11-3 - [Important Information for Offenders to Comply with the Sex Offender Registry](#)

(For information regarding this policy, contact Irrelevant)

1. General

- 1.1. Nova Scotia Regulations have been enacted pursuant to subsection 18(1) of the [Sex Offender Information Registration Act](#) (SOIRA).
- 1.2. All [Provincial Registration Centres](#) are listed in the Nova Scotia Regulations.
- 1.3. The [Nova Scotia Sex Offender Information Centre](#) (NSSOIRC) is responsible for ensuring the integrity of the National Sex Offender Registry Database and coordinating all enforcement issues pertaining to SOIRA.

2. Definitions

- 2.1. **Collector:** As defined in the Nova Scotia Sex Offender Information Registration Regulations, persons authorized to collect information for the purposes of SOIRA are members of the RCMP and police officers appointed to or employed by a municipal police force.
- 2.2. **Designated Offence:** An offence as outlined in [App. 2-11-1](#) where the court, upon conviction, can order a person to register with the National Sex Offender Registry.
- 2.3. **Main Residence:** The place in Canada where a person lives most often or, if there is no such place, the place in Canada where they may be found most often.

2.4. **NSOR**: National Sex Offender Registry

2.5. **NSSOIRC**: Nova Scotia Sex Offender Information Registration Center

2.6. **Registrant**: A sex offender who has been ordered by the court to abide by the conditions set out in SOIRA.

2.7. **SOIRA**: Sex Offender Information Registration Act (Bill C-16).

3. **NSOR Database Restrictions**

3.1. Only designated employees of the NSSOIRC are authorized to access, add or amend information collected from sex offenders.

3.2. Section 16(4) of SOIRA makes it an offence to disclose information collected from a sex offender to any person, including other police officers, unless it is for the prevention or an investigation of a sexual nature as allowed under SOIRA or an offence under Section 490.031 of the Criminal Code (offences for non-compliance). This information cannot be used to assist in any other investigational file.

3.3. Policy and Procedure for Access to Information on the NSOR Database is provided in National Headquarters Policy [OM 2.11.9](#).

3.4. A PROS or Versadex file will not be opened to document the registration of a sex offender.

4. **Collection of Information**

4.1. Prior to collecting information, the collector should ensure they have the following materials available:

4.1.1. digital camera,

4.1.2. form [4551](#),

4.1.3. form [4553](#),

4.1.4. collection check list.

4.2. The Collector must ensure the sex offender's privacy is respected in a manner that is reasonable in the circumstances (SOIRA Section 9.4). The collection should be conducted in an interview room or private office if possible.

4.3. Ensure that RCMP security is not breached and that any and all investigational files are not present in the registration area.

4.4. It is essential to collect complete and accurate information during the registration process. Should there be a field that is not applicable to person, clearly mark the field 'not applicable'.

4.5. Only police officers who have been trained in the collection of information are authorized to complete this registration process.

4.6. Prior to starting the registration process, CPIC queries should be conducted to obtain the FPS number and to assist with identification. Any printed query results are to be destroyed at the conclusion of the registration process.

4.7. The collector is to advise the registrant it is an offence under Section 17 SOIRA to provide false or misleading information.

5. Identification

5.1. Ensure that the person who is reporting for registration properly identifies himself/herself with supporting photo identification. A copy of the identification may be made and included in the information to be forwarded to the NSSOIRC.

5.2. Should identification not be satisfied, the collector has the authority to fingerprint under Section 19 (2) SOIRA on a C-216-C. The fingerprints will be forwarded to the NSSOIRC for identification confirmation with the registration package. Once confirmation is made, the fingerprints will be destroyed.

5.3. Complete the form [4551](#) in full. Do not leave questions blank.

5.4. Ensure that a full and complete description of all scars, marks and tattoos are recorded at each annual registration. Photographs of each are required. Investigators should remind registrants that it is their obligation to fully report all scars, marks and tattoos each year. Failure to do so is in violation of SOIRA and could result in charges.

5.5. Collectors will take a head and shoulder photo each year at the time of the annual registration.

5.6. All photographs must adhere to National Headquarters policy [OM 2.11.6.2.4](#). Review all photographs to ensure the images are clear before concluding the registration.

5.7. Encrypted digital photos may be forwarded to NSSOIRC. After receipt is confirmed, the photos must be removed from the digital camera. The encrypted email is to be sent to the NCO IC of NSSOIRC.

5.8. Photos may also be sent on an appropriately labeled CD identified as Protected B and sent attached to the original forms [4551](#) and [4553](#) to the NCO IC of NSSOIRC.

5.9. Ensure the registrant has signed form [4551](#). The collector completing the registration must also sign and date form [4551](#). If the registrant does not wish to sign, make note of same at the bottom of the document.

6. Obligation of Registrant

6.1. The Collector will complete form [4553](#) with a next annual registration date between eleven months and one year from the current date.

6.2. In Section 5 of form [4553](#), it must be written in, report by phone and provide the toll free number for NSSOIRC 1-866-728-2872.

6.3. The Collector is to ensure that the registrant understands the contents of form [4553](#), and have them sign the space indicated. Refusals to sign should be noted on the form

7. Concluding Registration

7.1. Review forms [4551](#) and [4553](#) with registrant to ensure accuracy.

7.2. Provide the registrant with a copies of forms [4551](#) and [4553](#).

7.3. Provide the registrant with a copy of the SOIRA Information Sheet listing the registration sites, see App. 2-11-3.

7.4. Remind the registrant verbally of their next annual registration dates. The collector will ask the registrant if they wish to receive mail at the main address that they provided. Both positive or negative responses should be recorded on the Check Sheet, with the registrant signing their acknowledgment.

7.5. Originals of the forms [4551](#) and [4553](#) will be sent, without delay, to the NSSOIRC. Double enveloped with security markings on the inner envelope and "to be opened only by" identified on the outer envelope.

7.6. Advise NSSOIRC promptly of the completed registration along with all photos taken via encrypted email.

8. Tactical Queries of the National Sex Offender Registration Database

8.1. The purpose of SOIRA is to assist police officers in the prevention and investigation of sexual crimes by providing up-to-date information regarding sex offenders.

8.2. If there is an investigation where there are reasonable and probable grounds to suspect that there is a sexual component in the crime, a request to search the National Sex Offender Registry Database may be made.

8.3. Tactical queries to assist an investigation are available 24-7. During regular business hours an investigator may call the toll free number 1-866-728-2872 or the main line number at 902-720-5338. After hour requests should be made through the RCMP Telecomms at 902-893-1323. Telecomms will then contact one of the analysts to assist the investigator.

9. Investigations

9.1. NSSOIRC will coordinate all enforcement issues pertaining to SOIRA.

9.2. Investigations pursuant to Section [490.0311](#) and Section [490.0312](#) of the Criminal Code, NSSOIRC will provide documentation to the police of jurisdiction. Investigational documentation will include, but is not limited to, materials contained in [App. 2-11-2](#).

9.3. The NCO IC of the detachment in the area of jurisdiction will ensure that:

9.3.1. An investigational file is opened in the appropriate file management system, with the local detachment identified as the primary investigative unit and the NSSOIRC as an assisting unit.

9.3.2. Assign an investigator to the file to swear to the Information and compel the accused to court.

9.3.3. Ensure that the NSSOIRC is updated with the disposition at the conclusion of proceedings.

9.4. Disclosure of any information collected under the NSOR or of registered sex offenders is prohibited unless authorized by the Act. Unauthorized disclosure is an offence under Sec. 17(2) SOIRA. Police officers may consult with NSSOIRC in matters pertaining to disclosure requests.

10. Address Verification

10.1. Under SOIRA, police officers may legally do a physical door knock to ensure that the offender is residing at the address they have supplied to the NSSOIRC. In some cases, such as in smaller communities, the police may encounter the sex offender through routine activity and in these cases a physical door knock may not be necessary.

10.2. The NSSOIRC may request detachments/units to conduct address verifications.

References

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App. 2-11-1 Designated Offences

"a" - Offences or "Primary" Offences

7(4.1) offence in relation to sexual offences against children) 162 voyeurism
 151 sexual interference 173(1) indecent acts
 152 invitation to sexual touching 177 trespassing at night
 153 sexual exploitation 230 murder in commission of offences
 153.1 sexual exploitation of person with disability 231 murder
 155 incest 234 manslaughter
 160(2) compelling the commission of bestiality 246(b) overcoming resistance to commission of offence
 160(3) bestiality in presence of or by a child 264 criminal harassment
 163.1. child pornography 279 kidnapping
 170 parent or guardian procuring sexual activity 279.01 trafficking in persons
 172.1. luring 280 abduction of person under 16
 173(2) exposure 281 abduction of a person under 14
 212(1)(I) stupefying or overpowering for the purpose of sexual intercourse 348(1)(d) B&E with intent and committing
 212(2) living on avails of prostitution of person under 18 348(1)(e) B&E not a dwelling with intent or commit
 212(2.1) aggravated offence for living off avails
 212(4) obtaining prostitution of a person under 18
 271 sexual assault
 272 sexual assault with a weapon or causing bodily harm
 273(2)(a) and (a.1) aggravated sexual assault - firearms
 273(2)(b) aggravated sexual assault
 273.3(2) removal of a child from Canada

"b" - Crown must establish that there was intent to commit an offence under "a", "b", "c", "c1", or "d"

162 voyeurism
 173(1) indecent acts
 177 trespassing at night
 230 murder in commission of offences
 231 murder
 234 manslaughter
 246(b) overcoming resistance to commission of offence
 264 criminal harassment
 279 kidnapping

279.01 trafficking in persons
280 abduction of person under 16281 abduction of a person under 14
348(1)(d) B&E with intent and committing
348(1)(e) B&E not a dwelling with intent or commit

"c" Offences from 1970 to Jan 4, 1983

144 rape 246.1 sexual assault
145 attempt rap 246.2 sexual assault with a weapon
149 indecent assault on female 246.3 aggravated sexual assault
156 indecent assault on male
246(1) assault with intent if the intent is one of the above

"c.1" 1980-1983

246.1 sexual assault
246.2 sexual assault with a weapon
246.3 aggravated sexual assault

"d" 1970 to 1988

146(1) sexual intercourse with female under 14
146(2) sexual intercourse with female b/t 14-16
153 sexual intercourse with stepdaughter
157 gross indecency
166 parent or guardian procuring defilement
167 householder permitting defilement

"e" attempt or conspiracy to commit an offence referred to in (a), (c), (c.1) and (d)

"f" an attempt or conspiracy to commit an offence referred to in "b"

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App. 2-11-2 List of Investigational Materials

Crown Sheet that identifies the accused, the charges and the narrative of the situation.

An Information that identifies the accused and the charges (not who will be swearing the information or where it is sworn).

A sworn affidavit detailing the elements of the offence and can say

A certified copy of the Obligations of Registrant as well as of the original Order.

A Certificate pursuant to Section 490.031(3) of the Criminal Code which would preclude a person from the NSSOIRC in having to testify in court.

A cover letter to the NCO i/c of the police service in the area of jurisdiction.

Electronic versions of Crown Sheet, Information or Affidavit would be available upon request.

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App. 2-11-3 Important Information for Offenders for Compliance

Nova Scotia Sex Offender Registration (NSSOIRC)

Toll Free Number: 1-866-728-2872

Office: 902-720-5338

Mailing Address: Suite 4550, Mailstop H-019

80 Garland Ave., Dartmouth NS B3B 0J8

Important information for persons Ordered to Comply with the Sex Offender Information Registration Act

(Sections 4 to 7 of SOIRA ; Sections 490.031 and 490.0311 Criminal Code)

Where do I Report?

You should report to the registration centre closest to where you live. A list of the registration centres in Nova Scotia is on the reverse side of this sheet. If you are not sure where to report, call 1-866-728-2872 toll free, Monday to Friday, between 8 a.m. and 4 p.m.

When do I Report for the First Time?

You must report within 7 days after:

you are found guilty and the Order is made but you are not sentenced to custody;

you are found guilty and are serving an intermittent sentence

you are released from custody, having been found not criminally responsible due to a mental disorder and given an absolute or conditional discharge;

you are released from custody but are waiting for an appeal of your conviction to be determined;

you are released from custody after serving your sentence.

Note: You are not allowed to leave Canada before you report for the first time.

Are there other times I must Report?

You must report in person once a year for as long as your Order to Comply (Form 52) is in effect. Report anytime between 11 months and 1 year after you last reported to a registration centre. See the back for the Registration Centre that serves your main address and call the number to make an appointment to have your annual registration completed.

You must report:

- within 7 days of changing your address;
- within 7 days of changing your first or last name.
- within 7 days of a change in employment or volunteer information

These changes may be made by calling the toll free number at the top of the page.

What happens if I am Traveling?

If you plan on being away from your main residence for more than 7 consecutive days then you must:

- before leaving contact the NSSOIRC (see above for toll free number) with the estimated dates of departure and return as well as all locations where you expect to be staying in Canada
- if after leaving you decide to be gone for more than a week then you must provide your locations and estimated return dates within 7 days of your actual departure date
- while away if there are changes in address, location or dates then they must be reported within 7 days of those changes

What Information do I need when I Register?

You must bring photo id with you to the registration centre.

You must provide the following information:

- first and last name, and every other name you are known by;
- date of birth and gender;
- main address and every other place you regularly live;
- the address of every place that you work or volunteer and the name of your employer or person who engages you on a volunteer basis and the type of work you do there
- address of every school you are enrolled in;
- phone numbers for all the above addresses as well as any pagers and cell phone numbers in your possession
- height, weight, and a description of every distinguishing physical mark and tattoo you have.
- the license plate number, make, model, body type, year of manufacture and colour of the motor vehicles that are registered in your name, or that you use regularly

You may also be asked to provide information about:

- when and where you were convicted of the offence that resulted in your Order or Obligation to Comply;
- when and where you were found not criminally responsible due to a mental disorder for the offence that resulted in your Order or Obligation to Comply.

The person collecting information may also record your hair and eye colour and may require that your photograph and fingerprints be taken.

What happens if I do not Report or if I give False Information?

If you do not report as required, or if you give false or misleading information, you may be charged with a criminal offence and be fined up to \$10,000, go to prison for up to 2 years, or both.

What if I am under 18 years of age?

You have the right to have an appropriate adult with you when you report to a registration centre and information is collected.

How can I end my term for reporting?

You may apply to the Court for a Termination Order after the following time periods of your most recent Order:

- for a 10 year Order, after 5 years
- for a 20 year Order, after 10 years
- for a Life Order, after 20 years

You may also apply for a Termination Order if you receive a Pardon.

If you are unsuccessful in your application for a Termination Order you must wait 5 years before re-applying.

Date Modified: 2015-11-17

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



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2.5. Criminal Harrassment

1. [Stalking](#)
 2. [Dangerous Offender](#)
-

(For information regarding this policy, contact Irrelevant)

1. Stalking

1.1. Stalking consists of:

1.1.1. repeatedly following a person or anyone known to him/her;

1.1.2. repeatedly communicating with, either directly or indirectly, a person or anyone known to him/her;

1.1.3. besetting/watching a dwelling-house or place where a person, or anyone known to him/her, resides, works, has a business, or happens to be; or

1.1.4. engaging in threatening conduct directed at a person or any member of his/her family.

1.2. The overall pattern of behaviour by a subject will determine if there are probable grounds to lay a charge under Sec. 264 CC.

1.3. A number of criminal code sections may also apply to this type of investigation:

1.3.1. cause disturbance, S. 175;

1.3.2. trespassing at night, S. 177;

1.3.3. uttering threats, S. 264.1;

1.3.4. false messages (telephone calls), S. 372;

1.3.5. intimidation, S. 423; and

1.3.6. mischief, S. 430.

1.4. When criminal charges are not possible, a peace bond (S. 810 CC) is an alternative intervention.

2. **Dangerous Offender**

2.1. When contemplating dangerous offender procedure, discuss the case with your local crown who in turn should advise his/her respective Regional Crown Prosecutor.

2.2. Fax or e-Mail to Cr. Ops. an application for consent and include:

2.2.1. nature of offence and maximum penalty provided for that offence;

2.2.2. age and health of the offender;

2.2.3. number of incidents and offences;

2.2.4. degree of violence of each offence (sexual intercourse with a child constitutes an act of extreme violence);

2.2.5. pattern and time span of offences;

2.2.6. nature and length of criminal record of offender;

2.2.7. premeditation or planning of the crime;

2.2.8. community factor;

2.2.9. impact of crime on the victim;

2.2.10. ability of the witness to tolerate court proceedings;

2.2.11. previous treatment of offender;

2.2.12. genuine remorse of offender;

2.2.13. psychiatric assessment of the offender, availability of suitable treatment program;

2.2.14. prognosis for successful treatment;

2.2.15. any additional circumstances;

2.2.16. name and concurrence of the local agent.

2.3. Investigate all areas using the criteria outlined above and all avenues suggested by the local agent.

2.4. Once you complete the investigation, provide your local crown with a detailed report for furtherance to the Regional Crown Prosecutor of your jurisdiction.

2.4.1. ensure this is completed well in advance of sentencing so that the appropriate approvals can be obtained.

2.5. Provide Cr. Ops. with updates as deemed necessary and ensure all final results are reported.

References

[Criminal Code](#)

Date Modified: 2006-05-01



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2.6. Child Abuse

1. [Sexual Assaults and Other Abuse of Children \(Under 16 years of age\)](#)

[App. 2-6-1](#) - Nova Scotia Guidelines on Identifying and Reporting a Child in Need of Protection (including child abuse)

[App. 2-6-2](#) - Procedure for Joint Planned Intervention

(For information regarding this policy, contact Irrelevant)

1. Sexual Assaults and Other Abuse of Children (Under 16 years of age)

1.1. The reporting of sexual assault/abuse of children is a high profile area of enforcement.

1. 1. 1. Notify the Child and Family Services when a report of child sexual assault/abuse is received. Do not wait until your investigation is completed. If the report is received after regular business hours contact the on call child protection worker at 1-866-922-2434.

1. 1. 2. To the extent possible, arrange for a joint interview of the victim with a representative of Child and Family Services. Do not delay your investigation if a representative is not available. Where the suspect is known to be or believed to be a guardian/parent, do not advise parent/guardian of interview until completed. Ensure Child and Family Services are involved from the start if assailant is known to be parent/guardian (see [App. 2-6-2](#)).

1. 1. 3. Videotape the interview of child victim/complainant. A protocol for videotaping those victim/complainant interviews has been developed (see [App. 2-6-1](#)).

1. 1. 4. Report to Division Headquarters any unusual, sensitive or high-profile cases as per OM [App. IV-1-9](#).

1. 1. 5. Take appropriate court action where evidence justifies a charge. Advise Child and Family Services when a charge is laid and the outcome of trial for child victims.

1. 1. 6. Notify the Director of Child, Youth and Family Services and school board officials during investigations of sexual assault/assault involving teachers and students.

References

HQ [OM 2.1](#).

HQ [OM 2.6](#).

HQ [OM 26.1](#).

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App. 2-6-1 - Nova Scotia Guidelines on Identifying and Reporting a Child in Need of Protection (including child abuse)

There are nine (9) parts to the guidelines:

Part (1): [Child Protection](#)

Part (2): [Reporting a Child in Need of Protection](#)

Part (3): [Duty of Professional](#)

Part (4): [Duty to report third-party abuse](#)

Part (5): [Detention of child by peace officer](#)

Part (6): [Child Abuse](#)

Part (7): [Child Abuse Register](#)

Part (8): [Confidentiality of information in Child Abuse Register](#)

Part (9): [Abuse Investigations](#)

These guidelines will ensure the needs of children in need of protection are met and, wherever possible, families can be kept together with the continued support of all involved.

1. Child Protection

In Nova Scotia it is everyone's legal obligation to protect children. This responsibility involves identifying and reporting a child who is or might be in need of protection.

1.1. Definition

Subsection 22(1) of the Children and Family Services Act defines a child in need of protection:

(a) the child has suffered physical harm, inflicted by a parent or guardian of the child or caused by the failure of a parent or guardian to supervise and protect the child adequately;

(b) there is a substantial risk that the child will suffer physical harm inflicted or caused as described in clause (a);

(c) the child has been sexually abused by a parent or guardian of the child, or by another person where a parent or guardian of the child knows or should know of the possibility of sexual abuse and fails to protect the child;

(d) there is a substantial risk that the child will be sexually abused as described in clause (c);

(e) a child requires medical treatment to cure, prevent or alleviate physical harm or suffering, and the child's parent or guardian

(f) the child has suffered emotional harm, demonstrated by severe anxiety, depression, withdrawal, or self-destructive or aggressive behaviour and the child's parent or guardian does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm;

(g) there is a substantial risk that the child will suffer emotional harm of the kind described in clause (f), and the parent or guardian does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm;

(h) the child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or guardian does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the condition;

(i) the child has suffered physical or emotional harm caused by being exposed to repeated domestic violence by or towards a parent or guardian of the child, and the child's parent or guardian fails or refuses to obtain services or treatment to remedy or alleviate the violence;

(j) the child has suffered physical harm caused by chronic and serious neglect by a parent or guardian of the child, and the parent or guardian does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm;

(ja) there is a substantial risk that the child will suffer physical harm inflicted or caused as described in clause 0);

(k) the child has been abandoned, the child's only parent or guardian has died or is unavailable to exercise custodial rights over the child and has not made adequate provisions for the child's care and custody, or the child is in the care of an agency or another person and the parent or guardian of the child refuses or is unable or unwilling to resume the child's care and custody;

(l) the child is under twelve years of age and has killed or seriously injured another person or caused serious damage to another person's property, and services or treatment are necessary to prevent a recurrence and a parent or guardian of the child does not provide, or refuses or is unavailable or unable to consent to, the necessary services or treatment;

(m) the child is under twelve years of age and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of a parent or guardian of the child or because of the parent or guardian's failure or inability to supervise the child adequately. 1990, c. 5, s. 22; 1996, c. 10, s. 1.

2. Reporting a Child in Need of Protection

Section 23 (-) of the Child and Family Services Act refers: Every person who has information, whether or not it is confidential or privileged, indicating that a child is in need of protective services shall forthwith report that information to an agency.

(2) No action lies against a person by reason of that person reporting information pursuant to subsection 10, unless the reporting of that information is done falsely and maliciously.

(3) Every person who contravenes subsection (1) is guilty of an offence and upon summary conviction is liable to a fine of not more than two thousand dollars or to imprisonment for a period not exceeding six months or to both.

(4) No proceedings shall be instituted pursuant to subsection (3) more than two years after the contravention occurred.

3. Duty of Professional

24 (1) In this Section, "suffer abuse", when used in reference to a child, means be in need of protective services within the meaning of clause (a), (c), (e), (f), (h), (i) or (j) of subsection (2) of Section 22.

(2) Notwithstanding any other Act, every person who performs professional or official duties with respect to a child, including

(a) a health care professional, including a physician, nurse, dentist, pharmacist or psychologist;

(b) a teacher, school principal, social worker, family counsellor, member of the clergy, operator or employee of a day-care facility;

(c) a peace officer or a medical examiner;

(d) an operator or employee of a child-caring facility or child-care service;

(e) a youth or recreation worker,

who, in the course of that person's professional or official duties, has reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse shall forthwith report the suspicion and the information upon which it is based to an agency.

(3) This Section applies whether or not the information reported is confidential or privileged.

(4) Nothing in this Section affects the obligation of a person referred to in subsection (2) to report information pursuant to Section 23.

(5) No action lies against a person by reason of that person reporting information pursuant to subsection (2), unless the reporting is done falsely and maliciously.

(6) Every person who contravenes subsection (2) is guilty of an offence and upon summary conviction is liable to a fine of not more than five thousand dollars or to imprisonment for a period not exceeding one year or to both.

(7) No proceedings shall be instituted pursuant to subsection (6) more than two years after the contravention occurred.

(8) Every person who falsely and maliciously reports information to an agency indicating that a child is or may be suffering or may have suffered abuse is guilty of an offence and upon summary conviction is liable to a fine of not more than two thousand dollars or to imprisonment for a period not exceeding six months or to both. 1990, c. 5, S. 24; 1996, c. 10, s. 3.

4. Duty to report third-party abuse

25 (1) In this Section, "abuse by a person other than a parent or guardian" means that a child

(a) has suffered physical harm, inflicted by a person other than a parent or guardian of the child or caused by the failure of a person other than a parent or guardian of the child to supervise and protect the child adequately;

(b) has been sexually abused by a person other than a parent or guardian or by another person where the person, not being a parent or guardian, with the care of the child knows or should know of the possibility of sexual abuse and fails to protect the child;

(c) has suffered serious emotional harm, demonstrated by severe anxiety, depression, withdrawal, or self-destructive or aggressive behaviour, caused by the intentional conduct of a person other than a parent or guardian.

(2) Every person who has information, whether or not it is confidential or privileged, indicating that a child is or may be suffering or may have suffered abuse by a person other than a parent or guardian shall forthwith report the information to an agency.

(3) Every person who contravenes subsection (2) is guilty of an offence and upon summary conviction is liable to a fine of not more than two thousand dollars or to imprisonment for a period not exceeding six months or to both.

(4) No proceedings shall be instituted pursuant to subsection (3) more than two years after the contravention occurred.

(5) No action lies against a person by reason of that person reporting information pursuant to subsection (2) unless the reporting of that information is done falsely and maliciously.

(6) Every person who falsely and maliciously reports information to an agency indicating that a child is or may be suffering or may have suffered abuse by a person other than a parent or guardian is guilty of an offence and upon summary conviction is liable to a fine or not more than two thousand dollars or to imprisonment for a period not exceeding six months or to both. 1990, c. 5, s. 25; 1996, c. 10, S.

5. Detention of child by peace officer

27 (1) Where a peace officer has reasonable and probable grounds to believe that a child is in need of protective services, the peace officer may detain the child and shall forthwith take such reasonable steps as are necessary to

(a) notify an agency and the child's parent or guardian of the detention; and

(b) deliver the child to an agent or, with the approval of the agent, return the child to the child's parent or guardian.

(2) Where a peace officer has reasonable and probable grounds to believe that a child has committed an offence for which the child cannot be convicted because the child was under twelve years of age, the peace officer may detain the child and shall forthwith take such reasonable steps as are necessary to

(a) return the child to the child's parent or guardian; or

(b) deliver the child to an agent or, where an agent so instructs, return the child to the child's parent or guardian.

6. Child Abuse

Child abuse is a serious and often self-perpetuating problem, which knows no social barriers. It is a major cause for concern and reason for reporting a child in need of protection. Its significance

is recognized in the Act through provisions which define abuse and set out special procedures for reporting, investigating and managing cases of suspected or alleged abuse.

1. Definition : "abuse" defined

62 In Sections 63 to 66, "abuse" of a child by the person means that the child

(a) has suffered physical harm, inflicted by the person or caused by the person's failure to supervise and protect the child adequately;

(b) has been sexually abused by the person or by another person where the person, having the care of the child, knows or should know of the possibility of sexual abuse and fails to protect the child; or

(c) has suffered serious emotional harm, demonstrated by severe anxiety, depression, withdrawal, or self-destructive or aggressive behaviour, caused by the intentional conduct of the person. 1990, c. 5, s. 62.

7. Child Abuse Register

63 (1) The Minister shall establish and maintain a Child Abuse Register.

(2) The Minister shall enter the name of a person and such information as is prescribed by the regulations in the Child Abuse Register where

(a) the court finds that a child is in need of protective services in respect of the person within the meaning of clause (a) or (c) of subsection (2) of Section 22;

(b) the person is convicted of an offence against a child pursuant to the Criminal Code (Canada) as prescribed in the regulations; or

(c) the court makes a finding pursuant to subsection (3).

(3) The Minister or an agency may apply to the court, upon notice to the person whose name is intended to be entered in the Child Abuse Register, for a finding that, on the balance of probabilities, the person has abused a child.

(4) A hearing pursuant to subsection (3) shall be held in camera except the court may permit any person to be present if the court considers it appropriate. 1990, C. 5, s. 63.

8. Confidentiality of information in Child Abuse Register

66 (1) The information in the Child Abuse Register is confidential and shall be available only as provided in this Section.

(2) A person whose name is entered in the Child Abuse Register is entitled to inspect the information relating to that person entered in the Register.

(3) With the approval of the Minister, the information in the Child Abuse Register may be

(a) disclosed to an agency, including any corporation, society, federal, provincial, municipal or foreign state, government department, board or agency authorized or mandated to investigate whether or not a child is in need of protective services;

(aa) disclosed to the police by an agency where the police and the agency are conducting a joint child abuse investigation;

(b) used for the purposes of research as prescribed by the regulations.

(4) Upon the receipt of a request in writing from a person as prescribed by the regulations and with the written consent of the person to whom the request relates, the Minister may disclose information in the Child Abuse Register concerning

(a) a person applying to adopt a child or to be a foster parent; or

(b) a person, including a volunteer, who is or would be caring for or working with children, and the person who receives the information shall treat the information as confidential.

(5) Every person who contravenes subsection (4) and every director, officer or employee of a corporation who authorizes, permits or concurs in such a contravention by the corporation is guilty of an offence and upon summary conviction is liable to a fine of not more than five thousand dollars or to imprisonment for a period not exceeding one year or to both. 1990, c. 5, S. 66;1996, c. 10, S. 9.

9. Abuse Investigations

All circumstances covered in Section 22(2) and 25(1) of the Children and Family Services Act will be referred to the Agency forthwith (a phone call must precede or follow all fax referrals), through the office during business hours and via the Emergency Duty Services after business hours.

The offices are open Monday to Friday: 8:30 a.m. to 4:30 p.m. During after hours, weekends and Holidays, please call Emergency Duty Services at 1-866-922-2434.

*Note : Not all referrals to a Child Welfare Agency will require a joint investigation with the RCMP. Only referrals involving Physical and Sexual Abuse will require a joint planned intervention.

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App. 2-6-2 Procedure for Joint Planned Intervention

Initial Report

1. Regardless of which agency receives the initial report of child abuse, Police or Child and Family Services, they will immediately call the other to discuss how to proceed with the investigation. It is important to gather as much information as possible as to the details of the allegations from the referral source and/or other potential witnesses, prior to interviewing the child victim.
2. A joint investigation will always be conducted by the Police Officer and Social Worker as a team in all matters directly relating to the victim.

Preparation for Interview

1. It is preferable, when at all possible, that only Police Officers and Social Workers who have had the formal Investigation and Assessment of Child Sexual Abuse interviewing training conduct these joint interviews.
2. If possible, the Police Officer will conduct the interview in plain clothes, without his/her firearm in an effort to reduce any fear a child may have about being in trouble.
3. The Police Officer and Social Worker will determine an appropriate time and location of the interview.
4. The interview will be recorded. It is preferable to conduct the child abuse investigative interview in the setting that will best make the child feel comfortable and willing to discuss the alleged abuse. The team should check the equipment prior to the interview to ensure they are working properly.
5. In consultation, the Police Officer and the Social Worker will determine who should arrange to transport the child victim to the place of the interview. It is desirable to arrange to pick the child up from the school setting, with parents' consent, as it prevents possible interference from the perpetrator and non-offending parent. Consideration must be given to determine non-offending parents' involvement in the offence. The non-offending parent should be notified at this stage since the formal interview and any possible medical examination requires their permission. In extreme cases, when parents refuse to give consent, the Agency may be placed in the position of determining whether the child is at substantial risk and will need to be taken into the care of the Agency, prior to the interview of the child.
6. Prior to commencing the interview with the child, the Police Officer and Social Worker should discuss who is going to take the lead in the interview.

7. Prior to commencing the interview with the child, the Police Officer and Social Worker should speak with the non-offending parent to obtain information about the child's developmental level, personality, interests, etc. and any information with respect to the allegations.

The Interview

1. The Police and Social Worker will follow the Step-Wise interview guidelines when conducting the interview.

Following the Interview

1. A discussion will need to take place about the need for a medical examination of the child, if specific medical concerns exist. Without the permission of the guardian or non-offending parent, the Agency does not have the authority to have a child physically examined unless there are grounds to apprehend the child prior to examination. Upon apprehension the Agency can authorize the examination of the child under the authority of the Children and Family Services Act. It should be noted that no authority exists in law which allows the Department or the Police to force victims to submit to medical examinations, however, for his/her well being, it should be encouraged, beyond the need for a collection of physical evidence, i.e. pregnancy, sexually transmitted diseases.

2. In consultation, either the investigating member or the social worker will arrange with a medical practitioner to conduct a physical examination of the child, either immediately after the interview or at another agreed upon time. The investigating member will collect any physical specimens as required pertaining to the investigation.

3. Due to the sensitive nature of such an examination, it is suggested that officers of the opposite sex stand behind the curtain. Social Workers will not be present in the examining room with a victim unless requested to do so by the alleged victim.

4. Following the interview of the victim, the investigating member and the social worker will discuss the progression of the investigation and the outcome of the interview.

After the interview should there be insufficient evidence to lay charges without the need for further investigation and where the accused has immediate and on-going care or access to other children, the investigating member and social worker will discuss the steps that need to take place in order to protect the victim and any other children perceived to be at risk from the accused.

If reasonable and probable grounds exist to support charges, the investigating members will advise the social worker when the charge will be laid and of any Undertaking or Recognizance entered into by the accused.

In situations of in-home abuse or where the accused has access to other children, any documentation specific to the charge able to be shared with the Agency will be forwarded. (As per Memorandum of Understanding between the RCMP and the Department of Community Services dated April 30th, 2008.

5. Social Worker will determine whether the child is at "substantial risk" and will make a decision whether there are grounds to take the child into care. If the child has been taken into care by the Agency, the agent will serve the parent or care giver at that time with the appropriate legal papers.

6. Throughout the planned intervention, the co-operation between Child and Family Services and the Police is paramount to ensure that the two objectives are achieved:

1. Protection of the child
2. Apprehension of the alleged perpetrator

7. During the initial interview with the parents, the investigating member or the social worker will inform them that Victim's Services has a support program for children and their families and that a referral can be made for the child, regardless of whether charges are laid. The services they provide include assistance and support as a case proceeds through the Criminal Justice System, access to counseling, filing a Victim Impact Statement etc. It is important that referrals are made early on in the process as this often helps alleviate anxiety on the part of the parent, knowing that a specialized support service is available.

Mental Health Services also provides treatment to children who are alleged to have been abused.

Court Preparation

1. The video-audio statement is treated as an exhibit with continuity maintained by the investigating member.
2. The investigating member is responsible to keep the victim and his/her parent/guardian advised of the process of the investigation and court proceedings.

Conclusion

Cases involving sexual and physical assaults of children have to be handled in a very sensitive manner. Communication with the victim is of paramount importance since the victim's statement of events is frequently all the evidence that will be available. How this is handled will make the difference in protecting the child and bringing the perpetrator to justice.

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21.12. Production Orders

1. [General](#)
 2. [Call Trace Residential](#)
 3. [Call Trace Business](#)
 4. [Member](#)
-

(For information regarding this policy, contact Cr. Ops. at [Irrelevant](#) [Irrelevant](#))

1. General

1.1. Subscriber information may be required for a number of reasons such as:

- 1.1.1. annoyance, threatening or obscene calls;
- 1.1.2. investigations;
- 1.1.3. emergency situations.

1.2. Subscriber information must be obtained from the Security Office of the respective provider (i.e., Rogers, Telus, Bell Aliant, Eastlink, MTS Allstream, etc.).

1.3. A Production Order/warrant is required to obtain subscriber information, except for emergency situations.

2. Call Trace Residential

2.1. A call trace on a residential line can be activated by pressing *57 after the call.

2.2. The complainant should make notes on the dates and times *57 has been activated and notify the police.

2.3. The complainant can use *69 which may show the last name and number, but will not provide a record.

3. Call Trace Business

3.1. A call trace on a centrex business line can be activated by pressing *81 after the call.

3.2. The complainant should make notes on the dates and time *81 has been activated and notify the police.

4. **Member**

4.1. To obtain subscriber information on annoyance or harassing calls:

4.1.1. Advise complainant to use call trace and maintain a written record of calls.

4.1.2. Contact the complainant's provider to verify calls have been traced.

4.1.2. If a sufficient number of calls have been traced, obtain a Production Order.

4.2. Obtain a Production Order if you require subscriber information for an investigation.

4.3. Deliver a vetted Production Order in a sealed envelope to the local representative of the service provider.

4.4. To obtain subscriber information in an emergency situation or an immediate threat:

4.4.1. contact the provider's security office directly,

4.4.2. identify yourself, unit, contact information,

4.4.3. provide sufficient information to justify the immediate release of subscriber information.

4.5. Check [Legal Applications Support](#) for current contact information for providers and Warrant templates.

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Operational Manual

Amended: 2012-06-11
Moved from III.4.

Bulletin <http://infoweb.rcmp-grc.gc.ca/rcmpmanuals/fre/om/5/om5-1/om5-1.htm>

23.2. Witness

1. General
2. Support Services
3. Defence Counsel Requests
4. Service of Summons in Metro
5. Civil Matter/Discovery Hearings
6. Judicial Travel
1. General
2. Member
3. Detachment Commander
4. Cr. Ops. Reviewers

Related Links

(For information regarding this policy, contact GroupWise address Hdiv_CrimOps_Provincial)

1. General

- 1.1. The informant/member in charge of a file shall ensure all witnesses are subpoenaed to attend court.
- 1.2. A member shall attend court when served with a subpoena.
- 1.3. A member shall not act as an interpreter in court.
- 1.4. In any criminal proceedings, you are not required to divulge your source, when it is not in the public interest to disclose.
- 1.5. If during cross-examination, you are asked to divulge your source, request your Crown Attorney to seek an adjournment so arguments can be presented to the trial judge.

2. Support Services

- 2.1. Support Service members shall be served a subpoena when required to attend court.
- 2.2. If more than one subpoena is received for the same date and time, the member shall honour the first summons served or a subpoena from a Superior Court.
- 2.3. Support Service members that are required for court are to be informed (verbally or by Email-ROSS) by the investigator at the earliest opportunity of:
 - 2.3.1. file caption;
 - 2.3.2. date and time of trial;

2.3.3. any other requirements.

2.4. Adjournments are to be arranged, where possible, when a member of a support service cannot attend court because of other commitments.

2.5. Summons are to be forwarded to the applicable Unit commander for service. Affidavits will be completed and returned to originator.

2.6. Maintain a court attendance calendar.

2.7. Inform investigators of your availability.

3. Defence Counsel Requests

3.1. A request from defence counsel to serve a subpoena in Criminal Code, Federal Statute or Provincial Statute cases shall be complied with. Exception: If extraordinary circumstances exist, contact Cr. Ops. for instructions.

4. Service of Summons in Metro

4.1. If you have a summons or subpoena for service within metro:

4.1.1. Send direct to police department having jurisdiction.

4.1.2. Ensure complete name and address appears on document.

4.1.3. Allow minimum of two clear weeks for service.

5. Civil Matter/Discovery Hearings

5.1. When a member receives a Notification to attend a Civil Discovery via a Notice of Examination or Discovery, advise the commander will contact Cr. Ops., provide particulars of investigation and provide information subject to Notice of Examination.

5.2. Cr. Ops. will contact Department of Justice, the RCMP's representative in civil issues for cases requiring further review.

6. Judicial Travel

6.1. General

6.1.1. Either the commander or a court liaison member will confirm that a member is indeed required to travel.

6.1.2. Travel will not be required if a plea bargain can meet the principles of the sentence.

6.2. Member

6.2.1. Judicial travel for retired members' expenses are covered and will follow the same procedure as a member.

6.2.2. When advised overnight accommodations or air fare are required for court in another jurisdiction within "H" Division:

6.2.2.1. Submit justification on Form 0835 to the Detachment/Unit Commander/delegate of the jurisdiction where your subpoena was issued and/or the file is being held and advise your own Commander.

6.2.2.2. The justification will include brief description of case, your evidence or role in the investigation and consultation occurred with the Crown Prosecutor to ensure you are indeed required (e.g., evidence cannot be provided otherwise, defense council consents to evidence).

6.2.3. Submit 0835 at least one month in advance and consider the following:

6.2.3.1. cost of staying over a Saturday night vs. midweek travel,

6.2.3.2. 21 day advance purchase,

6.2.3.3. booking with "no frills" airline (i.e., Air Canada Tango, Air Canada Jazz).

6.2.4. When notified by Cr. Ops. that travel is approved, fax 0835 to **Irrelevant** requesting a Travel Authority Number (TAN).

6.2.5. When TAN is received, contact American Express Travel at 1-800-514-3798 to make your travel arrangements.

6.2.6. When judicial travel has been completed, submit a 1393 to your Commander for certification.

6.3. Detachment Commander

6.3.1. Recommend the 0835 by signature and forward to Cr. Ops. for approval.

6.3.2. In cases where a civilian witness from another jurisdiction is required by court in federal cases, submit justification with brief circumstances and completed 0835 to Cr. Ops.

6.3.3. If your detachment/unit has a case involving a large number of member witnesses, contact Cr. Ops. in advance for advice.

6.3.4. Certify submitted 1393 and forward to Cr. Ops. for Section 34 FAA approval.

6.4. Cr. Ops. Reviewers

6.4.1. Review 0835 and ensure above information is present.

6.4.2. Present to OIC Cr. Ops. for approval.

6.4.3. Advise Detachment/Unit Commander.

6.4.4. Advise requesting member to make travel arrangements.

6.4.5. Process completed 1393.



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23.2. Witness

1. [Members](#)
 2. [Defence Counsel Requests](#)
 3. [Service of Summons/Subpoena within Municipal Police Force Jurisdiction](#)
 4. [Peace Bond](#)
 5. [Civil Matter/Discovery Hearings](#)
 6. [Judicial Travel](#)
-

(For information regarding this policy, contact irrelevant)

1. Members

- 1.1. Members must be served a subpoena when required to attend court.
- 1.2. If more than one subpoena is received for the same date and time, the member will honour the first subpoena served or a subpoena from a Superior Court.
 - 1.2.1. The member must notify both Crown Prosecutors assigned to the court cases that a scheduling conflict exists and proceed according to instructions.
- 1.3. Members who are required for court are to be informed (verbally or by Email-ROSS) by the investigator at the earliest opportunity of:
 - 1.3.1. file caption,
 - 1.3.2. date and time of trial, and
 - 1.3.3. any other requirements.
- 1.4. Advise the assigned Crown when a member cannot attend court due to other commitments so a Crown may arrange an adjournment if appropriate.
- 1.5. Subpoenas are to be forwarded to the applicable Unit Commander for service. Affidavits will be completed and returned to originator.
- 1.6. Maintain a court attendance calendar.
- 1.7. Inform investigators of your availability.

2. Defence Counsel Requests

2.1. A request from defence counsel to serve a subpoena in Criminal Code, Federal Statute or Provincial Statute cases shall be complied with. Exception: If extraordinary circumstances exist, contact Cr. Ops. Support for instructions.

3. Service of Summons/Subpoena within Municipal Police Force Jurisdiction

3.1. If you have a summons or subpoena for service within municipal police force jurisdiction:

3.1.1. Send the court documents for service to the police department having jurisdiction;

3.1.2. Ensure complete name, address, and contact number of the recipient (where known) appear on document;

3.1.3. Allow a minimum of two clear weeks in advance of court date for service.

4. Peace Bond

4.1. Upon receipt of a formal request, serve court documentation (summons or subpoena) within your jurisdiction.

5. Civil Matter/Discovery Hearings

5.1. When a member receives a Notification to attend a Civil Discovery via a Notice of Examination or Discovery, advise the commander who will contact Cr. Ops. Support. Provide particulars of investigation and provide a summary of information subject to Notice of Examination.

6. Judicial Travel

6.1. General

6.1.1. In advance of the court date, either the commander or a court liaison member will confirm that a member is indeed required to travel.

6.1.2. Travel will not be required if a plea bargain can meet the principles of the sentence or video conferencing is a viable option.

6.2. Member

6.2.1. Ensure you are in compliance with the travel directive, [FMM – ch.9.8.](#)

6.2.1.1. For retired members, judicial travel expenses will be covered unless an alternative to travel can occur (i.e. plea bargain or video conferencing). Requests are to be submitted to Cr. Ops. Support through form [0835](#).

6.2.2. When advised overnight accommodations or air fare are required for court in another jurisdiction within 'H' Division:

6.2.2.1. Where possible, at least one month in advance, submit travel request with scanned copy of the subpoena through TEAM to the investigating Detachment or Unit Commander and advise your own Commander.

6.2.2.1.1. When preparing your travel request in TEAM, research the most economical means of travel through Government Travel Services (GTS).

6.2.2.2. The justification in TEAM will include:

6.2.2.2.1. a brief description of the case,

6.2.2.2.2. your evidence or role in the investigation, and

6.2.2.2.3. consultation occurred with the Crown Prosecutor to ensure you are indeed required and video testimony is not possible (e.g., evidence cannot be provided otherwise or defense counsel declines to consent to evidence).

6.2.3. When notified that travel is approved, obtain TAN via TEAM and contact GTS to make your travel arrangements.

6.2.4. When judicial travel has been completed, create and submit an Expense Claim through TEAM.

6.3. Detachment Commander

6.3.1. Recommend/approve the travel request in TEAM. Notify and seek guidance through Cr. Ops. Support for requests for international judicial travel.

6.3.1.1. Where a civilian witness from another jurisdiction is required by court, submit justification with brief circumstances and submit [0835](#) to Cr. Ops. Support.

6.3.1.1.1. Expenses for civilian witnesses are to be covered by the investigating unit unless other financial arrangements are in place.

6.3.1.1.2. For provincial witness fee policy see [Nova Scotia Public Prosecution Service – Witness Fees](#). For provincial legislation see the [Fees and Allowances Regulation under the Costs and Fees Act](#).

6.3.2. Review and recommend through TEAM and forward to 'H' Division Cr. Ops. Support for Section 34 FAA approval.

6.3.3. If the trial is a civil matter, notify Cr. Ops. Support who will engage the Department of Justice (DoJ) for assistance.

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24.1. Witness/Victims

1. [General](#)
2. [Member](#)
3. [Supervisor and/or Unit Commander](#)

(For information regarding this policy, contact Irrelevant)

1. General

1.1 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](#). The trial judge must be satisfied that the sworn statement is the truth and was made voluntarily. "H" Division has added the option to use an Eagle Feather to swear or affirm a statement.

2. Member

2.1. For a sworn witness statement to be admissible: (to be read in conjunction with [O.M.24.1](#));

2.1.2. the statement must be voluntary;

2.1.3 the witness must be sworn or administered a solemn affirmation or solemn declaration before taking of the statement;

2.1.4 in the case of a witness / client that wants to swear or affirm their statement while holding an Eagle Feather, the following will be said by the client;

"This Eagle Feather symbolizes our direct connection to the Creator for my people and I hold it in the spirit of honour and the truth. All my relations."

2.2. The statement should be audio and video recorded in its entirety, including the warning, oath, solemn affirmation and / or solemn declaration; and,

2.2.1. if video-recording services are not available, an audio recording of the statement is acceptable.

3. Supervisor and / or Unit Commander

3.1. The Eagle Feather will be maintained by the NCO i/c in the protective case and will be accessible to all employees.

3.2. The Eagle Feather should not be used by a client under the influence of alcohol or illegal drugs, however, it may be used in exigent circumstances.

3.3. The Eagle Feather should be cleansed / blessed in a smudging ceremony by an Elder if exposed to alcohol / illegal drugs, otherwise smudged once a year by an Elder.

3.4. The Eagle Feather has been beaded and is protected in a specially made protective case. The case has the protocol and the permit to carry.

3.5. CADPS is to be contacted if a replacement feather or case is required, at a Unit Cost.

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24.3. Polygraph

1. [General](#)
 2. [Member](#)
 3. [Unit Commander/delegate](#)
 4. [Polygraph Examiner](#)
-

(For information regarding this policy, contact Irrelevant)

1. General

1.1. Polygraph examinations will only be administered to RCMP members with the consent of the Commanding Officer when it is a Criminal Code investigation and the member consents to, or requests, an examination.

1.2. A parent/guardian must sign [3917-6e](#) prior to any testing of a young person. Attach form to the initial report.

1.3. When requesting approval, complete form [HD471](#). Requests for polygraph examinations must be approved by the Unit Commander and directed to the NCO IC [Truth Verification Section](#).

1.4. Once the approved request is obtained by the [Truth Verification Section](#), the assigned examiner will be in direct contact with the investigator.

2. Member

2.1. You may consult Truth Verification Section prior to submitting a formal request.

2.2. Refer to [Polygraph Services](#) for information pertaining to "Investigator's responsibilities", "Procedures", "Truth Verification Section contact information" and "Polygraph Request Format" and contact information.

3. Unit Commander/delegate

3.1. Ensure a thorough investigation has been completed prior to recommending the subject be tested.

3.1. Review each request ensuring:

3.1.1. the file has been thoroughly investigated;

- 3.1.2. all statements / documents are attached;
 - 3.1.3. all normal investigative procedures have been attempted;
 - 3.1.4. the offence is sufficiently serious;
 - 3.1.5. the use of this technique is reasonable and justified.
- 3.2. Document on the file the rationale for approval/rejection of the request.

4. Polygraph Examiner

- 4.1. Do not administer a test until all details of the investigation and proper statements have been obtained.
- 4.2. In consultation with the lead investigator, schedule the polygraph examination for a time and place suitable for all parties involved.
- 4.3. The polygraph exam results will only be disclosed to:
 - 4.3.1. the subject;
 - 4.3.2. the investigator;
 - 4.3.3. Crown counsel;
 - 4.3.4. Cr. Ops. - in the case of a member.

References

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25.103. Major Cases/Projects

1. [General](#)
 2. [Unit Commander/Lead Investigator](#)
 3. [Line Officer](#)
 4. [OIC Cr. Ops.](#)
- App. 25-103-1 [Division Operational Plan \(Process Guide\)](#)
App. 25-103-2 [Coordinator/Line Officer 2350 Processing Guidelines](#)

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and common law](#))

1. General

1.1. Major cases/projects are criminal investigations which are complex, high risk, and multifaceted, requiring additional funding and/or human resources. Approval of major cases/projects is sought through the submission of form [2350](#) to the OIC Cr. Ops.

1.2. The following are deemed Major Cases/Projects:

1.2.1. Federal Policing - Project based investigations including those involving wiretap, major undercover operations including agent sources, and those identified specifically by Cr. Ops.

1.2.2. Contract Policing - Investigations defined as serious or major crimes. Serious investigations can include, but are not limited to homicides, suspicious deaths, missing persons where foul play is suspected.

1.2.3. Other investigations as determined by OIC Cr. Ops/delegate.

1.2.4. Major cases/files which can be investigated through conventional methods do not require the submission of a [2350](#) Operational Plan.

2. Unit Commander/ Lead Investigator

2.1. When identifying an investigation as a major case, complete a detailed operational plan, form [2350](#) and other required documentation, outlining the scope of the investigation, the financial and human resources required and the necessity to have the investigation designated as a major case.

2.2. Prior to submitting form [2350](#) for approval, contact the Division Criminal Analysis Section (DCAS) to acquire a project name and request deconfliction of targets. Deconfliction is mandatory prior to submitting the complete [2350](#) for the Cr. Ops. Officer approval.

2.3. Complete [HD6129](#) or [HD6130](#) as required.

2.4. Forward the [2350](#), [HD6129](#) or [HD6130](#) to the OIC Cr. Ops. through the appropriate line officer.

3. **Line Officer**

3.1. Review the operational plan, as submitted.

3.2. If supported, forward the operational plan, along with your recommendations to the OIC Cr. Ops. for approval.

4. **OIC Cr. Ops.**

4.1. Upon receipt of an operational plan requesting an investigation be designated as a major case, ensure that the investigation is of the scope, magnitude and complexity warranting designation as a major case as outlined in [sec. 1.1](#).

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App. 25-103-1 Division Operational Plan (2350) Process Guide

Step 1 - Acquire Project Name

To request a project name:

1. Send an email request via Groupwise to HDIV_DCAS to obtain a project name. The request must include:
 - a. File number
 - b. type of investigation
 - c. brief synopsis
 - d. priority (organized crime, outlaw motorcycle gangs, etc.)
 - e. offence(s)
 - f. scope (divisional/national/international)
 - g. DCAS/CISNS analyst required?
 - h. SLEIPNER needed? (SLEIPNER is a threat assessment tool utilized to define the level of threat posed by the target group).

Attach with your email request form [2350](#) completing Sections A to J only to the GroupWise request. This will then be considered the "Vetted 2350".

The NCO IC DCAS/delegate will assign a project name to the file and return the documents via GroupWise to the requestor with a carbon copy (cc) to the INTELEX (INTELEX_HDIV) for "Deconfliction".

The NCO IC DCAS will advise if the 2350 submission will be NCBD/ACIIS uploaded. (Uploads will be completed by InteleX within 5 business days.)

Note: "Deconfliction" is mandatory prior to submitting the complete 2350 for Cr. Ops. Officer approval. Complete Sections A to J of the 2350 form and forward to INTELEX (INTELEX_HDIV). The targets of your investigation and the project name will be queried to determine if any other unit or division is working on the same targets.

***Originating units must enter all targets on ACIIS. ACIIS Person SID numbers are required in Section 'E' of form 2350. (If your unit does not have direct ACIIS access, please contact the INTELEX unit to determine if the targets have Person SIDs, or to make arrangements to have Person SIDs created.)

***The "vetted" 2350 should include a brief file synopsis in sections H, I and J.

*** Federal projects will flow through the Federal Reviewer. Provincially funded projects (i.e., Major Crime, Detachment level operations) will be submitted through the respective Line Officer

to the Cr. Ops. Officer.

RCMP-ACIIS Policy ([OM 51.10.](#))

Step 2 –Submission of 2350 Package for Approval:

1. Once "Deconfliction" results have been received, submit the following documents, with appropriate signatures, through the Federal Reviewer/Line Officer to the Cr. Ops. Officer for approval:

- a. completed 2350
- b. vetted 2350 suitable for NCDB/ACIIS upload and signed by Line Officer
- c. A-5 - Restriction Authority (template,) regardless of level of restriction. (Provide rationale).
- d. if requesting Restricted NCDB/ACIIS upload, include form [5746e](#) - 'NCDB, ACIIS, RMS RESTRICTION REQUEST'
- e. [HD6129](#) or [HD6130](#)

NOTE: [HD6129](#) or [HD6130](#) is to be completed at each step and MUST accompany the file throughout its duration.

Federal Reviewer/Line Officer(Prov.):

For Operations which require Covert Operations Support (Undercover/Agent component, Sensitive Expenditure, Special I, etc.) include this step:

The Federal Reviewer/Line Officer (Prov) will forward to NCO IC Federal Operations Support (see [Coordinator/Line Officer 2350 Processing Guidelines!](#)) prior to being forwarded to Cr. Ops. for approval.

Step 3 - Approved 2350

Once the Cr. Ops. Officer has reviewed and signed the approval,

1. Federal Reviewer/File Coordinator-Lead Investigator (Prov.) will electronically submit the following to INTELEX_HDIV:

- a. approved Vetted 2350, including approved Diary Date reporting period (the 15th of each month, or as otherwise specified)
- b. if restricted, submit: form [5746e](#) (ICS) - 'NCDB, ACIIS, RMS RESTRICTION REQUEST'
- c. a photocopy/scan of the signed A5 - Restriction Authority (template)

2. The original Restriction A5 with the Cr. Ops. Officer's authorization will be held on the investigative file with the original 2350 and other documents.

3. INTELEX to upload all appropriate documents to NCDB/ACIIS (within 5 business days). RCMP NCDB Policy (referred to as NCIS - [OM 51.9.](#))

[CISC CIIS Policy](#)

Step 3a – Project Extensions

If a request to extend the project is made due to the requirement of additional funding, identification of new targets, or the need of further investigational avenues:

1. Submit an updated 2350 through the Line Officer to the Cr. Ops. Officer for approval of project extension.
2. Forward the updated 2350 to Intelix for further deconfliction.

Step 4 - C-237 Follow-up or Concluding Report

1. The Federal Reviewer/File Coordinator – Lead Investigator (Provincial) will ensure the following is being submitted in accordance with standard reporting period(s):

- a. Follow-up [C237](#)/Briefing Note (if applicable) or concluding report to Federal Reviewer/Line Officer.
- b. Federal Reviewer/Line Officer will submit vetted '2350/C-237' forms electronically to INTELEX_HDIV.

Note: Standard reporting period for follow-up C-237 is 30 days (15th of each month), unless otherwise specified.

Step 5 - Restriction Removal (if applicable)

1. Restriction Assessment - upon submission of a concluding report, the originating unit must conduct a review of the vetted '2350/C-237's' to determine if the documents can be unrestricted. If so, request the Cr. Ops. Officer's approval to remove the restriction in NCDB and ACIIS via A5 template A-5 - 'Restriction Removal Authority'.
2. A photocopy of the signed A5 - 'Restriction Removal Authority' will be forwarded to INTELEX for processing.
3. The original A5 will be held on the investigative file.

NOTE: Units are responsible for monitoring their projects in NCDB, ACIIS, and PROS, and adherence to records management policies (i.e., reviews, record updates, purge date).

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App. 25-103-2 Coordinator/Line Officer 2350 Processing Guidelines

1. Ensure Deconfliction has been requested by the unit and forwarded to Intellex for completion prior to submission of [2350](#). (When completed, Sections A to J of the 2350 are considered the Vetted 2350 form).
2. Review 2350 for mandate level or appropriate targeting and financial accuracy, as per the Infoweb, 2350 Process Guide. Also to be attached electronically:
 - a. A5 Restriction Authority
 - b. vetted 2350
 - c. completed [5746](#) (for NCDB and ACIIS)
 - d. discuss funding with the appropriate Financial Advisor and for Sensitive Expenditures, the Federal Operations Support Coordinator (FOSC).
3. For Covert Operations Unit Assistance:
 - a. Forward 2350 to FOSC with a covering memo (A5) and the A5 Restriction Authority. Covering A5 should reflect the request to interview potential Agent(s), assigning of Cover/UC personnel and costs (Open and Sensitive), use of resources (Special I), etc.
 - b. Once review is completed, the FOSC will return the 2350 package will forward to Federal Policing Officer for initial/signature.
 - c. Package will then be returned to Line Officer for submission to the Cr. Ops. Officer for final approval.
4. For all other 2350's, Part VI, probes, etc.
 - a. Forward 2350 to FOSC for review of Sensitive Expenditures Budget.
 - b. Forward 2350 to the Federal Support Officer (FSO) with a covering memo (A5) and the A5 Restriction Authority. Covering A5 should reflect the costs (Open and Sensitive).
 - c. Provide 2350 package to the Federal Policing Officer (FPO) for review/signature.
 - d. FPO forwards 2350, form [5746](#) and the A5 Restriction Authority to the Cr. Ops. Officer.
5. After approval by Cr. Ops. Officer:
 - a. Undercover/Agent operations, copy to FOSC.
 - b. Return original documentation to investigating unit.
 - c. Notify the appropriate Financial Advisor and FOSC of the approved funding.
6. Every thirty (30) days on the 15th of the following month, a C-237 report is required along with a C-237 (Vetted form):

- a. Forward copy of -C237 to the Line Officer. (Copy to FOSC for U/C/Agent operations)
- b. Advise appropriate Financial Advisor and FOSC (Sensitive Expenditures) of monies spent over the previous thirty day period.

7. Upon conclusion, concluding C-237 report is required along with a concluding C-237 Summary (Vetted form):

- a. Forward copy of C-237 to the Line Officer. (Copy to FOSC for U/C/Agent operations)
- b. Advise Federal Financial Advisor and FOSC (Sensitive Expenditures) of monies spent over the entire operation.
- c. Ensure Federal Reviewer/Provincial Cr. Ops. is aware of file conclusion.

Note: Line Officers must ensure the concluding reports are forward to the Cr. Ops. Officer.

Date Modified: 2013-12-13

Corresponding HDIV Supplemental

[OM - ch. 25.3. Investigative Aids - Major Case Management](#)

1. Unit Commander

1.1. When identifying an investigation as a major case, complete form [2350](#) and other required documentation, outlining the scope of the investigation, the financial and human resources required and necessity to have the investigation designated as a major case.

1.2. Forward form [2350](#) to the Cr. Ops. Officer through the appropriate line officer.

2. Line Officer

2.1. Review the form [2350](#) as submitted. If supported, forward along with your recommendation(s) regarding the make up of the Major Case Management Team to the Cr. Ops. Officer for approval.

3. Cr. Ops. Officer

3.1. On receipt of form [2350](#) requesting an investigation be designated as a major case, ensure the investigation is of the scope, magnitude and complexity warranting designation as a major case.

3.2. Establish a Team Commander list as outlined [App. 25-3-1](#).

3.3. Appoint a representative to the Atlantic Major Case Management, Team Commander Review Committee as per Terms of Reference in [App. 25-3-2](#).

3.4. Ensure that personnel assigned to a major case have the necessary skill sets needed to fulfil their respective functions within the project team.

4. Team Commander

4.1. A Team Commander is defined as a regular member who has completed the "H" Division Team Commander Identification Process and has been recommended to perform the duties of a Team Commander by the Atlantic Major Case Management Team Commander Review Committee or, alternatively, in the assessment of the Cr. Ops. Officer has the appropriate experience and/or ability to perform the duties of a Team Commander.

4.2. Once appointed, assume overall responsibility and accountability for the Major Case Management Team, its resources and mandate.

4.3. Confirm that personnel assigned to the major case have the necessary skill sets needed to fulfil their respective functions within the project team.

4.4. Have investigators submit form [C-237](#) to the Cr. Ops. Officer, through channels, every 30 days (15th of each month), unless otherwise specified.

4.5. Ensure that investigation reports are comprehensive, prepared in chronological order, documenting the relevant evidence, the investigative steps and decision making process.

Corresponding HDIV Supplemental

4.6. In Joint Forces Operation, supply the investigation reports to the participating agencies as agreed upon by the Joint Management Team.

4.7. Brief and consult with the appropriate line officer regularly during the course of the investigation.



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App. 25-3-1 Team Commander Identification Process

1. General

1.1. The Team Commander Identification Process is voluntary.

2. Member

2.1. Prepare a Curriculum Vitae (CV) utilizing form [HD6113](#) outlining your qualifications.

2.2. Particular attention should be given to the competencies, experience and qualifications in Part 3 of [HD6113](#).

2.3. Once completed, submit your CV to your Unit/District Commander for support and recommendations.

2.4. If identified/selected as a Team Commander, submit updates to your CV every two years or as and when required.

3. Unit/District Commander

3.1. Review the CV as submitted.

3.2. Confirm that the member has the necessary skill sets required.

3.3. If supported, forward to the appropriate line officer along with recommendations.

4. Line Officer

4.1. Review the CV as submitted.

4.2. If supported, forward to the Cr. Ops. Officer with recommendations.

5. Cr. Ops. Officer

5.1. Appoint a representative to the Atlantic Major Case Management, Team Commander Review Committee for a term of three years.

5.2. Review the CV's and recommendations from the line officer and Unit/District Commander.

5.3. Forward the CV and associated documentation to the Chair of the Atlantic Major Case Management Team Commander Review Committee.

5.4. Establish and maintain a Major Case Management Team Commander list.

6. **Atlantic Major Case Management Team Commander Review Committee**

6.1. Perform the duties assigned to a member of the Atlantic Region Major Case Management Team Commander Review Committee as outlined in [App. 25-3-2](#).

6.2. At the discretion of the Cr. Ops. Officer, serve as the representative for a term of three years.

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App. 25-3-2 Terms of Reference - Team Commander Identificaion and Selection Review Committee

1. The review committee will consist of four regular members, one from each of the Atlantic divisions.
2. The division representative will be appointed by the respective division's Cr. Ops. Officer and the term of the appointment will be for three years.
3. The Atlantic Council of Cr. Ops. will nominate a chair, to be chosen from the committee members and will be rotated annually.
4. The member's CV, as submitted, will be evaluated utilizing the CV Evaluation Tool.
5. The Atlantic Major Case Management Team Commander Review Committee will make recommendations, to support or defer a candidate as a Team Commander, to the appropriate Cr. Ops. Officer
6. All such recommendations must be unanimous and in writing.
7. The review committee will be convened every three months or as required.

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25.7. Unmanned Aerial Systems (UAS)

1. [General](#)
 2. [UAS Operation](#)
 3. Roles and Responsibilities
 - 3.1. [Member](#)
 - 3.2. [Supervisor](#)
 - 3.3. [Risk Manager](#)
 - 3.4. [On-Call Collision ReReconstructionist](#)
 - 3.5. [Pilot](#)
 - 3.6. [Program Manager](#)
-

1. General

1. 1. When the UAS is to be used as an investigative tool that requires a judicial authorization, it must clearly be stated in the Information to Obtain, the intended use.
1. 2. Training will be conducted by the UAS manufacturer or by persons designated by the manufacturer and supported by the Support Services Officer.
1. 3. To maintain proficiency and knowledge of operation, UAS pilots are encouraged to maintain contact with other police UAS operators and attend any related training webinars, seminars, conferences or events designed to provide current information or training, subject to operational releasability.
1. 4. The UAS must be stored in a locked container under the control of the Program Manager or the Detachment Commander of the detachment where they are located.
1. 5. The Program Manager may appoint an Operations Manager to assist with reporting and other regulatory purposes in their absence.
1. 6. All associated UAS pilot expenses will be the responsibility of the requesting unit.
1. 7. If the UAS is damaged during approved operations or training, repairs will be the responsibility of Support Services.

2. UAS Operation

2. 1. The UAS may only be operated:
 2. 1. 1. when all regulatory permits have been obtained;

2. 1. 2. with both a pilot and a safety officer present at all times;
2. 1. 3. in winds not exceeding the device's safe handling characteristics as per the manufacture's specifications and within the skill / ability of the pilot;
2. 1. 4. with the pre-approval of the regulative authorities, namely NavCanada and/or the local airport tower when used within controlled airspace; and
2. 1. 5. a safe distance from power lines, lamp standards and similar obstructions:
 2. 1. 5. 1. avoid placing high voltage power lines between the pilot and the UAS to avoid potential electrical interference.
2. 2. Indoor operation of the UAS is permitted only under the following provisions:
 2. 2. 1. for training purposes, provided the UAS is operated in a controlled area that can be carefully secured to prevent entry of bystanders; and
 2. 2. 2. only be conducted in extreme emergencies such as a threat to life where the use of the UAS can mitigate the situation (e.g. an active shooter) or by an incident commander in accordance with the Tactical Operations Manual (TOM).
2. 3. Report any UAS damage to the Program Manager immediately.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. If the services of a UAS are requested seek approval from your supervisor.

3. 2. Supervisor

3. 2. 1. When requesting the services of a UAS, contact the OCC risk manager. Traffic Services units that are equipped with a UAS may deploy their UAS at the discretion of the individual pilots for traffic reconstruction.

3. 3. Risk Manager

3. 3. 1. To deploy the UAS contact the on-call Collision Reconstructionist Traffic Services member who will call out a UAS pilot.

3. 4. On-Call Collision Reconstructionist

3. 4. 1. When requested by the risk manager, identify a pilot for operation of a UAS and deploy the pilot.
3. 4. 2. When the UAS is to be used as an investigative tool as outlined in (1.1.) the OIC Traffic Services must be advised prior to the UAS deployment.

3. 5. Pilot

3. 5. 1. Briefs the safety officer and payload operator (before and during the flight);
3. 5. 2. Falls under the direction of and reports the details of all flights with the UAS to the Program Manager.

3. 5. 3. Responsible to provide "true copies" of all UAS digital media and flight logs to the lead investigator.

3. 6. **Program Manager**

3. 6. 1. Will be delegated by the OIC Traffic Services.

3. 6. 2. Is trained in the operation of a UAS.

3. 6. 3. Will provide a monthly report to the Support Services Officer outlining the usage of the UAS.

3. 6. 4. Will keep a master log of all operational flights and provide the Support Services Officer with a quarterly report outlining the usage, needs, and state within the program.

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28.1. Collection/Use of Personal Information

1. [General](#)
2. [Photographs, Plans and Certificates](#)
3. [Motor Vehicle Collisions](#)
4. [Crown Counsel](#)
5. [Provincial Government Institutions](#)
6. [CPIC Records](#)
7. [Medical Information](#)
8. [Municipal Police or Military Personnel](#)
9. [Counsel - Civil Disclosure](#)

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and](#)

1. General

1.1. The [Access to Information Act](#) provides for access to information under control of the Government of Canada.

1.2. The [Privacy Act](#) provides law to protect the privacy of individuals and provides individuals with a right to access.

1.3. Disclosure between the Government of Canada and the Government of the Province of Nova Scotia is made pursuant to the Memorandum of Understanding, 1983.

1.4. In accordance with the [Privacy Act](#), personal information under RCMP control may only be disclosed with the consent of the individual to whom the information relates, or in compliance with specific disclosure provisions as outlined in Section 8 of the Act.

1.4.1. The concept of "consistent use disclosure" permits personal information collected for one law enforcement purpose to be disclosed for another law enforcement purpose, see National Headquarters [OM I.3.L.2.b.](#)

1.4.2. Information should not be released to any agency if doing so could jeopardize an ongoing investigation or result in any situation as outlined in National Headquarters [AM III.11.I.2.a.](#)

1.5. Individuals who wish to receive more information than is supplied to them, may apply under the Privacy Act and/or Access to Information Act as described in National Headquarters [AM III.11.F.6.](#)

1.6. If you are unsure whether or not to release personal information, consult with your line of command.

2. Photographs, Plans and Certificates

2.1. See National Headquarters [OM I.3.L.3.](#)

2.2. If the case involves a provincial statute or Criminal Code investigation Unit/Detachment Commanders may authorize the release of these items, where the Privacy Act does not apply, provided the release will not compromise an investigation, technique or source.

3. Motor Vehicle Collisions

3.1. See National Headquarters [OM 5.6.4.](#)

3.2. Refer to Section 98(7) of the [Motor Vehicle Act](#) for information that may be released to a person involved in the collision, that person's authorized representative or the insurance company representing someone involved in the collision.

3.2.1. Utilize Form [HD516](#) to release information requested.

4. Crown Counsel

4. 1. All evidentiary material/information that is even remotely relevant in the prosecution of a case may be disclosed to Nova Scotia Department of Justice as required, see National Headquarters [OM 20.1.](#)

5. Provincial Government Institutions

5.1. Limited and specific personal information may be disclosed to Provincial Government institutions for the purpose of administering or enforcing any law or carrying out a lawful investigation, subject to a written request stipulating the exact information required, and the statute and section being administered or enforced, see National Headquarters [OM I.3.L.2.d.](#)

5.1.1. A copy of the written request as well as a copy of what was provided to the requester must be maintained on the file from which the information was supplied.

5.3. Provincial agencies do not have any more access to information than other persons in civil matters.

6. CPIC Records

6. 1. Information from CPIC queries can only be released for criminal or investigative purposes to specific agencies outlined in CPIC Reference Manual [Chapter I.2.7.](#) that deals with Confidentiality and Dissemination of CPIC Information and [App. IV-1-A](#) that deals with Release of Criminal Record Information.

7. Medical Information

7.1. Medical evidence is crucial for the prosecution of certain crimes against person offences.

7.1.1. Investigators will ensure that all injured victims of a crime consider seeking medical attention and that a signed 2516 has been requested from the victim.

7.1.2. Attempts to obtain a signed consent form from the victim should be made at the time of the initial interview or as soon as practicable.

7.1.3. Present the original signed consent form to the attending physician or hospital when medical evidence may be available for investigational purposes.

7.1.4. In cases of deceased persons, contact the Medical Examiner for the required information.

8. Municipal Police or Military Personnel

8.1. The RCMP may "when requested" or when a public safety concern is identified provide information to municipal or military police.

8.1.1 Information gathered during an investigation involving an municipal police or military personnel should only be disclosed when it necessitates public safety.

8.1.1.1 or as indicated in section Sec. 8(2)(f) of the Privacy Act.

8.1.1.2. when information is disclosed without a formal request, the disclosing member must document the rationale for the voluntary release of the information provided.

9. Counsel - Civil Disclosure

9. 1. The RCMP is not required to provide disclosure of information or evidence obtained in a criminal investigation when requested for a civil investigation or trial.

9. 2. Members must attend court when served a subpoena for a civil matter.

9. 2. 1. There are 2 types of subpoenas, namely:

9.2.1.1. a subpoena solely to compel the attendance of the member, and

9.2.1.2. a Duces Tecum subpoena which compels the member to attend and bring specified documentation with them.

9. 2. 2. When a member is compelled to attend court in a civil matter they will not provide a Can Say or affidavit.

9. 2. 3. When a member is compelled to attend court via a Duces Tecum subpoena they will bring the documentation with them and may testify with respect to the contents in court; copies of the documentation are not distributed.

9. 2. 4. Members will advise the unit commander when they are subpoenaed to testify in a civil matter.

9. 2. 5. Unit commanders will advise Cr. Ops. when a member is subpoenaed in a civil matter.

9. 2. 6. Cr. Ops. may consult with Department of Justice and/or ATIP Policy Branch.

9. 3. Court Orders

9. 3. 1. The courts may order that the police provide disclosure.

9. 3. 2. The Unit Commander will consult with Cr. Ops. when they receive a court order for disclosure of information and/or investigative material.

9. 3. 3. Cr. Ops. may consult with the Federal Department of Justice and/or ATIP Policy Branch on the order. Information will or maybe vetted as per 1. 1. 2.

References:

[Privacy Act](#)

[Access to Information Act](#)

[Motor Vehicle Act](#)

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28.3. Offender Notification

1. [Definitions](#)
2. [General](#)
3. [Unit Commander](#)
4. [Provincial Cr. Ops.](#)
5. [Commanding Officer](#)

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and common law](#).)

1. Definitions

1.1. **High Risk Offender:** an offender, other than an offender who is under community supervision, who has been convicted of one or more of the offences listed, whose presence in the community after warrant expiry gives rise to a risk of significant harm and either:

1.1.1. has had imposed a term of imprisonment related to the offence; or

1.1.2. whose behaviour has been assessed by a police agency as posing a risk of significant harm; or

1.1.3. is under provincial community supervision order and has a demonstrated history of breaches of such provincial court order.

1.2. **Warrant Expiry (WED) Package:** package of written material collected by Correctional Services Canada (CSC) which may include the high risk offender's institutional history, offender profile, criminal record, details of offences, psychiatric test results, post release residence plan and more.

1.3. **Coordinating agency:** for purposes of the Nova Scotia Protocol, the RCMP will be the "coordinating police agency"; Provincial Cr. Ops. is responsible for administering this function.

1.4. **Lead agency:** the police force of jurisdiction where the offender has indicated will be his/her destination post release. The "lead police agency" may be an RCMP detachment, municipal or regional police force. If the offender refuses to disclose his post release destination, then the charging police force becomes the lead agency.

2. General

2.1. The Province, through the Provincial Department of Justice, has established a Community Notification Advisory Committee (CNAC) to advise municipal and provincial police agencies in Nova Scotia on Public Notification of the [Release of a High Risk Offender](#).

2.2. The Provincial Department of Justice will arrange to convene a meeting of the CNAC upon request from the coordinating agency.

3. Unit Commander

3.1. Where RCMP are the 'lead police agency':

3.1.1. The "lead police agency" is responsible for ensuring the Protocol procedures are initiated and followed and all necessary documentation is collected and transmitted to the CNAC.

3.2. Review the WED package and determine if a public interest disclosure is warranted; advise Provincial Cr. Ops. of your recommendation prior to the assigned diary date.

3.3. If public advisory is recommended by the CNAC and approved by the Commanding Officer;

3.3.1. Ensure the subject is entered on CPIC in the SIP category. This will form part of the National Flagging System for High Risk Violent Offenders. (CPIC Reference Manual [Chapter 1.2.](#) refers.)

4. Provincial Cr. Ops.

4.1. The "coordinating police agency" (Provincial Cr. Ops.) receives the warrant expiry (WED) package from Corrections Services Canada in advance of the release of a high risk offender. Provincial Cr. Ops. then distributes a copy of the package to the appropriate lead police agency along with a copy of the Provincial Protocol and an instruction sheet for the Public Notification Committee.

4.2. A diary date is assigned to the lead police agency to identify if a public interest disclosure is being sought.

4.3. If a public interest disclosure is requested by the lead agency, Provincial Cr. Ops. will liaise with the Department of Justice to request a Community Notification Advisory Committee meeting.

4.4. The Committee will review cases as per the [Release of High Risk Offender Protocol](#) of an offender who has been convicted of at least one serious offence and his/her presence in the community gives rise to a reasonable apprehension of danger.

4.5. The Committee will make recommendations as to the appropriateness and level of notification required and advise the lead agency in writing.

4.6. Once a written recommendation for public notification is received from the CNAC, if the lead agency is RCMP, Provincial Cr. Ops. will advise the Commanding Officer.

4.7. If the Commanding Officer agrees with the CNAC recommendation, a Briefing Note to the Commissioner will be forwarded as per National Headquarters [OM I.3.L.2.c.](#) and [Sec. 8\(2\)\(m\)](#) of the Privacy Act to advise the Privacy Commissioner.

4.8. Where the lead police agency is not RCMP, the Regional or Municipal Police will follow the provincial protocol in concert with their own departmental directives.

4.9. See [Release of High Risk Offender Protocol](#).

4.10. Refer to National Headquarters [OM 27.1.](#) and [27.2.](#) for media relations strategies and release guidelines.

4.10.1. Following the guidelines, prepare a Public Notification Sheet including the offender's photo and information; engage the assistance of Communications Section for appropriate dissemination.

5. **Commanding Officer**

5.1. Review recommendations from CNAC for public interest disclosure of an offender's name as [per s. 8.2.\(m\)](#) of the Privacy Act and the Nova Scotia Release of High Risk Offender Protocol .

5.2. Approve or deny the recommendation.

References:

1. [National Headquarters OM I.3.L.2.c.](#)
2. [Sec. 8\(2\)\(m\) Privacy Act, RSC.](#)
3. [Release of High Risk Sexual Offender Information Protocol - NS Department of Justice](#)

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31.1. Types of Sources and Use Guidelines

Part 31 of the H Division Operational manual is presently under review and is being revised. Please refer to the [National Operational Manual](#) for policy regarding Human Sources, Undercover Operations and/or Witness Protection. If you require additional information on H Division practices please contact the units directly.

H Division Human Source Unit

Public Interest Immunity - s. 37 of CEA and common

H Division Undercover Coordinator

Public Interest Immunity - s. 37 of CEA and common law

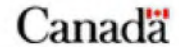
H Division Witness Protection Unit

Public Interest Immunity

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31.100. Disclosure

Part 31 of the H Division Operational manual is presently under review and is being revised. Please refer to the [National Operational Manual](#) for policy regarding Human Sources, Undercover Operations and/or Witness Protection. If you require additional information on H Division practices please contact the units directly.

H Division Human Source Unit

Public Interest Immunity - s. 37 of CEA and common law

H Division Undercover Coordinator

Public Interest Immunity - s. 37 of CEA and common law

H Division Witness Protection Unit

Public Interest Immunity - s. 37 of

Date Modified: 2007-03-01



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31.1. Types of Sources and Use Guidelines

Part 31 of the H Division Operational manual is presently under review and is being revised. Please refer to the [National Operational Manual](#) for policy regarding Human Sources, Undercover Operations and/or Witness Protection. If you require additional information on H Division practices please contact the units directly.

H Division Human Source Unit

Public Interest Immunity - s. 37 of CEA and [redacted]

H Division Undercover Coordinator

Public Interest Immunity - s. 37 of CEA and common law [redacted]

H Division Witness Protection Unit

Public Interest Immunity - s. 37 of [redacted]

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31.4. Commission of Offences by Sources and Use of Incarcerated Sources

Part 31 of the H Division Operational manual is presently under review and is being revised. Please refer to the [National Operational Manual](#) for policy regarding Human Sources, Undercover Operations and/or Witness Protection.

If you require additional information on H Division practices please contact the units directly.

H Division Human Source Unit

Public Interest Immunity - s. 37 of CEA and common law

H Division Undercover Coordinator

Public Interest Immunity - s. 37 of CEA and common law

H Division Witness Protection Unit

Public Interest Immunity - s. 37 of CEA and common law

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31.5. Assessment of Sources and Information and Debriefing Reports

Part 31 of the H Division Operational manual is presently under review and is being revised. Please refer to the [National Operational Manual](#) for policy regarding Human Sources, Undercover Operations and/or Witness Protection.

If you require additional information on H Division practices please contact the units directly.

H Division Human Source Unit

Public Interest Immunity - s. 37 of CEA and
Common Law

H Division Undercover Coordinator

Public Interest Immunity - s. 37 of CEA and
Common Law

H Division Witness Protection Unit

Public Interest
Immunity - s. 37 of CEA and
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31.6. Source Records

Part 31 of the H Division Operational manual is presently under review and is being revised. Please refer to the [National Operational Manual](#) for policy regarding Human Sources, Undercover Operations and/or Witness Protection.

If you require additional information on H Division practices please contact the units directly.

H Division Human Source Unit

Public Interest Immunity - s. 37 of CEA and common

H Division Undercover Coordinator Public Interest Immunity - s. 37 of CEA and

H Division Witness Protection Unit Public Interest Immunity - s. 37 of CEA

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33.101. [Legal Application Support Team \(L.A.S.T.\)](#)

1. [Definitions](#)
2. [General](#)
3. [Unit Commander](#)

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA](#) and common law

1. Definition

1.1. [Judicial Authorization](#)

2. General

2.1. The [Legal Application Support Team \(L.A.S.T.\)](#) consists of two full time regular members who report to the Federal Support Services Coordinator.

2.2. On request, L.A.S.T. supplies expertise to investigative units in the preparation and decision making process on various legal applications including warrants, authorizations and orders.

2.3. When a unit is undertaking any strategy involving Part VI applications (i.e., One Party Consents, s.184.2.CC, Third Party Interception of private communications s.185/186 CC, Video Observation general warrants, s. 487.01 CC, Emergency Third Party Interception applications, s. 188 CC, or any application under s.183 to s.196 CC), then the unit is required to engage L.A.S.T. personnel for input and support.

2.4. L.A.S.T. is available to:

2.4.1. assist with any judicial authorization or search & seizure administration and processing including identification of extra provincial contacts for out of province service of orders or warrants,

2.4.2. provide assistance, opinions and review on legal authorization applications (necessary for Part VI and other applications) at the operational planning stage of an investigation /project to ensure the appropriate judicial authorizations are identified.

2.5. L.A.S.T. does not provide personal legal advice to members.

2.5.1. Advice from L.A.S.T. is not protected by solicitor-client privilege.

2.5.2. For legal advice on matters other than judicial authorizations, contact Provincial Cr. Ops. for direction.

2.6. L.A.S.T. members are the Subject Matter Experts (SME) for search & seizure.

2.7. Upon request, L.A.S.T. conducts division wide training and supports national training for Part VI and Search Warrant drafting courses.

3. **Commander**

3.1. Where exigent circumstances exist (kidnapping, imminent threat to public safety etc.) contact L.A.S.T. immediately for assistance in the drafting of judicial applications for warrants.

3.2. See [L.A.S.T.](#) for current contact information, warrant and wiretap templates, case law and related information.

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33.102. Major Crime Units

1. [General](#)
 2. [Investigative /Assistance Responsibilities](#)
 3. [District Commander](#)
 4. [OIC Support Services](#)
- App. 33-102-1 [Major Crime Units and Contact Information](#)

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and common law](#))

1. General

- 1.1. Major Crime Units (MCU) are located within South West Nova District at New Minas, Chester and Yarmouth. Within North East Nova located at Bible Hill, Port Hawkesbury and Ahmerst, see App. 33-102-1.
- 1.2. The Major Crimes Unit is mandated to provide investigational assistance to operational units throughout the Division.

2. Investigative /Assistance Responsibilities

- 2.1. Major Crimes will, if circumstances warrant, assume total responsibility and accountability for serious criminal investigations. These serious investigations can include, but are not limited to homicides, suspicious deaths, missing persons where foul play is suspected or any serious criminal offence in consultation with the OIC of MCU.
- 2.2. Major Crime Units can be called to assist in a supportive/ consultative role in support of Detachment personnel when requested and with approval of the respective MCU unit of jurisdiction.
- 2.3. The Serious Incident Response Team (SIRT) was enacted through legislation by the Province of Nova Scotia. Their mandate is to provide oversight of policing by providing independent investigation of serious incidents involving the police in the Province of Nova Scotia. This civilian led team will ensure a more transparent and independent process to investigate serious allegations against the police. SIRT will operate independently of law enforcement agencies.
- 2.4. SIRT will investigate all cases of death, member involved shootings, serious injury, sexual assault or domestic violence involving an incident alleged to have occurred from the action or non-action of a police officer whether on duty or not.

3. District Commander

3.1. Commanders will ensure all immediate actions required by the circumstances of a serious crime have been taken.

3.2. Ensure that the OIC Support Services, OIC MCU or delegate, and the NCO IC of the Major Crime Unit having primary jurisdiction is advised of all serious incidents as soon as possible so that necessary assistance and resources can be provided. Reporting of Criminal Code Offences and significant events is outlined in OM.101.3 and App, 101-3-1.

4. **OIC Support Services**

4.1 Ensure that the OIC Cr. Ops. is advised of all serious incidents as soon as possible.

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35.3. Scenes of Crime

1. [Forensic Identification Services \(FIS\)](#)
2. [FIS Operations](#)
3. [FIS Specialist](#)
4. [FIS Unit Commander](#)
5. [Requesting FIS Support](#)
6. [Recalling FIS After Hours - Property Crimes \(Including Drugs and Federal Statute Cases\)](#)
7. [Recalling FIS After Hours - Person Related Crimes](#)
8. [Recalling FIS After Hours - Human Deaths](#)
9. [Public Disturbances/Surveillance](#)
10. [Service ID Photos](#)
11. [Public Presentations, Photo Opportunities, Tours of FIS Facilities](#)
12. [Court Appearance, FIS Expert Opinion Evidence](#)
13. [Chemical, Biologist, Radiological, Nuclear and Explosive \(CBRN-E\)](#)
14. [Photography and Digital Imaging](#)
15. [Clandestine Drug Lab](#)
16. [Forensic Video Analysis](#)
17. [In-Service Training and Lectures](#)
18. [Other Specialized Support](#)

(For information regarding this policy, contact the "H" Division FIS Coordinator in Halifax Phone:

Irrelevant

(This policy should be read in conjunction with the [Integrated Forensic Identification Manual -IFIM](#))

1. Forensic Identification Services (FIS)

1.1. Forensic Identification Services in this division are provided at units located at:

1.1.1. Halifax (HRM) - Irrelevant, Fax: 902-426-5169.

1.1.2. Truro (NWN) - Bible Hill Detachment
Irrelevant Fax: 902-893-6824.

1.1.3. Port Hawkesbury (NWN) - Port Hawkesbury Detachment
Irrelevant Fax: 902-625-5323.

1.1.4. New Minas (SWN) - Kings Detachment
Irrelevant Fax: 902-681-2111.

1.1.5. Yarmouth (SWN) - Yarmouth Municipal Detachment

Irrelevant Fax: 902-742-2475.

1.2. FIS is supervised by a division FIS Coordinator located in Halifax. Irrelevant
Fax: 902-426-5169.

2. FIS Operations

2.1. FIS provides investigational support for crime scene examinations and/or exhibits related to criminal activities in an attempt to locate, enhance and record trace evidence with the goal of identifying potential culprits or eliminating subjects and/or linking evidence to a scene or person. This includes recording crime scenes with photography and/or video imaging.

2.1.1. Part of recording the scene may involve scale crime scene drawings and/or aerial photography when deemed appropriate.

2.1.2. Trace evidence may include: latent friction skin impressions (finger, palm and bare foot prints), footwear impressions, tire impressions, tool impressions, physical matching (linking broken pieces to an original source).

2.1.3. Ensure you consider several factors that can affect the ability to recover trace evidence before requesting FIS support. Surfaces should be clean, smooth and non-porous. Exposure to extreme heat, cold or moisture can hamper the results.

2.2. FIS will attend forensic autopsies when related to a homicide or other case that is being managed by the Major Crime Unit.

2.3. Other trace evidence collected from a scene may include hair & fibre, DNA from blood or other biological sources, and other such samples that can be collected for Forensic Laboratory (FLS) analysis.

2.3.1. These collected exhibits will be turned over to, and managed by, the investigator responsible for the master file.

2.4. Form [C-414](#) and approval from the Case Reception Unit (CRU) at the Forensic Lab are the responsibility of the investigator, however guidance may be requested from the FIS personnel as necessary.

2.5. FIS Specialists will only collect exhibits from a crime scene that require FIS processes or examinations.

2.6. FIS exhibits will be listed on the forms [2666](#) or [1625](#).

2.7. For any drug exhibits, ensure the contents are transferred carefully (gloved hands) to new packages or containers and the contents retained by the investigating unit.

2.7.1. Normally only the external drug packaging or containers will be retained by FIS for examination processes.

2.7.2. All other drug exhibits are the responsibility of the investigator.

2.8. FIS will provide form 2666 as soon as possible.

2.8.1. Reports will be generated in the appropriate records management system, i.e. PROS or Versadex.

2.9. Subsequent reports on form 2666-1 will be distributed as completed.

2.10. FIS original reports, original negatives, compact disks, lifts and other such original materials will be sealed in a Key Material envelope.

2.11. The Key Material envelope will be returned to the originating agency for filing with the master file upon FIS concluding their file.

2.12. Ensure the Key Material envelope is not tampered with otherwise the contents are jeopardized and will impact on the integrity of any subsequent FIS evidence.

2.13. Copies of all materials secured in the Key Material envelope will have already been forwarded to the investigator so there is no need to break the seal on the envelope.

2.14. If additional copies or follow-up on FIS related materials are required, return the Key Material envelope intact to the originating FIS unit and request the necessary action.

3. FIS Specialist

3.1. Advise your dispatch of your shift start and end and all other activities by phone, radio or mobile workstation so there is an accurate record of on-duty FIS specialists and your preferred method of contact during the shift.

4. FIS Unit Commander

4.1. Each FIS unit will schedule FIS resources to cover the optimum periods depending on available resources which will vary from time to time.

4.2. Standby Level II is not approved for FIS.

4.3. When FIS specialists are off-duty there is no requirement for them to maintain communications with dispatch.

4.4. Each FIS unit will provide the OCC/IES with monthly shift schedules as well as any updates or amendments.

4.5. Each FIS unit will ensure the OCC/IES have an up to date list of FIS members names, addresses and home phone numbers.

5. Requesting FIS Support

5.1. Member

5.1.1. When FIS support is required at any scene, contact your dispatcher with the request.

5.1.2. Dispatch is the primary contact to determine which FIS specialists are on-duty or next expected to be on-duty.

5.1.3. RCMP OCC dispatcher will attend to all requests for RCMP-FIS support outside of the HRM.

5.1.4. HRM IES dispatcher will attend to requests for RCMP-FIS support within the HRM.

5.1.5. For routine cases after normal business hours, advise FIS of the outstanding request by general voice-mail or fax only, see [1.1](#).

5.1.6. Do not direct your request to an individual or by e-mail as your request may go unnoticed for a period of time.

5.1.6.1. Include occurrence number, caption, contact details for Property Representative, investigator's name and a short explanation of your scene assessment as a minimum.

5.1.7. Within the HRM, do not "task" FIS member in either Versadex or PROS.

5.1.8. Outside the HRM, members may create a PROS task for the FIS Unit having responsibility for your area.

5.1.9. Do not task an individual FIS Specialist unless that member is already involved in the active case as it may not be viewed for several days.

5.1.10. Consult with your supervisor if you have any concern over the assessment of a crime scene or your need for training in that area.

5.1.11. FIS members will provide guidance and are typically available for consultation over the phone or radio if the need arises.

5.1.12. In the event a search warrant is being planned and FIS support is anticipated, ensure the FIS unit in your area is notified as far in advance as possible.

5.1.13. If operational planning or special cases dictate the need to have FIS specialists available on short notice or after normal hours, Standby Level I should be considered to ensure FIS resources are available.

5.2. Supervisor

5.2.1. First responders are expected to assess any crime scene for the potential of forensic evidence and the value of having FIS support.

5.2.2. If training or guidance in crime scene assessment is required for any member, please contact your FIS unit to arrange it.

5.2.3. It is preferred that the FIS specialist be able to speak with a member who is either at, or is familiar with the scene. This will reduce delays and will provide the FIS specialist with the best preliminary information to determine a priority and appropriate FIS response.

5.3. Dispatcher

5.3.1. Upon a request for FIS support, the OCC/IES dispatcher will determine if there is an FIS specialist on-duty.

5.3.2. OCC/IES dispatcher will contact the on-duty FIS specialist advising them of the request, or provide the member requesting FIS support with a contact number to reach the on-duty FIS specialist.

5.3.3. It is preferred that the FIS specialist be able to speak with a member who is either at, or is familiar with, the scene. This will reduce delays or confusion and will provide the FIS specialist with the best preliminary information to determine a priority and appropriate FIS response.

5.3.4. If there is no FIS specialist on-duty in the particular jurisdiction, one of the surrounding jurisdictions may have a FIS member on-duty who can be consulted.

5.3.5. If there are no FIS specialists on-duty in any area, refer to the shift schedule for the FIS unit responsible for the jurisdiction where the requests originates from. The shift schedule will enable you to determine who is expected to be on-duty the following morning.

5.3.6. Call the FIS member at home if circumstances warrant a call-out, see 6, 7, or 8.

5.3.7. In the event the call is unanswered, the shift schedule will identify another FIS member to call.

5.3.8. Avoid calling a member who is shown as AOL or on leave.

5.3.9. It may be appropriate to dispatch a detachment member to attend the FIS specialist's residence to get a response.

5.3.10. If attempts to reach a FIS member in a specific area fail, refer to a shift schedule for a neighboring FIS unit and follow the same steps.

5.3.11. For emergencies, contact the FIS Coordinator.

6. Recalling FIS After Hours - Property Crimes Including Drugs and Federal Statute Cases

6.1. The scene should be closely scrutinized for the potential for forensic evidence. See [2.1.3.](#)

6.2. If FIS support is warranted then the scene should either be secured until an FIS specialist is on-duty or alternatively, exhibits should be seized for later examination.

6.3. If the scene can not be secured or there is a desire to re-open for business before FIS is available, consider securing only a limited area where evidence may be expected, or seizing exhibits for later examination. Inform the complainant that the need to open the business will have to be weighed against the value of potentially recovering evidence. A forensic examination may have to be forfeited if the property-representative can not wait for FIS attendance.

6.4. The monetary value of a property crime should not be a sole cause to request FIS.

6.5. Physical evidence can be present at any crime scene. The potential for the recovery of such evidence should be the main factor when determining the need for FIS support.

6.6. When all other options to secure the scene or collect exhibits have been ruled out and FIS is required on a priority basis, request dispatch to commence a call-out. See [5.3.](#)

6.7. It may be necessary to leave a voice message and a return call can be expected as soon as possible.

7. Recalling FIS After Hours - Person Related Crimes

7.1. The scene should be closely scrutinized for the potential for forensic evidence. See [2.1.3.](#)

7.1.1. If FIS support is warranted it may still be possible to secure the scene until an FIS specialist is on duty.

7.2. When all other options to secure the scene or collect exhibits have been ruled out and FIS is required on a priority basis, request dispatch to commence a call-out of a FIS specialist. See [5.3.](#)

7.3. It may be necessary to call a FIS specialist from another district if initial phone calls fail to locate anyone close by.

7.4. Each FIS specialist is trained to the same level and are competent to assess a request for FIS support and determine what FIS response is appropriate.

7.5. If other attempts have failed, contact the FIS Coordinator via the OCC.

8. Recalling FIS After Hours - Human Deaths

8.1. See [OM 41.3.](#) for definition of a suspicious death and direction to first responders and supervisors in cases involving suspicious, suicide and natural deaths.

8.2. See [OM 41.3.2.2.](#) to identify crimes MCU will investigate.

8.3. FIS should not be called to human deaths in the first instance unless GIS, MCU or a Supervisor determines that a forensic examination is required.

8.4. FIS will provide support when there is a need, based on the rationale developed for a forensic crime scene examination or for exceptional photographic demands.

8.5. The appropriate Communication Centre will identify the FIS specialist expected to be on duty next and will commence calling requesting response as per [5.3.](#)

8.5.1. Additional FIS support will be arranged by the initial FIS member following the Major Case Management model as needed.

8.6. It may be necessary to call a FIS specialist from another district if initial phone calls fail to locate anyone close by.

8.7. Each FIS specialist is trained to the same level and are competent to assess a request for FIS support and determine what FIS response is appropriate.

8.8. If other attempts have failed, contact the FIS Coordinator via the appropriate Communication Centre.

8.9. As MCU/GIS is preparing to assist with any death investigation, the scene is normally secured by first responders. If there develops a risk of evidence loss due to an exterior location or weather issues etc., advise MCU or GIS so that a more urgent FIS response can be researched.

9. Public Disturbances/Surveillance

9.1. Contact the FIS Unit Commander in your area to determine if FIS can assist.

9.2. FIS may provide technical advise and/or equipment for the task if FIS is not available or unable to provide personnel for the task.

10. Service ID Photos

10.1. Contact your local FIS unit to arrange a mutually suitable date and time, see [5.1.](#)

10.2. Ensure you have your new ID card.

10.3. Ensure you have civilian attire and Review Order #1.

11. Public Presentations, Photo Opportunities, Tours of FIS facilities

11.1. Contact the FIS Unit Commander in your area to determine if the request can be supported.

11.2. FIS may be able to provide technical advise and/or equipment for the task if the FIS unit is not available or otherwise unable to provide personnel for the task.

12. Court Appearance, FIS Expert Opinion Evidence

12.1. When an FIS Specialist reports that an identification has been made and an expert opinion is stated in a report to implicate a suspect, that evidence can be tendered in court.

12.2. Ensure all FIS related materials are disclosed with your file to Crown Counsel.

12.3. Ensure the FIS specialist is kept apprized of your investigation and any subsequent requests from Counsel.

12.4. Ensure the FIS specialist is advised of any pending court date bearing in mind that preparation of FIS materials for court can take approximately 60 days to complete.

12.5. If Crown Counsel intend to enter expert opinion evidence from a FIS specialist, the Criminal Code requires the accused be notified at least 30 days in advance of the proceedings.

12.6. If FIS are utilized for photography only and the investigator is present at the time photographs are taken, it is not necessary to call the FIS specialist to give evidence in court provided that the investigator is able to testify the photographs portray the scene as seen by him/her on the day in question.

12.7. When preparing court cases, investigators are to recommend to the Crown Prosecutor that the aforementioned decision be applied when the sole evidence of the FIS specialist is photographic and of a limited, minor and non-technical nature.

12.8. If an identification is made linking a suspect to a latent impression, upon the arrest of the suspect, ensure new fingerprint forms and preferably palm prints are collected that are directly related to the case.

12.8.1. Submit all copies of new C216's to the FIS specialist.

12.8.2. The FIS specialist will return the additional copies to the master file once the best form is selected.

12.8.3. The remaining additional copies can be used to submit the charges and/or dispositions to Ottawa.

12.8.4. FIS evidence in court may be significantly hampered if a previous C216 from an unrelated case has to be relied upon.

13. Chemical, Biological, Radiological, Nuclear and Explosive (CBRN-E)

13.1 In the event of a potential or confirmed CBRN occurrence, see [OM 14.1](#), and contact CBRN-E via the OCC and/or NOC.

13.2. Some FIS and NFISS specialists may be able to offer some specialized assistance.

13.3. NFISS also supports the National CBRNE Response Team with CBRNE trained FIS members in each region. The Atlantic region member is located in Halifax at the "H" Division FIS office.

14. Photography and Digital Imaging

14.1. Forensic Imaging Services in Ottawa are part of the National Police Service (NPS) and are available to all RCMP units. For assistance contact **Irrelevant** or mail P.O. Box 9755, Ottawa, ON, K1G 4A1.

14.2. Forensic Imaging Services are the primary contact for processing and printing of both photographic film and digital images. Use form C17 for service requests.

14.3. FIS specialists have extensive training in photography, digital imaging and related software applications. FIS may be able to provide assistance or advice with such matters.

15. Clandestine Drug Lab

15.1. In the event of a potential or confirmed clandestine lab occurrence, see [OM 6.13](#), and contact the nearest Drug Section for assistance.

15.2. Some FIS Specialists have training and support the Clandestine Lab teams.

16. Forensic Video Analysis

16.1. Video recording for surveillance and security purposes is increasing in frequency and quality. This can provide various evidence to an investigation depending on quality of the original.

16.2. Video sources may be analog (tape) or digital (computer).

16.3. For video related matters, consult with Audio Video Analysis Section (AVAS) in Ottawa **Irrelevant** See OM II.6.G.3.

16.4. Forensic Imaging Services in Ottawa may be of additional assistance, contact **Irrelevant** **Irrelevant**

16.5. For audio related matters, consult with the Special "I" Section in your area or AVAS.

16.6. FIS Specialists have some training in forensic video analysis and may provide assistance or advice on options to deal with such materials for urgent cases.

16.6.1. Contact your local FIS unit if assistance is needed on an urgent basis.

16.7. Collect or seize potential video sources when lawful and appropriate.

16.7.1. Avoid magnetic fields or static discharge which can cause damage.

16.7.2. Avoid viewing on-site to prevent accidental erasure or degradation of the image quality.

16.7.3. Note the date and time on the recording device to assist in comparing that data with the actual date and time which are often in conflict.

16.7.4. Note the time or position the event(s) are recorded on the media for more efficient location during playback.

16.7.5. Note the brand name, type, and any other details to describe the recording equipment used including the number of cameras or fields being monitored.

16.7.6. Note any physical descriptors known regarding the images of interest that were captured on the media.

17. In-Service Training and Lectures

17.1. FIS encourages all members to contact or visit FIS units for advice or assistance with any matters that pertain to FIS support or duties and to promote awareness.

17.2. FIS encourages all cadets to attend crime scenes with the FIS specialist and to visit the local FIS unit to learn and develop skills in understanding crime scene attendance, examination processes and the various support options.

17.3. FIS welcomes invitations to attend training sessions or unit meetings where our specialists can assist with better understanding of FIS support, addresses concerns or issues that arise and facilitate training for various skills such as photography, managing digital images, exhibit handling and scrutiny of scenes for the potential of forensic evidence.

17.4. Contact your local FIS unit to determine if a training request can be accommodated.

18. Other Specialized Support (Contact your local FIS unit for assistance.)

18.1. Odontology

18.1.1. Can compare dental records to assist in:

18.1.1.1. the identification of human remains (jaws/teeth).

18.1.1.2. comparing bite-marks to dental records and/or dental casts.

18.2. Anthropology

18.2.1. Can assist with clandestine graves and found human remains.

18.2.2. Can assist with determination of human bones.

18.3. Entomology

18.3.1. Working with insects, can assist with time of death determination.

18.3.2. Other advantages in this science may be able to support DNA recovery, as well as other linages.

18.4. Osteology

18.4.1. Can assist with the identification of bones, skeletal remains.

18.4.2. The Medical Examiner Service for Nova Scotia has specific contacts in most areas of specialized forensic support and should be contacted first whenever the case involves any obvious or suspected human remains.

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35.4. Scenes of Crime Officer (SOCO)

(For information regarding this policy, contact OIC FIS Atlantic Region.)

1. The SOCO program is a limited means of providing alternative delivery of crime scene examination for property related offences.
2. SOCO training is currently under review. A revised training standard is being developed and division is assessing the ability to fund and support the program so it can be properly sustained and managed.
3. The SOCO program is supported by FIS but is the financial responsibility of the division and/or the detachment hosting the specialist.
4. Camera equipment, flashlight, fingerprint kit and safety equipment will be purchased and issued to the SOCO on form [S-185](#).
5. The SOCO member will retain and maintain the equipment while active anywhere in the division.
6. At anytime the SOCO duty is discontinued, all equipment will be returned to Stores.
7. FIS will identify the appropriate equipment and supplies that are required for the duty.
8. FIS can procure same with cost recovery or provide information to division or detachment to obtain from appropriate sources.
9. Stores may have SOCO equipment in stock available for re-issue.

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35.5. Blood Stain, Human Remains

1. [Halifax Regional Forensic Identification Support Service \(RFISS\)](#)
2. [Function](#)
3. [Identification Member](#)
4. [Member](#)

(For information regarding this policy, contact OIC FIS Atlantic Region.)

1. Halifax Regional Forensic Identification Support Service (RFISS)

1.1. A support service to the Forensic Identification Sections in the investigation of serious crimes against persons occurring within the Atlantic Region.

1.2. A member of the National Police Service, responding to all certified Canadian police agencies. Cost recovery is applicable for overtime and travel expenses.

1.3. Comprised of three bloodstain pattern analysts, one of which is also the designated Regional Chemical, Biological, Radiological and Nuclear (CBRN) forensic scene examiner.

1.4. Members located at the Halifax RCMP Forensic Laboratory:

1.4.1. Irrelevant (Bloodstain Pattern Analyst, Forensic Identification Specialist)

Irrelevant

1.4.2. Irrelevant (Bloodstain pattern Analyst, Forensic Identification Specialist, CBRN trained) Irrelevant

1.4.3. Irrelevant (Designated Regional CBRN forensic scene examiner, bloodstain pattern analyst) Irrelevant

1.5. Contact the OCC at 902-426-7766 after hours.

2. Function

2.1. Attend to blood letting scenes of crime and provide opinions with respect to bloodstain pattern analysis.

2.1.1. Bloodstain pattern analysis is the study of the size, shape, and distribution pattern of blood in order to interpret the physical events that give rise to their origins.

2.2. Provide assistance to forensic identification members at crime scenes with the use of chemical blood reagents and enhancement techniques, if required.

- 2.3. Assist in the forensic examination and recovery of buried and/or scattered human remains.
- 2.4. Assist in the recording and preservation of human bite marks.
- 2.5. Assist in the forensic examination of major crime scenes when circumstances warrant.
- 2.6. Attend as a member of the Regional CBRN crime scene team and conduct applicable forensic examination.

3. **Identification Member**

- 3.1. Evaluate the scene to determine if assistance from RFISS is warranted.
 - 3.1.1. RFISS member should be contacted if in doubt regarding the need to utilize RFISS assistance.
- 3.2. Immediate assessment regarding the utilization of RFISS is required in terms of evidence preservation.
 - 3.2.1. Primary requirements for analysis is attendance and examination of the scene, viewing the body in situ, attendance at the autopsy and examining pertinent exhibits such as suspect clothing.
- 3.3. The Forensic Identification Specialist having jurisdiction in the area where the crime scene is located has the primary responsibility for the forensic examination, recording, analysis, comparison and identification of forensic evidence.
- 3.4. The results of the RFISS examinations shall be reported to the Forensic Identification Section (FIS) that requested assistance and the applicable Major Case Manager.

4. **Member**

- 4.1. Requests for bloodstain pattern analysis are to be made through the local FIS.

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36.1. Violent Crime Linkage Analysis System (ViCLAS)

1. [General](#)
2. [Investigator](#)
3. [Unit Commander](#)
4. [ViCLAS Coordinator](#)
5. [ViCLAS Booklet Disclosure](#)

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and common law](#).)

1. General

- 1.1. ViCLAS is a computer program and a national database for the automated case linkage of violent crime through the comparison of forensic identification, modus operandi and behavioural data.
- 1.2. All law enforcement agencies in Canada involved in the investigation of violent crimes will contribute data to ViCLAS.
- 1.3. Trained Violent Crime Analysts can conduct an analysis of a specific crime and identify possible links to similar crimes committed anywhere in Canada.
- 1.4. ViCLAS is distinctly different but a complimentary function to Behavioural Sciences Branch. (BSB).

2. Investigator

- 2.1. Regardless of the nature of your investigation, you may submit your case to ViCLAS, using a ViCLAS booklet, if you have reason to believe that the offender involved (known or unknown) may have been responsible for other violent crimes or has the potential to offend/re-offend.
- 2.2. ViCLAS will provide the form and instructions for completion.
- 2.3. Details of the case that you feel are important but do not fit well in the ViCLAS questionnaire should be included in the narrative and include additional pages as required.
- 2.4. Key fact/hold back evidence must be included in the report (form 3364), highlighted and indicated as such. Ensure submissions including such information is treated as Protected "B" when being forwarded.

2.5. "Supplement" or "Correction" of a previous submission must be submitted whenever new information comes to light or the reported information changes. Include sufficient information to identify the previous submission (ORI, file number, etc.) and only include corrections or new information.

2.6. Refer to the ViCLAS field investigators guide regarding the completion of this form or contact the ViCLAS Center at Irrelevant or on-line at Public Interest Immunity - Public Interest Immunity - s. 37 of CEA and

2.7. Queries of the ViCLAS data bank can be made at the ViCLAS Center at Irrelevant

3. Unit Commander

3.1. Ensure all files meeting the ViCLAS criteria are properly completed and submitted within the required time frame.

4. ViCLAS Coordinator

4.1. Upon receipt of the ViCLAS form, review and enter on the ViCLAS data bank.

4.2. Conduct an analysis of the offence to determine if there are links to other offences and inform investigator of the results.

5. ViCLAS Booklet Disclosure

5.1. The ViCLAS booklet should not be used during any interview process, as it may be considered notes that were made at the time and the related information could become subject to disclosure.

5.2. The ViCLAS booklet will not be disclosed to an accused or their counsel. The questions contained in the ViCLAS Booklet are considered a specialized investigative technique and all facts in the booklet come from the investigative file.

5.3. In the event that an accused or defence counsel makes an application for disclosure of the ViCLAS booklet or materials, request that Public Prosecutions Solicitor-Client Privilege Solicitor-Client Privilege

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37.155. Serious Incident Alert

New Directive: 2020-12-10

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 2. [Definitions](#)
 3. [Activating/Cancellation a Serious Incident Alert](#)
 4. [Member/Supervisor](#)
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 6. [OCC Risk Managers Unit](#)
 7. [Operational Communications Centre \(OCC\)](#)
 8. [Strategic Communications Unit](#)
 9. [Inter-Jurisdictional Serious Incident Alert Request](#)
- [References](#)
-

(For information regarding this policy, contact [H Division Criminal Operations Support](#).)

1. General

1.1. The Alert Ready System assists in streamlining how public alerts are distributed to the public. Serious Incident Alerts will go directly to wireless devices (compatible smartphones, some tablets, and potentially other electronics) in an impacted area. The message will provide information of a serious emergency event and complements other avenues of notification and distribution, such as social media, TV and radio.

1.2. The Alert Ready System can be “broadcast intrusive” meaning that the activated alert will automatically interrupt broadcasting or “broadcast non-intrusive”, meaning that the broadcaster receiving the activated alert can decide whether or not to interrupt broadcasting.

1.3. Police activated alerts include active shooter/immediate action rapid deployment (IARD) incidents, terrorist attacks, chemical/biological/radiological/nuclear and explosive (CBRNE) incidents with an established criminal nexus, civil disobedience/rioting, and dangerous animal incidents.

1.4. The release of personal information in the Serious Incident Alert is permitted within Section 8 of the [Privacy Act](#).

2. Definitions

2.3. The following definitions will be used for the purposes of a Serious Incident Alert activation:

2.3.1. "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.

2.3.2. "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 or death to innocent persons.

2.3.3. "serious incident" means an event or series of events which by their scope and nature require a specialized and coordinated tactical response.

2.3.4. "serious incident alerts" are intended to rapidly and broadly solicit the public's attention of the event and direct the public to act. (shelter in place, evacuate, etc.)

2.3.5. "authorized user" refers to police service personnel authorized to activate a Serious Incident Alert. In "H" Division, the authorized users are the OCC Risk Manager, Critical Incident Commander (if CIC activated), OIC OCC, SSO, and the OIC Criminal Operations in ascending order.

3. Activating/Cancellation of a Serious Incident Alert

3.1. A Serious Incident Alert can only be activated/cancelled by an authorized user.

3.2. A Serious Incident Alert can only be cancelled when the serious incident is determined to be contained or completed.

4. Member/Supervisor

4.1. Prior to requesting the activation of a Serious Incident Alert broadcast, the following criteria must be met:

4.1.1. there is an active threat/IARD incident or an incident as identified in section 1.3,

4.1.2. the serious incident is believed to cause imminent threat to the public of serious bodily harm or death; and

4.1.3. there is sufficient descriptive detail and information of the threat and the geographical location involved to provide clear direction and guidance to the public.

4.2. The supervisor understands the Serious Incident Alert is issued to rapidly warn the public of a serious incident and to provide direction.

4.2.1 The supervisor will assess if the issuance of a Serious Incident Alert would place the public and / or responding emergency personnel at greater risk.

4.3. When all criteria for a Serious Incident Alert have been met, contact an authorized user (as per section 2.3.5) to approve and activate a Serious Incident Alert.

5. District Commander

5.1. Update/brief Senior Management as required.

6. OCC Risk Managers Unit

6.1. Determine whether a Serious Incident Alert broadcast is appropriate. For incidents which do not have a Critical Incident Commander assigned, the Risk Manager will launch the Serious Incident Alert immediately for on-going, life threatening situations, where delayed deployment could otherwise result in grievous bodily harm or death to innocent persons. (i.e. active shooter)

6.1.1. In situations where a Critical Incident Program deployment has occurred and a Critical Incident Commander is assigned, contact the Critical Incident Commander and provide details of the serious incident and the activation of the Serious Incident Alert.

6.1.2. In an event where a serious incident has the potential to cause the public to be in danger of grievous bodily harm or death, contact the Critical Incident Commander and provide the details of the incident and discuss the potential activation of the Serious Incident Alert.

6.2. Serious Incident Alerts are intended to rapidly and broadly solicit the public's attention of the event and direct the public to act. (shelter in place, evacuate, etc.)

6.3.1. If not already engaged, ensure Strategic Communications are engaged and advised of the event and the type of alert that will be activated.

6.3.2. Ensure timely updates and ongoing communication are maintained with OCC and Strategic Communications throughout the incident response.

6.4. Notify all Public Safety Answering Points (PSAPs) in Nova Scotia that an alert is to be issued and provide them with a copy of the alert wording at the earliest opportunity.

6.5. Assist in coordination of incoming calls, information and updates received by the OCC in order to prioritize information that needs to be reported to the members.

7. Operational Communications Centre (OCC)

7.1. Inform all OCC employees of the Serious Incident Alert activation and ensure you have sufficient resources available to manage call volume.

7.2. Ensure a Be On Look Out (BOLO) and Canadian Police Information Centre (CPIC) message is sent province wide to all RCMP and Municipal Police Services within Nova Scotia.

7.3. Notify RCMP OCC's in "J" and "L" Divisions if deemed necessary based on where the incident is located and information received as to the possibility of the incident continuing in their jurisdiction.

7.4. OCC will manage incoming calls generated from the Serious Incident Alert and in consultation with the OCC Risk Manager, prioritize and disseminate incoming information as required.

8. Strategic Communications Unit

8.1. When notified that there will be a Serious Incident Alert activation:

8.1.1. Contact the Risk Manager, who will provide the Director or designate with the final Alert before it is disseminated. The contact will also advise once the Alert has been disseminated and the geographic catchment area(s) for the Alert.

8.1.2 Engage sufficient Unit resources to manage all other public communication.

8.2. Produce and manage all other public communication for the duration of the incident.

8.2.1. Share the Serious Incident Alert messaging on the RCMPNS social media account(s), indicating when the Alert was issued and the areas for which the Alert applies.

8.2.2. Provide updated and accurate information on an ongoing basis to the public and media via the RCMPNS social media account(s).

8.2.2.1. Reach in to the established OCC or CIC contact for updated information about the incident and approvals of the public communications, as required.

8.2.2.2. Monitor the public commentary on the RCMPNS social media account(s) to help determine what information may need to be provided to the public.

8.2.2.3. Field media calls.

8.3. When notified that the Serious Incident Alert will be updated:

8.3.1. Share the updated Alert messaging on the RCMPNS social media account(s), indicating when the updated alert was issued and the areas for which the Alert applies.

8.3.3. Continue to provide updated and accurate information on an ongoing basis to the public and media via the RCMPNS social media account(s) as per section 8.2.2.

8.4. When notified that the Serious Incident Alert will be cancelled:

8.4.1. Update the RCMPNS social media account(s) to indicate the incident has concluded; the circumstances of the conclusion, e.g. suspect(s) is in custody; the Alert has been cancelled and when it was cancelled; and that more information will be provided when available.

8.4.2. Produce and manage all ongoing public communication with regard to the incident.

8.4.3. Support any internal communication with regard to the incident.

9. Inter-Jurisdictional Serious Incident Alert Request

9.1. Any request regarding activation of a Nova Scotia Serious Incident Alert received from an out-of-province agency, or RCMP Division or international law enforcement, must be directed to an authorized user who will determine whether the Serious Incident Alert is activated.

9.2. The authorized user will contact the requesting agency and obtain details regarding the incident. The following details must be met, prior to a Serious Incident Alert being issued:

9.2.1. There must be an active and current Serious Incident Alert in effect for the requesting

agency.

9.2.2. The location of the serious incident is close to the provincial border of Nova Scotia or there is information/belief that the subjects of interest could be in or heading to Nova Scotia.

9.2.3. The out-of-province Serious Incident Alert circumstances meet the criteria set out for a Nova Scotia Serious Incident Alert activation.

9.3. All PSAP's for Nova Scotia and Strategic Communications Unit must be notified prior to activation of the Inter-Jurisdictional Serious Incident Alert.

10. References

[Privacy Act](#)

Date Modified: 2020-12-10



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37.156. Assistance Requests from Police/Partner Agencies

New Directive: 2021-02-19

1. [Definitions](#)
 2. [Request for Assistance](#)
 3. [Members/Supervisors/Unit Commanders](#)
 4. [H Division Criminal Operations Support](#)
 5. [Line Officer](#)
 6. [Criminal Operations Officer/Delegate](#)
- App. 37-156-1 [External Agency Flowchart](#)
 App. 37-156-2 [Internal RCMP Flowchart](#)
 App. 37-156-3 [Sample HD5474 Form](#)

(For information regarding this policy, contact [H Division Criminal Operations Support](#).)

1. Definitions

1.1. "Police/Partner Agency Approval" is the Chief of Police/Agency, Unit Commander, or delegate as identified by the Police/Partner Agency.

1.1.2. "Recommended by" refers to the RCMP line officer responsible for the requested resource or equipment.

2. Request for Assistance

2.1. Requests for assistance from a Police/Partner Agency will be forwarded to H Division Criminal Operations Support by the Police/Partner Agency using RCMP [form HD5474](#).

2.2. Completed request forms are sent to **Public Interest Immunity - s. 37 of CEA and common law**

3. Unit Commanders/Supervisors/Members

3.1. A unit commander/Supervisor/member approached by a Police/Partner Agency with a request for assistance will provide the police/partner agency with [form HD5474](#) and explain the chain of approval.

3.2. Where an immediate threat to public safety, threat to members of a police service, terrorism, or other exigent circumstance exists, immediate assistance may be provided at the discretion of the RCMP Unit Commander/delegate. The Unit Commander will arrange to have

[form HD5474](#) completed by the Police/Partner Agency and forwarded to H Division Criminal Operations Support as soon as practicable.

4. H Division Criminal Operations Support

4.1. Upon receipt of a [form HD5474](#) request, document and direct the form to the appropriate Line Officer for review.

4.2. Once reviewed by the appropriate Line Officer, forward form to the OIC Criminal Operations /delegate for final approval.

4.3. Approved requests will be returned to the requesting Police/Partner Agency and the appropriate Line Officer notified for follow up.

4.4. Document completed requests.

4.5. Forward all completed requests to the Department of Justice.

5. Line Officer

5.1. Review any requests for assistance and confirm if the request can reasonably be accommodated. If assistance cannot be provided or requires modification, indicate on the form and provide written rationale for the OIC Criminal Operations awareness.

5.2. Document relevant cost center and IO# on [form HD5474](#) if applicable, for financial tracking and reporting to the Provincial Department of justice.

5.3. Sign [form HD5474](#) and return it to H Division Criminal Operations Support.

6. OIC Criminal Operations/Delegate

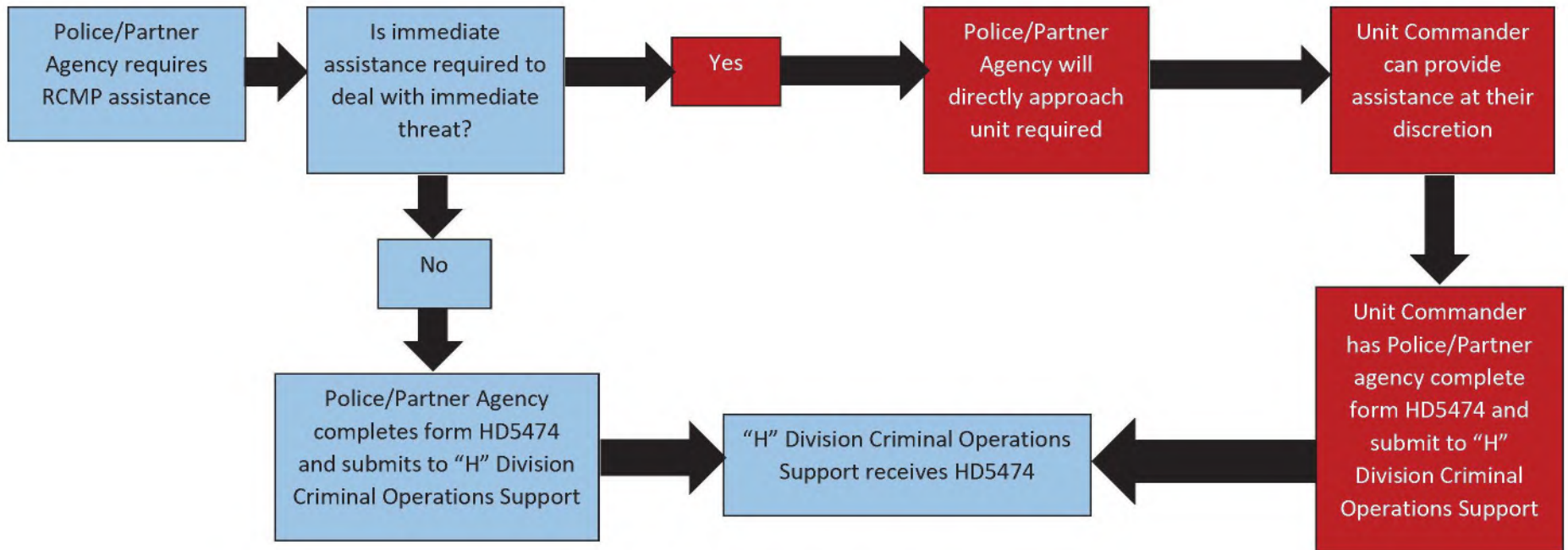
6.1. Review request [form HD5474](#) and Line Officer comments.

6.2. Return requests to H Division Criminal Operations Support for tracking and follow up.

6.3. Where an assistance request is denied, ensure the requesting agency is advised immediately and rationale provided.

Date Modified: 2021-02-18

Appendix I. - Police/Partner Agency form HD5474 Process - For Reference Only



Appendix II. - Internal RCMP Flowchart - RCMP Use Only





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Appendix III. - Sample Form - For Reference Only

Security Designation
Protected A

Police / Partner Agency Request to CrOps for Action H Division

Request Information			
Reason for Request File Request - Operational		Priority Emergency (within 24 hours)	
Police Agency Main Town Police Service	Police Agency File Number 2021-12345	Date of Request (yyyy-mm-dd) 2021-02-23	
Requestor Information			
Name John Doe	Rank/Title Constable	Unit General Patrol	Tel. No. (incl. area code) (902) 123-4567
Unit Requested			
Unit / Contact Person (if known) Forensic Identification Services - RCMP			
Police / Partner Agency Approval			
Name Jane Doe	Rank/Title Chief	Signature	Date (yyyy-mm-dd)
Request for Action			
Summary of Investigation (provide a brief background of the file, do not include sensitive information/details; this field expands) Main Town police is involved in a break and enter investigation where someone gained entry into a residence. Main Town police does not have any suspects in mind. The scene is still being held.			
Request Details (provide the exact nature of the action required by the RCMP, indicate point of RCMP contact if prior consultation has been made, and include required time frame; this field expands) Main Town police requests assistance from RCMP Forensic Identification Service to conduct a forensic examination of the residence. Prior consultation has been (or not) completed with Sgt. James Strong. Required to have scene examined as soon as possible.			
RCMP Authorization (RCMP use only)			
Financial Information			
Cost Centre (A9999)		Internal Order Number	
Recommended By			
Name	Rank	Signature	Date (yyyy-mm-dd)
Criminal Operations Officer/Delegate Approval			
Name	Rank	Signature	Date (yyyy-mm-dd)
Submission Instructions			
Please send completed form to HDiv_CrimOps_Reviewers@rcmp-grc.gc.ca .			



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H Division Operational Manual

37.6. Victim Assistance

1. [Victim Service Program \(VSP\)](#)
2. [Victim Service Volunteer \(VSV\)](#)
3. [Member](#)
4. [Detachment Commander](#)
5. [Victim Service Program \(VSP\) Manager](#)

App. 37-6-1 [Definition of a Victim](#)

(For information regarding this policy, contact Community Policing.)

1. Victim Service Program (VSP)

1.1. The VSP will respond to people victimized as a result of crime, accident and/or circumstance through the utilization of Victim Service volunteers trained and working under the supervision of the RCMP.

1.1.1. For definition of a victim, see [App. 37-6-1](#).

2. Victim Service Volunteer (VSV)

2.1. The VSV will provide victims of crime, accident or circumstance an early intervention response of information, support and referrals.

2.1.1. This includes primary and secondary victims of crime and traumatic non-criminal incidents.

2.2. The program will ensure that a victim's right to privacy as guaranteed under the Privacy Act is protected at all times.

2.2.1. Any disclosure of personal information must comply with the provisions of the Privacy Act and RCMP policy respecting VSP.

2.3. Unless otherwise approved by the Detachment Commander, volunteers may only have contact with victims and their families in the following situations:

2.3.1. at the detachment while members are present,

2.3.2. at a health care facility,

2.3.3. court accompaniment.

2.4. Information accessed by designated personnel will be limited to that which is strictly necessary to fulfill the mandate of Victim Service (VS).

2.5. When a victim consents to involvement, a working file will be opened by the designated volunteer.

2.5.1. the victim's consent for assistance will be documented on the working file.

2.5.2. if VS is declined, this will be documented and forwarded to the detachment file.

2.6. Where a person initially refuses a referral to VS but subsequently contacts the detachment to request assistance from VS, the personnel receiving the request will:

2.6.1. note the date, time and the means that the request was received on the investigational file.

2.6.2. refer the incident to the VSP; and

2.6.3. notify the investigator.

2.7. Under the direction of the designated personnel, non - designated personnel will be responsible to contact victims for the purpose of providing service as mandated under VSP.

3. Member

3.1. Explain the services provided by VSP and obtain victim's consent to have VSV contact them.

3.2. Document victim's consent or refusal for contact by VS and place in the investigative file.

3.3. A referral to VS must be made in accordance with the procedure established at the detachment and must contain only the following information:

3.3.1. person's name, address and telephone number where she/he can be contacted,

3.3.2. date, time and nature of the incident,

3.3.3. necessary details of the incident,

3.3.4. detachment file number and investigator's name,

3.3.5. details on any referral to other programs or services that the investigator may have made,

3.3.6. sensitive issues or possible dangers of which the VSV should be aware of to avoid any anxiety or embarrassment to the victim or risk to the volunteer.

4. Detachment Commander

4.1. Assign a member to be responsible for VSP.

4.2. Support VSP and work to resolve any conflicts or problems.

4.3. Ensure all VSVs:

4.3.1. have an Enhanced security clearance

4.3.2. sign a Conflict of Interest Declaration

4.3.3. sign a Code of Ethics Agreement.

4.3.4. receive a critical incident stress debriefings where and when appropriate.

4.4. Designate a volunteer to coordinate their VSP.

4.5. Include the VSP in your Quality Assurance Review process.

4.6. Authorize VSVs access to police files/records if required.

5. Victim Service Program (VSP) Manager

5.1. Report to the IC Community Policing Services/delegate on a regular basis.

5.2. Work in conjunction with the IC Community Policing Services/delegate to ensure an effective victim response division wide.

5.3. Responsible for all aspects of VSP.

5.4. Act as a liaison between NS Department of Justice Victim Services and VSV and member coordinators.

5.5. Monitor progress and use of VSP.

5.6. Coordinate all aspects of member and volunteer training.

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App. 37-6-1 Definition of a Victim

1. As defined in section 2, subsection (e) of the Province of Nova Scotia Victims Rights and Services Act - victim means an individual who has suffered bodily harm, mental or nervous shock, pain, suffering, economic loss or deprivation of property as the result of an act or omission that forms the basis of an offence and includes, where the individual is dead, ill or otherwise incapable of exercising the rights granted by this Act, the spouse or next of kin of that person or anyone who has, in law or in fact, the custody or guardianship of that person or who is responsible for the care or support of that person.
2. As defined in section 2 of the Criminal Code, victim includes the victim of an alleged offence.
3. Victims absolute rights
 - 1) A victim has
 - (a) the right to be treated with courtesy, compassion and dignity and with respect for the privacy of the victim;
 - (b) the right to access to social, legal, medical and mental health services that are responsive to the needs of the victim and the needs of the victims dependents, spouse or guardian; and
 - (c) the right to have property stolen from a victim returned to the victim as soon as possible.

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37.9. Amber Alert

1. [General](#)
2. [Member](#)
3. [Unit Commander](#)
4. [Support Services Officer](#)
5. [OCC Manager](#)
6. [DEOC](#)

[App. 37-9-1](#) - Amber Alert Program Manual

[App. 37-9-2](#) - Amber Alert OCC Protocol

(For information regarding this policy, contact Cr. Ops. at [Public Interest Immunity - s. 37 of CEA and](#) [Public Interest Immunity - s. 37 of CEA and](#))

1. General

1.1. All Amber Alerts initiated in the Province of Nova Scotia will be dispatched through the Operational Communications Center (OCC).

1.2. RCMP Units in the Halifax District RCMP who utilize the Integrated Emergency Services (IES) must ensure the OCC is notified of an Amber Alert in their area.

1.3. The Amber Alert Program Manual from the Nova Scotia Department of Justice can be viewed in [App. 37-9-1](#).

2. Member

2.1. When advised of an abducted child or vulnerable person, determine whether or not the criteria in [App. 37-9-1](#) is met.

2.2. If the incident meets all criteria:

2.2.1. advise your unit commander;

2.2.2. complete form HDAMBER,

2.2.2.1 In completing form HDAMBER the member may also email, fax or voice the specific information to the OCC.

2.2.3 The investigator will personally confirm receipt of the information by the on-duty RCMP OCC Risk manager or OCC Shift Supervisor by calling (902)-893-1323.

2.2.4. Ensure a photograph is supplied to the OCC that will be included in the Amber Alert Notification. The RCMP Communications and Media Relations Unit must also be supplied a copy of the photograph to be uploaded to the RCMP Nova Scotia Website and other Social Media sites.

2.2.5. add the abducted person to CPIC under "Missing" category and send to NCIC at ORI: NS10601;

2.2.6. If DEOC is activated provide DEOC with regular updates throughout the investigation:
Irrelevant

3. Unit Commander

3.1. Monitor the missing person investigation.

3.2. Advise the Support Services Officer.

4. Support Services Officer

4.1. Authorize the issuance of an AMBER Alert.

4.2. Activate DEOC.

4.3. Cancel the Alert when the abducted person is located or when the 24-hour period has elapsed.

5. OCC Manager

5.1. Two resources from the OCC will be dedicated to the Amber Alert investigation.

5.2. Monitor workload of OCC's receiving calls in regards to the AMBER Alert and assign additional resources if necessary.

5.3. When advised by a neighbouring province or state that they have issued an AMBER Alert, advise all Nova Scotia Public Safety Answering Point (PSAP) (911 centres) of the details and the telephone number where calls are to be forwarded.

5.4. Ensure all employees are aware of protocol in [App. 37-9-2](#).

6. Operational Communications Center (OCC)

6.1. Monitor workload of OCC's receiving calls in regards to the AMBER Alert and assign additional resources if necessary.

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App. 37-9-1 Amber Alert Program Manual

Policing and Victim Services
Nova Scotia Department of Justice

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Appendix D - Media Outlet Testing (Not attached - retained by RCMP OCC)

1.0 AMBER Alert Program

1.1. Overview

1.1.1. AMBER Alert is a voluntary, cooperative program between police services, communities, and media outlets to send an emergency notification to the public when a child or an individual with a proven physical or mental disability has been abducted and the victim's life is in grave and imminent danger.

1.1.2. An AMBER Alert can only be activated by police agencies who are familiar with the program and are aware of the criteria to be met prior to activation. AMBER Alert is only used for abduction cases. It is important that AMBER Alert be used appropriately. If the early warnings are not accurate and/or the case does not warrant an alert, then the integrity and credibility of the program will be diminished if the plan is activated in those situations.

2.0. AMBER Alert Principles and Definitions

2.1. Principles

2.1.1. The AMBER Alert program is based on the following principles:

2.1.1.1. Safe communities are a priority for the citizens of Nova Scotia;

2.1.1.2. The first few hours of an abduction are critical to the outcome of the case;

2.1.1.3. Crimes against children and vulnerable persons are intolerable and police services, broadcasters, and individuals, working together, have the power to apprehend offenders and bring abducted victims home; and

2.1.1.4. The early hours of an abduction are often emotionally charged and chaotic, so it is vital to have a response system in place in advance of an incident.

2.2. Definitions

2.2.1. The following definitions will be used for the purposes of the AMBER Alert Program in Nova Scotia:

2.2.2.1. "Abduction" means an incident involving a child or an individual with a proven mental or physical disability that is removed from his/her environment without permission from the legal guardian or representative.

2.2.2.2. "Authorized User" refers to any police agency personnel authorized to activate an AMBER Alert.

2.2.2.3. "Police Service" refers to any municipal police service, military police, or RCMP detachment.

2.2.2.4. "Review Committee" refers to the committee responsible for overseeing the AMBER Alert program and reviewing each activation.

2.2.2.5. "Child" is a person under 18 years of age.

2.2.2.6. "Vulnerable Person" is an individual with a proven mental or physical disability.

3.0. Nova Scotia's Activation System

3.1. Public Notification

3.1.1. An AMBER Alert will be distributed by police agencies to provide detailed information to area radio and television stations and print media regarding an abduction. Using an activation process has proven to be the most efficient and expedient way to disseminate information to media outlets.

3.2. Authorized Users

3.2.1. An AMBER Alert can only be activated by a police agency whose information meets the criteria with approval of the Chief of Police or Commanding Officer or designate.

4.0. AMBER Alert Review Committee

4.1. Committee Membership

4.1.1. The AMBER Alert program will be overseen by a Steering Committee comprised of representatives from Police Agencies, Child Find Nova Scotia, the Nova Scotia Department of Justice, the National Crime Prevention Centre, the Crime Prevention Society of Nova Scotia, and the media.

4.2. Evaluation Report

4.2.1. Police agencies activating an AMBER Alert are required to submit a detailed report summarizing the activation to the AMBER Alert Review Committee, c/o Department of Justice, Policing and Victim Services, PO Box 7, Halifax NS B3J 2L6.

5.0. Testing the AMBER Alert Plan

5.1. The AMBER Alert Program will be tested twice a year under the direction of the Review Committee. An annual testing of the AMBER Alert Program will be conducted by the RCMP at its Division Emergency Operations Centre (DEOC). This testing will provide a level of familiarity and readiness for the DEOC staff and will ensure that the procedures are effective and up-to-date. Tests are conducted using the following method:

5.1.1. All media outlets listed in Appendix C will be contacted by telephone to advise an AMBER Alert test is being issued.

5.1.2. A test using the standardized AMBER Alert Test Form (Appendix B) will be sent to media outlets listed in Appendix D to confirm the system is operational. Police agencies shall request that media outlets call back to confirm receipt of the test form. The results of the test are to be reported to the AMBER Alert Review Committee.

6.0. AMBER Alert Activation Criteria

6.1. In order to activate an AMBER Alert, police services must ensure the following four criteria are met:

6.1.1. Confirmation that a child or vulnerable person has been abducted.

6.1.2. Police believe that the child or vulnerable person is in danger of serious bodily harm or death.

6.1.3. There is enough descriptive information about the child, vulnerable person, abductor(s), and suspect's vehicle(s) to ensure the public can identify these elements.

6.1.4. The AMBER Alert can be issued in a time frame that would provide a reasonable expectation that the child or vulnerable person could be returned or the abductor could be apprehended.

6.2. Although each case has its own set of circumstances, police services must follow the abduction criteria. It is important for police personnel to clearly understand the criteria and not feel pressured from the community to trigger an alert if they determine that the activation of an Alert will not assist in the safe recovery of a victim.

6.3. Information provided in an AMBER Alert must be accurate so that the public can assist in the proper identification of the suspect and victim.

6.4. The release of information about a suspect or victim where there is a risk of significant harm to the health and safety of the victim is clearly in the public interest.

7.0. **AMBER Alert Activation**

7.1. Activation Process

7.1.1. Once an abduction has taken place, police personnel must assess and determine if the circumstances meet the AMBER Alert criteria:

7.1.1.1. Confirmation that a child or vulnerable person has been abducted.

7.1.1.2. Police believe that the child or vulnerable person is in danger of serious bodily harm or death.

7.1.1.3. There is enough descriptive information about the child, vulnerable person, abductor(s), and suspect's vehicle(s) to ensure the public can identify these elements.

7.1.1.4. The AMBER Alert can be issued in a time frame that would provide a reasonable expectation that the child or vulnerable person could be returned or the abductor could be apprehended.

7.1.2. Once the police service is ready to activate an AMBER Alert, all detailed information should be written on an AMBER Alert standardized form (Appendix A). The information shall include:

7.1.2.1. Name, age, and physical description and clothing of the child or vulnerable person.

7.1.2.2. Location and time that the child or vulnerable person was last seen.

7.1.2.3. Description of the vehicle(s) involved in the abduction. (continued on next page)

7.1.2.4. Description of possible suspect(s).

7.1.2.5. Last know direction of travel and possible destination(s).

7.1.2.6. Telephone number of investigating police service the public can call.

7.1.2.7. Name and telephone number of the contact person for the media.

7.1.2.8. Recent photograph of the child or vulnerable person.

7.1.3. If it has been determined that the abduction warrants an activation of AMBER Alert, the public will be advised to call 911 or designated phone number to report sightings of the abducted

child, vulnerable person, suspect and/or suspect vehicle. Police services must be positioned to receive and process incoming calls for at least 24 hours once the AMBER Alert is activated, or until the situation is resolved.

7.1.4. Police personnel are to send electronically the standardized form (Appendix A) and photograph to all media outlets. In order to ensure that information to the media will be timely and accurate police agencies should have a pre-appointed media spokesperson in place should additional information be required.

7.1.5. Police personnel are to send electronically the standardized form (Appendix A) and photograph to all points of exit/entry into Nova Scotia; namely, Robert L. Stanfield International Airport, Confederation Bridge Control, Cobequid Toll Plaza, Northumberland Bay Ferries and Marine Atlantic.

7.1.6 The Operations Communication Centre (OCC) will send a provincial broadcast to all municipal police departments and RCMP detachments within Nova Scotia. This will include a provincial broadcast to all on-duty RCMP officers via the Trunked Mobile Radio System (TMRS) and to the internal messaging system, Computer Integrated Information Dispatching System (CIIDS), advising them of the AMBER Alert and the activation of the DEOC. All neighboring divisions will be notified via CPIC Broadcast.

7.2. Media Partnership

7.2.1. Broadcast media are asked to air the AMBER Alert according to the following guidelines:

7.2.1.1. every fifteen (15) minutes for the first three (3) hours;

7.2.1.2. after the initial three (3) hours, every half hour for five (5) hours,

7.2.1.3. include the alert in newscasts for twenty-four (24) hours.

7.3. Updates

7.3.1. When new information becomes available, media will be notified.

7.4. Cancellation

7.4.1. The AMBER Alert will be cancelled when the child or vulnerable person is located or twenty-four hours have elapsed since the initial AMBER Alert. The media and all points of entry/exit into Nova Scotia shall be advised immediately.

7.4.2. A provincial broadcast will be forwarded to all municipal police departments, RCMP detachments and to all on-duty RCMP officers cancelling the AMBER Alert. This will be followed by a CPIC broadcast to the neighboring Divisions.

Appendix A

ABDUCTION NOTIFICATION

URGENT! URGENT! URGENT!

For Immediate Release:

We have confirmed the abduction of a (_____name of child or vulnerable person_____) in (_____name of village, town, city_____).

Please broadcast the following information:

1. Name, age, and physical description of the child or vulnerable person.
2. Description of the child's or vulnerable person's clothing.
3. Recent photograph of the abducted child or vulnerable person (is/is not) attached. (Photograph must be a JPEG image at a maximum resolution of 200 DPI.)
4. Location and time that the child or vulnerable person was last seen.
5. Description of the vehicle(s) involved in the abduction.
6. Description of possible suspect(s).
7. Last known direction of travel and possible destination(s).
8. Telephone number that public can call if they know the location of the abducted person, suspect or suspect's vehicle is: 911.
9. Telephone number that the public can call to provide tips is: (Detachment Telephone Number).
10. Telephone number that the media can call for information is: (Detachment Telephone Number).

Released by the Royal Canadian Mounted Police for (____name of Detachment____) at
(____Time____) on (____Date____)

APPENDIX B

AMBER ALERT TEST

CHILD ABDUCTION NOTIFICATION

THIS IS ONLY A TEST! NOT FOR BROADCAST!

Media outlets who receive this notice are asked to call the police service to confirm receipt. The AMBER Alert test is conducted twice a year to ensure that the program is working effectively. We appreciate your cooperation and participation.

It is critical to immediately confirm receipt of this notice by calling the Royal Canadian Mounted Police at 426-1585.

Date and time sent by
police: _____

Date and time reply received by police from media:

Date Modified: 2012-09-13



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App. 37-9-2 Operations Communications Center (OCC) Protocol

A. General

The authority to initiate an Amber Alert within the Province of Nova Scotia will come from the Commanding Officer/delegate, "H" Division or the Municipal Police Chief/delegate of jurisdiction. Once the Amber Alert criteria is met, see National Headquarters [OM 37.9](#), and division [OM 37.9](#). The alert will be initiated through the following process.

All Amber Alerts initiated in the Province of Nova Scotia will be dispatched through the OCC.

B. Requirements to Issue Alert

The Agency generating the Amber Alert will have specific requirements that must be met before the alert can be issued:

1. The abduction must meet provincial protocol:
 - a. the child must be under 18 or a vulnerable person,
 - b. police must believe the child is in imminent danger of serious bodily harm or death, and
 - c. sufficient descriptive information of the child, abductor, suspect vehicle.
2. The issuing agency must have a public tips line and media inquiry line dedicated to the abduction; (RCMP OCC manages this for RCMP jurisdiction abductions).
3. The agency must have a website address where the abduction information and pertinent photographs are posted; (RCMP Communications and Media Relations Unit manages this for RCMP jurisdiction abductions).
4. The alert must be approved by the Chief of Police/delegate or in the case of the RCMP, the Support Services Officer/delegate.

In the case of RCMP jurisdiction abductions (or agencies whom have an agreement with the RCMP to manage the alert), the OCC will have two dedicated Amber Alert phone lines, one for the public and one for the media. Two additional OCC operators will be called in per shift to manage these lines.

C. Process

1. The investigator will complete HDAMBER providing all the necessary information, including the contact numbers for tips and media inquiries and the agency web site where the particulars of the abduction and victim photographs are housed.

2. Once the Provincial DOJ Protocol is established, obtain approval from your Unit Commander/delegate and have them contact the Chief of Police/Support Service Office/delegate.
3. If approval is granted, the investigator will provide the details required in HDAMBER to the OCC Risk Manager or shift supervisor. This information may e-mailed, faxed or voiced. In all cases, the investigator will personally confirm receipt of the information by the on duty OCC Risk Manager or shift supervisor by calling 902-893-1323.
4. Upon receipt of the Amber Alert activation details from the investigator, the OCC communicates the Amber Alert to Nova Scotia Emergency Measures Office (EMO) - 911 dispatch unit, N.S. EMO and/or on call Duty Officer, Provincial Media Outlets, the Provincial Stakeholders Group and RCMP and municipal police services.
5. At the end of the 24 hour period, or if the victim is located, the investigator will update the OCC Risk Manager/shift supervisor.
6. Once the Amber Alert activation is cancelled, the OCC will advise of the cancellation of the Amber Alert to the provincial media group and provincial stakeholder group and to all RCMP and municipal police services, EMO 911, EMO office and/or EMO Duty Officer.

D. Amber Alert in RCMP Jurisdiction/or cases managed by RCMP on behalf of a municipal agency through a MOU:

Two OCC operators will be called in to fulfill the role of telecommunications operators for the dedicated Amber Alert telephone lines.

The OCC telecommunications operators will immediately pass all tips on to the investigators who will follow up on information as required.

The Communications Strategist will be called in to manage media enquiries and to upload the photo of the missing person and case details to the RCMP N.S. and face book website.

E. Amber Alert in Non-RCMP Jurisdiction

The OCC will initiate the process for the municipal police service of jurisdiction and broadcast the HDAMBER , including the telephone inquiry/tip line and web site address of that municipal police service.

Follow-up investigation remains the responsibility of the municipal police service. At the end of the 24 hour period, or if victim is located, the investigator will update the OCC Risk Manager/shift supervisor.

Once the Amber Alert activation is cancelled, the OCC will advise of the cancellation of the Amber Alert provincial media group and provincial stakeholder group and to all RCMP and municipal police services, EMO 911, EMO office and/or EMO Duty Officer.

Approved

Supt. F.F. Foran
OIC Support Services
2012-07-03

Date Modified: 2012-09-13



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38.1. Indigenous Policing Services

1. [References](#)
 2. [First Nation's Policing Program](#)
 3. [Community Consultative Group](#)
 4. [The Commanding Officer's \(CO's\) Indigenous Advisory Committee](#)
- App. 38-1-1 [Commanding Officer's Mi'kmaq/Indigenous Advisory Committee](#)

(For information regarding this policy, contact Community Indigenous Diversity Policing Services.)

1. References

- 1.1. [OM 38.1 Aboriginal Policing Services.](#)

2. First Nation's Policing Program

2.1. General

2.2.1. The primary role of a constable assigned to the Indigenous Policing Program is to improve liaison, communication and the understanding of the law enforcement process between the police and Indigenous communities.

2.2. Member

2.2.1. All new members must review and complete "H" Division's Interactive Cultural Orientation form, which can be retrieved from your Detachment Commander. Upon completion of the form, forward it to the NCO IC Community Indigenous and Diversity Policing.

2.2.2. Constables assigned to the program will:

2.2.2.1. Divide their time appropriately between, enforcement, investigations, Community Policing or Victim Service programs and administrative duties,

2.2.2.2. perform the majority of their police duties on reserves,

2.2.2.3. perform police duties in areas frequented by Indigenous people, and

2.2.2.4. perform duties as directed by the detachment commander or their delegate.

2.2.3. The length of time a member is able to serve in a First Nation's Community is decided by the Career Development Resourcing Advisor (CDRA), for more information contact the CDRA or your detachment Commander.

2.3. Detachment Commander

2.3.1. In a format mutually agreeable with the Band Chief and council, provide statistical and general information on a regular (i.e. monthly) and timely basis.

2.4. District Manager

2.4.1. During managerial reviews examine the Indigenous Policing Program and comment on the compliance with policy and the effectiveness of the program in your report to the CO.

3. Community Consultative Group

3.1. General

3.1.1. Refer to [Guidelines for a Community Consultative Group](#).

3.1.2. The purpose of a Community Consultative Group (CCG) is to identify and advocate for the community's policing priorities. Among other duties, it also promotes dialogue and good communication between the police service and members of the community.

3.1.3. The CCG can include from three (3) to ten (10) members and should represent a broad cross-section of people in the detachment area including, but not limited to youth, elders, men and women.

3.1.4. If a Community Consultative Group is unable to be formed, the local elective leadership shall take on the role and responsibility of the Community Consultative Group.

3.2. Detachment Commander

3.2.1. Coordinate the formation of a Community Consultative Group, in order to ensure there is meaningful and effective communication regarding programs and services being implemented.

3.2.2. Work with the Community Consultative Group to develop a Letter of Expectations (LOE), which aligns with RCMP policies and procedures.

3.2.2.1. The LOE is used to set and formalize the policing priorities in the community, it provides opportunities to work pro-actively for early intervention and it provides opportunities to build trust between the RCMP and community members.

3.2.2.2. Elements that may be included in a LOE are community policing priorities, goals and strategies, effective crime prevention activities, First Nation by-laws that may be enforced and methods for the members to be involved in the community.

3.2.2.3. The LOE shall be reviewed and updated on an annual basis.

3.2.3. Act upon recommendations received from the CCG and work to develop solutions to the community's concerns.

3.2.4. Personally attend at least one committee meeting per year. A subordinate NCO may be assigned the responsibility for this committee. The NCO or their delegate must attend each meeting.

3.2.5. Submit a quarterly progress report on the connections with First Nation's communities to the District Manager and the NCO IC Community Indigenous and Diversity Policing. This report need not repeat the information submitted via the monthly Band Council Policing Report.

3.3. District Manager

3.3.1. Attend at least one meeting of each CCG in your district per year.

3.3.2. Monitor the development and operation of the groups, taking corrective action as required.

3.3.3. Submit a yearly progress report to the CO "H" Division, commenting on the following:

3.3.3.1. effectiveness of the groups;

3.3.3.2. successes and failures of the program as reported in the detachment Commander's quarterly report;

3.3.3.3. the development of any new program; and

3.3.3.4. any changes made in relation to the membership of the groups.

4. The Commanding Officer's (CO's) Indigenous Advisory Committee

4.1. General

4.1.1. Refer to [The Commanding Officer's Mi'kmag/Indigenous Advisory Committee Terms of Reference](#).

4.2.2. The CO's Indigenous Advisory Committee should represent a broad cross-section of Indigenous people from various First Nation Communities within the province.

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App. 38-1-1 Commanding Officer's Mi'kmaq/Indigenous Advisory Committee

1. Mandate:

1. a. To advise the Commanding Officer on the recruitment of Mi'kmaq/Indigenous persons into the RCMP and the continued training, promotion and well-being of Indigenous members currently serving in 'H' Division. To provide input and advice for discussion, review and assessment by the Commanding Officer on matters dealing with the delivery of policing services in Mi'kmaq/Indigenous Communities, to Mi'kmaq/Indigenous persons and to the overall well-being of Mi'kmaq/Indigenous Communities.

2. Terms of Reference:

2. a. Advise on the progress of appointment, transfer and promotion of Mi'kmaq/Indigenous RCMP members in 'H' Division.

2. b. Address concerns of residents of Mi'kmaq/Indigenous communities in Nova Scotia on matters dealing with policing issues within those communities.

2. c. To consult with and advise the Commanding Officer of 'H' Division on issues or concerns affecting Mi'kmaq/Indigenous RCMP employees in the workplace and on policies and procedures which may impact on all Mi'kmaq/Indigenous RCMP employees in the workplace.

2.d. To provide support, mentoring and advocacy for all Mi'kmaq/Indigenous RCMP employees within 'H' Division through semi-annual meetings.

3. Composition of Mi'kmaq/Indigenous Advisory Committee:

3. a. Not more than ten (10) non-RCMP Indigenous persons from across the province.

3. b. NCO i/c of Community, Indigenous & Diversity Policing Services.

3. c. Indigenous Policing Coordinator of Community, Indigenous & Diversity Policing Services.

4. Chair:

4. a. The position of chair will be in effect for a period of two years. Therein afterwards nominations and elections will indicate future chairs.

5. Responsibility of Chair

5. a. guide, mediate, probe and stimulate discussion. Encourage a clash of ideas, but not of personalities. If emotions run high over a difficult issue, return the floor to a neutral person, seek

a purely factual answer, or take a break. Keep discussions on track; periodically re-state the issue and the goal of the discussion. In moving towards a decision, call on the least senior or vocal members first to express their views. Discussions tend to close down after senior members express strong views. Seek consensus; unanimity is not required.

6. Membership:

6. a. Members of the Commanding Officers Mi'kmaq/Indigenous Advisory Committee will be appointed for a two (2) year term, with the opportunity to renew membership for an additional two (2) year term. The Committee membership will be staggered so that no more than half of the members of the Committee will change in a calendar year. Variations on the member's term can be made at the discretion of the Commanding Officer.

6. b. New members may be recruited at any time to fill vacancies.

7. Members Qualifications:

7. a. Must be of Indigenous ancestry.

7. b. Knowledge and work experience in Indigenous Health and Social issues.

7. c. Demonstrated commitment to involvement in Indigenous Health and Social issues.

7. d. Non-partisan.

7. e. Must be able to attend a minimum of two meetings a year.

7. f. Must sign a Confidentiality Agreement every two years.

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38.3. Auxiliary Constable Program

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 2. [Application Process](#)
 3. [Appointment](#)
 4. [Learning and Development](#)
 5. [Duties](#)
 6. [Operating Police Transport](#)
 7. [Complaints/Investigations](#)
 8. [Public Complaints Formal Disposition](#)
 9. [Public Complaints Informal Disposition](#)
 10. [Conduct, Conflict of Interest and Statutory Investigations](#)
 11. [Liability and Access to Counsel at Public Expense](#)
 12. [Transfer](#)
 13. [Resignation/Discharge](#)
- App. 38-3-1 [Letter of Expectation](#)
-

(For information regarding this policy, contact Community Policing.)

1. General

1.1. The Auxiliary Police Officer Program is a partnership between the Department of Justice and the RCMP with joint funding.

1.2. The Auxiliary Police Officer Program is governed by the provisions of the Nova Scotia Police Act.

1.3. Under Section 88 of the Police Act, all persons in the Auxiliary Police Officer program will be appointed peace officers.

1.4. An Auxiliary Police Officer

1.4.1. has the powers, authority, privileges, rights and immunities of a peace officer,

1.4.2. will act only when accompanied by and under the direct supervision of a police officer other than an auxiliary police officer, and

1.4.3. will not be used to replace or reduce permanent police positions.

2. Application Process

2.1. When a Detachment Commander receives an application for an Auxiliary Police Officer, a copy of the form is to be submitted immediately to the Auxiliary Police Officer Coordinator.

2.2. When a Detachment Commander recommends an applicant to be an Auxiliary Police Officer, the following forms must be completed and forwarded to the Auxiliary Police Officer Coordinator:

2.2.1. Nova Scotia Applicant Form (duplicate),

2.2.2. form 2261, medical form (applicant's expense, if necessary),

2.2.3. form [1020](#),

2.2.4. form 2281,

2.2.5. form C-216-C (held at a unit),

2.2.6. form [TBS 330-58A](#),

2.2.7. form [TBS 330-23](#) and

2.2.8. form [TBS 330-47](#).

3. Appointment

3.1. When an Auxiliary Police Officer is approved, the Commanding Officer will sign the Certificate of Appointment.

3.2. Upon receipt of the "Certificates of Appointment," the Auxiliary Police Officer Coordinator will notify the appropriate Detachment Commander. The Coordinator will obtain a regimental and HRMIS number from Ottawa, generate a user ID for Ross access and advise of the mandatory training.

3.3. When required training is completed, the Auxiliary Police Officer must swear/affirm the oath, as prescribed by the NS Police Act, prior to performing any duties as an Auxiliary Police Officer. The oath may be administered by a Commissioned Officer of the RCMP being on active service and every noncommissioned officer of the RCMP who is a Detachment Commander in Nova Scotia.

3.4. When an applicant has affirmed the oath, the Auxiliary Police Officer will:

3.4.1. be provided with a regimental number, a badge and an identification card signed by the Commanding Officer,

3.4.2. be given a key to the detachment to perform duties and will be expected to commit a minimum of two years to the program,

3.4.3. be given a secure location to store duty belt, body armor, OC spray, Asp Baton and handcuffs,

3.4.4. sign a letter of expectation, see [App. 38-3-1](#).

4. Learning and Development

4.1. CDR in conjunction with the Auxiliary Police Officer Coordinator will assist with training and development.

4.2. Supplementary training courses will be determined by the Auxiliary Police Officer Coordinator.

5. Duties

5.1. The role of an Auxiliary Police Officer may include, but not be restricted to the following at the discretion of a detachment commander:

5.1.1. CPIC and PROS entries

5.1.2. Modification to computer entries

5.1.3. Fingerprinting

5.1.4. Traffic Control

5.1.5. Check Stops

5.1.6. Parades

5.1.7. Searches

5.1.8. Public Talks

5.1.9. School Visitations

5.1.10. Assistance to the Elderly

5.1.11. Storefront Operations

5.1.12. Satellite Units

5.1.13. Accident Scenes

5.1.14. Summary Offence Tickets/Parking Violations (enforcement)

5.1.15. Migratory Birds & Small Vessels Acts

5.1.16. Wildlife Enforcement

5.1.17. Office Administration

5.1.18. Warning Tickets

5.1.19. Taking Witness Statements (minor offences)

5.1.20. Photographing

5.1.21. Drug Awareness

5.1.22. Neighbourhood Watch

5.1.23. Victim Assistance

5.1.24. Crisis Intervention

5.1.25. Guarding Prisoners

5.1.26. Complaint Taking

5.1.27. Police Car Maintenance

5.1.28. Property Checks

6. Operating Police Transport

6. 1. General

6. 1. 1. "Police transport" means any motor-propelled land vehicle or waterborne vessel owned, leased or rented by the Crown and controlled or managed by the RCMP.

6. 2. Auxiliary Constable

6. 2. 1. Auxiliary constables may operate police transport subject to the approval of the Commanding Officer of the Division. This approval cannot be delegated below the level of the Commanding Officer.

6.2.2. In exigent circumstances, an Auxiliary constable may use a police transport in situations where the life and security of any person is at risk.

7. Complaints/Investigations

7.1. Any member of the public having a complaint concerning an Auxiliary Police Officer will use form [4110](#) and can write to:

7.1.1. the Commanding Officer,

7.1.2. any member or other persons appointed or an employee under the authority of the RCMP, or

7.1.3. the provincial office of the Police Complaint Commissioner.

7.2. An Auxiliary Police Officer will be suspended, in writing by the Detachment Commander if he or she is the subject of a complaint that cannot be addressed at an informal disposition.

7.3. An Auxiliary Police Officer will return the detachment key, badge and identification card to the Detachment Commander and cease all duties.

7.4. The Auxiliary Police Officer will be reinstated if the allegations are unfounded at the conclusion of the investigation.

8. Public Complaint Informal Disposition

8.1. The Detachment Commander will consider whether a complaint can be disposed of informally.

8.2. A record will be made of the manner that the complaint was disposed of and the complainant's agreement.

8.3. The disposition will be in writing to the complainant and the Auxiliary Police Officer.

9. Public Complaint Formal Disposition

9.1. Every complaint will be acknowledged in writing.

9.2. The Commanding Officer will be notified of every complaint.

9.3. The Commanding Officer will notify the Auxiliary Police Officer in writing that a complaint has been filed unless to do so might adversely affect or hinder any investigation that is being carried out in this respect.

9.4. The complaint will be investigated by the RCMP in accordance with rules that govern the RCMP public complaint process. The Commanding Officer's decision will be final and there is no recourse for appeal.

9.5. The findings of the investigation and the decision relative to those findings will be made by the Commanding Officer.

9.6. The Commanding Officer will render a decision after receiving the results of the public complaint, conduct or conflict of interest investigation. This decision will be in the form of:

9.6.1. operational/administrational guidance,

9.6.2. apology, if warranted,

9.6.3. rescindment of appointment.

10. Conduct, Conflict of Interest and Statutory Investigations

10.1. General

10.1.1. Each Auxiliary Police Officer will conduct themselves in a manner while off duty that will not bring the RCMP into disrepute. When a complaint is received, the officer will be temporarily suspended and the following procedure will be followed:

10.1.2. The Detachment Commander will inform the District Policing Officer and the Auxiliary Police Officer.

10.1.3. The District Policing Officer will advise the OIC Cr. Ops.

10.2. OIC Cr. Ops.

10.2.1. assign an investigator to investigate the complaint,

10.2.2. inform the Auxiliary Police Officer Coordinator,

10.2.3. review investigation findings,

10.2.4. make recommendation to address complaint to the Commanding Officer.

10.3. Investigator

10.3.1. at the conclusion of an investigation determine if grounds exist to lay a charge.

10.3.2. file a report on a [C-237](#) every 30 days with OIC Cr. Ops.

10.3.3. ensure the file is designated "Protected B".

10.3.4. make a recommendation to address the complaint to the OIC Cr. Ops.

10.4. Commanding Officer

10.4.1. Review all correspondence and make decision within 90 days.

10.4.2. Advise in writing the decision to the District Policing Officer, OIC Cr. Ops., Internal Services, Auxiliary Police Officer Coordinator and the Auxiliary Police Officer.

10.4.3. Ensure copies of documentation is placed on the Auxiliary Police Officer's file.

11. Liability and Access to Counsel at Public Expense

11.1. In special circumstances, an Auxiliary Police Officer may submit a written request for access to counsel to the Detachment Commander.

11.2. If this happens, the Detachment Commander will forward to the OIC Cr. Ops. the written request from the Auxiliary Police Officer, written submission outlining circumstances of request, and indicate whether or not request is supported.

11.3. The OIC Cr. Ops. will review requests and advise Detachment Commander, in writing, of the decision, forward request to the applicable funding partner and place documentation relating to request on the Auxiliary Police Officer's file.

12. Transfer

12.1. An Auxiliary Police Officer may request a transfer to another detachment when his or her address changes, however; the Auxiliary Police Officer Coordinator will be required to authorize the inter-detachment transfer of an Auxiliary Police Officer with input of the receiving detachment commander.

12.2. An Auxiliary Police Officer from another division will be accepted into the program if reports are favourable and the officer meets the criteria.

12.3. When an Auxiliary Police Officer requests a transfer outside the division due to a change of address, the appointment will be rescinded and all kit and clothing and identification card will be turned over to the Detachment Commander.

12.4. Identification badges for Auxiliary Police Officers with less than five years service will be destroyed or given the option to encase the badge at the Auxiliary Police Officer's expense.

12.5. Identification badges for Auxiliary Police Officers with five or more years service will be presented their badges in the same manner as a retiring regular member.

13. Resignation/Discharge

13.1. An Auxiliary Police Officer may be notified by the Detachment Commander that his or her services are no longer required due to the lack of participation with the program or be discharged at any time by the CO for a breach of conduct, conflict of interest or statutory investigation.

13.2. Upon termination of service, the Detachment Commander will ensure that:

13.2.1. a detachment memo is submitted covering details and date of termination,

13.2.2. a letter of resignation (where possible) is submitted,

13.2.3. termination of employment (Part C of form [TBS 330-47](#)) is completed,

13.2.4. kit and clothing, equipment and identification from an Auxiliary Police Officer is accounted for,

13.2.5. return identification card and badge to the Auxiliary Police Officer Coordinator.

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App. 38-3-1 Letter of Expectation

TERMS AND CONDITIONS OF SERVICE AS AUXILIARY POLICE OFFICER

1. That you have read and understand [OM 38.3](#) policy with respect to the program (a copy of which has been provided to you) and you meet the entrance qualifications.
2. That in keeping with your skills and interests and the needs of the detachment, you will perform those duties, mutually agreed upon as listed in [OM 38.3](#).
3. That you, because of the cost of equipment and training, agree to serve as an Auxiliary Police Officer for a period of not less than two years and that you are not, at the time of your application, an applicant to become a regular member of the RCMP or any other police service.
4. An engagement, notwithstanding being sworn in as an Auxiliary Police Officer and an appointment pursuant to Section 43 of the Nova Scotia Police Act, you will be considered probationary pending successful completion of all required training within the period of one year.
5. That you will be expected to work at least 120 hours per year and a minimum of 10 hours per month, or a schedule mutually agreed to.
6. That you will report to work in a neat and orderly fashion, properly attired and wearing your auxiliary constable shoulder badges and endeavour to ensure your representation of the force is positive and professional.
7. The Detachment Commander or his/her delegate will ensure that all possible assistance is provided to enable you to successfully complete the training standard and all other training deemed necessary, such as officer safety, driver training, etc.
8. While working under the direction of the Detachment Commander/delegate, you will be deemed to be an employee of the Provincial Government and therefore subject to coverage under the provisions of the Worker's Compensation Act. Furthermore, you will be provided the same liability protection as civil servants by the Minister of Justice.
9. That if authorized by me, you may elect to drive a police transport. You will not have provincial coverage but will be subject to the same protection as a regular member, with the same degree of liability.
10. Discharge from the auxiliary program may result due to lack of participation in the program or inappropriate conduct.
11. Your service as an Auxiliary Police Officer is voluntary and you may resign at anytime.

Signature Detachment Commander

Signature Auxiliary Member

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38.6. Crime Stoppers

1. [General](#)
 2. [Boards of Directors](#)
 3. [Crime Stoppers Coordinator](#)
 4. [Crime Stoppers Associations](#)
 5. [Unit Commander](#)
 6. [Part-time Police Coordinator](#)
 7. [Investigating Member](#)
 8. [District Policing/Line Officer](#)
-

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and](#)

1. General

1.1. The Crime Stoppers Program is a Community Awards Program combining the public, the media, and the police in a combined effort to solve crime.

1.2. There are two Crime Stopper Associations in this division:

1.2.1. Cape Breton Crime Stoppers Association

1.2.2. Nova Scotia Crime Stoppers Association

1.3. Crime Stoppers works because it combats two major problems in solving crime in the community:

1.3.1. Apathy, by offering cash awards; and

1.3.2. Fear of Criminal Retaliation, by offering every caller complete anonymity.

1.4. Both Crime Stopper associations are registered, non-profit organizations funded by tax deductible donations from citizens, corporations, businesses, and service groups.

1.5. The media will re-enact and feature the unsolved Crime of the Week. Radio stations in the province provide this service, as well as the two provincial newspapers and MITV.

1.6. All tips will be received by dialing toll free 1-800-222 TIPS (8477).

2. Boards of Directors

2.1. The Crime Stopper Program is administered and overseen by community-minded citizens who make up the Boards of Directors.

2.2. Boards are responsible for:

2.2.1. developing policy on the program;

2.2.2. raising funds for the tipster awards and any other promotional ideas to further the Crime Stoppers Program;

2.2.3. publicizing unsolved crimes;

2.2.4. determining amount of reward payment;

2.2.5. overseeing award payments to the anonymous tipsters; and

2.2.6. speaking to other members of the public and media on the Crime Stoppers Program.

3. Crime Stoppers Coordinator

3.1. The RCMP has assigned one member to the Crime Stoppers Program located in Halifax. This member will be known as the "Crime Stoppers Coordinator and will:

3.1.1. receive tips from anonymous callers;

3.1.2. process all calls;

3.1.3. pass on the information to the investigating officers;

3.1.4. liaise between board, media, police investigators and community;

3.1.5. help promote program within your jurisdiction and department/detachment;

3.1.6. recommend unsolved crimes to board for Crime of Week/Month;

3.1.7. speak to groups with respect to Crime Stoppers;

3.1.8. ensure members of the department/detachment investigate TIPS promptly;

3.1.9. attend monthly board meetings;

3.1.10. give monthly report to board;

3.1.11. will not serve as a voting member on the Board of Directors;

3.1.12. make recommendation of award if TIP successful;

3.1.13. notify the appropriate investigating agency when a tip is received;

3.1.14. prepare an information package concerning the TIP and forward it by the most dependable/quickest method to the investigating agency;

3.1.15. open a file on all TIPS;

3.1.16. maintain a diary date system on all files opened to ensure the TIP is investigated;

3.1.17. monitor and evaluate the results of the TIPS and the program in general.

4. Crime Stoppers Associations

4.1. Associations will re-enact serious unsolved crimes through the print and electronic media when:

4.1.1. the crime is unsolved;

4.1.2. the crime is serious in nature; and

4.1.3. all other avenues of the investigation have been exhausted.

5. Unit Commander

5.1. If in your detachment area, there is not a Regional Board of Directors under the umbrella group of Nova Scotia Crime Stoppers Association or Cape Breton Crime Stoppers, appoint a member of your unit to liaise with the Police Coordinator's office in Halifax to implement one.

5.2. The member appointed will become your permanent part-time coordinator.

5.3. If there is already a Regional Board of Directors under the umbrella group of a Crime Stoppers Association, have a member of your unit appointed as a part time police coordinator to attend the monthly meetings as your police representative.

5.4. Ensure that all information received from Crime Stoppers Associations is properly investigated and results of same are reported to the coordinator's office prior to or on the noted diary date, using Crime Stoppers form CS-6.

5.5. Ensure that members of your unit/department liaise with the part-time police coordinator and provide condensed files suitable for re-enactment of unsolved Crimes of the Week feature.

5.6. Ensure that members of your unit/detachment liaise with the part-time police coordinator and provide condensed files and photographs suitable for the "Nova Scotia Wanted Fugitive" feature.

5.7. Monitor diary dates.

6. Part-time Police Coordinator

6.1. Ensure that all tips received are promptly investigated.

6.2. Attend monthly meetings.

6.3. Assist regional board members on amount of cash award.

6.4. Give monthly report to board and members of your unit/ detachment on success of programs in your detachment area, province, and nationally.

6.5. Promote Crime Stoppers through the media, other police officers and your Board of Directors.

6.6. As required, speak to community groups and citizens on Crime Stoppers.

6.7. Recommend unsolved crimes to the board suitable for the re-enacted unsolved "Crime of the Week" feature.

6.8. As required, provide the coordinator's office in Halifax copies of up-to-date photographs and case histories on subjects from your area suitable for the "Nova Scotia Most Wanted" feature.

6.9. If you have a serious unsolved crime in your unit/ detachment area that you would like considered for the re-enacted unsolved "Crime of the Week" feature, request approval from your Regional Board of Directors.

6.9.1. Forward a copy of the file to Crime Stoppers Police Coordinator's office.

6.10. The Police Coordinator's office will advise when this unsolved crime will be featured for broadcast through the print and electronic media.

7. Investigating Member

7.1 Immediately investigate all TIPS reports that are received from the Crime Stoppers Coordinator.

7.2. Do not place information package on file.

7.2.1. Open a file if none exists, as information from tipsters may be received before a public complaint is made.

7.3. Determine the validity of the information and take appropriate action without delay.

7.4. Within diary date, submit a report to Crime Stoppers Police Coordinator advising of results to date. If more time is required, request diary date extension.

7.5. Upon conclusion of investigation, submit Disposition Report to: Nova Scotia Crime Stoppers Attn: Police Coordinator, 3139 Oxford Street, Halifax, NS, B3J 3E1.

7.6. Crime Stoppers information does not fulfil the normal reporting procedures on criminal cases.

8. District Policing/Line Officer

8.1. Ensure that all TIPS reported are promptly investigated and diary dates are met.

8.2. Include Crime Stoppers in your quality/managerial reviews.

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4.4. Storage of Firearms

1. [General](#)
 2. [Unit Commander](#)
 3. [District Manager](#)
-

(For information regarding this policy, contact Irrelevant)

1. General

1.1. The Firearms Act Regulations supplies an interpretation of persons who are authorized to store, display, transport and handle firearms within the scope of their duties.

2. Unit Commander

2.1. Ensure that Public Service Employees (PSE) do not handle, store or transport firearms while employed as detachment/unit assistants.

2.2. Refer to [HD497](#) for revocation from exemption.

3. District Manager

3.1. Monitor the administrative file on detachment inspections to ensure:

3.1.1. there is an operational requirement for a member to have an exemption on safe storage;
and

3.1.2. the safe storage requirements are in effect at the detachment/unit.

3.2. Submit a report to the OIC Cr. Ops. when commanders are not complying with policy.

References

[Firearms Act](#)

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41.100. Municipal Police Departments

1. [General](#)
2. [Member](#)
3. [Detachment/Unit Commander](#)
4. [Integrated Units](#)
5. [Federal Units](#)
6. [Street Crime Enforcement Units \(SCEU\)](#)

(For information regarding this policy, contact Public Interest Immunity - s. 37 of CEA and common law)

1. General

1.1. Except as otherwise stipulated, the police department having jurisdiction is responsible for the direction and control of an investigation.

1.2. Requests for RCMP services must be requested in writing by the Chief of the Municipal Police Force requiring the service. Requests are to go to the Nova Scotia Department of Justice, Director of Policing Services, Department of Public Safety.

1.3. If the request is urgent, it may be made by telephone, with written confirmation to follow.

EXCEPTION: The Chief may contact the Dog Handler or the Forensic Identification Section directly, when these services are needed.

1.4. RCMP assistance will only be provided in an emergency situation where:

1. 4. 1. there is a clear threat of injury or loss of life,

1. 4. 2. there is general civil disorder that may include extensive damage to property or the threat of such damage.

1. 5. The decision of whether or not an emergency situation exists will be made in consultation between the Police Chief of the assisted municipality and the RCMP.

1. 6. The RCMP will withdraw at the conclusion of the emergency and will not assume routine police duties or engage in general paper work.

2. Member

2.1. In the interest of law enforcement, cooperate with the municipal police.

2.2. Assist in emergency situations, i.e. roadblocks.

2.3. Do not take over or investigate offences occurring within the jurisdiction of another police service without the authority of the OIC Cr. Ops.

2.4. Refer offences under the criminal code, provincial statutes and municipal bylaws, encountered in other municipal police jurisdictions, to the appropriate municipal police department for action.

3. Detachment/Unit Commander

3.1. Where RCMP services are provided to another police agency, Units must complete the [Municipal Hours](#) report by the 5th day of each month.

3.2. If the RCMP does not have primary jurisdiction in the area from which the request is received, all request for assistance must be support by the Line Officer with a copy of the request being supplied to the OIC Cr. Ops.

3.2.1 If a Support Services Unit is requested to assist an Integrated Unit where the primary policing responsibility is outside the RCMP jurisdiction a Municipal Hours report must be submitted by the 5th day of each month.

4. Integrated Units

4.1. RCMP members in an Integrated Unit are not required to complete the [Municipal Hours](#) report as indicated in [3.1.](#)

5. Federal Units

5.1 Complete [Municipal Hours](#) report when RCMP services are provided to another police agency by the 5th day of each month.

6. Street Crime Enforcement Units (SCEU)

6.1. Street Crime Enforcement Units are required to complete the [Municipal Hours](#) report when working outside the primary jurisdiction of their unit.

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45.1. National Defence Aid/Assistance

1. [General](#)

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and](#))

1. **General**

1.1. CFB Greenwood will provide information to the RCMP on air traffic movements when requested.

1.2. All requests for information will be directed through the NCO IC Kingston Detachment to ensure that Department of National Defence personnel can confirm the identity of the investigator requesting information.

References

[National Headquarters OM 45.1.](#)

Date Modified: 2012-04-11



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](#)
-

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](#)

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46.100. Computerized Integrated Information and Dispatch System (CIIDS)

1. [General](#)
 2. [Telecommunications Operator](#)
 3. [Member](#)
 4. [OCC Office Manager](#)
 5. [OCC Shift Supervisor](#)
 6. [CIID System Coordinator](#)
 7. [Detachments with CIIDS Access](#)
 8. [Operational Record Management System \(ORMS\) Coordinator](#)
 9. [Complaint Taker](#)
- App. 46-100-1 - [MWS 10 Codes](#)
App. 46-100-2 - [Complaint Handling Via MWS](#)
-

(For information regarding this policy, contact CIIDS Coordinator.)

1. General

- 1.1. The OIC Informatics will be responsible for the care and control of CIIDS.
- 1.2. Each CIIDS user will be trained in CIIDS.

2. Telecommunications Operator

- 2.1. Obtain sufficient information from the public to allow for appropriate police action.
 - 2.1.1. Officer safety is a prime responsibility of the OCC operator, therefore; status keeping will be done without compromise. If a patrol unit has not checked in with the OCC operator, the operator will contact the unit.
- 2.2. Enter all complaints received at the OCC on CIIDS, dispatch the occurrence to the investigating member and deactivate the complaint.
- 2.3. The complaint will be deactivated and down loaded to PROS.
- 2.4. For each occurrence entered by the OCC, only one entry for subject/vehicle, etc. All other subjects/vehicles will be noted in the details of the occurrence or in messaging (which will be faxed to the detachment) and will be the responsibility of the member or other detachment personnel. Agencies with CIIDS access will maintain their own files as required.

2.5. Dispatchable complaints taken at detachments or member self-generated complaints will be created in CIIDS/PROS mobile and posted to the OCC for status keeping. In unit agencies without PROS mobile, the file will be created in CIIDS/PROS. The detachment or member will advise the OCC of the complaint and provide a PROS incident # (if available) in order that the dispatcher may update status for that particular patrol unit (PU). Non-dispatchable complaints are created in PROS.

2.5.1. Dispatchable complaints require a member to physically take action outside of the office environment, i.e., MVC.

2.5.2. Non-dispatchable complaints do not require the immediate physical response of a member. Immediate response means during the shift, i.e., school presentation.

2.6. Upon receipt of a complaint "Posted" to the OCC, the operator will:

2.6.1. If urgent, voice to appropriate PU, and then electronically dispatch to a unit with MWS.

2.6.2. If non urgent, dispatch details electronically, dispatch to the MWS followed by a verbal advisement.

2.7. Requirements needed to be filled into the long occurrence form in CIIDS (when possible):

2.7.1. location of occurrence

2.7.2. complainant name

2.7.3. details of complaint

2.7.4. detachment of jurisdiction

2.7.5. OSR code and incident priority

2.7.6. occurred between date and time

2.7.7. minimum of one PIRS status code

2.8. If the occurrence needs no police attendance (for information only); for agencies without CIIDS access, fill in the long occurrence form as above. Complete all of the following fields on page 5 of the occurrence form. All occurrences are to be assigned to a member unless otherwise indicated by policy. When in doubt, dispatch.

2.8.1. "RMEMBER:" Responsible member (assigned to file-regimental number)

2.8.2. "DDTE:" Diary date (first day of the following month)

2.8.3. "DDRSN:" Diary date reason (1 or 01)

2.9. Dispatch occurrences in order of priority, level 1 being the most urgent, to the investigating member.

2.10. Ensure status of a dispatched member is maintained within CIIDS for units not equipped with mobile workstations.

2.11. Dispatch, where and when the basic circumstances of each occurrence to the investigating member. It is the investigating member's responsibility and not the dispatcher's, to obtain

detailed information of the occurrence from the complainant. This does not apply to situations where member/public safety is involved, i.e., domestic disturbances where the more detail the telecommunications operator is able to obtain, the better.

2.12. Names of complainants will not be given on the air unless it is absolutely vital to the complaint or the member requests same. These details may be obtained by the member at the scene or from PROS.

2.13. When it is necessary for the occurrence to be dispatched, the telecommunications operator will add the PUID (patrol unit identifier) of the responsible member and update the status screen as the PU changes status (arrives at scene, clears scene, etc.), if the unit is not mobile workstation equipped. Once the PU has cleared the scene, the dispatcher will ensure a diary date and reason have been added to page 5 of the form and "deactivate" the file. It will be the dispatcher's responsibility to print the file if there are additional attachments other than what is included in the long occurrence form and fax this to the detachment of jurisdiction for agencies without CIIDS access.

2.14. Maintain member's status electronically within CIIDS. Add the PU into the active status. Units with mobile workstations will electronically maintain their status with the OCC.

2.15. Operators will do first instance CPIC/PIRS queries for members on the road and perform follow-up queries in emergencies only. Roadside queries (10-28, 29, 27 etc.) will be conducted on CPIC and Jein, including units equipped with mobile workstations.

2.16. Verbally advise MWS users of a server "crash" and when restored, request members to initiate a status change in order to reactivate their MWS.

3. Member

3.1. It is the responsibility of the member to come "ON DUTY"/"10-36" with the OCC and your responsibility to notify the OCC of any change in status. Advise the OCC of:

3.1.1. vehicle call sign, voice channel and portable radio identifier;

3.1.2. regimental number;

3.1.3. any relevant information appropriate for the remarks field in CIIDS, i.e., court at 1000 h Antigonish. Provide wireless phone number in remarks;

3.1.4. area of coverage, if zones and atoms are being used;

3.1.5. regimental number of second member in vehicle, including auxiliary members; and

3.1.6. units with mobile workstations will logon electronically.

3.2. You must continually update your status with the OCC. Failure to do so will jeopardize member and public safety.

3.3. Once an occurrence has been dispatched, keep the OCC apprised of your status (see [App. 46-100-1](#)).

3.4. If voiced dispatched by detachment, you or the detachment must advise the OCC (if the OCC is responsible for status of PU) or enter the information into CIIDS and post to the OCC,

including the file number, nature and location of complaint in order for the OCC to do proper status keeping. PROS mobile users keep status electronically.

3.5. Obtain the CIIDS event number and PROS number, when available, and ensure all appropriate information is added to PROS once the OCC has downloaded the file from CIIDS to PROS for agencies without CIIDS.

3.6. Members working in detachments with CIIDS access and MWS at the beginning of each shift,

3.6.1. sign onto a PROS mobile workstation (MWS);

3.6.2. logon to MWS, status 10-36 (OCC will verbally acknowledge your logon) and then, at all times, maintain the correct status with the OCC.

3.6.2.1. use the status Remarks field to reflect any information required by OCC, i.e., shift info, cellphone number for shift supervisor.

3.6.2.2. the OCC can change your status within CIIDS. Keep your own status unless duty dictates otherwise.

3.6.2.3. Activate monitors to observe digital dispatches within your unit and/or others.

3.7. For self-generated occurrences:

3.7.1. Create the event completing all information via the MWS. The event is automatically dispatched back to the member and handled in the same fashion as if dispatched by the OCC.

3.7.2. The Remarks field Event automatically indicates MWS and should remain in this field for review purposes.

3.8. For CPIC access and messaging:

3.8.1. Include your unit's name and primary ORI as introductory text to any outgoing CPIC message. This will allow the responding agency to reply to your primary ORI in addition to the MWS unit.

3.8.2. For CPIC queries, change your status (10-23) for queries other than actual street checks, i.e., motel parking lot vehicle queries or suspects in an investigation (not present). In the location field, indicate: SNP or VNP (Subject/Vehicle not present) followed by their location to indicate to the OCC on a CPIC "hit" that a present threat does not exist.

3.8.2.1. Location VNP, indicates check of abandoned vehicles. Member will then change status when completed.

3.8.2.2. "Hits" on CPIC queries will be confirmed with the originator of the record by the OCC and not via external message function from the MWS.

3.9. See [App. 46-1-2](#) for complaint handling via MWS.

4. **OCC Office Manager**

4.1. Oversee all operational and administrative activities of the OCC.

4.2. Assign a person in the OCC who will ensure those addresses of interest and tactical plans are added/updated to the CIIDS.

5. OCC Shift Supervisor

- 5.1. Oversee all operational activities of the OCC while on duty, under the direction of the office manager.
- 5.2. Conduct a quality review of occurrences in CIIDS to verify correct input.
- 5.3. Monitor status keeping conducted by the OCC and patrol units.
- 5.4. Assign the above to a qualified operator when not on duty.

6. CIID System Coordinator (CSC)

- 6.1. The CSC holds the highest level of access to CIIDS and is responsible for all activities on the CIID System.
- 6.2. All system problems are to be reported to the CSC.
- 6.3. Delegate duties and responsibilities as deemed appropriate.
- 6.4. Maintain local records until such time as it is decided between the CSC and OIC of the detachment that it should be a detachment responsibility.
- 6.5. CIIDS agencies will retain hard copies of local information files and validate entries on a regular basis for accuracy.

7. Detachments with CIIDS Access

- 7.1. Will contribute and maintain addresses of interest and tactical plans for your respective areas.
- 7.2. Appoint a person for this task.

8. Operational Record Management System (ORMS) Coordinator

- 8.1. Ensure all CIIDS events have been downloaded to PROS once the CIIDS (QA End Review) has been completed.
- 8.2. Once the files have been generated in PROS, from the CIIDS information, send the file to the investigator for investigation and conclusion.

9. Complaint Taker

- 9.1. Create dispatchable occurrences (events) within CIIDS system.
- 9.2. Post to OCC: those occurrences that require dispatching to MWS. If a member is already responding from the office, include member's name/unit at the beginning of the details as part of the posted information.
- 9.3. Create in PROS: those occurrences that do not require dispatching, i.e., information files or where initial action has already occurred, i.e., assault complaint and statement taken at the office, file will require further investigation.
- 9.4. Print: all those events requested by the member and complete a standard file folder (where hard copies of files are required).

9.5. Notify: complainants as and when requested by members and record.

9.6. See [App. 46-100-2](#) for complaint handling via MWS.

References

CPIC Manual

CIIDS Training Manual

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App. 46-100-1- MWS 10 Codes

10-8 In Service (other than an event, i.e. break)

10-11 Road side check provide contact and vehicle information, verbal acknowledgment by the OCC will follow

10-17 Enroute, attending to the dispatch. In case of attending at other than the dispatch location, complete location field to indicate (detachment, lockup, etc.) i.e. a 10-11, resulting in breath testing, would require status change from 10-11 to 10-17, to facilitate testing at office. Location: office re impaired drv.

10-19 (In) Contact, once a member has gone 10-11 and the OCC had made the follow up contact the status will be changed by the OCC to 10-19.

10-23 At the scene of an event.

10-33 Emergency, if activated by the function key, a voice confirmation to OCC, when possible, shall follow. Failure by member to confirm an emergency situation by voice requires OCC to initiate necessary "back-up" in support of this signal.

10-35 Off duty (events must be cleared)

10-36 On duty and available

10-71 Unacknowledged Digital Dispatch (For OCC use only)

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H Division Operational Manual

App. 46-100-2- Complaint Handling Via MWS

1. The OCC shall initiate voice contact with a patrol to advise that a "digital" dispatch is enroute:

1.1. The member shall acknowledge receipt (10-4) of the event if not immediately attending or enroute (10-17) and at scene (10-23) if immediate action is taken.

1.2. The member shall then complete the Event in sufficient detail with the following information in the Event Remarks field:

1.2.1. Rem: MWS,P,Smith,RIQ indicating paperless file, concluded.

1.2.2. Rem: MWS, HC, CH, Smith,RIQ indicating hardcopy file (requiring printing), concluded.

1.2.3. Rem: MWS,SUI,Smith,RIQ indicating still under investigation and a hardcopy required.

1.2.3.1. Where:

MWS = handled by a mobile

P = paperless file (PIRS only)

HC = hard copy required (print file/attachments from CIIDS w/s)

CH = concluded here

SUI = still under investigation

Smith = member responsible

RIQ = initials of supervisor who reviewed file (for info end reviewer)

1.2.3.2. Any Event Remarks field without the above noted information, indicates the file has not been completed.

1.3. The CH in the Remarks field gives a reviewer "quick" reference to file status.

1.4. Member shall maintain appropriate status i.e. in service, 10-8 to initiate deactivating the CIIDS event.

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H Division Operational Manual

47.3. PROS/SPROS Specific Occurrence Types

1. [Member](#)
2. [Supervisor/Unit Commander](#)
3. [CrOps Support Unit](#)
4. [ORMS](#)
5. [Adding/Removing Access for an Existing ACL Occurrence](#)

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and common law](#).)

1. Member

- 1.1. Forward your Access Control request (formally known as Special Projects), with supporting rationale via email through your unit commander to the CrOps Officer or delegate.
- 1.2. Delegates include the District Policing Officer (DPO) North East Nova, DPO South West Nova, DPO Halifax District, Federal Policing Officer and the Support Services Officer.
- 1.3. Requests for Occurrence types "Part IV" and "Part VII" are to be forwarded to the NCO IC Professional Standards unit.
- 1.4. Attach in your Access Control Request a completed [Form 5746](#). Unit Commander's support is required to be documented in the message.
- 1.5. Access Control Requests can be granted for an entire unit, in those instances members are to utilize the unit collator code on [Form 5746](#) rather than individual names and HRMIS numbers.
- 1.6. Add the email message request to the PROS occurrence as an External Document.
- 1.7. Upon receipt of the approval/denial of the request, add the response to the PROS occurrence as an External Document.

2. Supervisor/Unit Commander

- 2.1. Upon receiving an Access Control Request forward to your respective line officer/delegate for approval.
- 2.2. Upon receiving support for the request from your line officer, forward the request via email to [HDiv CrimOps Reviewers](#).

3. CrOps Support Unit

3.1. Approve or deny the request.

3.2. In an email message, advise requestor and [HDiv PROS](#) of your decision to either approve or deny the access restriction of the entire occurrence or just portions of the entities (e.g. involved person, reports, etc.). Include the signed form 5746 in your response.

3.3. Advise ORMS whether or not the Senior CrOps Reviewer requires access to the restricted occurrence. The Senior CrOps Reviewer must be granted access to restricted occurrences that are referred to the Serious Incident Response Team (SIRT) for investigation.

4. ORMS

4.1. Forward the request to the appropriate sections in Ottawa for adding the restricted access as per the approval from the CrOps Officer or delegate. If request is received without approval, do not forward and contact CrOps Officer or delegate for approval. Any subsequent requests to modify access as the occurrence proceeds will be processed accordingly.

4.2. Requests originating from Provincial Policing Agencies will be accepted from the Chief of the Municipal Police Service and/or delegate, and will be approved by the Manager of ORMS. The manager of ORMS will consult with the Chief of the Municipal Policing Service when required.

4.3 The Manager of ORMS will report occurrences originating from Provincial Policing Agencies which have been requested to be Access Controlled that have been open or extended beyond one year to the Chief Reviewer of Provincial CrOps.

4.4. Once approval or denial is received, attach all messages and [Form 5746](#) (with the approving officer added to the form) to the PROS Occurrence as External Documents.

4.5. Link the Reviewing Officer (CrOps Officer or delegate) and ORMS personnel to the occurrence.

4.6. Create a **Validate Access Restriction** task on the occurrence to review the restriction with a diary date of six months assigned to the **H Div Criminal Operations Support – Prov** queue.

5. Adding/Removing Access for an Existing ACL Occurrence

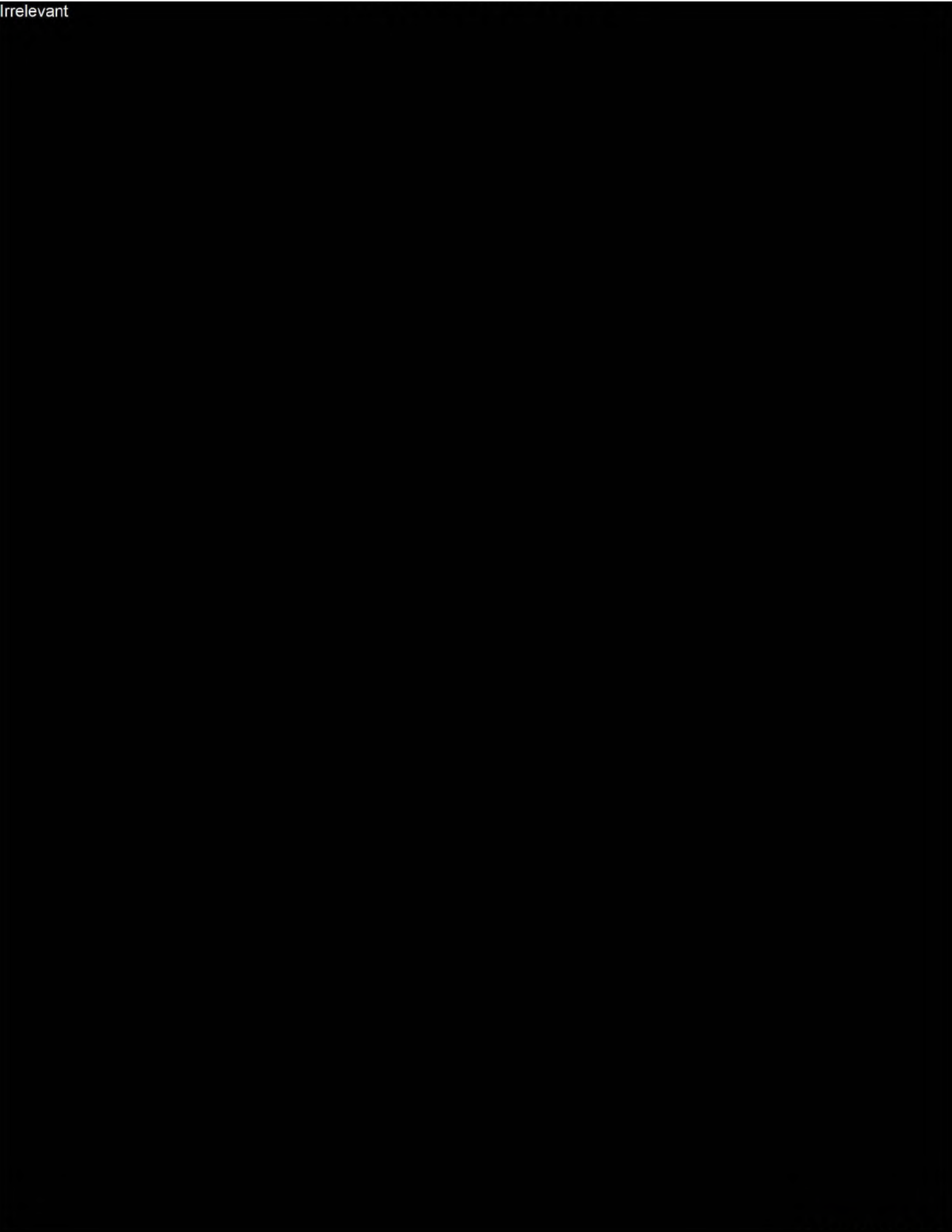
5.1. When a new person or group requires access to an ACL occurrence, the Lead Investigator or delegate must send an email message to [HDiv PROS](#) which includes the person's name and HRMIS number of the group name or collator for inclusion on the occurrence.

5.2. The same process is required to remove access.

5.3. When requesting access for users in a unit, please complete form [5746](#) to request this access by using the unit collator. When individuals are added instead of a collator, new users to that unit will not automatically have access to the occurrence and users who leave the unit will not automatically lose their access. These requests will come manually from the Lead Investigator/delegate.

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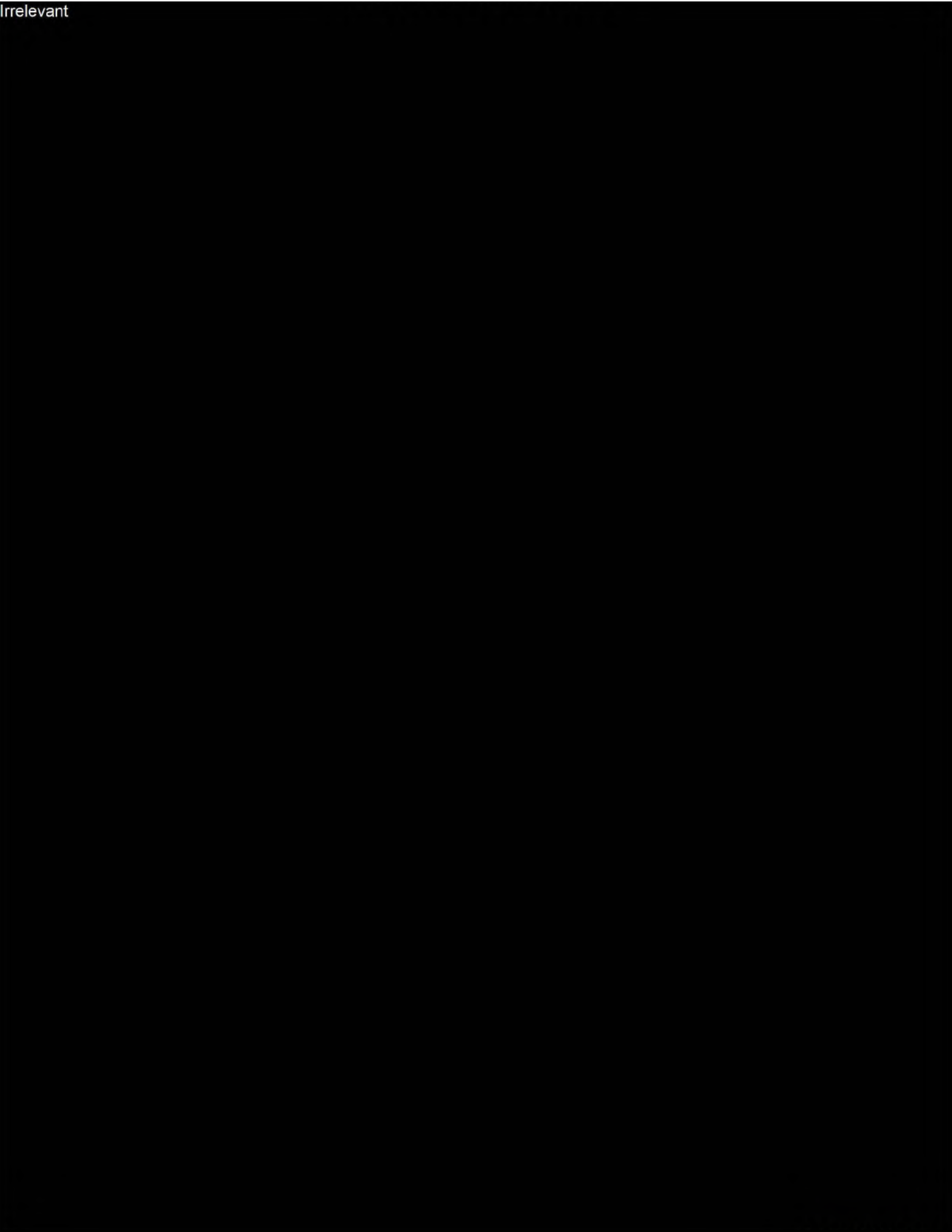
Irrelevant



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"H" Division Operational Manual

47.5 Security of Information

1. Policy
2. General
3. ACL Requests
4. ACL Modifications
5. ACL Monitoring

1. Policy

1.1. The purpose of this policy is to provide guidance to members on the Access Control List (ACL) process.

2. General

2.1. An Access Control List (**ACL**) is a tool that restricts access to information in PROS.

2.1.1. ACL requests are submitted through [Form 5746](#).

2.1.2. An ACL can restrict an entire PROS occurrence, or just elements of the occurrence (e.g. entities or reports).

2.1.2.1. Access to restricted information can be granted to individual members, or entire units.

2.1.2.1.1. Access should be granted to units whenever possible to minimize the administration of transferring members.

2.1.3. Before requesting an ACL restriction, consider the following:

2.1.3.1. PROS is a Protected B system meant for sharing information, including modus operandi and suspects;

2.1.3.2. restricting access to operational information on PROS defeats the purpose of information sharing, limits access by the OCC, and can be an officer safety issue;

2.1.3.3. if a file has been opened on PROS for some time, an ACL restriction is likely redundant as the information has been available;

2.1.3.4. an ACL restriction will not be used if information from the PROS occurrence has been entered into a different RCMP system (e.g. E&RIII);

2.1.3.5. a "sensitive" file, in itself, does not justify an ACL restriction;

2.1.3.6. sensitive operational techniques that require protection should not be revealed on PROS;

2.1.3.7. an ACL restriction does not apply indefinitely, and restricted occurrences will be monitored continuously.

2.1.3.8. an ACL request will not be approved on the assumption that an individual having PROS access will breach the Oath of Secrecy. Suspected security breaches by persons having access to PROS are to be reported via [Form 2159](#).

3. ACL Requests

3.1. Member

3.1.1. Complete Form 5746 and submit via email to Supervisor/Unit Commander.

3.1.1.1. Ensure to include on Form 5746:

3.1.1.1.1. sufficient rationale under the Detailed Summary section, and

3.1.1.1.2. full name and HRMIS number, or unit name and collator of those requiring access under the Access List section.

3.2. Supervisor / Unit Commander

3.2.1. Upon receiving an ACL request:

3.2.1.1. if the ACL request is related to an investigation under Part IV or Part VII of the RCMP Act, forward the ACL request to the NCO IC Professional Responsibilities Unit; otherwise

3.2.1.2. Verify information as per Section 3.1.1.1. has been included on Form 5746.

3.2.1.3. forward the ACL request to the respective Detachment or District Commander for approval, and

3.2.1.4. Carbon Copy (CC) the appropriate delegate for information purposes.

3.2.1.4.1. Delegates include:

3.2.1.4.1.1. District Policing Officer (DPO) North East Nova,

3.2.1.4.1.2. DPO South West Nova,

3.2.1.4.1.3. DPO Halifax District,

3.2.1.4.1.4. Federal Policing Officer, and

3.2.1.4.1.5. Support Services Officer.

3.2.2. Upon receiving the response from the Detachment or District Commander:

3.2.2.1. if the ACL request is denied, send the response to requestor; or

3.2.2.2. if the ACL request is approved, forward the response with Form 5746 to the [CrOps Support Unit](#).

3.3. CrOps Support Unit

3.3.1. Upon receiving an ACL request, use established guidelines to approve or deny the request (refer to [National OM 47.5.2.](#)).

3.3.2. if the ACL request is denied, send a message to the requestor with reasoning.

3.3.2. if the ACL request is approved, send a message to [HDiv PROS](#), including:

3.3.2.1. decision to approve or deny the ACL request;

3.3.2.2. elements of the restriction (entire occurrence, or specific entities or reports); and

3.3.2.3. authorized Form 5746 (signed by CrOps).

3.4. ORMS

3.4.1. Upon receiving an approved ACL request from the CrOps Support Unit, restrict the PROS occurrence as specified.

3.4.2. ACL requests received without approval will be sent back to originator with link to policy.

3.4.3. ACL requests from Provincial Policing Agencies (PPAs) must be authorized from the Chief of the Municipal Police Service and/or delegate.

3.4.3.1. Occurrences from PPAs that have been restricted beyond one year will be reported to the CrOps Support Unit.

3.4.4. Once the occurrence has been restricted and access has been granted, on the occurrence:

3.4.4.1. add authorized Form 5746 (signed by CrOps) as an External Document;

3.4.4.2. link ORMS personnel; and

3.4.4.3. create a **Validate Access Restriction** task with a diary date of 90 days, assigned to the **H Div Criminal Operations Support – Prov queue**, to review the restriction.

4. ACL Modifications

4.1. When access to an ACL occurrence needs to be modified, the Lead Investigator must send a message to [HDiv PROS](#), CC'd to the Supervisor / Unit Commander, including:

4.1.1. the occurrence number to be modified;

4.1.2. whether the request is for access to be added or removed; and

4.1.3. the full name, HRMIS number, unit name, and collator of those being added or removed.

5. ACL Monitoring

5.1. CrOps Support Unit

5.1.1. Upon the diary date referenced in Section 4.5.2.:

5.1.1.1. create a **Validate Access Restriction** task, assigned to the Lead Investigator, to provide rationale to extend the restriction;

5.1.1.1.1. if no rationale is provided by the Lead Investigator, proceed with removing the restriction as per Section 5.1.1.2.2.

5.1.1.2. once task has been completed by Lead Investigator, review the rationale to extend the restriction;

5.1.1.2.1. if it is determined that the ACL restriction is still required:

5.1.1.2.1.1. extend the diary date for the Validate Access Restriction task for a maximum of 6 months; and

5.1.1.2.1.2. add a supplementary report with approval of the restriction extension.

5.1.1.2.2. if it is determined that the ACL restriction is no longer required:

5.1.1.2.2.1. complete the Validate Access Restriction task; and

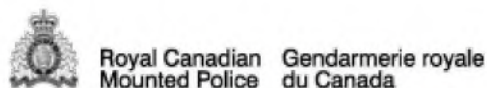
5.1.1.2.2.2. create a **Validate Access Restriction** task, assigned to **H Div Restricted Project** queue, to request removal of the ACL restriction.

5.2. ORMS

5.2.1. When tasked by CrOps Support Unit, perform the removal of ACL restrictions.

5.2.2. Monitor tasks assigned to the CrOps Support Unit to ensure that ACL monitoring is being completed.

5.2.2.1. ACL monitoring is to continue until the occurrence no longer requires the restriction.



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H Division Operational Manual

47.5. Security of Information

1. [Policy](#)
2. [General](#)
3. [ACL Requests](#)
4. [ACL Modifications](#)
5. [ACL Monitoring](#)

(For information regarding this policy, contact **Public Interest Immunity - s. 37 of CEA and common law**)

1. Policy

1.1. The purpose of this policy is to provide guidance to members on the Access Control List (ACL) process.

2. General

2.1. An Access Control List (**ACL**) is a tool that restricts access to information in PROS.

2.1.1. ACL requests are submitted through [Form 5746](#).

2.1.2. An ACL can restrict an entire PROS occurrence, or just elements of the occurrence (e.g. entities or reports).

2.1.2.1. Access to restricted information can be granted to individual members, or entire units.

2.1.2.1.1. Access should be granted to units whenever possible to minimize the administration of transferring members.

2.1.3. Before requesting an ACL restriction, consider the following:

2.1.3.1. PROS is a Protected B system meant for sharing information, including modus operandi and suspects;

2.1.3.2. restricting access to operational information on PROS defeats the purpose of information sharing, limits access by the OCC, and can be an officer safety issue;

2.1.3.3. if a file has been opened on PROS for some time, an ACL restriction is likely redundant as the information has been available;

2.1.3.4. an ACL restriction will not be used if information from the PROS occurrence has been entered into a different RCMP system (e.g. E&RIII);

2.1.3.5. a "sensitive" file, in itself, does not justify an ACL restriction;

2.1.3.6. sensitive operational techniques that require protection should not be revealed on PROS;

2.1.3.7. an ACL restriction does not apply indefinitely, and restricted occurrences will be monitored continuously.

2.1.3.8. an ACL request will not be approved on the assumption that an individual having PROS access will breach the Oath of Secrecy. Suspected security breaches by persons having access to PROS are to be reported via [Form 2159](#).

3. ACL Requests

3.1. Member

3.1.1. Complete Form 5746 and submit via email to Supervisor/Unit Commander.

3.1.1.1. Ensure to include on Form 5746:

3.1.1.1.1. sufficient rationale under the Detailed Summary section, and

3.1.1.1.2. full name and HRMIS number, or unit name and collator of those requiring access under the Access List section.

3.2. Supervisor / Unit Commander

3.2.1. Upon receiving an ACL request:

3.2.1.1. if the ACL request is related to an investigation under Part IV or Part VII of the RCMP Act, forward the ACL request to the NCO IC Professional Responsibilities Unit; otherwise

3.2.1.2. Verify information as per Section 3.1.1.1. has been included on Form 5746.

3.2.1.3. forward the ACL request to the respective Detachment or District Commander for approval, and

3.2.1.4. Carbon Copy (CC) the appropriate delegate for information purposes.

3.2.1.4.1. Delegates include:

3.2.1.4.1.1. District Policing Officer (DPO) North East Nova,

3.2.1.4.1.2. DPO South West Nova,

3.2.1.4.1.3. DPO Halifax District,

3.2.1.4.1.4. Federal Policing Officer, and

3.2.1.4.1.5. Support Services Officer.

3.2.2. Upon receiving the response from the Detachment or District Commander:

3.2.2.1. if the ACL request is denied, send the response to requestor; or

3.2.2.2. if the ACL request is approved, forward the response with Form 5746 to the [CrOps Support Unit](#).

3.3. CrOps Support Unit

3.3.1. Upon receiving an ACL request, use established guidelines to approve or deny the request (refer to [National OM 47.5.2.](#)).

3.3.2. if the ACL request is denied, send a message to the requestor with reasoning.

3.3.3. if the ACL request is approved, send a message to [HDiv PROS](#), including:

3.3.3.1. decision to approve or deny the ACL request;

3.3.3.2. elements of the restriction (entire occurrence, or specific entities or reports); and

3.3.3.3. authorized Form 5746 (signed by CrOps).

3.4. ORMS

3.4.1. Upon receiving an approved ACL request from the CrOps Support Unit, restrict the PROS occurrence as specified.

3.4.2. ACL requests received without approval will be sent back to originator with link to policy.

3.4.3. ACL requests from Provincial Policing Agencies (PPAs) must be authorized from the Chief of the Municipal Police Service and/or delegate.

3.4.3.1. Occurrences from PPAs that have been restricted beyond one year will be reported to the CrOps Support Unit.

3.4.4. Once the occurrence has been restricted and access has been granted, on the occurrence:

3.4.4.1. add authorized Form 5746 (signed by CrOps) as an External Document;

3.4.4.2. link ORMS personnel; and

3.4.4.3. create a **Validate Access Restriction** task with a diary date of 90 days, assigned to the **H Div Criminal Operations Support – Prov** queue, to review the restriction.

4. ACL Modifications

4.1. When access to an ACL occurrence needs to be modified, the Supervisor / Unit Commander of the Lead Investigator must send a **Review Other** task on the occurrence to the **HDiv Restricted Projects** queue, including:

4.1.1. in the title field, whether the request is for access to be added or removed; and

4.1.2. link the officer entity of the employee who requires access to be granted or revoked to the subject tab of the task.

5. ACL Monitoring

5.1. CrOps Support Unit

5.1.1. Upon the diary date referenced in Section 3.4.4.3.:

5.1.1.1. create a **Validate Access Restriction** task, assigned to the Lead Investigator, to provide rationale to extend the restriction;

5.1.1.1.1. if no rationale is provided by the Lead Investigator, proceed with removing the restriction as per Section 5.1.1.2.2.

5.1.1.2. once task has been completed by Lead Investigator, review the rationale to extend the restriction;

5.1.1.2.1. if it is determined that the ACL restriction is still required:

5.1.1.2.1.1. extend the diary date for the Validate Access Restriction task for a maximum of 6 months; and

5.1.1.2.1.2. add a supplementary report with approval of the restriction extension.

5.1.1.2.2. if it is determined that the ACL restriction is no longer required:

5.1.1.2.2.1. complete the Validate Access Restriction task; and

5.1.1.2.2.2. create a **Validate Access Restriction** task, assigned to **H Div Restricted Project** queue, to request removal of the ACL restriction.

5.2. ORMS

5.2.1. When tasked by CrOps Support Unit, perform the removal of ACL restrictions.

5.2.2. Monitor tasks assigned to the CrOps Support Unit to ensure that ACL monitoring is being completed.

5.2.2.1. ACL monitoring is to continue until the occurrence no longer requires the restriction.

Date Modified: 2020-07-31



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5.10. In-Car Digital Video System

1. [General](#)
 2. [Roles and Responsibilities](#)
 3. [Retention](#)
 4. [Information Management/Access to Information and Privacy \(ATIP\)](#)
-

1. General

1.1. Pre-event recording will be set at 30 seconds.

2. Roles and Responsibilities

2.1. Member

2.1.1. See [AM XI.4L.4.Security—Information Technology Security—Removable Computer Storage Media](#).

2.2. Supervisor

2.2.1. Ensure all damage or malfunction with the ICDVS is reported to the Central Help Desk.

2.3. Detachment Commander

2.3.1. Ensure the DVD/media device and location are tracked on [HD6135](#) or similar, located on the detachment shared drive.

2.3.2. Ensure a schedule is created so ICVDS memory devices are downloaded on a regular basis that meets the requirements of your unit/detachment. An example would be at the conclusion of the member's shift.

3. Retention

3.1. DVDs will be retained for a minimum of two years and then destroyed.

3.2. If the DVD is of evidentiary value, The "File DVD" will be exhibited to the PROS/VERSADEX investigational file.

3.3. The "File DVD" will be disposed of when the investigational file is set to purge.

4. **Information Management/Access to Information and Privacy (ATIP)**

4.1. If recorded media may be subject to a request under the [Access to Information Act](#) or [Privacy Act](#), retain the recording for two years after the conclusion of the last response.

References:

[OM 5.10.](#)

Date Modified: 2014-05-22



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5.5. Collision Analysis / Reconstruction

1. [General](#)
 2. [Roles and Responsibilities](#)
 3. [Mechanical Inspections](#)
-

For information regarding this policy, contact **Irrelevant**

1. General

1.1. The Division Collision Analysis and Reconstruction Services (H Division C.A.R.S.) Program is under the management of the H Division Operations Support Services Officer.

1.2. Collision Analysis and Reconstruction Services investigations are conducted solely by RCMP appointed Collision Analysts and Collision Reconstructionists. Refer to [National OM 5.5 Collision Analysis/Reconstruction](#).

1.3. Collision Analysts and Reconstructionists provide a support service and assistance to Detachments and units where additional investigative expertise is required. This does not relieve a member of the responsibility to properly investigate traffic collisions.

1.4. The primary investigative unit is responsible for the main file investigation, securement of the scene, submission of reports and follow-up action related to collisions, the taking of statements, the seizure and securement of exhibits, the obtaining of warrants when required, and all other investigational matters not being of a technical nature.

1.5. H Division C.A.R.S. will operate in a support role to the file investigator and their subsequent report will be independent of the primary investigation.

1.6. Traffic collision investigations requiring the services of an engineer will be coordinated through the Division Senior Traffic Collision Reconstructionist.

1.7. For a list of certified and active Division Traffic Collision Analysts and Reconstructionists, contact the Division Senior Traffic Collision Reconstructionist.

2. Roles and Responsibilities

2.1. Member

2.1.1. Immediately consult with H Division C.A.R.S. in the following situations:

2.1.1.1. collisions involving death or life threatening injury;

2.1.1.2. police motor-vehicle collisions involving death, injuries, or where civil liability may be in question, including all-terrain and snow vehicles;

2.1.1.3. all collisions resulting from or associated to a police pursuit;

2.1.1.4. property damage collision involving multiple vehicles, complex collisions (e.g. heavy commercial vehicles), and/or collisions involving unusual circumstances where technical expertise is required;

2.1.1.5. hit and run collisions where additional investigative expertise may be required;

2.1.1.6. tractor trailer rollovers where excessive speed and/or careless operation may be a factor;

2.1.1.7. any property damage or injury collisions where interpretation of physical evidence to support a prosecution is required; and

2.1.1.8. any high profile collisions or any other incident in which the commander feels that H Division C.A.R.S. may be able to assist or provide some investigative insight to support a prosecution.

2.1.2. To request assistance from H Division C.A.R.S.:

2.1.2.1. Obtain authorization from your supervisor

2.1.2.2. Contact the H Division Operational Communications Centre (OCC)

2.1.2.3. The OCC Operator will place you in contact with the designated technical collision trained member who is available to attend the scene.

2.1.3. The release of the H Division C.A.R.S. investigation, or any investigative materials, is the responsibility of the primary investigative unit. For further information regarding the release of Collision Analyst and Reconstruction reports, refer to [National IMM 3.1](#).

2.1.4. The investigating unit is responsible for the primary investigation, submission of reports, and follow-up action. The H Division C.A.R.S. investigation and subsequent report will be independent of the primary investigation. The findings, opinions, and report are to supplement the primary investigation.

2.1.5. Once the post collision mechanical inspection has been completed, the primary investigative unit will determine if the vehicle will be released or held.

2.1.5.1. Advise the owner and/or insurance company forthwith as to the vehicle's status, and

2.1.5.2. ensure your investigative file is documented accordingly.

2.2. Division Collision Analysts and Reconstructionists

2.2.1. Only RCMP-certified Collision Analysts and Collision Reconstructionists will perform motor-vehicle collision technical analysis and reconstruction related duties, and provide expert opinion evidence in court.

2.2.1.1. Collision Analysts and Reconstructionists may only provide analysis and interpretation on those areas that they have been trained on.

2.2.1.2. Collision Analysts and Reconstructionists may only provide expert testimony on those areas they have been trained on.

2.2.1.3. If a decertified Collision Analyst or Reconstructionist has been compelled to court, they must promptly contact the Division Senior Collision Reconstructionist.

2.2.2. For job summary, refer to [Collision Reconstructionist - Job Code 000466](#).

2.2.3. Upon notification of a collision as per [Section 2.1.1](#), the designated area Collision Analyst or Reconstructionist will review the circumstances and determine whether or not a Collision Analyst or Reconstructionist should immediately attend the scene to gather all technical evidence and data, or attend the scene at a later time.

2.2.3.1. The designated area Collision Analyst or Reconstructionist will attend, or delegate a Collision Analyst to attend, all fatal collisions that occur on a highway.

2.2.3.2. Attendance at collision scenes by a Support (non full-time position) Collision Analyst or Reconstructionist must be authorized by the area full-time Collision Reconstructionist.

2.2.4. In consultation with the primary investigator, arrange a post collision mechanical inspection through the Transportation and Infrastructure Renewal Motor Vehicle Inspectors. If they are not available, then assist in determining a viable local option to conduct the mechanical inspection.

2.2.4.1. Once the mechanical inspection has been completed, advise the primary investigator who will make the determination on the vehicle's release, and ensure your investigative file is documented accordingly.

2.2.5. In cases where mechanical defects are suspected, contact the Transport Canada defect investigator for follow up and investigation into the failure.

2.2.6. Determine if the services of an engineering firm or other outside expertise is required. Consult the Division Senior Collision Reconstructionist prior to seeking these services.

2.2.7. Retain original copies of the reports, notes, and other pertinent material in accordance with purge dates. At the conclusion of the H Division C.A.R.S. investigation, a copy of all materials must be forwarded to the primary investigator for inclusion in the master file.

2.2.7.1. A copy of all reports completed by H Division C.A.R.S. will be forwarded to the Division Senior Collision Reconstructionist.

2.3. **Division Senior Collision Reconstructionist**

2.3.1. The Division Senior Collision Reconstructionist oversees all aspects of the Divisional Program:

2.3.1.1. is responsible for the direction of the technical collision reconstruction program;

2.3.1.1.1. identifies and procures technical training and equipment;

2.3.1.1.2. ensures the quality, integrity, and professionalism of the program;

2.3.1.2. provides assistance and guidance to H Division C.A.R.S. with their investigations; and

2.3.1.3. creates and maintains a Divisional peer review process.

2.3.2. The Division Senior Collision Reconstructionist is a part of the operational rotation for scene attendance, investigation, and technical report completion within the Division (refer to [Section 2.2](#)).

2.3.3. Technical reports completed by the Senior Divisional Collision Reconstructionist must be forwarded to a C.A.R.S. delegate for review and approval prior to the report becoming part of the primary investigative unit's file.

2.3.4. Interview potential candidates and make recommendations to H Division Training Branch concerning candidates for Collision Investigation Level III (Collision Analyst) and Collision Investigation Level IV (Collision Reconstructionist) training courses. Assess and recommend candidates for other collision specific training as needed.

2.3.5. Evaluate new equipment and ensure equipment standards and requirements are maintained.

2.3.6. Ensure the annual health and safety requirements are met. For information regarding the psychological assessment and screening for a Collision Analyst or Reconstructionist, refer to [National AM ch.II.19, sec. H.2.](#) and [HSM App. III-1-6](#).

2.4. Detachment Commander

2.4.1. Direct all requests for interpretation of H Division C.A.R.S. reports to the author of the report.

2.4.2. Determine what, if any, investigative materials will be released to outside agency requests. The release of the Collision Analyst or Reconstruction Reports, or any investigative materials, is the responsibility of the primary investigative unit. For further information regarding the release of Collision Analyst or Reconstruction Reports, refer to [National IMM 3.1](#).

2.4.3. Any technical report released by the primary investigative unit, in accordance with Section 2.4.2., will contain the caveat noted in [National IMM Part 3.1.H.1.b](#).

3. Mechanical Inspections

3.1. Post collision mechanical inspections will be conducted on the involved vehicles where a fatality has occurred.

3.1.1. Depending on the circumstances surrounding a collision outside of 3.1, H Division C.A.R.S., in consultation with the Primary Investigator and Detachment Commander, may request a mechanical inspection be conducted on the vehicles involved in the collision.

3.2. In consultation with the Primary Investigator, H Division C.A.R.S. will arrange a post collision mechanical inspection through the Transportation and Infrastructure Renewal (TIR) Motor Vehicle Inspectors. If TIR are not available then consultation should occur to identify a viable local option to conduct the mechanical inspection.

3.2.1. Ensure that the services of a certified motor vehicle mechanic are used to conduct the mechanical inspections.

3.3. The expenses related to a post collision mechanical inspection and / or electronic data imaging, if necessary, are the responsibility of the primary investigational unit as an investigation expense.

References:

[National OM 5.5](#)

[National IMM 3.1](#)

[National AM II.19](#)

[National HSM III.1](#)

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5.6. Motor Vehicle Collisions

1. [General](#)
 2. [Motor Vehicle Collisions](#)
 3. [Fatal Motor Vehicle Collisions](#)
 4. [Collision Analyst Program](#)
 5. [Temporary Closure of Highways](#)
- App. 5-6-1 [Collision Analysts](#)

For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and common law](#)

1. General

1.1. Immediate patrols shall be made to collision scenes when:

- 1.1.1. a death occurs,
- 1.1. 2. there are injuries,
- 1.1. 3. a pedestrian or cyclist is involved,
- 1.1. 4. a road hazard exists,
- 1.1. 5. cargo or goods carried are vulnerable to pilfering and efforts are necessary to safeguard them pending arrangements by owners, and/or
- 1.1. 6. a police transport is involved.

1.2. Motor vehicle collision information shall only be released in accordance with Section 98(7) of the Motor Vehicle Act of the Province of Nova Scotia.

.3. When practicable, the GPS coordinates of the collision location should be obtained and recorded on the MV58A.

2. Motor Vehicle Collisions

2.1. Investigator

2.1.1. Written collision reports (MV58A) are to be completed when:

- 2.1.1.1. it is an collision as defined in the manual on classification of motor vehicle collisions; and
- 2.1.1.2. the collision occurred on a highway - "highway" means:

2.1.1.2.1. public highway, street, lane, road, alley, park, beach or place including the bridges thereon, and

2.1.1.2.2. private property that is designated to be and is accessible to the general public for the operation of a motor vehicle.

2.1.2. death or personal injuries occurred; or

2.1.3. property damage exceeded \$2,000

2.1.4. collision reports, MV58A, are to be distributed as noted:

2.1.4.1. original copy sent direct to: Service Nova Scotia AND Municipal Relations Attn: Driver Compliance, P.O. 1652, Halifax, NS B3J 2Z3

2.1.5. As per section 98, subsection 3 of the Motor Vehicle Act, the MV58A and Preliminary Report of Death are to be submitted within 24 hours of a fatal motor vehicle collision. Submit to: Traffic Collision Analyst, Traffic Engineering and Road Safety, Transportation and Infrastructure Renewal, Nova Scotia, Tel: Irrelevant and Fax: 428-5810.

2.1.6. When applicable, one copy to detachment or police force in whose area collision occurred.

2.1.7. Members are not required to locate drivers involved in collisions merely to secure collision reports. However, investigation may be conducted when it appears prosecution for failing to report is warranted.

2.1.8. If collision involves a spill of dangerous goods, one copy to: Transportation and Dangerous Goods, Queens Square, 45 Alderney Drive, 12th Floor, Dartmouth, N.S. B2Y 2N6.

2.1.9. Refer collisions in which deer or moose are killed for disposition of carcass to the nearest Department of Natural Resources and include notation to this effect on MV58A.

3. Fatal Motor Vehicle collisions

3.1. All fatal motor vehicle or pedestrian and vehicle collisions where charges are contemplated are to be reported to division via a briefing note as per [App. 101-3-1](#).

3.2. A thorough investigation will be conducted by utilizing all support services available in the division:

3.2.1. If you require the assistance of a Collision Analyst or Reconstructionist, contact the shift supervisor and request the attendance using the on call list at Telecoms.

3.2.2. Use support services such as:

3.2.2.1. Forensic Identification Section;

3.2.2.2. Forensic Laboratory; and

3.2.2.3. The Forensic Collision Analysis/Reconstruction Unit is able to gather measurements from crash or crimes scenes using electronic distance measuring devices such as total stations. They also have specialized equipment to image electronic data from Event Data Recorders (EDRs).

4. Collision Analyst Program

4.1. General

4.1.1. In addition to assistance provided at Fatal Motor Vehicle Collisions, Collision Analysts (see [App. 5-6-1](#)) will investigate all police transport collisions involving:

- 4.1.1.1. injury or fatality,
- 4.1.1.2. substantial property damage, and
- 4.1.1.3. statutory offence is alleged against officer.

4.2. Analyst

- 4.2.1. Retain originals of your reports and related material for future reference and research.
- 4.2.2. Maintain a record of all requests for service including pertinent data such as testing, test results, and court appearances.
- 4.2.3. Submit copies of your technical collision investigation report to the investigating detachment and ensure the completed report is placed on PROS.

4.3. Manager

4.3.1. The Division Collision Reconstruction Program Manager will facilitate the creation of on call analyst list for distribution to the telecommunication Centre in Truro, N.S. and to the telecommunication centre in Halifax (HRM). There will be two separate on call lists, one for North East Nova and the other for South West Nova.

4.3.2. Should the on call analyst not be available, it is his or her responsibility to contact another Collision Analyst or Reconstructionist to attend.

4.3.3. Report all consultations and or scene visitations to Program Manager as soon as possible. Include:

4.3.3.1. File number and brief description

4.3.3.2. Forward the Collision Stat Sheet or whatever form of data collection deemed suitable to the Program Manager at the end of each month.

4.3.4. Each analyst will join Canadian Association of Technical Investigation on Reconstruction (C.A.T.A.I.R.).

4.3.5. Diary dates written report for no longer than one month when charges are not contemplated. When charges are contemplated give diary date no longer than 60 days. Adjust accordingly based on circumstances. Ensure that all completed Technical Collision Investigation Reports will be placed on PROS.

4.3.6. Ensure the Technical Collision Investigation Report is peer reviewed and signed off by the Senior Collision Reconstructionist or the Division Program Manager.

4.3.7. Submit copies of your technical collision investigation report to the investigating detachment and ensure the completed report is placed on PROS.

5. Temporary Closure of Roadways

5.1. General

5.1.1. Occasionally provincially owned and maintained highways must be closed due to emergency or operational requirements. Emergency road closures may range in severity from minor (the single vehicle collision) to major (declared state of emergency). Emergency road closures should be coordinated through the Operational Communication Centre (OCC).

5.1.2. Effective action is needed to coordinate the variety of response agencies; to control the length of time the road is closed; and to ensure a secure and successful outcome.

5.1.3. In order to ensure Province wide consistency, the Department of Transportation and Infrastructure Renewal (TIR) has developed a system for the management of emergency highway closings and the mobilization of such resources deemed appropriate and necessary.

5.1.4. Mobilization of such emergency road closures has been broken into four categories:

5.1.4.1. **LEVEL I Mobilization** (Maximum closure time 0 - 3 hours) - Emergency closing of the Highway system will be initiated by local TIR operational staff and / or RCMP, Fire Services or Emergency Medical Services. Such closures are not expected to exceed three hours.

5.1.4.2. **LEVEL II Mobilization** (Maximum closure time 3 - 8 hours) - Emergency closings of the Highway system will be initiated by local TIR operational staff under the direction of, or in consultation with RCMP, Fire Services, Hazardous Materials Response and Emergency Medical Services. Such closures are not expected to exceed eight hours.

5.1.4.3. **LEVEL III Mobilization** (Maximum closure time - more than 8 hours) - Emergency closings of the Highway system will be initiated by TIR Emergency Coordinator.

5.1.4.4. **LEVEL IV Mobilization** (Declared Provincial State of Emergency) - Emergency closings of the Highway system will be initiated by the Emergency Management Office.

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App. 5-6-1 Collision Analysts

Cst. Charlie Hibbert	Division Senior Collision Reconstructionist/Program Manager	
SOUTHWEST NOVA		
Cst. Timmothy Meldrum	Collision Reconstructionist	Annapolis Valley Traffic Services
Cpl. Andrew Hamilton	Collision Analyst	Western Traffic Services
Cpl. Garth Stevenson	Collision Reconstructionist	South Shore Traffic Services
Cst. Dave Sullivan	Collision Reconstructionist	South Shore Traffic Services
Cpl. Andrew Clarke	Collision Reconstructionist	Yarmouth County Detachment
NORTHEAST NOVA		
Cst. Dave McLean	Collision Reconstructionist	Eastern Traffic Services
Cst. Dan MacDonald	Collision Reconstructionist	Eastern Traffic Services
Cst. Frank Deschenes	Collision Analyst	Northern Traffic Services
Cst. Al Campbell	Collision Reconstructionist	Northern Traffic Services
Cst. Earl Dalphy	Collision Analyst	Northern Traffic Services

Cpl. Glen Murphy	Collision Reconstructionist	Pictou County Detachment
CAPE BRETON		
Sgt. Henry Poswiata	Collision Analyst	Cape Breton Integrated Traffic Services
Cst. Owen McKenzie	Collision Analyst	Cape Breton Integrated Traffic Services
Cst. Steve Sibley	Collision Analyst	Cape Breton Integrated Traffic Services
HALIFAX REGIONAL MUNICIPALITY		
Cst. Corey Ford	Collision Analyst	Lower Sackville Detachment

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54.1. RCMP External Investigation or Review

1. [General](#)
2. [SiRT Mandate/Investigation](#)
3. [SiRT Requests](#)
4. [Referrals to SiRT](#)
5. [SiRT Investigations Operational Records Maintenance on PROS/Versadex](#)
6. [Assistance and Support](#)
7. [Expenses](#)
8. [Member Shooting Involved](#)

(For information regarding this policy, contact [Public Interest Immunity - s. 37 of CEA and](#))

1. General

1.1. To ensure public trust and support the RCMP must be as transparent as possible and fully accountable for our actions. The intent of this policy is to ensure a fair, effective, thorough and impartial investigation of RCMP employees through a combination of an independent external investigation, observation and review.

1.2. The Nova Scotia Serious Incident Response Team (SIRT) is the provincial agency who provides oversight of policing through independent investigation of serious incidents involving the police in the Province of Nova Scotia. This civilian led team operates independently of law enforcement agencies.

2. SiRT Mandate/Investigation

2.1. SIRT's mandate is to investigate all cases that involve death, serious injury, sexual assault, intimate partner violence or other matters of significant public interest that arise from the actions of a police officer having occurred within Nova Scotia, whether on duty or not, having occurred after SiRT's inception in April 2012.

2.2. Serious injury shall be presumed in instances where a prolonged delay may be likely before the nature and seriousness of injury can be assessed. A serious injury includes:

2.2.1. Fractures to limbs, ribs, head or spine;

2.2.2. Burns, cuts, or lacerations which are serious or affect a major portion of the body;

2.2.3. Loss of any portion of the body;

2.2.4. Serious internal injuries;

2.2.5. Any injury caused by gunshot; or

2.2.6. Admission to hospital as a result of the injury (not including outpatient care followed by release).

2.3. SiRT will be contacted when a death occurs to anyone who has been in police custody within the previous 24 hours.

2.4. Once it has been determined an investigation falls within the legislative mandate of SIRT and carriage of the file has been transferred from the RCMP, SiRT is the lead agency related to the actions of police.

2.5. All contact with and direction provided by SiRT must be recorded on the substantive statutory investigation.

2.5.1. The RCMP will be required to continue the pre-existing statutory investigation of the initial incident, when it occurs within RCMP jurisdiction.

2.6. Prior to SiRT's arrival, the RCMP will maintain custody of the scene and take all lawful measures to preserve evidence related to the matter.

2.6.1. Upon SiRT's arrival, the primary SiRT and primary RCMP investigators will jointly determine, based on the circumstances and dependent on the substantive statutory investigation, who will maintain custody of the scene.

2.6.1.1. Any disagreements between SiRT and the RCMP concerning custody of the scene will be referred to the officer who conducted the initial SiRT referral to resolve the disagreement.

2.6.1.2. Police resources may remain at the scene if requested by SiRT, realizing that the resources stay under the command of the RCMP.

2.6.2. The primary SiRT and primary RCMP investigators will jointly determine, based on the circumstances and dependent on the substantive statutory investigation, who will take custody and process the exhibits.

2.6.2.1. Any disagreements between SiRT and the RCMP concerning custody of exhibits will be referred to the officer who conducted the initial SiRT referral to resolve the disagreement.

2.6.2.2. The RCMP will not assume exhibits or analysis of exhibits for SiRT without prior authorization from the OIC CrOps or their delegate.

3. Referrals to SiRT

3.1. Referrals to SiRT may only be completed by the following:

3.1.1. A Commissioned Officer or an officer acting in the role of a Commissioned Officer within Nova Scotia;

3.1.2. District Advisory NCO's;

3.1.3. A Watch Commander within the Halifax District; or

3.1.4. The OCC Risk Managers after hours if the District Advisory NCO's are unavailable.

3.1.5. **Note:** Detachment, District, and Unit Commanders are to contact their District Advisory NCO (Risk Manager if after hours) or Line Officer who will initiate the referral to SiRT.

3.2. The referral will be made as soon as practicable, reporting to the Director of the Serious Incident Response Team/designate at 1-902-424-8400. This line is monitored 24 hours a day.

3.2.1. Members must identify themselves and provide the name of their police agency.

3.2.2. Members must advise they are reporting a serious incident and provide a detailed account of the circumstances.

3.2.3. **Note:** If an incident within RCMP jurisdiction involves a police officer from another policing service, the referring officer will, as soon as practicable, advise the Chief / Deputy Chief of the service for their information and internal follow up action.

3.2.4. Immediately prepare an advanced notice for SiRT referral acceptance or non-acceptance via e-mail and submit it to the OIC of Provincial Criminal Operations. Prepare a briefing note and forward through channels to Provincial Criminal Operations advising as to the circumstances surrounding the referral to SiRT.

3.2.4.1. Upon receipt of the briefing note, the NCO i/c CrOps Support will prepare and send via e-mail the SiRT Request for Action form to SiRT to formalize the referral.

3.2.4.2. Upon referral to SiRT, the Line Officer shall ensure that the "H" Division Professional Responsibility Unit is consulted in a timely manner.

3.3. Should the Director of SiRT determine the matter does not fall within their mandate, SiRT will advise the RCMP the rationale as to why.

3.3.1. For statutory investigations not within the mandate of SiRT, the matter will be referred to the CrOps Officer for investigative determination. These investigations will then be handled in accordance with [National OM 54.1](#).

3.4. For matters that clearly fall outside of the of SiRT's mandate, a referral is not required.

4. SiRT Requests

4.1. All SiRT requests for assistance, equipment, facility, or resources will be submitted to the NCO i/c CrOps Support via e-mail on the SiRT Request for Action form for authorization by the Criminal Operations Officer to facilitate tracking of SiRT requests.

4.2. Urgent SiRT requests for assistance may be authorized by the CrOps Officer electronically or verbally, with a timely completion of the SiRT Request for Action form after the fact to facilitate tracking of SiRT requests.

5. SiRT Investigations Operational Records Maintenance on PROS/Versadex

5.1. A summary of the completed SiRT investigation is to be provided to the Minister and the police agency in which the police officer is employed as required by Section 26(M)(1) of the Police Act of Nova Scotia.

5.2. Criminal Operations Support Unit will provide the completed SiRT Summary Investigation Report to the Criminal Operations Officer, appropriate Line Officer, and the Unit Commander of the Subject Member.

5.2.1. The Line Officer or Unit Commander will promptly advise the Subject Member of the outcome.

5.2.2. Criminal Operations Support unit will advise Strategic Communications upon receipt of the Summary Investigation Report to facilitate a Division wide message of the outcome.

5.2.2.1. The RCMP Strategic Communication will refer all media enquiries related to a SiRT investigation to SiRT.

5.3. Upon conclusion of an investigation the Director of SiRT will provide a complete copy of the investigation in electronic format to Criminal Operations which will be shared with the respective Unit Commander and Line Officer.

5.4. Upon receipt of a completed SIRT investigation package, the Unit Commander will take the necessary steps to ensure that the operational record (PROS/Versadex) is updated to reflect the outcome of the investigation and attached to the file for retention and disclosure purposes.

6. Assistance and Support

6.1. When carriage of the file belongs to SiRT, they are responsible for ensuring assistance and support is provided to the victim.

6.1.1. SiRT does not maintain a victim services employee. For investigations within RCMP jurisdiction, SiRT has been provided a Victim Services contact list in order to fulfill their assistance and support role.

6.2. The Line Officer shall consult with the Employee & Management Relations Office (EMRO) in a timely manner to ensure an appropriate assistance and support strategy for the Subject Member is in place.

6.2.1. This may include, but not limited to:

6.2.1.1. "H" Division Health Services,

6.2.1.2. "H" Division Wellness Coordinator,

6.2.1.3. "H" Division Peer Support Program (Irrelevant), or

6.2.1.4. Employee Assistance Services – Health Canada (T: 1-800-268-7708 or www.healthcanada.gc.ca/eas).

7. Investigational Expenses

7.1. All investigational expenses related to a SiRT investigation is the responsibility of SiRT.

7.2. The use of I/O numbers for SiRT assistance is required to facilitate tracking of "H" Division resources.

8. Member involved Shooting

8.1. Should the incident be related to a "member involved shooting", refer to [National OM 4.8](#).

References

[OM 54.1.](#)

[OM 4.8.](#)

[Serious Incident Response Team Regulations](#)

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33.1. Police Service Dogs and Specialty Service Dogs

1. [General](#)

2. [Tactical Support for Police Dog Service \(PDS\)](#)

App. 33-1-1 [General Guidelines for Use of the Police Dog Service Teams](#)

1. **General**

1.1. "H" Division Police Dog Service consists of eight Dog Handler Teams throughout the Province. There are three Provincial Dog Handlers in Southwest Nova with one of the positions being the Division Co-ordinator, and two in Northeast Nova District, all reporting to the Support Service Officer. There are two positions in Halifax District, one team integrated with Halifax Regional Police and the other is a Specialty Explosives position at the Halifax International Airport. There is also a Specialty drug position on Federal Drugs with Criminal Interdiction Team.

1.1.1. The five Provincial and one integrated position are all trained in the General Duties Profiles consisting of tracking, criminal apprehension etc. Four of the Teams are specialized in the Drug profile and two in the Explosives profile. All the Teams are attached to "H" Division Tactical and ERT Teams.

1.1.2. Police Service Dog Teams will normally carry out investigations within their own Districts.

1.1.2.1. EXCEPTION: Duty may occasionally be extended by the Division Coordinator if a colleague is AOD, AOL, ODS or when an investigation necessitates the use of additional Police Dog Services.

1.2. Operational travel to another division must go through proper protocol and be authorized by the OIC Cr. Ops.

1.3. When required, contact the Police Dog Service Unit in your District, direct or contact the "H" Division Telecommunications Section, who can contact them.

1.4. See [App. 33-1-1](#) for general guidelines for use of Police Service Dog units in this division.

2. **Tactical Support for Police Dog Service (PDS)**

2.1. The dog handler assisting with a complaint that includes an elevated level of risk will determine if assistance from the Emergency Response Team (ERT) is required. Some factors to be considered:

2.1.1. The nature of risk posed by the suspects;

- 2.1.2. Environmental conditions warranting specialized gear, i.e. night vision goggles (NVG), cold weather kit, etc.;
- 2.1.3. Topographical conditions requiring a higher level of physical conditioning;
- 2.1.4. Experience considerations when the level of service of the general duty members may not be commensurate with the type of support Police Dog Service (PDS) required;
- 2.1.5. Emergency Response Team (ERT) Team Leaders, in consultation with the Detachment Commander, will decide on the deployment of Emergency Response Team (ERT) resources;
- 2.1.6. The Emergency Response Team (ERT) Team Leader will determine if resources will be activated and the number of Emergency Response Team (ERT) members to be deployed;
- 2.1.7. Track the number of requests for Emergency Response Team (ERT) services; and
- 2.1.8. Document the rationale for decisions made.

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Corresponding HDIV Supplemental

[OM - ch. 2.4 Criminal Code Offences - Persons - Violence/Abuse in Relationships.](#)

1. General

1.1. Violence and abuse in Intimate Partner Violence (IPV) / domestic relationship investigations are a high priority and require a timely police response. Investigations are evidence-based and risk-focussed; with an emphasis on mitigating trauma and promoting safety of victims, offenders, families and community.

1.2. Intimate Partner Violence includes behaviors such as threats, intimidation, damage to property, verbal conflict and physical assaults. Offences include (but are not limited to):

1.2.1. assault (all types),

1.2.2. sexual assault (all types),

1.2.3. utter threats,

1.2.4. criminal harassment,

1.2.5. forcible confinement,

1.2.6. overcoming resistance to commission of offence,

1.2.7. other Criminal Code offences (mischief, theft, etc.), and

1.2.8. offences under other statutes, such as the *Domestic Violence Intervention Act*, *Emergency Protection Act*.

2. Definitions

2.1. **Critical Developments** are events that occur after the initial Intimate Partner Violence incident that may escalate the risk of death or grievous bodily harm. This includes but not limited to: past, recent or pending separation; behaviors that result in a breach of conditions; further criminal offences.

2.2. **Dominant aggressor** is the person determined to be the most significant aggressor. The investigation, observation of injuries, police history, and size of the persons involved and control or domination by one of the parties can assist in determining the dominant aggressor.

2.3. **Emergency Protection Order (EPO)** is an order made under the *Nova Scotia Domestic Violence Intervention Act* or the *Federal Family Home on Reserves and Matrimonial Interests or Rights Act*. They are short-term, temporary orders to help protect victims of Intimate Partner Violence. A victim or a "designated person" (including a peace officer, victim services worker, designated transition house employees) under Sec. 3 *Domestic Violence, Intervention Act*, may apply for an emergency protection order.

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2.4. **“High Risk”** designation is applied to an occurrence where the police have determined that there is a high-risk to re-offend, through their investigation and the use of an ODARA (Ontario Domestic Assault Risk Assessment) Risk Assessment.

2.5. **Intimate Partner Relationship** is defined as a relationship between opposite-sex or same-sex partners (regardless of age). These relationships vary in duration and legal formality, and include:

2.5.1. current and former dating relationships;

2.5.2. current and former common-law relationships;

2.5.3. current and former married relationships, and

2.5.4. partners with one or more children, regardless of their marital status or whether they have lived together at any time.

2.6. **Intimate Partner Violence** refers to behaviour by an intimate partner or ex-partner that causes physical, sexual or psychological harm, including physical aggression, sexual coercion, psychological abuse, and controlling behaviour.

2.7. **Intimate Partner Violence Incident** refers to an event involving intimate partners (current or former) where a conflict has occurred, the police attend, and an offence cannot be substantiated. Such incidents must be scored appropriately to not be reflected on the Criminal Record Check of the subject.

2.8. **Intimate Partner Violence Case Coordinator** (DVCC) is an RCMP employee who enhances the response to high risk Intimate Partner Violence incidents.

2.9. **Police Reporting Databases** include Versadex (Halifax District), Police Reporting and Occurrence System (PROS), CPIC, and PIP.

2.10. **Primary Service Providers** include Police, Victim Services, Children and Family Services, Transition Houses, Men's Intervention Programs, Probation Services and Corrections.

2.11. **Safety Plan** is a personalized 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, referrals to community partners, etc. As the victim's needs vary throughout the investigation, note that safety plans can be modified / enhanced to meet the needs of the client.

2.12. **Strangulation** is used by an aggressor to silence their victim, and this is a blatant demonstration of power and control and must be taken seriously, as it is high risk and can have a fatal outcome.

2.13. A **“Sworn Statement” or “KGB Statement”**, *K.G.B. R v B (K.G.) [1993]* is a caution given by police, to a person giving a statement that may be used later in court. To be admissible, the statement must have been made under oath, after an explicit warning to the witness that making a false statement is a serious criminal offence.

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2.14. **Triangulation** occurs when violence is directed towards a former intimate partner's new partner, friends, family or children. This violence may be direct or indirect and include such acts as assaults, mischief, uttering threats or criminal harassment.

3.Roles and Responsibilities

3.1 Operational Communication Centre (OCC)

3.1.1. Receive all complaints relating to Intimate Partner Violence occurrences from persons in accordance with 'H' Division Standard Operating Procedures (Domestic Dispute).

3.1.2. Dispatch all Intimate Partner incidents as high priority. Advise the responding members if the occurrence is in-progress and keep the caller on line if safe for the victim.

3.1.3. Ensure all appropriate database checks are performed and attached to the occurrence. Ensure responding members are aware of the results of these queries.

3.1.3.1. Assign / dispatch occurrence in accordance with the National backup policy. Include location, directions and / or landmarks, complainant's name, current contact number as required and details of occurrence and update responding members of any further information received.

3.1.4. Enter release conditions and EPO's onto CPIC if requested by members for a period not to exceed 48-hours until Detachment Staff can re-enter.

3.2. Member

3.2.1. Complete 'H' Division Domestic (Intimate Partner) Violence Investigations Course (Agora – Course Code: 000831).

3.2.2. Complete Ontario Domestic Assault Risk Assessment (ODARA) training (Course Code: 000693).

3.2.3. Respond and attend immediately to all Intimate Partner Violence calls for service.

3.2.4. VIR investigations are to be thoroughly documented on the PROS / Versadex file, and must contain sufficient documentation and direction suitable for follow-up by assisting officers and supervisors. This is to include information about previous occurrences that will support remand applications.

3.2.5. Notify the Supervisor or Designate / Unit Commander of any Intimate Partner Violence occurrences / incidents within 24 hours.

3.2.6. Complete a thorough investigation to identify, arrest, and charge only the dominant aggressor. Members will avoid accepting an argument of mutual aggression and should instead determine who is the most at risk and who the dominant aggressor is in an incident. Where reasonable grounds exist to lay a charge and the accused cannot be located, obtain a warrant and enter onto CPIC (Canadian Police Information Centre) no later than 24-hours following its issuance.

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3.2.7. Complete the ODARA Risk Assessment Form [HD5464](#) in all instances of Intimate Partner Violence occurrences, prior to the offender's release. Scores of 7 or higher are determined to be "High Risk" and require immediate notification to the Domestic (Intimate Partner) Violence Case Coordinator and member's supervisor.

3.2.8. If the ODARA Risk Assessment is determined to be high risk, then the aggressor is to be held in custody and released only before a Justice / Judge with the appropriate conditions.

3.2.9. Complete the Violence in Relationships Guide on [Form 3753](#) when considering charges. Place onto file when completed.

3.2.10. Advise the victim that the decision to investigate and proceed with charges is standard police procedure and it is not their decision if an investigation is to be terminated.

3.2.11. Where injuries exist, photograph at the time of complaint and consider taking additional photographs 24-48 hours later or when injuries are more pronounced.

3.2.12. Obtain the victim's consent for the release of medical information on [Form 2516](#). If the local hospital insists on using their own medical release form, complete it in addition to [Form 2516](#).

3.2.13. In occurrences where strangulation has been experienced by the victim, ensure a description of non-visible symptoms are described within the statement, including if the victim lost consciousness, lost control of bowels or bladder, difficulty breathing or swallowing, unusual behaviour changes, voice hoarseness, hearing loss, or prolonged headaches.

3.2.14. Nova Scotia Emergency Health Services should be contacted for assessment of non-visible injuries sustained in strangulation occurrences.

3.2.15. Statements should be taken immediately from the victim, and if practicable, obtain an audio / visual or audio statement. Indicate in your notebook the start / finish time of a digital statement and ask the victim to sign same.

3.2.16. Consider the following factors when conducting a VIR investigation and while obtaining a statement. The factors listed may be indicative of potential recidivism and/or lethality:

3.2.16.1 Suspect's Criminal History?

3.2.16.2 Suspect's VIR History?

3.2.16.3 Complainant's perception of their own safety?

3.2.16.4 A history of alcohol / drug abuse?

3.2.16.5 A history of mental health illness (depression, personality disorders, etc.)?

3.2.16.6 Threatened or attempted suicide?

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3.2.16.7 Status of relationship - past, pending or recent separation?

3.2.16.8 Increase of frequency or escalation in abuse (of complainant, family members, etc.)?

3.2.16.9 Are there children from the relationship, or from the complainant, or perpetrator only?

3.2.16.10 Has the suspect ever threatened to kill or harm the complainant, a family member, children, another person, or animals?

3.2.16.11 Does the suspect have access to firearms?

3.2.16.12 Has the suspect used or threatened to use a firearm or any other weapon against the complainant, family member, children, other person, or animal?

3.2.16.13 Are there any court orders in place? (Criminal, family, and civil?) Has suspect ever violated a court order in the past?

3.2.16.14 Is the suspect unemployed or experiencing employment or financial difficulties?

3.2.16.15 Has the suspect ever forced any sexual act or activity on the complainant?

3.2.16.16 Has the suspect ever strangled, choked, suffocated, or inflicted other pain towards the complainant against their will? (eg. biting?)

3.2.16.17 Has the suspect ever drugged the complainant?

3.2.16.18 Has the suspect displayed jealous behaviours, stalked or harassed the complainant or any other person?

3.2.16.19 Are there any immigration, cultural or language barriers, medical health concerns, or special needs affecting the complainant, children, or suspect? (eg. complainant socially / physically isolated; unwilling to leave the home; problems caring for dependants, etc.)

3.2.17. When an interpreter is required, obtain all relevant details from the victim to confirm there will be no conflict of interest, safety, and / or security issues. Avoid the use of family members for the purpose of interpreting / translating, see [ch.25.104](#).

3.2.18. Consider attaining a recorded sworn statement when an offender has a history of violence, a victim has a history of being uncooperative, or if there is concern a victim may recant. KGB statements must be audio recorded, and if available, also video recorded. KGB Statements [R v B. (K.G.) 1993 15 S.C.R. 740]

3.2.18.1. For the purposes of KGB Statements, the Detachment NCO I/C is a designated Commissioner of Oaths, as per the *Notaries and Commissioners Act*. When a Commissioner of Oaths is not available locally, the Nova Scotia Justice Centre can provide a Commissioner of Oaths via telephone (902-424-8888), see [Notaries and Commissioners Act Ch. 312 of the Revised Statutes, 1989](#).

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3.2.19. Provide the victim with contact information for victim services agencies and document the referral on file. If no victim services is available, provide appropriate assistance to victims. If Victim Services is unavailable in your area, provide contact information for local and / or provincial resources.

3.2.20. Ensure the victim is safely transported from the residence, if they wish to leave.

3.2.21. Make an immediate referral to Child and Family Services when children are involved or have been exposed to violence ([Form HD542](#)).

3.2.22. Ensure first court appearance for Intimate Partner Violence occurrences are set within 21 days from date of occurrence.

3.2.23. If firearms are present, and / or the aggressor has access to firearms conduct a risk assessment on storage, access, and victim safety.

3.2.23.1. Members should familiarize themselves with *Firearms related Sec. 117.04(1) cc and (2) Search and Seizure without a Warrant*. Determine whether there is compliance with the *Criminal Code* and *Firearms Act*, relating to safe storage of firearms.

3.2.23.2. If there are safety concerns associated to an individual's ability to possess firearms, contact the Canadian Firearms Centre Program at 800-731-4000.

3.2.24. Ensure all Intimate Partner Violence occurrences are flagged within the appropriate records management system.

3.2.24.1. In PROS, enter the 'H' Division Domestic (Intimate Partner) Violence Survey Code (8999 0413) in the UCR stats tab by seriousness.

3.2.24.2. In Versadex, enter the survey code (domestic, domestic no charge, assault, etc.).

3.2.24.3. Add accused and/or victim of Intimate Partner Violence to Special Interest Police (SIP Entry-CPIC) in all high-risk files utilizing the Caution: Violence (V) and Caution: Family Violence (FV), see [Ch. 47-2-7](#).

3.2.24.4. For chronic or serious complaints of Intimate Partner Violence consider adding the address to CIIDS using Form [6035](#).

3.3. Domestic (Intimate Partner) Violence Case Coordinators (DVCC) – Case Management

3.3.1. Familiarize yourself with the Intimate Partner Violence policy of the police agency in your jurisdiction. Be aware that municipal police agencies are guided by provincial privacy legislation and the RCMP is guided by federal privacy legislation.

3.3.2. Familiarize yourself with the victim service agencies that serve the area under your jurisdiction.

3.3.3. Familiarize yourself with the protocols that have been developed between the police and victim service agencies in your jurisdiction.

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3.3.4. Develop protocols with the police agency in your jurisdiction in regard to how they will inform you of "high risk" files and methods to be utilized in providing feedback to them.

3.3.5. Upon being advised by a police officer that they have designated a file as "high risk" contact the victim, explain the reason for referral to the DVCC.

3.3.6. On receiving a high risk initial designation from police, fill out the CPIC Surveillance/SIP-IPP Authorization Form, noting that the file has FV/V history, and notify/contact Intimate Partner Violence Case Coordinator (IPVCC).

3.3.7. If the victim consents:

3.3.7.1. Assist the victim with development of a preliminary safety plan.

3.3.7.2. Ascertain from the victim what their needs are and provide contact information of agencies that can assist in addressing those needs. If requested by the victim, the DVCC may assist with the initial contacting of these agencies.

3.3.7.3. Contact the primary service providers involved in the Case Coordination Protocol Framework and advise them of the "high risk" designation. Share critical developments (Form 2) with the agencies involved as per the Case Coordination Protocol Framework developed in your area.

3.3.8. Advise the police agency, with primary responsibility for the file, of action that has been taken and any information that has been received.

3.3.9. Maintain contact with the victim service agencies involved with the file and immediately advise the police agency of any critical developments.

3.3.10. Advise the affected police agency and DVCC if the victim and / or offender that is subject of a high risk file moves to another jurisdiction.

3.3.17. If the victim refuses to participate in the high risk protocols, provide him / her with information in regards to development of a safety plan and advise the police agency responsible for the file that the victim does not wish to participate in the protocol.

3.3.12. Include the following notes on the appropriate Records Management System (RMS):

3.3.12.1. Document that an initial Safety Plan has been discussed with the victim.

3.3.12.2. Any case conferencing (time / date and notes of the conference are not to be included in disclosure).

3.3.12.3. Any critical developments that have taken place, action taken and information received.

3.3.13. The Domestic (Intimate Partner) Violence Case Coordinator (DVCC) will communicate information of a criminal nature to the investigating member.

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3.3.14. When the DVCC receives a high risk designation from a primary service provider, inform the Detachment Commander or their Designate. The information received regarding a high risk designation will be investigated.

4. Peace Bonds

4.1. Members will be aware that *Sec. 810(1), CC* is not to be used as an option if reasonable grounds exist to lay a charge relating to Intimate Partner Violence (uttering threats, assault, intimidation, or harassing communications)

<https://www.legalinfo.org/family-law/family-violence>

4.2. If a person fears personal injury emanating from Intimate Partner Violence, where peace officer / court cannot impose specific conditions respecting terms of release, they may make an application to the court pursuant to *Sec. 810(1), CC*.

4.3. If a victim of Intimate Partner Violence wishes to pursue a peace bond;

4.3.1. Provide the victim with information and / or an application.

4.3.2. Assist with service of any court related documents, such as service of summons.

4.3.3. When a peace bond is granted, ensure the details are immediately entered onto CPIC.

5. Emergency Protection Orders (EPO)

5.1. Consider providing the victim with information on how to make an application for an [EPO](#). Additionally, Peace officers, victim services workers (employed by the Nova Scotia Department of Justice, police or RCMP), or designated employees of a Transition House (that is a member of the Transition House Association of Nova Scotia) can apply for an [EPO](#) on a victim's behalf any time of the day or night .

5.2. If the victim is in a First Nations Community, the victim may apply for an EPO under the *Family Homes on Reserves and Matrimonial Interests or Rights Act*. A peace officer or other person may also make the application on behalf of the spouse or common-law partner with that person's consent, or if that person does not consent, with leave of the designated judge granted in accordance with the regulations, see [S.C. 2013, c.20](#).

5.3. Service of an EPO is completed by police, and is to be treated as high priority and all attempts to find other party names in EPO should be documented.

5.4. Enter the EPO onto CPIC in the probation category. When Detachment Staff are unavailable at your office, provide a copy of the EPO to the Operational Communication Centre and request it be entered onto CPIC until such time it can be re-entered by Detachment Staff.

6. Breaches against Orders related to previous Intimate Partner Violence Investigations

6.1. In the case of an ongoing Intimate Partner Violence investigation where there are reasonable grounds to believe a breach of release conditions have occurred in relation to

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court ordered conditions (Emergency Protection Orders / Peace Bonds / Probation Orders), they will be thoroughly investigated.

6.2. In the case of a where the aggressor has been designated high risk and there are reasonable grounds to believe a breach of release conditions have occurred in relation to court ordered conditions, applicable charges should be laid. If no charges are laid in relation to breaches, explain exceptional circumstances on the appropriate police database why no charges against the aggressor has been processed.

6.3. When the condition of release is directly related to the victim, the accused shall be held for release before the Court or Justice of the Peace.

6.4. Notification of breaches related to previous Intimate Partner Violence investigations will be referred to Domestic (Intimate Partner) Violence Case Coordinator by task or e-mail.

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[OM - ch. 4.1. Firearms - Intervention Equipment.](#)

1. Hard Body Armour (HBA)

1.1. General

1.1.1. All HBA units are the property of H Division, and the inventory will be maintained by the H Division CrOps Support Unit.

1.1.2. All Regular Members of H Division are to be issued with HBA by the H Division CrOps Support Unit.

1.1.3. HBA is personal issue and the issued HBA unit is to stay with the Member as long as they are posted in H Division (including relocations and unit changes).

1.1.3.1. The plates per HBA unit have been entered on TEAM and associated to the specific issued Member.

1.1.3.1.1. All TEAM HBA entries will be conducted by the H Division CrOps Support.

2.1. Responsibilities

2.1.1. Members

2.1.1.1. Members will handle, care for, and maintain the HBA as per [Uniform and Dress Manual > Bulletin UDM-160 - Hard Body Armour](#).

2.1.1.2. Members will identify the outside of the HBA carrying case with a name label or business card. Do not label the actual HBA unit.

2.1.2. Supervisors / Commanders

2.1.2.1. The Supervisor/Commander will repossess issued HBA when:

2.1.2.1.1. an absence due to illness or injury exceeds or is expected to exceed 30 consecutive calendar days (as per [AM 19.3. Sick Leave](#));

2.1.2.1.1.1. If the absence due to illness or injury exceeds or is expected to exceed 90 consecutive calendar days, the commander will return the HBA to H Division CrOps Support;

2.1.2.1.2. the member has been suspended from duty; or

2.1.2.1.3. the member begins any type of leave without pay.

2.1.2.2. Any unassigned HBA units will be returned to H Division CrOps Support (no maintaining spares at the unit level).

2.1.2.3. H Division CrOps Support (**Irrelevant**) will be notified when:

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2.1.2.3.1. an HBA unit is repossessed,

2.1.2.3.2. an HBA unit is retired (as per [Uniform and Dress Manual > Bulletin UDM-160 - Hard Body Armour](#)),

2.1.2.3.3. an HBA unit is stolen/missing/lost, or

2.1.2.3.4. additional HBA units are required.

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[OM - ch. 41.3. Assistance P/T/M Agencies - Human Deaths](#)

This is the only item related to this in supplements

7. Chief Medical Examiner

7.1. The Chief Medical Examiner can be contacted at the following numbers or address Monday to Friday from 0800 - 1600 hours: Phone: (902) 424-2722, Fax: (902) 424-0607, Address: Dr. William D. Finn, Centre for Forensic Medicine, 51 Garland Avenue, Dartmouth, NS B3B 0J2.

7.2. After hours or on weekends and holidays, call the 24 hours access number at 1-888-424-4336 and an answering service will take your call and contact the on-call medical examiner investigator.

8. Public Trustee

8.1. The Public Trustee located at Suite 405, 5670 Spring Garden Road, Halifax, NS B3J 1H6, mailing address: P.O. Box 685, Halifax, NS B3J 2T3, Ph. 902-424-7760, Fax 902-424-0616.

8.2. The Public Trustee is to be contacted when:

8.2.1. the next-of-kin resides outside the province or country;

8.2.2. no next-of-kin can be found and direction is required concerning disposition of assets;

8.2.3. next-of-kin will not claim the body or accept responsibility for burial expenses;

8.2.4. the deceased did not have a will, or

8.2.5. the deceased was in a common-law relationship.

8.3. The intestate Succession Act and the Matrimonial Property Act do not recognize the common-law relationships in Nova Scotia and the surviving common-law partner must bring an action against the estate for claim of property or other assets.

OCC SOP -Emergency Vehicle Operation (Pursuits) - See Tab

OCC Policy – SOP - checking with OCC

6. Operational Communications Centre (OCC)

6.1. The OCC will notify immediately an on-duty Risk manager to assume command of the pursuit as the Pursuit's Supervisor in situations when an NCO from the involved unit is unavailable.

6.2. A Risk Manager when available on duty will monitor all pursuits.

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6.3. The Risk Manager will communicate with the pursuit supervisor as appropriate and have the authority to terminate any pursuit as his/her discretion given all available situational factors.

6.4. If a pursuit enters or is likely to enter a non-RCMP police jurisdiction, establish contact with the appropriate police agency.

6.5. In the integrated environment of Halifax, District, the role of the OCC will be undertaken by the Integrated Emergency Services (IES) and the watch commander will assume the role of the on duty Risk Manager as noted above in 6.1. to 6.4.

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[OM - App. 41-3-1 - Assistance P/T/M Agencies - Next of Kin Death Notification Checklist](#)
(No Checklist)

5. Notification of Death

5.1. It is the responsibility of the police to ensure that next of kin are notified as soon as possible.

5.2. No family member will be asked to identify the deceased when facial injuries and/or distortion of the facial injuries (decomposition) are present.

5.3. Alternative identification can be completed by fingerprints, dental records, etc.

Corresponding HDIV Supplemental

[OM - ch 16.9. Police and Public Safety - Backup](#)

1. Policy

1.1. "H" Division will ensure the health and safety of its member by providing back-up.

1.2. Back-up refers to an urgent response by on-duty or off-duty RCMP members and/or operational peace/police officers from other accredited law enforcement agencies. Back-up may be required in support of members of the RCMP before, during or after an incident.

1.2.1. Back-up cannot be provided by RCMP community constables, auxiliary constables or summer students.

1.3. Back-up will be required when responding to high risk incidents involving, but not limited to, domestic disputes, the potential for violence, armed suspects, emotionally disturbed individuals, or suspects fleeing the scene of a crime.

2. General

2.1. Every member will render assistance to a request for back-up without unreasonable delay. An off-duty member who volunteers to be and is identified as back-up must ensure that he or she remains available to provide timely assistance upon request.

2.2. The requirement for back-up will be based on a risk assessment in accordance with the principles of the Incident Management and Intervention Model noted in National Headquarters [OM 17.1](#), and as found in the [Investigator's Toolbox](#) (Public and Police Safety-Tools-Risk Assessment).

2.3. Where a member has determined that back-up is required, but may be delayed due to the response time, the member will continuously assess risk, applying necessary intervention to ensure public and police safety in accordance with the principles of the IMIM. Where practicable, the member will provide continuous updates to OCC and other responding members.

2.3.1. If there is an obvious or perceived danger requiring immediate intervention, the member must take appropriate action to prevent grievous bodily harm or death to himself/herself or another person.

3. Member

3.1. When dealing with an incident involving a heightened potential for violence, perform a risk assessment as outlined in [2.2](#).

3.2. If the assessment identifies high risk incidents, call for back-up.

3.3. Continually assess risk and apply the necessary intervention to ensure public and police safety in accordance with the principles of IMIM, e.g., establishing officer presence, verbal intervention, tactical repositioning.

3.4. Notify your supervisor of the ongoing situation if circumstances dictate.

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4. Supervisor

4.1. Ensure that shift members and the OCC are advised of identified back-up personnel and their contact information.

4.2. When notified of situations where back-up is required, assess the situation, request additional resources as required and monitor as necessary.

5. District Commander/Delegate

5.1. As required, schedule members for back-up duty.

5.2. In consultation with your Health and Safety Committee, develop a back-up plan unit supplement that includes a risk assessment process.

5.3. Ensure all members under your command are familiar with their responsibilities for providing assistance if called for back-up.

5.4. Ensure that all members are familiar with national, divisional and unit supplement policies relating to health and safety and back-up.

5.5. When additional or specialized resources from outside the district are necessary to ensure public and police safety, request support as per policy.

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[OM - ch 4.12. Firearms - Licensing Enforcement Legislation](#)

[OM - ch 4.13. Firearms - Prohibition Orders](#)

1. General

1.1. The Firearms Registry Headquarters is located in Mirimichi, New Brunswick, telephone number 1-800-731-4000.

1.2. The Chief Firearms Officer is located in Halifax at telephone number 1-800-731-4000 or 902-424-6689.

1.3. The [National Weapons Enforcement Support Team](#) (NWEST) Eastern Region contact is Irrelevant

2. Firearms Enquiries/Canada Firearms Centre Amnesty

2.1. For assistance with respect to firearms regulation, licensing, amnesties and authorization enquiries, contact the Police Only Referral line in Ottawa at Irrelevant ext: Irrelev (English) or Irrelev (French). See [Canadian Firearms Centre](#) web page.

2.2. See [Special Bulletins](#) for Police web page for current amnesties in effect.

3. Enforcement of Expired Firearms Certificate

3.1. A valid firearms licence is required to possess a firearm and a restricted/prohibited firearm must be registered.

3.2. The Registrar of Firearms may revoke firearm registration certificates of firearm owners who no longer hold a valid firearms licence.

3.2.1. Registration revocation notices are issued to detachments by the Registrar for those firearm owners that have not taken steps to renew their firearm licence.

3.2.1.1. Upon receipt of a registration revocation notice, contact the CFC Police Only Referral line in Ottawa @ Irrelevant ext: Irrelev (English) or Irrelev (French) to confirm the status of the revocation and licence.

3.2.1.2. Generate a PROS file for each subject on the revocation notice.

3.2.1.3. Provide and document an investigative response in the PROS file, based on the results of a risk assessment (i.e., CPIC/PIRS/PROS checks) associated with persons continued possession of the listed firearms.

3.2.1.4. If the risk assessment identifies public safety issues, i.e., does the individual have a history of violence, substance abuse etc., investigate the file and utilize appropriate enforcement and seizure options.

3.2.2. If the risk assessment does not identify any public safety issues, take steps to encourage the person to bring themselves back into compliance with the law.

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3.2.2.1. In the case of an expired license, take steps to seize all firearms until the person renews his/her license and the registration certificates for restricted/prohibited firearms are reinstated.

3.2.2.2. Where a person with a valid license has had registration certificates revoked, seize only the restricted/prohibited firearms that are no longer registered until the registration certificates are reinstated.

3.2.2.3. If the risk assessment identifies public safety issues and/or the person refuses to take steps to comply with the laws, take steps to seize all firearms and consider charges.

3.2.3. DOJ will prosecute offences regarding restricted/prohibited firearms under Sec. 95 CC and Firearm Licencing offences under Sec. 91 or 92 CC.

4. Search and Seizure

4.1. Police may seize and retain any firearms from unlicensed individuals or unregistered restricted/prohibited firearms under S. 117.03. CC until such time:

4.1.1. an application under the Criminal Code has been granted, sec 117.05 CC or;

4.1.2. the person presents the correct paperwork within 14 days of seizure, sec 117.03(2) CC or;

4.1.3. the person satisfies them that they are covered by an amnesty and are attempting to comply with the regime by providing a valid firearms licence and registration for the firearm

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.

All OCC operators must ensure they have read and understood the [Emergency Vehicle Operation policy O.M. 5.4.3](#) 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

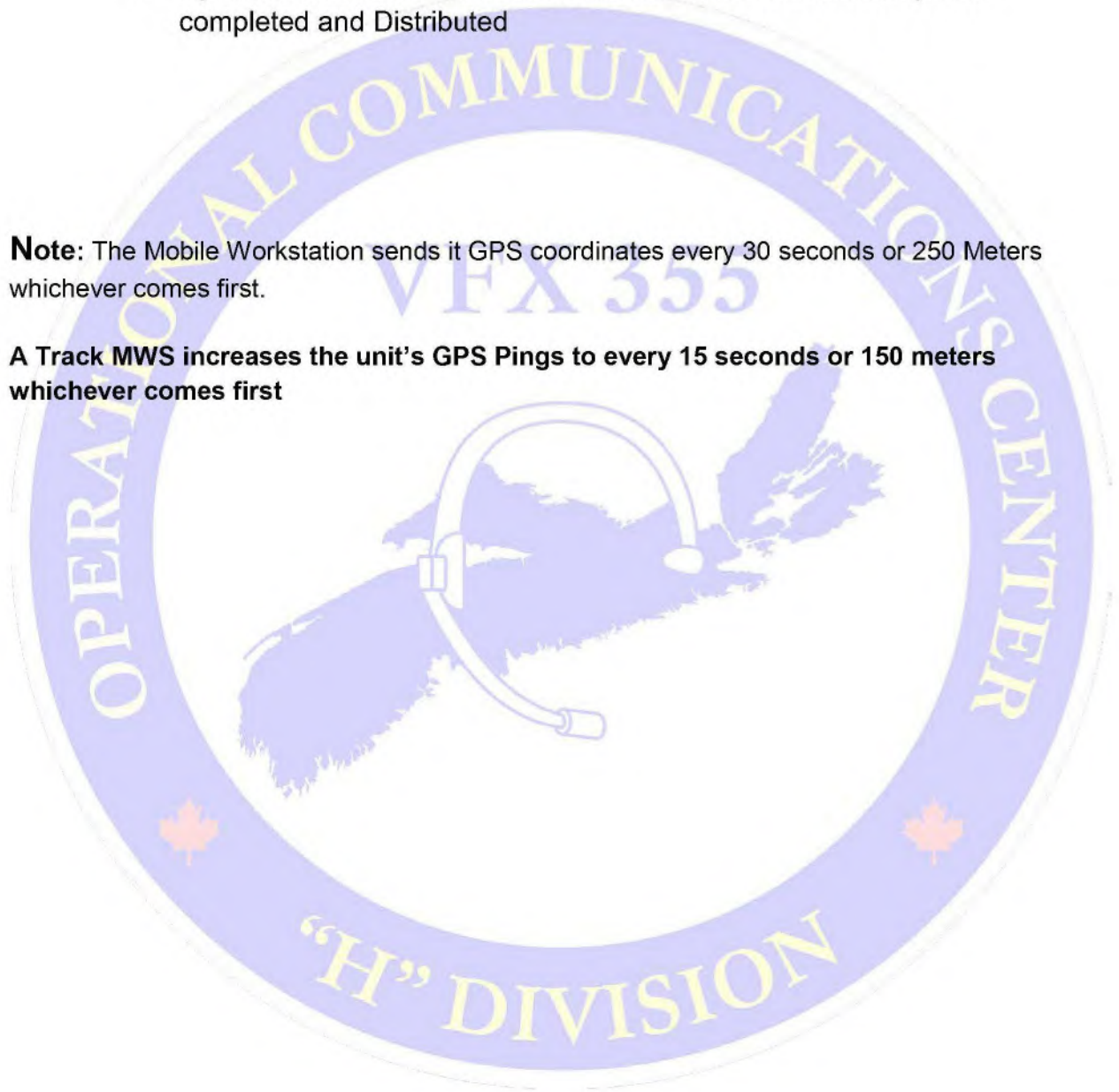
- **Create a Priority 1 file using Dispatch Code D905 and assign the pursuit vehicle to it.** (This is easily done by right click on the Unit on the Map Select the Lat and Lon or the applicable address and then Incident Create)
- If the Pursuit Vehicle is equipped with an MWS Select **“Track MWS”** **Enter the unit and push the Stick pin.** All communications and updates will be entered under this unit.
- **Notify the Risk Manager and OCC shift supervisor**
- The OCC Risk Manager will assume control of pursuit.
- Keep an accurate occurrence log and time of all call outs
- Delegate all other areas of responsibility while pursuit is in progress (if feasible)

Emergency Vehicle Operation (Pursuits) - Cont

- Ensure all appropriate database checks are performed and attached to the occurrence. Ensure responding Member(s) are aware of the results of these queries.
- Continuously update and record all information regarding pursuit.
- Upon termination of the Pursuit ensure an OCC Pursuit Report is completed and Distributed

Note: The Mobile Workstation sends its GPS coordinates every 30 seconds or 250 Meters whichever comes first.

A Track MWS increases the unit's GPS Pings to every 15 seconds or 150 meters whichever comes first



Updated 2018-07-25 J.G (Glen) Byrne



Royal Canadian Mounted Police
Gendarmerie royale du Canada

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H Division Operational Manual

5.4. Emergency Vehicle Operations (Pursuits)

1. [General](#)
 2. [Primary Pursuit Vehicle](#)
 3. [Secondary Pursuit Vehicle](#)
 4. [Pursuit Limitations](#)
 5. [Pursuit Supervisor](#)
 6. [Operational Communications Centre \(OCC\)](#)
 7. [Commander](#)
 8. [OIC Traffic Services](#)
 - 5-4-1 [Supervisor's - Pursuit Check List](#)
-

(For information regarding this policy, contact Traffic Services at "H" Division.)

1. General

- 1.1. Members will consult and be guided by National [OM 5.4.](#) with special attention to the pursuable versus non-pursuable offences, closing the distance and termination of a pursuit.
- 1.2. A "reportable pursuit is defined as: during an attempt to stop a vehicle, the driver is refusing to comply and is failing to stop, regardless of the speed.
 - 1.2.1. The member will advise the OCC that a vehicle is failing to stop and a pursuit has been initiated.

2. Primary Pursuit Vehicle

- 2.1. It is the decision of the Primary Responding Member to engage in an emergency vehicle operations pursuit or cease an emergency vehicle operations pursuit unless a supervisor has taken command of the pursuit.
 - 2.1.1. In all cases, the vehicle closest to the fleeing vehicle will become the primary vehicle.
 - 2.2.2. The primary vehicle is responsible for broadcasting events of the pursuit.
- 2.3. Communication can be turned over to the secondary vehicle if required.
- 2.4. Unnecessary radio communication should be minimized to allow proper monitoring of the pursuit.

3. Secondary Pursuit Vehicle

3.1. A designated vehicle, usually the closest vehicle available, will join the pursuit as the secondary vehicle and will confirm its status with the OCC/supervisor.

4. Pursuit Limitations

4.1. Police vehicles must not be used to box in a suspect vehicle on or off the road way unless the risk assessment justifies the action.

5. Pursuit Supervisor

5.1. Ensure proper radio communication protocols as per H Division [Fleet Map](#).

5.2. Utilize [App. 5-4-1](#) as a guide.

5.3. Consider use of intervention option including spike belts, Police Service Dog and/or Air Section when attempting to apprehend the offender.

5.4. Ensure a Collision Analyst attends all pursuit related collisions involving death and/or serious injury or significant property damage.

5.5. Submit completed [App. 5-4-1](#) and forward to the Unit Commander of the Primary Investigative Unit.

6. Operational Communications Centre (OCC)

6.1. The OCC will notify immediately an on-duty Risk manager to assume command of the pursuit as the Pursuit's Supervisor in situations when an NCO from the involved unit is unavailable.

6.2. A Risk Manager when available on duty will monitor all pursuits.

6.3. The Risk Manager will communicate with the pursuit supervisor as appropriate and have the authority to terminate any pursuit as his/her discretion given all available situational factors.

6.4. If a pursuit enters or is likely to enter a non-RCMP police jurisdiction, establish contact with the appropriate police agency.

6.5. In the integrated environment of Halifax, District, the role of the OCC will be undertaken by the Integrated Emergency Services (IES) and the watch commander will assume the role of the on duty Risk Manager as noted above in 6.1. to 6.4.

7. Commander

7.1. The commander will ensure that all members under their command:

7.1.1. read National [OM 5.4.](#) and Divisional [OM 5.4.](#),

7.1.2. view the video tape presentation on the use of spike belts, noting best practices (location of deployment, subject behavior traffic conditions, etc.,

7.1.3. practice laying out the belts and be familiar with the maintenance, storage and location of belts,

7.1.4. know the specific areas within jurisdiction where the belts may be deployed,

7.1.5. ensure that [App. 5-4-1](#) is readily available to all members that may assume the role.

7.2. When the pursuit and debriefing has been terminated, forward briefing note immediately to Cr. Ops. Branch as per [OM 101.3](#).

7.3. Forward [Form 2088](#) and [App. 5-4-1](#) to [HDIV Traffic Services](#).

8. OIC Traffic Services

8.1. Advise OIC Support Services of any potential media interest pursuits or those causing injury, death and any pursuits causing damage to police and/or civilian vehicles or property.

8.2. Review all pursuit reports, forms and related material to ensure compliance with existing policy.

8.3. Make necessary recommendations or provide instructions as necessary to OIC Cr. Ops., District Commander and Detachment/Unit Commander where pursuit originated.

8.4. Order an independent review of any pursuit in consultation with the District Commander when circumstances dictate.

8.5. Retain all materials on division file HG-302-02.

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App. 5-4-1 Supervisor - Pursuit Check List

(Copy of the National [OM 5.4.](#) and Division [OM 5.4.](#) must be attached to this checklist)

1. Supervisor must quickly assume command of any pursuit if the on-duty Risk Manager is not available.
 - 1.1. Advise members involved in the pursuit and the OCC (IES in Halifax District) that you have assumed command.
 - 1.2. Consider if the offence is pursuable as per OM 5.4.4 and if so, does the seriousness of the situation and necessity of immediate apprehension outweigh the level of danger created by pursuit?
 - If YES, ensure full emergency equipment is in use.
 - If NO, terminate immediately.
2. If pursuit is to continue, complete an ongoing Risk Assessment using the principles of the IMIM.
 - 2.1. Has an occupant committed, or is committing an indictable offence and apprehension by means of pursuit is warranted?
 - If YES, consider the seriousness as it relates to both public and police safety by continuing the pursuit.
 - If NO, terminate the pursuit immediately. Remove given the addition to 1.2. above.
 - 2.2. Is the primary pursuit vehicle an unmarked or clean-roof style?
 - If YES, terminate immediately. (unless circumstances whereby death or grievous bodily harm are likely to occur.
 - If NO, continue risk assessment.
 - 2.3. Is there a civilian in the pursuit vehicle?
 - If YES, terminate immediately.
 - If NO, continue risk assessment.
 - 2.4. Can the identification or apprehension of the offender be achieved by other means?
 - If YES, terminate immediately. (unless protection of life is a significant issue)
 - If NO, continue risk assessment.

2.5. Is the use of an intervention option available (tire deflation device, Police Dog Service, etc.)?

- If YES, consider the deployment of the spike belt.
- If NO, continue the risk assessment.

2.6. Is the risk to public safety by either the offender or the police vehicle being driven in the pursuit situation defensible in the totality of the circumstances?

- If YES, continue risk assessment.
- If NO, terminate immediately.

2.7. When practicable, ensure both, a primary and secondary vehicle is involved.

2.8. If non-RCMP jurisdiction is likely to be entered, request the OCC (IES in Halifax District) to initiate contact, prepare to turn over the pursuit.

3. Upon termination of pursuit, the Supervisor will:

3.1. Advise members to deactivate emergency equipment,

3.2. Advise members to pull over and stop their police vehicle. Ensure members involved in the pursuit have come to a complete STOP and they initiate contact with the OCC (IES in Halifax District) to confirm they have terminated the pursuit,

3.3. Consider need for EAP or other support system for stress, crisis, injuries, etc.

3.4. Ensure all involved have complete notes and follow reporting requirements as per policy.

Record the Primary vehicle call sign and driver:

Record the Secondary vehicle call sign and driver:

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17.7. Conducted Energy Weapons

1. [General](#)
 2. [Deployment Aftercare](#)
 3. [CEW Testing](#)
 4. [District Policing Officer](#)
-

(For information regarding this policy, contact Irrelevant)

1. General

1.1. Effective June 9th, 2011, The Nova Scotia Department of Justice approved [guidelines](#) on Conducted Energy Weapons that are being utilized in Nova Scotia. These [guidelines](#) for the use of CEW's will apply to all Provincial and Municipal Law Enforcement agencies, Correctional Services and Sheriff Services.

2. Deployment Aftercare

- 2.1. Whenever possible, in high risk medical situations, including Autonomic Hyperarousal State (AHS), request EHS (Emergency Health Services) prior to CEW deployment.
- 2.2. Any person exposed to CEW probe mode will be evaluated by EHS (i.e., qualified medical personnel) as soon as possible.

3. Independent CEW Testing

3.1. Unit Commander

- 3.1.1. Create a monitoring file to maintain all records, information, downloads, and testing results of CEW's in your inventory.
- 3.1.2. Ensure the information from the CEW is downloaded each year and prior to being sent for testing. There are designated persons that will assist in the download.
- 3.1.3. Ensure all CEW's from your unit are sent to MPB Technologies for independent testing every 24 months. The shipping address is: MPB Technologies, Unit 100-302 Legget Drive, Ottawa, ON K2K 1Y5. The contact at MPB Technologies can be reached at 613-599-6800.
- 3.1.4. Supply Cr. Ops. with a copy of the test results that will be sent to the Nova Scotia Department of Justice as per the Department of Justice [guidelines](#).

4. District Policing Officer

4.1. The District Policing (DPO) or delegate will implement a plan to have a minimum of 25 per cent of the Districts CEW inventory tested every six months.

4.2. A schedule is to be implemented to facilitate the ongoing testing of all CEW's in the District. The creation of a schedule will ensure not all CEW's are sent in for testing at the same time and assist in operational matters where the CEW is the appropriate intervention tool.

References

[OM 17.7.](#)

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33.1. Police Service Dogs and Specialty Service Dogs

1. [General](#)

2. [Tactical Support for Police Dog Service \(PDS\)](#)

App. 33-1-1 [General Guidelines for Use of the Police Dog Service Teams](#)

1. **General**

1.1. "H" Division Police Dog Service consists of eight Dog Handler Teams throughout the Province. There are three Provincial Dog Handlers in Southwest Nova with one of the positions being the Division Co-ordinator, and two in Northeast Nova District, all reporting to the Support Service Officer. There are two positions in Halifax District, one team integrated with Halifax Regional Police and the other is a Specialty Explosives position at the Halifax International Airport. There is also a Specialty drug position on Federal Drugs with Criminal Interdiction Team.

1.1.1. The five Provincial and one integrated position are all trained in the General Duties Profiles consisting of tracking, criminal apprehension etc. Four of the Teams are specialized in the Drug profile and two in the Explosives profile. All the Teams are attached to "H" Division Tactical and ERT Teams.

1.1.2. Police Service Dog Teams will normally carry out investigations within their own Districts.

1.1.2.1. EXCEPTION: Duty may occasionally be extended by the Division Coordinator if a colleague is AOD, AOL, ODS or when an investigation necessitates the use of additional Police Dog Services.

1.2. Operational travel to another division must go through proper protocol and be authorized by the OIC Cr. Ops.

1.3. When required, contact the Police Dog Service Unit in your District, direct or contact the "H" Division Telecommunications Section, who can contact them.

1.4. See [App. 33-1-1](#) for general guidelines for use of Police Service Dog units in this division.

2. **Tactical Support for Police Dog Service (PDS)**

2.1. The dog handler assisting with a complaint that includes an elevated level of risk will determine if assistance from the Emergency Response Team (ERT) is required. Some factors to be considered:

2.1.1. The nature of risk posed by the suspects;

- 2.1.2. Environmental conditions warranting specialized gear, i.e. night vision goggles (NVG), cold weather kit, etc.;
- 2.1.3. Topographical conditions requiring a higher level of physical conditioning;
- 2.1.4. Experience considerations when the level of service of the general duty members may not be commensurate with the type of support Police Dog Service (PDS) required;
- 2.1.5. Emergency Response Team (ERT) Team Leaders, in consultation with the Detachment Commander, will decide on the deployment of Emergency Response Team (ERT) resources;
- 2.1.6. The Emergency Response Team (ERT) Team Leader will determine if resources will be activated and the number of Emergency Response Team (ERT) members to be deployed;
- 2.1.7. Track the number of requests for Emergency Response Team (ERT) services; and
- 2.1.8. Document the rationale for decisions made.

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33.100. Critical Incidents

1. [General](#)
2. [Member](#)
3. [Unit Commander](#)
4. [District Advisor/Commander](#)
5. [District Policing Officer](#)
6. [Support Services Officer](#)
7. [OIC Cr. Ops.](#)
8. [Incident Commander](#)
9. [Police Involved Investigations](#)

(For information regarding this policy, contact Irrelevant)

1. General

1.1. These guidelines will be implemented for any civil disorder, emergency situation, hostage, armed and/or barricaded person(s) and crimes involving the use of multiple human resources. The purpose is to protect society, to save lives and to apprehend criminals. The professionalism and conduct of a member must be above reproach.

1.2. An organized plan must be developed to deal with any emergency where extra deployment of resources are required, as well as having an organized plan to deal with emergency situations with a view to saving lives, protecting property and giving as much safety as possible to members.

2. Member

2.1. Members called out for duty will be properly dressed for climate conditions and in uniform. Soft Body Armor must be worn.

2.2. Inform your supervisor of the circumstances, immediately upon learning of an incident of either a hostage, hijacking and/or armed and barricaded persons.

2.3. Keep radio traffic to a minimum, while ensuring the Operational Communications Centre (OCC) is kept fully apprised of the situational status.

2.4. Contain and isolate the incident scene, consider evacuating persons from the area who may be in danger.

- 2.5. Ensure police vehicles and personnel are positioned so as to best avoid possible threat from the suspect.
- 2.6. Use only as much force as necessary to contain the suspect.
- 2.7. Do not initiate tactical actions unless absolutely necessary to protect life and prevent injury.
- 2.8. Avoid making promises to a suspect.
- 2.9. Complete form [HD6112](#).

3. Unit Commander

- 3.1. Notify the District Commander of the incident.
- 3.2. Dispatch adequate personnel and equipment to the incident scene to reinforce an inner perimeter invisible to the subject, and to establish an outer perimeter to control pedestrian and vehicular traffic in the area.
- 3.3. Ensure that occupants of residences and businesses within the inner perimeter have been evacuated.
- 3.4. Evaluate the need for support units and standby services such as ambulance, fire, hospital, utilities.
- 3.5. Begin collecting and recording intelligence information and ensure HDXXX is completed.
- 3.6. Seek a location for a secure command post.
- 3.7. Assume the position of operations commander until the arrival of the Incident Commander.

4. District Advisor/Commander

- 4.1. When notified of an emergency situation, ensure sufficient resources in order to contain and control the situation. Evaluate the situation and if additional human resources, e.g., Tactical Troop, ERT are required, contact the District Policing Officer (DPO).
- 4.2. Advise the DPO of the nature and circumstances of the situation.
- 4.3. Evaluate the situation in consultation with the DPO.
- 4.4. Prepare an interim operational plan, pending the arrival of operational support units.
- 4.5. Appoint a media liaison person.

5. District Policing Officer (DPO)

- 5.1. Notify Cr. Ops. Branch of the nature and circumstances of the situation.
- 5.2. Ensure a Briefing Note is prepared and supplied to Cr. Ops. in a timely manner, see [OM IV-1-9](#).
- 5.3. Consult with the Support Services Officer (SSO) when support services are required to address the issue including ERT, URT, TACT or Incident Commander.

6. Support Services Officer (SSO)

- 6.1. Brief the OIC Cr. Ops. of the situation and action taken involving support services units
- 6.2. When informed of an emergency situation involving hostages, armed or barricaded persons, a riot in a correctional centre, hijacking or the request for activation of ERT, evaluate the situation and if ERT assistance is needed:
 - 6.2.1. Authorize the use of the ER Team and advise the Cr. Ops. Officer of the circumstances, authorize the Incident Commander and keep Cr. Ops. apprised of the progress of the operation.
- 6.3. When informed of an emergency situation or civil unrest, evaluate the situation and if necessary, activate the Tactical Troop, immediately inform the Cr. Ops. Officer of the emergency and keep him/her advised of the events as they occur.

7. OIC Cr. Ops. Branch

- 7.1. Brief the Commanding Officer of the incident
- 7.2. Notify NOC if the incident involves items mentioned in [OM 46.1](#).
- 7.3. May direct the appointment of an Officer to conduct an Independent Officer Review (IOR) of any RCMP major incident.
 - 7.3.1. In order to avoid any duplication or potential conflicts, District Officers/Detachment Commanders should not initiate a review into a major crime/incident, or component thereof, where the Cr. Ops. Officer has initiated an IOR.
 - 7.3.2. The Officer appointed to conduct the IOR will receive a "Letter of Appointment" from the Cr. Ops. Officer/delegate that will outline the scope and parameters for the review. The factual basis for any opinion set out in the IOR report must be set out clearly. In the absence of any facts supporting an opinion, no opinion should be expressed. IOR reports are not normally protected from disclosure and may be required to be produced in criminal proceedings, civil litigation and under the Coroners Act.

8. Incident Commander

- 8.1. Establish an on-site command post and an "inner" and "outer" perimeter. Will have absolute responsibility and control of all field operations and require a structured support system.
- 8.2. Evaluate the situation and if you feel the ER Team is required, contact the SSO and request their services. If time is short, request the ER Team by telephone and follow-up later with a message.
 - 8.2.1. Where possible, include the following points in your request for the ER Team:
 - 8.2.2. type and location of occurrence (i.e. hostage, armed/barricaded person, riot in a correctional centre, hijacker, etc.);
 - 8.2.3. description of scene (be specific, type of structure, or aircraft/vessel, ground cover, etc.);
 - 8.2.4. name(s) of principal(s) involved, provide FPS number, DOB, address, if group/organization represented;
 - 8.2.5. name of victim/hostage involved (if available and known, provide age, sex medical problems, etc.);

8.2.6. if communication established with perpetrator(s), indicate if any demands made or if a reason for the incident was explained by perpetrator/group, etc.;

8.2.7. if transportation is accessible to perpetrator/group/organization, provide the full details if known;

8.2.8. if any essential services are disrupted, e.g. hydro, telephone, etc., if yes, explain;

8.2.9. is person/group/organization capable of carrying out threats of violence or other illegal objective;

8.2.10. what kind of weapons/explosives, etc. are available to the person/group/organization.

9. Police-Involved Investigations

9.1. All police related incidents, which result in serious personal injury and/or death to the member of the public will be investigated by a Critical Incident Team (CIT)s would include but are not limited to, member involved shootings, in-custody deaths, police pursuits and/or police vehicle collisions, resulting in serious personal injury and/or death.

9.2. The CIT will be established and a Memorandum of Understanding (MOU) will be completed setting out the Protocol for an independent external investigation.

9.2.1. In the case where a Designated Representative Observer forms part of the CIT a letter of agreement must be completed.

9.3. The Cr. Ops. Officer/delegate will ensure a thorough, professional and unbiased investigation is conducted, to ensure member(s) conduct was in accordance with all Federal and Provincial Statutes, the RCMP Act, the RCMP Regulations.

9.3.1. Any concerns, deficiencies, or potential civil or criminal action against the RCMP or it's member(s), must be reported.

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4.1. Intervention Equipment

1. [Hard Body Armour \(HBA\)](#)

(For information regarding this policy, contact Irrelevant)

1. Hard Body Armour (HBA)

1.1. General

1.1.1. All HBA units are the property of H Division, and the inventory will be maintained by the H Division CrOps Support Unit.

1.1.2. All Regular Members of H Division are to be issued with HBA by the H Division CrOps Support Unit.

1.1.3. HBA is personal issue and the issued HBA unit is to stay with the Member as long as they are posted in H Division (including relocations and unit changes).

1.1.3.1. The plates per HBA unit have been entered on TEAM and associated to the specific issued Member.

1.1.3.1.1. All TEAM HBA entries will be conducted by the H Division CrOps Support.

2.1. Responsibilities

2.1.1. Members

2.1.1.1. Members will handle, care for, and maintain the HBA as per [Uniform and Dress Manual > Bulletin UDM-160 - Hard Body Armour](#).

2.1.1.2. Members will identify the outside of the HBA carrying case with a name label or business card. Do not label the actual HBA unit.

2.1.2. Supervisors / Commanders

2.1.2.1. The Supervisor/Commander will repossess issued HBA when:

2.1.2.1.1. an absence due to illness or injury exceeds or is expected to exceed 30 consecutive calendar days (as per [AM 19.3. Sick Leave](#));

2.1.2.1.1.1. If the absence due to illness or injury exceeds or is expected to exceed 90 consecutive calendar days, the commander will return the HBA to H Division CrOps Support;

2.1.2.1.2. the member has been suspended from duty; or

2.1.2.1.3. the member begins any type of leave without pay.

2.1.2.2. Any unassigned HBA units will be returned to H Division CrOps Support (no maintaining spares at the unit level).

2.1.2.3. H Division CrOps Support (Public Interest Immunity - s. 37 of CEA and) will be notified when:

2.1.2.3.1. an HBA unit is repossessed,

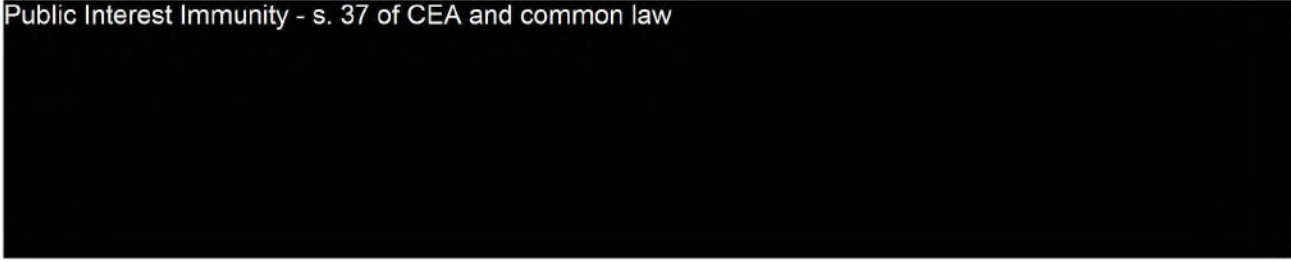
2.1.2.3.2. an HBA unit is retired (as per [Uniform and Dress Manual > Bulletin UDM-160 - Hard Body Armour](#)),

2.1.2.3.3. an HBA unit is stolen/missing/lost, or

2.1.2.3.4. additional HBA units are required.

References:

Public Interest Immunity - s. 37 of CEA and common law



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5.4. Emergency Vehicle Operations (Pursuits)

1. [General](#)
 2. [Primary Pursuit Vehicle](#)
 3. [Secondary Pursuit Vehicle](#)
 4. [Pursuit Limitations](#)
 5. [Pursuit Supervisor](#)
 6. [Operational Communications Centre \(OCC\)](#)
 7. [Commander](#)
 8. [OIC Traffic Services](#)
 - 5-4-1 [Supervisor's - Pursuit Check List](#)
-

(For information regarding this policy, contact Traffic Services at "H" Division.)

1. General

- 1.1. Members will consult and be guided by National [OM 5.4](#), with special attention to the pursuable versus non-pursuable offences, closing the distance and termination of a pursuit.
- 1.2. A "reportable pursuit is defined as: during an attempt to stop a vehicle, the driver is refusing to comply and is failing to stop, regardless of the speed.
 - 1.2.1. The member will advise the OCC that a vehicle is failing to stop and a pursuit has been initiated.

2. Primary Pursuit Vehicle

- 2.1. It is the decision of the Primary Responding Member to engage in an emergency vehicle operations pursuit or cease an emergency vehicle operations pursuit unless a supervisor has taken command of the pursuit.
 - 2.1.1. In all cases, the vehicle closest to the fleeing vehicle will become the primary vehicle.
 - 2.2.2. The primary vehicle is responsible for broadcasting events of the pursuit.
- 2.3. Communication can be turned over to the secondary vehicle if required.
- 2.4. Unnecessary radio communication should be minimized to allow proper monitoring of the pursuit.

3. Secondary Pursuit Vehicle

3.1. A designated vehicle, usually the closest vehicle available, will join the pursuit as the secondary vehicle and will confirm its status with the OCC/supervisor.

4. Pursuit Limitations

4.1. Police vehicles must not be used to box in a suspect vehicle on or off the road way unless the risk assessment justifies the action.

5. Pursuit Supervisor

5.1. Ensure proper radio communication protocols as per H Division [Fleet Map](#).

5.2. Utilize [App. 5-4-1](#) as a guide.

5.3. Consider use of intervention option including spike belts, Police Service Dog and/or Air Section when attempting to apprehend the offender.

5.4. Ensure a Collision Analyst attends all pursuit related collisions involving death and/or serious injury or significant property damage.

5.5. Submit completed [App. 5-4-1](#) and forward to the Unit Commander of the Primary Investigative Unit.

6. Operational Communications Centre (OCC)

6.1. The OCC will notify immediately an on-duty Risk manager to assume command of the pursuit as the Pursuit's Supervisor in situations when an NCO from the involved unit is unavailable.

6.2. A Risk Manager when available on duty will monitor all pursuits.

6.3. The Risk Manager will communicate with the pursuit supervisor as appropriate and have the authority to terminate any pursuit as his/her discretion given all available situational factors.

6.4. If a pursuit enters or is likely to enter a non-RCMP police jurisdiction, establish contact with the appropriate police agency.

6.5. In the integrated environment of Halifax, District, the role of the OCC will be undertaken by the Integrated Emergency Services (IES) and the watch commander will assume the role of the on duty Risk Manager as noted above in 6.1. to 6.4.

7. Commander

7.1. The commander will ensure that all members under their command:

7.1.1. read National [OM 5.4.](#) and Divisional [OM 5.4.](#),

7.1.2. view the video tape presentation on the use of spike belts, noting best practices (location of deployment, subject behavior traffic conditions, etc.,

7.1.3. practice laying out the belts and be familiar with the maintenance, storage and location of belts,

7.1.4. know the specific areas within jurisdiction where the belts may be deployed,

7.1.5. ensure that [App. 5-4-1](#) is readily available to all members that may assume the role.

7.2. When the pursuit and debriefing has been terminated, forward briefing note immediately to Cr. Ops. Branch as per [OM 101.3](#).

7.3. Forward [Form 2088](#) and [App. 5-4-1](#) to [HDIV Traffic Services](#).

8. OIC Traffic Services

8.1. Advise OIC Support Services of any potential media interest pursuits or those causing injury, death and any pursuits causing damage to police and/or civilian vehicles or property.

8.2. Review all pursuit reports, forms and related material to ensure compliance with existing policy.

8.3. Make necessary recommendations or provide instructions as necessary to OIC Cr. Ops., District Commander and Detachment/Unit Commander where pursuit originated.

8.4. Order an independent review of any pursuit in consultation with the District Commander when circumstances dictate.

8.5. Retain all materials on division file HG-302-02.

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App. 5-4-1 Supervisor - Pursuit Check List

(Copy of the National [OM 5.4.](#) and Division [OM 5.4.](#) must be attached to this checklist)

1. Supervisor must quickly assume command of any pursuit if the on-duty Risk Manager is not available.
 - 1.1. Advise members involved in the pursuit and the OCC (IES in Halifax District) that you have assumed command.
 - 1.2. Consider if the offence is pursuable as per OM 5.4.4 and if so, does the seriousness of the situation and necessity of immediate apprehension outweigh the level of danger created by pursuit?
 - If YES, ensure full emergency equipment is in use.
 - If NO, terminate immediately.
2. If pursuit is to continue, complete an ongoing Risk Assessment using the principles of the IMIM.
 - 2.1. Has an occupant committed, or is committing an indictable offence and apprehension by means of pursuit is warranted?
 - If YES, consider the seriousness as it relates to both public and police safety by continuing the pursuit.
 - If NO, terminate the pursuit immediately. Remove given the addition to 1.2. above.
 - 2.2. Is the primary pursuit vehicle an unmarked or clean-roof style?
 - If YES, terminate immediately. (unless circumstances whereby death or grievous bodily harm are likely to occur.)
 - If NO, continue risk assessment.
 - 2.3. Is there a civilian in the pursuit vehicle?
 - If YES, terminate immediately.
 - If NO, continue risk assessment.
 - 2.4. Can the identification or apprehension of the offender be achieved by other means?
 - If YES, terminate immediately. (unless protection of life is a significant issue)
 - If NO, continue risk assessment.

2.5. Is the use of an intervention option available (tire deflation device, Police Dog Service, etc.)?

- If YES, consider the deployment of the spike belt.
- If NO, continue the risk assessment.

2.6. Is the risk to public safety by either the offender or the police vehicle being driven in the pursuit situation defensible in the totality of the circumstances?

- If YES, continue risk assessment.
- If NO, terminate immediately.

2.7. When practicable, ensure both, a primary and secondary vehicle is involved.

2.8. If non-RCMP jurisdiction is likely to be entered, request the OCC (IES in Halifax District) to initiate contact, prepare to turn over the pursuit.

3. Upon termination of pursuit, the Supervisor will:

3.1. Advise members to deactivate emergency equipment,

3.2. Advise members to pull over and stop their police vehicle. Ensure members involved in the pursuit have come to a complete STOP and they initiate contact with the OCC (IES in Halifax District) to confirm they have terminated the pursuit,

3.3. Consider need for EAP or other support system for stress, crisis, injuries, etc.

3.4. Ensure all involved have complete notes and follow reporting requirements as per policy.

Record the Primary vehicle call sign and driver:

Record the Secondary vehicle call sign and driver:

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16.9. Request for Back-Up

1. [Policy](#)
 2. [General](#)
 3. [Member](#)
 4. [Supervisor](#)
 5. [District Commander/Delegate](#)
-

(For information regarding this policy, contact Irrelevant)

1. Policy

- 1.1. "H" Division will ensure the health and safety of its member by providing back-up.
- 1.2. Back-up refers to an urgent response by on-duty or off-duty RCMP members and/or operational peace/police officers from other accredited law enforcement agencies. Back-up may be required in support of members of the RCMP before, during or after an incident.
 - 1.2.1. Back-up cannot be provided by RCMP community constables, auxiliary constables or summer students.
- 1.3. Back-up will be required when responding to high risk incidents involving, but not limited to, domestic disputes, the potential for violence, armed suspects, emotionally disturbed individuals, or suspects fleeing the scene of a crime.

2. General

- 2.1. Every member will render assistance to a request for back-up without unreasonable delay. An off-duty member who volunteers to be and is identified as back-up must ensure that he or she remains available to provide timely assistance upon request.
- 2.2. The requirement for back-up will be based on a risk assessment in accordance with the principles of the Incident Management and Intervention Model noted in National Headquarters [OM 17.1](#), and as found in the [Investigator's Toolbox](#) (Public and Police Safety-Tools-Risk Assessment).
- 2.3. Where a member has determined that back-up is required, but may be delayed due to the response time, the member will continuously assess risk, applying necessary intervention to ensure public and police safety in accordance with the principles of the IMIM. Where practicable, the member will provide continuous updates to OCC and other responding members.

2.3.1. If there is an obvious or perceived danger requiring immediate intervention, the member must take appropriate action to prevent grievous bodily harm or death to himself/herself or another person.

3. Member

3.1. When dealing with an incident involving a heightened potential for violence, perform a risk assessment as outlined in [2.2](#).

3.2. If the assessment identifies high risk incidents, call for back-up.

3.3. Continually assess risk and apply the necessary intervention to ensure public and police safety in accordance with the principles of IMIM, e.g., establishing officer presence, verbal intervention, tactical repositioning.

3.4. Notify your supervisor of the ongoing situation if circumstances dictate.

4. Supervisor

4.1. Ensure that shift members and the OCC are advised of identified back-up personnel and their contact information.

4.2. When notified of situations where back-up is required, assess the situation, request additional resources as required and monitor as necessary.

5. District Commander/Delegate

5.1. As required, schedule members for back-up duty.

5.2. In consultation with your Health and Safety Committee, develop a back-up plan unit supplement that includes a risk assessment process.

5.3. Ensure all members under your command are familiar with their responsibilities for providing assistance if called for back-up.

5.4. Ensure that all members are familiar with national, divisional and unit supplement policies relating to health and safety and back-up.

5.5. When additional or specialized resources from outside the district are necessary to ensure public and police safety, request support as per policy.

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H Division Operational Manual

17.8. Subject Behaviour/Officer Response Reporting (SBOR)

1. [General](#)
2. Definitions
 - 2.1. [Use of Force Subject Matter Expert \(SME\)](#)
 - 2.2. [Use of Force Subject Matter Resource \(SMR\)](#)
 - 2.3. [Opinion Report \(OR\)](#)
3. Roles & Responsibilities
 - 3.1. [SB/OR Coordinator](#)
 - 3.2. [Use of Force Subject Matter Expert \(SME\)](#)
 - 3.3. [Use of Force Subject Matter Resource \(SMR\)](#)
 - 3.4. [District/Detachment/Unit Commanders](#)
4. [Request for Use of Force Review/OR](#)

(For information regarding this policy, contact Irrelevant)

1. General

1.1. Members are required to report and articulate by way of SBOR all police interventions employing physical control (hard) and above, any intervention where the subject is injured regardless of intervention used or any intervention that is likely to attract scrutiny.

1.2. A reportable intervention includes drawing and pointing of an intervention option (firearm, CEW, OC spray, baton).

2. Definitions

2.1. **Use of Force Subject Matter Expert (SME):** an individual recognized by the Cr. Ops. section as having extensive knowledge and ability based on training, experience and research relating to police interventions and the IMIM.

2.2. **Use of Force Subject Matter Resource (SMR):** an individual with knowledge and ability based on training and experience with the IMIM, (i.e., CEW, PPSIC, IARD Instructor).

2.3. **Opinion Report (OR):** a comprehensive review, including opinions, recommendations and conclusions if required, of police intervention when responding to an incident.

2.3.1. An OR may be internal or external to the RCMP (refer to MOU for coordinated Use of Force Reviews with municipal police departments in Nova Scotia and may incorporate external policies on use of force).

3. Responsibilities

3.1. SB/OR Coordinator (Provincial Cr. Ops.)

- 3.1.1. Review all SB/OR reports for the division to ensure the SB/OR meets submission compliance.
- 3.1.2. Return any SB/OR report to the member and their supervisor if required for completion/compliance issues.
- 3.1.3. Assign all SBOR involving CEW to an SME for review and feedback to identify any issues with articulation, training or deployment.
- 3.1.4. Receive SME feedback / recommendations and follow up accordingly.
- 3.1.5. Report monthly SBOR statistics to NS Department of Justice Use of Force Manager, Public Safety Division.
- 3.1.6. Prepare reports as required for the OIC Cr. Ops. regarding completion rates, compliances rates and deployment statistics.
- 3.1.7. Maintain a list of SME's able to review SB/OR or provide OR as per [OM 17.8.4](#).
- 3.1.8. Indicate on-line (national SBOR website) once an SBOR has been reviewed by an SME for Cr. Ops.
- 3.1.9. On behalf of the OIC Cr. Ops., receive requests for Opinion Reports (OR) and assign them to a Use of Force SME.
- 3.1.10. Ensure each OR is peer reviewed.
- 3.1.11. Forward the completed OR to the OIC Cr. Ops. for approval to release.
- 3.1.12. Keep a record of each request for an Opinion Report (OR) and retain a copy of the completed report in accordance with Information Management retention policies.
- 3.1.13. Consult with the National HQ SB/OR coordinator(s) as needed.
- 3.1.14. Provincial Cr. Ops. maintains responsibility and oversight for the Use of Force Subject Matter Expert (SME) program.

3.2. Use of Force Subject Matter Expert (SME)

- 3.2.1. Subject Matter Experts who remain current may be tasked by Cr. Ops. to provide review and opinion reports on operational police response.
- 3.2.2. Subject Matter Experts do not provide legal opinions.
- 3.2.3. Subject Matter Experts are not to provide Opinion Reports unless tasked by Cr. Ops.
- 3.2.4. Subject Matter Expert participation is a voluntary secondary duty performed when tasked and when primary duties permit.
- 3.2.5. To remain current as a Use of Force Subject Matter Expert, SME's are expected to instruct, remain informed of industry developments through ongoing research and other developmental

opportunities, conduct routine SBOR reviews and provide Opinion Reports / peer reviews as tasked on an annual basis.

3.2.6. Court recognition as a Subject Matter Expert is a separate process from Division recognition.

3.2.7. If when reviewing any report the SME identifies a potential issue with the intervention, he/she is to document same and notify Cr. Ops. with any recommendations and/or feedback.

3.3. Use of Force Subject Matter Resource (SMR)

3.3.1. Subject Matter Resources do not provide opinion reports but may be consulted to provide guidance on the articulation of an incident or answer general questions relating to police interventions and the IMIM.

3.4. District/Detachment/Unit Commander

3.4.1. Commanders/supervisors receive ongoing use of force/ IMIM training and can make a determination at the unit level regarding straightforward use of force incidents, (i.e., the member's use of force was plainly appropriate or inappropriate).

3.4.2. Consultation with local SMR, (i.e., CEW Instructors, PPSIC/IMIM Instructors), to clarify any issues around proper articulation of an intervention is encouraged.

3.4.3. Where the intervention is not straightforward or may be deemed excessive or inappropriate, a Review by an SME may be requested.

3.4.4. A lethal force/critical incident will require an OR by an SME.

4. Request for Use of Force Opinion Report (OR)/Review

4.1. Requests for a Use of Force Opinion Report (OR)/Review must be submitted in writing to the Cr. Ops. Officer/delegate.

4.2. Requests for an Opinion Report can be initiated by:

4.2.1. Line Officer;

4.2.2. Professional Standards Unit;

4.2.3. National SBOR Coordinator (i.e., For Inter-Divisional requests);

4.2.4. from external groups such as the Director of Nova Scotia Serious Investigation Response Team (SiRT), or the Chief or designate of a Municipal Police Service as outlined in the Nova Scotia Police Act.

4.3. The written request should include a brief summary of the event including the original complaint, the police intervention employed, the purpose of the request (i.e., SB/OR review, Code of Conduct, Statutory investigation).

4.4. Supplemental material will be required to conduct the review, including but not limited to: the occurrence report, supplementary reports, witness statements, victim statements, officer's notes, 911 tapes, Dispatch recordings, photos, media reports, SBOR or departmental reporting form for interventions, other related material.

4.5. Once the request is approved, the SBOR Coordinator will assign an SME to conduct the review based on availability and the complexity of the incident.

References:

[OM17.8.](#)

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App. II-6-3 General Guidelines for Use of the Police Dog Service Teams

1. PROTECT THE SCENE

a. When attending any crime scene where the investigator feels the PSD can be utilized:

1. Protect the area where the suspect was last seen or would have been and do not walk in the area. It is important for the PSD to begin as close as possible to the crime scene, i.e.; point of exit, for court purposes.
2. If it has been necessary to walk through a scene, insure the doghandler is aware of where you or anyone else, has been. If possible the member who has walked through the area should be present.
3. When attempting to contain the area to halt the progress of a suspect remember the following:
 1. In setting up a perimeter keep in mind the average person walks a 25 minute mile and some can run a mile in less than 5 minutes.
 4. If possible, keep all other people out of the area being contained.
 5. When establishing the perimeter attempt to stay in the vehicle.
 6. To save time, if a member is going with the doghandler, as back-up, decide who is going before the handler arrives so that member can be properly prepared.
 7. Attempt to keep radio conversation with the handler as he will advise you of progress and direction of travel as conditions permit.

2. TRACKING

- a. The PSD is trained to follow human scent.
- b. The PSD can also backtrack from a suspect to the crime scene, i.e.; drug cache or article.
- c. The most important factors affecting the PSD's performance and ability to successfully assist in an investigation are:
 1. time
 2. terrain
 3. weather
 4. contamination, i.e.; area contaminated by persons walking through it

d. Time is essential, especially when you combine it with terrain and weather. In heavy bush a track will last much longer than in an urban area on pavement.

e. High scent areas to low scent areas are:

1. bush with dense undergrowth
2. heavy grass fields
3. short grass or stubble
4. city residential grass
5. sand roads
6. gravel roads
7. hard packed surfaces
8. pavement

1. All these surfaces can be greatly affected by weather and time.

f. High winds, heavy rains, hot weather or extreme cold are the worst weather conditions for the PSD to work in, however, time is also a factor in each of these.

1. scent can be washed or blown away, evaporated or beaten into the ground.

g. If the investigator is unsure if the PSD would be of assistance in the conditions prevailing around a crime scene, contact the doghandler for advice.

3. SEARCHING

a. Searching is a different profile than tracking.

1. Time is an important factor in tracking, as the scent dissipates with time.

2. Time is not as critical for searches, but remains a factor.

b. The PSD is trained to indicate:

1. anything with human scent on it.

2. articles that are foreign to an area.

c. The amount of scent given off of an article may vary, depending on the size of the article.

1. The smaller the article the closer the dog will have to be to pick up the scent.

2. With a good wind blowing the PSD will indicate a person 300 to 400 yards away depending upon the terrain.

3. For small articles the PSD may have to go over the top of the article to locate it, i.e.; .22 cal. shells, buttons, etc.

4. When the PSD picks up the scent in the wind it will follow the scent to its source.

d. It is important to keep other persons out of the searching area, as the dog will indicate any fresh scent from persons that are, or were, in the area.

e. The PSD can assist the investigator at a crime scene by:

1. searching for weapons, clothing, or any physical evidence.

2. searching for a possible crime scene, for;

1. blood, fresh human scent, i.e.; rape scene

2. items dropped by suspects

3. stolen property caches

f. Searches are best conducted during daylight hours, if possible.

4. BUILDING SEARCHES

a. When members arrive at the scene of an alarm or break and enter in which they feel the suspect is still in building:

1. contain the building and call for the assistance of the PSD.

2. wait for the arrival of the PSD before anyone enters the building. The initial indication of the PSD upon entering the building will alert the handler to the presence of a suspect.

5. DRUG SEARCHES

a. The PSD is trained to search for a variety of soft and hard drugs, i.e.; marihuana, hashish, cocaine, (crack) heroin.

b. The search for drugs can be done inside or outside a building or vehicle.

c. When conducting a house search all occupants of the premises will be requested to vacate the area to be searched.

1. All pets are to be secured elsewhere as searching becomes very difficult with animal contamination/interference.

d. PSD teams prefer to search an area before members because there is less of a distraction from the presence of human scent where members have just searched.

6. WEAPONS COMPLAINTS

a. Determine if the PSD is available for backup when a complaint is received where weapons could/are involved. As time is important it is advantageous to have a team as back-up should a suspect flee.

7. RIOT CONTROL

a. The PSD handler is required to follow policy in the use of the PSD during any riotous situation.

b. Members will contact their unit commander should they feel a PSD is required for riot/crowd control.

c. Directions for use of the PSD in a riot situation will be given by the OIC, NCO or member in charge at the scene, in consultation with the handler.

8. PCR TALKS

a. The PSD Section is available to assist units in their PCR programs, i.e.; school visitation, etc.

9. HIGH SPEED PURSUITS - Moved to [5.4.](#)

Date Modified: 2009-04-19

M anual-Manual OPERATIONAL MANUAL DET SUPPLEMENT	Chap.Title-Title du chap. ASSISTANCE	Chap.No.-No du chap. III.1
-----------------------------------------------------------------------------	------------------------------------------------	--------------------------------------

|

A. SUBJECT:

1. This directive deals with the response to 911 Telephone calls and Alarms

B. REFERENCE:

1. Operational Manual Division Supplement I.3.0.

C. POLICY:

1. Members will respond to all 911 calls and Signal alarm calls as per directive and will gather information to support a charge or issue a warning ticket/notices as circumstances dictate.
2. An “**unreasonable number**” of Signal Alarms, is any sequence of two (2) false alarms from any specific alarm installation within a 28 day period.
3. This policy **IS NOT** to be applied to financial institutions such as banks, credit unions, etc.. Should the frequency of alarms fall within the “**unreasonable number**” category at any of those institutions, the matter is to be discussed with Senior Management Officials to ensure that the problem is corrected.

D. GENERAL:

1. In response to 911 calls members will:
 - a. **IMMEDIATELY** attend and investigate **ALL** 911 calls received with the **exception** of the following:
 - i. Payphones at public locations ie schools, malls, sports centers, etc **when** contact is made and it is **confirmed** that there is **no emergency** at that location.
 - b. Use emergency equipment based on the circumstances of the 911 call and information obtained from dispatcher.

Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
OPERATIONAL MANUAL DET SUPPLEMENT	ASSISTANCE	III.1

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07-01-31**

- D. 2. In response to building Signal Alarm calls members will:
- a. Respond to all alarm signals to determine the validity of the complaint, locate the point of entry or other indicator that an offence may be in progress.
 - b. Resume patrol and document same on PROS if complaint is unfounded and keyholder **WILL NOT ATTEND.**
 - c. **WAIT for 20 MINUTES**, and if nobody has arrived, resume patrol, advise Telecoms Section and document same on PROS.
 - d. Issue a Written Caution Notice (Form HD 493, Appendix "A") to the owner/keyholder/cartaker upon responding to the first false alarm.
 - e. Issue a Suspension Notice (Form HD 492, Appendix "B") to the owner/keyholder/caretaker upon responding to a second false alarm within the 28 day period.
 - f. Advise owner/keyholder/caretaker how service can be reinstated and that reinstatement will be his/her responsibility.
 - g. Ensure entry is made on PROS with applicable cross reference to CIIDS etc with info to Dispatch as an address of Interest to ensure they are aware of the Suspension of service in the event of a further alarm during the Suspension period.
 - h. **IMMEDIATELY** modify the PROS entry when service has been reinstated and ensure that Dispatch is made aware of the reinstatement.

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Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
OPERATIONAL MANUAL DET SUPPLEMENT	BACK-UP POLICY	

1. **SUBJECT:**

1.1 This directive deals with the current back up policy at Antigonish Detachment as of 2015-09-30

2. **REFERENCE:**

2.1. National Operational Manual OM 17.1
"H" Division 16.9 Backup Policy
Incident Management and Intervention Model (IMIM)

3. **POLICY:**

- 3.1. When a member receives a call for service, the member is to apply the principles of the IMIM to determine if they require back-up to attend the call with them. If the assessment identifies that back-up is required the member will request assistance immediately. The exceptions to this assessment are when calls are identified as coming from known addresses of interest that have been previously identified or if you have to attend a call in an area where the Trunk Mobile System is known to have dead zones. In those incidents members are to respond with two members to ensure safety.
- 3.2. Every member will render assistance to a request for back-up without regard to workload or previous commitments. The response should be immediate. Traffic services working within the area and hearing a call for back-up will acknowledge the call and respond accordingly.
- 3.3. The shift schedule will be managed in a manner that will afford that adequate coverage is in place to address instances where back-up is required during the normal working hours of the schedule. Should a deficiency in shift coverage be identified when a member reports for work he/she is responsible to make contact with the supervisor immediately to have the situation remedied.
- 3.4. During quiet hours the member reporting for the day shift of that date will be placed on-call with the Dispatch Center. The members on call are authorized to take a marked police vehicle home for response to calls for service or calls for back-up from the on duty members. Both members are

authorized to respond to any calls outs during the quiet hours. On call members are compensated at OR/OA rates of pay.

- 3.5. Treat every call for back-up as a priority
- 3.6. Promptly report any occurrence where back-up was not available in a timely manner to the supervisor/Ops NCO.

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Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
OPERATIONAL MANUAL DET SUPPLEMENT	BACK-UP POLICY	

4. GENERAL:

4.1 Antigonish Detachment is comprised of two Units. Antigonish Town Unit and Antigonish County Unit. Calls for service are dispatched through the Operation Center located in Truro. The dispatchers are trained to make an effort to extract as much information from a caller requesting police service as possible so that the member assigned to the Occurrence has adequate information to make an informed assessment of the risk when applying the IMIM.

4.2 Antigonish Town Unit is comprised of seven investigator’s and two Supervisors. The County Unit is comprised of Six Investigator’s and one Supervisor. There is one Operational Sergeant and one Staff Sergeant assigned to the general Detachment. There is one Community Policing Officer who is an operational Officer. Not assigned to but housed in the Detachment is a dedicated Traffic Section comprised of Three Investigators and one Supervisor. Additionally one of the Police Service Dogs and Handler work within a geographic zone which encompasses Antigonish. If necessary the Handler along with the dog can be called upon for back-up.

4.3. Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

- 4.4 Addresses of Interest are added to the CIIDS data base when and if necessary. Telecoms audits these addresses on a regular bases to ensures accuracy. When a call for service arises from one of these addresses the responding members are made aware of the reasons for the address being flagged.
- 4.5 Members within the Detachment area are aware of the “Dead Zones” (See Risk Assessment Below) on the TMR system. OCC is aware of these areas and will monitor members in those areas. When members encounter unidentified dead zones they are to inform their Supervisor who will make the OCC aware of the newly identified dead zone.

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OPERATIONAL MANUAL DET SUPPLEMENT	BACK-UP POLICY	

- 4.6 All members are operational and when on shift are able to respond to any calls for service and any request for back-up.
- 4.7 All Operational Members for both the Town and County Units are aware of the duty requirement associated with OR/OA. Members submit their claims for the OR/OA on the appropriate forms.
- 4.8. Members taking stand by on call are to take on marked Police vehicle home and respond from their residence.
- 4.9 The member leaving the shift will contact the OCC and advise them of who the on call members will be for the quite hours.

5. DISTRICT COMMANDER/DELEGATE

- 5.1 Ensure that the Detachment Unit Supplement on back up policy has been reviewed by all personnel under your command.

- 5.2 Conduct an annual review of the Unit Supplement to verify that all factors identified during that previous risk assessment remain relevant.
- 5.3 If a deficiency in providing back up is reported, initiate a debriefing exercise to identify points that may need to be addressed or clarified.

Antigonish Detachment
Revised 2015-09-30

APPENDIX A

Unit Risk Assessment and Response Template

Detachment/Unit: Antigonish District
Collator Code: H0881 and H0895

Date: 2015-09-30

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Overview

The completion of a Unit Backup Plan will assist detachment commanders, advisors and detachment personnel in identifying risks and mitigation strategies with regards to the availability of backup and ensuring officer safety.

The Unit Backup Plan will be reviewed and updated on an annual basis, or whenever there is a substantial change to situational factors and policing environment.

Objective

To ensure that a risk identification and assessment are conducted pursuant to the Backup Policy (O.M. 16.9) and to identify the resource requirements and operational plans in mitigating such risks.

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- TABLE 1: Constant Situational Factors
- TABLE 2: Variable Situational Factors
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Common Definitions

Risk - refers to the uncertainty that surrounds future events and outcomes. It is an expression of the likelihood and impact of an event with the potential to positively or negatively influence the achievement of an organization's objectives.

Likelihood - the potential or probability for the occurrence of an event.

Impact - the effect of an event on the organization's objectives.

Efficacy - power or capacity to produce a desired effect.

Inherent Risk – events or circumstances that exist before the introduction of any means of mitigation.

Residual Risk – is the risk remaining after the application of an appropriate risk response.

Risk Indicators – provide the risk owner with early warning that action may be required to mitigate that risk with a more effective strategy

Posts - The physical locations from which policing services are provided (i.e., community policing offices, hubbed detachments)

Step 1: Defining Situational Factors

1. Complete Tables 1 and 2.
2. If a factor is not applicable, indicate N/A.
3. Cite the data source when applicable.
4. Use the **Comment/Description** column to describe the operational environment of the situational factor.
5. Add as many situational factors as needed.

Table 1: Constant Situational Factors

Situational Factor (Constant)	Comment / Description
Population of detachment area (includes all areas served) *If seasonal please describe change in population	Population of District =12000 **** 4500*** STFX Students attending University Population impact from Sept to May annually There are 32 villages on 1486 square Kilometers of land
Establishment (RM)	S/Sgt--1 Sgt--- 1 Cpl---- 4 Csts---17 (including SCEU) **** SCEU 3 Csts 1 Cpl ****
# of posts under command	1
Distance by road between most distant communities	If members on patrol and at the furthest Western point the furthest Eastern point Public Interest Immunity - s. All other points travelling in any direction would be less than the noted furthest point. When accessing this in terms of from the detachment the travel distance is even less.
Emergency response time between most distant communities (minutes)	Public Interest
Emergency response time between closest communities (minutes)	3-5 mins

Situational Factor (Constant)	Comment / Description
Emergency response time from neighboring detachment to your detachment (minutes)	<p>Public Interest Immunity - Sherbrooke Port Hawkesbury Pictou District Guysborough</p>
Average hours per day that no member is on duty	<p>Public Interest Immunity -</p>
Average hours per day that only one member is on duty	<p>0</p>
Hours of on-call per member (previous year)	<p>96 (Csts only)</p>
List communities where a two-member response is mandatory	<p>Arisaig, Cape George, Ballantynes Cove, Livingstones Cove</p>
<p>Describe the average years of experience relative to the detachment. To obtain this figure, use this formula:</p> <p style="padding-left: 40px;">Total number of months worked by all RMs at this detachment</p> <p style="padding-left: 40px;">Total number of RMs at this detachment</p> <p>Note: You must divide the result by 12 to find the average in YEARS.</p>	<p>S/Sgt Public Interest -17 Sgt Public -25 Cpl Public -29 Cpl Public -21 Cpl Public -16 Cst Public -13 Cst Public -7 Cst Public -12 Cst Public -14 Cst Public Interest -13 Cst Public -5 Cst Public -10 Cst Public Interest -6 Cst Public Interest -4 Cst Public Interest -4 Cst Public -10 Cst Public (cadet)</p> <p style="text-align: center;">SCEU</p> <p style="padding-left: 40px;">Cst Public -7 Cst Public -7 Cst Public -10</p> <p>Average Service (Detachment only SCEU not included) 16 years</p> <p style="text-align: center;">**9.0 average years among Cst rank**</p>

Table 2: Variable Situational Factors

Situational Factor (Variable)	Comment / Description
<p>Capability to provide backup (consider annual leave, court, training, medical leave, etc.): Estimate average % of "road worthy" resources per established resources over the previous year.</p>	<p>2015 Establishment 23 RM'</p> <p>Antigonish is a unique district as it is housed under one roof with two units that can respond to calls for service.</p> <p>AOL average 2 weeks per member= 66 weeks</p> <p>Training= 44 weeks</p> <p>Average for Court= 8 weeks</p> <p>1 STE due to Reclassification one Cst to Cpl.</p> <p>Total= 166 weeks translates into 3 FTE's Ratio 19/22</p>
<p>Number of call-outs for backup (previous year)</p>	<p>Total number of 1112's: 336 for overtime cost including stand by level II 123137.00 Dollars</p>
<p>Total cost of on-call compensation (previous year)</p>	<p>LTO= CHECK 2013/14 costs were averaged at Public at straight time. The shift schedule encompasses Public Public Interest Immunity - with a quiet period from Public with Pub members standby level I. Saturdays and Sundays the shift runs Public Public with Pu quiet hours with members on standby level I.</p>
<p>Number of prisoners (previous year) (Estimate the average time out of service per prisoner)</p>	<p>541 (2012) 419 (2013) 277 (2015 YTD)</p> <p>3 hours per prisoner from time of contact to secure custody with proper booking procedures followed</p>
<p>Radio communications coverage. (Describe the overall coverage in your detachment area list areas where poor/no coverage)</p>	<p>Public Interest Immunity - s. 37 of CEA and common law</p>
<p>Radio communications reliability. (Describe factors that affect reliability ie weather; poorly operating equipment)</p>	<p>Public Interest Immunity - s. 37 of CEA and common</p>

Mobile data/cellular phone coverage (Describe the overall coverage in your detachment area list areas where poor/no coverage.)	Cell Phone coverage is very good
<i>Vehicles for poor weather</i> response	Public Interest to cover 1486 sq kilometers encompassing 32 communities. Paved and unpaved roads. New emphasis on road safety during inclement weather. (Canso Causeway, Well Being Checks)

Step 2: Risk Identification

Read the four tables below, **Risk Categories**, **Likelihood**, **Impact**, and **Risk Matrix** and proceed to [Table 7: Risk Identification Worksheet](#).

Table 3: Risk Categories

As you identify risk areas for your detachment/unit, keep in mind the various sources of risk that may influence RM safety and backup availability.

ID	Category	Description
1	External	Risks arising from outside the organization that impact the RCMP.
2	Legal and Regulatory	Risks arising from the complexity or non-compliance of the legal framework imposed on the RCMP.
3	Strategy	Risks arising from the lack of priority setting and business planning leading to a reactive organization that is not prepared or flexible enough to deal with unforeseen events
4	Governance	Risks arising from not clearly defining roles and responsibilities, not demonstrating the values of the RCMP, or not having monitoring processes in place.
5	Operational	Risks arising from concerns that process in place do not ensure appropriate investigation, enforcement or transaction reporting.
6	Information	Risks arising from untimely, inaccurate or unreliable information that supports the discharge of roles and responsibilities
7	Human Resources	Risks arising from work environments that are not characterized by adequate resource allocations, mutual trust, acceptable performance levels, or formal, transparent and timely management.
8	Technology and Infrastructure	Risks arising from outdated or unreliable information systems or equipment, including transportation, and buildings where user requirements are not met.
9	Financial and Administration	Risks arising from improper budgeting, forecasting and expenditure controls, including contracting, asset management, salaries and revenues.

Table 4: Likelihood

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	Possible – 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

Table 5: Impact

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 contribution 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
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Table 6: Risk Matrix

Numbers correspond to the risk rating for risks falling in each cell. For example, a risk that is assessed as having a **low** likelihood and a **medium** impact would have a risk rating of **3**.

I M P A C T		Risk Rating		
	High	6	8	9
	Medium	3	5	7
	Low	1	2	4
		Low	Medium	High
	Likelihood			

Table 7: Risk Identification Worksheet

When completing Table 7, consider the situational factors described in [Table 1](#) and [Table 2](#). Focus on the objective of ensuring RM safety.

1. Complete the **Risk** and **Impact** columns first.
2. Some risks have been pre-identified. If they are applicable to your detachment, amend the impact statement as appropriate. If they are not applicable, remove them.
3. Add risks as needed.
4. **Only identify a few of the most significant impacts.**
5. Assign an alpha-numeric number to identify the risk under **Risk ID**

Risk Identification Worksheet			
OBJECTIVE: Ensure RM safety through readily available backup and, where appropriate, multiple RM response to calls for service			
Risk ID	Risk	Current Impact	Describe how this risk relates or applies to your Detachment / Unit
R01	Risk that radio communication (,TMR radio,cell or other technology) will fail or not be available	Public Interest Immunity - s. 37 of CEA and common law	Public Interest Immunity - s. 37 of CEA and common law
R02	Risk that backup will not be able to be contacted	Public Interest Immunity - s. 37 of CEA and common law	
R03	Risk that tools and equipment required for providing appropriate backup are available, reliable, secure and appropriate		
R04	Risk that the geographic area prevents an appropriate response to a call for backup		
R05	Risk that there are insufficient RMs to provide appropriate backup.		
R06	Risk that an RM working alone will require emergency back=up		

Risk Identification Worksheet			
OBJECTIVE: Ensure RM safety through readily available backup and, where appropriate, multiple RM response to calls for service			
Risk ID	Risk	Current Impact	Describe how this risk relates or applies to your Detachment / Unit
R07	Risk that an on-duty RM will not be able to tactically withdraw from a situation while awaiting backup	Public Interest Immunity - s. 37 of CEA and common law	Public Interest Immunity - s. 37 of CEA and common law
R08	Risk that an on-duty RM will require immediate back- up during day-shift (0800-1600)		
R09	Risk that an on-duty RM fails to assess risk and a response strategy in accordance with the IMIM		
R 10	Risk that the unit will not be able to comply with the backup policy requirements		
R11	Risk that a certain community's characteristics make the need for backup likely (consider distance to the community served from the detachment relative to the community's characteristics)		
R12	Risk that the detachment budget is insufficient to fund the policy requirements of the backup policy		
R13	Risk that members will not volunteer to be on-call		
R14	Risk that the pool of experience is depleting and the level of service will become lower. Therefore the ability to make an informed risk assessment will be diminished		

Step 3: Risk Analysis

Table 8: Risk Analysis Worksheet

When completing Table 8, consider existing policies, processes or practices that serve to lessen the severity of the impact and likelihood of the risk. Assess if the mitigation produces the desired outcome by stating the current mitigation. Considering the efficacy rating, assess the likelihood and impact of the risk. Based on your evaluation of the impact and likelihood of the risk (assessed in table 4 and 5) rate the risk using the matrix from table 6 See [Table 4: Likelihood](#) and [Table 5: Impact](#).

Risk ID	Current Mitigation or Management	Residual Risk Assessment (L,M,H)		Risk Rating
		Impact	Likelihood	
R01	Public Interest Immunity - s. 37 of CEA and common law	H	L	6
R02		H	L	6
R03		L	L	1

Risk ID	Current Mitigation or Management	Residual Risk Assessment (L,M,H)		Risk Rating
		Impact	Likelihood	
R04	Public Interest Immunity - s. 37 of CEA and common law	L	L	1
R05		H	M	5
R06		L	L	1
R07		L	L	1
R08		L	L	1
R09		L	L	1

Risk ID	Current Mitigation or Management	Residual Risk Assessment (L,M,H)		Risk Rating
		Impact	Likelihood	
R10	Public Interest Immunity - s. 37 of CEA and common law	L	L	1
R11		M	L	3
R12		H	L	5
R13		H	L	6
R14		M	H	7
R15		L	L	1

Step 4: Risk Response

If a risk falls within tolerable limits given existing responses, no incremental mitigation action is necessary. Monitor the risk diligently and ensure compliance with applicable legislation and/or RCMP policy. Where a risk does not fall within tolerable limits, identify and analyze options to best manage that risk. The selection of an appropriate strategy is driven by existing risk factors and cost/benefit analysis.

Typical risk responses include:

- <**Accept:** acceptance of the burden of loss, or benefit of gain, from a particular risk;
- <**Avoid:** a decision not to become involved in, or withdraw from, a risk situation;
- <**Mitigate/Reduce:** actions taken to lessen the likelihood, negative impact, or both, associated with risk. The impact can be reduced for an event both before and after its occurrence;
- <**Transfer/Share:** sharing with another party the burden of loss, or benefit of gain from a particular risk or handing over responsibility for the risk.

Similarly, the risk response can be a combination of these approaches.

Table 9: Risk Response Worksheet

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.

1. Complete Tables 9 and 10.
2. List the risks you cannot tolerate.
3. Describe your planned response to the risk.
4. Develop one or two key risk indicators.

Risk Response Worksheet	
OBJECTIVE: Ensure RM safety through readily available backup and where appropriate, multiple RM response to calls for service	
Risk ID	Risk Response

Risk Response Worksheet	
R01	Public Interest Immunity - s. 37 of CEA and common law
R02	Revised, and incorporated into R01
R014	Public Interest Immunity - s. 37 of CEA and common law

Table 10: Risk Response Summary for Elevated Risks

RISK RESPONSE SUMMARY FOR ELEVATED RISKS
Public Interest Immunity - s. 37 of CEA and common law

Step 5: Sign-off

Detachment:	Antigonish District
Detachment Commander:	S/Sgt. H.J GLASSFORD
Signature:	
Date:	2015-09-30

District:	
Advisory NCO:	
Signature:	
Date:	

District / Line Officer:	
Signature:	
Date:	

Division:	
Commanding Officer:	
Signature:	
Date:	

Policy Regarding the Community Boardroom

The Boardroom within the Antigonish District RCMP building was designed with the view of affording the Community access for meetings. However, RCMP operational use was to take precedent. To reaffirm how the boardroom should be utilized the following guidelines will be applied when booking the boardroom.

- 1) RCMP training, meetings and conferences will take precedent over any other request.
- 2) The primary partners of the Antigonish District RCMP will be afforded every opportunity to use the boardroom for their regular meetings. The partnering groups are, MADD, Crime Stoppers and Antigonish Town and County Crime Prevention Association.
- 3) Other government agencies within the District who do not have access to a boardroom for meetings or training.
- 4) Non-profit organizations within the community who wish to host a meeting.
- 5) Scheduling will be recorded in the black book at the DA's desk/front counter

Before booking a room with external agencies or non-profit groups advise them that should an unexpected or emergency situation arise that the RCMP require the room they may be bumped off the schedule.

The room is not to be booked for commercial endeavors.

2016-10-07

S/Sgt. Holly Glassford
Antigonish District Commander

Manual-Manuel OPERATIONAL MANUAL DETACHMENT SUPPLEMENT	Chap.Title-Titre du Chap. HUMAN DEATHS	Chap.No. No.du chap II.2
----------------------------------------------------------------------	--------------------------------------------------	---------------------------------------

A. SUBJECT:

This supplement deals with Human Deaths.

B. REFERENCES:

Ops. Man. Div. Supplement II.10.D.1.

C. GENERAL:

- 1. Members are to view the video entitled “First Assessment of a Death Scene”.**
- 2. All sudden deaths are to be treated as suspicious until proven otherwise.**
- 3. All human deaths are to be investigated, an NCO Supervisor to be IMMEDIATELY advised and a supervising member MUST attend the scene.**
- 4. The attending Supervisor will make contact with the Northeast Nova Major Crime Unit. Together they will make the decision as to whether MCU will attend or not.**
- 5. Upon being briefed, the NCO Supervisor MAY direct that the senior constable on shift attend as the supervising member.**
- 6. Investigating member to obtain statements from the last person seeing the Deceased alive and from the person who discovered the remains.**
- 7. Take photographs of the body and scene. Load photo’s to the PROS OCC.**

D. MEMBER:

- 1. Contact the NCO Supervisor member to attend scene.**

Manual-Manuel OPERATIONAL MANUAL DETACHMENT SUPPLEMENT	Chap.Title-Titre du Chap. HUMAN DEATHS	Chap.No. No.du chap II.2
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2. Do a CPIC check to determine if Subject has a criminal record, if so elimination fingerprint must be obtained.
- 3 Contact Medical Examiner's Office at 1 888 424-4336 (4 CHIEF ME), advise of circumstances and confirm that they will contact Body Removal Services.
4. Complete and forward Report of Death Form HD488 if the ME takes on the case.

E. SUPERVISING MEMBER:

1. Notify on call NCO if any suspicious/unexplained circumstances.
2. Notify Detachment Commander or, in his absence, the 2 i/c of such deaths.

Antigonish Detachment
07-02-01

Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
OPERATIONAL MANUAL DET SUPPLEMENT	EXHIBITS	II.4

A. SUBJECT

1. This directive deals with the processing, care/handling and disposition of exhibits.

B. REFERENCES

1. OPS. MAN. II.1.0
OPS. MAN. II.12. Appendix II-12-4 & 5
OPS. MAN. Division Supplement II.1.F.3 &
OPS. MAN. Division Supplement II.12.M.

C. GENERAL

ANY ITEM THAT COMES INTO A MEMBER'S POSSESSION, REGARDLESS OF HOW, IS TO BE TREATED AS AN EXHIBIT. THIS IS TO INCLUDE ORIGINAL OF AUDIO AND VIDEO TAPES OF WARNED STATEMENTS.

D. EXHIBIT CUSTODIAN:

1. The Exhibit Custodian for Antigonish is the County Supervisor and he/she will control the exhibit locker with the Operational NCO as alternate .
2. The Exhibit Custodian will clear temporary locker daily and place exhibit in exhibit locker.
3. Movement of exhibit will be monitored though the exhibit movement function within the PROS program
4. A copy of the PROS exhibit tag and add function is to accompany the exhibit.
5. A task is to be sent to the Exhibit Custodian Advising them of a request associated to the exhibit.

Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
OPERATIONAL MANUAL	EXHIBITS	II.4

E. MEMBER TAKING/SEIZING AN EXHIBIT SHALL:

1. **Tag & mark exhibits utilizing tags and stickers.**
2. **Exhibits tag/ sticker to contain identifying data, exhibit #, OCC #, date, and investigator initials/name.**
3. **PROS property screen to give details along with a property seizure report. violation. Also under what authority seizure made or if turned over voluntarily.**
4. **Exhibits to be recorded on Property Screen**
7. **Movement must be shown within the Property Screens.**
8. **Place exhibit in locked temporary locker. Along with a copy of the property report being placed in the plastic folder on the outside of the locker.**

Exception:

If exhibit is an item that requires special storage ie. Blood or DNA, you are to store in fridge or pending forwarding for laboratory examination.

If exhibit item is too big for temporary lockers (i.e. guns) and exhibit custodian not available, place in personal locker, noting same on ADD acreen remarks box with note to exhibit custodian and arrangements will be made to place same in main locker as soon as possible.

07-02-01

Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
OPERATIONAL MANUAL	EXHIBITS	II.4

10. **Form C 240 to be completed on all seized vehicles and their storage location noted.**
11. **Exhibits to be obtained from custodian and movement and disposition shown on Property Screen within PROS**
12. **Exhibit to be disposed before concluding file and recorded within Property Screen**
13. **If the exhibit is a firearm ensure compliance with requirements of the Firearms Act to report seizure of the firearm.**
14. **Drug exhibits to be handles in compliance with Health and Welfare Canada requirements. Submit the HPC3515 form at outset of case and upon completion of court.**

F.EXHIBITS REQUIRING ANALYSIS:

Exhibits forwarded to the Forensic Laboratory for analysis requires pre-authorization from the Lab which includes a Case Receipt Unit Number. (CRU). CRU personnel will assist you with your request and provide advice on submission of exhibits and the appropriate examination to be requested. You may also be directed to send the exhibits to the laboratory that deals with the examination you require.

G. MEMBER REQUESTING EXAMINATION SHALL:

1. **Submit a “Request for Analysis” (form C414) to the CRU of the Halifax Laboratory for review and preauthorization prior to submission of any exhibit material, by faxing completed form to Fax # (902) 426-1934.**
2. **Upon receipt of authorization number, forward only the approved exhibits together with a copy of completed form C414, noting authorization number.**
3. **Obtain preauthorization prior to submission of any additional exhibits for an ongoing or reopened case.**

H. FOUND or RECOVERED BIKES

- 1. Treat as an exhibit.**
- 2. Place found/recovered bike in the storage bay.**
- 3. Take a digital picture of the bike and add to the Property Screen in PROS.**
- 4. Give detailed description of the bike.**

07-02-01

Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
OPERATIONAL MANUAL DET SUPPLEMENT	EXHIBITS	II.4

I.

1.The Case Receipt Unit can be contacted between 0800 and 1600 hour, Monday through Friday by any of the following:

- a. National toll free telephone: 1-866-NPS-labs (1-866-677-5227)**
- b. Halifax Laboratory local telephone : 902 - 426-9298**
- c. Halifax Laboratory fax: 902 - 426-1934**
- d. ROSS E-MAIL Case Receipt Unit - FLS-Halifax**

Antigonish Detachment

07-02-01

Antigonish Detachment Unit Supplement

Financial Authorities

1. General
2. Member
3. Supervisor/Operations (Ops) NCO
4. District Commander/Delegate

1. **General**

- 1.1 Overtime Claims Form 1112/Operational Readiness or Availability Claims
- 1.2 Purchasing/Use of ARI Cards/Acquisition Card
- 1.3 Travel
- 1.4 Hospitality

1. **General**

- 1.1 Overtime Claims Form 1112/Operational Readiness or Availability Claims
- 1.2 Purchasing/Use of ARI Cards/Acquisition Card
- 1.3 Travel
- 1.4 Hospitality

1. **Overtime Claims Form 1112/Operational Readiness or Availability Claims**

- Member**

On the overtime claim (Form 1112) all blocks have to be filled in, specifically on the shift lines as the previous shift time can have an impact on what overtime you are entitled to.

When submitting form 6073 for Operational Readiness/Availability, this cannot be processed until your overtime claims for the same period have been submitted as well. Marry up your overtime claims with your operational readiness claims for faster processing.

All overtime claims are to be submitted within 14 days of the end of the pay period. The form is to be submitted for review and local approval by not later than the 14th day of the following pay period.

Supervisor/Ops NCO

When reviewing the overtime claim (Form 1112) ensure all blocks have been filled in, specifically on the shift lines as the previous shift time can have an impact on what overtime a member is entitled to.

At the end of the pay period, when checking overtime claims, determine if the member is eligible for any compensation for operational readiness. If so, remind the member to submit form 6073 with the 1112 form for faster processing.

All overtime claims are to be submitted within 14 days of the end of the pay period. The form is to be submitted for review and local approval by not later than the 14th day of the following pay period.

District Commander/Delegate

Prior to signing form 1112 for payment, ensure all blocks have been filled in properly. Only authorize overtime at the applicable rate of entitlement based on the shift.

Prior to signing form 6073 for payment for either Operational Readiness or Availability, ensure any overtime claim for the same time period has been submitted and reviewed to determine the eligibility of OR or OA. Ensure both claim forms are submitted in a timely manner.

2.Purchasing/Use of ARI Cards/Acquisition Card

Member and/or Support Staff:

Before making a purchase, make contact with Ms. MacPherson to ensure that the item has not been identified on the standing offer. We have to purchase from the designated supplier first. Only exception is an emergency purchase.

Use of ARI card - After November 30, 2011, when purchasing gas, you are to sign the receipts that are submitted to Ms. MacPherson at the end of the month.

If you make an additional purchase up and above gas on the ARI card, you are to ask for an itemized receipt. This affords the reviewer a clear picture of the overall purchase.

District Commander:

The District Commander or delegate will reconcile the purchase on the acquisition card on a monthly basis. The District Commander and or delegate will review purchases on the SRI cards on a regular basis to ensure compliance. Conduct check on the receipts to ensure dollar values are in line with purchases.

2. **Travel:**

Member:

When traveling for administrative duties outside the District you are now required to have form 0835 signed off by the District Commander or a delegate.

Employees are to book into government approved accommodations. If you book into a hotel that provides a continental breakfast you cannot claim for a breakfast meal on your compensation claim.

Travel will be by police transport, rental car, bus, plane, train, or an actual agreement in writing that you will accept gas money for the use of your car. In the event none of this can be achieved, the approval of private car mileage may apply.

Please adhere to the rules when making claims for meals. Meals are determined by your shift schedule and where you are in relation to your place of work. Please refer to:

AM VI.1. of the Travel Directive

Supervisor/Ops NCO

When a member is traveling for administrative duties outside the District, they are required to have form 0835 signed off by the District Commander or a delegate.

Ensure employees' book into government approved accommodations.

Advise the member travel will be by police transport, rental car, bus, plane, train, or an actual agreement in writing that you will accept gas money for the use of your car. In the event none of this can be achieved, the approval of private car mileage may apply.

District Commander/Delegate:

Review all requests for Administrative travel outside the District. Authorize the travel using form 0835.

Ensure employees' are book into government approved accommodations. Prior to signing 1393s for compensation for accommodations, determine if continental breakfast was available. This will impact the rate of compensation.

Only approve travel by police transport, rental car, bus, plane, train or an actual agreement in writing that the employee will accept gas money for the use of their car. In the event none of this can be achieved, the approval of private car mileage may apply.

Prior to signing a meal claim, review the shift schedule to determine the rate of entitlement based on the employee's shift schedule.

4. Hospitality:

Member:

This authority is governed by A.M 9.3. If you are planning an event then please reference the noted policy, including the completion of the requisite 2805 form. All costs have to be receipted and claimed by way of 1393. The acquisition card cannot be used for purchases associated to hospitality

Supervisor/Ops NCO

If a member wishes to host an event that may have a hospitality component refer them to A.M.9.3 as this provides guidance on the procedure. Refer the member to the requisite 2805 form. All costs have to be receipted and claimed by way of 1393. The acquisition card cannot be used for purchases associated to hospitality.

District Commander:

A District Commander has authority up to \$1,500.00 for hosting events that include a food and beverage component. This authority is governed by A.M.9.3.

**Antigonish District
2011-11-15**

Manual-Manuel ADMINISTRATION MANUAL DETACHMENT SUPPLEMENT	Chap.Title-Titre du Chap. PROPERTY SECURITY & FIRE PROTECTION	Chap.No. - No.du chap IV.1
-------------------------------------------------------------------------	---------------------------------------------------------------------------------	---------------------------------------------

A. SUBJECT

- 1. This directive deals with fire orders for the guidance of all employees.**

B. REFERENCES

- 1. Administration Manual IV.3.**

C. STANDING ORDERS

- 1. Fire Orders issued for the guidance of employees at the Detachment building.**
- 2. Fire Orders issued for the care and handling of persons in the Detachment in the event of fire.**
- 3. The OPS NCO is the Fire Warden for the Detachment.**
- 4. If Prisoners are in the Cell block the Guard is the Fire Warden for the basement area.**

D. FIRE ORDERS

1. GENERAL

- (a) Know the location where Fire Orders are displayed in the building (Cell Block and Main Office).**
- (b) Know the type and limitations of fire-fighting equipment.**
- (c) Know the location of fire-fighting equipment.**
- (d) Know how to operate the fire-fighting equipment.**

2. RECEPTION AND OPERATIONS AREAS

- (a) Warn occupants and sound alarm.**
- (b) Phone Fire Department - 911**
- (c) Evacuate the premises using the nearest safe exit.**
- (d) Notify the Detachment Commander and if necessary the off-duty members**

Manual-Manuel ADMINISTRATION MANUAL DETACHMENT SUPPLEMENT	Chap.Title-Titre du Chap. PROPERTY SECURITY & FIRE PROTECTION	Chap.No. - No.du chap IV.1
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for assistance.

- (e) Fight the fire and salvage property ONLY if your safety is not endangered.
- (f) Secure all salvage in a safe place and guard if necessary.

3. SECURE AREA

- (a) Notify the on-duty or on-call member immediately of a fire in the secure area.
- (b) Release person(s) held in custody in the cell block if safety is endangered.
- (c) Exit via nearest safe exit.
- (d) Hold prisoners in a secure area such as a police vehicle.
- (e) Transfer prisoner(s) to alternate cells at first chance.

E. GENERAL SECURITY

- 1. Maintain security of keys to the detachment building.
- 2. Report any loss of keys to the Detachment Commander as soon as possible.
- 3. Lock all doors, keyed with "E" & "F" keys in the detachment building immediately after use, except:
 - (a) Public entrance during regular office hours.
 - (b) Door between Administration and cell blocks when a member is in the building.
- 4. The last member leaving the building is responsible to see that all doors and windows are locked and building is secure.
- 5. Keys are distributed as follows:
 - Key "E" - one keys for each full time employee and janitor.
 - Key "F" - one key for Detachment Commander, 2 i/c, and Exhibit Custodian for

Manual-Manuel ADMINISTRATION MANUAL DETACHMENT SUPPLEMENT	Chap.Title-Titre du Chap. PROPERTY SECURITY & FIRE PROTECTION	Chap.No. - No.du chap IV.1
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exhibit locker.

- 6. Report any breach of security to the Detachment Commander as soon as possible.**
- 7. Vehicles are to remain locked in Detachment parking lot with portables removed.**
- 8. 10 code system to be used by all members and clerks.**
- 9. Operational and Administration files are confidential and not for public perusal.**
- 10. Protected files are to be held in security (i.e. safe).**
- 11. All Personal Computers are to be securely turned off when building not in use.**

Antigonish Detachment
07-02-01

<p>Manual-Manuel ADMINISTRATION MANUAL DETACHMENT SUPPLEMENT</p>	<p>Chap.Title-Titre du Chap. PROPERTY SECURITY & FIRE PROTECTION</p>	<p>Chap.No. - No.du chap IV.1</p>
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manual	chap.title	chap.no.
OPERATIONAL MANUAL DETACHMENT SUPPLEMENT	INVESTIGATIONAL GUIDELINES	II.1

A. SUBJECT

1. This directive deals with general guidelines for a member conducting investigations.

B. REFERENCES

1. Operational Manual II.1 and IV.1.
2. Northeast Nova Roadblock Manual.

C. POLICY

1. Members will not proceed outside the District boundaries to pursue investigations except with approval of the Team Leader.
EXCEPTION: Hot Pursuit, Emergencies.
2. Report an accident causing death or likely to cause death to Detachment Commander immediately.
3. Report the following to the Team Leader/ Supervisor who will report to Detachment Commander/Operational NCO without delay.
 - a) All sudden Deaths
 - b) Major Crime
 - c) Armed Robberies
 - d) Safe Attack
 - e) Arson
 - f) Serious Sex Offences
 - g) Major Thefts
 - h) Serious MV accidents, death, serious injury, serious hit & run
 - i) Air, Marine or other disasters
 - j) Any prisoner who has escaped

D. GENERAL

1. Set up roadblocks / checkpoints in the event of a major crime, prisoner escape or disaster in accordance with IV.11. - Appendix "A".

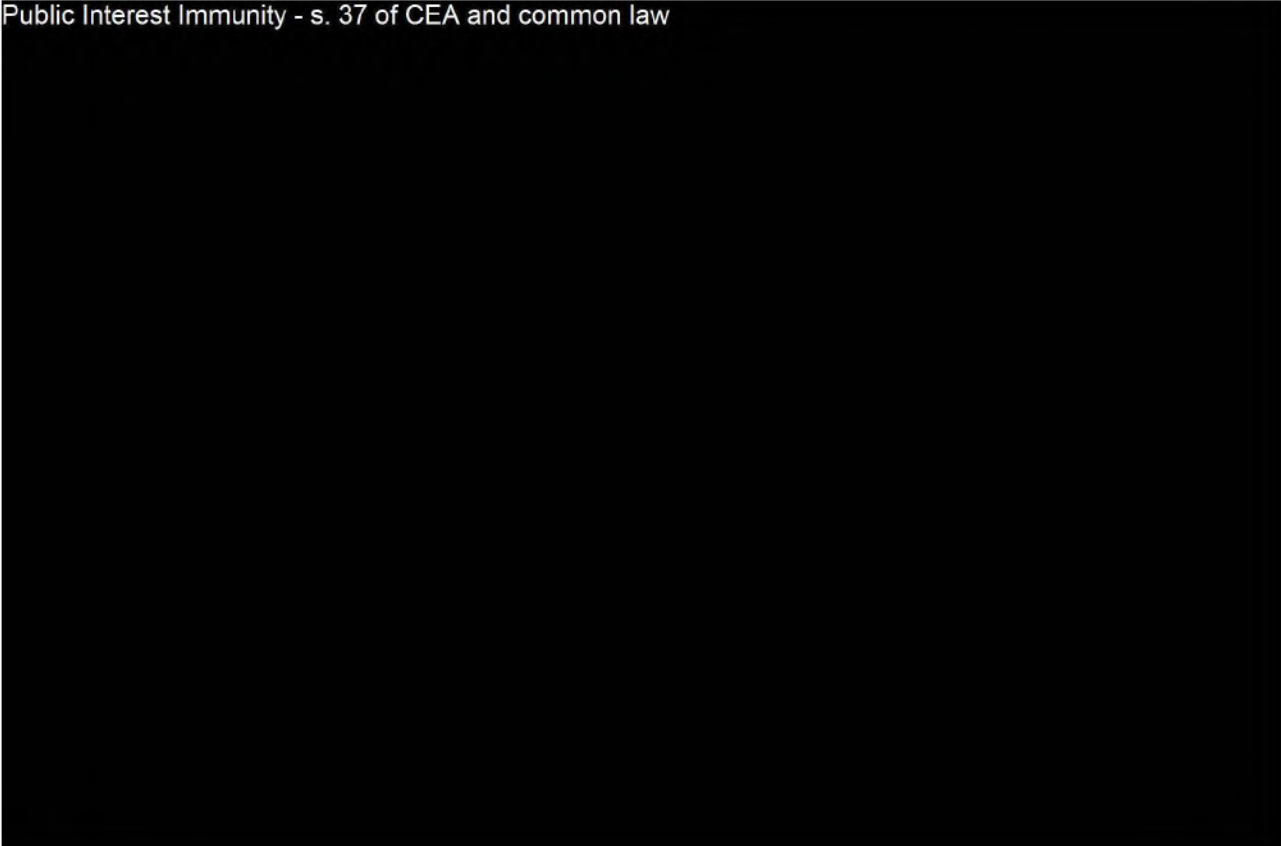
**Antigonish Detachment
07-02-01
APPENDIX "A"**

Antigonish Detachment Road Blocks

GENERAL:

The Following Locations are suggested locations for road blocks. However, in an emergency the member in consultation with the Supervisor may set up a road block in accordance with the EVO training.

Public Interest Immunity - s. 37 of CEA and common law



A. SUBJECT:

1. This supplement deals with Missing/Lost Persons.

B. REFERENCES:

1. OPS. Man. Division Supplement 37.3 (Missing Persons).
2. OPS. Man. Division Supplement 37.2 (Lost Persons).
3. Nova Scotia Emergency Measures Organization Act.
4. OPS. Man. Division Supplement 37.9 (Amber Alert)
5. OPS. Man. Division Supplement 37.10 (Missing Children)

C. POLICY

1. A report of a missing or lost person is to receive immediate attention. It is critical to gather as much information as possible.
2. Utilize form 3450 (Lost Persons Report) for lost/overdue persons and forms 6446 (Missing Persons Risk Assessment) and form 6473 (Missing Persons Intake and Risk Assessment) for missing persons.
3. In regard to missing persons there should be consideration for a media release. Amber Alert will be utilized for children and vulnerable persons; utilize Risk Manager
4. Search for lost persons should commence immediately and members should not delay in anticipation that the lost person(s) will find their own way back.
5. This Force is responsible for organizing and supervising ground operations. EMO will organize, control and delegate duties of various search teams.
6. If circumstances dictate that we contact EMO Strait Area Mutual Aid Ground Search and Rescue Team by call Canso dispatch 625-0911 and they will contact Search Director, Assistant Director and Search and Rescue Personnel
7. Collect data concerning the weather conditions and survivability of the lost person and contact an Incident Commander for an evaluation of the urgency of the search.
8. Members trained as Incident Commanders are available; contact OCC.
9. If the helicopter is used, the Incident Commander will not act as a spotter in the helicopter. Their responsibility is on the ground and they will delegate who are

spotter(s).

10. **Prepare a Situation Report on the Lost Person investigation and submit through Supervisor to CROPS and the District Office.**
11. **Member responding will assume the position of investigator of the search and their duties shall be as shown in Division Operational Manual 37.2.1.**

Antigonish Detachment

**DGC S/Sgt.
2020/09/01**

Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
OPERATIONAL MANUAL DET SUPPLEMENT	RCMP/MEDIA	II.5

A. SUBJECT MATTER

1. RCMP/MEDIA Relations

B. REFERENCES

- 1. OPS Manual II.16**
- 2. OPS Manual Division Supplement II.16**

C. POLICY

- 1. The District Officer Northeast Nova and the Detachment Commander Antigonish Detachment are responsible for coordination of all media matters under their command.**
- 2. The Media relation/spokes person for the RCMP at Antigonish Detachment is Sgt. A.A. PERRY, Ops NCO.**
- 3. The Media/R.C.M.P. relationship at Antigonish Detachment will continue to be of importance in keeping the public informed concerning crimes or other investigations which are of value for the community at large.**
- 4. The Detachment Commander, or in his absence, the OPS NCO, will approve all media releases.**

D. MEMBERS

- 1. Prepare News Release on form 971.**
- 2. Become familiar with "How to Produce a Press Release"**
 - a. Do not give Young Offender's name**
 - b. Do not give Injured Parties names**
 - c. Give Fatality names only after NOK has been notified**
 - d. Do not give offender's name until after charges laid**
 - e. Do not give names of victims of sex crimes**
 - f. Do not give dollar value**

Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
OPERATIONAL MANUAL DET SUPPLEMENT	RCMP/MEDIA	II.5

- g. Do not give information that may encourage further crimes:
i.e. bomb threats, false alarms**
- h. Do not give information or specifics pertinent to court case**
- i. Do not give information which will lead to a media trial**
- j. Do not give number of personnel assigned to i.e. strikes, etc**
- k. Do not give personal opinions**
- l. Do not comment on Force or National Policy**

- 3. Provide News Release to the Detachment Commander or OPS NCO or Supervisor for review and signature.**
- 4. Import the News Release into the file as an external Document and supply copy for Media Log Book.**
- 5. Ensure all members are aware of ongoing investigation and pertinent news releases.**
- 6. Ensure copy of any news release that are of a major new worthy nature is forwarded to the Dispatch Centre.**

E. UNIT COMMANDER

- 1. Review all News Releases.**
- 2. Ensure District Policing Officer Northeast Nova is apprised of situation.**
- 3. Maintain News Media contact list & FAX numbers.**
- 4. Delegate Unit Personnel for specific news events/investigations.**

**Antigonish Detachment
07-02-01**

Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
ADMINISTRATION MANUAL DET SUPPLEMENT	POLICE TRANSPORT	V. 5

A. SUBJECT MATTER

1. **This Supplement deals with Police Transport.**

B. REFERENCE

1. **Administration Manual V.5.**

C. GENERAL

1. **Tires to be checked regularly and be in sound condition.
Inflation pressures should be:**
 - (a) **193.03 KPA (28 psi) for bias belted tires**
 - (b) **206.8 KPA (30 psi) for radial ply tires**

D. MEMBERS

1. **A designated member will be responsible for transports:**
 - (a) **check inventory and keep same up-to-date**
 - (b) **ensure tires are in good order, both summer and winter**
 - (c) **ensure proper maintenance and service is completed per vehicle maintenance schedule.**
 - (d) **keep vehicles clean, neat and free from debris**
 - (e) **control inventory and monthly files ensuring working orders and bills are**

**picked
up and
turned
over to
P/S by
the
second
day of**

the
month

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2. **Members will operate transport in an orderly fashion to comply with laws and ensure emergency equipment is activated in emergencies.**
3. **Report damage of any kind including accidents to Supervisor, Detachment Commander and submit A-110 promptly.**
4. **If involved in Accident with injuries or excessive damage advise Supervisor immediately and request them to attend the scene.**
 4. Park vehicles according to law, however any ticket to be complied with.
5. **Park vehicles in the designated areas at the rear of the detachment. Do not park police vehicles in the driveway.**

Antigonish

Detachment

2016-10-14

Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
ADMINISTRATION MANUAL DET SUPPLEMENT	MOTOR VEHICLE MAINTENANCE & REPAIR	V. 5

Detachment

Antigonish

07-01-31

Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
ADMINISTRATION MANUAL DET SUPPLEMENT	USE OF POLICE TRANSPORTS	I.3

A. SUBJECT

This Detachment Supplement deals with the use of Police Vehicle.

B. REFERENCE

**ADM. MAN. I.3.J. & APPENDIX I-3-5
ADM. MAN. DIV. SUPP.I.3.E.**

C. GENERAL

Use of police vehicle will be governed by duty requirements. Use of police vehicle for course attendance will be decided ONLY in consultation with the Detachment Commander since on-duty requirements impact on release of a police vehicle for that purpose.

D. MEMBERS

- 1. Ensure you are designated as the on-call person or back up on-call when you take a police vehicle home.**
- 2. If you require overnight custody of a police vehicle for early morning travel/appointment, complete form HD358 and obtain District Commander approval.**
- 3. If you require vehicle for travel to a course, ensure form HD358 is completed and District Commander has signed same.**

**Antigonish Detachment
2016-10-15**

ROAD BLOCKS

1. **General Purpose**

This plan deals with the systematic and organized setting up of road blocks in the Antigonish District Policing area. This plan will provide the members with the most strategic points where roadblocks should be placed in the event a roadblock is required.

2. **AIM**

A roadblock will be set up as long as it 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.

3. **Definition**

An obstruction (ex: barrier, barricade)

A barrier is the partial blocking of a roadway to ensure the slowing of all vehicles, e.g. two police vehicles placed diagonally on a roadway a short distance apart forcing vehicles to maneuver between them.

A barricade is the total blockage of a roadway to prevent the passage of vehicles.

NOTE: A motorcycle cannot be used as a barrier or barricade.

4. **AUTHORITY**

H.Q. Operational Manual 5.3 - Roadblocks

H.Q. Operational Manual 5.3.1. - Acceptable Use.

H.Q. Operational Manual 5.3.2. - Deployment

H.Q. Operational Manual 5.3.3. - Tire Deflation Devices.

- A. The member should only use a tire deflation device if practical for the situation. If applicable, the tire deflation device must be provincially approved for use in the division.
- B. Only fully trained members may use a tire deflation device.
- C. Do not use a tire deflation device to stop a motorcycle or three-wheeled vehicle.

(Revised 2012-02-01)

1/4

5. **BODY OF CONTENT**

- A. Where there is a requirement for the setting up of a roadblock the on shift supervisor will specify the manner in which the roadblock will be installed. In some situations a roadblock will be put into place for the complete stoppage of traffic flow so members can perform a physical check/inspection for each and every vehicle they encounter. Some situations may only require the monitoring and checks of specific vehicle types. The minimum of two members should be utilized at every roadblock when operationally possible.
- B. The District Commander or his delegate are to be notified immediately upon identifying a local need for the setting up of a roadblock or upon receiving a request from another Unit.
- C. The following intersections and locations have been identified as the most strategic areas for setting up of roadblocks.
- D. **ANTIGONISH TOWN - ROADBLOCKS**
- 1) Intersection of James street and Hwy 104.
 - 2) Intersection of West street and Hwy 104 and Hwy 7.
 - 3) Intersection of Church street and Hwy 104.
 - 4) Intersection of Hwy 104 and the # 4 at South River.
 - 5) Intersection of Bay street and Main street.
 - 6) Intersection of Hwy 245 and 450 Briely Brook road.
 - 7) Intersection of 404 Cloverville road and College street.
(See Page 3/4)
- E. **ANTIGONISH COUNTY - ROADBLOCKS**
- 1) Intersection of Goshen Hwy 276 and Hwy 7 at South end of Lochaber Lake.
 - 2) Intersection of St. Andrews Hwy 316 and the TCH 104 at Lower South River.
 - 3) Intersection of Hwy 245 and Hwy 337 at Malignant Cove.
 - 4) Intersection of Hwy 104 and Hwy # 4 at Marshy Hope.
(See Page 4/4)

Manual-Manual OPERATIONAL MANUAL DET SUPPLEMENT	Chap.Title-Title du chap. Sexual Assault Investigation	Chap.No.-No du chap. II.4
----------------------------------------------------------------------------	--------------------------------------------------------------------------------	-----------------------------------------

A. SUBJECT:

- 1. The new approach to sexual assault investigations has new features that both investigators and NCO's should become familiar with.**

B. REFERENCES:

Ops. Manual 2.1 - Sexual Offences

C. DUTIES AND RESPONSIBILITIES OF INVESTIGATOR :

- 1. To be prompt**
- **handled in a professional and sensitive manner**
 - **give priority to the needs of the victim ensuring all medical and psychological services are offered.**
 - **avoid making pre-judgements. Report only the facts.**
 - **preliminary investigation to be thorough. Gather all basic information. Information to include but not limited to:**
 - **date and time of offence**
 - **location of offence**
 - **particulars of offence**
 - **type of injuries sustained by victim**
 - **identity of suspect**
 - **any injuries inflicted on subject**
 - **direction and means of travel of suspect when they left scene**
 - **any other relevant information the victim can offer**
 - **prepare and submit ViClas booklet**
 - **If the scene is fresh and identified, use scene management principles. Secure scene.**

<p>Manual-Manual OPERATIONAL MANUAL DET SUPPLEMENT</p>	<p>Chap.Title-Title du chap. Sexual Assault Investigation</p>	<p>Chap.No.-No du chap. II. 4</p>
-----------------------------------------------------------------------	------------------------------------------------------------------------------	----------------------------------------------

- **If the victim is coherent on initial contact explain to him/her the legal process and the medical examination procedure.**

- **The taking of a statement should be given consideration. If the victim consents, a preliminary statement should be taken. If the victim requests that a support person be present during the statement consideration to granting the request should be given. If the victim indicates they would be more comfortable dealing with an officer of the same gender and one is available attempt to accommodate the victim.**

- **If the sexual assault is committed by spouse or intimate partner follow procedures as per domestic violence..**

D. MEDICAL EXAMINATION (POLICE INVOLVED)

- **sexual assault examinations will now be conducted by trained Sexual Assault Nurse Examiners. (SANE). The SANE will utilize the standard sexual assault examination kit. (SAEK).**

- **the investigating officer will provide the SANE along with any attending physician an overview of the case and what if any specific exhibits that may be present on the victim prior to the examination procedure.**

- **the victim must consent to a SAEK being administered.**

- **should there be any physical injuries on the victim they are to be accessed and a determination of when a SAEK is to be administered will be made by the SANE. Should the victim be under the age of 16 a trained interviewer for child abuse and/or a community service worker trained for interviewing child victims should conduct the interview.**

- **in all instances where victim is under the age of 16 community services are to be advised.**

<p>Manual-Manual OPERATIONAL MANUAL DET SUPPLEMENT</p>	<p>Chap.Title-Title du chap. Sexual Assault Investigation</p>	<p>Chap.No.-No du chap. II.4</p>
-----------------------------------------------------------------------	------------------------------------------------------------------------------	---------------------------------------------

- if victim is under the age of 16 efforts to contact the parent or legal guardian should be made. (Check with victim to ensure that parent/guardian being contacted is not the suspect.). Ensure victim wants parent/guardian contacted. (Victim's wish prevails).
- if charges of sexual assault involving victim under 16 years are laid submit form XII to child abuse register.
- the investigating officer will only be in the examination room with the victim under exceptional circumstances.
- if at any time the victim decides they no longer want police or medical involvement, respect the victim's request and cease your involvement. Occurrence to be written up and follow-up action to be reviewed with supervisor. Provide victim with contact number for victim services.
- the administration of a SAEK will follow standardized practices:
 - the SANE administering the SAEK will initial each exhibit. The investigator to acknowledge this by initialing the exhibit also.
 - date and time seizure of exhibits. Indicate place where seizure took place
 - all exhibits to be handled as per policy. Any exhibits requiring refrigeration to be placed in temporary holding fridge immediately. Exhibits requiring drying to be handled properly and the exhibit custodian to be contacted immediately to ensure continuity of exhibits.
 - when utilizing lab services adhere to policy. Obtain authorization prior to forwarding.
 - exhibits seized outside the SAEK are to be processed accordingly. Follow standardized policy. Submit report to Justice and detention order.

E. MEDICAL EXAMINATION (POLICE NOT INVOLVED)

- at times a victim may want a SAEK administered but no police involvement

during the initial contact with a SANE. Should the victim fall under the Child and Family Services Act, the SANE will be obligated to report to the police or Community Services.

- **the SANE will complete the kit and associated paperwork. The investigator need not initial the exhibits when there is no police involvement. SAEK to be stored in secure refrigeration unit by the SANE.**
- **if the victim comes forward and requests police involvement at a later date the SANE will notify the detachment. An investigator will attend at the SANE office and seize the SAEK along with SANE notes.**
- **arrange for interview of victim.**
- **proceed with investigation following policy.**
- **do not judge the victim for not coming forward immediately.**
- **at the end of a six month period if the Victim does not want to proceed the SANE will destroy the SAEK**

**Antigonish Detachment
2007-03-13**

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<p>Manual-Manual</p> <p>OPERATIONAL MANUAL DET SUPPLEMENT</p>	<p>Chap.Title-Title du chap.</p> <p>COURT BRIEFS</p>	<p>Chap.No.-No du chap.</p> <p>II.1</p>
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A. SUBJECT MATTER

1. **This directive deals with writing court briefs Completion of court folders prior to printing.**

B. REFERENCES

1. **OPS Manual IV.1 Court Briefs.**

C. MEMBERS

1. **All informations and court briefs are to be read by the Team Leader/ Supervisor prior to going to court.**
2. **Members going on RTO or AOL will ensure no court trials are set for that period.**
3. **Court Folders are to be fully completed with all necessary details. Court briefs will contain:**
 - a) **Summary of facts. List of witnesses and note of what each will say. (Statements should be taken from all witnesses).**
 - b) **Previous record, CPIC Record Printouts are to be properly “cropped”.**
 - c) **Notice of intention.**
 - d) **Other documentation, i.e. certification of analysis.**
 - e) **Exhibit list.**
 - f) **Compensation requests.**
4. **Ensure all exhibits are noted so Crown Prosecutor can request court disposition of exhibits in event of guilty plea or conviction especially since the case may be disposed of by a guilty plea on the original court date.**
5. **All court folders will be Sup Checked by the supervisor prior to being forwarded to Crown Attorney.**

**Antigonish Detachment
07-01-31**

Manual-Manual	Chap.Title-Title du chap.	Chap.No.-No du chap.
OPERATIONAL MANUAL DET SUPPLEMENT	COURT BRIEFS	II.1

6. In all dismissals, reports will be submitted with URGENT tag if an appeal is being sought. The member handling the file will report his own dismissal irrespective of court, prosecutor; however, the Supervisor will assist in all report procedures and forwarding.

D. CROWN COUNCIL

1. Briefs will be in the hands of the Crown Counsel seven (7) days prior to court. (Except where immediate court appearance is necessary). (Form 819A to be used).
2. Crown Attorneys are not to be consulted in laying of charges as members should be able to make this decision; however, contact Crown for complicated or delicate matter for advise if Supervisor advises.



“H” Division

_____ District
_____ Detachment

Emergency Operations Plan

Violent Crime in Progress

Recommended by Supt. F.E. Foran
 OIC Support Services
Date: 2011.05.31

Approved by: Supt. B.F. Brennan
 A/OIC Criminal Operations Branch

Date: 2011.05.31

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1.0 PURPOSE

The scope and intent of this plan is to outline the Royal Canadian Mounted Police (RCMP) response to maintain public safety, protection of life and property during a violent crime where police are called to the offence in progress.

1.1 Scope

This plan establishes Response Level Procedures and Guidelines for reaction to violent crimes in progress and will provide direction on establishing containment to ensure public and police safety as well as protocols to assist in the apprehension of criminals as well as collection and preservation of evidence.

1.2 Definitions - Key definitions are as follows:

- a. **Victim(s)**- persons who have been harmed by suspect or are potentially in harms way;
- b. **Suspect**- person who is believed to be committing the criminal act;
- c. **Scene** - Location where the criminal act takes place (business, residence public place);

2.0 SITUATION

Report of a violent crime in progress were members are deployed with the potential of the suspect(s) still engaged in the crime and a potential threat of harm still faces the victims. The event could potentially result in a hostage situation, an armed and barricaded situation, or both.

2.1 Occupational Health and Safety

Occupational Health and Safety awareness, Atlantic Regional Occupational Health and Safety directives and Canadian Labour Code obligations require that these issues be address in operational planning.

Please see Appendix "A" for guidelines fulfilling these obligations.

3.0 ASSUMPTIONS

The Levels of Response attached within this OPS Plan are related to the operational requirements to ensure public safety as this situation escalates or diminishes. These reflect the probable operational conditions and establish the planning parameters for this plan. All plans/responses are in keeping with National Policy, H Div Policy as well as the Force Policy on use of Force and the IMIM model.

4.0 CONCEPT OF OPERATIONS

It is essential for the first officer attending to take control and provide direction to all persons within the scope of the scene while waiting for additional support to arrive. In general terms, the first officer will take a leading role until such time as directed otherwise by a supervisor or Incident Commander. As other

patrol officers arrive for support, they too should be made aware of who is in charge temporarily. A structured and systematic approach is required to safeguard the overall scene that will later enable the best evidence to be gathered.

4.1 Plan Objectives

The objectives of this plan are to:

- a. protect lives;
- b. promote, restore and maintain order;
- c. preserve the peace and enforce the law;
- d. apprehend criminals;
- e. protect property;
- f. protect critical infrastructure; and
- g. effectively manage police resources.

4.1.1 Possible Scenarios

This plan will cover many possible scenarios that involved serious crimes in progress. Some types of “in progress” scenarios are;

- Armed Robbery
- Sexual Assault
- Unlawful confinement
- Other offences that result in an Armed and Barricaded person(s)

4.2 Use Of Force

Response planning must address the use of force strategies that may be applied during a response. Use of force during all responses shall be in accordance with RCMP OM/AM/Tac Ops Policy. Use of force strategies shall be in accordance with the Incident Management Intervention Model (IMIM). (See Appendix “B”)

The Incident Commander and planners must be cognizant of the anticipated or known threat levels, and the tactics and capabilities of the persons committing the crime. This knowledge will guide the selection of use of force strategies. As dictated by the threat environment, a graduated measured response should be applied to avoid inflaming a given situation.

4.3 Emergency Services

A. Emergency Health Services

Contact to be made with Emergency Health Services (EHS) to advise them of the ongoing situation and for them to pre-deploy to close proximity in the event their services are required.

4.4 Specialized Support

Specialized support should be considered as required by the scope and nature of an event. Specialized support may include:

- a. **Police Service dog (PSD)** - to assist in possible arrests or tracking of a fleeing suspect(s);
- b. **Forensic Identification Section** - required to record all possible evidence as well as search for other evidence that may support charges;
- c. **Investigation Teams** - collect and seize evidence and conduct follow-up investigation;
- d. **Media Relations** - necessary to handle media that will be attracted to a prolonged event;
- e. **Emergency Response Team(s)** - provide tactical support as the situation unfolds to help protect public and police safety
- f. **Arrest Team(s)** - upon direction of the Incident Commander, effect arrest of identified offenders;
- g. **Negotiator(s)** - used to contact suspect(s) and attempt to reach a peaceful resolution.
- j. **Additional Support Services:**
 - i) Explosives Demolition Unit
 - ii) Traffic Services

4.5 Criminal Investigations

Major Case Management techniques will apply and personnel with this ability will be deployed if necessary with the support of Major Crime Units.

4.6 Documentation

Documentation is a key element, which supports not only criminal investigations and prosecutions, but also provides an account of police response to an event and of the event itself. Documentation must begin as soon as possible. Documentation can also aid in the case of potential civil litigation. The extent of documentation will depend on the scope and nature of the event, and the resources available, but must as a minimum always conform to RCMP OM/AM/Tact Ops and Operations Policy. Each member must submit their documentation to the File Coordinator at the end of each shift.

5.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Incident Commander - As identified by the DPO in consultation with CROPs. The incident commander will assume overall scene control of the incident and deploy his/her resources as required until the incident has terminated.

Lead Investigator/ MCU - Will coordinate investigation resources and ensure all evidence is collected and preserved.

Uniform Commander - Under the Incident Commander will direct uniformed personal

ERT Team Leader - Under the Incident Commander will direct ERT response and provide tactical options to the Incident Commander

5.1 Direction and Control

This section describes how the Division will direct and control its response to a threat or act against Public Order:

- a. **Crops Officer (or delegate):**
 - < has overall responsibility for deployment of division resources;
 - < recommends all RCMP briefing notes to NOC; and
 - < touch points to all Provincial and Federal agencies.

- b. **District Policing Officer (or delegate):**
 - < reports to OIC Crops/and or delegate (SSO);
 - < liaises with the RCMP Incident Commander;
 - < liaises with the District Advisory NCO's;
 - < liaises with the County District Cmdr.; and
 - < liaises with the "H" Div. DEOC Cmdr. (If DEOC is activated)

- c. **DEOC Commander: (If DEOC is activated)**
 - < liaises with the Crops Officer or designate (SSO);
 - < to ensure sufficient human resources, finances and equipment are utilized to meet the policing response needs of the Operation Plan to ensure public safety and public order is maintained;
 - < liaises with the District Policing Officer as noted; and
 - < liaises with the Incident Commander as noted.

- d. **Incident Commander:**
 - < at scene or in close proximity;
 - < be the primary RCMP member for operational decisions;
 - < ensure operational readiness of RCMP assets are deployed;
 - < responsible for and has full operational oversight/authority over the deployment of RCMP assets/resources tasked to assist;
 - < establish goals and objectives and coordination of all RCMP activities;

- < ensure that liaison is established and intelligence is shared with support units;
- < assess the situation, request the required resources;
- < ensure decisions are recorded by a scribe;
- < conduct appropriate briefings and de-briefings; and
- < ensure effective transition of command and timely relief of critical incident personnel.

e. **Emergency Response Team Leader:**

- < reports to RCMP Incident Commander;
- < when on Site the Team Leader develops the Tactical Operation Plan.
- < directs the deployment of the ER Team once approval for tactical options has been given.

f. **Other Support Units:**

- < reports to RCMP Incident Commander.

5.2 First Responder Duties/Assignment of Resources

Appendix “C” provides guidelines for first responder and outlines duties of additional resource Levels of Response

5.3 Preparation

The key tasks are as follows:

- a. **Planning** - ensure the development and implementation of the following:
 - \$ response patterns;
 - \$ containment;
 - \$ evacuations of nearby residences/businesses;
 - \$ incident management protocols;
 - \$ identify: command post site;
 - \$ identify critical infrastructure, which may be impacted and make arrangements with the responsible managers to secure these locations;
 - \$ communicate with property owners within an impacted area;

5.4 Response

Key tasks are as follows:

- a. **Site Management:**
 - \$ **En route** - remain aware of changing circumstances and surroundings, and potential hazards while en route;
 - \$ **Scene Assessment** - first responder safety is paramount. Continuously reassess the situation, providing updates to allow the response to be modified as required;
 - \$ **Report on the Situation** - provide information to other responding resources;
 - \$ **Contain and Control** - establish perimeters to contain, isolate and control the scene. Broadcast the safe access and egress routes;
 - \$ **Protect the public** - keep people away from the event area;
 - \$ **Establish Incident Management System** - establish an initial incident management structure;
 - \$ **Stage Resources** - stage additional responding resources at a safe distance and location;
 - \$ **Warn First Responders** - warn follow-on responders arriving on scene of the potential hazards;
 - \$ **Escorts** - provide escorts for other emergency and utility services as required;
 - \$ **Specialty Resources** - employ as required; and
- b. **Activate DEOC as required;**
- c. **Review Use Of Force Options** - review use of force alternatives in response actions of suspects(s)
- d. **Assess and Request Additional Resources** - continuously assess the requirements for additional resources in consultation with appropriate authorities;
- e. **Implement Scene Security** - protect public and members;
- f. **Traffic Control** - assign members to control incoming traffic and maintain the security perimeter;

5.5 Recovery

The key tasks are as follows:

- a. **Resume Normal Operations;**
- b. **Continue Community Liaison;**
- c. **Critical Incident Stress; and,**
- d. **Lessons Learned** - debrief response personnel, prepare and forward through the chain of command an incident report.

6.0 Legal Authorities

This section describes the pertinent legal and policy authorities:

- a. RCMP Act; and
- b. Criminal Code of Canada.
- c. Provincial Policing Services Agreement (PPSA)
- d. RCMP Policies

7.0 References

The following resources were utilized in the preparation of this annex:

- Investigational Guides for First Responders Version 1.2 - "E" Division Investigative Standards and Practices
- RCMP Tactical Operations Policy

Prepared by:

Sgt. Bruce MacDonald
"H" Div Emergency Management Section

Appendix "A"

OPERATIONAL SAFETY PLAN

Name of Operation: _____ File # _____
 Location: _____ Date(s) of Operation _____
 Emergency Termination When: _____
 Emergency Procedure and Contacts: _____

Pre Op Brief: Given By: _____ Date/Time _____
 Given to: _____

Post Op Brief: Given By: _____ Date/Time _____
 Given to: _____

Observations: _____

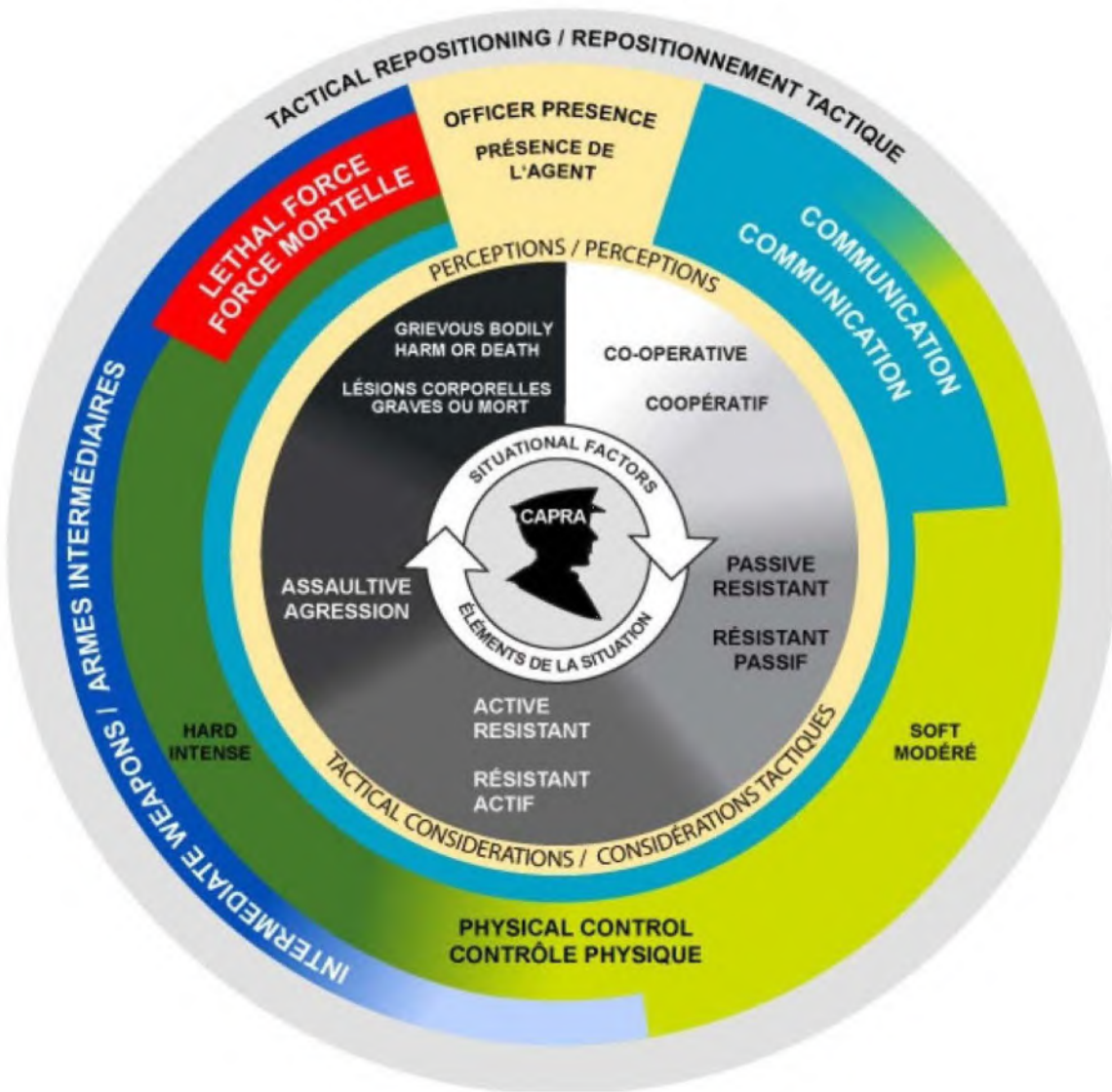
I/C Name: _____ Signature _____

Tasking	Anticipated Hazards	Control Measures	Implement by

Emergency Termination When: _____
 Emergency Procedure and Contacts: _____

Pre Op Brief: Given By: _____ Date/Time _____
 Given to: _____

Supervisor Signature _____ Date/Time _____



Appendix "B"

Use of Force

Appendix “C”

First Responder Duties/Assignment of Resources

The Initial Call:

- First and foremost is Member safety. It is vital to ascertain as much information as you can to understand the situation prior to your attendance.
- Location Type: business, personal residence, other premise, or outdoor scene. Are there any previous calls or flags associated to this address?
- Circumstances of event.
- Number of suspect(s). If known, their background / history.
- Weapons involved or suspected.
- Any associated vehicles.
- While en route, notify supervisor, mentally note any activities that could potentially relate to the crime scene you are attending to: vehicles; persons on roadway - potential witnesses / suspect (s). Report your observations immediately to secondary responding Units to assist.
- Ensure you have adequate support going in.
- Do not assume the suspect has departed without conducting a thorough and safe method of verification.
- Record detail of all activities to ensure you can articulate your response and actions for any future court proceedings.

First on Scene:

- Try to arrive without alerting suspects - No sirens, keep out of sight, but in a position to observe the scene , until more resources arrive. Strategically position your vehicle to aid your safety and the overall protection and preservation of the crime scene.
- **It is essential for the first officer attending to take control and provide direction to all persons within the scope of the scene while waiting for additional support to arrive. In general terms, the first officer will take a leading role until such time as directed by a supervisor or senior member.**
- As other patrol officers arrive for support, they too should be made aware of who is in temporary charge.
- Have arriving officers place their PCs in a position that would limit any potential escape route by

the suspect.

Contain and isolate the scene, in the following manner;

- **1st officer** - position on the front side, with protection if suspects shoots at officer (use engine of PC, building, large rock etc. for cover), that provides a view of the front doors and windows.
 - **2nd officer** - position on the back side, with cover, with a view of the back doors and windows
 - **3rd officer** - position off one of the front corners, with cover, that provides view of a side with windows /doors and some of the front side.
 - **4th officer** - position off of the back corner, opposite to 3rd officer, with cover, that provides view of opposite side and some of the back side.
- Officers then fill in as they arrive to ensure that all exit points are covered and that officers are able to provide support to each other if needed.
- consider evacuation of persons who may be in danger.
 - Use only as much force as necessary to contain the suspect.
 - Ensure that intervention tools (CEW, Shotgun, etc.) are strategically located so as to have these tools present at different points in the containment.
 - Once scene is contained attempt to contact victim via phone. Determine if suspect is still inside. If suspect has departed, or the call is a false alarm, have the victim walk out the front door.
 - Do not assume scene is clear even if victim walks out. Have victim walk to safe area and then obtain full particulars on the suspect(s) including description, vehicle, direction of travel, weapons, hostages etc.
 - Do not initiate tactical actions unless absolutely necessary to protect life and prevent injury.
- avoid making promises to a suspect.
 - A structured and systematic approach is required to safeguard the overall scene that will later enable the best evidence to be gathered.
 - Remember the crime scene could encompass the roadway you are driving on or walk on.
 - Do not assume the suspect(s) have departed. Safety first.
 - Conduct an assessment of the crime scene by your observations and contact with witnesses present / available.
 - Clear the scene to ensure your safety:
 - Clear the scene to determine if the suspect remains;
 - Clearing of the scene may identify other potential victims/witnesses;
 - Once you have determined there is no longer a threat, attend to the victims;
 - Continue to update the Supervisor of the situation.

Contact is made with suspect -

- Be professional
- Make no promises
- Determine if victims inside are safe
- Attempted to determine the wishes of the suspect(s)
- Maintain dialogue with suspect(s) until trained negotiators arrive
- Ensure your supervisor is informed of progress

Suspect wishes to surrender -

- Provide clear directions to suspect on how to exit the building

Example - *Have the suspect walk out the main door of the building to the driveway or parking lot. Suspect is to have their hands raised in the air. Have the suspect walk down the driveway or towards the police car and keeping their hands in the air and take direction from the officers. outside.*

- If there is potentially more than one suspect and only one comes out attempt to get the suspect to walk behind cover before the officer expose themselves.
- direct suspect to prone out, face down and with one officer providing cover a 2nd officer can handcuff the suspect.

Suspect(s) attempt to escape -

- Officers should verbally address the suspect(s) from behind cover.
- Officers will have to rely on a risk assessment of the situation and consider the IMIM when deciding the best course of action in preventing an escape of an armed suspect. Some things to consider are;
 - weapon suspect may have
 - availability of PSD
 - close proximity of other potential victims/hostages
 - ensuring public safety from fleeing suspect if suspect has a weapon

Appendix "D"

**CHECK SHEET
CRITICAL INCIDENTS**

PROS Occurrence #:

Member on site:

Location, Date & Time:	Supervisor Contacted / Consulted:
Nature of Incident / Complaint:	Incident Commander Contacted / Consulted:

Location Factors:

- Additional Persons on site
- Armed Counter Surveillance
- Chemicals
- Children on site
- Counter Surveillance
- Guard / Attack Dogs
- Fortification on premises
- Scene Entry Problematic
- Video / Audio Surveillance

Weapons Present / Suspected:

- Explosives
- Booby Traps
- Assault / Automatic Weapons
- Hand Guns
- Long / Shot Guns
- Sharp Edged Weapons
- Other Types

Suspect / Target Criminal History: General Risk Factors:

- Assault w/ Weapon
- Assault P.O. w/ Weapon
- Resisting Arrest / Obstruction
- Drug / Alcohol Abuse
- Gang Association
- Hate Groups

- | | |
|----------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Drug Offences | <input type="checkbox"/> Mentally Unstable |
| <input type="checkbox"/> Firearms Offences | <input type="checkbox"/> Military / Militia Experience |
| <input type="checkbox"/> Homicide | <input type="checkbox"/> Police Experience |
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Religious Extremist Group |
| <input type="checkbox"/> Sexual Offences | <input type="checkbox"/> Suicidal |
| <input type="checkbox"/> Probation / Parolee | <input type="checkbox"/> Terrorism |
| <input type="checkbox"/> Other Offences | <input type="checkbox"/> Insufficient Members on site |
| | <input type="checkbox"/> Communications Problems |
| | <input type="checkbox"/> Inadequate Skill sets for members on site |

Support Units Required:

- | | | |
|--------------------------------------|-----------|-----------------|
| <input type="checkbox"/> PDS | Contacted | _____ |
| <input type="checkbox"/> Major Crime | Contacted | _____ |
| <input type="checkbox"/> ERT | Contacted | _____ |
| <input type="checkbox"/> URT | Contacted | _____ |
| <input type="checkbox"/> EDU | Contacted | _____ |
| <input type="checkbox"/> Negotiators | Contacted | _____ |
| <input type="checkbox"/> Special "I" | Contacted | _____ |
| <input type="checkbox"/> Other | _____ | Contacted _____ |

Operational Levels of Risk

Level One (LOW): _____

Recommend Supervisory Consultation at Detachment Level.

Level Two (MODERATE): _____

Requires consultation with Senior NCO, DANCO, DPO or Incident Commander.

Level Three (HIGH): _____

Requires a Critical Incident Commanders attendance on Level of Response.

Comments:

Members Signature: _____

Date:

Supervisors / DPO Signature: _____

Date:

Critical Incident Commander Signature: _____

Date:

NOTE: This form is intended to serve as a reference for members when they encounter situations which may exceed their training, skill levels, and operational abilities beyond the members control. It does not remove the consultation process from any level of command however it is intended to provoke thought prior to action being taken.

Colchester Detachment Unit Supplement

Crown Disclosure Policy

1. General
2. Member
3. Team leader/Supervisor/Operations (Ops) NCO
4. Court Liaison Officer (CLO)
5. District Commander/Delegate

1. General

1.1 All employees of Colchester Detachment share the responsibility of providing a detailed and comprehensive Crown Package that will cover all material relevant to the case for disclosure purposes.

1.2 This Unit Supplement is to be read in conjunction with the following Divisional and National Policies:

Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

(Checklist National)

- 1.3 All court packages will be constructed utilizing the PROS Case file system.
- 1.4 All **Reports To Crown Counsel (RTCC)** will be prepared on: **H Confidential Instructions to Crown Form** found on PROS.
- 1.5 All Reports to Crown Counsel will have a **HDP5451 (Disclosure Checklist Form)** attached to the package and reviewed by the Supervisor prior to going to the Court Liaison Officer who will ensure the package contains all the relevant material for delivery to the Crown Counsel.
- 1.6 All Crown packages will be prepared within three weeks of the plea date so that they can be properly reviewed by the supervisor and court liaison officer.

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Crown Disclosure Policy
Prepared 2011-11-23
Updated by S/Sgt. Berry 2013-04-25*

Exceptions; Files that will require an immediate or next available court date plea are as follows;

a) Domestic Violence assaults that are related as **High Risk on the ODARA** check sheet.

b) Remands through the JP Center or Court.

C) Conditional Sentence Order Breaches.

1.7 All hard copy Crown packages will be constructed and in the order listed in "Appendix A" and will include all relevant material connected to the file that is listed in "Appendix B".

1.8 All new Disclosure must go through this court process. Members are **NOT** permitted to drop off new disclosure at the Crown Office or swear their own information as neither will be accepted by the Crown or the Court.

1.9 All Court Files generated by General Duty members will be done electronically for **electronic disclosure**.

2. **Member**

2.1 Once a subject has been arrested and released ensure that the initial RTCC is completed within three weeks of the plea date and submitted to your supervisor for review with the HDP5451 (Checklist) form.

2.2 Preparation of Materials for **Investigations**

Summary - This is a **short** summary of the events and evidence that lays out in general terms for the Crown what transpired in this case.

Detailed Narrative ("The event/facts") - In a **detailed** and chronological narrative, providing dates and times of all evidence collected in this case ,you must clearly articulate **all** the facts and evidence gathered in your investigation to provide the crown with a clear understanding of all the evidence gathered ensuring that the narrative supports the "elements" of the offence required to prove the case.

Witness statements / can-says - Ensure that all statements are disclosed with the package and that a can-say sheet is completed for each witness/officer.

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- # **Audio statements/cd's and can-says** are sufficient for the initial disclosure but if the matter is set for trial all audio statements requested by the crown will be immediately transcribed and forwarded through your supervisor/ Court Liaison Officer for the crown in a supplementary disclosure package.
- 2.3 When photo's are part of the package ensure that they are clear and identifiable if they are printed or that they can be opened if on a CD prior to submitting to the crown. Also ensure that an index of the photos is attached.
- Should the Crown Prosecutor advise that the matter is set for trial determine what photos will be required in sufficient time that you can send the photo's off to photo services to have packages made.
 - If photo packages are required, ensure that a index is properly prepared and submitted with the photo's.
- 2.4 It is the responsibility of each member to self disclose any **"McNeil Decisions"** within their court package.
- 2.5 Any material or evidence gathered after the initial RTCC package is submitted will be forwarded immediately to the crown through the TeamLeader with a supplementary RTCC report.
- All additional statements will be accompanied with a can-say sheet and if scheduled for trial will be transcribed if requested by the crown.
 - There has to be a cover sheet properly completed (Supplemental Disclosure Sheet Attached) which identifies the name of the accused.
 - Listing the attached items.
 - CD's properly labeled
- with file number.
- Supplemental report explaining the evidentiary value of the items being disclosed.
- 2.6 Ensure that the PROS file clearly indicates when the package was prepared, and submitted for review to the supervisor.
- 2.7 **Electronic Disclosure - Lead Investigators Responsibilities Weeks 1-5.**
- 2.8 When a Suspect(s) is arrested the member will release that person(s) for plea 8 weeks from time of arrest (except in cases of serious domestic violence).

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- 2.9 The member will then have 5 weeks to complete all aspects of the investigation. This will be controlled by the Investigation DD set (by Supervisor) for the appropriate date 5 weeks in the future from the suspects release date.
- 2.10 Members will submit all notes/documents for scanning to the PROS file by submitting it into the scanning basket (tagged with the correct file number)
- 2.11 The Lead Investigator will burn all statements onto one disk (wave format only), label and attach it to the hard copy file by the 5 week DD.
- 2.12 The Lead Investigator will download all pictures onto a disk, label and attach it to the hard copy file.

At this time (5 Week DD) all investigation aspects must be completed by the lead Investigator and reviewed by the Team Leader/ Supervisor.

3. Team Leader/Supervisor/Ops NCO

- 3.1 The Supervisor will review the **electronic file** and submit the hard copy file once electronic PROS investigation is completed to CLO before the 5 week Investigation DD.
- 3.2 If there are outstanding investigational tasks the Court Package will not be approved by the Supervisor or CLO and the Lead Investigator will be tasked to complete the outstanding investigation tasks and to re summons or re -subpoena the accused for a new Plea date.
The Information on all Investigations will only be sworn before the Court by the CLO after the Court Package has received Charge Approval.
- 3.3 Teamleaders will review and monitor all files cleared by charge to ensure that the RTCC is completed three (3) weeks prior to plea and submitted for review.
- 3.4 Teamleaders will review all RTCC packages ensuring that the package contains all relevant material to support the charges laid and flows in a clear and concise manner when detailing the facts and evidence in the case ensuring a high quality of submission.
- 3.5 Teamleaders will ensure that all Reports To Crown Counsel have a **HDP5451 (Disclosure Checklist Form)** attached to the package and reviewed and signed by the Supervisor prior to forwarding same to the Court Liaison Officer.
- 3.6 In the absence of the Units Teamleader, another Teamleader or the OPS NCO will review all court packages prior to being forwarded to the Court Liaison Officer

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to ensure all documents are attached and the report meets the above requirements.

- 3.7 Team Leaders have one(1) week for review and return an incomplete package to the lead investigator for amendments or further work if required.
- 3.8 Team Leaders / OPS NCO, the crown package must be in the hands of the Court Liaison person 2 weeks before the plea date.
- 3.9 The OPS NCO is responsible to ensure Colchester District members conduct quality investigations and lay appropriate criminal charges and present well prepared court prosecution packages and briefs.

4. **Court Liaison Officer**

- 4.1 The Court Liaison Officer acts as a Liaison between the Crown and the Colchester District Office.
- 4.2 It is the responsibility of the Court Liaison Officer to review all disclosure packages prior to laying the charge ensuring that the prima facie case exists before submitting the package to the Crown Attorney.
- 4.3 Should the case not meet the standards set out in this supplement or does not clearly show the prima facie case the Court Liaison Officer will take the appropriate action to rectify the problem through the Lead Investigator prior to disclosing to Crown.
- 4.4 When the court package is approved by the CLO he/she will deliver it to the Crown no less than one (1) week prior to the plea date.
- 4.5 Once the accused has appeared and entered a not guilty plea the Crown will review the file in detail and correspond with the Court Liaison Officer, OPS NCO and Lead Investigator identifying any points of evidence that require further attention.
- 4.6 The Crown will also identify what witnesses are required for trial which will be forwarded to the Court Liaison Officer who will draft the subpoenas and task the lead investigator for service.
- 4.7 **Electronic Disclosure** - The CLO will have one week to complete the following.

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- a) CLO will review the hard copy
- b) If investigation is complete and file receives Charge Approval, the CLO will swear the Information
- c) The CLO will put together one hard copy of the court package and complete checklist
- d) The CLO will make copies of all disks
- e) CLO will then submit the approved disclosure to **Disclosure Support Staff** two weeks prior to first appearance
- f) The CLO reviews the investigation PROS Electronic File to ensure all required investigational tasks are completed and it meets charge approval a task is created for the **Disclosure Support Staff** to create the DISCLOSURE DISK.
- g) If the Investigation is not complete or does not meet Charge Approval, the file will be submitted to Ops NCO for review.
- h) The CLO will review the Disclosure Disk Package and deliver to Crown one week prior to plea

5. **District Commander/Delegate**

- 5.1 Ensure that the Colchester Unit Supplement has been reviewed by all personnel under your command.
- 5.2 Conduct and annual review of the Unit Supplement to verify that all factors identified during the previous risk assessment remain relevant.
- 5.3 If a deficiency is observed by the Teamleader's or OPS NCO in reports, initiate a debriefing exercise to identify points that may need to be addressed or clarified.

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Appendix "A"

Initial Crown Disclosure Package

- # HDP5451 - DISCLOSURE CHECKLIST FORM
- # INFORMATION
- # RELEASE DOCUMENTS ISSUED TO ACCUSED
- # H CONFIDENTIAL INSTRUCTIONS TO CROWN
- # JEINS / CPIC - RESULTS ON ACCUSED
- # ORDERS / PROHIB'S ON ACCUSED
- # CERTIFICATES SERVED ON ACCUSED
- # REPORTS / CERTIFICATES FROM OUTSIDE AGENCIES
- # COPY OF ALL WARRANTS EXECUTED
- # STATEMENT OF ACCUSED - CAN-SAY & AUDIO /VIDEO DISC
- # STATEMENTS OF WITNESSES - CAN-SAY & AUDIO / VIDEO DISC

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- # CAN-SAY OF POLICE OFFICERS
- # SUPPLEMENT REPORTS OF ALL OFFICERS
- # NOTES FROM ALL OFFICERS
- # PHOTO'S - LEGIBLE BLACK & WHITE WITH INDEX AND CD OF PHOTOS
- # EXHIBITS - REPORT TO JUSTICE AND FULL LIST OF EXHIBITS SEIZED
- # CCTV - DISC (IF APPLICABLE)

<http://infoweb.rcmp-grc.gc.ca/rcmpmanuals/eng/om/20/om20-1/a20-1-1/a20-1-1.htm>

Potentially Relevant File Material

1. Subject to the existence of a judicial order directing that certain material not be disclosed, or the applicability of a recognized privilege, provide the Crown with potentially relevant file material including, but not limited to:

1. 1. written report to Crown Counsel report or narrative;
1. 2. witness list and witness statements (including video, audio and KGB forms);
1. 3. witnesses' criminal records upon request of the Crown;
1. 4. accused statements (including video and audio, and warning forms);
1. 5. criminal record of the accused and co-accused;
1. 6. exhibit report;
1. 7. police notes from members' notebooks;
1. 8. police reports/continuation reports;
1. 9. search warrants and supporting material, sealing orders, wiretap authorizations;
1. 10. scale drawings and accident reports;
1. 11. documentary evidence, e.g., certified copies of court process, certificates of analyst, or forensic reporting;

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1. 12. medical release forms, records and notes;
1. 13. post-examination medical reports;
1. 14. forensic lab reports;
1. 15. photographs;
1. 16. police surveillance videos, photographs and reports;
1. 17. crime scene videos and photographs;
1. 18. copies of photo line-ups and related identification ballots;
1. 19. wiretap transcripts, recordings of intercepted conversations and summaries of intercepts;
1. 20. notices of intention and certificates of analyst; and
1. 21. expert witness reports/statements of expert witnesses' qualification.

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Colchester Detachment

Unit Supplement - SBOR

Subject Behaviour / Officer Response

1. General
2. Member
3. Supervisor/Operations (Ops) NCO
4. District Commander/Delegate

1. General

1. 1. The intent of this Unit Supplement is to ensure that **Colchester County Members** meet the requirements that have been laid out in OM 17.8 and are meeting the reporting time lines.
1. 2. This Policy should be read in conjunction with OM 17.8, Privacy Impact Assessment (PIA) and Informatics Manual IV.5.3.2.2 .

2. Member

2. 1. Complete the on-line SBOR report as soon as possible after the event.
2. 2. Ensure the SBOR form is attached to the PROS file within 48 hours of the event.
2. 3. Ensure all versions of the SBOR form are attached to the PROS files if any changes are made.
2. 4. Ensure the wording of the report does not identify the suspect involved.
2. 5. If injuries to a member ensure 3414 is completed.
2. 6. Ensure you have advised the Supervisor or OPS/NCO of the SBOR file by placing a task on the file.

3. **Supervisor/Ops NCO**

3. 1. Ensure that you have clearly documented your review of the file and SBOR report on a Supplemental Report on the PROS file without making comment on the intervention.
3. 2. Ensure that all electronic copies of the SBOR report are attached to the file.
3. 2. Ensure the file reflects the proper UCR scoring 8999.3069
3. 3. Advise the OPS / NCO and District Commander of all Intervention Reviews.

4. **District Commander/Delegate**

Commander

4. 1. Ensure an Annual review is conducted of all SBOR reports.

Colchester Detachment

Emergency Highway Closing Mobilization

Closing of Provincial Highways

1. General
2. Member
3. Supervisor/Operations (Ops) NCO
4. District Commander/Delegate

1. General

1. 1. The purpose of this Unit Supplement is ensure that all members are aware of the Protocols associated the closing of a Provincial Highway
1. 2. Attached to this Supplement is a copy of the Emergency Highway Closing Mobilization Protocols that were received from the Transportation Infrastructure Renewal Department for the Province of Nova Scotia.
1. 3. Level I refers to the normal closure of a Provincial Highway for Emergency responders.
1. 4. TIR should be contacted for all Highway Closures that are expected to be more than 3 hours.

2. Member

2. 1. Familiarize your self with the protocols that are part of this Unit Supplement.
2. 2. Contact your Supervisor or OPS NCO if it is a major event where the Highway will be closed for more than 3 hours and it will have an impact on public safety.

3. Supervisor's / OPS NCO

3. 1. Supervisor's / Ops NCO Will supply direction to contact TIR if it has not already been done.
3. 2. Supervisors / Ops NCO will assess the situation to determine if additional resources are required.

Created 2012-12-05 S/Sgt. Berry Colchester District Commander

3. 3. Supervisors / Ops NCO will advise the District Commander of all major Highway closures above Level I.

4. District Commander

4. 1. Ensure a briefing note is completed and forwarded to the DPO, CROPS and Comms.

Colchester Detachment

Use / Maintenance of Unit / Detachment "S" (Shared) and "H" (Home) Drives

1. General
2. Member
3. District Commander / Delegate

1.1 The purpose of this Unit Supplement is to ensure that employees are aware of the use and maintenance procedures when using the "S" & "H" Drives associated to the server for Colchester District.

1.2 "S" & "H" drives are not approved record management systems and are not to be used to manage operational information. Information stored on the "H" and "S" drives are not accessible for ATIP purposes.

1.3 However, it is recognized that there are times when storing information on the "H" and "S" drives may be necessary to facilitate the transition of information to an approved records management system (i.e., PROS). In these cases, the following rules will apply:

2.1 **"S" Drive** - Colchester District/Bible Hill Detachment will have a folder created for each member by the assigned District Assistant.

2.2 Members will ensure that within the "S" Drive, Standard Naming Conventions are used for sub-folders and/or file names that index and identify the information being saved. This will allow for ease of reference and quality assurance when later determining that the information has been properly migrated to an approved records management system such as PROS.

2.3 Members anticipating leaving the unit/detachment: he/she should ensure that any operational information saved in his/her folder on the shared drive is migrated to an approved records management system such as a PROS.

2.4 **"H" Drive** - Members are responsible for removing information that is transitory in nature, does not have business value and/or is no longer relevant from their "H" Drives. Information of business value needs to be stored on an approved information/records management system.

- 3.1 The Unit Commander, 2 i/c or delegate is responsible for monitoring the shared drive to ensure information in these folders is removed in a timely manner once the information is uploaded to an approved records managements system (i.e., PROS). Retention periods for the temporary storage of this information on the shared drive will be determined by mutual agreement with "H" Division Information Management and the Unit Commander on a case-by-case basis.
- 3.2 If a member has left and has neglected to do this, it is the responsibility of the Unit Commander, 2 i/c or delegate to remove the folder from the shared drive once it has been reviewed to ensure there is no information of business value to be retained.
- 3.3 The Unit Commander, 2 i/c or delegate needs to ensure that employees remove information that is transitory in nature, does not have business value and/or is no longer relevant. Information of business value needs to be stored on an approved information/records management system.

Colchester Detachment
Unit Supplement
Source Documents / Source Payment Procedures

The following Unit Supplement will deal with the procedure that all members will follow when submitting documentation at a local level on:

- § **New sources.**
- § **Source information**
- § **Source payments**

1. New Source Documentation / Flow

- § When you have a new source complete the 2174 form.
- § Complete two signature cards.
- § Conduct PROS/JEINS/CPIC checks on the source.

Submit **all** of the above documents to the District Commander by hand for him to review, sign and forward to Criminal Operations Branch for processing of the Source Code number, creation of the PROS file and further checks.

2. A. Source Debriefing Reports (Handler)

- § Once you have met with the source complete form 2451 with all of the information received.
- § Submit the completed 2451 and original notes to the GIS Supervisor for review. Once reviewed he will submit them to the District Commander.
- § Source handlers prepare a source debriefing report, save an electronic version.
- § Create a Encrypted groupwise message to your supervisor and add the electronic version of the source debriefing report as an attachment
- § Click the encrypt tab on the toolbar
- § Send the message to your detachment/ unit commander for review and approval

2. B. Source Debriefing Reports (District Commander)

- § Once the source debriefing report is reviewed and approved
- § Create a groupwise message to HDIV_SOURCE_DEBRIEFINGS in the groupwise

address book

§ Add the unit collator and ORI in the message, add the electronic version of the debriefing report to the message as an attachment, Click the encrypt tab on the toolbar and send the message.

3. Source Payments

§ An assessment of the information will be conducted by the source handler and the District Commander to determine if the information obtained is worthy of a financial award.

§ If an award is warranted the following documentation needs to be submitted at the same time to the District Commander:

- 1451 Outlining the payment request.
- 1330 Advance voucher
- 1393 form completed

§ Once the forms have been reviewed and authorized the District Commander will fax the 1330 to the Finance office in Newfoundland who will issue a cheque for payment to the handler.

§ If there is a urgent need for payment this can be discussed with the District Commander and taken from the cash reserve.

§ Once the cheque has been received/cashed and the source paid the receipt and cheque stub will be turned over to the Detachment Commander who will put it with the original request documents and forward same to Criminal Operations Branch.

§ It will be the responsibility of the Source Handler to ensure that the contact log and payment sheet are updated on a regular basis. This can be completed by reviewing the file through the District commander.

Created : 2011-02-08 S/Sgt. John Berry - amended 2012-05-17.

Detachment Supplements

Eskasoni Detachment H-Division

Version – November 2018



Approved by:

Craig Yorke

(Detachment Commander)

District Mandated Policies

1. Motor Vehicle Collisions

Member:

- a. All attended collisions will be fully investigated, including photographs, along with mandatory reporting (statements, and licence, registration, insurance).
- b. All collisions will be completed with a PAT collision report form, with completed with accurate information including GPS Co-ordinates.
- c. All collisions have a least one root offence due to human driver error.
 - i. The appropriate offence(s) shall be identified in the general reports
 - ii. A summary offence ticket shall be issued for the driver committing the offence
 - iii. If the collision is one of the few exceptions where the cause was outside human error and there are no offences, then same to be documented on the file as a rationale for why a charge is not laid.

Supervisor:

- a. Supervisor shall ensure a proper investigation has been completed.
- b. Supervisor shall ensure any investigations with an identifiable offence shall have charges laid, otherwise the investigation will be returned to the investigator for follow up.

2. Kit and Clothing [District and Sergeant Major directive]

Member:

- a. Shall only wear kit and clothing that is force issue, and applicable for the substantive job code.
- b. Shall be entitled to order a blue ball cap for firearm qualification purposes. Blue ball caps are not to be worn under any circumstances on duty for general duty detachment members.

- c. If part of a supplemental part time team (ie. Tact Troop, Ert, etc.), than kit pertaining to those duties shall only be worn while performing those duties. For example, blue roll-up shirts from Tact Troop shall not be worn on duty in lieu of the force issue gray uniform shirt.
- d. Should there be a shortage of approved kit from the kit/clothing catalogue, a member may apply via their commander to the Divisional Warrant Officer for approval of use of interim third party kit.
- e. Shall adhere to the grooming standards for male and female members. Any grooming exemptions that fall outside of approved RCMP standards must be approved by either the S/M or HSO, depending on the circumstance. Application for an exemption for operational reasons must be made in writing to the Divisional S/M. Applications under medical reasons must be made via medical certificate to the HSO.

Supervisors/OPS NCO:

- a. Will be held accountable by district to ensure that members within the detachment are adhering to the directive regarding kit and clothing.
- b. Shall ensure members are aware standards are applicable while on training. Members are to be made aware that inspections will be conducted on training, and deficiencies may result in removal from training.

3. ODARA

Member:

- a. Members shall complete an Odara on all domestic violence files regardless of Male or female offenders. The wording of the booklet won't change as it's not an rcmp course, and may need to be adapted.
- b. Every designated high risk offender (7) or higher must be held for a JIR. Discretion may be given to if remand is requested or not from the crown. Members shall not release any designated high risk individuals on PTA.
- c. All domestic violence files which have an Odara rating of (7) or more must be reviewed by the domestic unit in the first instance. It is a requirement that in H Division all 7s and higher immediately have a task created and assigned to Lydia Quinn (or subsequent supervisor of the domestic violence unit).

Supervisor:

- a. Supervisors shall ensure compliance with H-Division CrOps direction regarding ODARA completion. Any deficiencies shall be addressed with the individual members, and required correction taken.

Detachment Policies

1. Domestic Violence Investigations

Member:

- a. All domestic violence investigations shall be fully investigated according to national and divisional policies.
- b. Following a response to an domestic violence investigation, a member shall
 - i. Notify their respective supervisor via groupwise of the investigation and/or assign a review task for the mandatory 24hr review.
 1. If the normal supervisor will not be available for 24hr review, then an email is to be sent to the first available supervisor to return to duty.
 - ii. Affix the 'Family Violence' flag to the offender on the PROS file under the involved tab to cause the file # to be labelled as a domestic electronically.

Supervisor:

- a. Shall ensure a mandatory 24hr VIR review is completed on all domestic violence investigations (designated by a Fv next to the file number)
 - a. If a 24hr review was not possible due to RTO, or other types of leave from duty. Then a review will be made as soon as practicable, with rationale for its timing provided.
- b. Shall ensure the 'Family Violence' flag is added to the offender to enable VIR reviews by the domestic policy units.

2. Court unavailability dates

Member:

- a. Upon discovery of any approved leave (AOL, Training, Medical, etc.), the member shall record same in the court unavailability ledger.
- b. The member handling court duties on any given week shall bring the unavailability ledger to court. Unavailability dates shall be relayed to the crown

prosecutor when trial dates are being set to reduce any conflict with other commitments.

3. Monthly Performance Reports

Member:

- a. Shall complete the monthly performance reports with the required information, and submit reports to their respective supervisors.

Supervisor:

- a. Supervisors shall ensure performance reports are completed at the end of every month.
- b. Member monthly performance reports shall be recorded electronically, and used to complete annual 2510s

4. Victim Services

Member:

- a. Shall ensure that the victim on every criminal offence is advised of victim services.
- b. Victims are documented on PROS as either 'Victim of Property Crime, or Persons Crime'.
- c. The response of the victim shall be documented on the file in a general report as either accepted or declined.
- d. If circumstances warrant, the member shall forward a pro-active referral regardless of the request of the victim.
- e. All victim service referrals from Eskasoni shall be sent to MLSN
- f. Every file documented with victim services shall also have the outcome recorded in the file UCR as follows:
 - i. 8999.0423 Victim Services offered and accepted
 - ii. 8999.0424 Victim Services offered and declined

Supervisor:

- a. Shall ensure all victims are documented on files as either 'Victim Property Crime' or 'Victim persons crime'.
- b. Shall ensure that the response of victims regarding victim services are documented on police reports AS WELL as UCR scoring.

- c. If either are missing, the supervisor shall direct the member with PROS tasking to correct the issues.

5. Extra Judicial Measures

Member:

- a. Any investigations where a referral to extrajudicial measure has been made, the referral shall be sent to MLSN – restorative justice.
- b. Any files where a referral has been, same will be documented on UCR scoring using 8999.0425 MLSN – Restorative Justice.

Supervisor:

- a. Shall ensure UCR scoring for MLSN has been used for ever instance where a referral has been sent. Direct via PROS task for any files missing scoring entries.

6. Detachment Vehicles

Member:

- a. Members shall be assigned a unit vehicle for which they are responsible for.
- b. Members shall complete vehicle inspection reports for their responsible vehicle at the end of every month.
- c. Inspection reports with noted deficiencies shall be placed in the slot of the OPS NCO's office for their review.
- d. Members shall ensure adequate numbers of detachment vehicles are left at the detachment and the Cambridge Hotel in Sydney.
- e. Under normal resource conditions, 2 vehicles are left at the detachment, while 2 (or more) are in use between both sites by members on shift. The remainder of the 2 other marked units are kept at the Cambridge Hotel for any members being called in on OT duties, and mechanical repairs.
- f. Members shall be given a set of detachment keys for all the Ford Interceptors. The other vehicles using key fobs, shall have their keys left behind the front counter of the hotel for members to retrieve/return.

OPS NCO:

- a. Shall review every monthly inspection report for deficiencies.
- b. Deficiencies shall be addressed in a timely manner, or delegated for addressing.

- c. Once addressed, the inspection report shall be placed on the fleet vehicle admin file.
- d. Shall ensure the correct number of police vehicles are kept between the detachment and the Cambridge Hotel in Sydney.
- e. Shall ensure sufficient amount of keys are created to be issued to all the detachment members.

7. Cell Block / C-13s

Member:

- a. Members shall fully complete the C-13, for every prisoner being booked into cells. C-13s shall be fully completed as per the highlighted field C-13 affixed to the cell block counter.
- b. Before releasing any prisoner, member shall ensure that if fingerprints are required, that same are taken and documented on the C-13.
- c. Upon the release of any prisoner, member shall complete the release details on the C-13 and place same on the slot of the OPS NCO's office for their review.
- d. Files that are being completed via the ~~ROC~~ process without any further follow up, and there is a prisoner in cells:
 - i. Member shall create a 'paper file' on PROS, and in the remarks field state 'C13 ONLY'.
 - ii. The C-13 shall be completed as per above, and placed in the bin on the OPS NCO office door.
- e. At the beginning of each dayshift, members shall inspect the cell block to ensure whether prisoners are in custody.
 - i. If Prisoners are found to be in custody, than any required follow up will be completed, and details documented on the C-13 as per the above.
 - ii. Fingerprints shall be taken if required of the prisoner prior to their release. Return dates shall not be given on release papers, unless unusual circumstances exist.
 - iii. Member shall review the log book of the guard, and document their check on the prisoner in 'red' pen.
- f. Any overtime incurred for guarding prisoners, shall be recorded with the applicable I/O number for same for tracking purposes.
- g. Member(s) shall ensure any time there is a guard on duty, the door between the cellblock and the detachment is shut, and locked.

OPS NCO:

- a. OPS NCO shall ensure all C-13s submitted for their review following the prisoner release.
- b. All C-13s shall be reviewed to ensure they are completed entirely as per the required highlighted fields.
- c. Any deficiencies in the C-13s shall be highlighted, and returned to the lead investigator for correcting.
- d. Approved C-13s shall be signed, photocopied with the signed original given to the lead for the hardcopy file, with a copy placed on the ledge (in sequential order) in the cell block.
- e. OPS NCO shall regularly review guard log books to ensure 'random' checks are being completed within every 15 minutes.
- f. Shall ensure the correct I/O number is used before approving Overtime for members acting as guards.
- g. Shall complete and forward a guarding shortfall form to district and the commissionaires whenever a member has to act as a guard.

8. Exhibits

Member:

- a. Upon seizing an exhibit member shall complete all applicable fields, and tag/add the exhibit on PROS.
- b. An exhibit label will be printed from the label maker and affixed to the exhibit.
- c. The member shall secure the exhibit in an available temp locker at the detachment.
- d. Once secured, the member shall create and assign an exhibit task to the Eskasoni Exhibit queue for any movement requests.
- e. The lead investigator shall maintain a task on the file, even if a task is assigned to the Exhibit queue.
- f. Exhibit custodian(s) shall maintain the exhibit queue and all movement requests in a timely manner.
- g. Exhibit custodian(s) shall not be responsible for the disposal of any exhibit, and will only make it available to the lead for their use.
- h. Exhibit custodian(s) shall inform the responsible supervisor of any issues or deficiencies noted.

Supervisor:

- a. In addition to the exhibit custodian(s), a supervisor shall also be assigned as a exhibit custodian.

- b. The supervisor with exhibit custodian duties shall oversee the compliance of the use of the exhibit lockers, the process being followed, as well as quality control of the exhibits within the lockers.

9. APP Initiatives

Member:

- a. Shall ensure to contribute to the set objectives for the detachment area.
- b. If a set measure is given by the Ops NCO, then members shall meet that minimum.
- c. Members who are identified as record holders for the APP initiatives shall update as directed and ensure contribution from the membership. Any deficiencies shall be reported to a supervisor or the Ops NCO.

Ops NCO:

- a. Shall identify, and create obtainable goals or set minimums for detachment objectives for the APP initiatives
- b. Shall update, or assign holders of various initiatives to update the APP quarterly or as required.

10. Leave from duty

Member:

- a. Any requests for leave from duty via annual leave, compassionate, etc. shall be made prior to any leave being taken
- b. Any requests shall be made to the detachment schedule holder, or the OPS NCO/Delegate.
- c. Any requests for leave based on medical reasons, ODS, etc. shall be made by phone or in person to the OPS NCO/Delegate directly.
- d. Leave requests for ODS hours shall be submitted immediately upon return to duty.
- e. For ODS hours, if requested by the OPS NCO/Delegate, a 2135 will be completed and submitted on the same day unless otherwise agreed.

Supervisor:

- a. Any requests for leave from duty shall be considered against maintaining minimum coverage of 2 Constables on days and 2 Constables on nights.
- b. Leave shall be denied, unless exceptional circumstances, if minimum coverage is not maintained.
- c. In situations where shifts are not maintained with 3 operational members (from long term ODS, Pat/Mat, Vacancy, etc.), and resources do not allow schedule change for the opposite shift to fill the vacancy, than OT shift will be authorized to allow for leave from duty.

11. Disclosure

Member:

- a. Shall have initial disclosure package completed and submitted for review to their respective supervisor no later than 3 weeks before the first appearance date.
- b. Disclosure updates shall be completed thereafter as soon as possible.
- c. In cases where prisoners are held for JIR hearings, a PIS, Criminal Record, and Information shall be provided to crown the day of the hearing. Subsequent initial disclosure package will be provided as set out by 3 weeks prior to the first appearance date.
- d. When completing disclosure, Supervisor Reports (informal feedback) are not to be included in disclosure.
- e. Victim reports/Victim referrals are not to be included in disclosure. Should a member feel necessary to include same, then all personal information pertaining to the victim must be vetted prior to being disclosed.

Supervisor:

- a. Shall ensure disclosure packages are submitted on a timely basis, no later than 3 weeks before first appearance.
- b. Disclosure packages are to be reviewed, and returned for any revisions by the member.
- c. Once approved, disclosure packages are to be forwarded to crown on such a basis that it is received not later than 10 days before first appearance.
- d. The date/time of a review and approval of a disclosure package is to be noted on the file in a supervisory review report.

12. PROS:

Member:

- d. Members shall comply with National and Atlantic Region Re-engineering policy regarding PROS procedures.

- e. Included in the above, members shall create a general report to capture the work documented on a file for each shift worked on same.
- f. The lead investigator shall maintain an open task on all their open investigations.
 - i. Should a member be monitoring court files for the detachment, once the investigation is completed, the member may conclude/assign a monitoring task to the court member.
- g. At such time a trial prep sheet is received from crown, same is to be scanned/added to the PROS file and the lead investigator is to be re-assigned an FIR task to complete the necessary follow up and to update/monitor the file for trial.
 - i. If there is no member monitoring court files, then same will be completed using the already open task assigned to the lead investigator.
- h. Once the file is completed in court, the lead investigator shall update the PROS file and submit both their lead investigator task and the hardcopy for review/final conclusion to the supervisor.
 - i. Should a member monitor court files and the matter is concluded without a trial, the court member shall complete a report with the court update details. Upon conclusion of their task, a supervisor will assign the lead investigator a task to prepare the file for conclusion.
- i. Completing UCR, member will ensure same is done initially within 72hrs of the file being opened, and updated again upon conclusion of the file.
 - i. In completing the UCR, members are required to complete all additional line of scoring regarding victim services for MLSN outcome, assistance files, etc.
- j. Summaries of PROS files shall be inclusive of the beginning, middle, and outcome of files, and shall be restricted to 7-10 lines due to PIP restrictions.

Supervisor:

- a. Supervisors shall ensure that PROS files are completed correctly within given time deadlines.
- b. Supervisors shall ensure PROS files are completed to national PROS, regional, and detachment directives.
- c. When noting a supervisor review, the supervisor shall complete a new supplemental report with title 'TL REVIEW'.
 - i. The supervisor's report shall be linked either to a new task created for the review purpose to the supervisor, or to the most recent task assigned to the lead investigator.
 - ii. Upon review, prior tasks will be concluded with a new task assigned to the lead investigator for any follow up directed.

- d. Once a file is reviewed and approved for conclusion, the supervisor shall
 - i. For hardcopies signed the audit block on the back, and conclusion date on the front.
 - ii. For PROS files, create a UCR task for conclusion and assign to the UCR queue for any FIR files. ECC files, supervisors shall complete the occurrence field with 'ECC Approved (name) (hrmis)'
- e. Supervisors shall ensure they review all initial tasks on new files from the day before regardless if applicable to the Case Manager. Case Manager's are short staffed, and if not reviewed timely, may cause files to fall between the cracks and are ultimately the responsibility of detachment supervisors.

13. School/Community Liaison position:

Member:

- a. Shall on a weekly basis, provide the necessary information to the detachment commander to ensure weekly DPO reports capture work completed by the SSRO.
- b. Shall attend all school in Eskasoni.
- c. Shall create SAFE plans for all the schools, as well as required updates.
- d. While on shift, the SSRO shall attend all calls for service occurring in the school.
 - i. The SSRO shall complete the initial investigation, including taking statements in the first instance.
 - 1. The SSRO shall completed/ conclude investigations after such time if deemed ECC.
 - 2. If the investigation is deemed requiring an FIR file, it is to be re-assigned to a detachment member for follow up.
- e. Shall attend to community events, and regular 8-hr shifts shall be adjusted to accommodate these functions on evenings and weekends.
- f. During the summer months, while school is closed, SSRO shall focus on community initiatives and events.

OPS NCO:

- a. Shall ensure the Eskasoni SSRO is in compliance with the above directive
- b. Shall ensure any files requiring re-assignment are sent to supervisors for re-assignment, or assigned to a member directly
- c. Shall review all other SSRO files for conclusion and direction as necessary.

14. Informations and Document Swearing

- a. Members shall swear documents, including Informations, to the Sydney Courthouse via their Eskasoni telecommunication fax # at 902-563-2491
- b. Once a sworn copy is returned via fax, the JP signed copy at the courthouse is determined to be the original.
- c. Members shall, if releasing the offender on local process, make a photogcopy of the PTA (or other release document) for the file, and place the original with an affixed copy of the information (designated as a copy with original already at the court) to be sent to the court.
- d. Any affidavits of service for any document (including summons and subpoenas) must have a photocopy made for the file before the original, along with the served document, is forwarded to the courthouse.

15. Owed Hours:

- a. All hours over and above normal working hours that are being compensated, shall be entered on HRMIS. This includes lieu time to be returned at straight x1.0 rate.
- b. The use of Black book hours shall no longer be used.
- c. While on training, normally scheduled RTO days shall be returned for a day owed regardless of the scheduled hours while on the training day, or the length of the shift the returned RTO is being applied to.
- d. Normally, as H-div HQ is nearing 400kms away, there shall be only 1 RTO day returned in lieu for travel to and from inclusive if same was incurred on an RTO.
 - i. Due to proximity, members shall normally be expected to return to the detachment following the end of training on the last day of training. (ie no subsequent overnight stay and travel day will be given)
 - ii. Any process for training at a location outside of the Halifax area shall be discussed with the detachment commander on a case by case basis.

Detachment Supplements

Eskasoni Detachment H-Division

Version – February 2021



Approved by:

(Detachment Commander)

District Mandated Policies

1. Motor Vehicle Collisions

Member:

- a. All attended collisions will be fully investigated, including photographs, along with mandatory reporting (statements, and licence, registration, insurance).
- b. All collisions will be completed with a PAT collision report form, with completed with accurate information including GPS Co-ordinates.
- c. All collisions have a least one root offence due to human driver error.
 - i. The appropriate offence(s) shall be identified in the general reports
 - ii. A summary offence ticket shall be issued for the driver committing the offence
 - iii. If the collision is one of the few exceptions where the cause was outside human error and there are no offences, then same to be documented on the file as a rationale for why a charge is not laid.

Supervisor:

- a. Supervisor shall ensure a proper investigation has been completed.
- b. Supervisor shall ensure any investigations with an identifiable offence shall have charges laid, otherwise the investigation will be returned to the investigator for follow up.

2. Kit and Clothing [District and Sergeant Major directive]

Member:

- a. Shall only wear kit and clothing that is force issue, and applicable for the substantive job code.
 - i. Exception: Where provisions permit third-party items at crown expense, members may purchase and wear said article as long as it meets the RCMP criteria.
- b. Shall be entitled to order a blue ball cap for firearm qualification purposes. Blue ball caps are not to be worn under any circumstances on duty for general duty detachment members.

- c. If part of a supplemental part time team (ie. Tact Troop, Ert, etc.), than kit pertaining to those duties shall only be worn while performing those duties. For example, blue specialized-duty shirts (Ident, EDU, Tact Troop) shall not be worn on duty in lieu of the force issue gray uniform shirt.
- d. Should there be a shortage of approved kit from the kit/clothing catalogue, a member may apply via their commander to the Divisional Warrant Officer for approval of use of interim third party kit.
- e. Shall adhere to the grooming standards for male and female members. Any grooming exemptions that fall outside of approved RCMP standards must be approved by either the S/M or HSO, depending on the circumstance. Application for an exemption for operational reasons must be made in writing to the Divisional S/M. Applications under medical reasons must be made via medical certificate to the HSO.

Supervisors/OPS NCO:

- a. Will be held accountable by district to ensure that members within the detachment are adhering to the directive regarding kit and clothing.
- b. Shall ensure members are aware of the applicable standards while on training. Members are to be made aware that inspections will be conducted on training, and deficiencies may result in removal from training.

3. ODARA

Member:

- a. Members shall complete an Odara on all domestic violence files regardless of Male or female offenders. The wording of the booklet won't change as it's not an rcmp course, and may need to be adapted.
- b. Every designated high risk offender (7) or higher must be held for a JIR. Members shall not release any designated high risk individuals on OIC Process.
- c. All domestic violence files which have an Odara rating of (7) or more must be reviewed by the domestic unit in the first instance. It is a requirement that in H Division all 7s and higher immediately have a task created and assigned to H-Div IPV co-ordinator/unit.

Supervisor:

- a. Supervisors shall ensure compliance with H-Division CrOps direction regarding ODARA completion. Any deficiencies shall be addressed with the individual members, and required correction taken.

4. High Risk File/Significant Event Reporting:

- a. OPS NCO/Delegate shall complete a Situation Report for review and forwarding by the Detachment Commander to NEN District, according to HDiv OM App.101-3-1.
- b. Upon an initial Situation Report, the OPS NCO shall be assigned a 30-day review task to monitor and complete scheduled reviews.
- c. Situation Report update(s) shall be completed every 30days as schedule, or when a significant change occurs.
- d. This process does not replace/change the requirements of direct supervisors to conduct their 24hr or 5 day reviews of every file.

Detachment Policies

1. Domestic Violence Investigations

Member:

- a. All domestic violence investigations shall be fully investigated according to national and divisional policies.
- b. Following a response to an domestic violence investigation, a member shall:
 - i. Notify their respective supervisor of the investigation and assign a review task for the mandatory 24hr review.
 - ii. If the normal supervisor will not be available for 24hr review, then an email is to be sent to the first available supervisor to return to duty.
 - iii. Affix the 'Family Violence' flag to the offender entity on the PROS file under the involved tab to cause the file # to be labelled as a domestic electronically.

Supervisor:

- a. Shall ensure a mandatory 24hr VIR review is completed on all domestic violence investigations (designated by a Fv next to the file number), and ensure the investigation is in compliance with National and Divisional policies.
 - i. If a 24hr review was not possible due to RTO, or other types of leave from duty. Then a review will be made as soon as practicable, with rationale for its timing provided.
- b. Shall ensure the 'Family Violence' flag is added to the offender to enable VIR reviews by the domestic policy units.

2. Court unavailability dates

Member:

- a. Upon discovery of any approved leave conflicts (AOL, Training, Medical, etc.), the member shall notify the OPS NCO (or delegate responsible for the schedule)
- b. Following notification of the OPS NCO/Delegate, the member shall await a response from the NCO regarding the resolution of the conflict.
- c. If the conflict cannot be resolved, then the member will be required to attend to their court commitments, and their approved leave/training will be rescinded.

OPS NCO:

- a) Upon notification from the member of a perceived/actual conflict with court commitments and approved leave/training, contact the responsible Crown in order to discuss the conflict.
- b) If possible, either attempt to have the member excused from testimony, or request an Adjournment of the matter.
- c) If the member must attend court for the identified date, then notify the member that their approved leave/training is rescinded and they must attend court as required.

3. Victim Services

Member:

- a. Shall ensure that the victim on every criminal offence is advised of victim services.
- b. Victims are documented on PROS as either 'Victim of Property Crime, or Persons Crime'.
- c. The response of the victim shall be documented on the file in a general report as either accepted or declined.
- d. If circumstances warrant, the member shall forward a pro-active referral regardless of the request of the victim.
- e. All victim service referrals from Eskasoni shall be sent to MLSN
- f. Every file documented with victim services shall also have the outcome recorded in the file UCR as follows:
 - i. **8999.0423** MLSN Victim Services offered and accepted
 - ii. **8999.0424** MLSN Victim Services offered and declined

Supervisor:

- a. Shall ensure all victims are documented on files as either 'Victim Property Crime' or 'Victim persons crime'.
- b. Shall ensure that the response of victims regarding victim services are documented on police reports **AS WELL** as UCR scoring.
- c. If either are missing, the supervisor shall direct the member with PROS tasking to correct the issues.

4. Extra Judicial Measures

Member:

- a. Any investigations where a referral to extrajudicial measure has been made, the referral shall be sent to MLSN – restorative justice, using the MLSN form provided on all workstation desktop (icon).

- b. Any files where a referral has been, same will be documented on UCR scoring using 8999.0425 MLSN – Restorative Justice.
- c. Referrals to MLSN can be made either proactively in lieu of Criminal Court, or with a recommendation to Crown with disclosure once a charge is laid.
 - i. If the member chooses to make a proactive referral, then they will have to create themselves a RJ monitoring task. If sufficient time has passed without a completion and it's nearing summary election ceiling (or has failed to complete), then the member has swear an Information and compel the individual to court via the appropriate process.

Supervisor:

- a. Shall ensure UCR scoring for MLSN has been used for ever instance where a referral has been sent. Direct via PROS task for any files missing scoring entries.
- b. Ensure either the matter is monitored via RJ monitoring task via the member, or Court task to the court queue if an Information has been sworn.

5. Detachment Vehicles

Member:

- a. Members shall be assigned a unit vehicle for which they are responsible for.
- b. Members shall complete vehicle inspection reports for their responsible vehicle at the end of every month.
- c. Inspection reports with noted deficiencies shall be placed in the slot of the OPS NCO's office for their review (or to their email electronically).
- d. Members shall ensure adequate numbers of detachment vehicles are left at the detachment and the Cambridge Hotel in Sydney.
- e. Under normal resource conditions, 2 vehicles are left at the detachment, while 1 (or more) are in use between both sites by members on shift. The remainder of the marked units are kept at the Cambridge Hotel for any members being called in on OT duties, and/or mechanical repairs/cleaning.

- i. Members are not to take overnight custody of vehicles at their residence unless explicit permission is given by the detachment commander.
- f. Members shall be given a set of detachment keys for all Ford Interceptors. Other vehicles using key fobs, shall have their keys left behind the front counter of the hotel for members to retrieve/return.

OPS NCO:

- a. Shall review every monthly inspection report for deficiencies.
- b. Deficiencies shall be addressed in a timely manner, or delegated to be addressed.
- c. Once addressed, the inspection report shall be placed on the fleet vehicle admin file.
- d. Shall ensure the correct number of police vehicles are kept between the detachment and the Cambridge Hotel in Sydney.
- e. Shall ensure sufficient amount of keys are created to be issued to all the detachment members.

6. Cell Block / C-13s

Member:

- a. As of January 1st 2020, all prisoners being booked into the Eskasoni detachment shall be entered via the PAT Booking system.
- b. Members shall fully complete the electronic C-13, for every prisoner being booked into cells.
- c. Before releasing any prisoner, member shall ensure that if fingerprints are required, that same are taken and documented on the electronic C-13.
- d. Upon the release of any prisoner, member shall complete the release details on the electronic C-13

- e. Files that are being completed via the ECC process without any further follow up, and there is a prisoner in cells, will not longer have to create paper folder supplements as the C-13 is automatically linked to PROS upon release.
- f. At the beginning of each dayshift, members shall inspect the cell block to ensure whether prisoners are in custody.
 - i. If Prisoners are found to be in custody, than any required follow up will be completed, and details documented on the C-13 as per the above.
 - ii. Fingerprints shall be taken if required of the prisoner prior to their release. Return dates shall not be given on release papers, unless unusual circumstances exist.
 - iii. Member shall review the log book of the guard, and document their check on the prisoner in 'red' pen to signify a RM entry.
- g. Any overtime incurred for guarding prisoners, shall be recorded with the applicable I/O number for same for tracking purposes.
- h. Any straight duty time (on duty) or overtime spent guarding a prisoner either because there wasn't a guard available, or waiting for a guard to arrive shall be documented and relayed to the OPS NCO for shortfall reporting.
- i. Member(s) shall ensure any time there is a guard on duty, the door between the cellblock and the detachment is shut, and locked.

OPS NCO (Or Supervisor):

- a. Shall ensure all prisoners have been released properly through the PAT booking system.
- b. All C-13s shall be reviewed to ensure they are completed entirely as per the required necessary fields.
- c. If any deficiencies in the C-13s are noted, then the C-13 shall be sent for re-work, and the responsible member tasked with correcting (either the booking or releasing officer).
- d. Approved C-13s shall be electronically signed, and automatically uploaded to the PROS file.

- e. OPS NCO shall regularly review guard log books to ensure 'random' checks are being completed within every 15 minutes by guards or matrons.
- f. Shall ensure the correct I/O number is used before recommending overtime for members acting as guards.
- g. Shall complete and forward a guarding shortfall form to district and the commissionaires whenever a member has to act as a guard.

7. NSOR Registration:

General:

- a. As of December 2020, every detachment in H-Division has been designated a reporting center for the National Sex Offender Registry.
- b. Upon receipt of a reporting request, members shall complete the necessary forms/step by step process and forward the documents as required to the Hdiv NSOR unit.

8. Mental Health Act Calls:

General:

- a. Members shall respond to all MHA calls for service appropriately.
- b. Upon the responding member(s)'s assessment, a determination shall be made whether or not provisions under IPTA need to be enacted.
 - i. If there is **ANY** other offence being committed, and the individual is intoxicated, then arrest for said offence, not the IPTA. The individual can be held in cells on the substantive offence, and IPTA can be assessed when sober.
- c. If provisions under the IPTA are enacted, the individual **must** be taken forthwith to 'a suitable place of assessment'. There is no authority to place a person in cells under IPTA, as the power to apprehend is only to immediately take them to the hospital.

- i. EXCEPTION: A person may only be placed in police cells under IPTA only 'IF' there is no appropriate place of assessment available.
- d. If a person is taken for assessment at the Regional Hospital, then there **shall** be a 2 member response for same. This is due to the incredible wait times at the hospital, safety issue with no method to secure the person, to provide opportunity for bathroom breaks/meals, and that there is no RCMP resources in the area, given the entire county is Cape Breton Regional Police.
- e. It has been supported that, an 'appropriate place of assessment' includes not just the facility, but also the staff and ability to conduct the assessment.
 - i. As Regional Hospital requires an ER physician to assess a person medically, and analyse blood, before the Crisis team will become involved and decide whether a psychiatrist needs to attend to conduct an assessment, all of these resources ought to be ready and able in order to deem it a 'suitable place of assessment'.
- f. If IPTA has been enacted, and it is 'after hours' such that no Crisis team is working, then it is deemed not appropriate, and the person is to be held in cells until such time as required staff are available.
- g. If IPTA has been enacted, it is during regular hours, and the person is deemed not sufficiently sober, then the member shall call the regional hospital and determine if the person can be seen.
- h. If IPTA has been enacted, the person is being guarded at the hospital pending an assessment, and it's noted that members will be required to wait until the following day as staff have left for the day, then members shall remove the person and lodge them in cells as it is no longer a 'suitable place of assessment'.
- i. In all cases, should a person be lodged in cells under the IPTA provision:
 - i. The person shall be assessed and deemed medically fit to be lodged in cells. If at the detachment, use EHS, and if already at the hospital confirm with the physician/nurse staff from their ER medical assessment.
 - ii. The time for which the required staff return for duty at the hospital shall be determined, as well as the requested return time from the ER staff. The name of the staff providing this information is to be recorded.

- iii. A 2nd guard/matron will be called in, if available, to watch the MHA patient.

9. Exhibits

Member:

- a. Upon seizing an exhibit member shall complete all applicable fields, and tag/add the exhibit on PROS.
- b. An exhibit label will be printed from the label maker and affixed to the exhibit.
- c. The member shall secure the exhibit in an available temp locker at the detachment.
- d. Once secured, the member shall create and assign an exhibit task to the Eskasoni Exhibit queue for any movement requests.
- e. The lead investigator shall maintain a task on the file, even if a task is assigned to the Exhibit queue.
- f. Exhibit custodian(s) shall maintain the exhibit queue and all movement requests in a timely manner.
- g. Exhibit custodian(s) shall not be responsible for the disposal of any exhibit, and will only make it available to the lead for their use.
- h. Exhibit custodian(s) shall inform the responsible supervisor of any issues or deficiencies noted.

Supervisor:

- a. In addition to the exhibit custodian(s), a supervisor shall also be assigned as an exhibit custodian.
- b. The supervisor with exhibit custodian duties shall oversee the compliance of the use of the exhibit lockers, the process being followed, as well as quality control of the exhibits within the lockers.

10. APP Initiatives

Member:

- a. Shall ensure to contribute to the set objectives for the detachment area.

- b. If a set measure is given by the Detachment Commander, then members shall meet that minimum.
- c. Members who are identified as record holders for the APP initiatives shall update as directed and ensure contribution from the membership. Any deficiencies shall be reported to a supervisor or the Ops NCO.

Detachment Commander (or OPS NCO):

- a. Shall identify, and create obtainable goals or set minimums for detachment objectives for the APP initiatives.
- b. Shall update, or assign holders of various initiatives to update the APP quarterly or as required.

11. Leave from duty

Member:

- a. Any requests for leave from duty via annual leave, compassionate, etc. shall be made prior to any leave being taken.
- b. Any requests shall be made to the detachment schedule holder, or the OPS NCO/Delegate.
- c. Any requests for leave based on medical reasons, ODS, etc. shall be made by phone or in person to the Detachment Commander/OPS NCO directly.
- d. Leave requests for ODS hours shall be submitted immediately upon return to duty.
- e. For ODS hours, if requested by the OPS NCO/Delegate, a 2135 will be completed and submitted on the same day unless otherwise agreed.

OPS NCO/Supervisor:

- a. Any requests for leave from duty shall be considered against maintaining minimum coverage of 2 Constables on days and 2 Constables on nights.

- b. Leave shall be denied, unless exceptional circumstances, if minimum coverage is not maintained.
- c. In situations where shifts are not maintained with 3 operational members (from long term ODS, Pat/Mat, Vacancy, etc.), and resources do not allow schedule change for the opposite shift to fill the vacancy, then OT shift will be authorized to allow for leave from duty.
 - i. **Exception:** If the Detachment Commander/Delegate has authorized a shift to have a 3 member minimum, then the same rule above shall apply to that shift (ie. Nights or weekends)
- d. Only 1 member of the designated level per shift shall be allowed to be on leave from duty/AOD/Training. Ie. One constable per shift, One Supervisor level at a time, One Manager level at a time.

12. Disclosure

Member:

- a. Shall have initial disclosure package completed and submitted for review to their respective supervisor no later than 3 weeks before the first appearance date.
- b. Disclosure updates shall be completed thereafter as soon as possible.
- c. In cases where prisoners are held for JIR hearings, a PIS, Criminal Record, and Information shall be provided to crown the day of the hearing. Subsequent initial disclosure package will be provided as set out by 3 weeks prior to the first appearance date.
- d. When completing disclosure, Supervisor Reviews (informal feedback) are not to be included in disclosure.
- e. Victim reports/Victim referrals are not to be included in disclosure. Should a member feel necessary to include same, then all personal information pertaining to the victim must be vetted prior to being disclosed.
- f. If there is a victim of persons crime relating to a charge laid, then the 'Victim Information' shall be printed from PROS and affixed to the Crown copy of the disclosure.
 - i. Victim Informations shall not be included in the defence disclosure.

Supervisor:

- a. Shall ensure disclosure packages are submitted on a timely basis, no later than 3 weeks before first appearance.
- b. Disclosure packages are to be reviewed, and returned for any revisions by the member.
- c. Once approved, disclosure packages are to be forwarded to crown on such a basis that it is received no later than 10 days before first appearance.
- d. The date/time of a review and approval of a disclosure package is to be noted on the file in a supervisory review report.

13. PROS:

Member:

- a. Members shall comply with National and Atlantic Region Re-engineering policy regarding PROS procedures.
- b. Included in the above, members shall create a general report to capture the work documented on a file for each shift worked on same.
- c. The lead investigator shall maintain an open task on all their active investigations until no further follow up is required.
- d. Once a charge is laid, the member shall assign a 'COURT' task to the Eskasoni Court queue. The Court queue shall be monitored by the designated employee(s). Should there be no employee monitoring the Court queue, the lead investigator shall create a court monitoring task for themselves and continually update the file at each court appearance.
- e. Once the file is completed in court, the lead investigator shall update the PROS file, completing necessary post-court steps, and submit both their task and hardcopy to the supervisor for final review/conclusion.
- f. The member shall ensure the UCR is done initially within 72hrs of the file being opened, and updated again upon conclusion of the file.

- i. In completing the UCR, members are required to complete all additional line of scoring regarding victim services for MLSN outcome, assistance files, etc.
- g. Summaries of PROS files shall be inclusive of the beginning, middle, and outcome of files, and shall be restricted to 7 lines due to PIP restrictions.

Supervisor:

- a. Supervisors shall ensure that PROS files are completed correctly within given time deadlines, and reviewed within 5 days for routine files, and within 24hrs required for high risk files.
- b. Supervisors shall ensure PROS files are completed to national PROS, regional, and detachment directives.
- c. When noting a supervisor review, the supervisor shall complete a new supplemental report with title 'TL REVIEW'.
 - i. The supervisor's report shall be linked either to a new task created for the review purpose to the supervisor, or to the most recent task assigned to the lead investigator.
 - ii. Upon review, prior tasks will be concluded with a new task assigned to the lead investigator for any follow up directed.
- d. At such time a trial prep sheet is received from crown, same is to be added to the PROS file and ensure the lead investigator is assigned an FIR task to complete the necessary follow up and to update/monitor the file for trial.
- e. If there is no employee monitoring the Court queue, ensure the lead investigator has an Court monitoring task.
- f. Once a file is reviewed and approved for conclusion, the supervisor shall:
 - i. For hardcopies signed the audit block on the back, and conclusion date on the front.

- ii. For PROS files, create a UCR task for conclusion and assign to the UCR queue for any FIR files. ECC files, supervisors shall complete the occurrence field with 'ECC Approved (name) (hrmis)'
- g. Supervisors shall ensure they review all initial tasks on new files for their team from the day before regardless if applicable to the Case Manager. Case Manager's are short staffed, and if not reviewed timely, may cause files to fall between the cracks and are ultimately the responsibility of detachment supervisors.

14. School/Community Liaison position:

Member:

- a. Shall on a weekly basis, provide the necessary information to the detachment commander to ensure weekly DPO reports capture work completed by the SSRO.
- b. Shall attend all school in Eskasoni.
- c. Shall create SAFE plans for all the schools, as well as required updates.
- d. While on shift, the SSRO shall attend/investigator all calls for service occurring in the school, as stipulated in the SSRO job code.
 - i. Should the school(s) be open, and the SSRO be away from duty, detachment members shall attend the call, complete the initial investigation, and if follow up is required, the matter shall be re-assigned to the SSRO.
- e. Shall attend to community events, and regular 8-hr shifts shall be adjusted to accommodate these functions on evenings and weekends.
- f. During the summer months, while school is closed, SSRO shall be temporarily assigned to detachment duties.

OPS NCO:

- a. Shall ensure the Eskasoni SSRO is in compliance with the above directive.

- b. Shall ensure any files requiring re-assignment are sent to supervisors for re-assignment, or assigned to a member directly.
- c. Shall review all other SSRO files for conclusion and direction as necessary.

15. Informations and Document Swearing

- a. Members shall swear documents, including Informations, to the Sydney Courthouse via their Eskasoni telecommunication fax # at 902-563-2491.
- b. Once a sworn copy is returned via fax, the JP signed copy at the courthouse is determined to be the original.
- c. Members shall, if releasing the offender on local process, make a photocopy of the release document(s) for the file, and place the original with an affixed copy of the information (designated as a copy with original already at the court) to be sent to the court.
- d. Any affidavits of service for any document (including summons and subpoenas) must have a photocopy made for the file before the original, along with the served document, is forwarded to the courthouse.
- e. If an information pertains to domestic (VIR) related offences, then the Information shall be clearly stamped 'Domestic Violence' accordingly.

16. Owed Hours:

- a. All hours over and above normal working hours that are being compensated, shall be entered on HRMIS. This includes lieu time to be returned at straight x1.0 rate.
- b. The use of Black book hours shall no longer be used.
- c. While on training, normally scheduled RTO days shall, if within 28days, be returned for a day owed regardless of the scheduled hours while on the training day, or the length of the shift the returned RTO is being applied to.
 - i. If greater than 28days, than reasonable efforts shall be made to change the schedule to accommodate the training hours

- d. Normally, as H-div HQ is almost 400kms away, there shall be only 1 RTO day returned in lieu for travel to and from, inclusive, if both were incurred on a RTO day.
 - i. If travelling on scheduled hours, or a combination, then scheduling will occur, if possible, to account for the hours.
 - ii. Any process for training at a location outside of the Halifax area shall be discussed with the detachment commander on a case by case basis.

Guysborough District

Use / Maintenance of Unit / Detachment "S" (Shared) and "H" (Home) Drives

1. General
2. Member
3. District Commander / Delegate

1. General

- 1.1 The purpose of this Unit Supplement is to ensure that employees are aware of the use and maintenance procedures when using the "S" & "H" Drives associated to the server for Guysborough District.
- 1.2 "S" & "H" drives are not approved record management systems and are not to be used to manage operational information. Information stored on the "H" and "S" drives are not accessible for ATIP purposes.
- 1.3 However, it is recognized that there are times when storing information on the "H" and "S" drives may be necessary to facilitate the transition of information to an approved records management system (i.e., PROS). In these cases, the following rules will apply:

2. Member

- 2.1 **"S" Drive – Guysborough District** will have a folder created for each member by the assigned District Assistant.
- 2.2 Members will ensure that within the "S" Drive, Standard Naming Conventions are used for sub-folders and/or file names that index and identify the information being saved. This will allow for ease of reference and quality assurance when later determining that the information has been properly migrated to an approved records management system such as PROS.
- 2.3 Members anticipating leaving the unit/detachment: he/she should ensure that any operational information saved in his/her folder on the shared drive is migrated to an approved records management system such as a PROS.
- 2.4 **"H" Drive** - Members are responsible for removing information that is transitory in nature, does not have business value and/or is no longer relevant from their "H" Drives. Information of business value needs to be stored on an approved information/records management system.

3. District Commander/Delegate

- 3.1 The District Commander or delegate is responsible for monitoring the shared drive to ensure information in these folders is removed in a timely manner once the information is uploaded to an approved records managements system (i.e., PROS). Retention periods for the temporary storage of this information on the shared drive will be determined by mutual agreement with "H" Division Information Management and the District Commander on a case-by-case basis.
- 3.2 If a member has left and has neglected to do this, it is the responsibility of the District Commander or delegate to remove the folder from the shared drive once it has been reviewed to ensure there is no information of business value to be retained.
- 3.3 The District Commander or delegate needs to ensure that employees remove information that is transitory in nature, does not have business value and/or is no longer relevant. Information of business value needs to be stored on an approved information/records management system.

These supplements are to be read in conjunction with National and Divisional policies related to this matter.

Guysborough District

Service Delivery - District Policing

1. General
2. Member
3. Team Leader/Supervisor
4. District Commander/Delegate

1. **General**

- Guysborough County District is comprised of Regular Members and Public Service Employees based out of three offices in Guysborough, Canso and Sherbrooke. The District headquarters is based in Guysborough. The District is divided into two zones, Guysborough East (Canso/ Guysborough Offices) and Guysborough West (Sherbrooke Office). The membership is placed on two teams, each supervised by a Team Leader, one located in Canso and one located in Sherbrooke. The membership reports to the Guysborough County District Commander. Members in Guysborough East are primarily supervised by the Canso Team Leader and members in Guysborough West primarily supervised by the Sherbrooke Team Leader. However, adjustments on the Team structure will be done as needed to ensure equal workload and a consistent workflow. Team members, although reporting to a specific Team Leader, will not be restricted to any particular geographic area within Guysborough County for patrol, back up and response purposes.

2. **Members**

- All members are expected to carry out their duties to the best of their ability and maintain professionalism at all times.
- All complaints shall be documented by way of a PROS occurrence being created in our Records Management System. Occurrences are to be responded to in a timely manner and where warranted an initial investigation undertaken. Investigations, when practicable will be assigned to Team Members whose primary policing jurisdiction is located within the area where a complaint originated. However if required, members in any part of the District are to handle a call for service anywhere in the District to ensure the public receive timely

service delivery. If the occurrence required further investigation beyond the initial response, the occurrence will be re-assigned to a Team Member from that area.

- The District Commander or delegate is to be advised immediately of any serious investigation requiring a Briefing Note or not, sudden deaths of a suspicious/unusual nature or an incident which would be of high public/media interest.
- All investigations should follow the PROS workflow model including documentation of investigational actions taken including the taking of statements with can says, use of support services such as FIS, updating complaints and offering of Victim Services. All statements and investigative documents are to be placed in hard copy file folders and are to be filed in the secure file room actioned, and shall not be kept in baskets, desks or brief cases when not being actioned.
- All members are responsible for maintaining and managing their investigations in a timely, thorough, and professional fashion. In addition, members shall be responsible for their respective court dates relative to their investigations.

3. TEAM LEADERS/SUPERVISORS

- Team Leaders or any member in an acting role are expected to provide operational guidance and support to their team members or any member in the District as required. As well as supervising operational files and investigations of members assigned to their respective teams. Files will be processed in accordance with the PROS workflow model, unit supplement policies, as well as the Quality of Investigations.
- Team Leaders are responsible for ensuring that PROS unit task queues for their team are reviewed regularly and when appropriate, that new tasks are assigned to investigators in a timely manner. Team Leaders are also to review the District Unit queues for each office to ensure any outstanding tasks are actioned or assigned. Investigations shall be reviewed at regular intervals with Diary Dates set for the 5th and 20th of each month. Team Leaders will provide written guidance and direction as and when required, making notations on a Supplemental Report as per PROS workflow policy.
- Team Leaders will also be responsible for conducting investigations and advancing the objectives of the A.P.P.

4. District Commander/Delegate

- The District Commander or Delegate is responsible for ensuring all employees in Guysborough District is aware of the service delivery model for the District and to monitor the team structure to ensure workflow is being completed efficiently and per policies.

These supplements are to be read in conjunction with National and Divisional policies related to this matter.

Guysborough District

Shift Schedule

1. General
2. Member
3. District Commander / Delegate

1. General

1.1 There is one shift schedule for all employees of Guysborough District. The goal of the schedule is provide policing coverage to the County of Guysborough and allow for unfettered regular time off for RCMP employees. As of April 2015, scheduling is now done via TEAM, accessible through the Infoweb.

1.2 As of June 1st, 2015, **Public Interest** rotation for regular members, who will work **Public Interest** shifts of **Public** days and **Public** night shifts.

1.3 The District Commander or delegate will be the sole manager of the schedule including on call, request for leave or shift changes.

2. Member

2.1 Members will be notified of any scheduled shift changes via TEAM generated e-mails and/or direct contact from the District Commander or delegate.

2.2 Members are permitted to exchange shifts or on call as long as it does not affect district coverage and the District Commander approves.

2.3 Members are to regularly check their scheduled shifts on TEAM to ensure they have the most up to date District schedule.

2.4 If due to unforeseen circumstances (ODS) a resource deficiency is identified, members are to notify the District Commander or delegate immediately.

2.5 Team Leaders have the delegated authority to call out additional resources on overtime if required.

3. District Commander/Delegate

3.1 The Unit Commander or delegate is responsible for managing the District Schedule, ensuring adequate coverage and on call resources exists. Delegation to Team Leaders or acting Team Leaders exist to call in additional resources on Overtime if required.

These supplements are to be read in conjunction with National and Divisional policies related to this matter.

Guysborough District

Court Package Disclosure (E-Disclosure version)

1. General
2. Member
3. Team Leader/Supervisor/Operations
4. District Commander/Delegate

1. General

1.1 All employees of Guysborough District share the responsibility of providing a detailed and comprehensive Crown Package that will cover all material relevant to the case for disclosure purposes.

1.2 This Unit Supplement is to be read in conjunction with the following Divisional and National Policies:

Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

(Checklist National)

- 1.3 All court packages will be constructed utilizing the PROS Case file and the E-Disclosure system.
- 1.4 All RTCC will have the appropriate the Disclosure Checklist Form attached to the package and reviewed/signed by a Supervisor who will ensure the package contains all the relevant material for delivery to the Crown Counsel.
- 1.5 All RTCC will be prepared by at least 3 weeks prior to plea date so they can be reviewed by the supervisor.

Exceptions; High Risk files that will require an immediate or next available court date plea are as follows;

- a) Domestic Violence assaults that are related as **High Risk on the ODARA** check sheet.
- b) Youth who have been compelled to court for any charges under Criminal Code, YCJA or any other statutes.
- c) In Custody remands through the JP Center or Court.
- d) Conditional Sentence Order Breaches.

1.6 All hard copy Crown packages will be constructed and in the order listed in "Appendix A" and will include all relevant material connected to the file that is listed in "Appendix B".

1.7 All new and Supplemental Disclosure must go through this court process.

2. Member

2.1 If an accused has been released related to a **High Risk Court File** ensure the initial RTCC is completed immediately and submitted to your supervisor for review with the (Checklist) form.

If an accused has been released related to a **Non High Risk Court** file ensure the initial RTCC is completed at minimum of 4 weeks prior to the plea date and submitted to your supervisor with the Disclosure (Checklist) form.

RTCC's are to be in the possession of Crown at least 2 week prior to plea date for non-High Risk files.

2.2 Preparation of Materials for Investigations

- **Summary** - This is a **short** summary of the events and evidence that lays out in general terms for the Crown what transpired in this case.
- **Detailed Narrative** ("The event/facts") - In a **detailed** and chronological narrative, providing dates and times of all evidence collected in this case, you must clearly articulate **all** the facts and evidence gathered in your investigation to provide the crown with a clear understanding of all the evidence gathered ensuring that the narrative supports the "elements" of the offence required to prove the case.
- **Witness statements / can-says** - Ensure that all statements are

disclosed with the package and that a can-say sheet is completed for each witness/officer.

- **Audio statements/cd's and can-says** are sufficient for the initial disclosure but if the matter is set for trial all audio statements requested by the crown will be immediately transcribed and forwarded through your supervisor for the crown in a supplementary disclosure package.

2.3 When photos are part of the package ensure that they are clear and identifiable if they are printed or that they can be opened if on a CD prior to submitting to the crown. Also ensure that an index of the photos is attached.

- Should the Crown Prosecutor advise that the matter is set for trial determine what photos will be required in sufficient time that you can send the photos off to photo services to have packages made.
- If photo packages are required, ensure that an index is properly prepared and submitted with the photos.

2.4 It is the responsibility of each member to self-disclose and update if necessary any "**McNeil Decisions**" form 6114, which will be passed into the District Commander. Forms 6114 will be added to court packages in paper format only.

2.5 Any material or evidence gathered after the initial RTCC package is submitted will be forwarded through the Team Leader for review prior to being delivered to Crown in a supplemental disclosure package with an updated disclosure checklist.

- All additional statements will be accompanied with a can-say sheet and if scheduled for trial will be transcribed if requested by the crown.
- There has to be a cover sheet properly completed which identifies the name of the accused and listing the attached items.
- CD's properly labeled with file number.
- Supplemental report explaining the evidentiary value of the items being disclosed.

2.6 Ensure that the PROS file clearly indicates when the package was prepared and submitted for review to the supervisor.

3. **Team Leader/Supervisor**

3.1 A Team Leader/Supervisor will review the **electronic PROS file** and the hard copy file once all reasonable investigation is complete, prior to the submitting to Crown Counsel at least 2 week prior to plea.

- 3.2 If there are any outstanding investigational tasks that do not have a valid reason why they are not completed, the Court Package will not be approved by the Supervisor. The Lead Investigator will be tasked to complete the outstanding investigation tasks and re-summons the accused for a new Plea date. The Information on investigations should be only sworn after the Court Package receives approval by a supervisor.
- 3.3 Team Leaders/Supervisors will review and monitor all files cleared by charge to ensure the RTCC is completed no less than 3 weeks prior to plea and submitted for review.
- 3.4 Team Leaders/Supervisors will review all RTCC packages ensuring that the package contains all relevant material to support the charges and flows in a clear and concise manner when detailing the facts and evidence in the case ensuring a high quality of submission.
- 3.5 Team Leaders/Supervisors will ensure that all Reports to Crown Counsel have an appropriate checklist attached to the package and reviewed/signed by them prior to forwarding to Crown.
- 3.6 In the absence of a Team Leader/Supervisor, another Team Leader/Supervisor or the District Commander will review all court packages to ensure all documents are attached and the report meets the above requirements.
- 3.7 Team Leaders/Supervisors have 1 week to review and return an incomplete package to the lead investigator for amendments/further work if required.
- 3.8 The District Commander is responsible to ensure Guysborough District members conduct quality investigations and lay appropriate criminal charges and present well prepared court prosecution packages and briefs.

4. District Commander/Delegate

- 4.1 Ensure that the Guysborough Unit Supplement has been reviewed by all personnel under your command.
- 4.2 Conduct an annual review of the Unit Supplement to verify that all factors identified during the previous risk assessment remain relevant.
- 4.3 If a deficiency is observed by the Team leaders or members in reports, initiate a debriefing exercise to identify points that may need to be addressed or clarified.

Appendix "A"

Initial Crown Disclosure Package

- # DISCLOSURE CHECKLIST FORM
- # INFORMATION
- # RELEASE DOCUMENTS ISSUED TO ACCUSED
- # CPIC – RESULTS ON ACCUSED
- # ORDERS / PROHIB'S ON ACCUSED
- # CERTIFICATES SERVED ON ACCUSED
- # REPORTS / CERTIFICATES FROM OUTSIDE AGENCIES
- # COPY OF ALL WARRANTS EXECUTED
- # STATEMENT OF ACCUSED - CAN-SAY & AUDIO /VIDEO DISC
- # STATEMENTS OF WITNESSES - CAN-SAY & AUDIO / VIDEO DISC
- # CAN-SAY OF POLICE OFFICERS
- # SUPPLEMENT REPORTS OF ALL OFFICERS
- # NOTES FROM ALL OFFICERS
- # PHOTO'S - LEGIBLE BLACK & WHITE WITH INDEX AND CD OF PHOTOS
- # EXHIBITS - REPORT TO JUSTICE AND FULL LIST OF EXHIBITS SEIZED
- # CCTV - DISC (IF APPLICABLE)

<http://infoweb.rcmp-grc.gc.ca/rcmpmanuals/eng/om/20/om20-1/a20-1-1/a20-1-1.htm>

Potentially Relevant File Material

1. Subject to the existence of a judicial order directing that certain material not be disclosed, or the applicability of a recognized privilege, provide the Crown with potentially relevant file

material including, but not limited to:

1. 1. Written report to Crown Counsel or narrative;
1. 2. Witness list and witness statements (including video, audio and KGB forms);
1. 3. Witnesses' criminal records upon request of the Crown;
1. 4. Accused statements (including video and audio, and warning forms);
1. 5. Criminal record of the accused and co-accused;
1. 6. Exhibit report;
1. 7. Police notes from members' notebooks;
1. 8. Police reports/continuation reports;
1. 9. Search warrants and supporting material, sealing orders, wiretap authorizations;
1. 10. Scale drawings and accident reports;
1. 11. Documentary evidence, e.g., certified copies of court process, certificates of analyst, or forensic reporting;
1. 12. Medical release forms, records and notes;
1. 13. Post-examination medical reports;
1. 14. Forensic lab reports;
1. 15. Photographs;
1. 16. Police surveillance videos, photographs and reports;
1. 17. Crime scene videos and photographs;
1. 18. Copies of photo line-ups and related identification ballots;
1. 19. Wiretap transcripts, recordings of intercepted conversations and summaries of intercepts;
1. 20. Notices of intention and certificates of analyst; and
1. 21. Expert witness reports/statements of expert

These supplements are to be read in conjunction with National and Divisional policies related to this matter.

Guysborough District

RCMP Victim Services

1. General
2. Member
3. Team Leader/District Commander/Delegate
4. District Commander/Delegate
5. Victim Service Volunteers

1. **General**

- 1.1 Guysborough District Victim Services are trained volunteers that depending on availability will be able to assist throughout the week. Routine referrals will be actioned within three business days. In cases of urgent referrals, Victim Services will be available as soon as possible. If Guysborough Victim Service volunteers are not available, then attempts will be made to locate Victim Services elsewhere in the Division to assist.

2. **Member**

- 2.1 Will offer victim services to any victim of crime or those whose lives have been impacted by trauma and will explain the Victim Services duties to the victim(s) in need.
- 2.2 If Victim Services assistance is accepted, members will obtain consent of the victim, family or guardian to have Victim Services contact them. Consent does not have to be in writing or in person.
- 2.3 Will complete referral form 5151 and deliver to Team Leader, District Commander or delegate for assignment.
- 2.4 In case of immediate after hour assistance, members are to contact a Team Leader, District Commander or delegate.
- 2.5 In the rare situation where Victim Services are required to attend a scene such as an NOK, members are required to remain with the volunteers at all times.

3. **Team Leader/ District Commander/Delegate**

- 3.1 A Team Leader/District Commander/Delegate will review any referral for Victim Services and ensure that appropriate requests are assigned and followed up on in a timely manner. If no local Victim Services are available for urgent requests, contact the Provincial Coordinator (Julia Rustad) or (Lydia Quinn) for other resources.
- 3.2 Will update any PROS file where actions have been taken by Victim Services.

4. **District Commander/Delegate**

- 4.1 Will ensure volunteers have current security clearance and appropriate training.
- 4.2 Will manage all referrals and ensure paper administrative filing system exists and a file is created for each Victim Service referral.

5. **Victim Services Volunteers**

- 5.1 Upon receiving a referral, will contact the victim(s) and offer support and access to appropriate services.
- 5.2 Will listen and provide emotional support to the victim(s).
- 5.3 Will provide resource information regarding appropriate government or community agencies for shelter, EPO's, legal advice, counseling, financial assistance etc...
- 5.4 In cases where criminal charges are laid or expected to be laid, Guysborough Victim Services will explain the basics of the court process. Further assistance in this area will be the responsibility of the Provincial Victim Services unit.
- 5.5 Will provide some callback capacities. While it remains the members' responsibility to keep complainants updated on investigations, Victim Services can be utilized in certain instances such as updating especially vulnerable victims or large groups of people.
- 5.6 Will not attend any scene without a member being present. In most instances, services will be provided either by phone or meetings at the one of the District offices.
- 5.7 Will create and maintain a paper file with filing number to document any actions taken.

Pictou District

Use / Maintenance of Unit / Detachment "S" (Shared) and "H" (Home) Drives

1. General
2. Member
3. District Commander / Delegate

1. General

- 1.1 The purpose of this Unit Supplement is to ensure that employees are aware of the use and maintenance procedures when using the "S" & "H" Drives associated to the server for Pictou District.
- 1.2 "S" & "H" drives are not approved record management systems and are not to be used to manage operational information. Information stored on the "H" and "S" drives are not accessible for ATIP purposes.
- 1.3 However, it is recognized that there are times when storing information on the "H" and "S" drives may be necessary to facilitate the transition of information to an approved records management system (i.e., PROS). In these cases, the following rules will apply:

2. Member

- 2.1 "**S**" Drive(s) – Pictou District will have a folder created for each member to utilize for RCMP related information storage.
- 2.2 Members will ensure that within the "S" Drive, Standard Naming Conventions are used for sub-folders and/or file names that index and identify the information being saved. This will allow for ease of reference and quality assurance when later determining that the information has been properly migrated to an approved records management system such as PROS.
- 2.3 Members anticipating leaving the unit/detachment: he/she should ensure that any operational information saved in his/her folder on the shared drive is migrated to an approved records management system such as a PROS.
- 2.4 "**H**" Drive - Members are responsible for removing information that is transitory in nature, does not have business value and/or is no longer relevant from their "H" Drives. Information of business value needs to be stored on an approved information/records management system.

3. **District Commander/Delegate**

- 3.1 The District Commander or delegate is responsible for monitoring the shared drive to ensure information in these folders is removed in a timely manner once the information is uploaded to an approved records managements system (i.e., PROS). Retention periods for the temporary storage of this information on the shared drive will be determined by mutual agreement with "H" Division Information Management and the District Commander on a case-by-case basis.
- 3.2 If a member has transferred out of the District and has neglected to do this, it is the responsibility of the District Commander or delegate to remove the folder from the shared drive once it has been reviewed to ensure there is no information of business value to be retained.
- 3.3 The District Commander or delegate needs to ensure that employees remove information that is transitory in nature, does not have business value and/or is no longer relevant. Information of business value needs to be stored on an approved information/records management system.

These supplements are to be read in conjunction with National and Divisional policies related to this matter.

**STANDARD OPERATING PROCEDURES FOR UNMARKED TRAFFIC ENFORCEMENT
POLICE VEHICLE (30B4)**

PICTOU COUNTY DISTRICT
UPDATED 17-09-25

The police vehicle designated as 30B4 is to be utilized primarily for traffic enforcement initiatives. While it is fully equipped for General Duty Policing, it is void of any markings identifying it as a police vehicle. It also has a clean roof without any visible emergency equipment.

DUTIES OF MEMBERS:

- 30B4 will only be utilized as a traffic enforcement police vehicle. It will not be used to respond to calls for service unless there is a high risk to public or officer safety & no other options are available.
- Be familiar with RCMP Operational Manual 5.4 (Emergency Vehicle Operation), especially paragraph 3.6. Only a fully marked police vehicle equipped with emergency equipment may be used in a pursuit.

EXCEPTION: 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.

- 30B4 will not be operated at night without the prior approval of the Ops NCO for traffic enforcement initiatives.
- 30B4 will be used only with prior approval of Team Supervisor or Ops NCO for traffic enforcement initiatives.
- Any use of 30B4 & related statistics will be recorded on a sign out/usage log.
- Any member(s) using 30B4 will ensure they are signed into the MWS & utilize the E-Ticketing system for traffic enforcement.
- Report any mechanical issues/damages immediately to their supervisor & Ops NCO.

DUTIES OF SUPERVISORS:

- Review any requests by team members for use of 30B4 prior to approving its use.
- Provide a brief summary to the Ops NCO of any planned traffic enforcement initiatives using 30B4.
- Ensure that members using 30B4 follow all policy in RCMP manuals & unit SOP's.
- Ensure that members complete sign out/usage log at end of their shift.

DUTIES OF OPS NCO:

- The Ops NCO will maintain a monthly vehicle inspection report on 30B4.
- Review any traffic initiative plans summaries.
- Ensure all members in Pictou County District have the applicable training to use 30B4 (E-Ticketing, PROS, Emergency Vehicle Operation).

S/Sgt. Addie J. Maccallum 45739
Pictou County District Commander

<h2>Pictou District</h2> <h3>Court Disclosure Workflow</h3>

1. General
2. Member
3. Team Leader/ Supervisor/ Operation (Ops) NCO
4. District Assistant
5. Court Liaison Officer (CLO)
6. District Commander/ Delegate

1. General

- 1.1 All employees of Pictou County District share the responsibility of providing a detailed and comprehensive Crown Disclosure package that covers all materials relevant to the investigation for disclosure.
- 1.2 This unit Supplement is to be read in conjunction with the following Divisional and National Policies:

Public Interest Immunity - s. 37 of CEA and common law (National)

Public Interest Immunity - s. 37 of CEA and common law

(Checklist National)

- 1.3 All court packages will be constructed utilizing the PROS Case File and E-Disclosure system.
- 1.4 All **Reports to Crown Counsel (RTCC)** will be prepared on: **H Confidential Instructions to Crown** Form found on PROS or the Infoweb.
- 1.5 All RTCC will have the appropriate Disclosure Checklist (**H Division RCMP Disclosure Sheet**) attached to the package and reviewed by a supervisor prior to going to the Court Liaison Officer who will ensure the package contains all the relevant material for delivery to the Crown Counsel.
- 1.6 All Crown packages will be prepared no later than 4 weeks from a plea date so they can be reviewed by the Supervisor, Court Liaison Officer and converted to E-Disclosure.

Pictou District Unit Supplement
Prepared by: Cst. Kevin MURPHY
Approved by: S/Sgt. Addie J. Maccallum
2018-05-16

Exceptions; High Risk files that will require an immediate or next available court plea date are as follows;

- a) Domestic Violence assaults that are related as High Risk on the ODARA Check Sheet.
- b) Youth who have been compelled to court for any charges under the Criminal Code, YCJA or any other statutes.
- c) In Custody remands through the JP Centre or Court.
- d) Conditional Sentence Order Breaches.

- 1.7 All hard copy Crown Disclosure packages will be constructed in the order listed in "Appendix A" and will include all relevant material connected to the file that is listed in "Appendix B".
- 1.8 All new Disclosure must go through this court process. Members may drop off new disclosure at the Crown's Office only if the Court Liaison Officer is unavailable. Members should avoid the faxing of Informations and at every opportunity have them sworn in person.
- 1.9 All Non High Risk court files generated will be completed using **electronic disclosure**.

2. Member

- 2.1 If an accused has been released related to a high risk Court file ensure the initial RTCC is completed immediately and submitted to you supervisor for review with HDP5451 (Public Prosecution Disclosure Form).
- 2.2 Preparation of Materials for investigation (Contained in Confidential Instructions to Crown)
 - a) Summary- This is a short summary of the events and evidence that lays out in general terms for the crown what transpired in the particular case.
 - b) Detailed narrative ("the reported event/ facts of case") – In a detailed and chronological narrative, providing dates and times of all evidence collected in the case. You must clearly articulate all the facts and evidence gathered in your investigation to provide the crown with a clear understanding of all the evidence gathered ensuring that the narrative supports the "elements" of the offence required for the Crown to prove the case.
 - c) Witness Statement/ Can says – Ensure that all statements are disclosed in the package and that a can say sheet (PROS Witness statement) for each witness statement received. Can say of investigator will highlight their involvement in the investigation.

Audio Statements/ CD's and can says are sufficient for the initial disclosure however if the matter is set for trial all audio statements if Crown requests will be transcribed and

- subsequently forwarded through your Supervisor/ CLO to be delivered to the Crown in a supplementary disclosure package.
- 2.3 When photos are part of the disclosure package ensure that they are clear and identifiable if they are printed or that they can be opened if on a CD prior to submitting to the Crown. Also, ensure that an index of the photos is attached.
 - a) Should the Crown request colour photo packages once a trial has been set photos can be prepared locally.
 - b) Ensure that an index accompanies any prepared photo package.
 - 2.4 It is the responsibility of each member to self-disclose and update if necessary any "McNeil Decisions" form 6114, which will be added to Court packages in paper format in a sealed envelope by the Court Liaison Officer.
 - 2.5 Any material or evidence gathered after the initial RTCC package is submitted will be forwarded through the Team leader to a Detachment Assistant (DA) if time allows for conversion to E-Disclosure prior to delivery to the Crown.
 - a) All additional statement will be accompanied by a can-say (Witness statement report) and if case is scheduled for trial and Crown has requested, they will be transcribed.
 - b) The Public Prosecution Service Supplementary Disclosure form will be attached which identifies the name of the accused and items included in the disclosure.
 - c) CD's will be properly labelled with file number, caption and what is contained in disc.
 - 2.6 Ensure that a General or Supplementary Report has been completed on PROS which clearly indicates when the package was prepared and submitted to a Supervisor for review.
 - 2.7 When a Suspect(s) is arrested the member will release the person(s) for plea no earlier than 8 weeks from the time of arrest (except in the case of High Risk Court Packages). Members should also keep in mind it should be no later than 12 weeks, as well.
 - 2.8 The member will then have 4 weeks to complete all aspects of the investigation. This will be controlled by the investigation "FIR" Diary date set (by Supervisor) for the appropriate date 4 weeks in the future from the suspect's release date.
 - 2.9 Members will submit all notes/documents (with the correct file number notated) for scanning to the PROS file by a designated Detachment Assistant. Notes/ Documents for scanning are to be submitted on the left side of a hard jacket investigational file notating "for scanning" in the designated scanning basket.

- 2.10 The lead investigator will burn all statements onto one disc (other than Cautioned statements). All discs are to be properly captioned, with file number and to be attached to the Hard Jacket file by the 4 week DD.
- 2.11 The lead investigator will download all pictures onto a disc, properly caption with file number notated prior to attaching to the Hard Jacket file.

At this time (4 week DD) all investigative aspects should be completed by the lead investigator and reviewed by the Team Leader/Supervisor. If the outstanding investigative tasks are substantial, then the investigator will have to re-summons the accused for a later court date.

3. Team Leader/ Supervisor/ Ops NCO

- 3.1 A Team Leader will review the Electronic PROS file and submit the Hard Jacket file to the Designated Detachment Assistant for E-Disclosure. This will be once all reasonable investigation is complete and prior to the 4 week Investigation DD.
- 3.2 If there are any outstanding investigative tasks that do not have a valid reason for being incomplete, the court package will not be approved by the Team Leader/ Supervisor. The lead investigator will be tasked to complete the outstanding investigative tasks and re-summon the accused for a new plea date. Informations on all investigations will only be sworn before the court by the CLO after the Court Package has been reviewed by the Team Leader/ Supervisor and all investigative steps have been completed.
- 3.3 Team Leaders/ Supervisors will review and monitor all files cleared by charge to ensure the RTCC is completed no less than 4 weeks prior to plea and submitted for review.
- 3.4 Team Leaders/ Supervisors will review all RTCC packages ensuring that the package contains all relevant material to support the charges and flows in a clear and concise manner when detailing the facts and evidence in the case ensuring high quality.
- 3.5 Team Leaders/ Supervisors will ensure that all RTCC have an appropriate checklist attached to the package and reviewed/ signed by them prior to forwarding same to the CLO.
- 3.6 In the absence of a Team Leader/Supervisor, another Team Leader/Supervisor or the OPS NCO will review a court package prior to being forwarded to the CLO to ensure all documents meet the above requirements.
- 3.7 Team Leaders/Supervisors have 1 week to review and return an incomplete package to the Lead Investigator for amendments/ further investigation if required.
- 3.8 The court package, in E-Disc format, must be in the hands of the CLO no less than 2 weeks prior to a Plea date.

- 3.9 The OPS NCO is responsible to ensure Pictou County District members conduct quality investigations and lay appropriate criminal charges as well as present quality, well prepared Court packages.

4. District Assistant

- 4.1 The District Assistant (DA) will receive Hard File from Team Leader who has reviewed the investigation and approved the preparation of E-Disclosure.
- 4.2 DA will create a task for actions related to E-Disclosure preparation.
- 4.3 DA will ensure CPIC records are up to date and accurate.
- 4.4 DA will print off Witness List from the Court Brief Assembly to accompany the E-Disclosure Disc for the Crown.
- 4.5 DA will ensure that all documents noted in the Court Brief Assembly marked "Ready for Submission" and documents located in the hard file are scanned for inclusion in the E-Disclosure package.
- 4.6 DA will ensure that personal information related to the victim and witnesses is vetted from the Disclosure package.
- 4.7 DA will prepare E-Disclosure package utilizing the accepted layout and format, including all relevant documents, photos and audio statements in triplicate (Crown/Defence/Police).
- 4.8 DA will return prepared E-Disclosure discs to the Lead Investigator's Team Leader for review prior to being forwarded to the Court Liaison Officer.

5. Court Liaison Officer

- 5.1 The Court Liaison Officer (CLO) acts as a liaison between the Crown and the Pictou County District Office.
- 5.2 It is the responsibility of the CLO to review all disclosure packages prior to laying the charge ensuring that the Prima Facie (on first impression, the evidence would be sufficient to prove a particular offence) case exists before submitting the package to the Crown.
- 5.3 Should the case not meet the standards set out in this supplement or does not clearly show the Prima Facie case, the CLO will take the appropriate action to rectify the problem through the Lead Investigator, Team Leader/ Supervisor or OPS NCO as required, prior to submitting to the Crown.
- 5.4 When the court package is approved by the CLO he/she will deliver to the Crown no later than 2 week prior to the Plea date.
- 5.5 Once the accused has appeared and entered a "not guilty" plea the Crown should review the file in detail and correspond with the CLO, OPS NCO and Lead Investigator identifying any points of evidence which may require further attention.

Pictou District Unit Supplement
Prepared by: Cst. Kevin MURPHY
Approved by: S/Sgt. Addie J. Maccallum
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- 5.6 The Crown should also be able to identify any material witnesses which will be required for a trial. A list will be submitted to the CLO who will draft subpoenas and task the Lead Investigator for service.
- 5.7 Electronic Disclosure – The CLO will review the E-Disclosure and Hard-Jacket file to ensure that the investigation is complete and the standards as set above are maintained prior to submitting disclosure to the Crown.

6. District Commander/Delegate

- 6.1 Ensure that the Pictou County District Unit Supplement has been reviewed by all personnel under your command.
- 6.2 Conduct an annual review of the Unit Supplement to verify that all factor identified during the previous risk assessment or ULQA remain relevant and are being withheld.
- 6.3 If a deficiency is observed by the Team Leaders/ Supervisors or OPS NCO in reports, initiate a debriefing exercise to identify point that needs to be addressed or clarified.

Appendix 'A'

Initial Crown Disclosure Package

1. HDP5451- Public Prosecution Service Disclosure form
2. Information
3. Release documents issued to the accused
4. H Division Confidential Instructions to the Crown
5. Copies of any executed Warrants
6. Orders/ Prohibitions on the accused
7. Certificates served on the accused
8. General/ Supplementary Reports of all Officers.
9. Notes of All Officers
10. Statement of accused (Can-say/ Transcription)
11. Statement of Victim (Can-say/ Transcription)
12. Statement of witness(es) (can-say/ Transcription)
13. CPIC results of Criminal record (stamped)
14. Exhibits- report to Justice and ledger
15. Photos- legible Black & White or colour with Index.

Potentially Relevant File Material

1. Subject to the existence of a judicial order directing that certain material not be disclosed, or the applicability of a recognized privilege, provide the Crown with potentially relevant file material including but not limited to:
 - 1.1 Written report to Crown Counsel report or narrative;
 - 1.2 Witness list and witness statements (including video, audio and KGB forms).

Pictou District Unit Supplement
 Prepared by: Cst. Kevin MURPHY
 Approved by: S/Sgt. Addie J. Maccallum
 2018-05-16



Pictou County District Court Liaison

1. Roles and Responsibilités
2. Appendix 'A'- Court Disclosure Workflow
3. Appendix 'B'- Sample Confidential Instructions to Crown
4. Appendix 'C'- JP Centre JIR Procedure Guide
5. Appendix 'D'- CSO/DCSO procedure guide
6. Appendix 'E'- Sample Criteria for Detention

Prepared by: Cst. Kevin MURPHY
Court Liaison Officer
Pictou County District RCMP

Approved by: S/Sgt. Addie MACCALLUM
District Commander
Pictou County District RCMP

Pictou County Court Liaison Officer

This document is intended to inform members of Pictou County District of the Roles/Responsibilities of the Court Liaison Officer. The position has existed in the District for several years however the roles have expanded and the responsibilities are more focussed on the overall functioning of the court process from a law enforcement standpoint while improving the quality not necessarily of the investigation but of the preparation of reports and disclosure to the Court and Prosecution.

The RCMP job description for the RM job code 00821 defines the Position as follows:

1. Job Summary:

1. 1. The member is responsible for:

1. 1. 1. planning, organizing and controlling the processing of legal documents and the prosecution of federal, provincial and municipal offences; and

1. 1. 2. laying of informations, presenting circumstances and liaising with the Crown, court registry and operational personnel.

What is the role of the Pictou County District Court Liaison?

1. Liaise with Crown Prosecutors both Provincial and Federal with regard to timeliness of disclosure. Also, provide insight into status of disclosure and/or investigation when required.
2. Liaise with the Provincial Court for swearing documents, picking up documents etc.
3. Assist with prisoners on remand. This includes the assistance to detachment members in completion of documents, remand hearings, transport to court if in Police custody, swearing of documents and notification to Crown and Provincial Court of prisoners held for court.
4. Assist Crown Prosecutor in completion of Show Cause hearings when required.
5. Review of disclosure to ensure quality of completion of reports as well as the accuracy of charge laid.

What can the Court Liaison assist detachment members with?

1. Swearing of Informations- To have this completed ensure that a copy of a Confidential Instructions to Crown is included with any release documents. **See template copy of information attached**
2. Delivery of all documents related to Court disclosure. This includes disclosure to Provincial and Federal Crown and to the Provincial Court.
3. Completion of Court documents. If you are unable to complete something while on shift the court liaison can assist with preparation of documents related to the court process.
4. Monitoring of Court files- All investigations should be complete prior to first appearance unless a prisoner on remand. Once disclosure has been completed the hard copy file can be sent to the Court Liaison who will then create a task and monitor the file through its life span of the court process. The court Liaison will update the PROS file to reflect the court process in the court schedule.

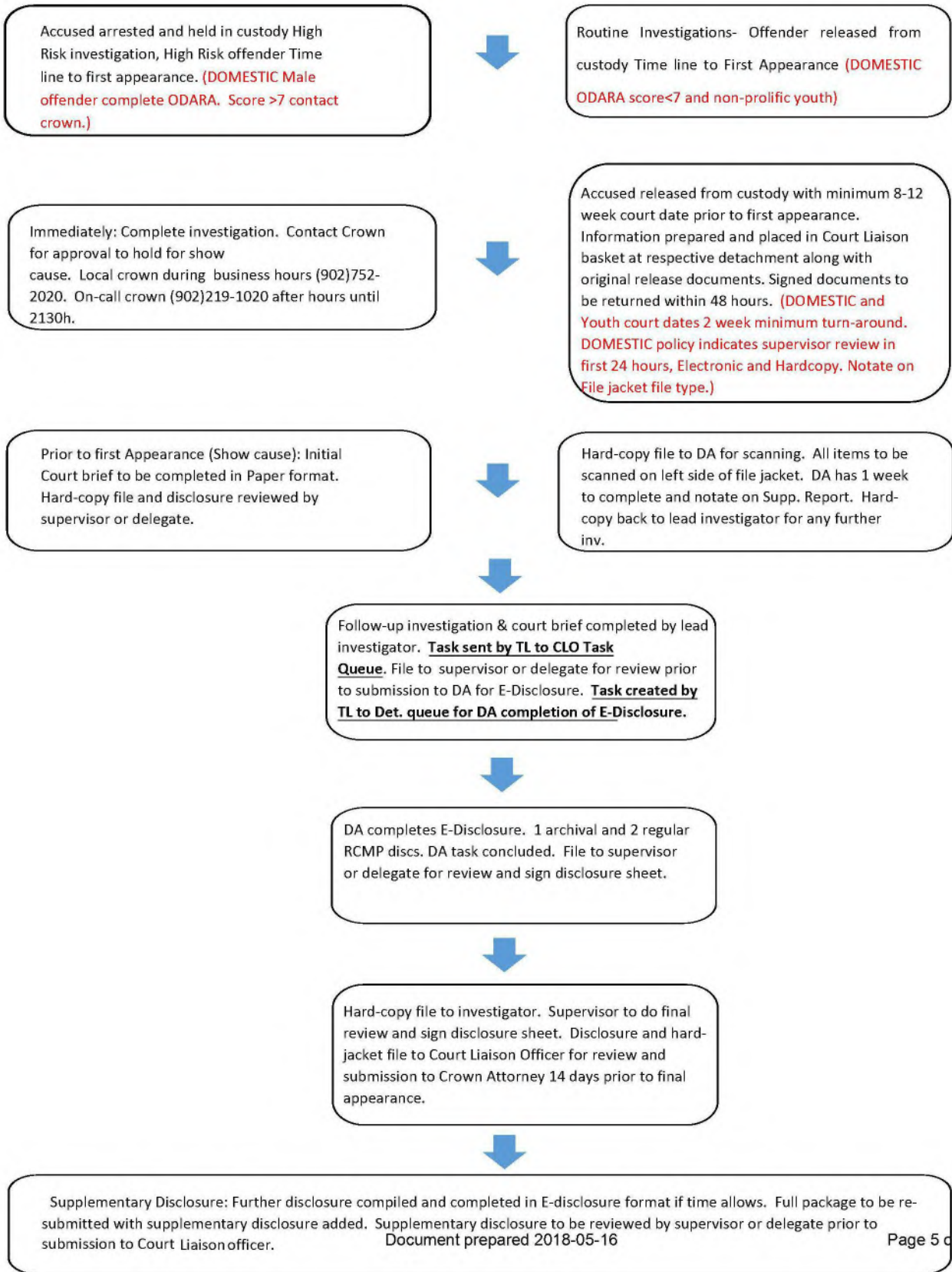
5. Preparation of subpoenas. The court liaison will use the witness list as prepared by the lead investigator in the Court folder to prepare subpoenas which, once sworn, will be returned to the lead investigator for service.
6. Liaising with the Provincial Court to reconcile police exhibits. This will be done on a bi-annual basis.



Appendix 'A'- Pictou County District Court
Disclosure Workflow



Pictou County District RCMP-GRC Court Disclosure Work Flow Model (Domestic and Youth anoted in RED)





Appendix 'B'- Sample Confidential
Instructions to the Crown



Confidential Instructions for Crown

ACCUSED	ADDRESS	EMPLOYMENT	CRIMINAL RECORD		BIRTH DATE	MARITAL STATUS
			CPIC Yes <input type="checkbox"/> No <input type="checkbox"/>	LOCAL Yes <input type="checkbox"/> No <input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

CHARGE(S)	PLACE OF OFFENCE	PROPERTY INVOLVED IN CHARGE (List value of loss or damage)
		PROPERTY RECOVERED Yes <input type="checkbox"/> No <input type="checkbox"/>
	DAY, DATE AND TIME OF OFFENCE	PERSONAL INJURIES
		PHOTOGRAPHS: Yes <input type="checkbox"/> No <input type="checkbox"/> HOSPITAL TREATMENT: Yes <input type="checkbox"/> No <input type="checkbox"/>
		PUBLICATION BAN: (If victim/witness requires publication ban, list special reasons why)
INVESTIGATING OFFICER	NAME OF VICTIM	VICTIM Advised of right to file Victim Impact Statement Yes <input type="checkbox"/> No <input type="checkbox"/>

BAIL - (List reasons, if any, for objecting to bail or any special conditions to be attached to bail.)

APPEARANCE DATE	TIME	COURT PROCEEDINGS (Continued):
ELECTION: Prov. Court <input type="checkbox"/> Judge & Jury <input type="checkbox"/> Judge <input type="checkbox"/> PLEA: Guilty <input type="checkbox"/> Not Guilty <input type="checkbox"/> DEFENCE COUNSEL:		DISPOSITION:
COURT PROCEEDINGS:		

This document is provided by the RCMP for purposes of prosecution only. Request from other agencies for this information should be referred to the RCMP.

EVIDENCE (A summary of facts followed by a synopsis of what each witness will say.)

A) Opening Paragraph

The opening paragraph is the investigators opportunity to introduce salient facts of the investigation in a brief narrative. A good way to think of this is using the layout of charge wording for an information. The paragraph should include however isn't limited to the following:

Who and when- Who received the complaint and who was the complainant and the date of the initial investigation.

Where- In what community was the offence.

What and who- the nature of the offence and who committed the offence.

B) Detailed narrative:

1) The investigator should detail the entirety of the investigation. The crown uses this at time of sentencing when reading in agreed facts and a detailed narrative allows the crown to concisely outline the jurisdiction, elements of the offence, grounds for arrest and that the charter was administered properly.

C) Can Say:

2) The detailed narrative should also include a brief can-say of witnesses and members involved in the investigation. Of note, this is not the detailed synopsis that is included in the investigative file however it paints a picture of what involvement witnesses and police officers have in the investigation.
eg. A. Doe (victim)- can say that on a particular date he/she was assaulted by (method) and that it occurred at (Location). The victim can say that he/she was in a relationship with accused for xx years.

eg. Cst. B. Smith- can say that he/she was first on scene and affected the arrest on the accused. Cst. Smith provided the charter/ caution to the accused.

D) Investigator's notes:

3) The investigator can add salient information related to past criminal history of the accused as it relates to the victim, the offence committed and whether previous breaches have occurred. Often, this is left for criteria for detention however it can be helpful to the crown if on the court brief.

Example on next page...

On January 1st, 2018, Cst. JONES of the Pictou County District RCMP was dispatched to a complaint of utter threats in Thorburn, Nova Scotia. The complainant, Sally MACDONALD (Victim) reported that her common-law spouse, Tim FRASER (Accused) threatened to strangle her. Cst. JONES along with Cst. THOMPSON attended the residence and arrested the accused for uttering threats and failing to comply with Probation.

Detailed Narrative:

On January 1st, 2018, at 23:00 hours, the victim called the Pictou County District RCMP to report the accused had threatened to strangle her while the couple were in their house located at 121c Finlay Dan Road, Thorburn, Nova Scotia. Cst. JONES immediately made contact with the victim who stated that the accused had come home after work and was intoxicated. The accused seemed to be in a bad mood. The victim tried to steer clear of the accused as he can be volatile when drinking. The accused hollered out to her which she didn't hear. He burst into their bedroom and was screaming that when he called for her she needed to respond and he was going to "fucking strangle her". The victim ran past the accused and locked herself in the bathroom and yelled out to the accused that she was calling 911. She heard the exterior door slam shut and is unsure if he left or went out to the barn however she has since locked the door to the house and knows he doesn't have his keys to get back in. Cst. JONES advised her that members would arrive on scene shortly.

While en route, Cst. JONES completed standard Police indices checks on the accused and found that he was on a probation order to keep the peace and be of good behaviour and to abstain from consuming alcohol or other intoxicating substances.

Csts. JONES and THOMPSON arrived at 121c Finlay Dan Road, Thorburn at 23:12 hours and were met by the accused who walked up to them saying he had been locked out of his house and just wanted to go to sleep. Cst. JONES noted a strong odour of beverage alcohol coming from the mouth of the accused as he spoke and that his balance was uneasy. The accused was arrested for uttering threats and failing to comply with a probation order, handcuffed, searched and placed in the rear of the Police motor vehicle. Cst. THOMPSON went to the residence to speak with the victim and obtain a statement.

The accused was provided his Charter of Rights and Freedoms and Police warning verbatim from a Charter card by Cst. JONES. The accused stated that he understood his rights and wanted to speak with a lawyer.

Cst. JONES transported the accused to the Pictou Detachment and upon arrival at 23:55 hours placed the accused him in contact with Duty Counsel, Rob PHILLIPS with Legal Aid. The accused was subsequently lodged in cells.

Cst. JONES located a probation order dated November 2, 2017 in which the accused was convicted on a previous assault (un-related to the victim). The probation order was for a period of 12 months and the accused agreed to abide by conditions to keep the peace and be of good behaviour as well to abstain absolutely from the consumption or possession of alcohol or other intoxicating substance except in accordance with a medical prescription.

Can Say:

Sally MACDONALD:

The victim can say that the accused came home intoxicated and threatened to strangle her while in their residence.

Cst. THOMPSON:

Cst. THOMPSON can say that she observed the accused intoxicated outside his residence and had knowledge of the accused being on a Probation order with conditions to abstain from consuming alcohol.

Cst. THOMPSON can say that she obtained an audio recorded statement from the victim at her residence.

Cst. JONES:

Cst. JONES can say that he observed the accused in breach of his Probation Order and that the accused was in an intoxicated state at time of arrest.

Cst. JONES can say that he placed the accused under arrest, provided Charter of Rights and Freedoms and Police Warning and gave the accused opportunity to speak with counsel.

Investigator comments:

The accused has a moderate criminal record with a recent history of convictions for violent offences. The accused has 3 previous convictions for assault, 2 of which are on the victim.

ODARA was completed as this is a domestic violence matter and the accused was scored an 8. The victim in this case fears for her safety and says in the couple's 11 year relationship she has constantly been in fear. The couple do not have children.

Police would be opposed to the release of the accused on Secondary grounds for the safety of the victim.

Submitted by:

Cst. JONES
Pictou County District RCMP



Appendix 'C'- JP Centre JIR Hearing
Procedure Guide.



PICTOU COUNTY DISTRICT- REMAND/ JIR HEARING PROCEDURES



Updated 2018.04.09

The following procedures have been developed using information from the JP Centre in Dartmouth, information from the Nova Scotia Public Prosecution Service and Probation/Correction services. Use this as a step by step guide to prepare for and complete all Judicial Interim release hearings or remand hearings.

1. Upon arresting an individual and placing them in contact with counsel, the lead investigator will consider the following when determining release.

a) Whether the accused has outstanding warrants (Endorsed/ unendorsed), conditions (Form 11.1 vs. reverse onus) or prohibitions. Also, criminal history as it relates to matter.

b) If the matter is a domestic violence investigation consider the ODARA score. 7 or greater crown must be consulted on release.

c) Section 515(10) CC (Often referred to as primary, secondary and tertiary grounds). Can you ensure the accused' attendance in court? Is it in the public interest and safety to hold the individual? Is the prosecution case strong? Will justice be brought into disrepute? Is there substantial chance of Gaol time?

2. During business hours the local Crown's office should be consulted at (902) 752-2020. If after hours, an on-call crown is available at (902)219-1020. This phone is typically active until 2130h. Once approval is granted to hold, prepare JP hearing documents.

3. Contact the JP Centre advising of hearing requirement. This is not a necessity however it can sometimes provide a time frame for hearings. JP Centre number is 1-866-816-6555.

4. Fax the JP Centre Cover sheet for service request along with JIR Hearing form and information. Ensure type of service is checked off and that the Section 508.1CC section is checked off and information signed. (Of note, the member signing the information must be present during hearing). JP Centre Fax number 1-902-424-6328.

5. When in hearing with JP for a remand the member will be asked whether crown has been consulted and whether the crown is prepared to give evidence. The standard response given should be "the crown is not prepared to give evidence by way of telecommunication means". The JP will set the matter over to the next available court sitting in the local Provincial Court and the hearing will end. The length of remand (in-custody time) will be determined by time of week (week-day, week-end).

5a. When conducting a Judicial Interim Release hearing the informant member will be required to send the JIR hearing form, signed information and the JP form for requested conditions. Once signed and faxed off, these forms will be required at the court house to marry up with the originals forwarded by the JP Centre. In the hearing, the informant will be required to read out the conditions verbatim as requested and the JP will then ask the accused to confirm before agreeing to the conditions.

6. If the prisoner is remanded on the week-end, Sheriff Services should be contacted for transport to the nearest correctional facility. Phone number 1-902-318-5553 for the Pictou Supervisor to notify of remand otherwise they will call telecoms on Saturday or Sunday. Ensure the Health Transfer form and Live Body forms are completed and prisoner effects are bagged notating name, DOB and FPS. Shoe laces should be removed from foot wear.

6a. When a prisoner has been remanded the night prior to court an email should be sent to the Court Liaison position, Ops NCO and dayshift supervisor. This ensures that local crown is notified and that the court house/Sheriffs are notified as well members coming on shift. Disclosure package to remain in Pictou for hand-delivery to Crown at Provincial Court. Also, ensure that the guard on-duty is aware that the prisoner effects are to be bagged (Name, DOB and FPS on bag) and that Health Transfer/ Live Body forms are completed.



Appendix 'D'- CSO/DCSO Procedure
Guide.



PICTOU COUNTY DISTRICT- CSO/Deferred Custody Supervision Orders (YCJA)

Updated 2018.04.11

The Following procedures have been developed using information from the Nova Scotia Public Prosecution Service and Probation/Correction Services. Use this as a Step by step guide to prepare for and complete all CSO/DCSO Allegations of Breach.

1. If an offender violates their Conditional Sentence Order (CSO) they are to be transported to Pictou Detachment whether week-day or week-end. The member should work on the file the CSO originated from with the exception of outside Law Enforcement Agencies.
2. As soon as the investigating member is able to, Probation Services should be contacted by phone. Local office phone number is (902)752-3273 during week-day business hours. After hours and week-ends, Probation Services has an available on-call Probation Officer which can be reached at (902)424-3344.
3. The investigating member(s) will be required to complete an Allegation of Breach of Conditional Sentence Order. The form is available on the InfoWeb (Form HDP039) Also, Probation Services will require all General/ Supplementary reports as well as any can- says of witness statements. It is important to note that all the documents completed by the police require a blue ink signature of the members completing the reports as well as, if possible, a witness signature in blue ink. *****THIS IS A REQUIREMENT OF THE LOCAL COURT*****
4. The responsible Probation Officer will indicate to the investigating member the mean in which they require the documents however to facilitate blue ink signed copies the best format is to scan and email to the respective investigating Probation Officer.
5. Investigating members will email Court Liaison Position, Ops NCO and in-coming supervisor of prisoner for court or transport. Crown and Court to be notified as well as Sheriff Services. If on the week-end, on-call Sheriff Supervisor number (902)318-5553 to arrange for transport to the nearest Correctional Facility. Ensure guard on duty is aware of responsibility to bag prisoner effects with name, DOB and FPS on bag. Health Transfer/ Live Body form to be completed.

For a youth on a Deferred Custody and Supervision Order, the allegation still needs to be completed and Probation Services contacted either locally or by way of the on-call Probation Officer. The investigating Probation Officer will get a Warrant of Apprehension and Detention completed so the youth can be transported to the Waterville Youth Correctional Facility. The youth will be held up to 72 hours for assessment before making a court appearance.



Appendix 'E' - Criteria for Detention Template



Pictou County District RCMP

Criteria for Detention- Judicial Interim Release Hearing

Offender Name:	
Offender DOB:	
Offender Address:	
Charges:	
Offence Date:	
Offence Location:	
Investigator:	
RCMP File Number:	

Updated: 2018-04-18

The alleged offender XXXXXX XXXXXX is currently held by the Pictou District RCMP for the following charges on outstanding unendorsed warrants:

- ✓ S. 380(1)CC- Fraud
- ✓ S. 145(2)CC- Fail to attend Court
- ✓ S. 733CC- Fail to comply with Probation

Overview of Investigation

See attached Prosecutor Information Sheet for details of offence.

It is the belief of the Investigator that XXXXXX XXXXXXXX should be detained until the conclusion of any active Court cases. This belief is based on the following grounds:

PRIMARY GROUNDS- Based on Section 515(10)(a)CC

The following factors are indicative of the fact that the accused is not likely to attend Court:

Address information: XXXXXX advised Police on intake that he has no fixed address and no phone number.

History of failing to appear:

XXXXXX has one previous conviction for failure to attend court on March 27, 2017 on his Criminal Record. XXXXXX was arrested on an outstanding warrant of arrest for failing to attend court and currently has an outstanding warrant in New Brunswick as well.

Other flight risk indicators:

.

SECONDARY GROUNDS- Based on Section 515(10)(b)CC

The following factors are indicative that it is necessary in the interest of public safety to hold the offender in custody until the completion of the court matters. These factors also take into consideration the interference of the administration of justice on the part of the offender.

Criminal Record: XXXXXX has an extensive criminal record that has little gap in it. The charges all relate to property crimes where a residence or business has been broken into.

Pending Charges: The current charges that are before the court show a lack of regard for the well-being of the public in that he shows total lack of regard for others. His failing to comply with Probation and failure to attend sentencing shows also little regard for the administration of justice.

Previous failure to comply with conditions of release:

Current Probation Order:

Active Criminal / Recency of last offence: XXXXXX last criminal conviction is March 27, 2017 for failure to attend court, uttering threats and mischief.

Known Drug/Alcohol User: XXXXXX was intoxicated at time of arrest. Stellarton Police Service located him passed out at a Tim Hortons location on Foord Street Stellarton after receiving a call for service.

TERTIARY GROUNDS- Based on Section 515(10)(c)CC

The Detention of the Offender is necessary to maintain confidence in the administration of Justice having regard to the strength of the case of prosecution, gravity of the offence whether a firearm was used and the fact that the offender if convicted faces a lengthy term of imprisonment.

Aggravating factors: If convicted on all outstanding matters given XXXXXX criminal history he could face a lengthy jail term. Given that XXXXXX shows little regard for others and the administration of Justice releasing him could bring the administration of justice into disrepute.

Recommendation of Investigating Police Officers

Considering the above factors, the Pictou District RCMP investigators strongly believes that it is in the public's best interest to remand the accused, XXXXXX XXXXXX, in custody until the conclusion of all matters before the courts.

Report submitted by:
Cst. XXXXX XXXXX
Pictou District RCMP

Pictou District

STANDARD OPERATING PROCEDURES FOR VICTIM SERVICES

1. General
2. Member
3. Victim Services Volunteer
4. GIS/Community Policing Supervisor

1. General

- 1.1 Victim Services volunteers are available at different hours throughout the week. Routine referrals will be actioned within 48 hours. In cases of urgent referrals, Victim Services will be available 24 hours, 7 days a week.

2. Member

- 2.1 Will offer victim services to any victim or others whose lives have been impacted by crime or trauma.
- 2.2 Will explain the Victim Services duties to the victim(s) in need.
- 2.3 If Victim Services assistance is accepted, members will obtain consent of the victim, family or guardian to have Victim Services contact them. Consent does not have to be in writing or in person.
- 2.4 Will complete referral form 5151 & deliver to GIS/Community Policing supervisor.
- 2.5 In case of immediate after hours assistance, members are to contact the GIS/Community Policing Supervisor (759-9489)
- 2.6 In the case when Victim Services are required to attend a scene such as an NOK, members are required to remain with the volunteers at all times.

3. Victim Services Volunteer

- 3.1 Upon receiving a referral, will contact the victim(s) and offer support and access to appropriate services.
- 3.2 Will listen and provide emotional support to the victim(s).
- 3.3 Will provide resource information regarding appropriate government or community agencies for shelter, EPO's, legal advice, counseling, financial assistance etc...
- 3.4 In cases where criminal charges are laid or expected to be laid, Pictou County Victim Services will explain the basics of the court process. Further assistance in this area will be the responsibility of the Provincial Victim Services.

Pictou District Unit Supplement
Prepared by: Cpl. Ron Bryce
Approved by: S/Sgt. Addie J. Maccallum
2018-09-12

- 3.5 Will provide some callback capacities. While it remains the members' responsibility to keep complainants updated on investigations, Victim Services can be utilized in certain instances such as updating especially vulnerable victims or large groups of people.
- 3.6 Will not attend any scene without a member being present. In most instances, services will be provided either by phone or meetings at either the Stellarton or Pictou Office. Will create and maintain a paper file with filing number to document any actions taken.

4. GIS/Community Policing Supervisor

- 4.1 Will ensure volunteers have current security clearance and appropriate training.
- 4.2 Will update any PROS files with actions taken by Victims Services.
- 4.3 Will manage all 5151 referrals and paper files.
- 4.4 Will review any referral for Victim Services and ensure appropriate requests are followed up on in a timely manner.
- 4.5 In cases of urgent referrals, if Pictou County volunteers are not available, will attempt to locate other authorized Victim Service personnel from other Counties.

These supplements are to be read in conjunction with National and Divisional policies related to this matter.

Pictou District

Physical Security of Detachments

1. General
2. Employee
3. District Commander

1. General

- 1.1 The purpose of this Unit Supplement is to ensure that employees are aware of the requirements to secure access to Detachments and certain areas within Pictou District.
- 1.2 The goals of this supplement is to reduce the risk to employees and protect the security of assets of the RCMP.

2. Employee

2.1 Public Interest Immunity - s. 37 of CEA and common law

2.2

2.3

2.4

2.5 Public Interest Immunity - s. 37 of CEA and common law

2.6

2.7

District Commander/Delegate

3.1 The District Commander or Delegate will ensure Members/Employees have up to date security clearances and have access only to appropriate areas of the Pictou District Detachments.

3.2 The District Commander or Delegate will perform an audit of keys and Employees' security profiles as required.

These supplements are to be read in conjunction with National and Divisional policies related to this matter.

Pictou District

North East Nova Correctional Facility

1. General
2. Member
3. Team Leader / Ops NCO
4. District Commander / Delegate

1. General

- 1.1 The purpose of this Unit Supplement is to ensure that Pictou District RCMP employees are aware of the unique investigational situations when dealing with incarcerated population and Correctional Service employees. As well as to ensure Pictou District RCMP employees are aware of their responsibilities to provide support to Correctional Services if required.
- 1.2 The Northeast Nova Scotia Correctional Facility (NNSCF) is located at 10202 Sherbrooke Road in Priestville. This facility has the ability to handle all security classifications of prisoners (Minimum, Medium and Maximum security) with a capacity of 196 offenders. The facility services the 5 courthouses between Port Hawkesbury and Truro. Offenders are routinely moved between other correctional facilities, hence the inmates at the NNSCF could be from any court jurisdiction in the Province.
- 1.3 There are requirements that make it mandatory for the NNSCF to report certain incidents to police. This includes crimes against a person, significant property crime or use of force by Corrections Officers when injuries occur. These incidents are required to be reported even if the inmate does not want police involvement. These are not "Assistance to Other Agencies" and should be scored as the most appropriate crime type.

2. Member

- 2.1 Upon receiving a report of a criminal offence at the NNSCF, respond as required and complete a thorough investigation. At no time should only a file number be provided.
- 2.2 The NNSCF Records Department will assist in disclosing related evidence for investigations at the NNSCF. This will include video, notes and reports. **It is important for members not to rely on the NNSCF disclosure as a complete investigation. Investigational avenues including detailed statements should be completed in all cases where charges are being considered.**

The NNSCF Records Department can be reached at (902) 755-5721 or:

Brenda.Landry2@novascotia.ca

Angela.McMullen@novascotia.ca

- 2.3 If NNSCF staff state that an inmate does not want charges, it is still incumbent to complete our due diligence. A copy of a waiver signed by the inmate and/or Correctional Officers notes are to be requested from the NNSCF records department in these situation and added to the PROS file.
- 2.4 Members should remain alert to the fact that both inmates and Corrections Employees are vulnerable to intimidation, pressuring them not to pursue police involvement. If this is suspected, an in person meeting should be arranged. If the meeting is being arranged at the NNSCF, consider taking precautions to do this covertly, with assistance of the NNSCF Superintendent. The NNSCF has the ability to move inmates and correctional staff to an area in the facility covertly so it is not known they are meeting with police. In these situations, members should consider attending in plain clothes and utilize unmarked vehicles.
- 2.5 If a criminal offence is committed against a Corrections Employee, Section – 423.1 of the Criminal Code (Intimidation of a Justice System Participant) should be considered.
- 2.6 On the rare situation that NNSCF Correctional Staff require assistance in transporting prisoners for medical treatment or suppressing violence in the facility, they may contact the RCMP to assist another Government Agency. In this situation, our role will be to maintain public safety. Members may be called on in these rare situations to transport/guard a prisoner at a local hospital for urgent treatment.

In the case of suppressing violence at the facility, our role would be to support Correctional Officers if the situation was beyond their level of resources. We could also be expected to assist in preventing inmates from escaping during riots. Further assistance to suppress violence inside of the NNSCF would be sought from the Divisional Tactical Team.
- 2.7 A common call at the NNSCF is seizing controlled substances. Regardless if these are no case seizures or not, proper handling of exhibits is paramount. To reduce exposure to toxic and biological substances, the proper PPE should be worn including gloves and eye protection.
- 2.8 Any seized controlled substances should be placed only in RCMP approved exhibit packaging such as plastic exhibit bags and black NATO hazardous material buckets. Do not rely solely on packaging that the NNSCF has placed such substances in.

3. Team Leader / Ops NCO

- 3.1 If a call for service originates from the NNSCF, ensure that this Unit Supplement is followed and that any requests for just “file numbers” are properly handled.
- 3.2 The OPS NCO is responsible to ensure Pictou County District members conduct quality investigations and lay appropriate criminal charges as well as present quality, well prepared Court packages.

4. District Commander/Delegate

- 4.1 Ensure that the Pictou County District Unit Supplement has been reviewed by all personnel under your command.
- 4.2 Conduct an annual review of the Unit Supplement to verify that all factors identified during the previous risk assessment remain relevant and are being considered.
- 4.3 Liaise with the Superintendent of NNSCF to ensure they are aware of RCMP policies and directives. As well as to maintain awareness of any changes to Corrections procedures that may have an impact on the RCMP. Communicate to Pictou County District any significant changes at the NNSCF.

***These supplements are to be read in conjunction with National and Divisional policies related to this matter. ***

Pictou County District
Service Delivery & Scheduling - District Policing

- 1. General
- 2. Scheduling
- 3. Member
- 4. Team Leader/Supervisor
- 5. District Commander/Delegate

1. **General**

- 1. Pictou County District is comprised of 33 Regular Members and 5 Detachment Assistants based out of Detachments in Pictou and Stellarton. There is also a community policing office in Pictou Landing. The District headquarters is based in Stellarton.
- 2. Pictou County RCMP provide service delivery based on the District Concept. Meaning all Regular Members will respond as needed to calls for service over the entire District.
- 3. Employees report to the Operations NCO and overall to the District Commander.
- 4. The District includes Public Interest Immunity - s. 37 of CEA and common law. However, adjustments of the Team structure will be done as needed to ensure equal workload and a consistent workflow. Public Interest Immunity - s. 37 of CEA and common law.

2. **Scheduling**

- 1. Public Interest Immunity - s. 37 of CEA and common law.
- 2. The Operations NCO or delegate will be the sole manager of the schedule for Regular Members including any Leave Requests, Shift Changes, Operational Availability or Readiness.

3. The Operations NCO or delegate is responsible for managing the District schedule, ensuring adequate resources exist to maintain coverage.

4. Public Interest Immunity - s. 37 of CEA and common law

5.

6. If due to an unforeseen circumstance a resource deficiency is identified, members are to notify their Team Leader or the Operations NCO immediately.

3. **Members**

1. All members are expected to carry out their duties to the best of their abilities and maintain professionalism at all times. A primary duty is to be aware of the District's APP objectives and to meet any assigned performance goals that will advance our APP objectives.
2. All complaints shall be documented by way of a PROS occurrence being created in our Records Management System. Occurrences are to be responded to in a timely manner and where warranted an initial investigation undertaken. Investigations, when practicable will be assigned to Team Members whose primary policing jurisdiction is located within the area where a complaint originated (Town of Pictou and Pictou County). However, members in any part of the District are to respond and investigate a call for service anywhere in the District to ensure the public receive timely service delivery.
3. The Operations NCO and District Commander are to be advised immediately of any serious investigation requiring a Briefing Note, sudden deaths of a suspicious/unusual nature or an incident which may generate high public/media interest.
4. All investigations should follow the PROS workflow model including documentation of investigational actions taken, including statement taking with can says, use of support services such as FIS, updating complaints and offering Victim Services. All statements and investigative documents are to be placed in hard copy file folders and to be filed in a secure file room and shall not be left insecure (i.e.: on desks or in duty bags) when not being actively worked on.
5. All members are responsible for maintaining and managing their investigations in a timely, thorough and professional fashion.

4. Team Leaders/Supervisors

1. Team Leaders or any member in an acting role are expected to provide operational guidance and support to their team members or any member in the District as required. As well as supervising operational files and investigations of members assigned to their respective teams. Files will be processed in accordance with the PROS workflow model, unit supplement policies, as well as the Quality of Investigations.
2. Team Leaders are responsible for ensuring that PROS unit task queues for their team are reviewed regularly and when appropriate, that new tasks are assigned to investigators in a timely manner. Team Leaders are also to review all District Unit queues to ensure any outstanding tasks are actioned or assigned. Investigations shall be reviewed at regular intervals with Diary Dates set with 2 weeks as a standard. Court or High Risk tasks will be set out by unit workflows or as required by Policy.
3. Team Leaders will provide written guidance and direction as required, making notations on a Supplemental Report as per PROS workflow policy.
4. Team Leaders will also be responsible for conducting assigned investigations and advancing the objectives of the APP.

5. District Commander/Delegate

1. The District Commander or Delegate is responsible for ensuring all employees in Pictou District are aware of the service delivery model for the District and to monitor the team structure to ensure workflow is being completed efficiently and per policies.

***These supplements are to be read in conjunction with National and Divisional policies related to this matter. ***

Victoria County District Administrative Unit Supplements

Amended: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

11.3 Physical Security

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – Detachment Commander

Table of Contents

1. [References](#)
2. [Policy](#)
3. [Access Control](#)
4. [Storage of Classified/ Protected Information](#)
5. [Destruction of Classified/ Protected Information](#)
6. [Operational Security \(OPSEC\)](#)

1. References

1. Refer to:

- 1.1. [AM Part XI Chapter 1](#)
- 1.2. [AM Part XI Chapter 3](#)
- 1.3. [AM Part XI Chapter 3 Appendix XI-3-1](#)
- 1.4. [SM Part 1 – Personnel Security & Part 4 Information and Communications Technology Security](#)
- 1.5. [Facility Access for Non-RCMP Employees](#)
- 1.6. [Departmental Security Section – H Division](#)

2. Policy

2. 1. The District Commander will be responsible for developing and monitoring a detachment physical security plan. This duty may be delegated to a subordinate officer for monitoring the program.

2. 2. All staff of the Victoria County District will familiarize themselves with this reference.

2. 3. This policy is to be reviewed and signed by all staff annually. An annual security brief shall be conducted with each staff member during their annual meeting with their supervisor.

2.4. All staff shall consider the dynamic security and policing environment with regard to world events. ISIS, Al Qaeda and other non-state entities have attacked Canadians and Canadian interests. Nation states frequently target Canadian and allied security interests. Organized Crime and gangs actively engage in intelligence collection from police. The Victoria County District RCMP is the most prominent federal organization in the district and the most conspicuous target of the aforementioned groups.

3. Access Control

3. 1. Physical Key Control is managed by the District Commander and/or the Security Coordinator - Delegate.

3.2. Security Zones are defined at: **Public Interest Immunity - s. 37 of CEA and common law**
Public Interest

3.2.1 The Public Access Zone is the detachment parking lot and covered entrance area. The public have free access to these areas.

3.2.2 The Reception Zone is the detachment lobby. The public have access to these areas as the first point of contact with detachment staff.

Victoria County District RCMP Administrative Unit Supplements 11.3 Physical Security

3.2.3 The Operations Zones include the public servant work space, general duty work space, NCO offices, records room, exhibit rooms, firearm storage, secure bay and garages.

3.3. Access procedures

3.3.1 All visitors or contractors shall turn in all electronic devices at the front desk. All visitors and contractors shall exchange a piece of identification for a visitor pass.

3.3.2 Exceptions to 3.3.1 are other RCMP employees, peace officers, federal, provincial or regional employees, contractors with security clearances or reliability status.

3.5 Suspicious package Handling

3.5.1 Suspicious packages brought to the front counter shall be isolated in place. The front entrance shall be isolated and the doors locked from the outside. All detachment personnel shall be notified.

3.6. Alarm procedures and door locking procedures.

3.6.1. At the beginning of day shift, on duty staff shall disarm the building alarms. An on shift member will check the cell block and annotate the guard log book.

3.6.2. At the end of the business day, the file cabinets shall be locked. Public Interest
Public Interest Immunity - s. 37 of CEA and common law

3.6.3. At the end of night shift, off going members shall ensure the file cabinets are locked. Public
Public Interest Immunity - s. 37 of CEA and common law

3.6.4. The fire arms storage area shall always be locked and alarmed when not in use.

3.6.5. The temporary exhibit room shall always be locked when not in use.

3.6.6. Alarm is monitored by H Division OCC

4. Storage of Classified / Protected Information

4.1 Definitions of Classified and Protected material are found at reference
Public Interest Immunity - s. 37 of CEA and common law

4.2 Storage of classified / protected material shall follow the above noted policy. Approved storage containers have been provided to users of classified and material Protected B and above.

5. Destruction of Classified / Protected Information

5.1 All paper material shall be treated as Protected A and disposed of by immediate shredding or securing in the designated shredding bins. This practice is to ensure Protected and Classified material is not inadvertently placed in recycling containers with unclassified recycling material.

5.2 All Protected B documents and above shall be manually shredded or secured in the shredding bins.

6. Operational Security (OPSEC)

6.1 Radio Procedures

6.1.1 Although Victoria County District uses an encrypted digital radio channel technology is ever changing. Members of the public may have unfettered access to police frequencies with the purchase of scanning equipment. Users are therefore to be cognizant of sensitive information being broadcast.

Victoria County District Administrative Unit Supplements

Amended: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

12.8 Harassment

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – Detachment Commander

Table of Contents

- [1. General](#)
- [2. Policy](#)

1. General

1. Refer to:

1. [AM 12.8 Investigation and Resolution of Harassment Complaints](#)
1. [Royal Canadian Mounted Police Act](#)
1. [Royal Canadian Mounted Police Regulations, 2014](#)
1. [Commissioner's Standing Orders \(Investigation and Resolution of Harassment Complaints\)](#)
1. [Member Code of Conduct](#)
1. [Treasury Board Policy on Harassment Prevention and Resolution](#)
1. [Values and Ethics Code for the Public Sector](#)
1. [Public Service Employee Code of Conduct](#)
1. [Canadian Human Rights Act](#)

2. Policy

2. 1. In order for the Victoria County District to meet the RCMP's objective of providing a harassment free workplace, all personnel will read and be familiar with the Member Code of Conduct, Treasury Board Policy on Harassment Prevention and Resolution, Public Service Employee Code of Conduct, HQ AM 12.8 Investigation and Resolution of Harassment Complaints and the Values and Ethics Code for the Public Sector.

2. 2. The District Commander will guide each member to the Infoweb to access these National policies regarding Harassment in the Workplace upon posting to this Detachment and will explain the duties and responsibilities of each member regarding this issue.

2. 3. All Detachment personnel will take a proactive role in maintaining a harassment free workplace.

2. 4. Members who feel they have been harassed or are experiencing interpersonal conflict in the workplace will immediately report the incident to the District Commander or their Corporal Team Leader. The Corporal Team Leader will advise the Detachment Commander of the report as soon as practicable.

2. 5. Members can also submit a complaint in writing, preferably using form 3919 to the Office of Coordination for Harassment Complaints directly.

Victoria County District Administrative Unit Supplements

Amended: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

13.100. Communication

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – District Commander

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1. [General](#)
 2. [Policy](#)
 3. [Detachment Meetings](#)
 4. [One on One Meetings](#)
 5. [Email](#)
- Appendix 1 – [Guiding Principles for Internal Communications](#)
 Appendix 2 – [Internal Communications Guide](#)

1. General

1. Refer to:
 1. 1. [AM 13.1 – National Communications Services](#)
 1. 2. [AM 13.5 – Intranet/ Internet](#)
 1. 3. [National Internal Communications Toolkit](#)
 1. 4. [Communications Policy of the Government of Canada](#)

2. Policy

2. 1. All Victoria County District personnel will familiarize themselves with all National and Divisional policy in regards to the use of RCMP Communications Networks or systems and ensure that they are used for official business only.
2. 2. The purpose of this Unit Supplement is to provide a framework in which Victoria County District personnel will exchange information within the detachment to create understanding and meaning and to promote attitudes and behaviours to help achieve organizational success.
2. 3. The use of the Internal Communications Guide is recommended to determine if the information is “Must know”, “Should Know” or “Good to Know” and the appropriate forms of communication.
2. 4. None of the forms of communication listed here is to deter from ongoing verbal communication between all employees. The intent of this communications plan is to standardize information sharing within Victoria County District.

3. Detachment Meetings

3. 1. The Victoria County District Commander or his delegate will hold at least 5 detachment meetings throughout the year. One meeting will be focused on strategic planning for the upcoming Annual Performance Plan, while the other 4 meetings will be quarterly.
3. 2. Attendance is required for all regular members and public servants assigned to Victoria County District. The Corporal Team Leaders will re-schedule as many personnel as operationally feasible to minimize overtime costs.
3. 3. Pre-approval by the District Commander must be obtained in advance of the scheduled meeting if unable to attend. Copies of the agenda and minutes will be emailed to the person unable to attend and the District Commander will follow up to answer any questions.

Victoria County District RCMP Administrative Unit Supplements 13.100 Communication

3. 4. At minimum 1 week prior to the designated meeting date, an email will be sent to all personnel seeking their input for agenda items.

3. 5. Minutes will be recorded by the Detachment Services Assistant and retained on Administrative File 195-3-1.

3. 6. These meetings will focus on topics applicable to the entire detachment, overall expectations and work practices as well as opportunities to share information regarding National, Divisional and District items of interest or concern. This is an opportunity to deliver the same message to all employees at the same time. These meetings are to encourage feedback and two way communication with the aim of promoting change and buy-in by all employees.

3. 6. Depending on the amount of items planned for discussion, these meetings may also be used as an opportunity to conduct training or host a guest from an external partner.

4. One on One Meeting

4. 1. The use of one on one meetings within Victoria County District should be conducted when it affects an employee personally.

4. 2. These meetings should occur regularly, or at least quarterly. They should be conducted in such a manner as to encourage two way communications and provide valuable feedback to both parties.

4. 2. Topics that may be discussed in these meetings may be related to performance, responsibilities, behavior, specific files, career planning or any other personal issue related to an employee.

5. Email

5. 1. The RCMP authorized email system is a suitable and efficient means of sharing information amongst all personnel:

- a) when the information needs to be disseminated immediately to employees
- b) when a paper trail is required
- c) when an employee is absent from a required meeting.

5. 2. Victoria County District members will also use the RCMP email system as a means of sharing operational information between members. As it is common for members to rarely see some members face to face, it is difficult to effectively share information otherwise. Operational information or “**pass on**” information should be shared by sending an email addressed to all Victoria County District personnel, including the Public Servants as they are generally answering the phones the following morning. (ie: in custody, follow up work on a file).

5. 3. If the information is sensitive enough and it should not be shared with the Public Servants, an email should be sent to both the District Commander and the Corporal Team Leaders.

5. 4. As all RCMP email is subject to disclosure, Victoria County District employees will ensure their emails are written respectfully and professionally at all times.

Victoria County District Operational Unit Supplements

Amended: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

2.4. Intimate Partner Violence

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – District Commander

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1. [General](#)
2. [Policy](#)
3. [Members](#)
4. [Integrated Community Assessment Team \(ICAT\)](#)
5. [Operations NCO](#)
6. [Detachment Commander](#)

1. General

This chapter deals with Intimate Partner Violence investigations at the Victoria County District RCMP.

- 1.1. References
- 1.2. [OM 37.6. Victim Assistance](#)
- 1.3. [OM 2.4. Violence In Relationships](#)
- 1.4. [OM 2.5. Criminal Harassment](#)
- 1.5. [OM 4.13. Prohibition Orders](#)
- 1.6. [OM 22.4. Firearms, Prohibited Weapons, Munitions, and Explosives](#)
- 1.7. [OM 24.1 Suspect/Accused/Witness](#)
- 1.8. [H Division OM 2.4. Intimate Partner Violence](#)
- 1.9. [H Division OM 2.5. Criminal Harassment](#)
- 1.13. [H Division OM 37.6. Victim Assistance/Victim Services Program](#)
- 1.14. [Victoria County OM 37.6 Victim Assistance](#)

2. Policy

2. 1. All members of the Victoria County District RCMP will familiarize themselves with the references listed above relative to Intimate Partner Violence investigations.

2. 2. This policy and all National and Divisional Policies are to be reviewed and signed off by each member annually.

3. Members

3.1. All members will conduct a prompt and thorough investigation as it relates to intimate partner violence investigations.

3.2. Statements are to be obtained from all witnesses/victims who are directly involved in the incident. Members should attempt to locate independent witnesses when it is unclear who may be the "primary aggressor" in the incident.

3.3. Members will consider KGB statements from victims if it they are of the belief the victim may recant. Members will also attempt to obtain warned statements from the accused prior to release. KGB statements and Accused statements will be video and audio recorded. The DVD from the accused or KGB statement must be retained as an exhibit.

3.4. Members are to advise victims of the availability of RCMP Victim Services. Refer to [Victoria County District OM 37.6 Victim Assistance](#) for further details.

Victoria County District RCMP OPS Unit Supplements 2.4 Intimate Partner Violence

3.4.1. A recommended script to be used such as: *"I am going to advise Victim Services about this incident and provide them with your contact information. Victim Services is a confidential service that can provide you information, keep you informed and offer support. Is that okay?"*

3.4.2. Members will also advise of the information on the back of referral card outlining the various local agencies that may be of assistance and Victim's Rights and Services Act (VRSA) information which is available on pamphlet. If Victim Services is outright refused the member must advise the victim of the VRSA and should provide a pamphlet.

3.6. Before leaving the scene, ensure the continued safety of the victim.

3.6.1. If required, transport victim to a safe location or women's/men's shelter.

3.7. Members must consider the seizure of any firearms or any other offensive weapons under Section 117 CC. Members are to document the access to firearms on the file after consulting with the victim and offender and consider the application for a Firearms Prohibition if firearms or weapons were used or threatened in the offence. An exhibit report must be attached to the RTCC so that Crown is aware of the exhibits.

3.8. If and when released from custody the member will inform the victim of the release and the conditions in place. Members can utilize Victim Services if further explanation or follow up questions are required.

3.9. If attendance is made to an incident where a verbal dispute, non-consensual pushing not deemed consistent with an assault, or when a victim is not willing to cooperate with an investigation, members will keep the operational file open conducting monthly checks for three consecutive months. Members will document all conversation on the file and attempt to have reluctant victims cooperate with the investigation. Members will clearly document the reasons why the investigation did not proceed to charges, citing specifically the lack of independent evidence, uncooperative witnesses or other such reasons. The seriousness of the assault will not be an acceptable factor in not proceeding with charges if there is enough evidence to proceed.

3.10. Intimate Partner Violence incidents will be attended by at least two members for officer and public safety. If the member is on-call they will notify OCC to contact their back up member.

3.11. Intimate Partner Violence incidents should be reviewed within 48 hours minimum. If an incident occurs when no supervisor is on shift and where a victim has sustained a serious assault, has been assaulted seriously with a weapon, has been subject of a sex crime, or a firearm has been used in the commission of the offence the member will call a Corporal Team Leader or the District Commander to advise them of the incident which may require urgent file review. Consideration can also be given to a senior Constable who is an acting supervisor position.

3.12. Any in custody intimate partner violence related incident where an offender has been remanded must have all the required documentation including a completed Report to Crown Counsel package, officer notes, and any physical attachments that are available. If no supervisor is available to review the documents prior to court the member should consider calling a supervisor as above to ensure the in custody package is reviewed and complete.

3.13. If an arrest has been made and the member releases on an Undertaking, the member will identify the closest available court date preferably within 8 weeks of the release as a first appearance date. Statements for these investigations are to be marked for transcription as urgent.

3.14. Members will ensure that any release document and conditions are added immediately to CPIC prior to the end of their shift.

Victoria County District RCMP OPS Unit Supplements 2.4 Intimate Partner Violence

4. Integrated Community Assessment Team (ICAT) (IN PROGRESS)

4.1. The purpose of ICAT is to provide a framework for a coordinated and collaborative approach to assess the risk of serious bodily harm or death to victims of domestic/intimate partner violence or stalking. As well, the same collaborative approach will be used to provide an enhanced safety and support system to the victim and proactive interventions to the alleged offender.

4.2. The designation of **highest risk** will be assigned to a domestic/intimate partner violence case when there is concern for serious bodily harm or death to either partner or other parties. The designation of **highest risk** is based upon, but not limited to, factors which have been specified in the Ontario Domestic Assault Risk Assessment (ODARA) tool and other agreed upon instruments.

4.3. The Integrated Case Assessment Team (ICAT) receives referrals from the ICAT and members of the community via the Victims Services Manager, to assess risk, monitor safety, develop risk reduction, and support plans for highest risk domestic violence/intimate partner cases from the Victoria County District area. Members of the ICAT can include:

Victoria County District RCMP
 Victim Services
 Community Corrections / Probation
 Adult Community Mental Health and Addictions (Nova Scotia Health)
 Children and Family Services Nova Scotia
 Mi'kmaw Family & Children's Service

4.4. The sharing of personal information may be necessary to protect individuals, their children and other family members who have been identified or assessed at high risk. If possible and if it is safe to do, every effort should be made to obtain written consent from the victim and the alleged offender before disclosing personal information to other agencies subject to this protocol.

4.5. The risk assessment process is as follows:

a. A case is received by the ICAT via an ICAT member or community agency/member who makes the referral through Victim Services, within 24 hours of being suspected high risk. The information submitted will include victim(s) and alleged offender information, relevant risk factors and other pertinent details necessary to manage risk.

b. The Victim Services Manager or designate circulates case identity to members of the ICAT. Generally, consent of the person about whom the information is being sought will be required prior to contacting the agencies involved, unless special circumstances exist which allow the disclosure without consent, pursuant to privacy laws,

c. A meeting of the ICAT is scheduled as soon as practicable. Prior to attending, relevant file information is reviewed, prepared and summarized for the meeting.

d. Using a recognized tool to identify the presence of risk factors, a full review of risk indicators is completed. If the case is rated as high risk, the process continues. If not, referrals to support services are made for safety planning purposes.

e. If determined to be high risk by the ICAT, relevant agencies will be notified to ensure that enhanced response, safety and support systems are implemented, based on each agency's high risk intervention procedure. The ICAT will review the case on a regular basis to monitor and track changes in safety and risk status as determined by the ICAT. Systemic issues will also be noted and addressed, where possible.

4.6. ICAT meetings will be attended by the Corporal Team Leader or District Commander as required. Victim Services will chair all meetings. An ICAT meeting is not possible without a member attending. It is imperative that attendance is made by a member so that meetings can take place.

Victoria County District RCMP OPS Unit Supplements 2.4 Intimate Partner Violence

5. Team Leader

- 5.1. Ensure a complete investigation is conducted in accordance with law and policy making any review of intimate partner violence a priority.
- 5.2. Review the ODARA HD5464 for completeness and accuracy. Review the Violence in Relationships Guide Form 3753, complete the supervisors portion and assign diary dates to address any deficiency or outstanding investigation.
- 5.3. Ensure that if urgent follow up is required such as outstanding arrest that it be dealt with as soon as possible assigning another member if need with any outstanding follow up.
- 5.4. Ensure any "highest risk" incident is referred to ICAT through Victim Services.
- 5.5. Participate in the ICAT and Violence Against Women in Relationships (VAWIR) meetings as arranged by Victim Services. If unavailable designate a Detachment member to attend meetings.
- 5.6. Liaise with Victim Services and advise of any incidents involving domestic violence that should have their involvement.
- 5.7. Notify the District Commander of all intimate partner violence files for further review.

6. District Commander

- 6.1. Attend and participate in ICAT and VAWIR meeting when required.
- 6.2. Monitor participation of the detachment with ICAT and Victim Services in the ICAT process.
- 6.3. Consider the unit level quality assurance process for periodic reviews of all intimate partner violence files to ensure compliance with policy.

Victoria County District Operational Unit Supplements

Amended: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

5.6. Motor Vehicle Collisions

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese - District Commander

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3. [Serious Injury/ Major Property Damage/Fatal Motor Vehicle Collisions](#)
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5. [Police Vehicle Motor Vehicle Incidents](#)
6. [Corporal Team Leader](#)
7. [District Commander](#)

1. General

This chapter deals with Motor Vehicle Collision investigations at the Victoria County District RCMP.

- 1.1. References
- 1.2. [OM 5.6. Motor Vehicle Collisions](#)
- 1.3. [OM 5.5. Collision Analysis/Reconstruction](#)
- 1.4. ["H" Div OM 5.5. Collision Reconstruction/Analysis](#)

2. Minor Injury/Property Damage Collisions

2.1. When reported, members will attend all injury motor vehicle accidents. Members will use judgement based upon operational priorities at that time to attend property damage only collisions. Extra consideration should be given to multi-vehicle collisions for attendance where a Provincial Offence likely occurred.

2.2. Members will obtain photographs, statements from drivers and witnesses, and complete the PAT Collision Report.

2.3. Members should consider issuing a Summary Offence Ticket if applicable and warranted.

2.4. If determined a medical incident was a factor, the member will consider advising the Registrar of Motor Vehicles in writing advising of the details of the incident and police file number.

2.5. If property damage occurs to stationary objects such as power poles, fences, and road signs, the member will attempt to locate the owner or corporation responsible for the object and advise them of the incident.

2.6. Members are to utilize the on-call towing company of the day unless given other direction by the driver or owner of the vehicle. If the vehicle has been involved in a collision and left abandoned before attendance, the vehicle may be towed at the members' discretion. The member will ensure the registered owner is contacted immediately and advised of the location of their vehicle.

2.7. Reports of hit and run collisions are to be investigated in an attempt to identify the offender. A PAT Collision Report is required, as well as statements. Members are to consider appropriate charges for fail to remain at the scene of an accident when warranted.

2.8. A hit and run involving injury should be investigated with criminal charges in mind.

Victoria County District RCMP OPS Unit Supplements 5.6 Motor Vehicle Collisions

2.9. Corporal Team Leaders will review all collision files for adherence to policy and law and review the PAT Collision Report for accuracy.

3. Serious Injury/ Major Property Damage/Fatal Motor Vehicle Collisions

3.1. Members will attend all serious injury, major property damage and fatal motor vehicle collisions.

3.2. Once on scene members are to assess the scene and advise the Corporal Team Leader or District Commander of the incident and what resources may be required.

3.3. Whenever an incident occurs, whether it is a MVI, police incident, or any other emergency interfering with traffic flow, contact the **OCC who will utilize the on duty Risk Manager for notification of a highway closure. The required information is:**

- location
- cause
- estimated duration
- any assistance required from Transportation and Infrastructure Renewal (TIR)
- name and contact number of member (supervisor) on scene.

3.5. TIR are responsible for all road maintenance including traffic control. If required, utilize OCC to contact TIR for assistance with traffic control.

3.6. Members will ensure they assist other responding agencies with anything in regards to preservation of life.

3.7. Members will ensure the scene is contained and determine if a criminal act such as impaired driving is a factor. Members will obtain statements from all witnesses at scene to assist in the investigation.

3.8. Members will assist where necessary, either the Traffic Services Investigator or Collision Analyst as required.

3.9. For serious collisions on resource roads involving ATV's members should consider seizing the ATV and arranging for a mechanical inspection.

3.10. Advise the Medical Examiner if a fatality exists.

3.11. Victoria County District RCMP members will be the lead investigator on all incidents with assistance from the Collision Reconstructionist or a Traffic Services Investigator unless otherwise directed by a Corporal Team Leader or the District Commander.

4. Collision Analyst/Reconstructionist

4.1. Immediately call a Collision Analyst / Reconstructionist to attend:

- 4. 1. 1. All fatal traffic collisions;
- 4. 1. 2. All injury traffic collisions where interpretation of physical evidence to support criminal prosecution is required;
- 4. 1. 3. Collisions of a complex nature or involving major property damage;
- 4. 1. 4. Hit and run collisions where additional investigative expertise is required;
- 4. 1. 5. All police motor vehicle collisions involving death or injury, or where third party liability is in question; and
- 4. 1. 6. All "police related" collisions involving death or serious injury.

Victoria County District RCMP OPS Unit Supplements 5.6 Motor Vehicle Collisions

4. 1. 6. 1. A **"police related"** collision involves the police, with or without police transport (e.g. directing traffic, conducting stationary traffic duties). In cases involving police transport, the police vehicle may or may not be damaged (e.g. police pursuit where suspect and/or other non-police vehicle crashes).

4. 2. Consult with your area Collision Analyst / Reconstructionist in all other fatal collisions.

4.3. The Collision Analyst / Reconstructionist will be contacted through OCC to determine the first available on call member.

5. Police Vehicle Motor Vehicle Incidents

5.1. All collisions involving a police vehicle will be reported immediately to a Corporal Team Leader who will attend to investigate.

5.2. The member driving the police vehicle at the time of incident will be responsible for reporting the incident to the **National Claims Management Program** at 1 888 672-4845 or 1 888 MP-CIVIL.

5.3. An operational file will be opened for each incident.

6. Corporal Team Leader

6.1. Corporal Team Leaders will attend all serious injury and fatal motor vehicle collisions.

6.2. TIR will be notified through OCC of any major collision, serious property damage or fatal collision that may result in any highway closure. Flaggers will be requested for traffic control if a road or lane closure exists.

6.3. An unfolding event notification to the Risk Manager will be completed through OCC advising of the incident.

6.4. The Corporal Team Leader will notify the District Commander of any fatality related crash.

6.5. The Corporal Team Leader will have OCC notify the NCO i/c of Cape Breton Traffic Services of any serious injury or fatal motor vehicle collision and request assistance if taken place on a numbered highway or government maintained roadway.

6.6. The Corporal Team Leader, if not already done so, will advise through OCC the nearest available Collision Analyst or Reconstructionist to attend at their discretion.

6.7. If Traffic Services are taking over the file, Corporal Team Leaders will ensure that detachment members provide support as may be required.

6.8. When sufficient details are in place and as time permits a SitRep will be completed and emailed to [HDIV Crimops BriefingNotes](#). If Traffic Services are maintaining the file, they will complete the briefing note.

6.9. Ensure all members involved in the investigation complete a police statement, will say, and provide their notes to the lead investigator.

6.10. Review all serious injury or fatal motor vehicle collisions and provide guidance as required.

6.12. Attend any inter-agency meetings or debriefings relating to serious collisions.

6.13. Complete media releases as appropriate.

7. District Commander

7.1. Attend any inter-agency meetings or debriefings relating to serious collisions.

Victoria County District RCMP OPS Unit Supplements 5.6 Motor Vehicle Collisions

- 7.2. Monitor any resourcing issues if the incident dictates additional staff.
- 7.3. Advise the District Advisory NCO of any deployment of C.A.R.S.

Victoria County District Operational Unit Supplements

Reviewed: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

13. Emergency Management

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – District Commander

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4. [Corporal Team Leader](#)
5. [District Commander](#)

1. General

This chapter deals with emergency management in the Victoria County District. 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. Refer to:

1. 1. [OM 13.3 Emergency Police Services – Contract Divisions](#)
1. 2. [OM 13.8 Hijacked Aircraft](#)
1. 3. [OM 13.9 Business Continuity Plan](#)
1. 4. [Emergency Management Act](#)
1. 5. ["H" Div Emergency Operational Plans \(EOP\)](#)
1. 6. [Emergency Management Office Nova Scotia](#)

2. Policy

2.1 In the event of a major emergency, for example: interface fires, natural gas pipeline explosion, flood, dangerous goods collision or major power outage, the on duty member(s) is to confirm the emergency and immediately notify the Corporal Team Leader and the District Commander.

2.2. Victoria County District RCMP are to liaise with the Victoria County Municipal Government and/or the Wagmatcook Band, to determine if a local state of emergency is required to be evoked.

2.3. The H Division Emergency Operations Plan is in the process of being updated. H Division Criminal Operations can be contacted for the latest copies

2.4. Victoria County District RCMP will assist the local Government as required with evacuations and / or maintain a presence in the evacuation zone.

2.5. If a significant enough emergency event occurs which requires the evacuation of the Ingonish, Wagmatcook or Baddeck RCMP Detachment, the Business Continuity Plan will come into effect. Detachment operations will resume per the Victoria County District RCMP Business Continuity Plan.

3. Member

3.1. Officer safety is the highest priority when responding to a major emergency. Determining the extent of the emergency and potential risks to personnel must be conducted prior to and throughout any emergency. All emergency situations are dynamic and ongoing risk assessments are necessary to ensure safety for all.

Victoria County District RCMP OPS Unit Supplements 13 Emergency Management

3.2. Notify the Corporal Team Leader and the District Commander of all emergency situations. If necessary, H Division OCC can make these calls on behalf of the responding member(s).

3.3. Initial responsibilities include establishing communications with emergency responders as soon as possible. This is essential in sharing information, conducting risk assessments and determining courses of action.

3.4. If a State of Local Emergency has been declared by the appropriate level of government, then the evacuation process will begin.

3.4.1 Evacuation Alert – Local governing authority is advising residents to evacuate based upon the potential threat levels.

3.4.2. Evacuation Order – Local Governing Authority is ordering residents to evacuate based upon elevated potential threat levels.

3.4.3. Evacuation Rescind – Once Local Governing authority rescinds an order or alert, there is transition period back to normal.

4. Corporal Team Leader

4.1. Evaluation of resource levels and determining the need for additional resources. If additional resources are required outside of Victoria County District RCMP, the District Commander must be contacted to authorize the requests.

4.2. Establish an on-site presence at the temporary Emergency Operations Center.

4.3. Identify representatives along with contact information from all agencies involved.

4.4. Coordinate radio communications and resource deployment.

4.5. Liaise with Emergency Operations personnel and update the District Commander.

4.6. Send out an "SitRep" to [HDIV CrimOps BriefingNotes](#). If required, H Division OCC can send out the message on behalf of the supervisor.

4.7. Monitor Evacuations and Emergency Response routes accordingly.

5. District Commander or Delegate

5.1. Incident Commander

5.2. Obtain additional resources as required. The assistance of North East Nova Advisory NCO may be required.

5.3. Participate in emergency planning forums with the Victoria County Municipal Government and the Wagmatcook Band and maintain contact lists for emergency operations personnel.

5.4. Annually review and update the Business Continuity Plan, Emergency Operations Plan and any other emergency plan associated to the policing services of the Victoria County District area.

Victoria County District Operational Unit Supplements

Reviewed: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

16.10 Immediate Action Rapid Deployment

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – District Commander

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1. [General](#)
2. [IARD Deployment](#)
3. [Member](#)
4. [District Commander](#)

1. General

This chapter deals with Immediate Action Rapid Deployment (I.A.R.D.) response within the Victoria County District area.

1. Refer to:
 1. 1. [OM 16.10 Immediate Action Rapid Deployment](#)
 1. 2. IARD Web-based training on Agora

2. IARD Deployment

2.1. An IARD deployment is used to stop an active threat which is defined as where one or more individuals who seek out an environment that offer multiple potential victims at risk of death or grievous bodily harm and not easily able to escape the threat.

2.2. Traditionally these locations include schools, shopping malls and businesses. Other than schools, potential sites in Victoria County District could potentially include:

Municipal Government of Victoria County Office
Wagmatcook Band Office

2.3. All school SAFE plans are to be loaded onto the SAFE web site. See Victoria County District [OM 16.11 School Action for Emergencies \(SAFE\) Plan](#) for further details.

3. Member

3.1. Ensure that there is at least one trained IARD personnel in the deployment who will assume Team Leader responsibilities. He/She will delegate tasks as the deployment develops.

3.2. Attempt to establish communication with the person responsible for the location or senior representative on site (ie: school principal or manager.) In the event that member is required to deploy as part of the IARD team, ensure that the communication with this person is transferred to the next member arriving on scene.

3.3. Follow the protocol for 1,2,3 or 4 person deployments.

3.4. In the event that the active event goes quiet, stay at the position of last known contact and update OCC.

3.5. In the event that the IARD deployment becomes a barricaded person or hostage scenario, notify the incident commander and hold positions awaiting an ERT deployment.

Victoria County District RCMP OPS Unit Supplements 16.10 Immediate Action Rapid Deployment

4. District Commander

- 4.1 Contact ERT and the H Div Critical Incident Commander.
- 4.2. Ensure that an on-scene member is delegated to be in control of the IARD deployment.
- 4.3. Obtain additional resources as soon as possible for either a second IARD entry team; a rescue team or for further assistance at the location.
- 4.4. If attending the scene, assist with the establishment of logistical duties outlined in [OM 16.10.3.2](#)
- 4.5. Development of arrest and surrender plans.

Victoria County District - Operational Unit Supplements

Amended: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

19.8 Fingerprinting and Photographing Prisoners

Originator: S/Sgt. Joshua Wiese

Approved By: S/Sgt. Joshua Wiese – District Commander

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3. [Photographing](#)

1. General

1. Refer to:

1. [OM 19.8](#)
2. ["H" Div. OM 19.8](#)
3. [Identification of Criminals Act.](#)
4. [Victoria County Operational Unit Supplements 19](#)

2. Fingerprinting

2.1. Members will ensure that anyone charged with an indictable or dual procedure offence is fingerprinted and photographed as per ["H" Div. OM 19.8](#).

2.2. Ensure 1 set of fingerprints and palmprints are taken for each file. Fingerprints **CANNOT** be utilized over multiple files.

2.3. When releasing on an Appearance Notice or Undertaking, do not have the persons attend for printing on his/her court date. Fingerprints must be taken at the time of arrest / release. If they cannot, the reasons why should be clearly documented by the investigator rationalizing the operational issues that led to that decision. Ensure that the fingerprinting date is at least **TWO (2)** weeks prior to the court date. This appearance date should be during the scheduled shift of the investigating officer.

2.4. Members will use LiveScan for all fingerprinting.

2.5. In the event LiveScan is not operational Members will use the "brown" Cardscan stock located at the cellblock fingerprint station for taking fingerprints and palmprints on operational files.

2.6. Completed "brown" Cardscan fingerprints are then forwarded to the Detachment Services Assistant for scanning into Cardscan. All boxes must be completely filled out or they will be returned to the members taking the fingerprints for completion.

3. Photographing

3.1. Members will take a digital photo of all persons being fingerprinted for a Criminal offence. The photograph will consist of the upper shoulders, neck and a clear view of the individuals face using the white background in the cell / guard area. The LiveScan camera will be utilized.

3.2. In the event LiveScan is not operations Members will use a suitable digital camera Members will download the photos to the detachment shared drive naming them with the individuals last name, first name and the file number. Notify the Detachment Services Assistant to combine these with the CardScan fingerprints/palmprints.

Victoria County District Operational Unit Supplements

Amended: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

22. Exhibits

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – Detachment Commander

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Appendix 22-1-1 [Mandatory Firearms Data Upload for PAIN](#)

1. General

1. Refer to:

- 1.1. [HQ OM 22.1 – Processing](#)
- 1.2. [HQ OM 22.2 – Accessing](#)
- 1.3. [HQ OM 22.3 – Disposal](#)
- 1.4. [HQ OM 22.4 – Firearms, Prohibited Weapons, Munitions and Explosives](#)
- 1.5. [HQ OM 22.5 – Biological](#)
- 1.6. [HQ OM 22.6 – Currency and Negotiable Items](#)
- 1.7. [HQ OM 22.7 – Cabinet Documents](#)
- 1.8. [HQ OM 22.8 – Transportation of Seized Goods](#)
- 1.9. [HQ OM 6.8 - Search and Seizure of Drugs](#)
- 1.10. [HQ OM App. 6-8-3 - Processing Seized Articles](#)
- 1.11. [HQ OM 6.9 - Drug Exhibits](#)
- 1.12. [HQ Laboratory Services Manual](#)
- 1.13. [Controlled Drug and Substance Act](#)

2. Documentation

2.1 The use of the PROS Property Module is mandatory.

2.2. **All** items that come into RCMP custody are to be entered into PROS with a status of “**Seized**”

2.3. If an item has been reported lost or stolen, then either “**Lost**” or “**Stolen**” are to be used as a status.

Note: If an item was initially reported lost or stolen and then is found or recovered, the original property report status does not get modified. It remains as “lost” or “Stolen” and a second property report is generated with the status of “seized”.

2.4. A separate property report is required for:

- 2.4.1. Each member that seized items.
- 2.4.2. Each location where items were seized.
- 2.4.3. Items seized on a different date and time.

Victoria County District RCMP OPS Unit Supplements 22 Exhibits

3. Members

- 3.1. All exhibits should be processed in the Temporary Exhibit room. No exhibits suspected to be contaminated with dangerous substances are to be processed at members' desks.
- 3.2. Exhibits must be processed and secured in Temporary Exhibit Lockers during member's shift when items were seized.
- 3.3. Exhibits must be bagged separately in an appropriate bag for the exhibit. The exhibit must be tagged with the file number, caption, exhibit tag number, and the date, time and initials of seizure. If item is secured in a bag or box where it cannot be identified (e.g. inside a paper bag), make sure that details of the contents of the bag are on the tag.
- 3.4. An exhibit flowchart may be used at a crime scene when a number of exhibits are being seized. Once the exhibits have been seized and returned to the detachment and entered on PROS, evidence continuity entries need to be generated showing movement from "Scene" to whichever TEL.
- 3.5. Create a PROS property report being sure to fill out all seizure authority details and seizure location details. A subsequent PROS property report is required if seizures occurred involving multiple locations, multiple members or different dates. All items in RCMP custody are status of "seized".
- 3.6. Enter each item seized as an individual item, making sure the correct article description is used. If an item was seized from another item, use the cross reference portion of the item details screen.
- 3.7. Secure the item(s) in a Temporary Exhibit locker(s) and note the locker number. Once item is inside, turn the handle and push in the key button to lock the door. If a member has any need to re-access the item, arrangements will need to be made with the Exhibit Custodian.
- 3.8. Complete Evidence Continuity.
- 3.9. Consistent naming of locations within detachment is required to properly and efficiently track exhibits. In the Victoria County District. Members will not enter storage locations. Storage locations are populated in the PROS Property module and will be selected from the pull down menus only.
- 3.10. Complete a 5.2 Report to Justice for all items seized. If any items are required for court or seeking a destruction order, request a detention order from the Justice. Under the remarks section on the Property Report page, please put **"5.2 Completed"**.
NOTE: a Detention order cannot be sought for drugs.
- 3.11. All 5.2 Report to Justices are to be submitted to the Corporal Team Leader for quality assurance review and monitoring. The Corporal Team Leader can then direct the member to submit the form 5.2 to the Justice.
- 3.12. If there are **any** firearms related charges being contemplated, the member is to complete a C-414 immediately and obtain authority to ship the firearm(s) to the lab for examination. In some cases, examination of the ammunition may also be required.
- 3.13. Members are to document on a PROS text page the full details regarding the seizure and handling of the exhibits. Any specific instructions as to the disposition of the exhibits are to be clearly documented for the exhibit custodian.
- 3.14. When a member requires an exhibit for disposal, a text page needs to be created outlining the details of the exhibits required including item numbers and clearly indicate their authority for disposal.
- 3.15. Any item that has been detained by a Justice needs an authorization for disposition. Either "A Peace Officer's Request for Order of Forfeiture of Things Seized" or "A Peace Officer's Request for Order of Return of Items Seized" is required to be completed and submitted to a Justice with a copy placed on the hardcopy file. Once a signed copy has been received from the Justice, the exhibit can be disposed of after a 30 day waiting period.

Victoria County District RCMP OPS Unit Supplements 22 Exhibits

- 3.16. If an item is immediately returned to the owner then the member can record the return in his notebook with a signature of the owner. A detailed text page is required outlining details of return.
- 3.17. All other instances where items are returned, a Property Return Receipt will be completed and signed by the owner and placed on the hardcopy file. A detailed text page is required. The PROS file is to be routed back to Exhibit Custodian to update property entries.
- 3.18. Items reported LOST or STOLEN are to be entered into the property module as LOST or STOLEN. Full details of the articles are to be documented including serial numbers and descriptors if available.
- 3.19. A PROS Occurrence File cannot be concluded if there are exhibits that have not been disposed of. The following comments are to be placed on a Supp Report text page in regards to exhibits which will indicate specific details:
- 3.19.1. "SUI – Exhibit Custodian" - A follow up will be assigned to the exhibit custodian to either destroy/ return the exhibits under the member's authority, or that the member has returned items and the property control page needs to be completed.
 - 3.19.2. "SUI – Exhibits" - indicates there are still exhibits that are on file and that the investigator requires an diary date extension to take further action in regards to the exhibits (e.g forfeiture order, return of exhibits),
- 3.20. All property related forms such as "5.2 Report to Justice", "CS-FRM-013" will be retained on the hard copy file and a note will be made in the subject line of the applicable text page.
- 3.21. Exhibit processing should be completed within the same shift of the seizure. If circumstances exist such as extended shifts, incurring unnecessary overtime or other priority matters exhibits shall be immediately secured in the Temporary Exhibit Locker and processed during the next scheduled shift.
- 3.22. All exhibits to be properly secured in Temporary Exhibit Lockers. No exhibits are to be stored in members' personal lockers or drawers.
- 3.23. [CS-FRM-013](#) is available online and needs to be completed for drug seizures. A copy of the [CS-FRM-013](#) is to be attached to the exhibit(s).
- 3.24. Drug exhibits required to be analyzed for court are to have a sample placed in an exhibit bag and a Health Canada Label placed on the exhibit. The item is to be entered on PROS as a separate item which is cross referenced back to the original item.
- 3.25. Specific details for specific items:
- 3.25.1. DRUGS – total weight of the item is to be written on the exhibit bag
 - 3.25.2. CURRENCY – total amount of currency to be recorded on the bag as well as the initials of the second member who counted it. The denominations of the currency are to be broken down on the PROS currency page.
 - 3.25.3. FIREARMS – need to be clearly indicated that they are rendered inoperable. A wire can be run through the barrel/ breach or a zap strap through the breach. Either way, it needs to be clearly visible that the firearm cannot fire. Any firearm seized with a case needs to be made a separate exhibit item than the case and cross-referenced back to the case. Immediately notify the Corporal Team Leader or District Commander for upload into the PAIN. Complete the Mandatory Firearms Data Upload for PAIN and attach to the file.
****NOTE:** All Firearms in police custody need to be entered on the Public Agency website.
 - 3.25.4. BIOLOGICAL MATERIAL will have a BIOHAZARD sticker.
 - 3.25.5. EXPLOSIVE and FLAMMABLE items will be stored at the discretion of the Corporal Team

Victoria County District RCMP OPS Unit Supplements 22 Exhibits

Leader and/or District Commander to be determined based upon the materials seized.

4. Corporal Team Leader

4.1. All exhibit tasks for continuity are to be assigned in the Exhibit Custodian. All tasks for disposal or investigative actions will be assigned to the Lead Investigator.

4.2. An accused has 30 days to appeal a case. To ensure no appeal has been launched, Victoria County District RCMP exhibits will be destroyed 60 days after sentencing provided proper authorities have been obtained. Confirm with Member that property can be destroyed.

4.3. The Exhibit Custodian will issue tasks to Members in regards to any issue of the quality assurance of the submitted exhibit and the corresponding information entered on PROS with a notification to the members' supervisor. The exhibit custodian will retain the task entry for quality assurance.

5. Front Counter

5.1. It is preferred that all items turned in at the front counter be immediately handled by an on duty member. If that is not possible, then the office staff will be able to receive found property only.

5.2. Any item that is connected to a crime or any firearms are not to be handled by the office staff. An on duty member is to be contacted to come and deal with the item(s).

5.3. All items need to be properly tagged with the correct file number, caption, item number and the date, time and initials of the person receiving it.

5.4. Create a PROS property report with complete details of the item. Use the location of seizure as the detachment civic address. Complete evidence continuity entries using standard naming conventions as previously noted.

5.5. Secure the exhibit and assign the file to an on-duty member to complete the investigation.

5.6. Document full details of your receipt and handling of the item on a PROS text page.

6. Exhibit Custodian

6.1. Seized Items (Items in the TEL's)

6.1.1. Check the Temporary Exhibit Lockers regularly and ensure that the exhibits in the Temporary Lockers are processed. Use your Exhibit Handle to process exhibits.

6.1.2. The Exhibit Custodian is responsible for quality assurance of the submitted exhibit(s), the Property Exhibit Report, Items page and Evidence Continuity pages.

6.1.3. Review all 5.2 Report to Justice for quality assurance and monitoring. Any files where detention orders have been obtained and the information has not been sworn are to be closely monitored to ensure extensions are obtained if required.

6.1.4. If any issues are noted a Follow-up will be issued to the Member with the issues clearly noted on a Text page.

6.1.5. If there are no issues with the exhibit, move and secure the exhibit in the Main Exhibit Room.

6.1.6. Document evidence continuity noting the movement of the Item. The actual location inside the Main Exhibit Room is to be filled in on the property entry.

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6.1.7. Complete the storage location information using the standard naming conventions as laid out earlier.

7. Disposal of Items/ Relinquished items

7.1. Check workflow queue regularly for follows up assigned to you.

7.2. The Exhibit Custodian will receive a Property Release Form for all returned property by Members—this form is retained on the hardcopy file and indicates that an owner of property relinquishes all rights to the property or that property has been returned to the owner.

7.3. Disposal of all exhibits will be in accordance with all policy and in the presence of 2 members or the Exhibit Custodian and one member.

7.4. The Exhibit Custodian will dispose of the items on PROS.

7.5. The Exhibit Custodian will sign off on the Property Form and secure the form on the hard copy file.

7.6. For all other disposals, the Corporal Team Leader will task the file to the Exhibit Custodian indicating that the property can be destroyed. The file will have a Text page that provides direction to the Exhibit Custodian.

7.7. The Member's Text page on file will list the items to be disposed of and any directions to the Exhibit Custodian regarding the destruction, including where their authority to for disposal comes from.

7.8. In the event that the file does not have either a) a Property Form or b) a Text page reviewed by a supervisor that provides direction on exhibit disposal for the exhibit custodian, the exhibit custodian can return the file as a correction to the supervisor and add a note on file that indicates what is required.

8. Destruction of Scheduled Drugs

8.1. Destruction of Scheduled Drugs requires approval to do so from Health Canada. Members will submit their own [CS-FRM-013](#). Upon receipt of Destruction Order, Drugs can be destroyed.

8.2. If no [CS-FRM-013](#) is on file, the exhibit custodian will send a task back to Supervisor with a note on file. The supervisor will assign the Member a task to complete their [CS-FRM-013](#).

8.3. Once the member has sent the [CS-FRM-013](#) to Health Canada, a new DD is assigned for 90 days, SUI – Await for authority from Health Canada. The email address to send [CS-FRM-013](#) to is <mailto:hc.drugs.disposition-droques.sc@canada.ca>

8.4. Upon receipt of the destruction order, the drugs can be destroyed.

8.5. Persons involved with destruction (always 2 members) are to ensure notes are taken during destruction and upon return to the Victoria County District Detachment, PROS to be updated.

8.6. Exhibit Custodian is to update evidence continuity once supporting text pages are in the PROS file.

9. Exhibits for Analysis

9.1. For any item required to be shipped away for analysis or forensic examination, a text page is required to advise the Exhibit Custodian of the requirement to move and authority to do so.

9.2. The Exhibit Custodian will place the item(s) in a TEL and provide the member with a key to the same locker. An evidence continuity entries will be completed showing movement to the TEL.

9.3. The investigator will package the exhibits, ensuring compliance with policy on shipping of exhibits, firearms and dangerous goods. Once packaged and ready for shipment, the member will either arrange

Victoria County District RCMP OPS Unit Supplements 22 Exhibits

for shipment with office staff working, or if after business hours, return the package to the TEL for shipping by Exhibit Custodian / Detachment Services Assistant.

9.4. Evidence continuity entries will be completed showing the exhibits as being mailed, couriered, or handed over for examination. The movement to field should contain the location as to where the exhibits are going. This will show the exhibit as "out" of a Victoria County District exhibit room, but still under RCMP control.

9.5. When exhibit is returned to the Victoria County District, if exhibit custodian receives exhibit, he/she can complete the return portion of the evidence continuity entry when the exhibit was shipped out. This will put the exhibit back in the exact same location prior to being shipped out.

9.5.1. If anyone but the Exhibit Custodian receives the exhibits, then evidence continuity entries needs to be completed showing movement back into a TEL. The exhibit custodian will then move it back to the MEL.

9.6. All handling of the exhibits needs to be captured on a text page and indicating it is in regards to exhibit analysis.

Mandatory Firearms Data for upload to PAIN

(to be completed and attached to every firearm seized)

- Prime File Number _____ Exhibit Item Number _____
- Is this Firearm Registered YES / NO If yes to whom:

Licence Number:

- Serial Number: _____
- Firearm Reference Number: _____ (Found on the Firearms Reference Table)
- Make: _____
- Model: _____
- Type: _____
- Calibre : _____
- Action : _____
- Shots : _____
- Barrel Length _____ mm

Dated : _____

Member : _____

Victoria County District Operational Unit Supplements

Reviewed: 2021-01-15

ROYAL CANADIAN MOUNTED POLICE

27 Media

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – District Commander

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1. [General](#)
2. [Media Relations Officer](#)
3. [Media Releases](#)

1. General

1. Refer to:

1. [OM 27.1 Media Relations](#)
2. [OM 27.2 Media Releases](#)
3. [OM 27.3 Media Inquiries](#)
4. [OM 27.4 News Releases and Conferences](#)
5. [OM 27.5 Communication of Information Regarding Sensitive Investigations](#)

2. Media Relations Officer

2.1. In the absence of an accredited detachment Media Relations Officer, these duties fall upon the Victoria County District Commander or his/her delegate.

2.1.1. Current Media trained Victoria County District

Cst. Eric Latwaitis Cell: 902-295 8997

2.2. The H Division Media Relations Officer is available for any assistance and guidance and should be involved with drafting any media release that has the potential to attract significant media attention.

Cpl. Mark Skinner Office: 902-720-5851

Cpl. Lisa Croteau Office: 902-720-5233

2.4. Briefing Notes must be completed on any incident that has potential significant media attention and sent to [HDiv_CrimOps_BriefingNotes](#). See [Victoria County District Unit Supplements 101.1 Reporting](#) for further details.

Victoria County District Operational Unit Supplements

Amended: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

Search and Rescue (SAR) Part 37

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – District Commander

Table of Contents

- [1. General](#)
- [2. Policy](#)
- [3. Aircraft](#)
- [4. Land/Non Tidal Waters](#)

1. General

This chapter deals with Search and Rescue response and protocol at the Victoria County District RCMP.

- 1.1. References
- 1.2. [OM 37.1 -- Search and Rescue](#)
- 1.3. [OM 37.2 -- Lost/Overdue Persons](#)
- 1.4. [OM 37.3 -- Missing Persons](#)
- 1.5. ["H" Div OM 37.1. Search and Rescue \(SAR\)](#)
- 1.6. ["H" Div OM 37.2. Lost/Overdue Persons](#)
- 1.7. ["H" Div OM 37.3 Missing Persons](#)

2. Policy

2. 1. All members of the Victoria County District RCMP will familiarize themselves with the references listed above relative to Search and Rescue.

2. 2. This policy is to be reviewed and signed off by each member annually.

2.3. The RCMP is responsible for any land based or non-tidal water search and rescue. These searches are conducted in cooperation with The Emergency Management Office NS and the local volunteer SAR groups.

2.4. Briefing notes must be completed on any incident that has potential media attention and sent to [HDiv CrimOps BriefingNotes](#).

3. Aircraft

3.1. The Canadian Forces are responsible for all SAR operations involving aircraft. Any incident involving an aircraft must be reported to the Joint Rescue Coordination Centre- Halifax at 1-902-427-8200 or 1-800-565-1582.

3.2. Members will advise the District Commander or designate of any incident involving a downed or missing aircraft in the area.

3.3. Members will maintain communication with JRCC to determine search locations, duration of search and provide any on scene information as required.

Victoria County District RCMP OPS Unit Supplements 37 Search and Rescue

4. Land/Non Tidal Waters

4.1. Victoria County District RCMP will assume overall search and rescue responsibility on any search within the boundaries of the detachment area. On duty members will advise the Corporal Team Leader or District Commander to attend as the Incident Commander.

4.2. Contact H Div OCC to have The Office of Emergency Management Nova Scotia deploy ground search and rescue. Provide your contact information so that the RCMP Incident Commander or SAR Team Leader can directly contact you.

4.4. Members may be required to assist SAR with operations utilizing detachment equipment such as ATV's, snowmobiles, vessels, Police Services Dog and call out of RCMP Air Services to assist SAR with any search. This will be decided at the discretion of the Incident Commander in conjunction with information from SAR taking into consideration detachment resources, members' capabilities and officer and public safety.

4.5. If members become involved in land and water search consideration is to be given for a member and SAR member to be teamed up for purposes of communication and safety.

Victoria County District Operational Unit Supplements

Amended: 2019-09-23

ROYAL CANADIAN MOUNTED POLICE

37.6 Victim Assistance

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – District Commander

Table of Contents

1. [General](#)
2. [Victim Services Programs](#)
3. [Member](#)
4. [Corporal Team Leader](#)
5. [Detachment Commander](#)

1. General

This chapter deals with Victims Services Program for the Victoria County District area.

1. Refer to:

1. 1. [OM 37.6 Victim Assistance](#)
1. 2. ["H" Div OM 37.6 Victim Assistance/ Victim Services Program](#)
1. 3. [Asset Management Manual 4.2](#)
1. 4. [Asset Management Manual 4.3](#)
1. 5. [Victims Rights and Services Act \(VRSA\)](#)
1. 6. [Canadian Victims Bill of Rights \(CVBR\)](#)
1. 7. [NS Victims of Crime webpage](#)

2. Victim Services Programs

2.1. The Victim Services Program in Victoria County District is a provincial based victim's services program provided through the Sydney Victim's Services Office. If the victim is an Indigenous person or a person who resides in a Mi'kmaq community, they must be referred to the Mi'kmaw Legal Support Network for Victims Services.

2.2. The mandate of victim services programs is:

- 2.2.1. To lessen the impact of crime and trauma on victims and their families and assist in their recovery;
- 2.2.2. To increase victim safety and to help reduce the risk of further victimization;
- 2.2.3. To increase a victim's level of participation in, and sense of empowerment under the criminal justice system;
- 2.2.4. To increase the effectiveness of victims acting as witnesses in court proceedings; and
- 2.2.5. To provide information related to victims of crime legislation, victim's rights, community resources, and possible compensation.

2.3. The Sydney Victim Services Office is located at:

136 Charlotte Street, 4th Floor Suite 9
 Phone: 902 563 3655
 Toll Free: 1 800 565 0071

2.4 The Mi'kmaw Legal Support Network is located at:

803 Willow Street, Truro
 Phone: 902 895 1141
 Fax: 902 897 0604

Victoria County District RCMP OPS Unit Supplements Victim Assistance

3. Member

3.1. Victim Service Referral has two components:

3.1.1. Tell victims they have legal rights under law: members have an obligation to advise victims they have rights under law ([Nova Scotia Victims Rights and Services Act \(VRSA\)](#)) ([Canadian Victims Bill of Rights \(CVBR\)](#)); and,

3.1.2. Make a referral to Victim Services or Mi'kmaw Legal Support Network (MLSN).

3.2. Referral to Victim Services/ MLSN can be conducted with consent of the victim or proactively if the circumstances in 3.4. exist:

3.2.1. Inform victims of the services provided by Victim Services/MLSN and make an offer for referral using a referral script such as the following:

"I am going to advise Victim Services/MLSN about this incident and provide them with your contact information. Victim Services/MLSN is a confidential service that can provide you information, keep you informed and offer support. Is that okay?"

3.3. If the victim consents to a referral for services, complete the Victim Services Referral [Form HD6167](#) or MLSN referral form through the [ROSS computer desktop icon](#).

3.3.1. If completing Form HD6167 ensure you contact the local Victims Services Office by phone and either fax or email the referral form.

3.3.2. If completing the MLSN referral form email the form direct using the "submit referral" button on the bottom of the form.

3.3.3. Provide the referred person with your business card, contact information and the PROS file number for which you have referred them on.

3.3.4. Scan a copy of the form used into the PROS file, documenting your actions on either a General or Supplemental Report.

3.4. A proactive referral can be made in accordance with Section 4.3.1. of [OM 37.6 Victim Assistance](#) if one or more of the following exist:

- 3.4.1. person's offence,
- 3.4.2. serious property offence,
- 3.4.3. high-risk victim,
- 3.4.4. vulnerable victim, or
- 3.4.5. exceptional circumstance.

3.5. If a victim refuses a referral to the Victim Services Program, under the [Nova Scotia Victims Rights and Services Act \(VRSA\)](#) it is the members' responsibility to ensure the following information is provided upon request:

- 3.5.1. the structure and operation of the justice system;
- 3.5.2. Victim Services that are available to them;
- 3.5.3. the [Canadian Victims Bill of Rights \(CVBR\)](#)
- 3.5.3. the [Freedom of Information and Protection of Privacy Act \(FOIPPA\)](#);
- 3.5.4. the [Privacy Act](#);
- 3.5.6. the [Nova Scotia Victims Rights and Services Act \(VRSA\)](#);
- 3.5.7. the status of the police investigation;
- 3.5.8. the specific counts with which the accused is charged or for which the offender is convicted;
- 3.5.9. the reasons why a decision was made respecting charges;
- 3.5.10. the name of the accused;
- 3.5.11. the date, location and reasons for each court appearance that is likely to affect the final

Victoria County District RCMP OPS Unit Supplements Victim Assistance

disposition, sentence or bail status of the accused; and the results of those appearances;

3.5.12. offender convictions and sentences;

3.5.13. how to report breaches of orders pertaining to the offender;

3.5.14. how to contact the offender's release supervisory agency; and

3.5.15. how to make representation in any proceeding that may lead to a change in the custodial status or release conditions of the offender;

3.5.16. subject to the YCJA, copies of offender release documents containing conditions that are relevant to the safety of the victim.

3.6. Depending on circumstances, attendance of Victim Services to scene or hospital may be considered to provide optimal assistance to victim.

3.7. Complete documentation of offering Victim Services is to be made on the PROS file. If Victim Services/MLSN refused, ensure documentation of information provided by member.

3.8 The [Nova Scotia Department of Justice Victim Services website](#) can be referred to as well for a source of information for victims.

4. Corporal Team Leader

4.1. When reviewing operational files, confirm that Victim Service/MLSN referrals have been made where applicable and appropriately documented on PROS file.

4.2. Where a Victim Service/MLSN referral should have been made and has not been documented on the operational file, follow up with the member to ensure a referral was made and is properly documented on the PROS file.

4.3. If circumstances exist for a proactive referral and none was conducted, conduct proactive referral to Victim Services/MLSN, document on PROS file and follow up with member.

4.4. Ensure PROS file is scored appropriately:

4.4.1. Victim Services offered – accepted

4.4.2. Victim Services offered – declined

4.5. Encourage the involvement of Victim Services/MLSN early in the investigation with consideration of attendance to the scene or hospital. This could assist with better support provided to the victim and a clearer understanding of the criminal investigation underway.

5. District Commander

5.1. Ongoing liaising with Victim Services / Mi'qmaq Legal Support Network Program Managers and identify any issues or concerns regarding the referral process, information provided to victims by members and any specific high-risk investigations.

5.2. Monitoring of members' compliance in providing required information and proper documentation on PROS file.

Victoria County District - Operational Unit Supplements

Amended: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

54.1 RCMP External Investigation or Review

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – District Commander

Table of Contents

1. [General](#)
2. [Policy](#)
3. [Cell Block Protocol. Major Incident Reporting.](#)

1. General

1. Refer to:
 1. [OM 54.1 RCMP External Investigation or Review](#)
 2. ["H" Div. OM 54.1 RCMP External Investigation or Review](#)

2. Policy

2.1. The effectiveness of policing is dependent upon the level of trust and support the public has in its policing institutions. In order to continue to earn public trust and support, the RCMP must strive to be as open and transparent as possible and fully accountable for our actions. [OM 54.1](#)

2.2. For this Policy: "Independent External Investigative Agency (independent agency)" means the Serious Incident Response Team (SIRT) or other police service mandated by "H" Division to investigate a major police incident in Nova Scotia; ["H" Div. OM 54.1](#)

3. Cell Block Protocol. Major Incident Reporting.

3.1 In the event of a serious incident occurring with-in the Victoria County District RCMP cell block, the Guard on duty is to immediately contact the Members on duty by Police radio or phone, or in the event the Members are off duty, the Guard is to immediately contact H Div OCC to dispatch Members and emergency medical services (NS EHS) to cells.

3.2. The District Commander is to be contacted and advised of any incident where a prisoner has sustained serious injuries or death.

3.3 Guards are to monitor but not clean any areas of the cell block that may impede further investigation of the Major Incident.

3.4. Guards will clean the cell area only after being given direction to do so by the District Commander or his/her designate.

3.5. Members are to follow the reporting guidelines as laid out in [OM 54.1](#) and ["H" Div. OM 54.1](#).

3.6. District Commander is to advise the North East Nova District Advisory NCO and OCC Risk Manager and follow directions regarding possible SIRT assertion.

Victoria County District Operational Unit Supplements

Reviewed: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

101.3 Reporting

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – District Commander

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1. [General](#)
2. [Policy](#)
3. [Advance Notice](#)
4. [Briefing Note / SitRep](#)

1. General

This chapter deals with the Victoria County District RCMP responsibilities to report incidents to North East Nova District and CROPS.

1. Refer to:

1. 1. [OM 46.1 National Operations Center](#)
1. 2. ["H" Div OM 101.3 Reporting](#)
1. 4. "H" Div OM Appendix 101.3.1 [Reportable Incidents and Offences](#)

2. Policy

2.1. Internal information sharing is important to ensure suitable resources have been deployed, addressing stakeholders' enquiries and developing communication plans.

2.2. In addition to the list found in "H" Div OM Appendix 101.3.1 [Reportable Incidents and Offences](#), North East Nova District needs to be informed about any incident that:

- 2.2.1. Is multijurisdictional; or
- 2.2.2. Has the potential to attract media attention; or
- 2.2.3. Anything that would generate questions reaching the District Officer.

2.3. For disclosure purposes, all "SitReps" or "Briefing Notes" need to be retained on the operational file. Members are to cut and paste the notice in a text page on the OR and put either "Sitrep" or "Briefing Note" in the subject line.

2.4. All reporting is to be conducted in the body of an email as well as on [Form 6525](#).

2.5. The general reporting email for H Division is [Hdiv_CrimOps_BriefingNotes](#)

3. Advance Notice

3.1. These notices are typically referred to "Unfolding Events".

3.2. Intent to provide preliminary information only as event has not been concluded.

3.4. H Div OCC can be requested to send out on behalf of a member / detachment. Usually the Risk Manager will disseminate the message.

Victoria County District RCMP OPS Unit Supplements 101.3 Reporting

4. Briefing Note / SitRep

- 4.1. Complete a full briefing note when incident is under control or has been resolved.
- 4.2. In subject line of email, title as "**SitRep – NEN District-Victoria County District -[type of incident]-[File number]**"
- 4.2. Follow format laid out in [Form 6525](#)
- 4.3. Do not use any preamble.
- 4.4. At the conclusion of the Briefing note / SitRep, place the following:

This email and any files transmitted with it are privileged, confidential, subject to copyright and intended solely for the use of the individual or entity to whom they are addressed. Views expressed are those of the user and not necessarily those of the Royal Canadian Mounted Police. Any unauthorized use, copying, review or disclosure is prohibited under Sec. 7 of the Privacy Act. Please notify the sender immediately if you have received this communication in error. Thank you for your assistance and co-operation.

- 4.5. If subsequent briefing notes are required on the same matter, use the word "Update" in the caption along with the number of the update if applicable.
- 4.6. Briefing notes / SitReps need to be reviewed and approved for dissemination by the District Commander or delegate.

Victoria County District Operational Unit Supplements

Reviewed: 2021-01-15

ROYAL CANADIAN MOUNTED POLICE

33.102 – Serious Investigations

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – District Commander

Table of Contents

1. [General](#)
2. [Serious Incidents](#)
3. [Member](#)
4. [Corporal Team Leader](#)
5. [District Commander](#)

1. General

This chapter deals with the handling of serious incidents by Victoria County District RCMP members, whom to contact for notification and guidance in the event of a serious incident, and available support services.

1. Refer to:

- 1.1. [“H” Div OM 33.102](#)
- 1.2. Memorandum of Understanding on Disclosure Between Police and Crown in Nova Scotia

2. Serious Incidents

2.1. Serious incidents include, but are not limited to the following:

- All types of human deaths
- Serious assaults or sexual assaults
- Motor vehicle collisions involving serious injury, death or suspected impairment.
- Structure fires resulting in injury, death, arson or significant financial loss.
- Search & Rescue
- Search Warrants requiring significant resources or having safety concerns
- Any incident that may be reportable to the SIRT
- Any incident where a RCMP officer is involved as a subject
- Any other incident deemed serious by the investigating member
- Any other incident which may bring negative attention to the RCMP

2.2. All Serious incidents will be reported to the District Commander.

2.3. The District Commander or Delegate may take on the role of Team Commander in any serious investigation. This role is an oversight / resourcing position and not that of the primary investigator.

2.4. Any “major incident” defined in [“H” Div OM 33.102 - Reporting](#) must be reported to the District Commander and North East Nova Major Crime Unit. These incidents include:

- Solved or unsolved homicides or attempted homicides
- Infanticide
- Manslaughter
- Human Deaths where foul play is suspected
- Missing persons where foul play is suspected

2.5. For reporting requirements, please see [Victoria County District Supplements OM 101.1 Reporting](#)

Victoria County District RCMP OPS Unit Supplements 33.102 Major Crime Investigations

3. Member

- 3.1. Upon responding to an incident outlined in [2. Serious Incidents](#), immediately contact the Corporal Team Leader.
- 3.2. Provide as many details as possible to the Corporal Team Leader for a proper evaluation of necessary resources and assistance required.
- 3.3. Conduct a thorough investigation and ensure all reasonable investigative avenues are explored. Consider the use of RCMP Support Services for assistance.
- 3.4. If unable to reach a Corporal Team Leader, then contact the District Commander.
- 3.5. In the event a Corporal Team Leader and the District Commander are both unavailable, then notify the North East Nova District Advisory NCO and the OCC Risk Manager.
- 3.6. Additional options to contact for guidance and direction may be:
 - 3.6.1 Eskasoni Detachment Commander
 - 3.6.2 Inverness County District Commander
- 3.7. Seeking guidance or assistance from people listed in 3.6. does not preclude reporting to the North East Nova District Advisory NCO. Contact must be made with a Corporal Team Leader, District Commander or North East Nova District Advisory NCO to report within a reasonable timeline.

4. Corporal Team Leader

- 4.1. Upon being advised of a serious incident, obtain details from members on scene and contact the District Commander.
- 4.2. Ensure officer safety and determine if sufficient resources are responding.
- 4.3. Request assistance from RCMP support Services.
- 4.4. Following reporting requirements as per [Victoria County District Unit Supplements OM 101.1 Reporting](#)
- 4.5. Monitor investigation to ensure all investigative avenues have been exhausted.
- 4.6. Review Report to Crown Counsel/ Disclosure packages prior to submission and ensure all elements of the offence have been met and all aspects of Memorandum of Understanding on Disclosure Between Police and Crown in Nova Scotia have been met.

5. District Commander

- 5.1. Ensure members are aware of availability of RCMP support Services and contact information is current.
- 5.2. Monitoring of investigation, providing oversight and guidance where required.
- 5.3. Reporting to North East Nova District in accordance with [Victoria County District Unit Supplements OM 101.1 Reporting](#)

Victoria County District Administrative Unit Supplements

Amended: 2021-01-25

ROYAL CANADIAN MOUNTED POLICE

Transportation Management/Maintenance of Vehicles

Originator: S/Sgt. Joshua Wiese

Approved by: S/Sgt. Joshua Wiese – Detachment Commander

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1. General

This chapter deals with Transportation Management for the Victoria County District police vehicles maintenance, equipment and repair protocol.

- 1.1. References
- 1.2. [Transportation Management Manual \(TMM\) – 2.5 Use of Transport Assets](#)
- 1.3. [TMM – 2.6 Overnight Custody of RCMP Vehicles](#)
- 1.4. [TMM – 2.9 Use of Wireless Communication Device](#)
- 1.5. [TMM – 6.3 Maintenance Schedules](#)
- 1.6. [TMM – 6.5 Tires](#)
- 1.7. [AMM - 4.3. Maintenance Management of RCMP Assets](#)

2. Policy

2. 1. All members of the Victoria County District will familiarize themselves with the references listed above relative to Transportation Management.

3. Maintenance

3.1. All police vehicles will be properly maintained and will incur routine servicing including oil changes every 8,000 KM or 3 months.

3.2. Each vehicle will have a member assigned to conduct vehicle checks utilizing the [form 6013](#). This check sheet is to be completed at the beginning of each month.

3.3. Fuel or other receipts utilizing the ARI fleet card will be collected from each police vehicle at the beginning of each month and given to the Detachment Services Assistant along with the vehicle check sheet.

3.4. Members will ensure the vehicle they are operating is in good working order and any mechanical defects or emergency vehicle equipment defects observed be reported immediately to the office manager to have repaired.

3.5. Members will ensure that police vehicles are clean inside and out. Supplies will be purchased if necessary by the Detachment Services Assistant, Corporal Team Leader or District Commander at the request of members.

3.6. Vehicles contaminated with biological fluids must be reported to the Corporal Team Leader. The member must ensure they are equipped to clean this safely and effectively.

Victoria County District RCMP Admin Unit Supplements Transportation Management/Maintenance

3.7. All vehicles will have two sets of tires assigned to them. Winter tires will be placed on in October and then removed for summer tires in April depending on weather conditions.

3.8. All spare tires will be stored in the storage garage. Tires will be marked by the corresponding vehicle number.

3.9. Members are responsible for ensuring vehicle fluids are checked and are within operating parameters at the beginning of each shift.

3.10. Any observed vehicle damage that has not been reported must be reported to the Corporal Team Leader or District Commander immediately.

4. Vehicle Repairs

4.1. Vehicle repairs and maintenance will be completed at a certified shop in Baddeck or Ingonsigh. All warranty work will attempt to be completed at the corresponding dealership in Sydney unless it is an immediate officer safety issue. In that case any certified shop can complete the repairs.

4.2. Members are to report any mechanical defect to the Corporal Team Leader or District Commander without delay. If a safety issue exists or mechanical issue exists that could result in further damage if operated, the vehicle must be immediately taken out of service. Members are to communicate this with each other to ensure the vehicle is not used.

4.3. The member dropping off the vehicle will ensure that the shotgun, carbine, any ammunition, and protected documents are removed from the vehicle prior to the vehicle being left for repair. Absolutely no exhibits, intervention equipment or any materials considered to be Protected A, B, or C will be left in vehicles.

5. Vehicle Equipment

5.1. Members operating police vehicles are to conduct a "pre-trip" on their vehicle prior to usage during their shift and ensure all equipment is in good working order and accounted for

5.2. Any equipment missing must be replaced immediately and/ or reported to the office manager for replacement if the equipment is not readily available and requires ordering.

6. District Commander

6.1. The District Commander will address any non-compliance with the members or detachment supervisors.

**Cumberland Detachment
Unit Supplement**

Request for Back-Up

1. General
2. Member
3. Supervisor/Operations (Ops) NCO
4. District Commander/Delegate

1. **General**

1.1 All employees of Cumberland Detachment share a responsibility for a safe workplace environment including providing sufficient resources and equipment to respond to calls for service. This Unit Supplement outlines Cumberland Detachment operating procedures as they relate to providing and arranging for back-up and are to be read in conjunction with any national or divisional policy on the same subject.

1.2 Cumberland Detachment has four offices (Amherst, Oxford, Parrsboro, Pugwash) with each office having a separate team responsible for policing its own area. During regularly scheduled hours, members are expected to move within the Detachment area to provide appropriate back-up to other offices as required.

1.3 At all times, a minimum of two officers will be available to attend a call for service.

1.4 At all times, a supervisor or the Ops NCO will either be on duty or on-call.

1.5 Every employee will be functionally competent in the use of principles of Incident Management Intervention Model (OM 17-1) and the Public and Police Safety Tools- Risk Assessment (Investigators Toolbox - InfoWeb).

1.6 During on-call hours, one member will be available as a scheduled on-call member for each of the four offices of Cumberland Detachment, providing a minimum of four front-line first responders. Each on-call member will be called upon to respond to calls for service received by H Division Operational Communications center (OCC) for his area. Each on-call member shall have access to a Team Leader, an acting Team Leader or the Ops NCO for support and guidance as required during on-call hours.

1.7 All members scheduled on-call will have access to police transport for response.

2. Member

2.1 At the start of every shift, assess available resources to determine the availability of back-up in the event of any reported incident involving a heightened potential for violence. This assessment will identify who will be able to provide back-up to you and to whom you will be available to provide back-up if required.

2.2 Treat every call for back-up as a priority.

2.3 Promptly report any occurrence where back-up was not available in a timely manner to your respective Team Leader or the Ops NCO.

2.4 Ensure that all available equipment needed for duty is functioning properly. Report any deficiencies to a team Leader. Equipment includes, but is not limited to, vehicles, flashlights, portable radios, conducted energy weapons (Tazer) and firearms.

3. Team Leader/Ops NCO

3.1 Ensure that there is reasonable availability of back-up and that members on-call are properly identified on the unit schedule. Given the dynamic and variable elements that apply to front-line police responses, it is the duty of all supervisors to consider identified factors that include geography, residency, human resources, workload, experience and communications when working with the shift schedule.

3.2 Treat every request for back-up as a priority and provide direction and supervision until the situation is resolved.

3.3 Ensure that all members under your supervision have a functional competency with the Incident Management Intervention Model (IMIM) model, Where applicable, identify performance gaps as they relate to risk assessment and work with the identified member to obtain necessary training experience to perform their duties.

3.4 Conduct routine equipment checks to ensure that all safety equipment is functional and being used by personnel. Identify and remedy deficiencies and report any issues which cannot be resolved at the local level to the District Commander.

3.5 Monitor the shift schedule to verify that members are identified as being on-call.

3.5 Ensure that the on-call member at your office is aware which Team Leader or Ops NCO is available to provide after-hours assistance and guidance and ensure the on-call member is familiar with the procedure for contacting them.

4. District Commander/Delegate

4.1 Ensure that the Cumberland Detachment Unit Supplement has been reviewed by all personnel under your command.

4.2 Conduct and annual review of the Unit Supplement to verify that all factors identified during the previous risk assessment remain relevant.

4.3 If a deficiency in providing back-up is reported, initiate a debriefing exercise to identify points that may need to be addressed or clarified.

Risk Assessment Tool for District Backup

Detachment Name:	Date:
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Part 1:

Constant Factors:

Establishment, regular members	24
Number of posts	4
Distance between two most distant posts	Parrsboro to Pugwash: 90 kms
Approx. response time between two most distant posts	1 hour
Number of shift schedules	Public Interest Immunity - s. 37 of CEA and common law
Number of hours covered by shift schedule	
Number of teams, if applicable	Public Interest Immunity - s. 37 of CEA and common law
Number of Team Leaders (Cpl. rank)	
Number of Ops NCOs	
Number of employees on-call for the Detachment after hours	
Is there a supervisor on-call after hours (Cpl. or Sgt.)?	

Variable Factors:

--	--

<p>Cost of SBL II Fiscal year 2006/07</p>	<p>Public Interest Immunity - s. 37 of CEA and common law</p>
<p>Hard vacancy rate (%) for 2006</p>	
<p>Total vacancy rate from front line response policing for 2006*</p>	
<p>Call volume in 2006, total number of occurrences</p>	<p>Amherst: 1501 Oxford: 1136 Pugwash: 860 Parrsboro: 724 Total Cumberland: 4221</p>
<p>Availability of other police force as emergency back-up**</p>	<p>Amherst P.D. and Springhill P.S. both maintain 24 hour policing and are available, on an emergency basis, to provide back-up.</p>

**include long term ODS, Mat and Pat, duty to accommodate*

***see note OTHER*

Part 2**Scanning:**

Environmental scanning may identify issues that are unique to a detachment. Examples include residency, geography, call volume, frequency of violent encounters, number of prisoners and experience of employees at all levels. Annual scanning is necessary in risk assessment to consider changing demographics and crime trends. Identify known risks and provide additional comments, as required, in the narrative fields.

Geography

Comments: Cumberland County is the northernmost county in mainland Nova Scotia and borders on the province of New Brunswick to the north, the Bay of Fundy to the west, the Northumberland Strait to the east and Colchester County to the south. The total land area is approximately 4300 square kms. The County has a variety of climatic areas including oceanfront on both the east and west coasts with a hilly, mountainous interior. Much of this area is undeveloped woodland with abundant wildlife. Weather can vary from heavy snowfall in the winter to rains which can bring on flooding from the many rivers, streams and creeks which flow through this region. There are several areas in the County where radio reception is weak and require use of other transmitters / radio channels. Highway #104 is the main land route into the province and travels through the center of the County and has a high traffic volume. There are numerous provincial and secondary roads in the area.

Residency

Comments: Cumberland Detachment maintains residences in Parrsboro, Oxford, Pugwash and Advocate Harbour. With the exception of Amherst, the real estate market is very limited within the County. All members currently working in Cumberland County reside within the County.

Human Resources

Comments: Cumberland Detachment is based on the district concept and is composed of four small offices with between 4-6 members each. Therefore, vacancies for transfers, retirement, long-term ODS and Maternity/Paternity leave can have a significant impact at the individual office level. While the overall human resource picture for the Detachment is generally good, Oxford and Parrsboro have recently undergone prolonged shortages which have had significant impact on employee workload and well being.

Workload

Comments: Workload varies throughout the offices in Cumberland County. Amherst

Experience

Comments: Like much of the RCMP, experience levels withing Cumberland Detachment are falling rapidly. Public Interest Immunity - s. 37 of CEA and common law
Public Interest Immunity - s. 37 of CEA and common law

Communications

Comments: Police radio communications are generally good, although some areas present problems. Members attending to calls in Public Interest Immunity - s. 37 of CEA and common law are required Public Interest Immunity - s. 37 of CEA and common law when attending to calls in that area. There is also an area of weak reception in Public Interest Immunity - s. 37 of CEA and common law. There are significant areas where cell phone reception is weak or non-existent. Members must remain mindful of this at all times.

Other

Comments: Cumberland County Detachment surrounds the municipalities of Amherst and Springhill. Both of these towns maintain their own independent municipal police services which maintain 24 hour coverage. There is no formalized agreement of mutual assistance between the RCMP and these agencies but back-up / assistance is provided on an ad hoc basis. There is no common radio channel or dispatching but the capacity exists to use a patch or TMR radio on an emergency basis. Tests of radio patches are carried out on a regular basis by OCC with mixed results

**RCMP CUMBERLAND (AMHERST & OXFORD)
CELL BLOCK POLICY AND PROCEDURES**

I. GENERAL:

1. The purpose of the RCMP Cumberland Cell Block is to provide a safe, secure and healthy environment for guards, peace officers and persons in the legal custody of the Royal Canadian Mounted Police or affiliated law enforcement agencies.

2. This Policy and Procedures Guide is for local direction and is subject to:

- RCMP National Operational Manual 19.
- H Division Green Sheets III.3
- Canadian Human Rights Act
- Constitution Act
- Identifications Of Criminals Act
- Privacy Act
- Young Offenders Act
- H Division Health and Safety Procedures

3. The responsibility for maintaining and updating the RCMP Cumberland (Amherst & Oxford) Cell Block Policy and Procedures is that of the Operations NCO, Cumberland Detachment. All Policy and Procedures are subject to the approval of the NCO i/c, Cumberland Detachment.

4. This Policy and Procedures supplement is divided as follows:

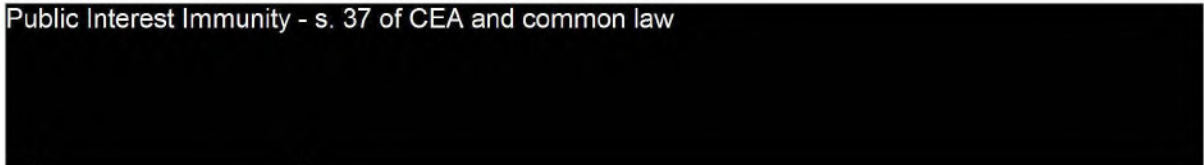
- I. Duties and responsibilities of arresting / investigating member
- II. Duties and responsibilities of guard
- III. Duties and responsibilities of supervisor / senior member
- IV. Duties and responsibilities of Operations NCO
- V. Duties and Responsibilities of Detachment Commander
- VI. Cell Block response to fire
- VII. Sudden death in cell block

II. DUTIES AND RESPONSIBILITIES OF ARRESTING MEMBER

1. The arresting member is responsible for the safety and well-being of any prisoner he takes into custody.

2. On arrest of an individual, the arresting member will **satisfy himself that the prisoner does not require medical care** and will transport him to detachment cells by the most direct route possible.

Public Interest Immunity - s. 37 of CEA and common law



Public Interest Immunity - s. 37 of CEA and common law

5. On arrival in the cell block area, the arresting member will ensure:
 - a. That the prisoner is advised of the reasons for his arrest or detention.
 - b. That he has the **right to retain and instruct counsel** without delay.
6. If the prisoner elects to contact counsel, he will be placed in the cell block phone room and provided with privacy and given the opportunity to contact counsel.
7. The arresting member will contact OCC Telecoms to request [irrelevant] be contacted to supply a guard or call [irrelevant] direct and request a guard attend the Amherst or Oxford Cells.
8. Should the prisoner be contaminated with OC spray, the arresting member will ensure that the prisoner is decontaminated through the use of the eye wash station and/or shower located in the cell block area.
- 9 The **arresting member will search the prisoner and ensure that he retains no personal effects or any items likely to cause the prisoner physical harm such as belts, laces, shoes. These effects will be itemized on the C-13 Prisoner Report and the prisoner will sign the form.** The effects will be placed in the container provided and stored in the locker provided in the prisoner effects room in the cell

block area.

10. The arresting member will ensure that the C-13 Prisoner Report is completed as fully as possible. An example of a completed C-13 is located in cell block area. A copy of the C-13 will be left on the C-13 clipboard at the guard station and the original will be forwarded to the NCO i/c Amherst for review and placed upon the hardcopy file.

11. The arresting member will ensure that the prisoner is checked on available police databases and ask questions regarding any existing physical or medical conditions (i.e. handicaps, infectious diseases). The arresting member will use the VIISM stamp on the C-13 and will ensure that the appropriate box is checked off. The codes for the stamp are:

V = Violent

I = Infectious diseases

E = Escape risk

S = Suicidal

M = Mentally unstable

12. The arresting member will **search the cell prior to placing the prisoner in it.** The arresting member will remain in the cell block area until such time as the guard arrives to assume his duties.

13. The arresting member will ensure that, should it appear that the prisoner will be held beyond the end of his shift:

a. a relief guard is arranged, if required.

- b. an incoming member or supervisor is advised of the need for a relief guard.
- c. an incoming member or supervisor is advised of any release conditions required for the prisoner and the need for any release documents.

14. Ensure that **male and female prisoners are not lodged in the same cells.**

15. Ensure that **young offenders are lodged in a separate cell from adult offenders.**

16. Ensure that prisoners are lodged individually in cells. In the event that all cells are filled, members may consider lodging two persons in a cell after consulting with the supervisor or senior member on shift.

17. If a prisoner is already lodged at either Amherst or Oxford and a guard is on duty, all subsequent prisoners, **regardless of where they were arrested**, will be lodged at the location with the guard already on duty.

18. Ensure that **any death or serious injury suffered by a prisoner in custody is immediately reported to the supervisor, OPS NCO and Detachment Commander.**

II. DUTIES AND RESPONSIBILITIES OF CELL BLOCK GUARD

1. It is the responsibility of the guard to monitor the safety and well-being of any prisoner held in the detachment cells.

2. On arrival for duty, the guard will speak to the arresting member, observe and assess the responsiveness of the prisoner and record this in the Prisoner Log Book while indicating the time he/ she came on duty.

3. Continuously monitor the status of the prisoner and ensure that the observations are noted in the Prisoner Log Book every fifteen minutes. “Continuously monitor” means the guard will watch, observe and check prisoners frequently and regularly.

4. If there is an indication that the prisoner is exhibiting erratic behavior, intoxication or who has been returned to cells after medical treatment, then the prisoner should be observed more frequently.

5. The guard will refer to “Appendix A, Assessing Prisoner Responsiveness” when determining the responsiveness of any prisoner.

6. The guard will not permit any visitors unless they are approved and monitored by the supervisor or senior member on shift.

7. . The guard will not provide any medication to the prisoner without direction from the supervisor on duty or the senior member on shift.

8. In the event of any unusual activity or an immediate need to contact a member, the guard will:

a. If a member is on duty, use the radio / telephone on the guard desk to contact

a member and request assistance.

b. In the event no member is on duty, the guard will contact the RCMP Telecoms Center by dialing the number posted at the guard desk [irrelevant]. The guard should identify themselves and the nature of their concern. Telecoms will then advise the “on call” member. The guard may call 911 if they are unable to reach Telecoms.

9. A guard may enter a prisoner’s cell only in an emergency or when accompanying a member. An emergency exists when there is imminent threat of death or serious bodily harm to the prisoner (i.e. fire, hanging) and there are no other available options for assistance.

10. Guards will remain in the cell block area for the duration of their shift.

11. Guards will not provide any items to the prisoner without first consulting the supervisor, senior on-duty member or available member.

12. Prior to the providing any meals, the guard will confirm they are to be served with the supervisor, senior on-duty member or available member on shift. All meals will be recorded on the C-13 Prisoner Report.

13. Any damage to the cells will be brought to the attention of the supervisor or releasing member. In the event a cell requires cleaning after it has been occupied, the guard will immediately notify the supervisor or releasing member.

14. A guard shift will normally last 8 hours unless there are circumstances which

do not make it practical to call in another guard.

15. Should a prisoner request legal counsel, the guard will advise the supervisor, senior member or available member on shift.

16. Complete all pay sheets as directed and forward them to the Operations NCO.

III. DUTIES AND RESPONSIBILITIES OF AMHERST/ OXFORD SUPERVISORS

1. The Amherst/Oxford Supervisors are responsible for monitoring the overall condition of the cell blocks and ensuring that all policies and procedures relating to arrest, care and handling of prisoners are followed.

2. Ensure that young offenders are lodged separately from adult prisoners.

3. Ensure that all deaths are immediately reported to the OPS NCO and Detachment Commander.

4. **Review all C-13 Prisoner Reports and ensure that they are completed properly.** Any improperly completed C-13s will be returned to the member who completed it and any shortcomings will be corrected.

5. Ensure that all **prisoner meals are recorded on C-13.**

6. Arrange for immediate medical assistance in the event of a medical emergency.

7. Periodically review Prisoner Log Book and ensure that quality is maintained. If any issues are noted, follow up with the guard in question to ensure that the problem is not repeated.

8. When beginning shift when a prisoner is in custody, attend the cell area and review booking to ensure that all appropriate procedures were properly followed.

9. When on shift and a prisoner is in custody, periodically check cell area to ensure that all is in order.

10. If a prisoner exhibits symptoms of illness or there are concerns about his mental state, arrange for the transport of the prisoner under escort to the appropriate facility.

IV. DUTIES AND RESPONSIBILITIES OF OPERATIONS NCO

1. The Operations NCO is responsible for reviewing cell block policy and procedures and maintaining same.

2. Will review and deal with any complaints relating to the use of detachment cells from prisoners, members, guards or the general public.

3. Will periodically tour detachment cells and ensure that physical plan meets all requirements of RCMP policy and procedures and health and safety guidelines.

V. DUTIES AND RESPONSIBILITIES OF DETACHMENT COMMANDER

1. The Detachment Commander will review and approve all policy and procedures relating to the operation of the cell block.
2. Will review and sign as financial authority all guard expenses from Securatis Security Group.
3. Will authorize any changes / improvements to cell block to ensure that it meets all requirements of RCMP policy and procedures and health and safety guidelines.

VI. CELL BLOCK RESPONSE TO FIRE

The following procedures are established to minimize health and safety hazards to prisoners, guards and members in cell blocks.

FIRE SAFETY GENERAL RESPONSIBILITIES:

Guard/Matron:

1. **Your first responsibility is to get the prisoner to safety.**
2. Know your escape routes.
3. Have access to keys to locked doors.
4. Know location and operation of portable fire extinguisher
5. Do not block access to fire exits
6. Be familiar with fire and emergency procedures established and posted in each cell block.

7. Follow the procedure during an emergency.
8. Keep all fire doors closed at all times.

Detachment Commander:

1. Establish and post in cell areas Fire and Emergency procedure for Cell block
2. Update procedures as required due to renovations or changes.
3. Ensure fire extinguishers are present in cell areas and are inspected and maintained
4. Train guards and matrons on Fire/Emergency procedures and use of fire extinguisher.
5. Ensure hallways, aisles and rooms in cell block are kept clear and not used to store items.
6. Ensure fire doors to other detachment areas are kept closed at all times.

IN CASE OF FIRE:

Guards/Matrons:

1. Sound alarm and call 911 to confirm nature and location of fire or emergency.
2. Get the prisoners out to safety. (Release them if you have to.)
3. Only attempt to fight the fire if it is small and your way out is not blocked and prisoners have been relocated to a safe area.
4. Stand by at a safe location outside building to assist prisoners.

Members:

1. Upon sounding of alarm or in event of fire or emergency and if it is safe to do so check cell block to ensure prisoners have been evacuated to safety.
2. Assist guard/matron to evacuate and monitor prisoners.
3. Confirm if fire department has been called.
4. Only fight fire if it is safe to do so and your way out is not blocked.
5. Evacuate to a safe area.

VII. SUDDEN DEATH IN CELL BLOCK

Guard:

1. Immediately obtain medical aid by calling "911" or RCMP Telecoms.
2. Immediately notify supervisor or on-duty member. If no member on duty, immediately call RCMP Telecoms and request assistance.

Member:

1. Immediately **notify supervisor.**
2. **Secure scene and ensure guard remains at post.**
3. **Notify Medical Examiner.**

Supervisor:

1. Immediately attend to cell block and ensure scene is secured.
2. Immediately secure Prisoner Log Book, C-13 and Prisoner Log.
3. Ensure that Medical Examiner is Contacted.
4. Immediately notify Operations NCO and Detachment Commander.
5. Ensure well-being of guard and consider call MEAP member if required.

¹Operations NCO / Detachment Commander:

1. Notify Northeast Nova District Policing Officer and Northeast Nova Advisory NCO.
2. Notify Major Crime Unit who will be responsible for investigation.
3. Ensure that all involved members and guards have access to MEAP.
4. Review all cell block policy and procedures to ensure that all were followed and address any problems which are identified through subsequent investigation.

¹Amended - Prisoner Check from 5 min to 15 min 2009-01-16 JVB
Last updated 2010-02-03 Sgt. John Berry

Cumberland Detachment Unit Supplement

Crown Disclosure Policy

1. General
2. Member
3. Supervisor/Operations (Ops) NCO
4. District Commander/Delegate

1. General

1.1 All employees of Cumberland Detachment share the responsibility of providing a detailed and comprehensive Crown Package that will cover all material relevant to the case for disclosure purposes.

1.2 This Unit Supplement is to be read in conjunction with the following Divisional and National Policies:

Public Interest Immunity - s. 37 of CEA and common law

Public Interest Immunity - s. 37 of CEA and common law

(Checklist National)

- 1.3 All court packages will be constructed utilizing the PROS Case file system.
- 1.4 All Reports To Crown Counsel (RTCC) will be prepared on: **H Confidential Instructions to Crown Form** found on PROS.
- 1.5 All Reports to Crown Counsel will have a **HDP5451 (Disclosure Checklist Form)** attached to the package and reviewed by the Supervisor prior to delivery to the Crown Counsel.
- 1.6 All Crown packages will be prepared within fourteen days once charges are determined and delivered in a timely manner to the Crown's office and with a minimum of two (2) weeks before the first plea date.
- 1.7 All hard copy Crown packages will be constructed and in the order listed in "Appendix A" and will include all relevant material connected to the file that is listed in "Appendix B".

*Cumberland Detachment - Unit Supplement
Crown Disclosure Policy
Prepared 2010-11-02*

2. **Member**

2.1 Once a subject has been arrested and released ensure that the initial RTCC is completed with 14 days and submitted to your supervisor for review with the HDP5451 (Checklist) form.

2.2 Preparation of Materials for **Investigations**

■ **Summary** - This is a **short** summary of the events and evidence that lays out in general terms for the Crown what transpired in this case.

■ **Detailed Narrative** ("The event/facts") - In a **detailed** and chronological narrative, providing dates and times of all evidence collected in this case ,you must clearly articulate **all** the facts and evidence gathered in your investigation to provide the crown with a clear understanding of all the facts and evidence gathered ensuring that the narrative supports the "elements" of the offence required to prove the case

■ **Witness statements / can-says** - Ensure that all statements are disclosed with the package and that a can-say sheet is completed for each witness/officer.

■ **Audio statements/cd's and can-says** are sufficient for the initial disclosure but if the matter is set for trial all audio statements requested by the crown will be immediately transcribed and forwarded to the crown in a supplementary disclosure package.

2.3 When photo's are part of the package ensure that they are clear and identifiable if they are printed or that they can be opened if on a CD prior to submitting to the crown. Also ensure that an index of the photos is attached.

- Should the Crown Prosecutor advise that the matter is set for trial determine what photos will be required in sufficient time that you can send the photo's off to photo services to have packages made.

- If photo packages are required, ensure that a index is properly prepared and submitted with the photo's.

2.4 Ensure **"McNeil"** check requests are forwarded to Internal Services via email.

2.5 Any material or evidence gathered after the initial RTCC package is submitted will be forwarded immediately to the crown through the TeamLeader with a supplementary RTCC report.

- All additional statements will be accompanied with a can-say sheet and if scheduled for trial will be transcribed.

2.6 Ensure that the PROS file clearly indicates when the package was prepared , reviewed and delivered to the Crown's office and by whom.

3. **Team Leader/Ops NCO**

3.1 Teamleaders will review and monitor all files cleared by charge to ensure that the RTCC is completed within the 14 days and submitted for review.

3.2 Teamleaders will review all RTCC packages ensuring that the package contains all relevant material to support the charges laid and flows in a clear and concise manner when detailing the facts and evidence in the case ensuring a high quality of submission.

3.3 Teamleaders will ensure that all Reports To Crown Counsel have a **HDP5451 (Disclosure Checklist Form)** attached to the package and reviewed and signed by the Supervisor prior to delivery to the Crown Counsel.

3.4 In the absence of the Units Teamleader, another Teamleader or the OPS NCO will review all court packages prior to disclosure to ensure all documents are attached and the report meets the above requirements.

4. **District Commander/Delegate**

4.1 Ensure that the Cumberland Detachment Unit Supplement has been reviewed by all personnel under your command.

4.2 Conduct and annual review of the Unit Supplement to verify that all factors identified during the previous risk assessment remain relevant.

4.3 If a deficiency is observed by the Teamleaders or OPS NCO in reports, initiate a debriefing exercise to identify points that may need to be addressed or clarified.

Appendix "A"

Initial Crown Disclosure Package

- HDP5451 - DISCLOSURE CHECKLIST FORM
- INFORMATION
- RELEASE DOCUMENTS ISSUED TO ACCUSED
- H CONFIDENTIAL INSTRUCTIONS TO CROWN
- JEINS / CPIC - RESULTS ON ACCUSED
- ORDERS / PROHIB'S ON ACCUSED
- CERTIFICATES SERVED ON ACCUSED
- REPORTS / CERTIFICATES FROM OUTSIDE AGENCIES
- COPY OF ALL WARRANTS EXECUTED
- STATEMENT OF ACCUSED - CAN-SAY & AUDIO /VIDEO DISC
- STATEMENTS OF WITNESSES - CAN-SAY & AUDIO / VIDEO DISC
- CAN-SAY OF POLICE OFFICERS
- SUPPLEMENT REPORTS OF ALL OFFICERS
- NOTES FROM ALL OFFICERS
- PHOTO'S - LEGIBLE BLACK & WHITE WITH INDEX AND CD OF PHOTOS
- EXHIBITS - REPORT TO JUSTICE AND FULL LIST OF EXHIBITS SEIZED
- CCTV - DISC (IF APPLICABLE)

<http://infoweb.rcmp-grc.gc.ca/rcmpmanuals/eng/om/20/om20-1/a20-1-1/a20-1-1.htm>

Potentially Relevant File Material

1. Subject to the existence of a judicial order directing that certain material not be disclosed, or the applicability of a recognized privilege, provide the Crown with potentially relevant file material including, but not limited to:

1. 1. 1. written report to Crown Counsel report or narrative;
1. 2. witness list and witness statements (including video, audio and KGB forms);
1. 3. witnesses' criminal records upon request of the Crown;
1. 4. accused statements (including video and audio, and warning forms);
1. 5. criminal record of the accused and co-accused;

1. 6. exhibit report;
1. 7. police notes from members' notebooks;
1. 8. police reports/continuation reports;
1. 9. search warrants and supporting material, sealing orders, wiretap authorizations;
1. 10. scale drawings and accident reports;
1. 11. documentary evidence, e.g., certified copies of court process, certificates of analyst, or forensic reporting;
1. 12. medical release forms, records and notes;
1. 13. post-examination medical reports;
1. 14. forensic lab reports;
1. 15. photographs;
1. 16. police surveillance videos, photographs and reports;
1. 17. crime scene videos and photographs;
1. 18. copies of photo line-ups and related identification ballots;
1. 19. wiretap transcripts, recordings of intercepted conversations and summaries of intercepts;
1. 20. notices of intention and certificates of analyst; and
1. 21. expert witness reports/statements of expert witnesses' qualification.