

**BY-LAW 3-2024
REGULATIONS
OF THE
ST. THOMAS POLICE SERVICE**



**PASSED AND ENACTED AT THE CITY OF ST. THOMAS
THIS 2nd DAY OF FEBRUARY, 2022
REVISED FEBRUARY 15, 2024**

A handwritten signature in black ink, appearing to be "M. K. ...".

Chair, Police Services Board

ST. THOMAS POLICE SERVICES BOARD

BY-LAW #3

Being a by-law to regulate the duties, dress, discipline and deportment of the members of the St. Thomas Police Service.

By-law number 1-2001, passed by the St. Thomas Police Services Board on February 2, 2022 is hereby repealed.

WHEREAS the Police Services Board of St. Thomas are responsible for the policing and maintenance of law and order in the City of St. Thomas, and the members of the Police are subject to the government of the Board, and shall obey its lawful directions, pursuant to the *Police Services Act*, 1990.

WHEREAS the Police Services Board may by By-law make regulations not inconsistent with the regulations under the *Police Services Act* for the government of the Police for preventing neglect or abuse, and for rendering it efficient in the discharge of its duties.

NOW, therefore the Police Services Board of the City of St. Thomas enacts as follows:

Chapter One

Definitions

1.1 In this by-law, the following definitions shall apply unless the context otherwise requires:

- a) **BOARD** means Police Services Board for the City of St. Thomas.
- b) **BRANCH** is a functional unit of one or more employees, organized to perform a specific task and the most subordinate as set out in the organizational chart.
- c) **SERVICE** means the Police Service of the Corporation of the City of St. Thomas.
- d) **MEMBER** means every employee of the Service.
- e) **PATROL AREA** Is a confined area of patrol for one patrol unit.
- f) **REGULATIONS** means the regulations contained in this by-law.
- g) **SENIOR OFFICER** is a member who has attained the rank of Inspector or higher and includes members acting in their capacity.
- h) **ADMINISTRATIVE PROCEDURE** means a mandatory course of action for all members of the Service.
- i) **OPERATIONAL PROCEDURE** means a course of action prescribed for all members of the Service which may be varied when circumstances permit.

Chapter Two

General

- 2.1** Failure by a member of the Service, without lawful excuse, to comply with any of the provisions of this by-law shall be deemed to be disobeying, omitting, or neglecting to carry out a lawful order, and such member may, if he or she is a police officer, be charged accordingly, under the Code of Offences in Regulations made pursuant to the Police Services Act, 1990 as amended. If the member is a civilian employee, he or she will be subject to discipline, which may include suspension and/or dismissal.

Revision effective **February 15, 2024** at the City of St. Thomas.

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Chair, Police Services Board

Chapter Three

Rank and Duty

3.1 CHIEF OF POLICE

The Chief of Police shall, as the Chief Executive Officer, be responsible for the general administration, direction and discipline of the Service, subject to the authority of the Board. He is responsible for enforcing the Regulations of the Service for the good government and discipline of the Service. He may also issue, from time to time, such routine orders and policy and procedures, as he deems necessary, in conformity with the Regulations of the Service, to deal with particular matters or duties as they arise. The Chief shall ensure that all Statutes that apply, both Federal and Provincial, in addition to Municipal by-law that apply, are enforced within his jurisdiction.

The Chief shall provide such reports, estimates and statistics as to apprise the Board of the administrative and operational performance of the Service and its members.

3.2 DEPUTY CHIEF OF POLICE

The Deputy Chief of Police shall assist the Chief of Police in the performance of his duties. He shall command all operations and activities within the area of his responsibility, including the good order, efficiency and discipline of the members under his command.

3.3 SUPERINTENDENTS - STAFF INSPECTORS - INSPECTORS

Superintendents. Staff Inspectors and Inspectors shall supervise personnel and activities and shall be responsible to their Command Officers as described in the organizational chart, for activities, efficiency and discipline with the Service.

3.4 STAFF SERGEANTS

Staff Sergeants shall carry out supervisory duties within the Service as designated. They will be responsible to their Command Officers as described in the organizational chart, for the activities, efficiency and discipline within the Service.

3.5 SERGEANTS

Sergeants assigned to supervisory duties shall be responsible for the efficient performance of police duty personnel under their supervision and shall advise, instruct, and assist them in their duties in a constructive, helpful manner and be responsible for their appearance, good conduct and discipline. They shall report for duty in advance of the designated parade time in order to prepare their platoons for their tour of duty.

Sergeants assigned to investigative, identification and special functions or tasks, shall be responsible for the efficient performance of duties within their branch as set out in the Service regulations and operational procedures and shall be responsible for the appearance, good conduct and discipline of themselves and members under their supervision.

3.6 CONSTABLES

Constables shall report for duty shortly before the designated parade time, properly dressed in accordance with the dress regulations, clean and fit for duty. Constables shall carry out duties assigned to them consistent with the Police Services Act and its regulations, regulations of the Service, general orders, supervisory directives and procedures of the Service.

Members shall not use a private vehicle at any time unless authorized by their Supervisor or other Senior Officer. Members shall familiarize themselves with their patrol area and when on night duty or other times when business premises are closed, shall make checks of those premises for illegal entries or other circumstances

that would require investigation.

3.7 ACTING RANK

Any member assigned to perform the duties of another rank shall be governed by the orders and regulations of that rank.

3.8 CONTROL OF PERSONNEL

For communications purposes, all radio equipped Officers and radio transmissions shall come under the direct control of the, Communications Radio Operator (CRO). Radio communications shall be restricted to operations and administration police business. Improper use of the police radio communication network is an offence.

Chapter Four

Terms and Conditions of Service

- 4.1** All members of the Service, while in the employ of the Service, shall abide by and be subject to such regulations of the Service as may be laid down from time to time by the Board for the government and control of the Service.
- 4.2** Every member of the Service shall carry out all lawful orders and shall, at all times, punctually and promptly perform all appointed duties and attend to all matters within the scope of their office.
- 4.3** The Chief of Police or the Deputy Chief of Police may, if expedient in the public interest establish tours of duty consistent with the needs of the Service. Supervisors will ensure the majority of general patrol officers commence their shift at 0700hrs and 1900hrs to ensure adequate staffing during shift changeover.
- 4.4** Members of the Service shall attend and remain on duty as directed.
- 4.5** Unless otherwise provided in these regulations, a member of the Service shall be detailed or assigned to such duties as directed by the Chief of Police.
- 4.6** Members of the Service shall submit written reports in the prescribed manner as directed by the Chief of Police.
- 4.7** Members shall attend court when subpoenaed or notified by a member of the Court Branch or the member's Supervisor. Members will provide testimony in court proceedings as required by law. An officer's testimony may be presented in person or by other electronic audio/video means at the discretion of the residing judge or justice.

- 4.8** Members shall observe strict order and decorum in and about the Courts.
- 4.9** Officers, both on and off duty, are required to wear their uniforms when attending Court. Officers that normally wear civilian clothes are not required to wear uniforms. The presence of extra uniformed officers in Court and around the halls should produce a more secure feeling for the Court staff and general public. As you are no doubt aware, the Service has been given the responsibility of Courtroom Security. This measure should assist us greatly in complying with our additional responsibility.
- 4.10** All Shift briefings commencing at 0600/0700 hours and 1800/1900 hours will take place in the main floor Briefing Room. Officer(s) arriving later for duty (i.e. ATO at beginning of shift) can be briefed in the Staff Sergeant's office or the Briefing Room.

Chapter Five

Uniforms and Equipment

- 5.1 Articles of uniform and equipment shall be issued to members of the Service from time to time as authorized by the Board.
- 5.2 Articles of uniform and equipment shall be issued to members only for official use while in the Service and shall be surrendered by the member upon termination of employment or as a condition of a suspension. Any articles lost or damaged through carelessness shall be made good at the expense of the member to whom it was issued.
- 5.3 Members of the Service shall not exchange any uniform or equipment without the permission of the Chief of Police.
- 5.4 Members of the Service shall not wear distinguishable police uniform on the street in conjunction with civilian clothes.
- 5.5 Members of the Service are responsible for the good care, proper maintenance and serviceable condition of property issued for or assigned to their use and shall promptly report to their supervisor the loss of, damage to, or unserviceable condition of any property issued for or assigned to their use. No member shall alter police equipment by changing it in any way except in cases of emergency or with the consent of the Chief of Police or Deputy Chief of Police.
- 5.6 When a member of the Service resigns or is dismissed from the Service, a portion of the salary due to him/her shall be withheld until specific articles of uniform or equipment are returned in good order and condition.

- 5.7 Supervisors shall ensure that members of the Service under their supervision are properly dressed in accordance with the dress regulations.
- 5.8 Medals, ribbons or decorations received for service in the Armed Forces, Merchant Navy or for Police Duty may be worn in accordance with dress regulations.
- 5.9 Every member while on duty shall carry a warrant card bearing his or her name, a photograph and an authorized badge. The card and/or badge shall be produced whenever required to establish the identity of the member and shall not be used to obtain favour or private advantage.
- 5.10 Plain clothes members, while on street duty, shall carry all issued Use of Force Options.
- 5.11 Members shall use notebooks issued by the Service and no other for note taking. Notebooks shall be stored in accordance with Adequacy Standard LE-022.
- 5.12 All entries into any books or other documents connected with the duties of the Service shall be electronically entered or made in ink.
- 5.13 Erasures in authorized books or documents are prohibited. If corrections are necessary, the person making such corrections shall draw a single ink line through the incorrect matter ensuring that it is legible and the correction shall be made and initialed in ink.
- 5.14 Equipment issued on temporary basis, i.e. portable radio or emergency supplies, shall be returned to their place of issue no later than the conclusion of the member's tour of duty unless otherwise directed by a Supervisor.
- 5.15 Assault style gloves with reinforced/harden knuckle plating are prohibited. All non-issued gloves being worn by members shall be approved by the Chief of Police or his/her designate.

Chapter Six

Officer and Civilian Dress

Our goal is to allow employees to work comfortable in the workplace; however, we still need to project a professional image for new employees and community members. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed during Friday's declared as 'dress down days'.

6.1 SENIOR OFFICER'S DRESS

6.1.1 To be worn for ceremonial parades, guards of honour, church services, funerals, investitures, social occasions, civil functions, Ontario Police College graduations:

- Tunic, Senior Officer Pattern Collar badges, gold
- Rank insignia Lanyard, Gold
- Trousers, Senior Officer Pattern Belt, Waist, Gilt
- Shirt, white Tie, black
- Socks, navy blue or black Shoes, black Oxford Forage Cap
- Gloves, white nylon Nameplate
- Topcoat, blue gabardine or Melton cloth coat during inclement weather; 1/4 Wellington
- Medals

6.1.2 To be worn for normal tours of duty:

- Collar badges, gold
- Rank insignia
- Trousers, Senior Officer Pattern; Belt, Waist, Cloth
- Shirt, midnight blue; Tie, black

- Socks, navy blue or black; Shoes, black Oxford
- Forage Hat or Ball Cap
- Name Plate
- Coat during inclement weather

6.1.3 To be worn for normal tours of duty during warm weather:

- Shirt, midnight blue
- Tie, black (optional)
- Rank insignia
- Name Plate
- Trousers, officer's pattern
- Belt, waist, black leather
- Socks, navy blue or black
- Shoes, black Oxford
- Forage Hat or Ball Cap

6.1.4 To be worn for evening attire:

- Mess jacket
- Trousers, navy blue overall
- Tie, black bow
- Boots, black
- ¼ Wellington
- Forage Hat
- Medals, miniature

6.2 STAFF SERGEANT'S, SERGEANT'S AND CONSTABLE'S DRESS

6.2.1 To be worn for ceremonial parades, guards of honour, church services, funerals, investitures, social occasions, civil functions, Ontario Police College graduations:

- Tunic, issue pattern

- Collar badges, chrome
- Trousers, issue pattern
- Forage Cap, issue pattern
- Shirt, white
- Tie, black
- Socks, navy blue or black
- Shoes, black
- Belt, Waist, Cloth
- Gloves, white
- Lanyard, white cotton
- Medals
- Name plate

6.2.2 To be worn for normal tours of duty:

- Jacket nylon uniform
- Trousers, issue pattern
- Ball cap, Forage Hat – Funeral Escorts
- Shirt, midnight blue
- Sweater blue/black V neck pullover type (with flashes)
- Soft body armour as issued
- Tie, or dickie black (*optional*)
- Socks, navy blue or black
- Shoes, black Oxford or boots
- Whistle
- Name plate
- Medal ribbons
- Pistol, issue
- Magazines, in leather pouch

- ASP Baton, Handcuffs
- Notebook and pen
- Inclement weather - raincoat
- Gloves, black leather or insulated mitts
- Toque in place of Ball cap
- Boots, black

6.2.3 To be worn for normal tours of duty during warm weather:

- Shirt, midnight blue
- External soft body armour as issued
- Tie, black (optional)
- Trousers, issue pattern
- Ball Cap, Forage Hat – Funeral Escorts
- Socks, navy blue or black
- Shoes, black Oxford or boot
- Whistle
- Name plate
- Pistol issue
- Magazine, in leather pouch ASP Baton
- Handcuffs
- Notebook and pen
- Inclement weather: Raincoat

6.3 BUSINESS OFFICE, IT, PROPERTY MANAGEMENT, FIS, DFE AND POLICE COMMUNICATORS DRESS

6.3.1 BUSINESS OFFICE

Business Office Guidelines:	Appropriate	Inappropriate
Slacks, Pants and Pant Suits	<ul style="list-style-type: none"> • Docker style pants • Wool pants • Dress pants • Capris 	<ul style="list-style-type: none"> • Sweatpants • Exercise/yoga pants • Short shorts • Leggings/Tights • Low cut/revealing waist lines • Jeans (torn or tattered)
Skirts, Dresses and Skirted Suits	<ul style="list-style-type: none"> • Casual dresses and skirts • Split at or below the knee 	<ul style="list-style-type: none"> • Short skirts • Skorts • Sun dresses
Shirts, Tops, Blouses and Jackets	<ul style="list-style-type: none"> • Dress shirts • Sweaters • Tops • Golf shirts • Turtlenecks • Suit jackets/Blazers • Sport jackets 	<ul style="list-style-type: none"> • Spaghetti straps • Midriff tops • Halter tops • Off the shoulder tops • Low cut/revealing tops • Hooded sweatshirts/sweaters
Shoes and Footwear	<ul style="list-style-type: none"> • Walking shoes • Loafers • Clogs • Boots • Flats • Dress heels • Dress sandals 	<ul style="list-style-type: none"> • Rubber or plastic flip flops • Slippers • Crocs
Hats and Head Coverings	<ul style="list-style-type: none"> • Head covers that are required for religious purposes or to honor cultural tradition 	<ul style="list-style-type: none"> • Hats of any other kind

6.3.2 IT, Property Management, FIS, DFE

- Black issued cargo pants
- Black issued golf shirt
- Black issued zip up sweater

- Black issued shoe/boot

6.3.3 POLICE COMMUNICATORS (CRO)

- Black issued golf shirt (short / long sleeve options)
- Black issued button down shirt (short / long sleeve options)
- Black issued sweater (full zip / half zip options)
- Appropriate pants and footwear as referenced in business office attire chart

6.4 STAFF SERGEANT'S, SERGEANT'S AND CONSTABLE'S DRESS

6.4.1 Members are responsible for the neatness, cleanliness and deportment of their person and shall always, when on duty, appear in the prescribed dress.

6.4.2 Members shall be properly shaved and well groomed.

6.4.3 Sideburns on male members shall be well trimmed. Such sideburns shall be no wider than one inch and shall not extend downward lower than the auditory opening of the ear. Beards and goatees may be worn providing that approval be obtained from the Chief of Police and subject to the following:

- Beards and goatees shall be evenly trimmed, neat in appearance and worn with a moustache.
- Beards and goatees shall be fully developed when worn in uniform and shall be no longer than
- 2.5 centimeters in length and shall not extend below the Adam's apple. The remainder of the neck shall be clean shaven.
- Variations such as van dykes and muttonchops are unacceptable.
- If, in the opinion of the Chief of Police, a member's beard or goatee is not neat and clean in appearance, the Chief of Police may order the member to be clean shaven and the member shall comply

6.4.4 Moustaches shall be neatly trimmed and shall not extend beyond one quarter inch over the corners of the mouth.

6.4.5 All members' hair shall be neat, tidy and trimmed around the ears. The hair at the back of the head of male members shall be neat and well-trimmed so that it does not extend lower than one half inch above the collar. All female members, while in uniform, shall maintain their hair in a neat, well- groomed fashion and it shall not extend lower than one half below the shirt collar. Ringlets, ponytails, afros and any other fad styled hair shall not be worn while any member is in uniform.

6.4.6 Members, while in uniform, shall not wear jewelry other than a wristwatch, wedding and/or engagement rings, or medic alert bracelet nor shall they wear excessive facial make-up. Notwithstanding the foregoing, members with pierced ears may wear one pair of gold or silver coloured ball type stud (post) earrings provided that the diameter of the ball does not exceed 6 millimeters and that only one stud earring is worn in each earlobe. Members may wear a necklace provided it is not clearly visible or noticeable.

Articles of jewelry referred to in this section which are damaged or destroyed shall not be repaired or replaced at the expense of the police service except when authorized by the Chief of Police.

6.5 Only articles of uniform and equipment, issued by the Service, shall be worn as prescribed by the order of dress unless otherwise authorized by the Chief of Police or the Deputy Chief of Police.

6.6 Deviation from this dress regulation shall be made only with the consent of the Chief of Police or Deputy Chief of Police.

6.7 Short sleeve order shall be worn at the discretion of the officer.

6.8 Long sleeve order shall be worn at the discretion of the officer.

Chapter Seven

Miscellaneous Regulations

7.1 SALUTING

7.1.1 **Members**, when in uniform shall salute members of the Royal Family, the Governor General, Lieutenant Governors, the Prime Minister of Canada, the Premier of a province of Canada, or a Head of State. Members of the Service shall also salute during the playing of the National Anthem, the raising or lowering of a National Flag, and/or the passing of a funeral procession.

7.1.2 Members of the Service shall not salute when inside a building except on ceremonial occasions.

7.2 DETACHED DUTIES

Members of the Service assigned to detached duties, either permanently or temporarily, shall continue under these regulations. Orders issued under the authority of the regulations are applicable. Without limiting the generality of this section, detached duty shall include attendance at a Police College, liaison with other Police Services or Agencies, and any special assignments which remove a member from normal physical contact with the service

7.3 TESTIMONIALS AND ADVERTISEMENTS

Members shall not authorize the use of any photograph of themselves in uniform in connection with any testimonial or advertisement, nor shall any member, in their official capacity endorse or subscribe any such testimonial or advertisement, nor shall any member authorize any mention to be made of their official title, rank or membership in the Service in connection with any testimonial or

advertisement.

7.4 RELEASE OF NEWS INFORMATION

All members shall treat as confidential the official business of the Service. Members shall not talk for publication, nor be interviewed, nor make public speeches on public business, nor shall they impart information relating to the official business of the Service to anyone, except:

- a) Under the due process of the law, or,
- b) As directed by, or with the permission of the Chief of Police or Deputy Police Chief.

Members designated by the Chief of Police are authorized to give representatives of the news media items of news relating to accidents, arrests or other occurrences, but in cases when by publication of information, the ends of justice are likely to be prejudiced, information shall be withheld and nothing in this paragraph shall authorize the giving of information which:

- a) May be of assistance to criminals or suspected persons, or
- b) May cause unnecessary pain or distress to individuals, or,
- c) Is of a confidential nature.

The identity of any person giving confidential information to the police must never be disclosed to the public.

7.5 PERSONAL LIABILITIES

All members shall promptly pay their just debts and shall not incur liabilities, which they are unable or unwilling to discharge.

7.6 GAMES OF CHANCE AND GAMBLING

Members shall not engage in any game of chance or gamble in the building of the Service.

7.7 REPRESENTATIONS TO THE BOARD

Members shall not make complaints or other representations to the Board or members of the Board except through the Chief of Police.

Nothing in this section shall be applicable to the recognized association of the Service when approaching the Board with a view to discuss matters as provided under the provisions of the Police Services Act 1990 or the terms of a Collective Agreement.

7.8 RESIDENCE

Members shall have a telephone number listed within the member's personnel file.

7.9 CHANGE OF ADDRESS OR TELEPHONE NUMBER

Any member, who has any change of address and/or telephone number, shall notify the Chief of Police or Deputy Chief of Police in writing within forty-eight (48) hours following such change.

7.10 TELEPHONE ANSWERING

Any member of the Service, when answering a police telephone, shall promptly respond by giving the caller the rank or position of the member and the surname of the member.

7.11 MARITAL STATUS

Any member, who has any change in marital status, shall notify the Chief of Police or Deputy Chief of Police in writing within fifteen (15) days following such change.

7.10 ASSOCIATION WITH UNDESIRABLE PERSONS

Members shall not create doubt as to their ability to fulfil the conditions of their Oath of Office by living or associating with persons, through which association, discredit upon the reputation of the member or the Service is likely to result.

7.11 SICKNESS OR INJURY

- a) When it becomes apparent to any member that sickness or injury will prevent the member from reporting for duty, the member shall report such sickness or injury to the Duty N.C.O. or other supervisor:
 - i. On the night shift, at least three (3) hours prior to the commencement of the member's tour of duty, or
 - ii. On the day shift, at least one (2) hours prior to the commencement of the member's tour of duty.
- b) Any member absent through sickness or injury shall report to the Duty N.C.O., giving reasonable notice of the member's intention to return to duty.

7.12 TIME OFF DUE TO S.T.D., L.T.D., WORKER'S COMPENSATION, MATERNITY, PATERNITY, OTHER APPROVED LEAVE, SUSPENSION AND APPROVED UNPAID LEAVE

Should any member be off duty for any of the above mentioned reasons, they shall be considered to be on duty, Monday to Friday, 0800 hours to 1600 hours, for administrative purposes, until such time as they are fit to return to regular duty. Should they be required to attend court, the Court Officer shall issue a subpoena.

7.13 REPORTING ABSENCE FROM WORK

When any member is reporting any absence from work (including calling in sick prior to shift, booking off sick while at work, in all cases of injury whether injured on duty or at home, or if hospitalized). Any absence will be reported to the officer in charge who will update the electronic staffing calendar and notify the Administrator. The officer in charge will advise a senior officer of all absentee members for briefing purposes.

7.14 UNCONDITIONAL RELEASES

When a person is taken into police custody and after a thorough investigation has been made and there is not sufficient evidence to substantiate laying a charge, such person shall be released immediately and restored as closely as possible to the same conditions that existed prior to the person's detention.

7.15 LIQUOR

A member, while on duty, shall not consume or possess intoxicating liquor, except as required on official business of the Service.

7.16 CANNABIS

A member shall not:

- a) While on duty consume cannabis and/or cannabis products.
- b) Consume cannabis and/or cannabis products within 8 hours prior to commencement of duty.
- c) possess cannabis and/or cannabis products,

Except as required on official business of the Service or as prescribed by a medical practitioner.

7.17 FIT FOR DUTY AND DUTY TO REPORT

Pursuant to sections 7.17 and 7.18 it is expected that at all times members are to report Fit for Duty. Fit for Duty means that a member is mentally, emotionally, and physically able to safely and competently perform assigned duties, without any limitations attributable, but not limited to, illness, injury, fatigue, mental stress or the use and/or after effects of alcohol or drugs. Members have a responsibility to disclose to their supervisor when they are not fit for duty, resulting from medication, substance use, physical injury/illness and/or psychological injury/illness.

7.18 CITIZEN'S COMPLAINT

Any member shall forthwith notify their Supervisor when receiving a complaint from a citizen against any member of the Service. The Supervisor shall forthwith interview the complainant and shall document the complaint. The documentation of the complaint shall be forwarded to the Deputy Chief of Police or his designate. **SEE PROCEDURES.**

The aforementioned does not preclude the Supervisor from taking immediate and necessary action if illegal or undesirable conditions deem it necessary.

7.19 SMOKING AND CHEWING

A member, when in uniform, shall not smoke, chew tobacco, gum or other substance in view of the public.

The St. Thomas Police Service facilities are a non-smoking facility. Members of the Service and members of the Public are not allowed to smoke within the facility or in accordance with the Ontario Smoke-Free Ontario Act.

7.20 LITIGATION

When a writ is served upon a member in a legal proceeding arising out of action taken in the discharge of policy duty, notification or such, together with a statement of the facts giving rise to the proceedings, shall immediately be forwarded to the Chief of Police.

The Chief of Police shall notify the Board Solicitor for such preliminary action, as the Solicitor may deem desirable pending formal instructions from the Board.

7.21 ACCEPTANCE OF GIFTS

No gratuity, present, reward or any free personal service, including gifts offered at Christmas or any other time of the year by a person or company, shall be taken or accepted by any member.

Nothing in this regulation prohibits a donation to the St. Thomas Police Association or their functions, upon the approval of the Chief of Police.

7.22 OVERTIME AND CALLBACK SLIPS

All slips will be completed and submitted upon completion of shift. There will be no remuneration unless this procedure has been followed.

7.23 COMPLETION OF DUTY ROSTER

Supervisors are to ensure that ALL members are included on the electronic duty roster complete with their scheduled shift, time off reason time off was granted, zone and all other pertinent information.

7.24 SOFT BODY ARMOUR USAGE

- All sworn operational personnel in uniform SHALL wear their soft body armour while performing their duties outside police headquarters and/or in the court buildings.
- The wearing of soft body armour within the police building is optional.
- All sworn operational personnel assigned to plain clothes (criminal investigations branch, old clothes details, etc.) SHALL have their body armour readily available for use when performing their duties and shall wear the body armour when responding to high-risk incidents.
- It shall be the responsibility of each member of the St. Thomas Police Service to ensure their body armour is maintained in accordance with the manufacturer instructions and report any deficiencies immediately to their supervisor.
- These regulations apply to members of the St. Thomas Police Service while working extra paid duties.
- ALL members of the St. Thomas Police share the responsibility of ensuring that this regulation is adhered to.

7.25 MEMO BOOK RETENTION

In the event that a current member requires a notebook for court purposes, etc., the officer shall have access to their archived notebooks from the Property Officer. (Policy LE-022 Adequacy Standards).

Chapter Eight

Prisoners

8.1 SEARCH

Prior to any prisoner being placed in a cell, a search of such prisoners shall be conducted under the supervision of the duty N.C.O. and any property located shall be placed in the prisoner's property locker. A prisoner search shall be conducted by the same gender of police officer in which case another member shall be within calling distance to verify property removed from the prisoner.

8.2 Prior to any prisoner being placed in a police vehicle, the arresting officers shall search both the prisoner and the police vehicle.

8.3 No person, other than a member of the Service, shall be allowed to remain in any room where a prisoner is being searched.

8.4 INJURED OR ILL PRISONERS

Unconscious, semi-conscious or apparently injured or ill persons who are in police custody, should be taken immediately by ambulance to the nearest hospital and an incident created outlining the reason why medical attention is required.

8.5 PRISONER'S USE OF TELEPHONE

Persons under arrest shall, as soon as circumstances permit, be allowed the reasonable, private use of a telephone. Where an accused person telephones his/her lawyer, the telephone in the security room shall be used. Prior to this call being placed, the escorting police officer shall ensure the audio recording device is turned off.

8.6 LUNCHES IN CELLS

When prisoners are given lunches, communication staff should be notified to monitor the cells. Uneaten food and garbage is to be removed at the first opportunity. In the past, uneaten lunches were left in the cells and used by a prisoner to plug the toilet and food was smeared on the walls. In those circumstances where this type of mischief can be proven, charges shall be laid.

8.7 CARE OF PERSONS IN CUSTODY

Prisoners may be interviewed only under the direction of, or with the permission of the Officer in Charge, or the Officer in Charge of the case. If required, only lawyers or qualified para-legal will be allowed access to the secure areas of the St. Thomas Police Service, for the purposes of receiving instructions from their clients. It is appropriate to place the lawyer in the cell area, provide them with a chair and allow the interview to take place in the cell area. It is recommended that an Interview cell be used to allow for as much privacy as possible.

8.8 Prisoners in cells shall be visually checked by a member of the Service at least every fifteen (15) minutes and spoken with or examined as to their condition.

8.9 Any member who is directly involved with the arrest, detention or release of a person who has visible signs of or complains of an injury, shall note such injury or complaint on an occurrence report or supplementary report as the case may be and forthwith deliver the report to his/her supervisor.

8.10 Every cell is to be locked when prisoners are confined.

8.11 BASIC RIGHTS

The basic rights of a person who has been arrested is to retain a lawyer. They must also be allowed to discuss their case in private either in person or on the telephone with a lawyer.

8.12 PRISONER ESCORT TO COURT

All prisoners in custody (City or OPP), either as a result of remand or a recent court appearance, may be released from the holding area of the Police Service or from court (Elgin County Courthouse) as directed by the sitting Justice.

The prisoner escort log is in place to provide up to date information to the Officer in Charge. This log will give the status of ALL prisoners held in the cells.

The Court Office is responsible for the initial completion, and emailing this log to the N.C.O. at STPS HQ.

The escort officer will maintain the log on all prisoners in the cells. It is this officer's responsibility to update the status of ALL prisoners so that the ECC Supervisor has up to date pertinent information.

Chapter Nine

Police Vehicles

- 9.1** No member shall operate a police vehicle unless licensed by the Ministry of Transportation of Ontario.
- 9.2** Members, whose assignment involves the operation of the Police Service's vehicles, shall be subject to the Police Service's testing procedures to ascertain their ability to operate such vehicles.
- 9.3** Members are accountable for the vehicles assigned to them and shall, prior to each tour of duty, examine such vehicle for cleanliness, mechanical defects, damage and all necessary equipment.
- 9.4** Members shall operate only the vehicles that have been assigned to them.
- 9.5** Members shall always lock the ignition switch and remove the keys from any unattended vehicle. The doors and windows shall also be secured except in an emergency. Officer's coming on shift are to ensure they have a complete set of keys. Lost or missing keys MUST be reported to the N.C.O. immediately.

It is the responsibility of the officer going off duty to ensure that the keys are returned in the proper condition to the proper location.

The duty N.C.O. upon receiving a report that keys are missing will call the officer who went off duty at home, and that officer will return to the station and account for the keys.

All police vehicles shall be shut off when being left unattended or parked at the police station. The 'idling parked vehicles' is not permitted without extenuating circumstances or reasonable justification for doing so. Service repair technicians have advised the constantly "idling" of a vehicle (unnecessarily) is hard on the engine/parts. Breakdowns are more apt to occur if this continues increasing potential downtime and preventative costs.

- 9.6** Police vehicles shall be used for police purposes only, unless permission has been granted from a senior officer to use the vehicle(s) in other special circumstances.
- 9.7** When a vehicle becomes unserviceable in any way, the operator of such vehicle shall report immediately to the operator's supervisor and radio dispatcher and shall act upon their instructions.
- 9.8** Members operating motor vehicles shall drive in a cautious manner at all times and obey the Highway Traffic Act of Ontario, its regulations and traffic by-laws of the City of St. Thomas. However, when emergency necessitates exceeding the limitations of those laws, or by-laws, the operator of such vehicle shall drive in a defensive manner and exercise extreme care.
- 9.9** When a police vehicle is involved in a motor vehicle collision with another vehicle, person or object, an officer of supervisory rank shall investigate the accident forthwith and submit a motor vehicle collision report. The driver involved in the collision shall submit an internal Police Service Accident report. The Supervisor responding to the accident, shall upon completion of the investigation submit a report to their Superior outlining the circumstances and include the Supervisor's opinion of any negligence or violations on the part of any of the drivers involved.

- 9.10** Damage to any police vehicle by means other than described in Section 9.9 shall be reported forthwith by such vehicle operator to their supervisor and an occurrence report prepared and submitted by such vehicle operator. The supervisor of the reporting member shall submit a report to their supervisor explaining the details of the matter.
- 9.11** When practicable, it shall be the responsibility of the off-going driver to ensure that the police vehicle is gassed and serviced for the oncoming shift.
- 9.12** Unauthorized person(s) in police vehicles are prohibited.
- 9.13** The wearing of seatbelts in police vehicles is mandatory as required by the Highway Traffic Act.

Chapter Ten

Police Building

- 10.1** Strict order, discipline and cleanliness are to be observed in the Police station and all other buildings. Members shall not litter any room. Refuse shall be deposited in appropriately placed receptacles.
- 10.2** No person shall be permitted to enter or remain in any part of the police building, other than public areas, without permission of the officer in charge; this section does not include members of the Service or authorized persons on official business.
- 10.3** No person shall be allowed to visit the cells without the permission of the officer in charge.
- 10.4** On a regular basis, building maintenance deficiencies are encountered within our building. Occasionally, they are not promptly addressed or repaired because they are not reported to the appropriate office. To remedy this, any deficiencies encountered by our members are to be reported immediately via email to the attention of the Deputy Chief of Police. In the event of an emergency situation such as water leaks, gas smells, etc., the building superintendent or his designate will be contacted at **any time** day or night in order that they may assess and minimize any potential damage. It shall be the responsibility of Sunday night shift N.C.O. to ensure that all areas of the security section of the building are searched for contraband including tobacco, matches, drugs, etc. This search will include all cells and washrooms. A report shall be forwarded to the Deputy Chief of Police upon locating any contraband during these searches outlining the items located, location discovered, the time and date of the find and any other relevant information.