



St. Thomas Police Service

BOARD POLICY

Subject:	Major Case Management
Policy Number:	LE – 019
Effective Date:	April 1, 2024
Reviewed:	April 22, 2026
Authorized:	Police Services Board

AUTHORITY/LEGISLATIVE REFERENCE

- *Community Safety and Policing Act, 2019 S.O. 2019, c. 1, Sched. 1*
- *Ontario Regulation 392/23 – Adequate and Effective Policing (General)*
- Ontario Regulation 87/24 – Training
- Ontario Regulation 90/24 – General Matters Under the Authority of the Minister

POLICY STATEMENT

This policy outlines the responsibilities of the Chief of Police regarding compliance with provincial procedural standards and reporting requirements related to major case investigations.

The St. Thomas Police Services Board requires that procedures be established and maintained in accordance with the Ontario Major Case Management Manual and applicable provincial regulations.

POLICY APPLICATION

1. The Chief of Police shall ensure that:
 - a. procedures on major case management are developed that are consistent with Ontario Regulation 395/23 and address, at minimum, how to structure a major case investigation and who is responsible for each task in a major case investigation;
 - b. the procedures outlined above reflect and acknowledge the importance of the following principles in major case investigations:
 - i. following a consistent and thorough investigative methodology;
 - ii. effective management of large volumes of investigative information;
 - iii. effective communication among members of the investigative team;
 - iv. maintaining clear and detailed investigative chronologies and records of investigative decisions;
 - v. effective investigation management planning with clear objectives and strategies to achieve them; and
 - vi. preventing tunnel vision in major case investigations;

- c. any individual assigned as a Major Case Manager has the necessary competence, experience and training to fulfill the role in accordance with Ontario Regulation 394/23 and Ontario Regulation 87/24;
- d. a Major Case Manager is assigned to every threshold investigation conducted by a member of the Service and that the Major Case Manager assigns a Primary Investigator and File Coordinator;
- e. a Major Case Manager is assigned to every non-threshold investigation conducted by a member of the Service.

REPORTING

- 2. The Chief of Police shall prepare and submit reports to the Ministry of the Solicitor General as required by Ontario Regulation 90/24.