

OC INVESTIGATION

OC INVESTIGATION

OC 10 COVERT OPERATIONS

POLICY:

Covert operations undertaken by police services will:

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

STANDARD:

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

AUTHORITIES:

Criminal Code Part VI

Criminal Code section 25.1

Canadian Charter of Rights & Freedoms

Canadian Case Law

OC INVESTIGATION

OC 20 CRIMINAL INVESTIGATIONS

POLICY:

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

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

STANDARD(S):

Procedures for criminal investigations must include provisions:

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

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

AUTHORITIES:

Criminal Code

Canadian Charter of Rights and Freedoms

Canadian Police College

Major Crime Techniques Course

Forensic Identification Course

Major Case Management Course

Cybercrimes Investigative Techniques

Intelligence Analysis Course

Strategic Intelligence Analysis Course

OC INVESTIGATION

OC 30 CRIME SCENE MANAGEMENT

POLICY:

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

STANDARD(S):

Procedures will be developed to include:

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

AUTHORITIES:

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

OC INVESTIGATION

OC 40 JOURNALS/NOTEBOOKS

POLICY:

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

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

STANDARD(S):

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

AUTHORITIES:

The Limitations of Actions Act

Stinchcombe v. R., 1991

Canadian Police College

Major Case Management Course

Saskatchewan Police College Course Training Standard - Recruit Training

-- Topic page/Notebooks

OC INVESTIGATION

OC 50 CONFIDENTIAL SOURCES & AGENTS

POLICY:

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

STANDARD(S):

Procedures will be developed with respect to the following:

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

AUTHORITIES:

Criminal Code

Witness Protection Program Act

The Witness Protection Act

OC INVESTIGATION

OC 60 INTERCEPTION OF PRIVATE COMMUNICATIONS

POLICY:

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

STANDARD(S):

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

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

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

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

AUTHORITIES:

Privacy Act

Criminal Code, Part VI Invasion of Privacy

Canadian Charter of Rights and Freedoms

Access to Information Act

OC INVESTIGATION

OC 70 INTERNATIONAL CHILD ABDUCTION

POLICY:

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

STANDARD(S):

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

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

GUIDELINES:

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

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

or

your local Crown Prosecutor.

AUTHORITIES:

Hague Convention on the Civil Aspects of International Child Abduction

Criminal Code Part VIII S. 282

National Charging Guidelines

Enforcement of Custody and Access - Civil Law

OC INVESTIGATION

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

POLICY:

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

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

STANDARD(S):

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

GUIDELINES:

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

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

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

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

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

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

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

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

or

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

AUTHORITIES:

Criminal Code

The Child and Family Services Act

National Charging Guidelines

Crown Prosecutor's Policy and Standards on Child Abduction

OC INVESTIGATION

OC 90 LAYING CHARGES

POLICY:

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

STANDARD(S):

Procedures will be developed to:

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

AUTHORITIES:

Criminal Code

Local Regional Crown Prosecutor's Policy and Standards

OC INVESTIGATION

OC 100 SEARCH OF PERSONS

POLICY:

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

STANDARD(S):

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

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

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

AUTHORITIES:

Criminal Code

Charter of Rights and Freedoms

OC 110 SEIZURE OF EVIDENCE

OE EVIDENCE & EXHIBITS

OC INVESTIGATION

OC 110 SEIZURE OF EVIDENCE

POLICY:

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

STANDARD(S):

Procedures will be developed with respect to seizure, including:

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

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

AUTHORITIES:

Criminal Code

OC 100 SEARCH OF PERSONS

OE EVIDENCE & EXHIBITS

OC INVESTIGATION

OC 120 CHILD EXPLOITATION

POLICY:

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

STANDARD(S):

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

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

AUTHORITIES:

The Department of Community Resources and Employment

The Child and Family Services Act

Provincial Child Abuse Protocol

Regional Child Abuse Protocols

Public Prosecution Policy Directive on Child Prostitution

OB 20 CHILD ABUSE

OC INVESTIGATION

OC 130.1 INTERVIEWING

POLICY:

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

STANDARD(S):

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

AUTHORITIES:

Criminal Code

The Child & Family Services Act

Child Abuse Protocol

Canadian Police College

Forensic Interviewing Course

Major Crimes Techniques Course

OC INVESTIGATION

OC 130.2 INTERVIEWING OF CHILDREN

POLICY:

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

STANDARD(S):

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

AUTHORITIES:

Criminal Code

Child Abuse Protocol

The Child and Family Services Act

OC INVESTIGATION

OC 140 ViCLAS (Violent Crime Linkage Analysis System)

POLICY:

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

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

STANDARD(S):

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

AUTHORITIES:

ViCLAS Field Investigators' Guide

ViCLAS Form

Canadian Police College ViCLAS Specialist Course

OC INVESTIGATION

OC 150 CONTACT INTERVIEWS WITH THE PUBLIC

NEW: Revision # 13, [DATE]

1.0 STATEMENT OF PRINCIPLES:

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

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

2.0 DEFINITION - CONTACT INTERVIEW:

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

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

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

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

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

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

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

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

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

3.0 CONDUCT OF CONTACT INTERVIEWS:

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

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

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

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

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

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

3.1 INFORMATION REQUESTED DURING CONTACT INTERVIEWS:

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

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

3.2 USE OF CONTACT INTERVIEW INFORMATION

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

4.0 STATISTICAL INFORMATION:

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

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

5.0 TRAINING:

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

6.0 POLICE SERVICE POLICY:

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

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

AUTHORITIES:

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

APPENDIX "A"

**SASKATCHEWAN POLICE COMMISSION
Contact Interview Annual Statistical Report**

CALENDAR YEAR: _____

POLICE SERVICE: _____

NUMBER OF CONTACT INTERVIEWS INITIATED BY MEMBERS: _____

NUMBER OF PERSONS WHO SPOKE WITH MEMBERS: _____

NUMBER OF PERSONS WHO DECLINED TO SPEAK WITH MEMBERS: _____

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

OD FORENSIC IDENTIFICATION

OD FORENSIC IDENTIFICATION

OD 10 FORENSIC IDENTIFICATION

POLICY:

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

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

STANDARD(S):

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

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

AUTHORITIES:

OE EVIDENCE & EXHIBITS

OD 110 SEIZURE OF EVIDENCE

Identification of Criminals Act

RCMP Forensic Laboratory (Lab Services Manual)

Course Training Standard -- Recruit Training (Forensic Identification)

Canadian Police College

Forensic Identification Course

Basic Bloodstain Pattern Recognition Course

Senior Forensic Identification Course

Henry Fingerprint Classification Course

OE EVIDENCE & EXHIBITS

OE EVIDENCE & EXHIBITS

OE 10 FOUND PROPERTY

POLICY:

A police service shall ensure found property is accounted for.

STANDARD(S):

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

AUTHORITIES:

OE EVIDENCE & EXHIBITS

The Cities Act

OE EVIDENCE & EXHIBITS

OE 20 PROFICIENCY TESTING - BREATH TEST TECHNICIANS

NEW: Revision # 10, September 21, 2017

1.0 STATEMENT OF PRINCIPLES:

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

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

2.0 PROFICIENCY TESTING – BREATH TEST TECHNICIANS:

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

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

3.0 POLICE SERVICE POLICY:

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

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

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

AUTHORITIES:

Criminal Code

OF USE OF FORCE

OF USE OF FORCE

OF 10 USE OF FIREARMS

POLICY:

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

STANDARD(S):

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

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

AUTHORITIES:

Firearms Training Manual

Criminal Code

The Police Regulations

The Municipal Police Equipment Regulations, 1991

OF USE OF FORCE

OF 20 USE OF FORCE

POLICY:

The use of force must be appropriate to the circumstance.

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

STANDARD(S):

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

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

AUTHORITIES:

Criminal Code

National Use of Force Model

The Municipal Police Equipment Regulations, 1991

FORMS MANAGEMENT:

Provincial Use of Force Reporting Form

OF USE OF FORCE

OF 30 USE OF CONDUCTED ENERGY WEAPONS

1.0 POLICY:

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

2.0 DEFINITIONS

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

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

3.0 STANDARDS

- 3.1 No CEW is authorized for use in Saskatchewan other than the Taser model X26, model X26P and such other CEW as may be approved by the Commission and is manufactured for police purposes.
- 3.2 CEWs are an intermediate weapon not intended as a substitute for lethal force.
- 3.3 Recognizing the risk of death or serious bodily harm related to the use of a CEW, CEWs are only to be used in situations where there is imminent need for control due to a high risk of death or serious bodily harm to the member or others and when other options (including tactical withdrawal and/or crisis intervention techniques) have been precluded because they would be ineffective or inappropriate given the totality of the circumstances. Members may only deploy a CEW in accordance with the following standards:
 - When tactically feasible, a warning should be given to a subject and other police officers on the scene that a CEW is being discharged;
 - Only one member will discharge a CEW against a person at the same time;
 - Only a single discharge from a CEW may be employed on a subject, unless the member is satisfied on reasonable grounds that a subsequent discharge is necessary and will be effective in reducing the likelihood of bodily harm;

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

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

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

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

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

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

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

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

with local service policies related to the investigation of a member's conduct.

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

AUTHORITY:

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

OF USE OF FORCE

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

1.0 POLICY:

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

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

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

2.0 MINIMUM TESTING STANDARD

- 2.1 Testing must be performed by qualified personnel who are independent of, and have no financial or other interest in or association with, the manufacturer of the CEWs being tested.
- 2.2 The minimum acceptable standard for the testing of CEWs shall be in accordance with **Test Procedure for Conducted Energy Weapons, Version 1.1, 2010/07/31** (hereinafter "Test Procedure v. 1.1") attached to this policy supplement as Appendix "A", subject to the modification of that test procedure set out in paragraphs 2.3 hereof.
- 2.3 Section 6.3 of Test Procedure v. 1.1 requires analysis of parameters averaged over the last 8 pulses of the burst, which consists of 90 to 100 pulses across its duration. That is not a standard acceptable to the Commission. Therefore this policy requires analysis of parameters averaged over all pulses across the full duration of the burst.

AUTHORITY:

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

Appendix "A"

To Saskatchewan Police Commission Policy
OF 30 (Supplemental)

Test Procedure for Conducted Energy Weapons

Version 1.1

2010/07/31

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Test Procedure for Conducted Energy Weapons

0.0 Disclaimer

The persons referred to as "Authors" herein include the following list of individuals and their organizations: Andy Adler (Carleton University), Dave Dawson (Carleton University), Ron Evans (Datrend Systems Inc), Laurin Garland (Vernac Ltd.), Mark Miller (Datrend Systems Inc.), and Ian Sinclair (MPB Technologies).

The term "implementers" includes all individuals and organizations which choose to implement any or all of the recommendations in this paper.

0.1 Limited Purpose

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

0.2 No Warranty

This paper is provided on the terms "As Is, Where Is", and the Authors give no warranty or representation of any kind whatsoever as to the appropriate policies for the use of, nor the safety of the use of CEWs. The Authors expressly disclaim all express or implied warranties relating to the contents of the paper.

The Authors give no warranty or representation of any kind whatsoever that the recommendations contained in this report are comprehensive.

The Authors give no warranty or representation of any kind whatsoever that the recommendations are up to date beyond the date on which the paper is published.

0.3 Working Paper Only

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

0.4 Implementer Responsibility

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

0.5 Implementer Indemnifies Authors

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

1.0 Foreword

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

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

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

This document contains a set of recommendations for measurement of the performance characteristics of conducted energy weapons. It represents the opinions of its authors (Section 8.0), a group of subject matter experts who have been involved in research on or testing of CEWs, and is subject to the disclaimer presented in 0.0.

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

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2.0 Purpose and Scope

2.1 Purpose

The CEW Test Procedure:

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

2.2 Scope

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

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

2.3 Definitions

Pulse	A short discharge of electrical energy
Peak Voltage	Peak of the voltage waveform for the pulse
Peak Current	Peak of the current waveform for the pulse
Net Charge	The integral of the value of the current waveform for a specified portion of the pulse
Monophasic Charge	The maximum of the absolute values of A and B, where A = the integral of all positive current in a pulse, and B = the integral of all negative current in a pulse.
Total Charge	The integral of the absolute value of the current waveform for the full pulse duration
Burst Length	Time from the first pulse to the last pulse for a single firing of the CEW
Pulse Duration	The time between the points at which the voltage waveform crosses through a specified start point voltage to a specified end point voltage.
Pulse Repetition Rate	For an interval which contains N pulses, the Pulse Repetition Rate is (N-1) divided by the time from the first to last pulse.

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

3.0 Test Equipment

3.1 Introduction

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

3.2 Calibration

All test equipment must be calibrated yearly to national standards.

3.3 Data Acquisition and Storage System

- Minimum resolution of 1% of the maximum specified voltage (Section 10 of Appendices)
- Minimum bandwidth of 10 MHz and sampling rate of 10 MSamples/s or sufficient to achieve at least 1% maximum voltage sampling error as per good engineering practice.
- Anti-aliasing low pass filter (5 MHz) in accordance with good engineering practice
- Minimum 8 bit digitization of stored sample data
- Sufficient storage capacity to record all pulses
- Adequate pretrigger interval if pulse triggering is used

3.4 Voltage Probe

- Voltage reduction probe (1000:1)
- Minimum 10kV rating

AND/OR

3.5 Current Probe

- Suitable for ranges to 30 A

3.6 Resistive Load

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

3.7 Connecting wires

- Should be as large a gauge as practical in order to minimize impedance
- Should be kept as short as possible

3.8 Mounting Jig

- A jig or other mounting method is required to stabilize the weapon and allow hands-off operation during test. It will typically employ a spent cartridge. (Note 1)

3.9 Insulating Surface

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

Note 1: A mechanical/electrical system equivalent to a spent cartridge may be used. If so, it must include a housing designed to firmly hold the weapon and expose it to equivalent electrical connections and spark gap as would be seen with a spent cartridge.

4.0 General Procedure

4.1 Initial Inspection

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

4.2 Measurement

Acquire and store relevant data from full bursts except where noted. Obtain quantitative data on

- Peak Voltage (measured directly or calculated by measuring the peak current and multiplying by the load resistance)
- Peak Current (measured directly or calculated by measuring the peak voltage and dividing by the load resistance).
- Net Charge
- Total Charge
- Monophasic Charge
- Pulse Duration
- Pulse Repetition Rate.

4.3 Analysis

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

5.0 Specific Procedure

5.1 Introduction

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

5.2 Initial Inspection

Prior to beginning testing, record the following

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

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

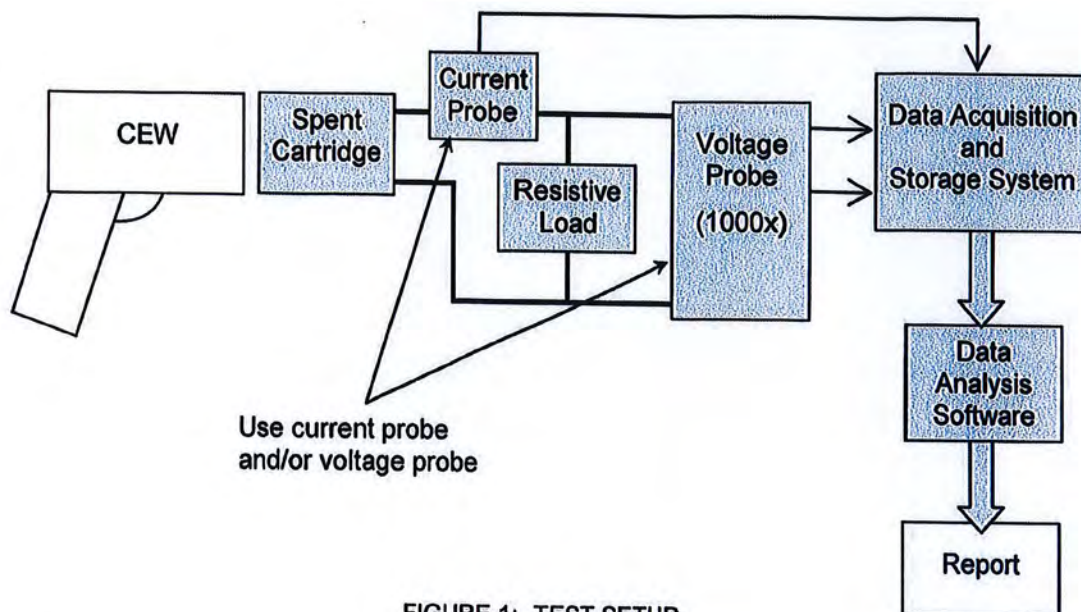


FIGURE 1: TEST SETUP

5.3 Measurement

5.3.1 Setup

- Set up the test equipment on the insulating surface.
- Select a sampling rate on the Data Acquisition System of 10 MSamples/s or greater.
- Connect the probe(s) to the test apparatus:
 - connect the high voltage probe across the test load.
 - AND/OR
 - place the current probe around the appropriate lead from the weapon to the load.
- Connect the probe leads to the Data Acquisition System
- Prepare the weapon for test by stabilizing it with a spent cartridge. (Note 1, Note 2)
- Set up the weapon in the test jig or similar apparatus to allow hands-off support.

5.3.2 Test

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

Note 2: Repeated use of the spent cartridge will result in build up of deposits due to arcing. Inspect and clean the cartridge regularly.

Note 3: We consider the test loads recommended by TASER International (600 Ohm for the X26 and 500 Ohm for the M26) to be an adequate model of the impedance load of the body. These CEWs behave largely as a current source and have relatively little variation in charge with load. Savard et al⁹, found a variation of approximately 25% from the average current across loads below 1000 Ohm. Such variation may be accounted for by the safety factor

Note 4: The full procedure with three weapon firings is meant to collect additional data for future data mining. This should be used for acceptance testing and regularly scheduled maintenance testing. For users wishing to conduct daily testing, only two firings are required in order to determine weapon compliance with manufacturer's specifications.

6.0 Data Analysis

6.1 Data Analysis Software

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

6.2 Parameters averaged over the last second of the burst

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

- Pulse Repetition Rate

6.3 Parameters averaged over the last 8 pulses

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

- Peak Voltage
- Peak Current
- Net Charge
- Pulse Duration

6.4 CEW status as per manufacturer specifications

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

- Above Tolerance
- In Tolerance
- Below Tolerance

6.5 Within Specification

If all five parameters are In Tolerance, then the weapon may be reported as having performed within manufacturer's specifications. (Note 6)

6.6 Charge Measurements

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

- Monophasic Charge
- Total Charge

CEWs with Monophasic Charge for any individual pulse in excess of the value listed in the corresponding appendix should be declared Out of Tolerance (Note 7).

6.7 Parameter Statistics over the burst

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

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

Note 5: An implementation of the analysis software has been created by Carleton University. This software may be used in the analysis of the stored data. It is available under an open-source license from Dr. Andy Adler, Systems and Computer Engineering, Carleton University.

Note 6: If a weapon performs out of tolerance, replacement of the batteries or Digital Power Module may bring the weapon to within expected performance. Note that for some weapons, introduction of a new DPM may introduce new operating software, which will create an essentially new configuration for the weapon. This procedure should only be carried out if prior agreement on this policy has been established with the owner of the weapon and, in any event, a complete test series should be repeated on the new weapon/power system combination and reported as a separate test with a separate test report.

Note 7: There is no specification which applies exactly to the waveforms of complex CEW discharges. In our opinion, the most relevant specification is that of IEC TS 60479 Part 2 (Section 11) which considers the "effects of unidirectional single impulse currents of short durations" (0.1 ms and above). This section of the specification defines curves based on the "probability of fibrillation risk for current flowing through the body from the left hand to both feet". We base our calculation on the "C1 curve" which is defined as "no risk of fibrillation". For a 0.1 ms pulse, this is equivalent to a 710 μC charge². To account for differences in body size and placement of stimulation electrodes, we recommend an additional safety factor of four be imposed, so the maximum allowable value for any individual stimulating pulse would be the value listed in the corresponding appendix for specific models of CEW. Since CEW waveforms are not unidirectional, two possible parameters may be compared to the IEC 60479-2 based threshold: 1) Total Charge, or 2) Monophasic Charge. Total Charge is a more conservative measure, however, Monophasic Charge may be justified based on physiological models such as Reilly et al⁴. Based on our understanding of the current literature, Monophasic Charge is the appropriate measure. We note that our recommendations are relevant to the waveforms of the TASER M26 and X26 (Appendices A and B), and that this comparison of Monophasic Charge based on IEC 60479-2 may not be appropriate for other CEW waveforms.

Note 8: Additional performance requirements may be added to this test procedure as medical knowledge and/or data mining on collected test data indicates a scientific basis for such requirements. The implementer of this procedure should ensure that the most recent version of the test procedure is being used.

¹ IEC/CEI/TS 60479-2:2007, "Effects of current on human beings and livestock – Part 2: Special Effects", Figure 20, "Threshold of ventricular fibrillation".

² DP Dawson, Y Maimaitijian, A Adler. "Development of a Performance Calibration System for X-26 TASERs". International Workshop on Medical Measurement and Applications (MeMeA), Ottawa, Apr 30 – May 1, 2010

³ P Savard, R Walter, A Dennis, "Analysis of the Quality and Safety of the Taser X26 devices tested for Radio-Canada / Canadian Broadcasting Corporation by National Technical Systems, Test Report 41196-08.SRC", Dec 2, 2008, Online: www.cbc.ca/news/pdf/taser-analysis-v1.5.pdf

⁴ JP Reilly, AM Diamant and J Comeaux. Dosimetry considerations for electrical stun devices. *Physics in Medicine and Biology*, 54 (2009) 1319-1335.
<http://iopscience.iop.org/0031-9155/54/5/015>

7.0 Sample Report Format

7.1 Report Format

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

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

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

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

Within Specifications: Yes / No

7.2 Data Protection

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

8.0 Acknowledgements

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

The group which put together this Test Procedure included the following participants:

Dr. Andy Adler, Carleton University

Mr. Dave Dawson, Carleton University

Mr. Ron Evans, Datrend Systems Inc.

Mr. Laurin Garland, Vernac Ltd. (coordinator – under contract to CPRC)

Mr. Mark Miller, Datrend Systems Inc.

Dr. Ian Sinclair, MPB Technologies (with thanks also for the contents of Appendices A and B which were based on his publications of Test Concepts for the TASER M26 and X26)

Appendix A
Detailed Specifications
TASER M26

Appendix A Detailed Specifications TASER M26

A.1 Introduction

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

A.2 Pulse Waveform

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

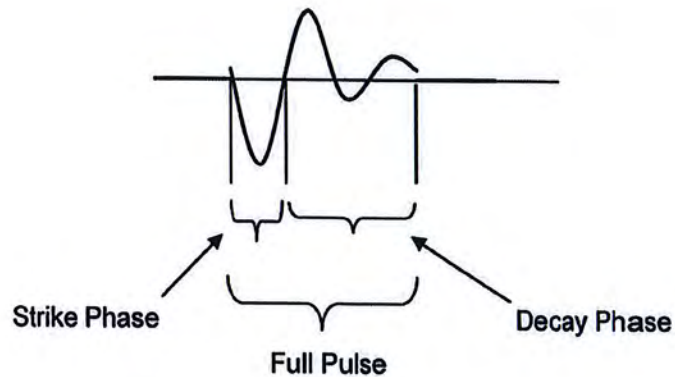


FIGURE A1: PULSE, CONSISTING OF STRIKE PHASE AND DECAY PHASE

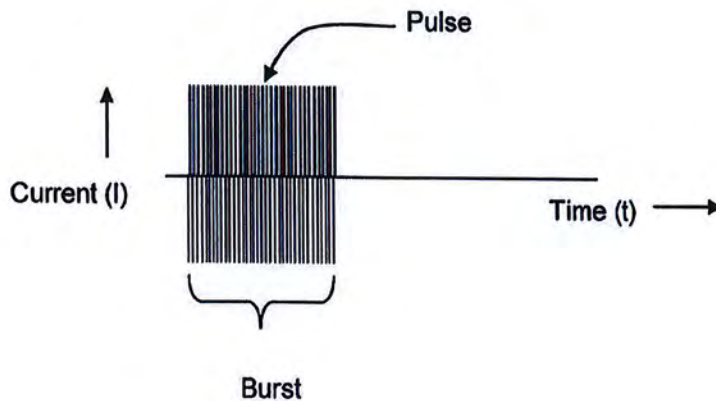


FIGURE A2: BURST OF APPROXIMATELY 75 OR 100 PULSES

A.3 Parameters of Interest

Information is derived primarily from the Strike Phase, since this is the pulse that captures the motor neuron. It is $10\ \mu\text{s}$ long, and delivers about $100\ \mu\text{C}$ of charge in a single direction, whereas the remainder of the pulse delivers about $100\ \mu\text{C}$ spread over $40\ \mu\text{s}$ in alternating negative and positive directions.

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

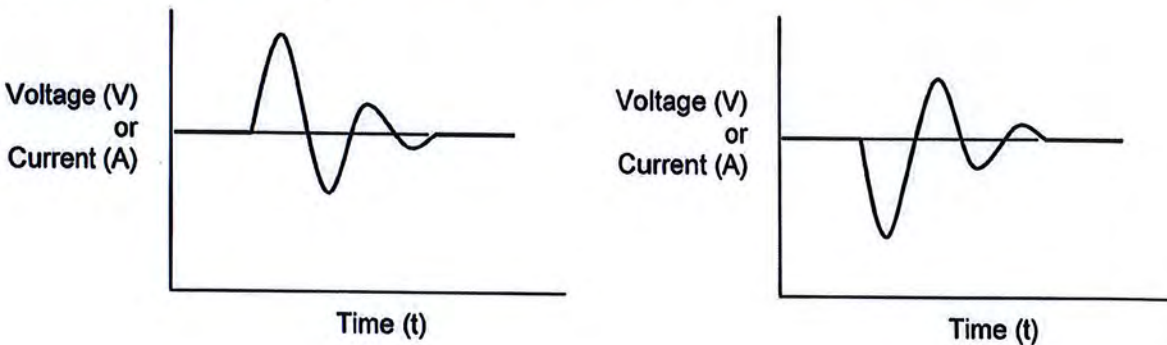


FIGURE A3: M26 PULSE INVERSIONS

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

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

A.4 Peak Voltage and Peak Current

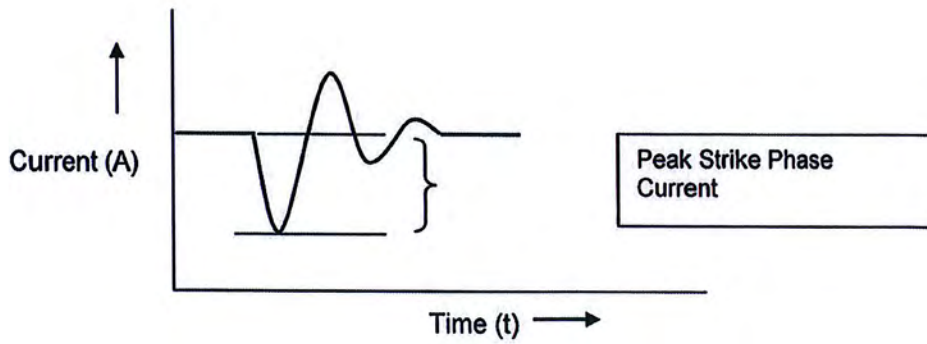
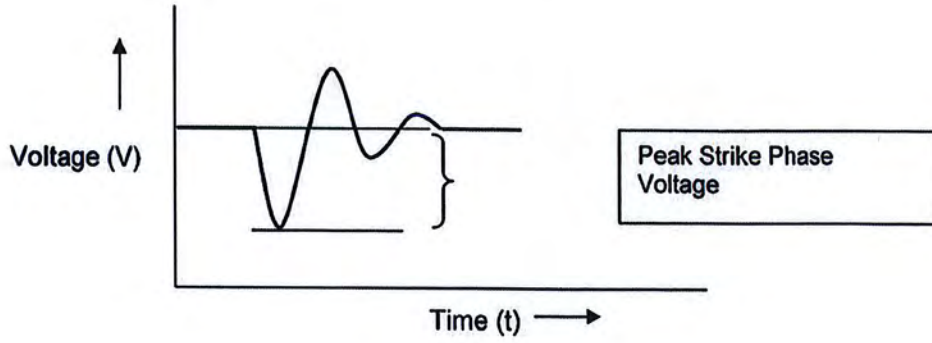


FIGURE A4: M26 PEAK STRIKE PHASE VOLTAGE AND CURRENT

A.5 Net Charge

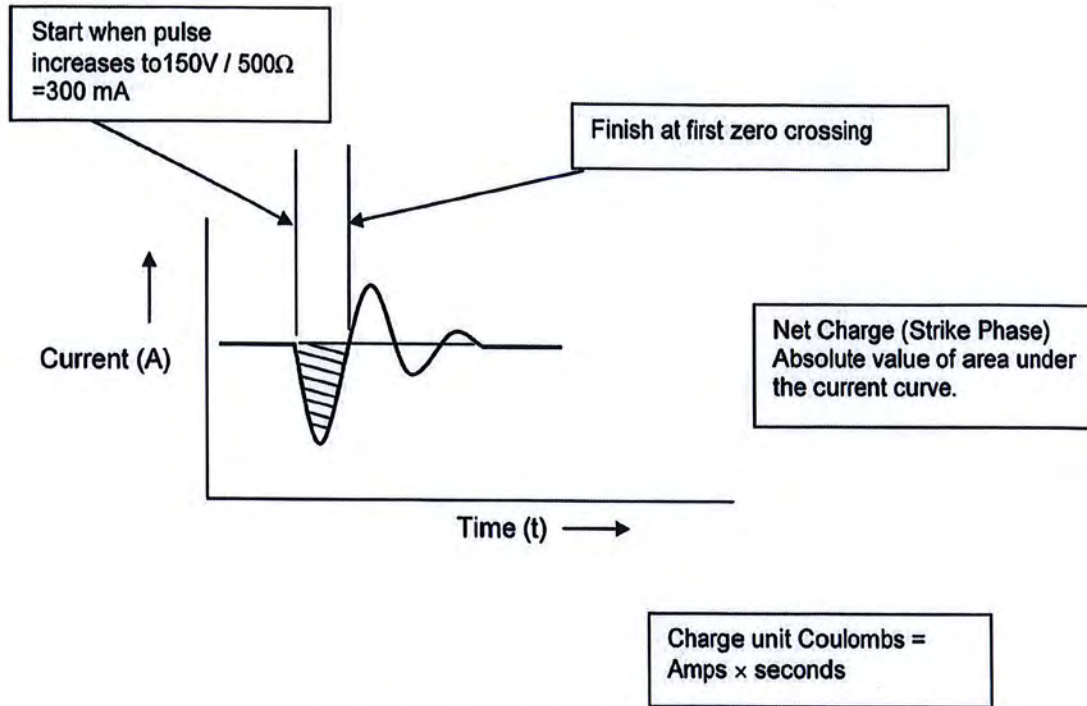


FIGURE A5: M26 STRIKE PHASE NET CHARGE

A.6 Pulse Duration

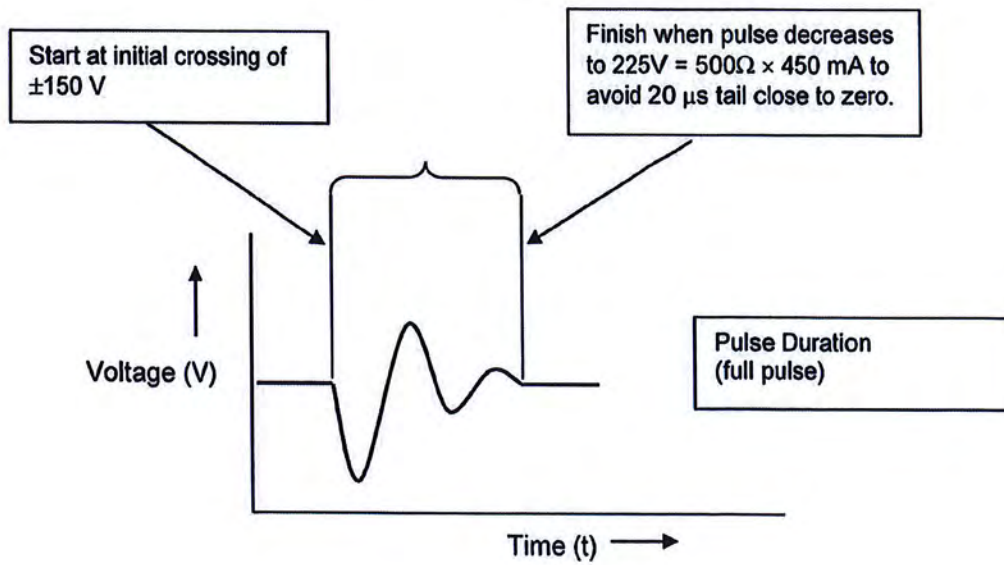


FIGURE A6: M26 FULL PULSE DURATION

A.7 Pulse Repetition Rate

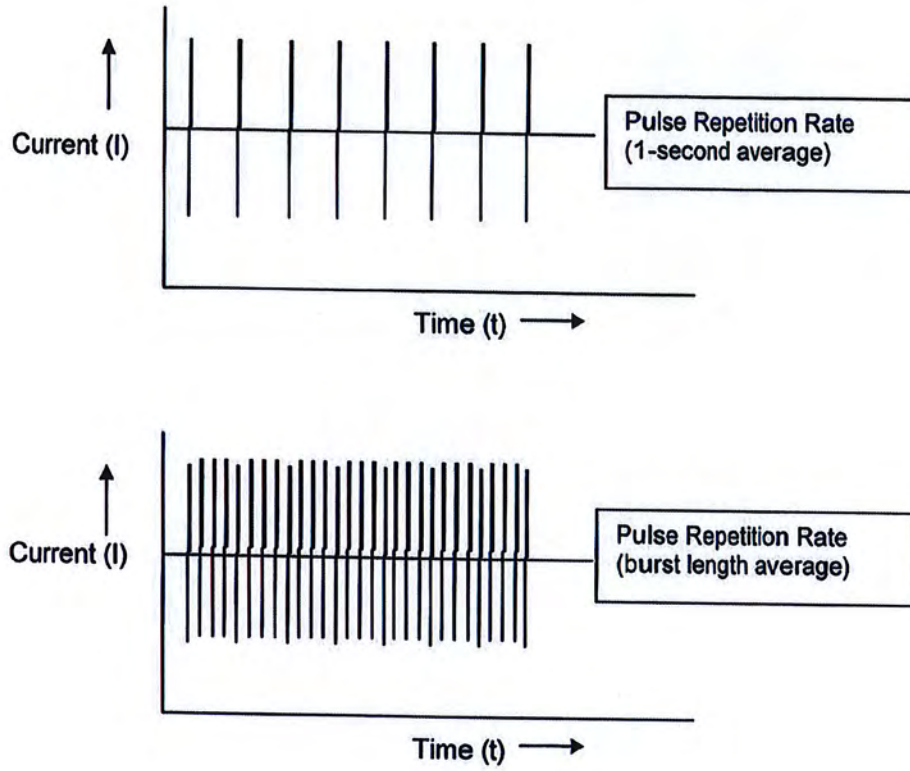


FIGURE A7: M26 PULSE REPETITION RATE

A.8 Monophasic Charge and Total Charge

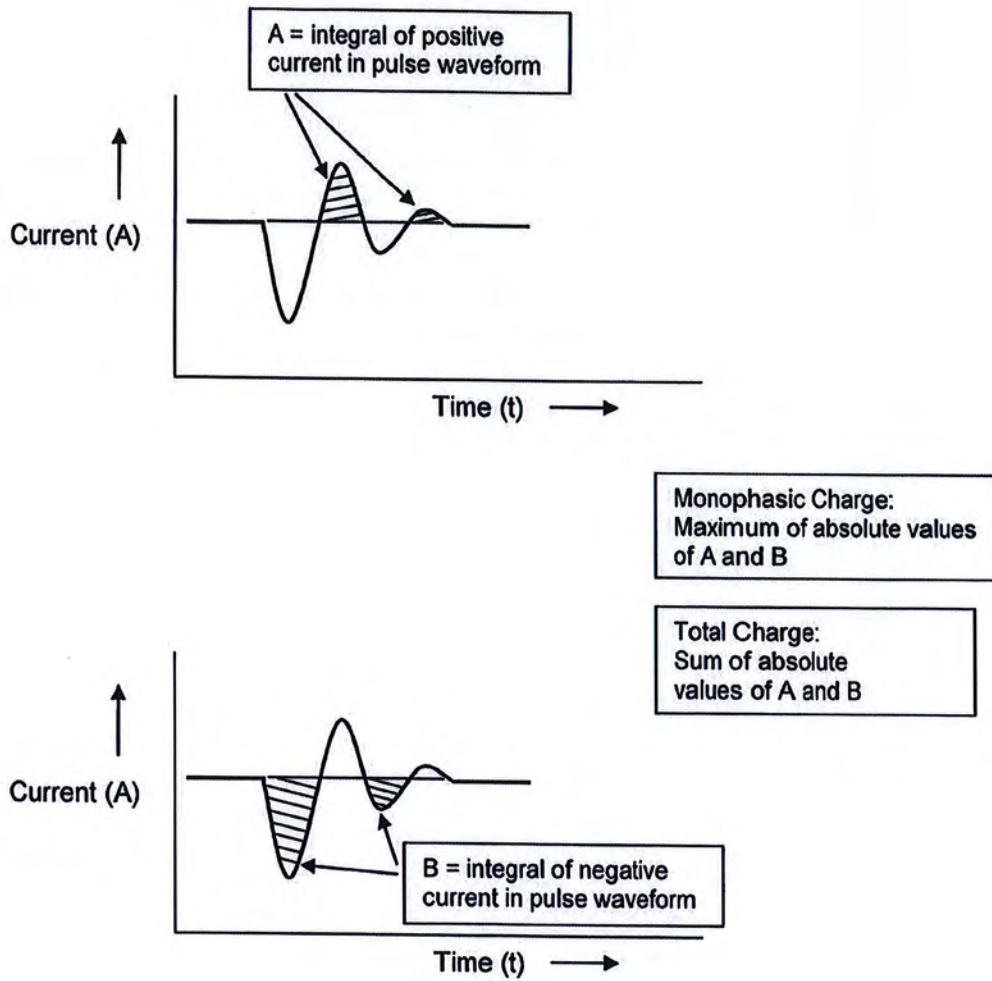


FIGURE A8: M26 MONOPHASIC CHARGE

A.9 Specifications

Advanced TASER™ M26 Electronic Control Device Specification Version 2.0, released February 6, 2009 (which may be found at <http://ecdlaw.info/>, search for "M26 specifications"). This document contains the following electrical specifications.

TABLE A1: TASER M26 SPECIFICATIONS AS PER TI

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

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

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

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

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

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

A.10 Test Details

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

TABLE A2: TASER M26 SPECIFICATIONS WITH TEST CONDITIONS

Parameter	Condition	Spec into 500 Ω Load
Peak Voltage	Peak of absolute value of voltage, on a pulse averaged over the last eight pulses	6900 – 9400 V
Peak Current	Peak of absolute value of current, on a pulse averaged over the last eight pulses	13.8 – 18.8 A
Net Charge	Area under Strike Phase current vs time curve, on a pulse averaged over the last eight pulses	70 – 120 μC
Pulse Duration	Between initial point of waveform ¹ and final point ² , on a pulse averaged over the last eight pulses	32 – 60 μs
Pulse Repetition Rate	Average over last second of 1 st firing - Alkaline battery - NiMH battery	15 +5/-4 pulses/s 20 +6/-5 pulses/s
Monophasic Charge* (see Note 7)	The maximum of the absolute values of A and B, where A = the integral of all positive current in a pulse and B = the integral of all negative current in a pulse.	< 180 μC

- TASER International TASER M26 Specifications have been applied.
- Load resistor is 500 Ω non-inductive high voltage pulse-tolerant
- Peak current specs calculated from peak voltage: e.g. 13.8 A = 6900 V/500 Ω
- Use expended cartridge for the tests; check contacts when changed to next test unit
 - o Sparks jump across additional gaps when this part of the device is installed
 - o This simulates the actual conditions of deployment
- Carry out tests on a non-conductive surface
- Minimum digitizer resolution 75 V (corresponding to 1% of the maximum specified peak voltage)
- Raw trace data to be retained to permit further post-test analysis.
- Uncertainty calculations for instrumentation setup, as per IEC/ISO 98-3:2008 Guide to the Expression of Uncertainty in Measurement (GUM).
- * Monophasic Charge is not part of TASER International Specifications

¹ Initial point is first point in the pulse where absolute voltage reaches 150 V with 500 Ω load

² Final point is last point in the pulse where absolute voltage drops below 225 V with 500 Ω load

A.11 Sample Test Data

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

TABLE A3: TASER M26 CEW TEST OBSERVATION DETAILS

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

TABLE A4: TASER M26 CEW OPERATING PARAMETERS, TYPICAL VALUES

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

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

Appendix B
Detailed Specifications
TASER X26

Appendix B Detailed Specifications TASER X26

B.1 Introduction

This appendix gives details of the waveform, definitions and specifications for the parameters of interest for the TASER X26.

B.2 Pulse Waveform

The TASER X26 pulse consists of an "arc phase" and "main phase" as shown in Figure B1. The pulses are delivered in a burst consisting of approximately 95 pulses over 5 seconds, at the rate of 19 pulses per second, as shown in Figure B2.

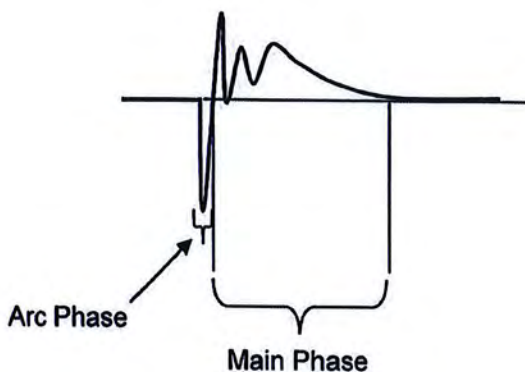


FIGURE B1: PULSE, CONSISTING OF ARC PHASE AND MAIN PHASE

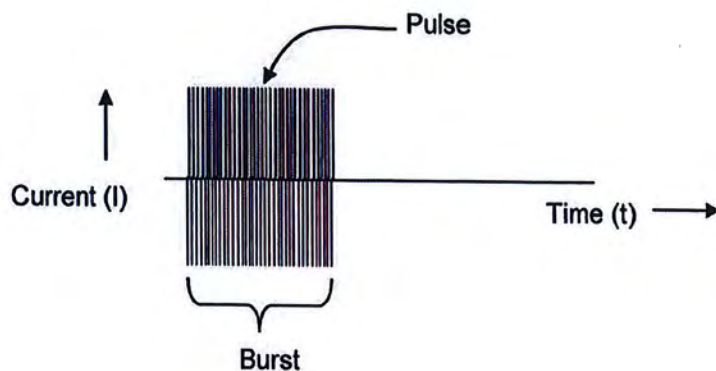


FIGURE B2: BURST OF APPROXIMATELY 95 PULSES

B.3 Parameters of Interest

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

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

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

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

B.4 Peak Voltage and Peak Current

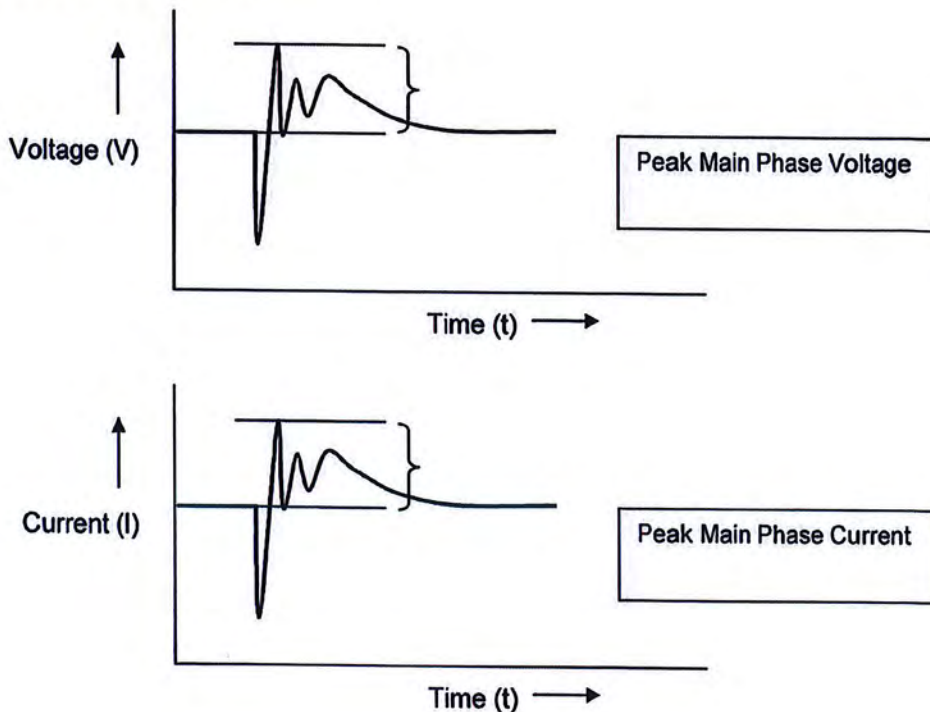


FIGURE B3: X26 PEAK MAIN PHASE VOLTAGE AND CURRENT

B.5 Net Charge

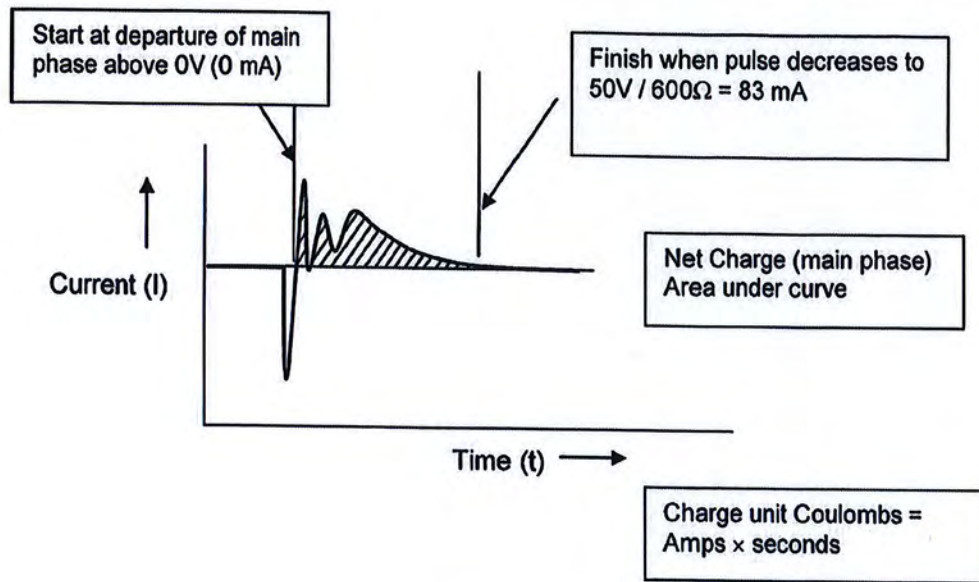


FIGURE B4: X26 MAIN PHASE NET CHARGE

B.6 Pulse Duration

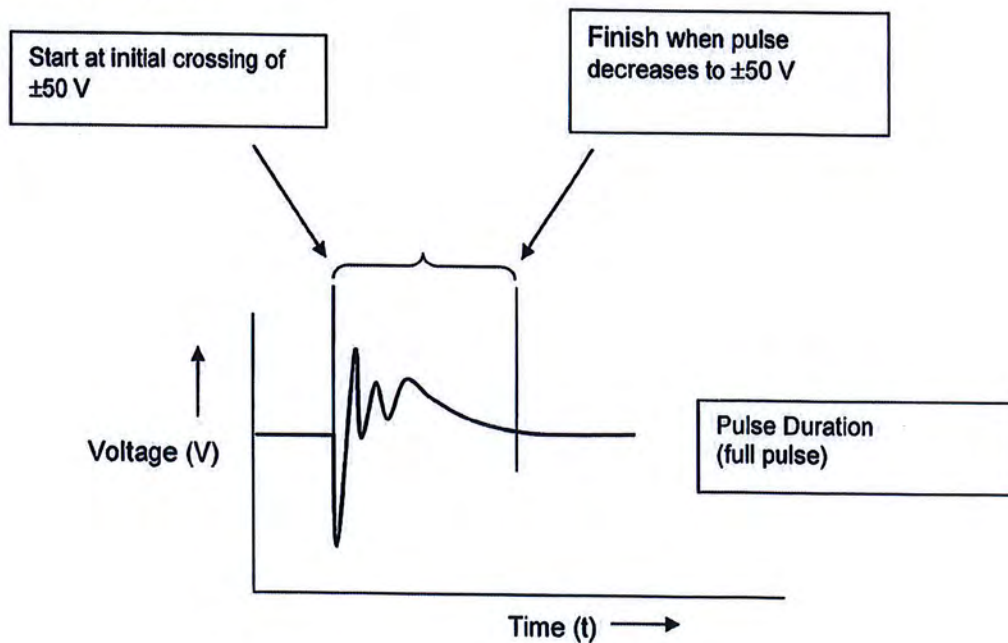


FIGURE B5: X26 PULSE DURATION

B.7 Pulse Repetition Rate

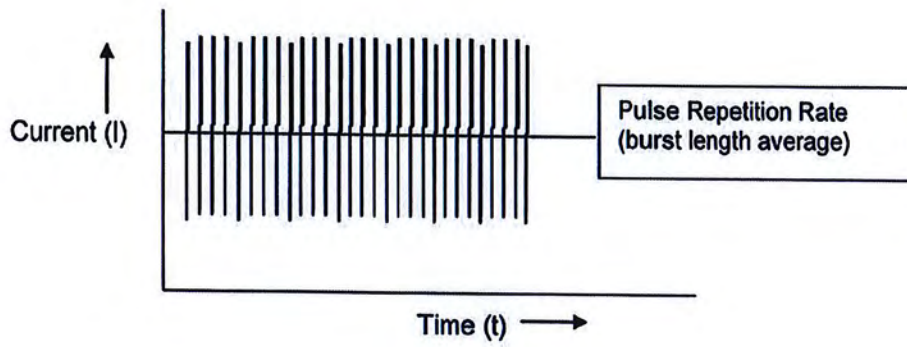
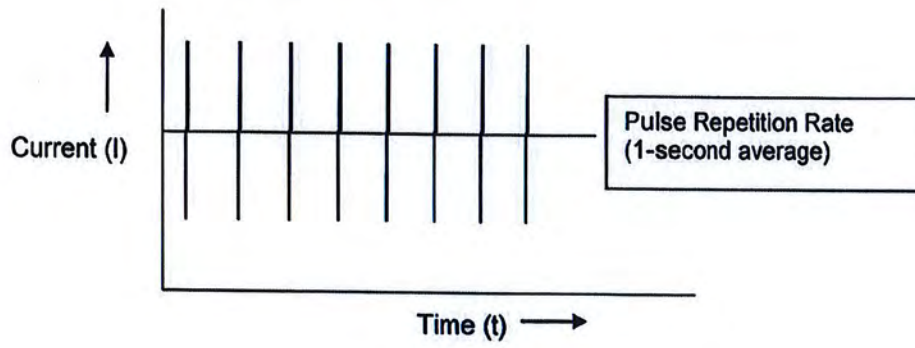


FIGURE B6: X26 PULSE REPETITION RATE

B.8 Monophasic Charge and Total Charge

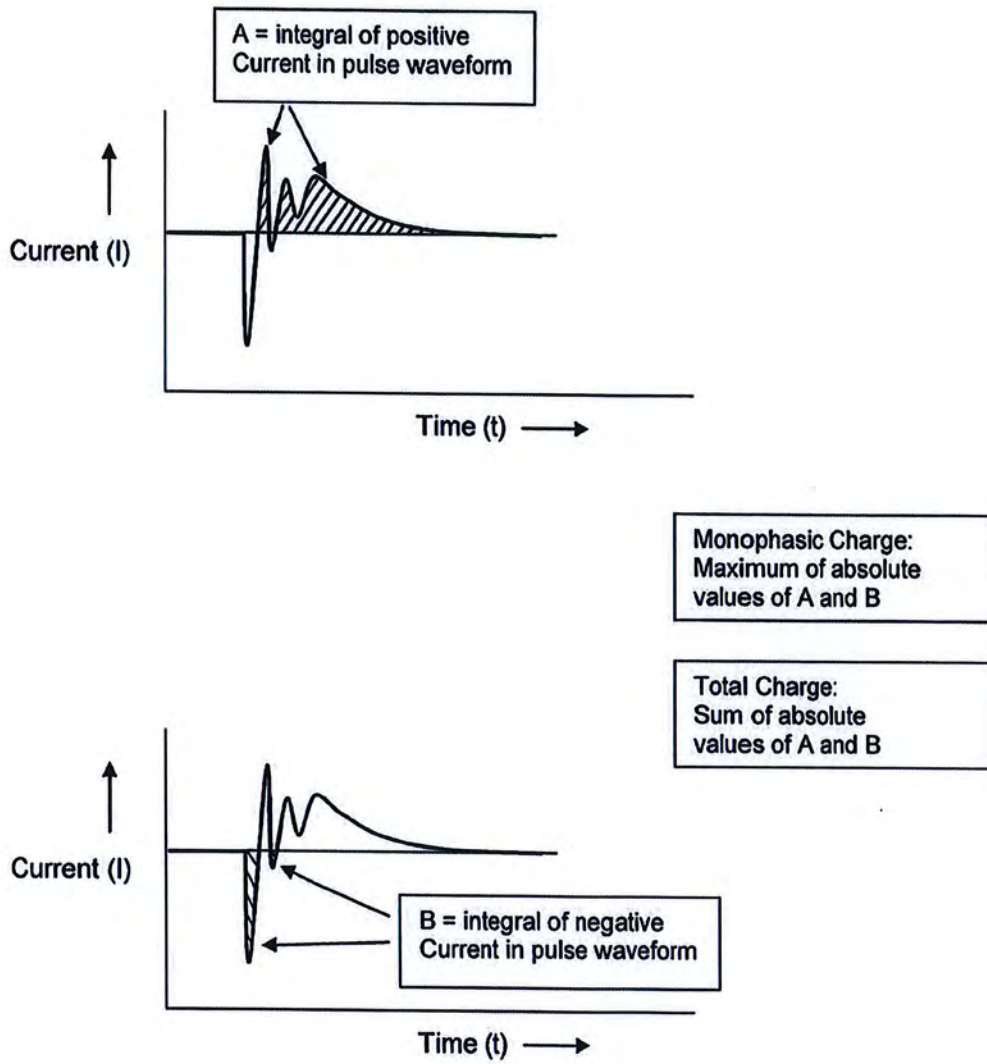


FIGURE B7: X26 MONOPHASIC CHARGE

B.9 Specifications

TASER™ X26E Series Electronic Control Device Specification Version 2.0, released February 6, 2009 (which may be found at <http://ecdlaw.info/>, search for "X26 specifications"). This document contains the following electrical specifications.

TABLE B1: TASER X26 SPECIFICATIONS AS PER TI

Item	Value
Waveform	Complex shaped pulse
Peak loaded voltage	1,400 to 2,520 V
Main phase charge	80 to 125 μ C
Pulse duration	105 to 155 μ s
Pulse rate	16.5 to 20 pulses per second

It is noted in the TASER documentation as follows:

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

B.10 Test Details

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

TABLE B2: TASER X26 SPECIFICATIONS WITH TEST CONDITIONS

Parameter	Condition	Spec into 600 Ω Load
Peak Voltage	Peak of main phase voltage (following arc phase), on a pulse averaged over the last eight pulses	1400 – 2520 V
Peak Current	Peak of main phase current (following arc phase), on a pulse averaged over the last eight pulses	2.3 – 4.2 A
Net Charge	Area under main phase current vs time curve, on a pulse averaged over the last eight pulses	80 – 125 μC
Pulse Duration	Between initial point of waveform ¹ and final point ² on a pulse averaged over the last eight pulses	105 – 155 μs
Pulse Repetition Rate	Average over last second of 1 st firing	16.5 – 20 pps
Monophasic Charge* (see Note 7)	The maximum of the absolute values of A and B, where A = the integral of all positive current in a pulse and B = the integral of all negative current in a pulse.	< 180 μC

- TASER International TASER X26 Specifications have been applied.
- Load resistor is 600 Ω non-inductive
- Peak current specs calculated from peak voltage: e.g. 2.3 A = 1400 V / 600 Ω
- Use expended cartridge for the tests; check contacts when changed to next test unit
 - o Sparks jump across additional gaps when this part of the device is installed
 - o This simulates the actual conditions of deployment
- Carry out tests on a non-conductive surface
- Minimum digitizer resolution 25 V (corresponding to 1% of the maximum peak voltage)
- Note the remaining battery capacity and software revision from the digital display. Inserting a fresh battery pack will update the unit with the latest revision software. The tests are valid for software versions 15 and greater.
- Raw trace data to be retained to permit further post-test analysis.
- Uncertainty calculations for instrumentation setup, as per IEC/ISO 98-3:2008 Guide to the Expression of Uncertainty in Measurement (GUM).
- * Monophasic Charge is not part of TASER International Specifications

¹ Initial Point is first point in the pulse where absolute voltage reaches 50 V with 600 Ω load

² Final point is last point in the pulse where absolute voltage drops below 50 V with a 600 Ω load

B.11 Sample Test Data

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

TABLE B3: TASER X26 CEW TEST OBSERVATION DETAILS

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

TABLE B4: TASER X26 CEW OPERATING PARAMETERS, TYPICAL VALUES

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

OF USE OF FORCE

OF 40 USE OF FORCE REVIEW

NEW: Revision # 9, January 16, 2017

1.0 STATEMENT OF PRINCIPLES:

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

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

2.0 STANDARD OF REVIEW – INCIDENT CLASSIFICATION:

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

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

3.0 STANDARDS:

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

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

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

AUTHORITIES:

Criminal Code

National Use of Force Model

OG PERSONS IN CUSTODY

OG PERSONS IN CUSTODY

OG 10 CARE, CONTROL & TRANSPORT OF PERSONS IN CUSTODY

POLICY:

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

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

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

STANDARD(S):

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

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

AUTHORITIES:

Criminal Code

OG PRISONERS

OG 20 DETENTION FACILITY

POLICY:

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

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

STANDARD(S):

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

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

AUTHORITIES:

The Public Health Department Regulations

The Occupational Health and Safety Regulations

The Provincial Building Code

The Workers' Compensation Board Act (1979)

OG 10 CARE, CONTROL & TRANSPORT OF PERSONS IN CUSTODY

OC 100 SEARCH OF PERSONS

Coroner Inquests Recommendations

OH TRAFFIC

OH TRAFFIC

OH 10 TRAFFIC SAFETY

POLICY:

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

STANDARD(S):

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

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

AUTHORITIES:

OH 20 IMPAIRED DRIVING

The Traffic Safety Act

OH TRAFFIC

OH 20 IMPAIRED DRIVING

POLICY:

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

STANDARD(S):

Procedures will be developed with respect to:

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

AUTHORITIES:

OC 90 LAYING CHARGES

OE EVIDENCE & EXHIBITS

OH 10 TRAFFIC SAFETY

Criminal Code

The Traffic Safety Act

Canadian Association Chiefs of Police Traffic Safety Initiatives

OI SPECIAL SERVICES

OI SPECIAL SERVICES

OI 10 WITNESS & VICTIM SUPPORT

POLICY:

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

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

STANDARD(S):

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

AUTHORITIES:

The Victims of Crime Act, 1995
Criminal Code
Witness Protection Program Act
The Witness Protection Act

OI SPECIAL SERVICES

OI 20 POLICE SERVICE DOGS

POLICY:

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

STANDARD(S):

Procedures will be developed to include:

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

AUTHORITIES:

SK Police Commission – Standard for Police Service Dogs

OF 20 USE OF FORCE

National Use of Force

Criminal Code

FORMS MANAGEMENT:

Provincial Use of Force Reporting Form

OI SPECIAL SERVICES

OI 30 EMERGENCY RESPONSE TEAM (ERT)

POLICY:

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

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

STANDARD(S):

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

Procedures will be developed to include:

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

AUTHORITIES:

National Use of Force

FORMS MANAGEMENT:

Provincial Use of Force Reporting Form

OJ INTERAGENCY LIAISON

OJ INTERAGENCY LIAISON

OJ 10 LIAISON WITH OTHER AGENCIES

POLICY:

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

STANDARD(S):

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

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

OK COMMUNITY RELATIONS

OK COMMUNITY RELATIONS

OK 10 RELEASE OF INFORMATION

POLICY:

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

STANDARD(S):

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

The police services will develop a communications strategy which will:

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

AUTHORITIES:

OK 30 MEDIA RELATIONS POLICY

OK COMMUNITY RELATIONS

OK 20 VOLUNTEERS

POLICY:

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

STANDARD(S):

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

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

Set out and describe:

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

OK COMMUNITY RELATIONS

OK 30 MEDIA RELATIONS POLICY

POLICY:

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

STANDARD(S):

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

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

AUTHORITIES:

OK 10 RELEASE OF INFORMATION

OL COMMUNICATIONS

OL COMMUNICATIONS

OL 10 COMMUNICATIONS: OPERATIONS

POLICY:

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

STANDARD(S):

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

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

AUTHORITIES:

The Police Act, 1990

LOCAL POLICY: OPERATIONS

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

APPENDICES

APPENDIX OF-A

STANDARD(S) FOR USE OF FORCE

For All Officers:

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

For Operational Officers:

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

For Baton Instructors:

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

For Firearms Instructors:

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

For Koga Neck Restraint and OC Spray Instructors:

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

For Recruits and Experienced Applicants:

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

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

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

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

AUTHORITIES:

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