

Winnipeg Police Service  
Closing Submission: National  
Inquiry into Murdered and  
Missing Indigenous Women  
and Girls

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## TABLE OF CONTENTS

<b>I. Introduction</b> .....	1
<b>II. Investigative policies and practices: Winnipeg Police Service</b> .....	2
A. Homicide and Fatalities .....	3
B. Missing persons and Counter exploitation.....	8
C. Sex crimes.....	12
D. Domestic Violence.....	13
<b>III. Developing and Fostering Relationships with Indigenous Communities, Families and Survivors of Violence</b> .....	15
A. Victim Services.....	15
B. Community Relations and Outreach.....	18
(1) Indigenous Partnership and Diversity Section .....	18
(2) School Education Section.....	19
(3) Community Support Units: Foot/Bike Patrol .....	21
(4) Thunderwing/Block by Block .....	22
(5) 2SLGBTIAQ Community .....	24
(6) Downtown Safety Strategy & United Nations Safe Cities.....	25
C. Restorative Justice and Diversion.....	28
<b>IV. Recruitment and Training</b> .....	29
A. Recruitment and Retention .....	29
B. Training.....	31
(1)Recruit Training.....	31
(2) Required Training after Recruit Class .....	33
(3) In-service training.....	35
(4)De-escalation and Mental Health Crisis training.....	35
<b>V. Conclusion</b> .....	37

## APPENDICES

- A. Historical Homicides, Winnipeg Police Service Policy and Procedure Manual
- B. Missing Persons, Winnipeg Police Service Policy and Procedure Manual
- C. Sexual Assault, Winnipeg Police Service Policy and Procedure Manual
- D. Domestic Violence, Winnipeg Police Service Policy and Procedure Manual
- E. Study Guide, Winnipeg Police Service Recruiting
- F. Conduct, Winnipeg Police Service Policy and Procedure Manual
- G. Winnipeg Police Service Recommendations to the National Inquiry

## I. INTRODUCTION

1. In response to the high number of Indigenous women being murdered and going missing the Government of Canada called a National Inquiry into Murdered and Missing Indigenous Women and Girls on August 2, 2016. The Province of Manitoba through Order in Council NO. 323/2016 indicated its participation in the Inquiry on August 24, 2016.
2. The Winnipeg Police Service (the "**Service**") sought and obtained regional standing in all three parts of the Inquiry. The Service's representatives attended numerous community hearings, as well as all but one of the Institutional and Expert hearings held during the Inquiry. As the policing agency with jurisdiction over the largest urban Indigenous population in the country, and the reputation of being "ground zero" for murdered and missing Indigenous women the Service was keenly interested in the work of the National Inquiry.
3. The Service wishes to thank the National Inquiry for granting it standing to participate in the National Inquiry to enable the Service to identify issues which affect our work and to hear about best practices from other jurisdictions. The Service would like to acknowledge the courage of the witnesses who brought their truth to the Inquiry through the various hearings. Those truths formed the foundation upon which the Inquiry could do its important work.
4. The Service has listened carefully to the concerns raised by the witnesses throughout the proceedings and will continue to listen and be responsive to concerns raised about policing. The Service looks forward to the publication of the National Inquiry's final report and commits to studying the recommendations that relate its mandate to continue to move forward.
5. The Commissioners have heard from numerous witnesses expressing concerns about a variety of policing practices during all three phases of the Inquiry. Those concerns related to many different police services. It is important to recognize that all police services are not the same and that the issues that they face may be vastly different. Available resources, location

and mandates differ and not all services can or should be judged based on the actions of other police services. Additionally, the individual background of the police service in its relationship with communities within their jurisdiction is important and not all police services are at the same level of relationship building.

6. The building of a trusting relationship does not happen overnight and takes time<sup>1</sup>. The Service has worked hard over the last number of years at building a trusting relationship with Indigenous people and organizations and recognizes that it still has work to do in this area. The Service commits to continuing to work at building trust as part of its responsibility to the community it serves.
7. In preparing its final submission, the Service was guided by the National Inquiry's interest in a number of specific areas based on Institutional and Expert hearing topics. As such, this submission has been structured to address investigative policies and practices for various specific offences; to developing and fostering relationships with Indigenous communities, families and victims of violence; and to recruitment and training. Given the limits within the rules for final submissions this submission could not address all of the important topics that were the subject of evidence at all three phases of the hearings.

## II. INVESTIGATIVE POLICIES AND PRACTICES: WINNIPEG POLICE SERVICE

8. On October 18, 2018, during testimony at the Inquiry, Winnipeg Police Chief Danny Smyth offered an apology on behalf of the Service for "past conduct and policies that contributed to harming Indigenous women and girls<sup>2</sup>". Chief Smyth acknowledged that "the police in Winnipeg have not always been on the right path, that our past actions and procedures contributed to harming Indigenous people in our community<sup>3</sup>". And further indicated "Indigenous women were not treated with the respect and dignity they deserve<sup>4</sup>".

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<sup>1</sup> Testimony of Diane Redsky National Inquiry into Missing & Murdered Indigenous Women & Girls Mixed Part II & III Volume XVIII Thursday October 18, 2018 Page 105

<sup>2</sup> National Inquiry into Missing & Murdered Indigenous Women & Girls Mixed Part II & III Volume XVIII Thursday October 18, 2018 Page 11

<sup>3</sup> Ibid

<sup>4</sup> Ibid

9. The Service is committed to developing policies, procedures and best practices that reflect the values and needs of all communities and peoples within our city. The Service honors the diversity of individuals. The Service is determined to make quality, ethical decisions that guide our individual and collective efforts. The Service will take responsibility for its actions and effectiveness. The Service is determined to make the tough decisions and take decisive actions to protect people and communities<sup>5</sup>.
10. As part of the Service's pursuit of best practices in law enforcement, in 1989 it enrolled in the Commission on Accreditation in Law Enforcement Agencies ("CALEA") program<sup>6</sup>. CALEA provides public safety agencies an opportunity to voluntarily demonstrate that they meet an established set of professional standards and processes for decision-making. Compliance is verified by a team of independent, unbiased, CALEA-trained assessors who conduct audits of procedure and processes every three years. The Service was re-accredited for the 7<sup>th</sup> consecutive time in 2017<sup>7</sup>.
11. CALEA's accreditation program has been one way to ensure that the Service's policies and procedures are consistently being reviewed and updated and that the organization has access to internationally accepted best practices and oversight from CALEA.

## **A. HOMICIDE AND FATALITIES**

12. The Service's mission is to build safe and healthy communities across Winnipeg through excellence in law enforcement and leadership in crime prevention through social development. As a Service, we believe in the rights of people to have safety and security in the community and we believe in the rights and worth of individuals. To achieve these aims, members work collaboratively with justice, social services, health and community agencies who contribute time, resources and support, to prevent crime<sup>8</sup>.

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<sup>5</sup> <https://www.winnipeg.ca/police/abouttheservice/visionmissionvalues.stm>

<sup>6</sup> <http://www.calea.org/>

<sup>7</sup> <http://www.winnipeg.ca/police/abouttheservice/docs/2017letter.pdf>

<sup>8</sup> <https://www.winnipeg.ca/police/abouttheservice/visionmissionvalues.stm>

13. Service members, entrusted with the profound responsibility of homicide and fatality investigations, use all of the skills, tactics and innovative techniques available to them in order to uncover facts and pursue justice. Members must have considerable investigative experience prior to being transferred to the Homicide Unit. Service members may only enter the unit after a minimum of five years of service that includes a minimum of one year in a plain clothes investigative position. In addition, members of the Homicide Unit must complete courses in criminal investigation, interview & interrogation, forensic interviewing, surveillance and search & seizure. Members are responsible for conducting criminal investigations focusing on incidents where there is confirmed, suspected or attempted homicides, murder conspiracies, death by criminal negligence (excluding motor vehicle collisions), and all life threatening crimes.
14. The Service's Homicide Unit, Historical Homicide Unit and Integrated Task Force for Missing & Murdered Exploited Persons Unit (Project Devote) are located within Division 43, Major Crimes.
15. Presently, the Homicide Unit consists of fifteen members, ten of whom are at the rank of Detective Sergeant or above. The Historical Homicide Unit consists of a Detective Sergeant and two Constables while the Manitoba Integrated Task Force for Missing & Murdered Exploited Persons Unit (Project Devote) consists of seven Service officers, three of whom are at the rank of Detective Sergeant or above.
16. The Service has had at least one member dedicated to examining and investigating historical homicides since 2001. In March 2005 two detectives were assigned to a formalized unit to review cold cases. The unit has presently grown to three members. According to the Service's Procedure Manual, "The Historical Homicide Unit is responsible for the investigation of Cold Case files. By completing a review of all documentation and physical evidence, new avenues of investigative strategies are attempted to solve or conclude outstanding investigations"<sup>9</sup>.

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<sup>9</sup> Appendix A: Winnipeg Police Service Procedure Manual, Historical Homicides, June 28, 2018.

17. The Service has a very high solvency rate for homicides. Between 2006 and 2016, the Service had a 92% solvency rate for homicide compared to 74% nationally. Since 1980, the Service's homicide solvency rate is 93%. Between 2010 and 2017, homicides involving Indigenous female victims had the highest solvency rate through arrest at 94%.
18. In August 2009, the Service partnered with the Royal Canadian Mounted Police (the "**RCMP**") and Manitoba Justice to dedicate investigators and analysts to review unsolved homicides or missing person cases where foul play was suspected. The Task Force's mandate was to determine what, if any, linkages existed, and to determine appropriate avenues for follow-up investigation.
19. A total of 84 investigations were reviewed. The Task Force identified 28 investigations dating back to 1961 for intensive review: 8 missing persons and 20 homicides. The remaining 56 investigations that did not fall within the scope of Project Devote continue to be investigated by the police service of jurisdiction.
20. The Task Force then did a comparison and analysis of investigational entities, DNA analysis, behavioural markers and investigational findings to determine if linkages exist. The Task Force's review provided investigative leads for the subsequent phase of the project known as Project Devote.
21. In May 2011, Project Devote was announced as a way to move forward with the recommendations made by the Manitoba Integrated Task Force for Murdered and Missing Women. The existing nine Task Force police personnel were nearly tripled with the addition of 15 people from both the RCMP and the Service.
22. To date one of the 28 homicide and missing person cases has been solved and numerous investigative leads for the other cases have been developed<sup>10</sup>.

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<sup>10</sup> <https://www.cbc.ca/news/canada/manitoba/project-devote-update-1.3883757>



23. Service members exhaust every avenue available to them to solve homicides and other serious crimes in Winnipeg. As an example, during the Tina Fontaine homicide investigation, the Service devoted six months on an undercover operation called Project Styx. Members collected more than 10,000 intercepted conversations and staged 62 scenarios for interaction with the suspect<sup>11</sup>. Furthermore, investigators discovered that a blanket used to conceal Ms. Fontaine's body had been purchased from Costco. Officers tracked down close to 1000 customers who had bought the same duvet cover in order to eliminate them as suspects<sup>12</sup>.
24. Service Homicide members are also invested in the community and truly embody Peel's Principle #7 that "Police, at all times, should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police..."<sup>13</sup>. Service members are part of the public that they serve and this is reflected in the motto, mission and values of the Winnipeg Police Service: "Building Relationships, A Culture of Safety for All"<sup>14</sup>.
25. An example of the leadership of Winnipeg Police Homicide Investigators was visible during the 2014 Tina Fontaine homicide investigation. At a news conference after Ms. Fontaine's body was found, lead investigator Sgt. John O'Donovan stated, "She's a child. This is a child that's been murdered. Society would be horrified if we found a litter of kittens or pups in the river in this condition. This is a child. Society should be horrified."<sup>15</sup> Members of the media wrote about the emotion and drive of Winnipeg Police Service officers during the investigation and noted that it was the police who "put a human face to the story" and "helped the city connect"<sup>16</sup>, reminding the public and the media that Indigenous women and girls are valued members of our community. Gordon Sinclair Jr. of the Winnipeg Free Press

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<sup>11</sup> <https://www.winnipegfreepress.com/local/the-cormier-wiretaps----and-the-crown-and-defence-interpretations-474736623.html>

<sup>12</sup> <https://www.cbc.ca/news/canada/manitoba/tina-fontaine-police-odonovan-1.3370460>

<sup>13</sup> [https://www.durham.police.uk/about-us/documents/peels\\_principles\\_of\\_law\\_enforcement.pdf](https://www.durham.police.uk/about-us/documents/peels_principles_of_law_enforcement.pdf)

<sup>14</sup> <https://www.winnipeg.ca/police/abouttheservice/visionmissionvalues.stm>

<sup>15</sup> <https://www.cbc.ca/news/canada/manitoba/tina-fontaine-15-found-in-bag-in-red-river-1.2739141>

<sup>16</sup> <https://www.cbc.ca/news/canada/manitoba/janet-stewart-candid-cop-puts-spotlight-on-tina-fontaine-slaying-1.2742389>

wrote at the time, "John O'Donovan, the hardened homicide detective, made us see Tina Fontaine as one of our own children. As if she was the daughter of our city"<sup>17 18 19</sup>.

26. That is not the only example, after an exhaustive seven-month investigation and search for Christine Wood, a young Indigenous woman who had travelled to Winnipeg from her northern community, Service members located Ms. Wood's body after arresting a suspect. When Ms. Wood was laid to rest in her home community, her parents were gracious enough to invite the former head of the Service's Missing Persons Unit, Detective Sergeant Shauna Neufeld and Chief Danny Smyth to the funeral in Oxford House, Manitoba<sup>20 21</sup>.

27. Numerous witnesses during the Inquiry process suggested a recommendation that police need to establish better communication with families. The Service agrees with this suggestion. Project Devote has a full time family liaison contact funded by the province of Manitoba whose role is to provide families with information, support services and referrals to community agencies that can help assist families whose loved ones have been murdered or missing<sup>22 23 24</sup>. The Service agrees that a dedicated and fully funded family liaison contact that specializes in long term missing persons and homicide investigations is needed for more than Project Devote files.

28. Witnesses also suggested that a guide on investigations and justice should be prepared that can be given to family members so that they can better understand criminal justice and court processes. The guide would also assist families to understand investigative processes including the reason police may not be able to provide them with all of the available

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<sup>17</sup> <https://www.winnipegfreepress.com/local/A-conversation-with-the-lead-investigator--362885651.html>

<sup>18</sup> <https://globalnews.ca/video/2395947/winnipeg-police-detective-we-can-solve-all-the-murders-if-people-came-to-us-with-what-they-know>

<sup>19</sup> <https://www.cbc.ca/news/canada/manitoba/sgt-john-o-donovan-talks-about-tina-fontaine-homicide-investigation-1.3370763>

<sup>20</sup> <https://www.cbc.ca/news/canada/manitoba/winnipeg-christine-wood-vigil-1.4068557>

<sup>21</sup> <https://www.cbc.ca/news/canada/manitoba/christine-wood-funeral-oxford-house-1.4155695>

<sup>22</sup> <https://www.victimswweek.gc.ca/stories-experience/video/devote.html>

<sup>23</sup> <https://www.cbc.ca/news/canada/manitoba/project-devote-highlighted-in-national-video-1.3610100>

<sup>24</sup> <https://redpowermedia.wordpress.com/tag/project-devote/>

information. The Service agrees with this suggestion and is committed to working with Provincial counterparts on preparing a guide for families.

29. During the testimony of Chief Superintendent Mark Pritchard<sup>25</sup> during the Hearing on Police Policies and Practices, the need for a standardized, province-wide Major Case Management System to better analyze information was suggested as a recommendation that the Commissioners consider. The only unit at the Service that has a Major Case Management System that meets those criteria is Project Devote. The Service would welcome an expansion of the funding provided for a system such as this to be utilized by other Investigative Units. The Service fully supports a recommendation for an adequately funded Canada-wide Major Case Management system that will allow for standardized sharing of information and analysis among law enforcement agencies.

## **B. MISSING PERSONS AND COUNTER EXPLOITATION**

30. At any given time, approximately eighty people are reported as missing in Winnipeg. The Service established a Missing Persons Unit in 1974 to investigate reports and locate missing persons. Currently, the Missing Persons Unit investigates more than 5,000 cases each year. The majority of missing persons are located within three days and most of those are located within 24 hours of being reported missing<sup>26</sup>.

31. The Service's Missing Persons and Counter Exploitation Unit are currently located in Division 41 - Specialized Investigations<sup>27</sup>.

32. In April 2017, the Missing Persons Unit merged with the Counter Exploitation Unit to have seven days per week investigative coverage. The unit is staffed by 12 Investigators, 3 Detective Sergeants, 4 full-time Missing Persons Coordinators and 1 Sergeant. Merging the units under one umbrella allows for timely and seamless collaboration between the two groups during investigations.

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<sup>25</sup> See Testimony of Chief Superintendent Mark Pritchard: National Inquiry into Missing & Murdered Indigenous Women & Girls Mixed Part II Volume X Friday June 29, 2018 Page 190-193

<sup>26</sup> [https://www.winnipeg.ca/police/units\\_and\\_divisions/missing\\_persons.stm](https://www.winnipeg.ca/police/units_and_divisions/missing_persons.stm)

<sup>27</sup> [https://www.winnipeg.ca/police/units\\_and\\_divisions/missing\\_persons.stm](https://www.winnipeg.ca/police/units_and_divisions/missing_persons.stm)

33. The strategic direction of the Counter Exploitation Unit is to focus their efforts on suppression and enforcement of offenders who exploit women and youths; and to prioritize prevention and intervention on those being exploited<sup>28</sup>. The mandate of the Missing Persons Unit is to investigate missing children, youth and adults; abductions; disappearances and also any calls for service involving exploitation or human trafficking<sup>29</sup>.
34. The Service estimates that at street level, the sexual exploitation trade in Winnipeg involves roughly 300 to 400 persons. Since 2013, the Service has engaged in a different strategy in relation to sexual exploitation activity. Winnipeg Police Officers are now on a first name basis with most of the women and girls involved and endeavor to provide them with much needed referrals to a variety of community services.
35. Over the past three years, approximately 70% of persons who go missing in Winnipeg are female and over 80% of missing persons are from Manitoba Child and Family Services facilities and group homes. The vast majority of those who go missing are chronic/habitual missing persons. These issues are of concern to both the Service and the Winnipeg Police Service Board, as well the Board's Indigenous Advisory Council. As a result the Service regularly reports on missing person statistics and the Service's Indigenous Women Safety & Protection Strategy to the Winnipeg Police Board.<sup>30</sup>
36. Despite high caseloads<sup>31</sup>, members of the Missing Persons/Counter Exploitation Unit have developed and undertaken numerous effective and promising practices. Unique was the creation of the Counter Exploitation Team. During the hearings in St. John's, Chief Danny Smyth's provided evidence that "This team is dedicated to outreach and relationship building. They typically don't get involved in any enforcement activities. This is what distinguishes

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<sup>28</sup> For example: <https://www.winnipeg.ca/police/ceu/default.stm>

<sup>29</sup> Appendix B: Missing Persons Policy & Procedure

<sup>30</sup> <http://clkapps.winnipeg.ca/dmis/ViewDoc.asp?DocId=17329&SectionId=&InitUrl=>

<sup>31</sup> <https://www.winnipegfreepress.com/local/Missing-persons-unit-grapples-with-increased-caseload-public-scrutiny-384189821.html>

this team from other police<sup>32</sup>". The Counter Exploitation Team focuses their efforts on helping women and girls at risk of exploitation and in need of social services<sup>33</sup>.

37. The Service has also focused its attention on partnering and collaborating with grassroots Indigenous organizations like Ka Ni Kanichihk, Ma Mawi Wi Chi Itata, Ndinawe, Eagle Urban Transition Center, the Bear Clan, Our Circle to Protect Sacred Lives, and many others. Service members work hand in hand with members of Winnipeg's Indigenous community and these partnerships help us better provide assistance where it is needed. These partnerships include survivors of violence and exploitation, the sexually exploited, community groups, addictions assistance organizations, government agencies, social agencies and legal representatives. With this approach the Service can focus on building safer, long term strategies while balancing the needs of everyone involved<sup>34</sup>.

38. The Service has also engaged in a High Risk Youth Strategy. The strategy's objective is to prevent exploited youth from becoming missing persons or victims of violent crime. Each investigator is assigned a group of high risk youths and they work within a multi-stakeholder system to intervene and bring them to safety. Service investigators are paired with social workers and missing person information is shared with social agencies for inclusion in their files. As Staff Sergeant Darryl Ramkissoon testified, once the youth are assigned Winnipeg Police "use extensive resources to ensure their safety"<sup>35</sup>.

39. Missing Persons Unit members keep in regular communication with families through contact with the reporting person. Usually, there is daily contact in the first few weeks. For long term missing person files, the Coordinator is required to contact the person who reported the individual missing at least once per week.

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<sup>32</sup> National Inquiry into Missing & Murdered Indigenous Women & Girls Mixed Part II & III  
Volume XVIII Thursday October 18, 2018 Page 32

<sup>33</sup> <https://winnipeg.ca/police/ceu/prostitution.stm>

<sup>34</sup> For more information, please refer to testimony from Chief Danny Smyth and S/Sgt Darryl Ramkissoon on October 18, 2018 at the National Inquiry into Murdered and Missing Women and Girls in St. John's NFLD

<sup>35</sup> National Inquiry into Missing & Murdered Indigenous Women & Girls Mixed Part II & III  
Volume XVIII Thursday October 18, 2018 Page 54

40. Members of the Missing Persons/Counter Exploitation Unit have tremendous expertise that is shared with numerous organizations including Child and Family Services. The Counter Exploitation Unit helped create a course called "Understanding and Working with Sexually Exploited Youth". The course is offered to social services workers, police officers, foster parents, health workers, teachers and corrections officers. In 2011, it was the only training of its kind.
41. Service members have also travelled to other jurisdictions in North America to present on Sexual Exploitation and on Missing Children and Youth. For example, in June 2017, the Counter Exploitation Unit and Missing Persons Unit presented to Our Circle to Protect Sacred Lives Workshop (Assembly of Manitoba Chiefs) on proactive initiatives to assist northern youths being exploited in Winnipeg.
42. Counter Exploitation and Missing Persons Unit investigators and members are dedicated professionals that work closely with the community both on and off duty to solve missing persons cases and to providing assistance to those in need. In 2016, Gordon Sinclair Jr. of the Winnipeg Free Press wrote, "I have met Det. Sgt. Shaunna Neufeld of the police missing persons unit and learned of the overwhelming volume of cases it handles. And how much she cares. I witnessed her, on her own time, drive out to Sagkeeng First Nation to be there for Tina's funeral when indigenous [sic] leaders who should have been there were not. And I know how dedicated Neufeld is in her mission of finding the missing before they are murdered"<sup>36</sup>.
43. One of the suggested recommendations by witnesses is that a missing person's file should be opened regardless of jurisdiction and only be closed after another police service takes over. The Service supports such a recommendation and already has policy that reflects this.

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<sup>36</sup> <https://www.winnipegfreepress.com/local/caring-for-citys-most-vulnerable-a-shared-responsibility-371357421.html>

## C. SEX CRIMES

44. The Service has a dedicated Sex Crimes Unit, separate from other person-based crimes, that adopts trauma-informed practices and fosters the development of investigative expertise<sup>37</sup>.
45. The Service's Sex Crimes Unit is located in Division 41 - Specialized Investigations. It is staffed with twelve investigators and two Supervisors who work from 07:00hrs to 00:00hrs, Monday to Friday. A designated unit Supervisor is available 24/7 through the Service's Duty Office should their expertise be required outside of working hours.
46. Manitoba Integrated High Risk Sex Offender Unit (MIHSOU) also operates out of Division 41 - Specialized Investigations. The unit is made up of three Service members and four RCMP members. The mandate of the unit is to ensure that high risk sex offenders maintain compliance with court ordered release conditions and the registration of high risk sex offenders. They also conduct investigations on behalf of the Crown's Office into Dangerous Offender Status hearings.
47. The Service's Sex Crimes Unit provides a comprehensive website<sup>38</sup> for survivors of sexual assault, their families and the general public. The website includes videos on what happens when you report a sexual assault and when the Sexual Assault Response Team<sup>39</sup> gets involved. The website answers questions on what you should do if you are assaulted, what happens at the hospital and what happens if you proceed with a police investigation. Links are provided to direct individuals to appropriate crisis response including Heart Medicine Lodge through Ka Ni Kanichihk.
48. In April 2018, the Service, in partnership with Klinik Community Health Centre, Heart Medicine Lodge and Sage House (Mount Carmel Clinic) developed third-party reporting, a new protocol in Winnipeg for survivors of sexual assault. Third-party reporting offers

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<sup>37</sup> See Appendix C: Winnipeg Police Service's Sex Crimes Policy and Procedure

<sup>38</sup> [https://www.winnipeg.ca/police/Units\\_and\\_Divisions/sex\\_crimes.stm](https://www.winnipeg.ca/police/Units_and_Divisions/sex_crimes.stm)

<sup>39</sup> <https://www.cbc.ca/news/canada/manitoba/sexual-assault-reporting-winnipeg-1.4827181>

survivors the option of reporting the details of their case anonymously to the Service through a third-party Community Based Services Agency<sup>40</sup>. Apart from Manitoba, only the Yukon and British Columbia have third-party reporting.

49. One of the suggested recommendations by witnesses pertained to the high number of unfounded sexual assault cases. It was recommended that police services across Canada conduct civilian investigative reviews of unfounded sexual assault cases similar to the Philadelphia model.

50. Nationally the unfounded rate for sexual assault is 19.39%<sup>41</sup>. It is significantly lower in Winnipeg at only 2%<sup>42</sup>. The Service is very proud of the work of their members in investigating sexual assaults. The Service continuously strives to improve investigative techniques and improve service to citizens, and is committed to being involved in best practices.

## **D. DOMESTIC VIOLENCE**

51. Police are required to lay a charge when there are reasonable grounds to believe an assault or some other criminal offence has occurred in a domestic situation<sup>43</sup>. Reasonable grounds may exist even in circumstances where there are no visible injuries or independent witnesses. In a domestic violence situation, Service member's will:

- a. provide for the immediate safety of the victim and children;
- b. actively pursue the apprehension of the offender and the subsequent notification to the victim;
- c. ensure the enforcement of all court orders;

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<sup>40</sup> <https://www.winnipegfreepress.com/local/manitoba-offers-sex-assault-survivors-a-chance-to-report-crime-but-not-to-police-479922943.html>

<sup>41</sup> <https://www.cbc.ca/news/canada/manitoba/unfounded-sexual-assault-philadelphia-model-1.4780897>

<sup>42</sup> <https://www.theglobeandmail.com/news/investigations/unfounded-what-is-your-police-service-doing-about-sexual-assault/article37245075/>

<sup>43</sup> See The Domestic Violence and Stalking Act Manitoba  
<https://web2.gov.mb.ca/laws/statutes/ccsm/d093e.php>



- d. ensure the victim is referred to the appropriate support agencies, including Manitoba Justice Crime Victim Services<sup>44</sup>.

52. The Service has a Domestic Violence Intervention Coordinator that works out of Division 41 - Specialized Investigations Monday to Friday. In addition, there are 8 dedicated domestic violence investigators at the Winnipeg Police Service<sup>45</sup>.

53. The Domestic Violence Unit works closely with the Province of Manitoba's Domestic Violence Support Services Unit which assists all survivors of domestic violence when criminal charges have been laid and assists individuals who receive police intervention for domestic violence incidents that do not result in charges or arrests.

54. In Manitoba, throughout the 1990s the crisis of domestic violence came to the public's consciousness with a number of high profile deaths and subsequent inquests. This included the Rhonda & Roy Lavoie inquest report, the Pedlar Report<sup>46</sup> and Sylvia & Wilfred McKay inquest report which recommended the non-discretionary laying of charges in domestic violence cases. The Service adopted those recommendations with changes to its policy resulting initially in a Zero Tolerance Policy for domestic violence (in 1993). The policy required police to arrest and remove the alleged offender. The policy also addressed instances of dual arrests noting, at times, it was difficult for police to tell the primary aggressor. In 2004, the Service amended its policy and procedure regarding mandatory arrest to ensure dual arrests would only be considered in exceptional circumstances with all reports being submitted for Crown opinion to authorize the laying of charges.

55. In November 2017, in support of the 16 Days of Activism campaign, the Service's Public Information Office in partnership with Wahbung Abinoonjwiag produced a message about ending violence against women. The video features many members of the Service including

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<sup>44</sup> [https://winnipeg.ca/police/PDFs/domestic\\_violence\\_pamphlet.pdf](https://winnipeg.ca/police/PDFs/domestic_violence_pamphlet.pdf)

<sup>45</sup> See Appendix D: Winnipeg Police Service Domestic Violence Policy & Procedure

<sup>46</sup> [https://catalog.lawlibrary.ca/en/list?q=name%3A%22Pedlar%2C+Dorothy%22&p=1&ps=&sort=title\\_sort+asc](https://catalog.lawlibrary.ca/en/list?q=name%3A%22Pedlar%2C+Dorothy%22&p=1&ps=&sort=title_sort+asc)

staff, volunteers and police officers<sup>47</sup>. The goal was to reach out to the community and ensure that women report the violence they are experiencing<sup>48</sup>. These efforts are ongoing.

56. A suggested recommendation from a number of witnesses is to eliminate dual charges in domestic violence cases. The Service supports this recommendation and has had policy for over 14 years addressing the elimination of this as a practice.

### III. DEVELOPING AND FOSTERING RELATIONSHIPS WITH INDIGENOUS COMMUNITIES, FAMILIES AND SURVIVORS OF VIOLENCE

#### A. VICTIM SERVICES

57. The Commissioners have heard from numerous witnesses about the need for the criminal justice system to prioritize the needs of the survivors/victims of crime and have survivor-focused processes. Traditionally, policing agencies have primarily focused on bringing a perpetrator to justice, but there has been increasing awareness of the need to support victims of crime, explain the criminal justice systems and connect survivors and families with counselling and financial resources.

58. The Service has had a Victim Services Section in place since 1982. This section is staffed with 2 full time officers, 3 civilian staff, numerous volunteers and a social worker to help victims, survivors and families navigate the trauma that results in the aftermath of crime and violent events. When violent crime occurs, Service members reach out the survivors and families to provide support, explain the investigation process and inform survivors of their rights under the Manitoba and *Canadian Victims Bill of Rights*<sup>49</sup>.

59. Throughout the National Inquiry, knowledge keepers, survivors and families discussed the value of having 24/7, community-based Indigenous victim/survivor services available. The Service understands the value and desire of having trained individuals in the community with the tools to help walk people along the path of healing. The Victim Services section is

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<sup>47</sup><https://www.youtube.com/watch?v=wNu2H33g7nM&feature=youtu.be>

<sup>48</sup> <https://globalnews.ca/news/3879501/winnipeg-police-launch-video-to-help-stop-gender-based-violence/>

<sup>49</sup> <https://www.gov.mb.ca/justice/crown/victims/vrss.html>

embedded within the Service because it represents the most effective model given the limitations of current privacy legislation throughout Canada. To have accurate and timely access to information, victim supports need to be part of the Service. The Service would suggest a recommendation be made to reevaluate federal and provincial privacy legislation to allow for better sharing of information with community and government social services programs that support survivors of crime and their families. The Service further recommends the inclusion of survivors and police in a legislative review.




60. The Victim Service Section has developed relationships with counselling agencies and do refer individuals to services. The Section's Team of volunteers is available to answer questions and survivors of less serious crimes are provided with information packages. The Service provides a comprehensive website with safety information, resource information and contacts for supports<sup>50</sup>.
  
61. The approach to dealing with victims and survivors is one that takes previous trauma and victimization into consideration. The Service's Social Worker is a member of the Winnipeg Trauma Network and is working at creating training opportunities within the Service for recruits, investigators and staff to become more trauma-informed to assist their duties.
  
62. The team also works in concert with Manitoba Justice Victim Services, as the provincial Victim Services are responsible for information sharing and services surrounding court appearances, release conditions, Corrections information and restitution requests. The Service's investigators and Victim Service workers are available to assist survivors at any point in the process but are not privy to all of the same information on court and Corrections for specific cases.



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<sup>50</sup> [https://winnipeg.ca/police/Units\\_and\\_Divisions/vss/vss\\_default.aspx](https://winnipeg.ca/police/Units_and_Divisions/vss/vss_default.aspx)

<b>We Offer:</b> <ul style="list-style-type: none"> <li>▪ Emotional support</li> <li>▪ Information on your case</li> <li>▪ Help to understand the criminal justice system</li> <li>▪ Referrals to appropriate agencies</li> <li>▪ Home &amp; hospital visits</li> <li>▪ Crime prevention information</li> </ul>	<b>We Explain:</b> <ul style="list-style-type: none"> <li>▪ normal reactions and feelings to being impacted by crime</li> <li>▪ ways to cope with the trauma associated with being a victim of crime</li> <li>▪ Police procedures</li> <li>▪ The court process</li> <li>▪ How to ask the court to consider making a restitution order once the accused person has been found guilty</li> <li>▪ Court orders &amp; what they mean.</li> </ul>	<b>We Assist:</b> <ul style="list-style-type: none"> <li>▪ By referring the victim to an appropriate support agency</li> <li>▪ Ensuring victims are aware of their rights as legislated by the Manitoba Victims Bill of Rights and the Canadian Victims Bill of Rights.</li> </ul>
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*If you have questions regarding your incident, or are looking for assistance connecting with a support agency, please contact our caseworkers at 204-986-6350.*

			
<b>Our Team</b>	<b>Pamphlets</b>	<b>Our Caring Community – Resources Available</b>	<b>Victims Rights</b>
<ul style="list-style-type: none"> <li>▪ The Victim Service Team is comprised of (1) social worker, (2) Police Members, (1) Volunteer Coordinator; and approx. 35 Caseworkers (Trained Volunteers).</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Assault</a></li> <li>▪ <a href="#">Home Security Checklist</a></li> <li>▪ <a href="#">Personal Safety</a></li> <li>▪ <a href="#">Robbery/Trauma</a></li> <li>▪ <a href="#">Utter Threats</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ A listing of <a href="#">telephone contact information</a> for victims of crime.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Manitoba Justice Victim Services</a></li> <li>▪ <a href="#">Canadian Victims Bill of Rights</a></li> </ul>

			
<b>Crime Prevention</b>	<b>What to Expect When Attending Court</b>	<b>Our Volunteer Program</b>	<b>Unit Testimonials</b>
<ul style="list-style-type: none"> <li>▪ We all have a role to play in <a href="#">crime prevention</a>! By working together, we can reduce crime in Winnipeg.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Manitoba Justice Victim &amp; Witness Assistance Program</a></li> <li>▪ <a href="#">You have received a subpoena</a></li> <li>▪ <a href="#">Manitoba Courts Information Videos</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Find out about becoming a <a href="#">Victim Services Volunteer</a>.</li> <li>▪ Find out about becoming a <a href="#">Community Volunteer</a>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Find out about some of our <a href="#">amazing volunteers</a> and why they are involved with the Victim Services Volunteer Program.</li> </ul>

63. The Service supports a the suggestion made by survivors and knowledge keepers that there should be a recommendation that culturally-appropriate Victim/Survivor Services be available for Indigenous people. Our caseworkers currently provide referrals to Indigenous organizations in Winnipeg where counselling and healing are available, such as Eyaa-Keen Healing Centre<sup>51</sup>. The Service has benefitted by receiving federal funding for a Family Liaison Coordinator for Missing and Murdered Indigenous Women and Girls who has been imbedded in our Victim Services section. Having an Indigenous woman with both training in trauma-informed practices and connections to the local Indigenous community assisting families and our investigators in Homicide, Missing Persons and Counter-Exploitation has improved trust, coordination and service delivery to the MMIWG families in Manitoba.

<sup>51</sup> <https://eyaa-keen.org/>

64. The liaison is taking courses in local Indigenous languages to better assist community members. All members of the Service also have access to interpreters through a language bank facility to ensure they can communicate with individuals reporting crimes or those arrested who do not feel comfortable communicating in English or French.

## **B. COMMUNITY RELATIONS AND OUTREACH**

### **(1) INDIGENOUS PARTNERSHIP AND DIVERSITY SECTION**

65. Since the early 1990s, the Service recognized the historical challenges and lack of trust between Indigenous people and police and has dedicated full-time officers to building relationships with the Indigenous community in Winnipeg, to act as a liaison between Indigenous citizens and the Service and to provide training to Service members on Indigenous Cultural Awareness.

66. The Indigenous Partnership Section (IPS) is housed within Division 51- Community Support and has two full time officers who provide seven day/week coverage. IPS members provide presentations on safety, gangs and drug awareness to high school and post-secondary students who have often moved to Winnipeg from reserves or Northern communities. They also work closely with the Eagle Urban Transition Centre to assist Indigenous newcomers to Winnipeg access services and provide safety assistance. During Chief Danny Smyth's testimony and recommendations to the Commissioners in St. John's, it is clear the Service recognizes the value of such services and recommends that more culturally-appropriate services be made available for Inuit people and people from the North and rural locations who move to urban areas. Chief Smyth further recommended that organizations like Eagle Urban be provided with stable, long-term funding agreements that reduce the burden of the project-based funding cycle and onerous reporting requirements<sup>52</sup>.

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<sup>52</sup> Testimony of Chief Smyth National Inquiry into Missing & Murdered Indigenous Women & Girls Mixed Part II & III Volume XVIII Thursday October 18, 2018 Pages 62 & 63

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## (2) SCHOOL EDUCATION SECTION

67. The Service strongly believes in ensuring the safety and security of children and youth. The Service has an obligation to assist in protecting children and youth from exposure to drugs, gangs, violence and sexually exploitive persons. The Service promotes safety and builds levels of trust with our young persons through education, often in partnership with schools, grassroots organizations and culturally appropriate service providers. Education and awareness are some of our best tools against violence and the exploitation of women and girls.
68. The Service's School Education Section operates out of Division 51 - Community Support and provides proactive crime prevention programs to students in Winnipeg schools. There are 10 members and one supervisor in the School Education Section.
69. The School Education Section provides presentations to schools and students in all areas of Winnipeg (with additional focus on high risk locations) on a number of different topics including:
- a. Personal Safety - Students learn what an emergency is, how to get help in a variety of situations, including the use of the 911 system, dealing with strangers, a brief discussion of internet safety, the use of bike helmets, booster seats, and street safety.
  - b. Choices - to foster good decision making. The presentation covers the basics of the different types of laws, and identifies consequences for certain types of offences. Provides an introduction to some of the important decisions youth may be faced with in coming years, including: drugs, auto theft, online safety, texting and driving, and more, while providing students with important resistance strategies.
  - c. Online Safety - engages students in learning about online behavior and the related dangers including social, emotional, and physical risks. Information is provided on consequences of their actions, as well as the resources to assist them should they require. Topics include, but are not limited to social media utilization, self-exploitation, and harm reduction.
  - d. Bullying - to preventing incidents of bullying, explains what bullying is, and what the potential consequences are (information is adapted from the new law, Bill 18 - The

Public Schools Amendment Act). The issue is examined from several points of view - the bully, the victim and the bystander, and also provides ways to deal with incidents of bullying.

- e. Drug Awareness - to educate students on the negative effects of legal but improperly used drugs and illegal drugs, as well as providing strategies to assist in abstention and maintenance of a healthy lifestyle.

70. In 2015 Winnipeg Police Service Constable Dan Noordman lost his son to a fentanyl overdose. Despite the personal tragedy and devastation he felt, Cst. Noordman channeled his experience of loss into educating young people on the dangers of drugs and addiction<sup>53 54</sup>. The Service knows that many women and girls, through no fault of their own, have been caught up in the dangerous world of drugs.

71. In 2002, the Service established a School Resource Officer Program. Under this program, Constables are placed in elementary, middle and high schools within various divisions in Winnipeg. The Constables provide support to students, parents and school staff. The program is designed to strengthen relationships and trust between police and youth as well as enhance the safety of youth through reductions in bullying, violence, gang, and drug activities<sup>55</sup>.

72. School Resource Officers as well as other members of the Service, including members of the Street Crimes Unit and Organized Crime Unit, spend a lot of time educating parents and the community about drugs and gang involvement through forums<sup>56 57 58</sup>. As one attendee at a community forum in January 2018 said, "They are beautiful young ladies and they are being exploited. People are taking advantage of them, providing them with the drug."<sup>59</sup>

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<sup>53</sup> <https://www.youtube.com/watch?v=YpQLPU6PAEY>

<sup>54</sup> <https://www.winnipegfreepress.com/our-communities/souwester/Dangers-of-fentanyl-hit-home-for-Winnipeg-Police-460343713.html>

<sup>55</sup> <https://www.publicsafety.gc.ca/cnt/cntrng-crm/crm-prvntn/nvntr/dtls-en.aspx?i=10152>

<sup>56</sup> <https://www.cbc.ca/news/canada/manitoba/winnipeg-police-info-night-meth-gangs-1.4532801>

<sup>57</sup> <https://winnipeg.ctvnews.ca/video?clipId=1325535>

<sup>58</sup> <https://www.winnipegfreepress.com/our-communities/times/forum/Discussing-the-meth-problem-481255411.html>

<sup>59</sup> <https://www.cbc.ca/news/canada/manitoba/police-host-forum-meth-drugs-community-1.4711837>

73. One of the recommendations suggested throughout the hearings was for our youth to have a stronger voice. Winnipeg Police Service supports this recommendation. We believe that by providing our youth with the education they need, they will be able to have that strong voice and be able to advocate for the community.

74. Also suggested was the creation of Youth Advisory Councils. Winnipeg Police Service supports this recommendation to develop a Youth Advisory Council that would advise the Chief and Executive members on issues that matter to young people.

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### (3) COMMUNITY SUPPORT UNITS: FOOT/BIKE PATROL

75. In 2008 the Service created a Community Support Unit in each of the Uniformed Divisions in Winnipeg. The Community Support Unit's mandate is to identify crime trends and/or ongoing community problems or needs and utilize problem solving strategies to address identified issues. Community Support Team members develop and implement strategies to create sustainable solutions. The Unit builds relationships with community members and stakeholders including liaising with the schools within the Division. Members provide a visible police presence by performing foot patrols and conducting targeted enforcement of hot spots.

76. The goal of these units is to meet the needs of citizens by working with communities to determine effective ways to deliver services whether that is foot patrols, bike patrols or working with grassroots organizations.

77. The Service has over 90 members, including supervisors, dedicated to community support units in four geographical divisions.

78. Winnipeg's downtown core has often been criticized as being unsafe for its citizens and in particular its women and girls. Winnipeg Police Community Support has taken steps to



address these concerns with foot patrols and higher visibility. As Constable Aaron Bourque said in a recent interview "There is a tangible community here... and I look out for them"<sup>60</sup>.

79. One of the most important tools utilized by Community Support Unit officers is listening to and learning from members of the community. Knowledge is gained by listening to those with lived experience. Members know that building trust in the community takes time. As Foot Patrol Officer Kevin Birkett said in a 2017 Winnipeg Free Press article: "It's gradual exposure to me and seeing what I do and how I do it. You show people that you're there... When you see people with emotional issues, you've got to be strong...It's all you can do to not break down a bit yourself, but they're looking for strength. You're the shoulder. I've had more blood and tears spilled on me in 32 years than a lot of people. You do what you can. If only you could do more for them, but being somebody to talk to is sometimes all they need."<sup>61</sup>

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#### (4) THUNDERWING/BLOCK BY BLOCK

80. One of the repeatedly suggested recommendations by witnesses has been the need for services to meet people where they are, to have better communication between systems, better collaboration to provide 'wrap-around' services and solutions for issues facing survivors and families. A model to meet these needs was developed by Community Justice Scotland and brought to Canada through a pilot project in Prince Albert, Saskatchewan. The Manitoba government adopted this approach through the Block by Block Initiative to attempt to find long term, sustainable solutions to complex social issues and systemic barriers impacting community safety and well-being.

81. The Block by Block Initiative in Manitoba<sup>62</sup> is a collaboration of many agencies including Manitoba Justice, Manitoba Families, Manitoba Education and Training, Manitoba Health, Living and Seniors, the City of Winnipeg, Winnipeg Regional Health Authority, Winnipeg School Division, Winnipeg Police Services, RCMP and Community Based Organizations

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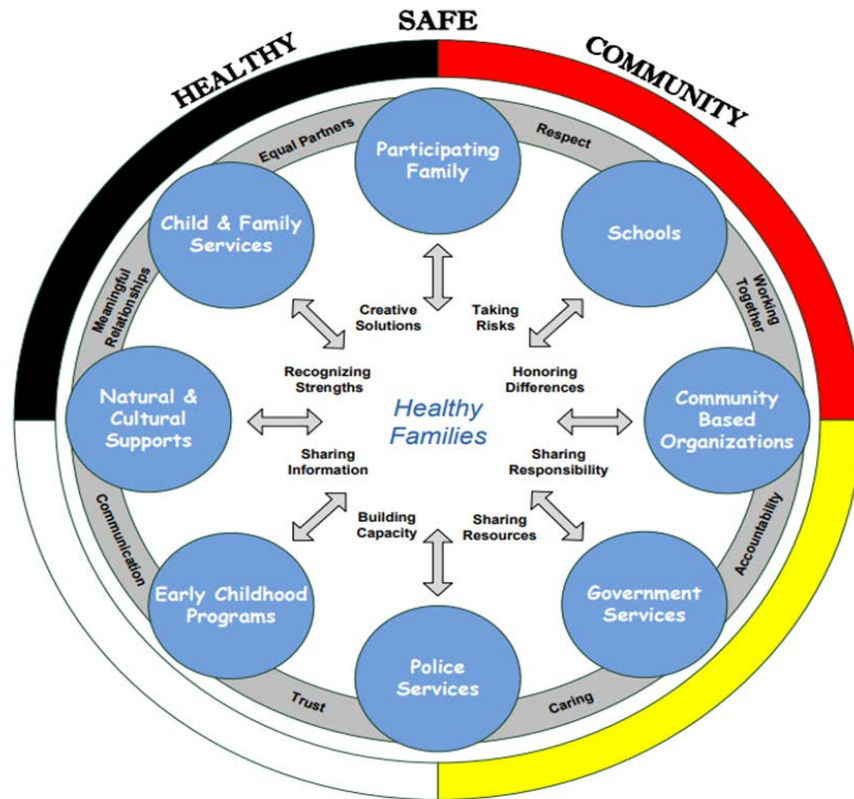
<sup>60</sup> <https://globalnews.ca/news/4017430/winnipeg-police-increase-foot-patrol-to-improve-downtown-safety/>

<sup>61</sup> <https://www.winnipegfreepress.com/local/the-main-man-411349405.html>

<sup>62</sup> <https://www.blockbyblockinitiative.com/>

such as Ka Ni Kanichihk, Ndinawemaagaanag Endaawaad, Native Women's Transition Centre, Oshki-Giizhig, Onashowewin, Indigneous Family Centre, and Wahbung Abinoonjiac, to name but a few.

82. The first project of Block by Block is called Thunderwing and works with the Indigenous community to increase community safety and improve individual and/or family well-being in the William Whyte, Dufferin and Lord Selkirk Park neighbourhoods in Winnipeg. The Thunderwing Hub and Thunderwing Support Teams mobilize and coordinate existing resources across sectors to give individuals/families the support they need so they can prevent and permanently stabilize crisis situations. Information sharing agreements are signed so that service providers can collaborate.
83. Thunderwing is designed to be sustainable by influencing the culture of how organizations work with individuals/families and each other as well as identifying system/policy barriers for Provincial-level change. At the systems level, barriers facing individuals and families are examined and addressed by high-level stakeholders; evidence-based needs assessments are also conducted to determine what gaps or barriers exist in current service models.
84. The Service participates at both the Thunderwing and Block by Block levels of the initiative. A senior officer is seconded to work with the Block by Block secretariat; School Resource Officers and Community Support Units will participate on individual support teams and members of the Service's Executive attend Block by Block committee meetings and assist in collaborative system change within the police's jurisdiction in Winnipeg.



**Notes:**  
**Schools Include:** private/public, primary and secondary, adult education, universities, colleges  
**Government Services include:** Employment & Income Assistance, disABILITY services, Manitoba Housing, WRHA programs, Victim Services (MB Justice), Probation, Corrections, Addictions Foundation of Manitoba, and City of Winnipeg  
**Early Learning Centres include:** Daycares, Pre-school programs, and Aboriginal Head Start Programs

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## (5) 2SLGBTIAQ COMMUNITY

85. The Service's Community Support division has a number of officers assigned to the Diversity Section, who work to build relationships with historically underserved communities including the 2SLGBTIAQ population in Winnipeg. Officers work to act as a liaison between queer/trans/Two-Spirited community members and organizations and the police, to improve relationships, procedure and policy that have negatively affected the community and to teach

<sup>63</sup> Infographic source:

[https://www.blockbyblockinitiative.com/docs/thunderwing\\_collaboration\\_model.pdf?v=3](https://www.blockbyblockinitiative.com/docs/thunderwing_collaboration_model.pdf?v=3)

the history of queer and trans oppression regarding interaction with police to new police and cadet recruits.

86. The Service is committed to improving relationships with communities that have experienced discrimination from police in a historical context. In 2017, Chief Danny Smyth sent an email to the Service discussing the participation of uniformed officers in Pride Winnipeg's June parade. He acknowledged that while the 2SLGBTIAQ members or allies in the Service may want to participate with their family and friends, the primary responsibility of the Service is to respect the concerns of the 2SLGBTIAQ community by not participating in uniform and with weapons<sup>64</sup>.

87. Concerns were heard throughout the three parts of the inquiry about police treatment of transgender community members. The Service has implemented procedure to require officers to offer options to a transgender detainee if a skin search is determined to be necessary, including a split-search if they have male and female genitals.

88. Witnesses also recommended the creation of policy where a trans individual is asked what name they use, what their pronouns are, and have that choice respected and used. The Service supports such a recommendation and has begun amending its record management systems and procedure to acknowledge that a person's government identification may not reflect their gender identity and real name. The Service acknowledges the importance of ensuring our officers understand how to best interact with transgender community members and to build trust with this community as they face higher rates of victimization.

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## (6) DOWNTOWN SAFETY STRATEGY & UNITED NATIONS SAFE CITIES

89. Over the past decade, downtown Winnipeg has seen a renaissance and unprecedented growth. The Service's vision for downtown is to create a culture of safety for all and to enhance citizen safety and wellness by reducing crime and disorder. In support of the Service 2015-

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<sup>64</sup> Email to WPS-ALL from Chief Smyth, May 29, 2017, 14:18. 'Pride Parade Participation'.

2019 Strategic Plan, the Service developed a comprehensive downtown safety strategy titled Centreline<sup>65</sup>.

90. The name "Centreline" was inspired by the Indigenous fur trade. Between 1738 and 1880 the downtown was at the centre and the heart of the country's fur trade. The downtown was the line that delineated the East from West, a historic gateway to Canada's West.

91. The Downtown Safety Strategy<sup>66</sup> redefines police response to crime and disorder through applied methodologies and policing principals to include: community engagement, public education through the media, crime analysis, evidence-based policing and proactive policing principles. To ensure safety, the Service Strategy includes sixteen exclusive and highly visible Foot Patrols.

92. Integral to the Downtown Safety Strategy is the application of a collective impact framework to support collaborative partnerships with external agencies. The goal is to jointly examine the root cause of complex social issues and develop effective strategies to reduce the risk, severity and frequency of crime and disorder downtown.

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<sup>65</sup> <https://www.cbc.ca/news/canada/manitoba/centreline-police-downtown-1.3898207>

<sup>66</sup> [https://www.winnipeg.ca/police/press/2016/12dec/2016\\_12\\_15.aspx](https://www.winnipeg.ca/police/press/2016/12dec/2016_12_15.aspx)

WINNIPEG POLICE SERVICE

# CENTRELINE

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## DOWNTOWN SAFETY

*Goals & Strategies*

Less Crime & Victimization	Engaged Communities	Effective & Efficient Service
<ul style="list-style-type: none"> <li>● Improve public perception by focusing resources on public nuisance behavior that is detrimental to the enjoyment of public spaces.</li> <li>● Maximize police visibility by dedicating Foot Patrols and Community Support officers on both foot and bicycles.</li> <li>● Apply a proactive approach to reducing crime and social disorder</li> <li>● Strategic resource deployment for Foot Patrol and Community Support officers based on crime and disorder indicators to drive crime control strategies/tactics.</li> <li>● Work with the Night Time Economy to reduce alcohol related harm and violence.</li> <li>● Support the United Nations Safe Cities Initiatives for Women and Girls to create safe spaces in the downtown for woman and girls.</li> </ul>	<ul style="list-style-type: none"> <li>● Foot Patrol and Community Support officers assigned ownership of a geographical area within CENTRELINE.</li> <li>● Invest time to build positive relationships with residents, business owners and youths.</li> <li>● Develop community intelligence.</li> <li>● Support problem-oriented policing by tackling the cause of the problem and identifying ways of solving it.</li> <li>● In partnership with the Downtown Winnipeg Biz develop a surveillance camera registration program.</li> </ul>	<ul style="list-style-type: none"> <li>● Collaborate with the Alliance Committee to devise collective strategies to address complex social issues.</li> <li>● Work together with our partners to examine the root cause of at risk addresses/businesses in an effort to reduce the frequency, severity and risk of crime and disorder.</li> <li>● Enhance public communication through the media.</li> <li>● Partner with the Downtown Community Prosecutor.</li> <li>● Encourage on-duty Foot Patrols and Community Support Officers to ride Transit buses within the downtown whenever possible.</li> </ul>

93. In 2013, Winnipeg was the first city in Canada to join the UN Global Safe Cities Initiative to reduce sexual violence against women and girls<sup>67</sup>. The Service supports the United Nations Safe Cities Initiatives<sup>68</sup> for Women and Girls by incorporating its methodology into the Downtown Safety Strategy<sup>69</sup>. In doing so, the Service works to create safe public spaces in the downtown for women and girls and to reduce violence and harassment.



<sup>67</sup> <https://winnipeg.ca/Clerks/boards/WpgSafeCity/default.stm>

<sup>68</sup> <http://www.unwomen.org/en/what-we-do/ending-violence-against-women/creating-safe-public-spaces>

<sup>69</sup> <https://winnipeg.ca/clerks/boards/WpgSafeCity/pdfs/AchievementsAndSupportedInterventions.pdf>

## C. RESTORATIVE JUSTICE AND DIVERSION

94. Restorative Justice is a method of dealing with criminal activities outside of the traditional court process. Historically, Restorative Justice has its roots in Indigenous traditions which dealt with criminal acts as violations of community, relationships and people. Resolution involves healing community, restoring balance and preventing future harm.
95. In November 2015, the Manitoba government passed the *Restorative Justice Act*<sup>70</sup> providing for alternative processes and offering diversion from the traditional justice system to community conferencing as an alternative in a continuum of responses dealing with issues stemming from social and cultural factors. This Act opens the door to ways of dealing with people besides charging them.
96. The Service is committed to Restorative Justice and diverting offenders into programming when appropriate. Restorative Justice provides opportunities for both victims and offenders to be active participants in programming that still holds offenders accountable without engaging in formal criminal prosecutions. The Service has the ability to make referrals to Restorative Justice programs offered by the Province of Manitoba<sup>71</sup>.
97. In September 2018, the Service expanded its Restorative Justice Program. Currently, members have the option of referring minor domestic violence incidents to the Restorative Justice Diversion. The following criteria must be met when considering an incident for diversion:
- a. Offender has no previous domestic violence charges involving the same victim;
  - b. Offender has no previous domestic violence charges in the past five years (Older charges of five or more years cannot include same victim);
  - c. Offender accepts responsibility; and
  - d. Victim agrees with diversion program.
- Offences that are not eligible for consideration include: aggravated assault, assault cause bodily harm, any firearm related offences or offences of a sexual nature.

<sup>70</sup> <https://web2.gov.mb.ca/bills/40-3/b060e.php>

<sup>71</sup> [https://www.gov.mb.ca/justice/crown/pubs/restor\\_jus\\_booklet.pdf](https://www.gov.mb.ca/justice/crown/pubs/restor_jus_booklet.pdf)

98. Prior to the *Restorative Justice Act*, the Service used (and continues to use) pre-charge diversion where members may refer a person accused of committing a minor offence to a pre-charge diversion (alternate resolution) program. The person must attend an interview where they agree to complete a program such as community service, restitution, donation, letter of apology, etc. in order to avoid a court proceeding.
99. Service members, where possible, can divert young persons out of the court system and into extrajudicial measures including referral to community programs. In 2017, over 75 youth were diverted into extrajudicial measures by Winnipeg Police Service members.

## IV. RECRUITMENT AND TRAINING

### A. RECRUITMENT AND RETENTION

100. Foundational to the Service's strategic plan is to continue to build a service that knows and reflects the communities it serves<sup>72</sup>. The Winnipeg Police Board has requested that the Service set a benchmark to have at least 15% of each new recruit classes be comprised of individuals who are Indigenous. Since this target was established three years ago, The Service's human resources department has succeeded in recruiting 20% of new officers from Indigenous backgrounds for each new recruit class. 20% of auxiliary cadets hired by the Service within that time have also been Indigenous.
101. The Service has continually tried to improve recruitment strategies, developing a number of successful programs that have reduced the barriers Indigenous recruits found with the application process. Informational sessions are regularly held for anyone who is interested on the written entrance exam as well as on the physical abilities test have been available to familiarize applicants with the process. The Service also provided a study guide for applicants for the entrance exam as feedback from Indigenous applicants indicated they could use extra preparation<sup>73</sup>.

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<sup>72</sup> <https://winnipeg.ca/police/stratplan/stratplan.stm>

<sup>73</sup> See Appendix E for the complete Study Guide.



102. The Service's Indigenous Partnership Section along with the Human Resources Division have partnered with the Association of Manitoba Chiefs to hold recruiting activities on reserves in Treat 1 and Treaty 3 territory to find qualified Indigenous applicants, including the Pathways to Policing & Justice Services Symposium in Kenora, ON, the Vision Quest Conference and Trade show in Winnipeg and career fairs with the Sagkeeng and Black River First Nations. The Indigenous Partnership Section also engages with interested community members in Winnipeg at various events and provides information about applying to become a police officer. The Service agrees with evidence heard that agencies should not be passive in their recruitment efforts, as extra effort is required to overcome systemic factors that create barriers for Indigenous people to join law enforcement.

103. As part of the Service's recruiting strategies, specialized events have been held at the Police Headquarters for three groups of underrepresented communities in police: women, Indigenous people and visible minority community members (including Canadians and newcomers to Canada). Along with members of the RCMP, the Canadian Border Safety Agency and Corrections Canada, the Service held a two day recruiting event called the Future Women in Law Enforcement<sup>74</sup>. Sixty young women were able to meet current officers and have their questions answered about the realities of working in law enforcement. They were also able to get information about the different career paths available to a police officer in Manitoba. The Diversity Career Exhibition was held in July at the Police Headquarters, 65 community members were able to learn more about careers in the Winnipeg Police Service, meet current members and attempt the physical abilities test required<sup>75</sup>.

104. A key part of the recruiting and hiring process is conducting background checks on our new recruits. Part of the backgrounding process involves investigations into racial bias. Background investigators take a tremendous amount of time to interview potential applicants and their family, friends, acquaintances and references to determine if the applicant is biased

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<sup>74</sup> <https://www.cbc.ca/news/canada/manitoba/future-women-law-enforcement-1.4650331>

<sup>75</sup> <https://www.cbc.ca/news/canada/manitoba/winnipeg-police-diversity-career-expo-1.4763841>

or has displayed any racist behavior. The Service is dedicated to addressing and eliminating racial bias among its ranks<sup>76</sup>.

105. Indigenous officers, like all other officers, generally spend their first five years in General Patrol, as frontline officers in one of Winnipeg's four districts. The Service believes it is best practice to allow Indigenous officers to choose their own career path within the organization and does not prescribe where Indigenous officers should be working. Creating equal opportunity and allowing for individuals to lead from where they are skilled and comfortable has resulted in having Indigenous officers throughout the Service in Uniform Operations, Investigative Services, Operational Support and Support Services divisions.

## **B. TRAINING**

106. The Service is committed to providing training of the highest quality to its members in an active and ongoing manner. The Service maintains a reputation for high quality evidence-based training and the Training division routinely provides courses for outside groups (including members of the child welfare system, Winnipeg Transit, and RCMP D Division) and assists in training law enforcement officers from smaller agencies in Manitoba.

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### **(1) RECRUIT TRAINING**

107. New police recruits are trained over a 30 week period, which takes the form of 21 weeks of classroom and practical training, six weeks of field training with two different field training officers in two different districts (one urban and one suburban) and a final three weeks return to the classroom for final theory and practical exercises. The Auxiliary Cadets participate in a similar training, however for a shorter period of time.

108. Mandatory Recruit Training includes a week of cultural diversity training. Contained within the training are two days of dedicated specifically to Indigenous Culture and Awareness. This training is facilitated by the Indigenous Partnership Section of our Community Relations Division and presented by elders and other members of Manitoba's Indigenous community.

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<sup>76</sup> See Appendix F: Winnipeg Police Service Conduct policy and procedure.

109. While the exact content may change due to the interests and expertise of the individuals sharing with the recruit class, the 11 sessions provided to recruits in 2017 show the broad spectrum of history, ceremony, sacred teachings and contemporary issues.

110. 2017 Indigenous Culture and Awareness training sessions focused on:

- Contemporary and cultural issues for non-urban Indigenous people who move to an urban environment;
- Sacred medicine, ceremony and elder protocol;
- Sacred teachings and ceremonial items;
- Sharing circle;
- The Aboriginal Justice Inquiry (recent history of Indigenous people and policing in Manitoba);
- Metis culture and history;
- History of the Cree and Ojibway in Manitoba;
- Homeless and the Indigenous community in Winnipeg (familiarity with barriers to affordable housing for Indigenous people and resources that can assist);
- Treaties in Canada;
- Effects of the Residential School system in Canada;
- Indigenous Women (Manitoba Status of Women) and Support.

111. The Indigenous histories and cultures training received by recruits is one piece of their training which will allow new Service members to have a well-rounded knowledge of the varying life experiences and cultures of their fellow citizen as they develop their skills and knowledge on the job.

112. Recruit class training is designed to be the equivalent of 'basic training', initial training which is to be supplemented with field training and time as a junior officer. The Service then requires its officers attend various mandatory in-service training for the duration of their employment.

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## (2) REQUIRED TRAINING AFTER RECRUIT CLASS

113. The Service has required training for all sworn and civilian members of the organization: Fair and Impartial Policing ("**FIP**"). The training, which began in late 2015, applies the modern science of bias to policing; it trains officers on the effect of implicit bias and gives them the information and skills they need to reduce and manage their biases.

114. The curricula address not just racial and ethnic bias, but biases based on other factors such as gender, sexual orientation, religion and socio-economic status. These curricula are founded on the following fundamental principles:

- All people, even well-intentioned people, have biases
- Having biases is normal to human functioning
- Biases are often unconscious or “implicit,” thus influencing choices and actions without conscious thinking or decision-making
- Policing based on biases or stereotypes is unsafe, ineffective and unjust
- Fair and impartial policing is a cornerstone of procedural justice and important for the achievement of agency legitimacy
- Officers can learn skills to reduce and manage their own biases
- Supervisors can learn skills to identify biased behavior in their direct reports and take corrective actions when they detect biased policing
- Law enforcement executives and their command-level staff can implement a comprehensive agency program to produce fair and impartial policing

115. The science-based FIP perspective is consistent with the law enforcement commitment to evidence-based policing – which is not just about implementing better informed and tested crime control approaches, but also about how to effectively achieve fair and impartial policing. Developed by Dr. Lorie Fridell, an expert on biased policing<sup>77 78</sup>, co-authored *Racially Biased Policing: A Principled Response*, which guides law enforcement executives on how to respond to the issues of racially biased policing and the perceptions of its practice. Service training of all members is grounded on this work.

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<sup>77</sup> <http://intra.cbcs.usf.edu/persontracker/common/cfm/unsecured/criminology/bio.cfm?ID=42>

<sup>78</sup> <https://www.springer.com/gp/book/9783319331737>

116. Training is critical for changing the way we think about biased policing and preventing its occurrence. It is helping the Service to enhance community relationships and continue to build a Service that knows and reflects the communities it serves.

117. In response to the Truth and Reconciliation Commission's Call to Action #57 to educate public servants on the history of Aboriginal peoples, the history and legacy of residential schools, the UN Declaration on the Rights of Indigenous Peoples, treaties, rights and laws and Aboriginal-Crown relations, the City of Winnipeg has required that all civic employees take a course provided by the city's Indigenous Relations Division.

118. Chi Ki Ken Da Mun (Ojibway for "So You Should Know"): public Service leaders with direct reports take a two day awareness course that provides participants with an introduction to Indigenous people, culture, history and worldview. This experiential course builds awareness and understanding of Indigenous people through group discussions, first hand sharing of residential school experiences, a screening of the movie "We Were Children", a presentation on Culture, Ceremonies, and Medicines with sharing of a sacred bundle and participation in a sharing circle with Elders and Cultural Providers from the Indigenous community.

119. W'daeb Awaewe (Ojibway for "The Truth As We Know It"): public service employees without direct reports take an introductory course that provides them with an experiential approach to understanding Indigenous culture and promoting reconciliation and the spirit of inclusion. The teachings provide insight from an Indigenous perspective on culture, traditions and historical events in Winnipeg with a focus on the Residential School System and the impacts on Indigenous peoples. This course builds awareness and understanding of Indigenous people through group discussions, first hand sharing of the impacts residential school, a screening of "The Gladys Cook Story" and participation in a sharing circle with Elders and Cultural Providers from the Indigenous community.

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### (3) IN-SERVICE TRAINING

120. As a commitment to ongoing learning and improvement, members are provided with a number of training days each year which allow them to pursue career development and maintain a skill set informed by new advances in policing. Members are given the opportunity to take courses provided by the Service's training division and the City of Winnipeg's training division, as well as offsite courses provided by the Canadian Police College, other law enforcement agencies in Canada and the U.S., social service providers in relevant areas (like Klinik Community Health in Winnipeg)<sup>79</sup> and through the online resource of the Canadian Police Knowledge Network. The Service also uses offsite training courses as a 'train the trainer' opportunities, where the member who is chosen to attend a specific course will return and train other members in the new knowledge they have gained.

121. Among the variety of courses in investigative techniques, communication and leadership members access during member In-service training, there are additional courses in Indigenous awareness that can provide better understanding of local Indigenous cultures and the processes of reconciliation.

122. The Service courses on Indigenous traditions and teachings have been offered since 1997, including the Sweat Lodge ceremony, the Blanket Exercise (a teaching of how forced displacement changed Indigenous life in Canada at colonialization), tipi raising and Métis culture.

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### (4) DE-ESCALATION AND MENTAL HEALTH CRISIS TRAINING

123. The Service recognizes that the reduction in mental health services over the past 40 years in Canada has created a number of issues for those living with mental illness. It also recognizes that police are often dispatched to non-criminal calls when someone is having a mental health crisis because there is a concern for the safety of the individual or other first responders or there are no other responders available<sup>80</sup>. Both in recruit class and through policy on mental health, the Service recognizes that improvements can be made in dealing with vulnerable

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<sup>79</sup> <http://klinik.mb.ca/education-training/>

<sup>80</sup> <https://www.winnipegfreepress.com/local/costly-compassion-432928993.html>

communities through instruction in additional de-escalation techniques and mental health crisis intervention courses.

124. This training was developed by researchers from the University of Alberta Department of Psychology<sup>81</sup>, and consists of an online course covering de-escalation, communication and empathy strategies; a full day of scenario-based training and an additional day of training specifically focused for police crisis negotiation units<sup>82</sup>. The Service intends to have all sworn officers trained in de-escalation and mental health crisis intervention in the next two years.

125. The training offered by the Service is intended to ensure that officers are able to augment their experience in the field and give them a greater context for social, historical and cultural issues that they are exposed to.

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<sup>81</sup> <http://protraining.com/>

<sup>82</sup> <https://www.winnipegfreepress.com/local/police-training-program-focuses-on-mental-health-crisis-intervention-406610945.html>

## V. CONCLUSION

126. The Service would like to thank all of the witnesses, experts, and knowledge keepers for their extremely important testimony and truths that have helped us identify issues that affect our work and learn about best practices. The Service would also like to thank the Commissioners for their thoughtful insight during all three phases of the Inquiry. The Service would like to recognize all of the grassroots organizations, community groups and Indigenous men and women who participated in the Inquiry process and by doing so, provided our organization with invaluable information on how to better serve our community.

127. The Service has listened closely to what has been said during this Inquiry. We acknowledge that we have not always been on the right path and that we are still a work in progress. We are committed to improving and we are committed to working with the Indigenous community to help us improve. The input from the Indigenous community is invaluable to us as an organization and we will continue to work hard at building strong, trusting relationships with our Indigenous partners.

**ALL OF WHICH IS RESPECTFULLY SUBMITTED THIS 10<sup>th</sup> DAY OF DECEMBER, 2018.**

  
**KIMBERLY D. CARSWELL**



# APPENDIX A

## **HISTORICAL HOMICIDES** [CALEA 42.2.9]

NEW TOPIC 06 07 04 PER GO #35/06  
AMENDED 08 05 12 PER GO#8/08

### **GENERAL INFORMATION**

#### **1. Definition**

- A. Historical Homicide File means any outstanding or unsolved investigation assigned to the Historical Homicide Unit by the Staff Sergeant, Division 43 Major Crimes.

#### **2. Historical Homicide Unit**

- A. The Historical Homicide Unit is responsible for the investigation of Cold Case files. By completing a review of all documentation and physical evidence, new avenues of investigative strategies are attempted to solve or conclude outstanding investigations.

### **DIVISION 43 MAJOR CRIMES**

#### **1. Staff Sergeant shall:**

- A. Discuss investigation plans with members of Historical Homicide Unit regarding:
  - 1) Historical unsolved homicides.
  - 2) Any cases deemed appropriate.
- B. Assign cases as required.

### **HISTORICAL HOMICIDE UNIT**

#### **1. Member shall:**

- A. Collate Historical Homicide Unit file material.
- B. Investigate when assigned:
  - 1) Unsolved homicides in excess of four years from their occurrence.
  - 2) Any case at the discretion of the Staff Sergeant, Division 43 Major Crimes.
- C. Assist other WPS units by providing direction as required.
- D. Field inquiries from outside sources.
- E. Conduct inquiries on behalf of other agencies requiring assistance in historical investigations, when required.
- F. Liaise with other police agencies to identify changing investigative techniques.
- G. Document all investigative actions and activities taken.

# APPENDIX B

## MISSING / FOUND PERSONS

REFORMATTED / AMENDED PER GO#20/08  
 AMENDED 10 11 19 PER GO#66/10  
 AMENDED 11 05 11 PER GO#48/11  
 AMENDED 11 11 15 PER GO#53/11  
 AMENDED 13 02 04 PER GO#03/13  
 AMENDED 13 09 13 PER ODS  
 AMENDED 14 10 29 PER CALEA  
 AMENDED 15 11 13 PER CALEA  
 AMENDED 16 09 14 PER ODS  
 AMENDED 17 02 01 PER GO#09/2017  
 AMENDED 18 01 29 PER ODS  
 AMENDED 18 09 26 PER GO#28/2018

## GENERAL INFORMATION

### 1. Purpose [CALEA 41.2.5, 41.2.6]

- A. The Winnipeg Police Service is committed to providing a timely and coordinated response to persons reported missing, understanding that emergent circumstances, depending on the vulnerability of the missing person, require a more concentrated use of police and community resources, simultaneously providing compassionate and accountable support to reporting persons.

### 2. Definitions

- A. Missing Person - means a person whose whereabouts are unknown whatever the circumstances of disappearance. They are considered missing until located and/or their well-being is established.
- B. Child - in this topic, refers to any person 11 years of age or younger.
- C. Youth - in this topic, refers to any person between 12 and 17 years of age inclusive.
- D. Adult - in this topic, refers to any person between 18 and 54 years of age inclusive.
- E. Elderly - in this topic, refers to any person 55 years of age or older.
- F. High Risk Victim – in this topic means any youth, as designated by the Missing Persons Unit, to be at extreme risk of being violently victimized through the sex trade in the absence of immediate intervention.
- G. Vulnerable Person - See Vulnerable Persons (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/v/vulnerable-persons>) topic for the definition.
- H. Endangered Missing Person - means a missing person who meets, or whose circumstances meet at least one of the following criteria:
  - 1) Is a child, vulnerable person, or high risk victim.
  - 2) A child or youth who is missing as a result of being lured through the Internet.
  - 3) Any person known to have been abducted or kidnapped.
    - a) If the person who is abducted/kidnapped is under the age of 18. See AMBER Alert Program. (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/a/amber-alert-program>)
  - 4) Any person in poor medical condition.

- a) Including mental health condition where the person is suicidal, depressed, or requires medication to function.
- 5) Any person missing under circumstances inconsistent with their established patterns or behaviour.
- 6) Where there is determined to be a risk of personal injury if the missing person is not located immediately.
  - a) This may include persons who require life-sustaining medication or who are missing outdoors in severe weather.
- I. Long Term Missing Person - means a person who has been missing for over seven days from time of initial Missing Person's Report.
- J. Compassionate To Locate
  - 1) Compassionate to Locate means where the police are requested to locate and notify a person regarding an emergency.
- K. Found person - means a person who has been found or who has been wandering, but has not been reported missing.
  - 1) In most cases the found person will be a very young child, elderly person or a vulnerable person.
- L. Silver Alert - means a WPS specific Media Release titled "Silver Alert". A Silver Alert is issued by the Public Information Office which disseminates information to the public through the media and other means, as soon as practicable after a vulnerable person or another adult with a cognitive impairment goes missing in an effort to safely recover the adult.

### 3. Reporting [CALEA 41.2.5, 41.2.6]

- A. There is no waiting period to file a Missing Person's Report.
- B. Reports concerning Missing Persons are processed in the Missing Persons Unit of Division 41, when on duty, or redirected to Service Centre, HQ.
- C. If information is received of a missing person who lives outside Winnipeg, the reporting party will be instructed to contact the police service having jurisdiction where the missing person resides.
  - 1) The Winnipeg Police Service will not turn people reporting missing persons away. The Service is able to take the report and forward it to the applicable jurisdiction, in order to ensure the report is made. The Service is also available for follow up and assistance in locating the missing person, if required.
  - 2) Reasonable assistance should be provided to connect reporting parties with the appropriate agency.
- D. There may be circumstances that would warrant the report being taken by the Winnipeg Police Service. The Missing Persons Unit Supervisor or the Duty Officer should be consulted in these

instances. Nothing in this procedure precludes members of the Service from taking immediate action to locate a missing person when circumstances dictate.

#### **4. Child Abductions/AMBER Alert** [CALEA 41.2.6]

- A. If a missing person meets all the following criteria, an AMBER Alert Program (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/a/amber-alert-program>) should be considered.
- 1) The missing person is under the age of 18 years or an individual with a proven mental or physical disability; [CALEA 41.2.6]
  - 2) The abduction has been confirmed (by witnesses or supporting evidence);
  - 3) The victim is in imminent danger of serious bodily harm or death;
  - 4) There is sufficient descriptive information about the victim, the suspect or the suspect's vehicle to ensure the public can identify these elements; and
  - 5) The Alert can be issued in a time frame that would provide a reasonable expectation that the victim could be returned or the suspect could be apprehended prior to fleeing.

#### **5. Canadian Centre for Child Protection** [CALEA 41.2.6]

- A. Responsible for initiating the Critical Reach computer program based on information provided by the WPS.
- B. The Winnipeg Police Service partners with Canadian Centre for Child Protection – Missing Kids.ca program for the production of posters for missing persons under the age of 18 years.

#### **6. Our Missing Children** [CALEA 41.2.6]

- A. All reports of missing children and youths placed on CPIC are monitored by Our Missing Children, which operates under the auspices of the RCMP, Ottawa.
- B. Our Missing Children publishes and disseminates to the public a quarterly Missing Children National Bulletin. The Bulletin contains information supplied by police agencies, including:
- 1) Description and photographs of the missing youth or child;
  - 2) Circumstances surrounding the disappearance; and
  - 3) Photograph of any suspected abductor (if available).

#### **7. Telecom Services Providers**[CALEA 41.2.5 & 41.2.6]

- A. Bell MTS has agreed to supply subscriber information to the Service pertaining to missing person investigations.
- 1) Information will be supplied on all non-blocked calls including unlisted and non-published numbers.
  - 2) Information will be supplied in all emergency situations where the calls have been blocked by the caller.
    - a) Contact SPCO for assistance.

- 3) Information will be supplied on all non-emergency calls only after a production order has been obtained.
  - a) Contact TSU for assistance.
- 4) All persons reporting a Missing Person shall be advised of the following Bell MTS features which could assist in the investigation:
  - a) \*57 - call trace - last incoming call
  - b) \*69 - call return - last incoming call

B. Other Telecom Service Providers ( including cellular phones),

- 1) Contact TSU for assistance.

**8. Releasing Information To Media** [CALEA 41.2.5 & 41.2.6]

A. Criteria for releasing information to media

- 1) The missing person is believed to be at risk due to medical conditions, including mental health issues; or
- 2) The missing person has gone missing under suspicious circumstances; and
- 3) The issuance of a media release would assist police in locating the missing person and would not be detrimental to any investigation.

B. Permission to release information

- 1) The WPS requires the verbal consent from a parent or legal guardian prior to releasing a report to the media regarding a missing child.
- 2) The WPS requires the verbal consent from the next of kin prior to releasing a report to the media regarding a missing adult.

**9. Exhibits - Disposing of**

- A. The disposition of any exhibits seized in regards to a missing person investigation must be authorized by Supervisor, Division 41.

**10. Project Devote**

- A. A joint project between the RCMP and Winnipeg Police Service to address unsolved historical homicides and missing person cases.
- B. The integrated team includes a family liaison contact, whose role is to maintain an open dialogue with family members to keep them apprised of their loved one's investigation.

**11. Project Disappear**

- A. Website devoted to Manitoba's missing persons.
- B. Maintained by the RCMP D Division, Historical Case Unit and Major Case Unit.

**12. Project Lifesaver**

- A. Project Lifesaver Manitoba is a program run by the Winnipeg Search and Rescue Volunteer Association. (WINSAR). This program is designed for individuals who are prone to wander due to a cognitive condition. Clients of Project Lifesaver wear a radio frequency transmitter on their wrist and can be located using hand held receivers used by trained Search and Rescue responders from the WPS and WINSAR.
- B. The Ground Search and Rescue Unit (GSAR) Coordinator is notified immediately, regardless if police resources have been assigned, and the coordinator will notify WINSAR if a client is reported missing. The Duty Office will consult with the GSAR Coordinator to determine which WPS resources will be assigned.
- C. The Project Lifesaver transmitter has a limited range. The faster the response, the better the chance of successfully locating the missing client using the technology.

### **13. MedicAlert Safely Home and Autism Programs [CALEA 41.2.5]**

- A. MedicAlert Safely Home is a nation-wide program in partnership with the Alzheimer Society of Canada.
- B. Critical information and the MedicAlert twenty-four hour Emergency Hotline are engraved on the unique blue MedicAlert bracelet worn by the person with dementia. Should the person ever go missing, and then become found, police can quickly identify the person by calling MedicAlert.
- C. Identification, health records, current photo, wandering history and emergency contacts are available to police through the MedicAlert Emergency Hotline. This information may also be used to assist with the search for a MedicAlert client.
- D. MedicAlert client information can also be accessed through an on line portal called "Connect Protect". Using the MedicAlert Client Number, or the client's name, the Missing Persons Unit Coordinators and during off hours, CPIC Operators, can access client information. The advantage to the online portal is that information can be cut and pasted into a Niche narrative.

### **14. Silver Alerts [41.2.5 CALEA]**

- A. Silver Alert means a broadcast messaging system that disseminates information to the public through the media and other means, as soon as practicable, after a vulnerable person or another adult with a cognitive impairment, goes missing in an effort to safely recover the adult.
- B. The Winnipeg Police Service may activate a Silver Alert when a person is reported missing. If the police service determines that the person is a missing person, a vulnerable person, or an adult with a cognitive impairment, or if there is information available that if disseminated to the public, could assist in the person's safe return, a Silver Alert may be activated.

### **15. Ground Search Assistance**

- A. If the Ground Search and Rescue Unit (GSAR) may be required for a missing persons investigation, the GSAR Unit Coordinator or designate, shall be consulted to determine appropriate resources.
- B. Cadets are authorized to assist with ground searches for missing persons under the direction of the police member in charge of the scene.



## GENERAL PROCEDURES

### 1. Police Member shall: [CALEA 41.2.6]

#### A. Report of Missing Person

- 1) Conduct a cursory search of the area and any possible addresses where the person might be located in an attempt to locate the missing person.
  - a) If the search is unsuccessful, contact the Duty Officer and advise them of any information received.
- 2) Obtain details from the reporting person, which include:
  - a) Date, time and location the missing person was last seen, including the last person to see the missing person (if different from reporting person).
    - i) If the last person to see the missing person is not the reporting person, get details on what this individual knows of the disappearance.
    - ii) Obtain a written statement, if required.
  - b) Complete physical description, including any known marks, scars or tattoos, and date of birth.
  - c) Complete description of the clothing worn.
  - d) Description of any known medical conditions.
  - e) Description of any known mental illness or psychological disorder.
  - f) Name of dentist (if any).
  - g) Any risk factors associated to the missing person such as: drug, alcohol, or solvent abuse.
  - h) Description of the emotional state of the missing person when they went missing.
  - i) If the person has ever been missing before indicate where they were located.
- 3) Conduct a thorough investigation.
  - a) Obtain a current photograph of missing person if possible.
    - i) Forward photograph to the Missing Persons Unit for attachment to file and inclusion in media release if necessary.
    - ii) Not use criminal photographs located on NICHE for media release unless absolutely necessary.
  - b) If the missing person is a child, conduct a thorough search of the residence if that was the last place the child was seen.
- 4) Obtain locations where the missing person could be, and ensure they are all checked.

- a) Including but not limited to:
  - i) Schools
  - ii) Friends
  - iii) Places regularly visited (clubs, stores, parks, etc.)
- 5) Update Missing Persons Unit, or if after hours, update Service Centre, HQ.
- 6) Ensure that an updated description is broadcast to all units.
- 7) Prior to the end of shift update RMS report and brief the Shift Supervisor.
- 8) When requested to check an address,
  - a) Attend the location.
  - b) Submit an RMS narrative.
  - c) Contact Missing Persons Unit to update the call.

#### **B. Report of Missing Person - Residing outside of Winnipeg**

- 1) If information is received of a missing person who resides outside of Winnipeg, direct the reporting person to contact the police service having jurisdiction where the missing person resides, however,
  - a) The Winnipeg Police Service shall not turn anyone away who is reporting a missing person.
    - i) Take the report and forward it to the applicable jurisdiction for follow up.
    - ii) Do not close the Winnipeg Police Service report until the other police jurisdiction has opened a report in their system.
- 2) Requests for assistance in follow-up or locating a missing person who resides outside of Winnipeg,
  - a) Consult with the Supervisor Missing Persons Unit, or the Duty Office.

#### **C. Missing Person Located**

- 1) If missing person is over 18 years of age:
  - a) Determine if they are of sound mind:-
    - i) If they are:
      - (1) Notify complainant that the person is found.
      - (2) Do NOT divulge their whereabouts unless consent is given by the missing person to do so.
    - ii) If they are not:

- (1) Follow procedures under Mental Health Issues (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/m/mental-health-issues>).
- (2) Notify legal guardian of their whereabouts.
  - b) Submit report indicating location found and action taken.
- 2) If missing person is under 18 years of age:
  - a) Return to location as directed by parents/guardians.
  - b) Submit narrative report indicating location found and action taken.
- 3) Request Missing Persons Unit Coordinators or Service Centre, HQ to remove Missing Person from CPIC. [CALEA 41.2.6]

**D. Missing Child Located Prior To Members Attending**

- 1) Conduct a thorough investigation to determine the circumstances of how the child went missing.
- 2) Prior to the end of shift update RMS report and brief the Shift Supervisor.

**E. Missing Child From A Group Home Located Prior To Members Attending**

- 1) If there is doubt or concerns as to the quality of care the child is receiving at the Group Home, conduct a thorough investigation to determine the circumstances of how the child went missing.
- 2) Prior to the end of shift update RMS report and brief the Shift Supervisor.

**F. Compassionate To Locate**

- 1) Emergency requests
  - a) On receiving an emergency request from the public to locate a family members or friend:
    - i) Forward the request to the Communications Centre.
- 2) Non-Emergency Requests
  - a) On receiving any non-emergency request from the public to locate a family member:
    - i) Enter a RMS report and notify the Missing Persons Unit.

**G. Assisting Outside Agencies Regarding Missing Person**

- 1) Direct any outside agencies requesting the assistance of the Service in apprehending/transporting missing or runaway children/youths to the Communications Centre.
- 2)

In those cases where the Service does assist in apprehending or transporting children/youths, assist the personnel from the outside agency if the child/youth becomes uncontrollable. See: [Child and Family Services Act - Authority to Apprehend \(http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/c/child-and-family-services\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/c/child-and-family-services)

#### H. **Assisting Parents/ Legal Guardians Regarding Missing Person**

- 1) Direct any parents requesting the assistance of the Service in apprehending or transporting missing or runaway children/youths to Communications Centre.
- 2) In those cases where the Service does assist in apprehending or transporting a child/youth, assist the parents as necessary to prevent a breach of the peace.

#### I. **Media Assistance Regarding Missing Person**

- 1) Request assistance from the media only on the instructions of the Staff Sergeant, Division 41, or if unavailable, the Duty Officer.
- 2) Contact Public Information Unit for assistance if approved.

#### J. **Found Person -General**

- 1) Make every effort to determine the identity of the person, where the person lives, and, unless there are extenuating circumstances, drive the person home.
- 2) If medical attention is required or if member is of the opinion the found person could be harmful to them self or others take the person to the hospital for examination. See [Mental Health Issues. \(http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/m/mental-health-issues\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/m/mental-health-issues)
- 3) Notify the Missing Persons Unit:
  - a) Determine if a missing persons report has been received.
  - b) Provide a description and the location where the person was found.
  - c) If the Missing Persons Unit is closed, notify Service Centre, HQ.
- 4) Send a message to all units/terminals notifying members of the found person.
- 5) Prior to the end of shift, update RMS report and brief the Shift Supervisor.

#### K. **Found Child**

- 1) Make every effort to determine where the child lives, and, unless there are extenuating circumstances, drive the child home.
- 2) Notify Child and Family Services (CFS).
- 3) If unable to determine the child's address:
  - a) Notify Child and Family Services (CFS) and turn the child over to them.

- i) Notify the Missing Persons Unit, or if after hours, notify Service Centre, HQ.

#### **L. Found Vulnerable Person**

- 1) If the person is agitated, under any stress or is in need of medical treatment:
  - a) Follow procedures under Mental Health Issues.
  - b) Notify the person's family or guardian, if possible.
- 2) Notify the Missing Persons Unit:
  - a) Determine if a missing persons report has been received.
  - b) Provide a description of the person and the location where the person was found.
  - c) If the Missing Persons Unit is closed, notify Service Centre, HQ
- 3) If a report has not been received by the Missing Persons Unit, contact Province of Manitoba - Supportive Living.
  - a) Provide a description of the person, their name (if possible) and the location where they were found.
- 4) If Province of Manitoba - Supportive Living are unable to identify the person, make enquiries in the area in which the person was found e.g. residents and business owners as to the person's identity and residence.
- 5) If all attempts to locate the person's residence have failed, contact Province of Manitoba - Supportive Living and request emergency placement for the person.
  - a) Transport person to the address indicated by Province of Manitoba - Supportive Living.
  - b) Notify Missing Persons Unit, or if after hours, notify Service Centre, HQ.
- 6) If the vulnerable person is under 18 years of age contact Child and Family Services.
- 7) Notify the Vulnerable Persons Coordinator.
- 8) Advise caregiver of Project Lifesaver, and MedicAlert Connect Protect programs and advise that further information and contact information can be found at [www.ProjectLifesaverManitoba.ca](http://www.ProjectLifesaverManitoba.ca) (<http://www.projectlifesavermanitoba.ca/>) , and
  - a) Email Ground Search and Rescue Unit (GSAR) Coordinator with event details.

#### **M. Found Project Lifesaver Client**

- 1) If the Winnipeg Search and Rescue Association are involved in the search, ensure they are notified that their client has been located.
- 2) Ensure the located person's family has been notified that their family member has been found.
- 3) Notify the Missing Persons Unit.

**N. Found MedicAlert Client**

- 1) If you locate a person with a MedicAlert Safely home, blue medic alert bracelet, or any MedicAlert identification, you may:
  - a) Contact the Missing Persons Unit (MPU) to query the person's name, or
  - b) After hours, contact CPIC to do a query. [CALEA 41.2.6]
    - i) MPU and CPIC have access to the information portal called Connect Protect through MedicAlert, or
  - c) If their identity is unknown and the person has MedicAlert identification on their person, call the 24 hour Emergency Hotline on the bracelet, and
    - i) Provide requested information to the operator.
    - ii) Ensure the located person's family has been notified that their family member has been found.
    - iii) Notify the Missing Persons Unit.
- 2) Shall query CPIC to determine if there are any active warrants.

**O. Found Silver Alert Subject**

- 1) If you locate a person who has been the subject of a Silver Alert,
  - a) Ensure the located person's family has been notified that their family member has been found.
  - b) Notify the Missing Persons Unit.
  - c) Notify the Public Information Office Unit.

**2. Street Supervisor shall:****A. Report Of Missing Person**

- 1) Attend all reports of endangered missing persons with assigned uniform patrol units.
- 2) Assume responsibility for directing the search of the area, until relieved.
- 3) Update the Missing Persons Unit, or if they are not working the Duty Officer, as to results of any searches and inquiries.
- 4) Brief the Shift Supervisor prior to the end of shift.

**B. Found Person**

- 1) Determine if further investigation is required.
- 2) If found person requires medical attention, or if the person is harmful to them self or others, ensure the person is taken to the hospital for examination. See Mental Health Issues

(<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/m/mental-health-issues>).

- 3) Ensure Missing Persons Unit is notified, or if closed, Service Centre, HQ is notified.

#### C. Found Child

- 1) Determine if further investigation is required.
- 2) Ensure Child and Family Services (CFS) has been notified.

#### D. Found Vulnerable Person

- 1) Determine if further investigation is required
- 2) If found person is agitated, under any stress or is in need of medical treatment, ensure the person is taken to the hospital for examination. See Mental Health Issues.  
(<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/m/mental-health-issues>)
- 3) Ensure Province of Manitoba - Supportive Living has been notified.
- 4) If the vulnerable person is under 18 years of age, ensure Child and Family Services (CFS) has been notified.
- 5) Ensure Vulnerable Persons Coordinator has been notified.

### 3. Shift Supervisor shall:

#### A. Report Of Missing Person

- 1) With input from the street supervisor, decide if further action is required.
- 2) In consultation with the Missing Persons Unit Supervisor, determine if Missing Persons Unit plainclothes members shall take over the investigation. [CALEA 41.2.6]
  - a) If after 24 hours, the person has not been found the report shall be assigned to the Missing Person Unit plainclothes members.

## CANINE UNIT

### 1. Dog Handler shall:

#### A. Report of Missing Person

- 1) When requested, follow procedure in the Service Dog Handling  
(<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/s/service-dog-handling>) topic.

## COMMUNICATIONS CENTRE UNIT [CALEA 41.2.5, 81.2.3 & 81.2.6]

### 1. Call Taker shall:

#### A. Missing Person Event

- 1) Follow the procedures outlined in the Communications Centre Unit Standard Operating Guidelines MPASST topic. (<http://policenet/desktop/divisions-units/uniform-operations/communications/sogs>)

## 2. Dispatcher shall:

### A. Missing Person Event

- 1) Follow the procedures outlined in the Communications Centre Unit Standard Operating Guidelines MPASST topic.

## 3. Shift Supervisor shall:

### A. Missing Person Event

- 1) Follow the procedures outlined in the Communications Centre Unit Standard Operating Guidelines MPASST topic. (<http://policenet/desktop/divisions-units/uniform-operations/communications/sogs>)

## CPIC UNIT

### 1. CPIC Operator shall: [CALEA 41.2.6]

#### A. Missing Person Event

- 1) Enter and/or remove the missing person from CPIC as requested by Station Duty, Division 11.
- 2) If an outside agency requests assistance in locating a Missing Person:
  - a) Forward a copy of the CPIC message to the Duty Inspector for screening, at their terminal called DUTY.

## DIVISION 41 SPECIALIZED INVESTIGATIONS

### 1. Vulnerable Persons Coordinator shall:

#### A. Report of a Found Vulnerable Person

- 1) Determine if further investigation is required
- 2) Ensure Province of Manitoba - Supportive Living has been notified.
- 3) If the vulnerable person is under 18 years of age, ensure Child and Family Services (CFS) has been notified.

## DUTY OFFICE UNIT

### 1. Duty Officer shall: [CALEA 41.2.5 & 41.2.6]

#### A. Report of an Endangered Missing Person

- 1) Contact the Missing Persons Unit Supervisor and advise them of the incident.
  - a) Consult with the Missing Person Unit Supervisor to determine:
    - i) If Missing Persons Unit plainclothes members should be called out.



- ii) If the Ground Search and Rescue Unit (GSAR) is required.
    - (1) If the GSAR Unit is required,
      - (a) Consult with the GSAR Unit Coordinator.
  - iii) If Canine Unit is required.
- 2) If the person may attempt to leave the city via the airport, notify the the RCMP at the airport.

**B. Assisting Outside Agencies Regarding Missing Person**

- 1) When an outside agency requests the assistance of the Service in apprehending/transporting missing or runaway children/youths, determine the WPS involvement.
  - a) Deploy resources as required.

**C. Assisting Parents/ Legal Guardians Regarding Missing Person**

- 1) When a parent/legal guardian requests the assistance of the Service in apprehending or transporting missing or runaway children/youths, determine the WPS involvement.
  - a) Deploy resources as required.

**D. Releasing Information To Media Regarding Missing Person**

- 1) Shall summarize all media contact in the "Media Loop" in Microsoft Outlook.

## **GROUND SEARCH AND RESCUE UNIT (GSAR)**

**1. Coordinator shall:**

**A. Missing Persons**

- 1) Upon being notified of a missing Project Lifesaver Client by the Duty Office, or Supervisor Missing persons Unit,
  - a) Activate and coordinate Ground Search and Rescue efforts.
  - b) Advise the Winnipeg Search and Rescue Volunteer Association (WINSAR) that a Project Lifesaver Client is missing and provide details.

**B. Report Of A Missing Person**

- 1) If not already done by Duty Officer, summarize all media contact in the "Media Loop" in Microsoft Outlook.

## **MISSING PERSONS UNIT** [CALEA 41.2.5, 41.2.6]

**1. Coordinator shall:**

**A. Report Of A Missing Person**

- 1) When on duty, take all reports of missing persons.

- 2) If a unit has been sent, the assigned unit will complete the report under the CAD dispatch number.
- 3) If a unit is not being sent:
  - a) Generate an RMS Occurrence and obtain an -R- report number.
  - b) Complete the report.
- 4) If the missing person is under the age of 18 years:
  - a) Ask the parent/legal guardian where the missing person should be taken when they are located.
  - b) Update Missing Persons Report.
- 5) Consult the Missing Person Assessment
  - a) If the assessment dictates, or the missing person meets the definition of an Endangered Missing Person contact Communications Centre (via Police Non-Emergency Telephone Number) and request a unit to be dispatched.
- 6) Ensure reporting persons have checked all hospitals and other appropriate agencies for the missing person.
- 7) Enter person on CPIC.
- 8) If there is an indication that the missing person is going to another jurisdiction, send a CPIC message to advise the appropriate agency, including instructions on what to do if the missing person is found.
  - a) If the missing person is believed to be leaving the city by air, notify the Duty Office.
- 9) If required, complete media release for the Public Information Officer
- 10) Check with reporting persons at least once a week to determine if the missing person has returned.
- 11) Contact banks or other financial institutions to see if any credit cards/accounts have been active since the person was reported missing.
- 12) Notify Missing Persons Unit Supervisor, and Division 41 Analyst of all Endangered Missing Persons.
- 13) Notify Vulnerable Persons Coordinator for any vulnerable persons reported missing.
- 14) For telephone subscriber information
  - a) If subscriber information on a telephone number is required, submit the Missing Persons Telephone Trace Request (P-950). (<http://policenet/desktop/divisions-units/uniform-operations/communications/sogs>)
  - b) When request is returned:

- i) Update RMS with results of P-950.
- ii) Contact Supervisor, Technical Support Section, to determine if more can be done in relation to the phone number.

#### **B. Missing Person Located**

- 1) Remove person from CPIC.
- 2) Update RMS to show person as -Located-.

#### **C. Compassionate To Locate**

- 1) Non-Emergency requests:
  - a) When the request is from a member of the public from outside of Winnipeg, contact them and advise them to speak with their local police agency.
  - b) When the request is from a member of the public within Winnipeg, advise them to take advantage of the following services to make their enquiries:
    - i) Salvation Army - Family Tracing Services. (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/external-phone-directory>)
    - ii) Canadian Red Cross - Restoring Family Links (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/external-phone-directory>).
    - iii) Vital Statistics Manitoba (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/external-phone-directory>) (for Death Certificate checks in Manitoba).
    - iv) If unsuccessful - contact a private investigator.
  - c) When the request is from another police agency, forward the request to the Missing Persons Unit Supervisor.

#### **D. Report Of A Found Person**

- 1) Upon notification of a found person:
  - a) Determine if a missing persons report has been received.
  - b) Record the description of the person, name (if possible) and the location where the person was found.
  - c) Print found person report and post in a location accessible to all members for future reference.

### **2. Plainclothes Members shall:**

#### **A. Report Of Missing Person**

- 1)

Investigate all endangered missing persons, long term missing person or any other missing person incidents as directed by the Missing Persons Unit Supervisor.

- 2) For all missing person investigations:
  - a) Ensure that as many potential witnesses have been interviewed as possible, and re-interview them if more details are required.
  - b) Determine circumstances surrounding the missing person's disappearance.
  - c) Make additional checks with any pertinent agency in areas related to:
    - i) Welfare;
    - ii) Banking information;
    - iii) Health card usage;
    - iv) Employee income;
    - v) Or any other agencies which may assist in locating the missing person or providing information of value to the investigation.
  - d) In all cases of suspicious circumstances, attempt to collect multiple DNA samples.
  - e) Identify if the missing person uses a cell phone and/or computer (email, internet chat lines, computer history files, etc.).
    - i) Obtain assistance from Technological Crime Unit if necessary.
    - ii) If subscriber information on a telephone number is required, complete the Missing Persons Telephone Trace Request (P-950).  
([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/m/missing-persons-telephone-trace-request-\(p-950\)\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/m/missing-persons-telephone-trace-request-(p-950))))
- 3) For long term missing persons:
  - a) Attempt to conduct all interviews on video.
  - b) Attempt to collect DNA from the missing person's biological parents or siblings, if available.
  - c) Obtain dental records, if available.
- 4) Violent Crime Linkage Analysis System (ViCLAS)
  - a) Complete the ViCLAS Crime Analysis Report when the criteria listed for Missing Persons has been met. Follow the instructions prescribed.
- 5) If the missing person is located:
  - a) Consider conducting follow-up interviews with all repeat missing persons to determine if any outside agency can provide assistance to prevent reoccurrence.

**3. Supervisor shall:** [CALEA 41.2.6]**A. Report Of Missing Person**

- 1) In consultation with the Duty Officer, determine if a Ground Search Team is required.
- 2) If the missing person is a child or youth:
  - a) With the permission of the parent/legal guardian, contact the Canadian Centre for Child Protection to utilize their Critical Reach system to enable them to produce and distribute a poster.
  - b) Authorize investigators to contact the Canadian Centre for Child Protection and initiate the - Critical Reach - computer program, if required.
- 3) For report of a missing person:
  - a) Monitor all missing person reports.
  - b) Assume overall charge of all Endangered Missing Persons Investigations.
  - c) If the missing person is a child, elderly person, or a vulnerable person,
    - i) Ensure the investigation is immediately initiated.
  - d) If the missing person becomes a long term missing person:
    - i) Assign the report to Missing Persons Unit plainclothes member for investigation.
  - e) Task all reports that require further investigation to the Missing Persons Unit plainclothes members.
  - f) After 30 days, review the report with the assigned plainclothes member to determine if all leads have been investigated.
    - i) If any leads are still to be investigated reassign the file back to plainclothes member.
    - ii) If all leads have been investigated, forward report to Analyst - Division 41 for review.
- 4) For long term missing persons
  - a) 60 days after initiating a long term missing persons investigation, if the criteria for Project Devote is met:
    - i) Liaise with the WPS Project Devote Supervisor, Division 43.
    - ii) Provide written documentation on the missing person.
    - iii) If Project Devote accepts the file, ensure a flag is placed on NICHE indicating that Project Devote has been notified.
  - b) 90 days after initiating a long term missing persons investigation, provide Project Disappear:

- i) Written documentation on the missing person.
- ii) Ensure a flag is placed on NICHE indicating that Project Disappear has been notified.
- c) If the circumstances of the long term missing person are deemed to be suspicious, liaise with Homicide Unit or Project Devote to ensure all avenues of investigation have been exhausted.

**B. Assisting Outside Agencies Regarding A Missing Person**

- 1) When an outside agency requests the assistance of the Service in apprehending/transporting missing or runaway children/youths, determine the WPS involvement.

**C. Assisting Parents/Legal Guardians Regarding A Missing Person**

- 1) When a parent/legal guardian requests the assistance of the Service in apprehending or transporting missing or runaway children/youth, determine the WPS involvement.

**D. Disposition Of Exhibits**

- 1) Review and authorize any request to dispose of exhibits seized in regards to a missing person investigation.

**E. Project Lifesaver Clients**

- 1) When a Project Lifesaver Client is reported missing, immediately contact the Ground Search and Rescue Unit Coordinator, regardless of police being assigned.
- 2) Provide the Ground Search and Rescue Coordinator with the following information:
  - a) Client name.
  - b) Client description - physical and clothing, if known.
  - c) Transmitter frequency - located on Niche.
  - d) The location the client is missing from.
  - e) Direction of travel, if known.

## **PUBLIC INFORMATION OFFICE UNIT**

**1. Public Information Officer shall:**

**A. Report Of A Missing Person**

- 1) Not release reports of missing children to the media without consent from the child's parent or legal guardian.
- 2) Not release reports of missing adults to the media without the consent of the missing person's next of kin.

- 3) Provide a copy of all media releases dealing with missing persons to the Missing Persons Unit and the Staff Sergeant or designate, Division 41.

#### **B. Silver Alerts**

- 1) If it is determined that the person is a missing person, a vulnerable person, or an adult with a cognitive impairment, or if there is information available that if disseminated to the public, could assist in the person's safe return, activate a Silver Alert.
- 2) After consultation with the Missing Persons Unit, disseminate information to the public through the media and other means as soon as practicable after a vulnerable person or another adult with a cognitive impairment goes missing in an effort to safely recover the adult.

### **SERVICE CENTRE SECTION** [CALEA 41.2.5, 41.2.6]

#### **1. Police member shall:**

##### **A. Report Of A Missing Person**

- 1) When Missing Persons Coordinators are not working, take all missing persons reports.
- 2) Enter call on RMS and obtain an -R- report number,
  - a) If the Missing Persons Report is added to the CAD Dispatch call number an -R- report will not be generated.
- 3) If the missing person is under the age of 18 years:
  - a) Determine from the parent/guardian where the missing person should be taken to when they are located.
  - b) Update Missing Person Report.
- 4) Consult the Missing Person Assessment
  - a) If the assessment dictates, or the missing person meets the definition of an Endangered Missing Person contact Communications Centre (via Police Non-Emergency Telephone Number) and request a unit to be dispatched.
- 5) Ensure reporting persons have checked all hospitals and other appropriate agencies for the missing person.
- 6) Task CPIC Unit to have person entered on CPIC.
- 7) If there is an indication that the missing person is going to another jurisdiction, send a CPIC message to advise the appropriate agency, including instructions on what to do if the missing person is found.
  - a) If the missing person is believed to be leaving the city by air, notify the Duty Office.

##### **B. Missing Person Located**

- 1) Task CPIC Unit to have person removed from CPIC.

- 2) Ensure the Missing Person Report (P-16) is updated to include where the person was located and action taken.

**C. Report Of A Found Person**

- 1) Upon notification of a found person:
  - a) Determine if a missing persons report has been received.
  - b) Record description of the person, name (if possible) and the location where the person was found.
  - c) Print found person report and post in a location accessible to all members for future reference.

## **TECHNICAL SURVEILLANCE UNIT**

**1. Supervisor shall:**

**A. Missing Persons Telephone Liaison.**

- 1) Provide assistance as required.

## **TECHNOLOGICAL CRIME UNIT**

**1. Member shall:**

**A. Report Of A Missing Person**

- 1) Provide assistance as required.



# APPENDIX C

## GENERAL INFORMATION

### 1. Principle

- A. A victim's physical / mental well-being is the first responsibility, and members should ensure further trauma to the victim is minimized throughout the investigation.

### 2. Definitions

- A. 1st Person Disclosure – means the first person a victim spoke with regarding a sexual assault. Information provided by the 1st Person may strengthen the credibility of the victim.
- B. Charter – means the Canadian Charter of Rights and Freedoms.
- C. Exhibit Officer – means a police member tasked with overseeing and collecting exhibits during a specific investigation.
  - 1) The Exhibit Officer for a sexual assault victim should not be the Exhibit Officer for the sexual assault suspect. A separate Exhibit Officer should be assigned for the victim, the accused and the crime scene.
- D. Penile swab – means a procedure where a sterile cotton-tipped applicator is swabbed along the length of the penile shaft and around the fully exposed head of the penis.
- E. Position of Trust or Authority - means a person who have care and control of a person or are in a position of trust over a person. Positions of Trust or Authority may include but are not limited to: peace officers, teachers, child care workers, social workers, school bus drivers, teacher's aid workers, physicians, nurses, coaches and sport trainers, babysitters and employers.
- F. Pure Version Statement – means a verbatim, uninterrupted statement. The interviewer will allow the subject to start and end the statement relating the information he/she feels is important.
- G. Sexual Assault Trauma - means a condition, related to Post Traumatic Stress Syndrome, in which the victim may experience a number of emotions, including fear, anger, revenge, shame, guilt or humiliation. This condition may cause the victim to appear confused or disoriented.
- H. Sexual Assault Victim – means any person, male or female, who has been sexually assaulted.

### 3. Victim Under 14 Years of Age

- A. Allegations of sexual assault involving victims under 14 years of age will be investigated by the Child Abuse Unit.

### 4. Age Of Protection (Consent) Law

- A. Where A Young Person Is Aged 12 or 13 Years
  - 1) A young person may have sexual activity with a person who is within 2 YEARS of their age, provided:
    - a) There is consent.
    - b) The sexual partner is not in a position of trust or authority over the young person.
    - c) The sexual partner is not in a relationship with the young person that is exploitative.

- d) The young person is not in a relationship of dependency with the sexual partner.

**B. Where A Young Person Is Aged 14 or 15 Years**

- 1) A young person may have sexual activity with a person who is within 5 YEARS of their age provided:
  - a) There is consent.
  - b) The sexual partner is not in a position of trust or authority over the young person.
  - c) The sexual partner is not in a relationship with the young person that is exploitative.
  - d) The young person is not in a relationship of dependency with the sexual partner.
- 2) A young person aged 14 or 15 years may have sexual activity with an older person to whom they are legally married.

**C. Where A Young Person Is Aged 16 or 17 Years**

- 1) A young person may have sexual activity with any person provided:
  - a) There is consent.
  - b) The sexual partner is not in a position of trust or authority over the young person.
  - c) The sexual partner is not in a relationship with the young person that is exploitative.
  - d) The young person is not in a relationship of dependency with the sexual partner.

**D. Refer for Further Investigation**

- 1) If an arrested person claims to have had a mistaken belief that a young person was older, refer the investigation to the Supervisor, Division 41, for further investigation.
- 2) If the young person 12-18 (victim or suspect) has a mental or physical disability, refer the investigation to the Supervisor, Division 41, for further investigation.

**5. Sexual Assault Protocol**

**A. Division 41 Protocol**

- 1) The Supervisor, Division 41 may authorize members of the Sex Crimes Unit to be called back to investigate a sexual assault if any of the following criteria are met:
  - a) Sexual assaults where either vaginal or anal intercourse is attempted or achieved (familial or non-familial) and where the age of the victim is fourteen years of age or greater.
  - b) Any investigation involving predatory, sadistic or serial offenders (two or more offences linked to the same suspect).
  - c) Where a weapon was used, threatened or implied.
  - d)

Sexual assaults committed during the commission of a residential break and enter offence.

- e) Investigations that require the Unit's expertise as determined by the Supervisor, Division 41.
  - f) To assist Uniform Operations with a domestic violence related sexual assault victim(s), and the collection of physical evidence associated to the victim and accused.
- 2) Monitor all incidents that are of a sexual nature and institute follow-up investigations when required, working closely with Division Crime investigators by providing feedback and assistance in investigations not assigned to the Sex Crimes Unit.

## 6. Pure Version Statements

- A. A pure version statement is necessary to help establish the veracity of the complaint.
- B. The statement should be completed utilizing questions and answers to fill in missing details not included in the victim's pure version account.
- C. Minimum information, if known, should include:
  - 1) Nature of the sexual assault.
  - 2) Location.
  - 3) Name and/or descriptors of the suspect(s).
  - 4) Description of any vehicle(s) involved.
- D. If recorded on audio/video, the pure version statement will be annotated.
- E. The recorder will remain impartial throughout the statement.

## 7. Suspended Investigations

- A. Investigations may be suspended at the request of the victim or when the victim cannot be located to continue the investigation.
  - 1) The victim can request that the investigation be reopened at any time.
- B. Investigations that have been completed, but remain unsolved, can be suspended until further information is acquired.

## 8. Exhibit Retention and Destruction

- A. Exhibits Retained Indefinitely
  - 1) Concluded investigations.
    - a) Investigations where a conviction is registered against an accused.
  - 2) Inconclusive investigations.
    - a)

Includes investigations where a suspect was charged and the matter later terminated by way of stay of proceedings, dismissal or withdrawal, as long as the potential for other suspects exists.

**B. Exhibits That May Be Destroyed**

- 1) Exhibits may be disposed of if the investigators determine the incident is unfounded and only at the discretion of the Commander, Division 41.

**C. DNA**

- 1) Procedures for destruction of DNA seizure and analysis results are located in the [DNA \(http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/d/dna\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/d/dna) topic.

**9. Hospital Sexual Assault Protocol**

**A. Sexual Assault Examinations**

- 1) During the course of an examination on a sexual assault victim, the nurse examiner / doctor may obtain and turn over to the police the following:
  - a) Vaginal swab.
  - b) Throat and anal swabs.
  - c) One blood sample in saline solution.
  - d) One pure blood sample.
  - e) Victim's clothing, which will be packaged individually.
  - f) Fingernail scrapings.
  - g) If drugged, a urine.
  - h) Swab of any body part where suspect saliva, perspiration or semen may be present.
- 2) The Sexual Assault Protocol team at HSC will examine victims of sexual assault, aged 12 years old and up, up to 120 hours post assault,
  - a) Children under 12 years of age will be examined within 72 hours post assault.

## **GENERAL PROCEDURES**

**1. Police Member shall:**

**A. Sexual Assault Investigations**

- 1) Determine what type of sexual assault took place and the condition of the victim.
- 2) Note any injuries, the victim's mental condition and the condition of the victim's clothing.
- 3) Briefly interview the victim, obtaining a description of the suspect and suspect vehicle (where applicable).

- 4) Advise the Dispatcher, Communications Centre Unit of any suspect or vehicle descriptions obtained.
- 5) Inform the victim of the following:
  - a) The necessity for a medical examination or forensic examination.
  - b) The need for a police investigation.
  - c) The sexual assault support services available.
- 6) If the victim requests to speak to a member of their own gender and/or requests that a friend or representative of Klinik Community Health Centre be present, facilitate that request.
  - a) Ensure that the requested friend is not a witness to the assault, or has not been provided disclosure on the incident by the victim.
- 7) Request the Forensic Identification Section attend the scene, if required. [CALEA 83.2.4]
- 8) Request additional police resources to secure the scene and interview witnesses, if required.
- 9) Request the Street Supervisor attend the scene.
  - a) If the Street Supervisor is unable to attend, notify the Supervisor, Division 41 Specialized Investigations.
  - b) If the Supervisor, Division 41, is not available, notify the Duty Officer.
- 10) Convey the victim to the Health Sciences Centre – Emergency, or if the victim is under 18 years of age, to the HSC – Children’s Emergency.
  - a) Consult with the Triage Nurse and request the hospital's Sexual Assault Protocol Team examine the victim and seize exhibits.
  - b) Ensure victim’s clothing is seized as evidence.
- 11) While awaiting the arrival of the Hospital Sexual Assault Protocol Team, try to obtain the following information:
  - a) Victim's particulars including medical number.
  - b) Whether or not the victim has been treated previously at that hospital.
  - c) Any medical conditions.
  - d) What type of sexual assault took place (e.g. intercourse, fellatio, etc.).
  - e) The last time the victim had sex, and with whom, prior to the sexual assault.
  - f) Whether or not the victim was a virgin prior to the offence.
  - g) The last time the victim washed her clothing prior to the offence.
    - i) Do not disturb clothing other than to mark it for identification.

- ii) Make notes of all observations of clothing prior to turning the victim over to the doctor.
  - h) Whether or not the victim washed, bathed, or changed clothing after the offence took place.
    - i) If the clothing has been changed, its whereabouts so it can be seized by investigators.
- 12) Advise the Sexual Assault Protocol Team of what type of examination is required.
  - a) Inform the nurse examiner / doctor of all information gathered to that point.
- 13) If the victim requires a change of clothing, acquire it while she or he is being examined.
  - a) Clothing is available through Klinik.
- 14) When the Sexual Assault Protocol Team has completed its examination, determine the following from the nurse examiner / doctor:
  - a) Injuries sustained by the victim during the assault.
  - b) Any other information pertinent to the investigation.
  - c) Obtain from the nurse examiner / doctor, exhibits (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/e/exhibits>) they have seized during the examination of the victim. [CALEA 83.2.1]
- 15) Secure the scene until the arrival of the Identification Specialist and/or Sex Crimes Unit members, or have been notified to release the scene by Sex Crime Unit members.
  - a) Assist Sex Crimes Unit members in general enquiries and interviewing witnesses.
  - b) If Sex Crimes Unit members are not attending, follow procedures of Sex Crimes Unit members.
- 16) If a ViCLAS workflow task is received, start and complete the task to initiate a ViCLAS Workflow Selection, in accordance with the RMS Manual (<http://policenet/desktop/divisions-units/organizational-support/information-technology-solutions/niche-rms-manual>)
- 17) If there are significant delays in the investigation and guidance is required on the continued viability of the investigation, seek a Crown opinion. (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/c/crown-opinions>)

## B. Victim Interview

- 1) The formal statement from the victim will be recorded on video.
  - a) Use either the Health Sciences Centre – Sexual Assault Suite or the Victim Interview Room in Division 41.
- 2) Obtain a pure version video statement from the victim.

- 3) Refer the victim to the following resources:
  - a) Clinic Community Health Centre, and
  - b) Any other agencies that may be beneficial to the victim.
- 4) Refer the victim to the WPS Victim & Volunteer Services Section, for support and information on the judicial process.
- 5) Keep the victim and the Shift Supervisor, Division 41, informed of significant developments in the investigation.
- 6) In consultation with the Supervisor, Division 41, complete the RCMP Crime Lab Assistance Form (C414) to determine which exhibits are to be examined by the RCMP Forensic Lab Services [RCMP FLS-W (CRU)].
- 7) Take the victim to a place of safety, or ensure that a person chosen by the victim is available to do so.

**C. Securing the Scene**<sup>[CALEA 83.2.1, 83.2.4]</sup>

- 1) Secure the scene until the Identification Specialist, Forensic Identification Section, has completed an initial assessment and agrees to take over management of the scene.
- 2) Brief the Identification Specialist regarding the scene; keeping in mind photographs that may be required, areas for fingerprint examination and any tests that may assist the investigation.
- 3) Note locations where exhibits were found.
- 4) Seize all exhibits, including any samples of hair, sperm stains or bloodstains.
  - a) Dry all exhibits, mark for identification and package.
  - b) Turn exhibits over to the appropriate Exhibit Officer.
- 5) Conduct a door to door canvas in the general area of the assault in an attempt to locate any witnesses.
  - a) If a witness is located, consult with the Supervisor, Division 41 prior to obtaining a written statement.
- 6) Attempt to keep in contact with the members assigned to the victim in order to determine if additional photographs are required, other areas needing to be fingerprinted and any additional exhibits that have to be seized.
- 7) Keep the Supervisor, Division 41, informed of any significant developments in the investigation (i.e. more victims have been identified).
  - a) If the Supervisor, Division 41, is off duty, notify the Duty Officer.

**D. 1st Person Disclosure**

- 1) Consult with the Supervisor, Division 41 prior to obtaining a statement.



- 2) Obtain a video statement detailing any information supplied by the first person the victim spoke with.

#### E. Sexual Assault Exhibits

- 1) Complete a Report to a Justice (MG-6679) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/r/report-to-a-justice-\(mg-6679\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/r/report-to-a-justice-(mg-6679))) upon seizure of exhibits with or without a warrant from:
  - a) The crime scene; and /or
  - b) The suspect (other than throw-away evidence).
- 2) If taking DNA by way of warrant or voluntary sample, follow procedures in the DNA (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/d/dna>) topic.

#### 2. Exhibit Officer shall:

##### A. Sexual Assault Exhibits [CALEA 84.1.1 (d)]

- 1) Take custody of all exhibits and ensure:
  - a) All are properly dried.
  - b) All are packaged properly and marked for identification with an exhibit number.
  - c) All liquid exhibits are refrigerated.
- 2) Record the flow of exhibits, including the time seized, by whom and each time the exhibit changes hands up until the court date. [CALEA 83.2.1]
- 3) For exhibits that are to be examined by the RCMP Forensic Lab Services [RCMP FLS-W (CRU)], follow the procedure in the Exhibits (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/e/exhibits>) topic.  
[CALEA 83.3.2]

#### 3. Street Supervisor shall:

##### A. Sexual Assault Investigations

- 1) Attend the scene and ensure proper procedure is being followed.
- 2) Determine if the sexual assault meets the criteria of the Sex Crimes Unit.
  - a) During regular business hours, contact Shift Supervisor, Division 41.
  - b) After regular business hours, contact the Duty Officer if a call-out of the Sex Crimes Unit is appropriate.

## CENTRAL READING UNIT

#### 1. Member shall:

##### A. Sexual Assault Investigations

- 1) Forward all sexual assault type investigations to the Sex Crimes Task Bin, for review.
- 2) Initiate the ViCLAS (<http://policenet/docs/default-source/information-technology-solutions-doc/niche-workflow-manuals/viclas-workflow-user-manual.pdf>) Assignment Workflow.

## COMMUNICATIONS CENTRE UNIT [CALEA 81.2.3 & 81.2.6]

### 1. Call Taker shall:

#### A. Sexual Assault

- 1) Follow directions in the Communications Centre Standard Operating Guidelines. (<http://policenet/desktop/divisions-units/uniform-operations/communications/sogs>)

### 2. Dispatcher shall:

#### A. Sexual Assault

- 1) Follow directions in the Communications Centre Standard Operating Guidelines. (<http://policenet/desktop/divisions-units/uniform-operations/communications/sogs>)

### 3. SPCO shall:

#### A. Sexual Assault

- 1) Follow directions in the Communications Centre Standard Operating Guidelines. ([file:///W:/Div\\_32\\_ODS/Sitefinity%20-%20Procedure%20Topics/Communications%20Centre%20Standard%20Operating%20Guidelines](file:///W:/Div_32_ODS/Sitefinity%20-%20Procedure%20Topics/Communications%20Centre%20Standard%20Operating%20Guidelines))

## DIVISION 41 SPECIALIZED INVESTIGATIONS

### 1. Shift Supervisor shall:

#### A. Sexual Assault Investigations

- 1) Determine the nature of the offence and, if the criteria are met, assign appropriate resources.
  - a) Call-back Sex Crimes Unit members as required.
  - b) If the criteria have not been met, forward to the district of occurrence for assignment.
- 2) Ensure that Sex Crime Unit members meet with the General Patrol members to take over the investigation from uniform operations members.
- 3) Ensure the Identification Specialist, if required, attends to the scene. [CALEA 83.2.4]
  - a) Advise members at the scene that an Identification Specialist will be attending.
- 4) If possible, assign additional Sex Crimes Investigators to the scene.
- 5) Keep informed on developments in the investigation and be prepared to brief the Commander, Division 41 Specialized Investigations.
- 6) If required, authorize a composite drawing to be done by a Forensic Artist as soon as practical.

- 7) Ensure a ViCLAS Assignment Workflow has been created for all reports generated by Division 41 Specialized Investigations in accordance with the RMS Manual.  
(<http://policenet/desktop/divisions-units/organizational-support/information-technology-solutions/niche-rms-manual>)
- 8) In cases where a victim chooses to suspend/terminate an investigation:
  - a) Ensure police members have attempted to arrange a review date with the victim.
  - b) Ensure victim has WPS contact information in the event that the victim wishes to reopen the investigation.

## **B. Unfounded Sexual Assaults**

- 1) Review the report and the investigators' assessment of the case.
- 2) If in agreement with the investigators' assessment, close the file and ensure both the complainant and appropriate agencies are notified.
- 3) Notify the Report Processing Unit (RPU) to amend the UCR coding for the incident.

## **C. Sexual Assault Exhibits**

- 1) Ensure all exhibits seized by the Sex Crimes Unit during the course of investigations are properly managed in accordance with exhibits (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/e/exhibits>) procedure.
- 2) Ensure all suspects' DNA seized by the Sex Crimes Unit during the course of investigation is properly managed in accordance with DNA (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/d/dna>) procedure.
- 3) If an incident is determined to be unfounded, forward all property disposition recommendations to the Commander, Division 41 Specialized Investigations.

## **2. Commander shall:**

### **A. Sexual Assault Exhibits**

- 1) Consult with the Supervisor, Division 41 Specialized Investigations to determine the disposition of property seized from an incident that was subsequently determined to be unfounded.

## **DUTY OFFICE UNIT**

### **1. Duty Officer shall:**

#### **A. Sexual Assault Investigations**

- 1) If the criteria are met for the call-back of Sex Crimes Unit members, contact the Shift Supervisor, Division 41.

## EVIDENCE CONTROL UNIT

### 1. Evidence Control Custodian shall:

#### A. Sexual Assault Exhibits

- 1) If authorized by the Commander, Division 41 Specialized Investigations, dispose exhibits related to a sexual assault.

## SEX CRIMES UNIT

### 1. Plainclothes Member shall:

#### A. Sexual Assault Investigations

- 1) Follow procedures detailed for Police Member, General Procedures.

#### B. Processing the Accused

- 1) Read Section 10 of the Charter and the Police Caution from the Service notebook.
- 2) If penetration vaginally, anally or orally is indicated:
  - a) Not let the accused use the washroom until samples have been taken unless the accused is monitored to ensure the accused does not clean off potential evidence (i.e. hand or penis washing).
  - b) Consult with the Supervisor, Division 41 Specialized Investigations for direction regarding penile swabs or other suspect exhibits.
  - c) Seize all of the accused's clothing where biological fluids may be present, mark it for identification and package it. [CALEA 83.2.1]
    - i) If the clothing worn by the accused at the time of arrest is not the clothing worn at the time of the offence, attempt to locate the clothing worn by the accused at the time of the offence.
    - ii) If the clothing worn by the accused is seized, provide the accused with coveralls. Obtain the coveralls from Division 41 or by contacting the Shift Supervisor, Division 11.
  - d) Complete a Report to a Provincial Court Judge or the Court Form 5.07 (CRT20104) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/r/report-to-a-provincial-court-judge-or-the-court-form-507-\(crt20104\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/r/report-to-a-provincial-court-judge-or-the-court-form-507-(crt20104))) for items seized with or without a warrant.

## VICTIM & VOLUNTEER SERVICES SECTION

### 1. Member shall:

#### A. Sexual Assault Investigations

- 1) Contact victims of sexual assault.

- 2) Provide victims with an information brochure regarding sexual assault and support services available.
- 3) Ensure information is provided whether or not charges are laid.

# APPENDIX D

## DOMESTIC VIOLENCE

NEW TOPIC 04 12 07 PER GO#30/04  
 AMENDED 06 02 28 PER GO#08/06  
 AMENDED 07 05 09 PER GO#22/07  
 AMENDED 10 11 02 PER GO#51/10  
 AMENDED 13 02 04 PER GO#3/13  
 AMENDED 14 01 06 PER ODS  
 AMENDED 14 10 29 PER CALEA  
 AMENDED 17 08 09 PER GO#56/2017  
 AMENDED 17 08 17 PER ODS  
 AMENDED 18 05 16 PER ODS

## GENERAL INFORMATION

### 1. Domestic Violence Principle

- A. Violence within intimate relationships has distinctive dynamics not found in other violent crimes. The power imbalance and complex influences, which may include emotional and psychological abuse, operate to prevent a victim from taking steps to end abuse. The abusive behaviour often escalates over time and may continue or worsen if the abused person leaves the relationship. Regardless of what the victim or accused state, it is reasonable to believe that the potential for the continuation of the offence plus the accused influencing evidence is high if enforceable legal conditions are not imposed on the accused.

### 2. Definitions

- A. Domestic violence (partner abuse) - means violence, threats of violence, or other acts of a criminal nature which may include elements of emotional and psychological abuse committed against a person by that person's spouse, common-law spouse, boyfriend, girlfriend or other intimate partner, past or present. The following relationships include same sex relationships.
- 1) Boyfriend – means a male individual 12 years or older, who is involved in a dating relationship with a person.
  - 2) Child – means for this topic, a person under the age of majority (under 18 years of age). [Child & Family Services Act]
  - 3) Cohabitation - means two biologically unrelated adult persons living together for a period of time, resulting in some permanency of a conjugal relationship.
  - 4) Common-law spouse – means a person in a common- law relationship who has been cohabitating in a conjugal relationship with another person.
  - 5) Dating - means a social relationship of a romantic nature.
  - 6) Girlfriend – means a female individual 12 years or older, who is involved in a dating relationship with a person.
  - 7) Intimate partners - means individuals who have engaged in a conjugal relationship involving sexual activities, shared children (includes adopted children), or co-habitation.
    - a) Does not include sex-trade worker-client scenarios.
  - 8) Spouse – means a legally married person.
  - 9)

Vulnerable Person - means any person 18 years of age or older who because of their diminished mental capacity and/or physical state:

- a) Is at heightened risk of harm to their health and well-being, and is less capable of protecting themselves from risk.
  - b) May be unable to fully access the Justice System, or understand or be understood by officials thereof.
- B. Demographic information – means the full name and date of birth for each involved person. In addition:
- 1) For children: include names of parent/guardians.
  - 2) For victim: include next of kin and/or secondary contact information.
- C. Dominant aggressor - means the person determined to be the most significant rather than the first aggressor, when more than one of the parties involved in the event have been violent towards each other.
- D. DVI – means Domestic Violence Interview

### **3. Manitoba Department of Justice – Victim Services**

- A. Domestic Violence Support Services (DVSS) – formerly known as the Women’s Advocacy/Domestic Violence Intervention Unit (DVIU) Program.
- 1) Provides support to families who receive police services for domestic violence incidents that occur in Winnipeg, that do not result in charges or arrests. Services include:
    - a) Connecting families to appropriate community resources through referral, advocacy and co-ordination of community resources.
    - b) Providing short-term emotional support and referral to counseling.
    - c) Creating a protection plan to improve safety.
    - d) Offering information about and help with orders of protection.
  - 2) Provides support and information to victims of domestic violence by:
    - a) Providing information about the criminal charges and the court process.
    - b) Explaining the roles of those involved in the criminal justice system.
    - c) Discussing safety planning.
    - d) Explaining how to get protective relief orders.
  - 3) In cases where criminal charges are laid, liaise with the Domestic Violence Unit - Crown Attorney.
  - 4) Responsible for retrieving the police report, including the Domestic Violence Referral Form (P-676) (<http://policenet/desktop/divisions-units/autonomous/organizational-development->



[support/reports-manual/d/domestic-incident-referral-form-\(p-676\)\)](#) and the [Manitoba Justice - Victim Notification Form \(P-705\)](#), ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/m/manitoba-justice---victim-notification-form-\(p-705\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/m/manitoba-justice---victim-notification-form-(p-705))) from the RMS, and distributing the information to the assigned Victim Services worker.

- 5) Will contact Child and Family Services in the following situations:
  - a) Domestic Violence incidents involving young (teenage) parents.
  - b) Matters where children have been assaulted / threatened during the domestic violence incident.
  - c) Children have witnessed a domestic violence incident.
  - d) Police members note neglect factors (e.g. Filth, lack of food, substandard housing conditions, etc.).
  - e) Victim Services workers are aware that a CFS file already exists.
  - f) Children made the call to 911.
  - g) Past domestic charges relating to the parties.
  - h) Past domestic charges not related to the current partner.
  - i) Lengthy violent criminal record including gang connections.
  - j) Past sexual abuse charges.
  - k) Victim's capacity to protect children is compromised (e.g. seeking reconciliation with violent offender).
  - l) Complainant or offender has mental health concerns.
  - m) Alcohol / substance abuse issues for parents of babies / toddlers / children.
  - n) Pregnant women using alcohol / illegal substances.
  - o) Update agency on court orders including variations / removal.

#### **4. Domestic Violence Intervention Coordinator (DVIC)**

- A. The Domestic Violence Intervention Coordinator is an administrative position within Division 41, Specialized Investigations. Its function is to continuously improve the effectiveness of Domestic Violence procedures and deal with Service-wide related issues such as:
  - 1) Training, advice and direction for WPS members.
  - 2) Domestic Violence pilot projects.
  - 3) WPS representation on multi-agency domestic violence committees.
  - 4) Policy development and compliance.

## 5. Safety and Well-Being Criteria

- A. Where the parties are located and what they are doing.
- B. The presence and use of any weapons including firearms.
- C. If any of the parties are injured and to what extent.
- D. If children are present.
- E. Information about the suspect, e.g. relation to victim, whereabouts, description.
- F. Whether the suspect is under the influence of drugs or alcohol.
- G. Whether the police have been called in the past for similar incidents.
- H. Secondary addresses, telephone numbers or contact person(s) where applicable in order to assist investigators in locating the complainant.

## 6. Lawful Entry

- A. Forced entry is lawful when it is in the public interest to do so.
- B. Public Interest is defined as:
  - 1) Protecting the life and safety of the public.
  - 2) Prevention of the continuation of an offence.
  - 3) Prevention of the repetition of an offence.
  - 4) Prevention of the commission of another offence.
  - 5) Prevention of the destruction of evidence; and is based on:
  - 6) Reasonable grounds justifying emergency entry, which include, but are not limited to:
    - a) Cries for help.
    - b) Visible weapons.
    - c) Obvious signs that a struggle has occurred.
    - d) An eye-witness account that a crime has occurred, and the victim(s) is still in the residence.
    - e) 911 hang up calls.
    - f) The nature and quality of information available to members in attendance.
- C. Officers must be able to articulate grounds for forced entry.
- D. The Criminal Code gives members authority of a search warrant when serving a Protection Order (MG-4836) if a respondent does not deliver any items specified, e.g. firearms, ammunition, explosive substances or associated documents.

## 7. Dominant Aggressor- Relevant Factors

- A. The intent of the Justice System to protect victims of domestic violence.
- B. History of abuse in the relationship.
- C. Any threats of violence, real or implied, which cause one person to fear the other.
- D. Whether either person acted in self-defense.
- E. Whether reasonable force was used in self-defense.
- F. Offensive and defensive injuries (injuries consistent with explanation).
- G. Relative size and strength of the parties.
- H. Level of violence.
  - I. Corroborating evidence, including statements of witnesses and any children.
  - J. Reporting person.
  - K. Reasonableness of the accusations.
  - L. Is a person using manipulation strategies on police? (e.g. "I will lose my job if you arrest me.")
- M. Existing court orders.

#### **8. Contributing Factors To The Laying Of Charges**

- A. The sole contributing factor that determines if a charge is laid is the existence of reasonable grounds and the belief of the investigating member that an offence has been committed [CCC s.495].
  - 1) When available, and in the absence of any contradictory evidence (other than provided by the alleged offender's unsubstantiated statement), a victim's statement alone, whether oral or written, is sufficient to constitute reasonable grounds where the member believes an offence has been committed.
    - a) All allegations must be investigated thoroughly. Which includes:
      - i) Complete investigation and interview of all involved parties.
      - ii) Statements of victim; any witnesses; neighbours and children, if present.
        - (1) Consult with the Sergeant, Child Abuse Unit for further direction if child under the age of 12 is to be interviewed.
        - (2) Consult with the Coordinator, Vulnerable Persons Unit for further direction if a vulnerable person is to be interviewed.
      - iii) Medical evidence.
  - 2) In the absence of contradictory evidence, a photocopy of a court order, which appears to be valid, together with the victim's description of events, will constitute reasonable grounds where the member believes a criminal offence has been committed.
- B. The following are not contributing factors, except as they relate to elements of the offence:

- 1) Lack of visible injuries.
- 2) Lack of independent witnesses.
- 3) Whether or not the victim wishes to proceed with the matter.
- 4) The existence or lack of a court order protecting the victim, or the dismissal of a previous court order, or whether the victim acquiesces on the suspect's violation of a court order.
- 5) Marital status/cohabitation of the parties.
- 6) Assumptions that violence is more acceptable in certain cultures.
- 7) Disposition of previous police calls involving the same victim and suspect (this includes past criminal history of both victim and suspect).
- 8) The victim's unwillingness to attend court proceedings or the member's belief that the victim will not cooperate.
- 9) Verbal assurances by either party that the violence will cease.
- 10) Denial by either party that the violence occurred.
- 11) The potential financial consequence of arrest.
- 12) The presence or use of alcohol, drugs and other impairing substances.
- 13) The member's concern about reprisals against the victim by the suspect.
- 14) Sexual orientation, age, ethnicity, disability, vulnerability, socio-economic status or occupation of the victim or suspect.
- 15) The immigration status of either the offender or victim.

#### **9. Cellphone Emergency Limited Link-up (CELL) Program:**

- A. A program designed to give an added level of protection to people who are at a high risk of domestic violence and stalking. The CELL Program is a cooperative effort between MTS, social services agencies, police services, and Manitoba Justice Victim Services and is available throughout Manitoba.
  - 1) The Program was previously known as the Victims 1st Cellular Telephone Program.
- B. This program lends victims free MTS cell phones at times of extreme risk. Victims who have their own cell phones may also register for the program using their personal cell phone numbers.
- C. If members enrolled in the program dial 911, they have been instructed to:
  - 1) Provide their current location.
  - 2) Provide their name.
  - 3) Identify they are enrolled in the CELL Program or that they are a Domestic Violence (DV) cell phone client.

**10. Domestic Violence Emergency Response System – aka “Aware Alarm”**

- A. Domestic Violence Emergency Response System (D.V.E.R.S.) is a type of distress alarm that was supplied (at no charge) by A.D.T. Security Systems to victims of spousal abuse.
- B. ADT discontinued the program in 2013.
- C. A.D.T. will still provide this ‘no charge’ service to any existing customers, but will not be installing any new D.V.E.R.S. (Aware) Alarms.

**11. Court/Crown Attorney Liaison**

- A. All decisions relating to the prosecution/disposition of domestic violence offences are made at the discretion of the Domestic Violence Unit Crown Attorneys (Domestic Violence Court) for all domestic violence/partner abuse matters and related breaches of recognizance.
- B. The Domestic Violence Unit Crown Attorneys handle all enquiries regarding domestic violence court proceedings.
- C. The WPS Domestic Violence Intervention Coordinator can liaise with the Senior Supervising Family Violence Crown Attorney for all urgent domestic violence enquiries.

**12. Investigative Guidelines**

- A. The Domestic Violence Unit (DVU), Division 11 is responsible for domestic follow-up investigations in Division 11 only, or as directed by the Commander, Division 11.
  - 1) DVU may also be directed to investigate a domestic violence incident by the Chief of Police or the Domestic Violence Intervention Coordinator (DVIC).
- B. Each operational division is responsible for conducting domestic violence follow-up investigations that initiate in their divisions.

**13. Appropriate Charges**

- A. If a victim of domestic violence has been strangled, a “Choking to Overcome” charge should be considered if there is evidence of another offence being committed or intended to be committed such as:  
as: [C.C. section 246a]
  - 1) Assault / Assault Causing Bodily Harm / Aggravated Assault
  - 2) Sexual Assault
  - 3) Robbery
- B. If another family member or child is the victim of a domestic violence incident, ensure the appropriate additional charge is laid for each offence and victim.

**14. Dealing With Children in Domestic / Family Violence Incidents**

- A. Research has demonstrated that exposure to domestic violence has a harmful effect on children’s social, emotional, and cognitive development. As such, members must take special care when speaking to children exposed to domestic violence situations. Members should observe the following:
  - 1) Ensure children are safe and unhurt.
  - 2) Introduce yourself and describe your role in simple terms.

- 3) Speak at the child's level by sitting or kneeling.
- 4) Acknowledge that something upsetting happened.
- 5) Try not to talk badly about either parent in front of the child.
- 6) Do not say everything will be okay or make promises you cannot keep.
- 7) Reassure the child that the violence was not their fault.
- 8) Explain to the child why any use of force was necessary.
- 9) Before leaving, explain to the child what will happen next.

## GENERAL PROCEDURES

### 1. Police Member

#### A. Investigation Requirements - Member shall:

- 1) If in receipt of information that requires a dispatched call for service because it directly identifies an act of domestic violence or raises obvious concerns for the safety and well-being of any individual:
  - a) Contact the Communications Centre and personally relate the information, or
  - b) Transfer the request to the Communications Centre and stay on the line until the caller is connected.
  - c) Inform the reporting person of appropriate safety measures which may be taken prior to police arrival.
- 2) Promptly investigate:
  - a) Persons in custody who are attempting to obtain judicial interim release or parole, as it is important to the safety of victims.
  - b) Any allegation of threats to a victim of domestic violence communicated from a person in custody whether in person, by telephone or in writing; or communicated by a third party at the direction/request of a person in custody. Submit a report and, where appropriate, lay a charge(s) and swear an Information without delay.
  - c) An offence alleged to have occurred in the immediate past (within a few days).
- 3) Investigate all allegations of criminal behaviour, past and present.
  - a) Include information on narrative including links to related events.
  - b) If possible, obtain medical release from the victim, using the Request for Disclosure of Personal health Information With Patient /Client Consent Form (P-346A).  
([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/r/request-for-disclosure-of-personal-health-information-without-patient-client-consent-\(p-346b\)\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/r/request-for-disclosure-of-personal-health-information-without-patient-client-consent-(p-346b))))

- i) i) Scan copy of P-346A into report.
- 4) Investigate every domestic violence call where a breach of any form of court order is confirmed or suspected.
  - a) Ask all involved persons if they are aware of any court orders issued in Canada involving:
    - i) Conditions which prohibit contact with another person.
    - ii) Conditions which limit physical proximity to a specific person.
  - b) Check all involved persons on CPIC for the existence of valid court orders within Manitoba and outside Manitoba issued in Canada involving:
    - i) Conditions which prohibit contact with another person.
    - ii) Conditions which limit physical proximity to a specific person.
  - c) If information of the existence of a valid Canadian court order with the above conditions exists, and
    - i) Are able to form reasonable and probable grounds that the conditions are breached; and
    - ii) Believes an offence has occurred;
      - (1) Follow the Mandatory Charge / Arrest Procedure.
  - d) If no information of the existence of a valid Canadian court order with the above conditions exist:
    - i) Attempt to obtain a statement from the involved person who believes a valid court order exists. This statement should contain information on:
      - (1) When the order was issued.
      - (2) Where the court is located that issued the order.
      - (3) What the conditions of the order are.
    - ii) Make all reasonable efforts to determine if a valid and enforceable Canadian civil protection order exists.
      - (1) Send a CPIC message to the police agency in the jurisdiction where the court order is alleged to have been issued, and request they determine if there is a valid and enforceable court order.
      - (2) If a valid court order exists request a fax copy.
  - e) Advise the complainant of the results of the investigation.
- 5)

Review all incidents and breaches of court orders for evidence of Criminal Harassment ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/c/criminal-harassment-\(stalking\)\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/c/criminal-harassment-(stalking)))).

- 6) Attempt to determine who the dominant aggressor is, in situations where both parties have been violent toward one another.
- 7) When investigating any incident of domestic violence, whether confirmed or suspected, including a breach or any form of restraining order,
  - a) Ensure the immediate safety of the victim and any children who may be present.
  - b) Call for an ambulance if immediate medical attention is required.
    - i) If receiving information of, or observing signs of strangulation, request ambulance.
- 8) Child(ren) Present During Domestic Violence incident
  - a) If a child is present during a criminal or non-criminal domestic incident, and there are urgent concerns for the safety of that child, contact Child & Family Services immediately.
  - b) For non-criminal incidents:
    - i) Document the name and time CFS was contacted within the justification portion of the Domestic Incident Referral Form (P-676). ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-\(p-676\)\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-(p-676))))
    - ii) Document all demographic information of child(ren) present.
  - c) For criminal incidents:
    - i) If a child is injured as a result of a domestic violence incident and where reasonable grounds exist and the member believes an offence has been committed, ensure charges related to each child is laid.
    - ii) Document the name and time CFS was contacted.
    - iii) Document all demographic information of child(ren) present.
  - d) If a child is present (including sleeping or in another room) during a non-criminal domestic incident and there are no immediate safety concerns for the child, document the demographic information in the Domestic Incident Referral Form (P-676). ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-\(p-676\)\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-(p-676))))
  - e) Domestic Violence Support Services (DVSS) will evaluate each and every incident and contact Child and Family Services if required.

**B. Lawful Forced Entry - Member may:**



- 1) Lawfully force entry into a residence where they believe it is in the public interest to do so.

**C. Mandatory Charge / Arrest Procedure - Member shall:**

- 1) Where there are reasonable grounds and the belief that a criminal offence has been committed involving domestic violence,
  - a) Arrest the accused / dominant aggressor, whether or not the victim wishes to proceed. [CALEA 1.2.7]
  - b) Document in notebooks and reports the observations, assessment and reasons that led to the determination of dominant aggressor.
    - i) Articulate the grounds for determining dominant aggressor based on the relevant factors.
  - c) Advise both parties of their rights and inform them that it is the duty of the police to arrest and charge, and making it clear to each party it is not the victim who is laying the charge(s).
  - d) Lay charge(s) against the accused / dominant aggressor. [CALEA 1.2.7]
    - i) If warranted, submit a report for other involved persons for Crown opinion.
    - ii) Confirm complainant identification.
    - iii) Obtain demographic information of all involved parties (i.e. victim, accused, complainant, children, neighbours, and witnesses).
    - iv) Obtain Next of Kin information for Victim.
    - v) If child(ren) under 12 years of age or vulnerable person(s) present, consult with the Sergeant, Child Abuse Unit.
    - vi) Obtain medical release from the victim.
  - e) If of the belief that the accused fails to meet the conditions in CC S.495 (2), arrest the accused and bring before a Justice of the Peace.
    - i) The suspect's willingness to leave the premises and/or assurances that no further contact with the victim is planned is not relevant.
    - ii) Release accused on bail subject to conditions or hold accused in custody as directed by the Justice of the Peace. [CALEA 1.2.6]
- 2) Cross Charges
  - a) If considering charges against persons for defending themselves while being assaulted, send for Crown opinion.
    - i) If the member believes that cross charging is the only option, then charge the dominant aggressor and submit the other party for Crown Opinion.

- 3) Where there are reasonable grounds and belief there has been Criminal Harassment, or breaches of court orders involving domestic violence, lay additional charges.
  - a) Lay a charge using the approved wording of the applicable order (eg. "Breach of Protection Order", "Breach of Prevention Order", or "Fail to Comply with Undertaking", etc.)
  - b) If the victim is unable to produce a copy of the court order, verify its existence by contacting the Clerk of the Courts, CPIC, the victim's own lawyer, or advise the victim to verify the court order via the Court's website (<http://www.manitobacourts.mb.ca/provincial-court/locations-and-contact-info/location/winnipeg>).
  - c) Question the victim regarding personal knowledge of the issuance of any subsequent court order or variation.
  - d) Attach a photocopy of the court order to the police report, as the exact wording in the court order must be available to the Informant Officer at the time the information is laid.
  - e) Send copy of Order to the Report Processing Unit (RPU) for scanning and subsequent destruction. Return any copies of Orders belonging to victims.
- 4) Clearly articulate in notebooks and reports the reasons for not laying a charge in a domestic violence incident.
  - a) Request a flag be placed on the subject for information purposes if there are insufficient grounds to lay a charge. E.g. "Male warned for criminal harassment involving Jane Doe".
- 5) Submit a report for Crown opinion if:
  - a) Determining whether charges against persons defending themselves are warranted.
  - b) Uncertain whether or not offensive conduct breaches a common sense interpretation of a Court Order, or if the Order no longer appears to be valid or in effect.
  - c) A victim of abuse has recanted and there are reasonable grounds to believe a charge of Public Mischief is warranted.
- 6) Not advise the victim that the Domestic Violence Crown will drop the charges or vary the bail condition(s) upon the victim's request.

**D. Interviewing - Member shall:**

- 1) Ensure the safety of the victim.
- 2) Interview the victim after medical needs have been attended to.
- 3) Where required, offer appropriate interpretive services (language bank or American Sign Language) from an unbiased source.
- 4)

Interview the parties separately and outside normal hearing range while attempting to maintain visual contact of their partners.

- a) Make every attempt to interview parties away from any children present.
- 5) Make all reasonable efforts to encourage the victim to discuss details of any abusive behaviour and to provide a written and video statement about the events involving domestic violence which has occurred in the preceding hours, days or months.
    - a) Note that the Crown may request a KGB Statement prior to authorizing a charge. Check RMS Caution Flag for further direction regarding video statements.
  - 6) Refrain from asking the victim, directly or indirectly, whether they want to lay charges, want police to lay charges, or are willing to follow through and testify in court.
  - 7) Make diligent attempts to identify, interview and obtain written statements from any other witnesses to the alleged offence(s).
  - 8) If sexual assault allegation against domestic partner, consult with Shift Supervisor, Division 41 for direction.
  - 9) Interviewing child(ren):
    - a) Follow guidelines for interviewing children exposed to domestic violence.
    - b) If child under the age of 12 is to be interviewed, consult with the Sergeant, Child Abuse Unit for further direction.
  - 10) If a vulnerable person is to be interviewed, consult with the Coordinator, Vulnerable Persons Unit for further direction.
  - 11) Offer immediate safety planning and Family Violence Pamphlet (P- 282), or direct victim to the domestic violence resources on the WPS public website.

**E. Photographing Injuries - Member shall:**

- 1) Consider photographing victim injuries that result from assaults.
  - a) Contact the Identification Unit for photographing.
- 2) Make arrangements to take subsequent photographs to document the injuries over time.

**F. Victim Assistance - Member shall:**

- 1) Provide victims with
  - a) An Incident Inquiry Card including the report number and the attending members' badge numbers. [CALEA 55.2.3]
  - b) Information detailing what further police action is intended as a result of the call for service. [CALEA 55.2.3]
  - c) A copy of the Domestic Violence Pamphlet (P-282). [CALEA 55.2.3]

- 2) Notify the victim as to the status of the investigation.
  - a) Inform the victim to make arrangements for their safety as, even though the accused is arrested, release may be imminent.
  - b) If the accused is released, make attempts to notify the victim.
    - i) If the first attempts to notify a victim are unsuccessful, continue attempts to make contact until commencement of the next Manitoba Justice Crime Victim Services business day, at which time they assume responsibility for notification.
    - ii) Record the date and time of notifications in the report.
- 3) Obtain information identifying victim's primary and secondary contacts that may be notified of an arrest or the results of the initial appearance before a Justice of the Peace.
- 4) Refer victims to the Domestic Violence Support Services (DVSS).<sup>[CALEA 55.2.3]</sup>
  - a) If charges are laid, complete the report and submit.
- 5) If the victim wants to leave the residence, offer to escort or arrange transportation to a place of safety of the victim's choice. If a shelter is chosen, call the shelter first to make arrangements prior to arrival to confirm availability of space. No-cost emergency shelter is available through the following:<sup>[CALEA 55.2.3]</sup>
  - a) Willow Place (for all women and children).
  - b) Ikwe-Widdjiitiwin Inc. (for Aboriginal women and children).
  - c) Salvation Army, Booth Center (for men).
  - d) Men's Resource Centre (for men and children).
- 6) Advise all victims how to locate the appropriate 24-hour crisis line numbers in the telephone book.<sup>[CALEA 55.2.3]</sup>

**G. Victims with Outstanding Warrants - Member shall:**

- 1) Follow procedures in the Arrest, Detention & Release (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/a/arrest-detention-and-release>) topic.

**H. Weapons Seizure - Member shall:**

- 1) When requested to serve a Protection Order (MG-4836), and, for the purpose of seizing weapons, enter and search any place, including a dwelling house, where there is reason to believe the items are located, with such assistance and force as is reasonable in the circumstances.
- 2) In all instances where a charge(s) is to be laid, or upon arrest and prior to the accused's first appearance before the Justice of the Peace,
  - a)

- Determine if the suspect possesses or has ready access to firearms and, if so, their location.
- b) Determine if the suspect has been issued a Firearms Acquisition Licence (FAC) or a Possession and Acquisition Licence or a Possession Only Licence, and if possible, ensure the suspect can produce the licence(s) to the Court upon request.
- 3) Seize any weapons used in the commission of an offence and determine whether it is desirable, in the interests of safety of the person or any other person, that the accused should possess any weapon, prohibited device, ammunition, prohibited ammunition or explosive substance.
- a) If of the belief that the person should not be in possession of these items, and if conditions exist requiring a warrant, but by reason of a danger to the safety of that person, or any other person, it would not be practicable to obtain one, search for and seize any of these items and any authorization, licence or registration certificate.
    - i) Members have to be able to clearly articulate how and why they came to the conclusion to search for and seize any weapon, prohibited device, ammunition, license or registration certificate.
  - b) If urgent circumstances do not exist, obtain a warrant.
- 4) Complete the Return to a Justice and/or Application for an Order for Disposition (MG-7054). ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/r/return-to-a-justice-\(mg-7054\)\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/r/return-to-a-justice-(mg-7054))))
- 5) Where applicable, give the respondent a Notice of Seizure (MG-7830) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/n/notice-of-seizure-\(mg-7830\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/n/notice-of-seizure-(mg-7830)))), which contains:
- a) A description of all property seized.
  - b) A direction that the respondent advise any third party who has ownership interest in the property that the property has been seized.
  - c) The name and address of the person who will have custody of the property.
  - d) Information respecting the right of the respondent to apply to the court under subsection 11 (application to set aside Protection Order) or subsection 19 (application to vary or revoke prevention order) of the Act.
  - e) A statement that, unless the court orders otherwise, the property can be disposed of after the later of the following:
    - i) 45 days after the respondent is served with, or has notice of, the Protection Order or Prevention Order.
    - ii) Where, within the time referred to in subclause (i), the respondent applies to the court under subsection 11(application to set aside Protection Order) or subsection 19 (application to vary or revoke prevention order) of the Act, the day the court determines the application.

- 6) If the respondent is not present when the weapons are seized,
  - a) Leave a copy of the Notice of Seizure (MG-7830) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/n/notice-of-seizure-\(mg-7830\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/n/notice-of-seizure-(mg-7830)))) on the premises at which the seizure is made.
  - b) Leave a copy of the Notice of Seizure (MG-7830) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/n/notice-of-seizure-\(mg-7830\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/n/notice-of-seizure-(mg-7830)))) at the respondent's last known home, business or employment address, other than the home, business or employment address of the respondent.
  - c) Leave notice stating that the documents should be forwarded or given to the respondent as soon as possible. Use the Notice to Forward Documents (MG-7829) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/n/notice-to-forward-documents-\(mg-7829\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/n/notice-to-forward-documents-(mg-7829)))) as the notice.
- 7) Send a copy of the Notice of Seizure to a person designated as a firearms officer under the Firearms Act (Canada) or the Chief Firearms Officer for Manitoba.

**I. Disposition Of Seized Property - Member may:**

- 1) Unless otherwise indicated by a court order, dispose of seized property on whichever date is the later of the following.
  - a) After the later of the time periods set out on the Notice of Seizure (MG-7830). ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/n/notice-of-seizure-\(mg-7830\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/n/notice-of-seizure-(mg-7830))))
  - b) Where application has been made by a third party, the day the court determines the matter.

**J. Locating Victim / Complainant or Suspect / Accused - Member shall:**

- 1) If unable to locate a suspect/accused, and prior to the completion of shift, advise the Shift Supervisor regarding the status of the investigation.
  - a) If the Shift Supervisor is of the opinion that further attempts to locate the accused should continue:
    - i) Submit a complete report to the Shift Supervisor, including all necessary information.
    - ii) Scan all current orders and statements into the occurrence report.
    - iii) If sufficient evidence is available, make the following notation in the report: "Please flag and submit occurrence for warrant" (SFW).
    - iv) Request the Shift Supervisor make arrangements for the relief supervisor to continue efforts to locate the accused.
    - v) Notify the Domestic Violence Investigators, if the Division has members designated in this capacity.

- b) If the Shift Supervisor is of the opinion that no further immediate investigation is necessary:
  - i) Submit a complete report to the Shift Supervisor, including all necessary information.
  - ii) Scan all current orders and statements into the occurrence report.
  - iii) If sufficient evidence is available, make the following notation in the report: "Please flag and submit occurrence for warrant" (SFW).
  
- 2) If a suspect/accused listed on RMS as "Submitted For Warrant" (SFW) is located:
  - a) Check CPIC to determine if warrant has been obtained and is currently awaiting entry.
  - b) Check RMS for all information related to the occurrence.
  - c) If there are reasonable grounds and the belief that an offence has been committed based on the information from RMS or any other source, then:
    - i) Arrest the suspect/accused.
    - ii) Request the Shift Supervisor to expire the "SFW" flag from the report.
    - iii) Locate the report or warrant and process the suspect/accused.
    - iv) Notify the complainant/victim that the suspect/accused is arrested.
  - d) If there are no reasonable grounds to arrest (i.e. information from RMS or other sources is not available to assist investigating officers in forming reasonable grounds), then:
    - i) Not arrest or detain the suspect/accused.
    - ii) Submit a report under the original occurrence number.
    - iii) Notify the complainant/victim that the suspect/accused was not detained.
  
- 3) When persons flagged as DVI on RMS are located,
  - a) Review all information on the original occurrence.
    - i) Check RMS Caution Flag for further direction.
  - b) Make every effort to obtain a statement from the person regarding the original occurrence.
    - i) Note: The Senior Family Violence Crown may request a KGB Statement from the victim of a domestic violence incident in certain circumstances.
  - c) Ensure that a thorough investigation is completed, and a narrative report submitted under the original occurrence number, which includes notification to the Division Shift Supervisor to remove the person's "DVI" Flag from RMS.

- d) If not of the opinion reasonable grounds to believe an offence has occurred exist, submit a narrative report under the original occurrence number, which includes the following, if possible:
  - i) Victim's full name, date of birth, current address, telephone number, and response to member(s) questions.
  - ii) The victim's explanation of the original occurrence including a statement if possible.
  - iii) Details of notification to the Division Shift Supervisor to remove the person's "DVI" Flag from RMS.

**K. Report Requirements - Member shall:**

- 1) Complete all required reports (see below) and submit to the Division Shift Supervisor prior to the end of shift.
- 2) For all reports, including those not criminal in nature or unfounded, include the following information:
  - a) The identity of parties involved.
  - b) Complete details of children present or related to incident.
  - c) The nature of the occurrence.
  - d) The specific action taken.
  - e) Results of CPIC checks (i.e. Warrants, Probation Orders, Protection Orders, Domestic Court Orders of Protection, Recognizances and Undertakings).
    - i) Attach related documents (restraining order, etc.) to the report.
- 3) For a non-criminal domestic incident (where no charges are laid):
  - a) Complete a Domestic Incident Referral Form (P-676).  
([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-\(p-676\)\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-(p-676)))
    - i) No narrative is required.
  - b) In the justification portion of the form include a brief summary with sufficient information for a Domestic Violence Support Services (DVSS) counselor to assess risk.
  - c) If the report is to be restricted, ensure the WPS- Domestic Violence Intervention Coordinator (DVIC) is placed on the Access Control List.
    - i) Notify DVIC via email.
  - d) Advise Division Shift Supervisor of completion, notifications or if additional investigation is required prior to the end of shift.



- 4) For criminal domestic incident (where charges are laid):
  - a) Complete an Arrest Report prior to end of shift.
  - b) Include any fears the victim may have expressed of the accused returning to abuse, harm or harass the victim if allowed to remain at large or released on bail.
  - c) Ensure Manitoba Justice – Victim Notification Form (P-705) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/m/manitoba-justice---victim-notification-form-\(p-705\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/m/manitoba-justice---victim-notification-form-(p-705))) is completed.
  - d) If the report is to be restricted, ensure the WPS- Domestic Violence Intervention Coordinator (DVIC) is placed on the Access Control List.
    - i) Notify DVIC via email.
- 5) Crown Opinions
  - a) If a situation requires immediate Crown opinion or advice, notify the Shift Supervisor.
  - b) If authorized by Shift Supervisor consult with the on-call Duty Crown or Senior Supervising Family Violence Crown.
  - c) If submitting for a Crown opinion:
    - i) Ensure the narrative of the (P-676), clearly sets out the circumstances of the offence with sufficient detail for the Crown to effectively review this matter.
    - ii) Add “Submitted for Crown Opinion” to the narrative.

**L. Non-Criminal Domestic Disputes - Member shall:**

- 1) Where there is no suspicion of domestic violence or, where through investigation, it appears the domestic dispute is non-criminal in nature (e.g. the parties are merely incompatible), provide the parties with the following information:<sup>[CALEA 1.1.3]</sup>
  - a) Refer parties to the appropriate helping agencies for individual or family counseling.
    - i) All available community resources are accessed through the Domestic Violence Support Services (DVSS).
  - b) Inform parties they may be eligible to seek civil remedy through application for a Protection Order.
  - c) Inform parties who have never been married or cohabited but who want some form of restraining condition they may
    - i) Apply for a Protection Order (MG-4836), ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/p/protection-order-\(mg-4836\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/p/protection-order-(mg-4836))) by attending at the Clerk of the Provincial Court, or
    - ii) Consult a lawyer for assistance.

- d) For parties who may require a lawyer, to obtain a protection / prevention order, legal separation, or for some other purpose, refer them to the Law Phone-In and Lawyer Referral Program or, if they cannot afford a lawyer, to Legal Aid Manitoba.
  - e) If the dispute concerns the failure of one party to pay maintenance in accordance with an existing order or separation agreement, refer the parties to the Maintenance Enforcement Program (Government of Manitoba).
  - f) If the dispute concerns custody/access issues relating to the parties' children, provide the response outlined in the Abductions / Custody Disputes (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/a/abductions-and-custody-disputes>) topic.
  - g) If there are urgent child protection issues (i.e. welfare or neglect) contact Child and Family Services immediately.
- 2) Submit a Domestic Incident Referral Form (P-676) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-\(p-676\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-(p-676))) in lieu of a narrative.
    - a) Ensure the demographic information of all involved parties (i.e. victim, accused, complainant, children, neighbours, and witnesses) is recorded.
  - 3) If a Non-Criminal Domestic involves a member of the WPS (sworn or civilian), complete the Domestic Incident Referral Form (P-676). ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-\(p-676\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-(p-676)))
    - a) Consult with the Shift Supervisor to determine if the police report should be restricted.
      - i) If request to restrict the report is authorized by the Shift supervisor include the Domestic Violence Intervention Coordinator (DVIC) on the Access Control List, and notify DVIC via email.

**M. Referral for Protection Order – Member shall:**

- 1) Refer all victims of domestic violence and / or stalking to the Domestic Violence Support Services (DVSS) for assistance with the application process for a Protection Order
  - a) The DVSS Counselor can attend directly to the court office (408 York) and assist with the application process.
- 2) If there is an incident of stalking between non-domestic parties, refer the victim(s) for a Protection Order.
- 3) If there is no incident of stalking between non-domestic parties, direct the involved parties to seek the appropriate civil remedy (i.e. neighbour dispute - Peace Bond).

**2. Street Supervisor shall:**

**A. Criminal and Non-Criminal Domestic Involving WPS Member**

- 1) Ensure Domestic Violence policy is followed.

### 3. Supervisor shall:

#### A. Domestic Violence Incidents

- 1) Ensure that the attending members have done a thorough investigation and subsequent report including:
  - a) Photographs of any injuries.
  - b) Associated forms completed.
  - c) All appropriate notifications have been made.
- 2) Release Mechanism
  - a) When releasing on a Promise to Appear with an Undertaking with protective and No Contact / No Communications conditions:
    - i) Conduct CPIC check for existing court orders.
    - ii) Ensure no condition of the Undertaking will conflict with any previous active court order.
    - iii) If children are present during a criminal domestic violence incident and are victims, name each child as a separate victim and charge the accused accordingly.
      - (1) Include each child in the No Contact / No Communications conditions.
  - b) Ensure the accused is not released to a residence that will initiate a conflict (i.e. released to the mother of the victim's residence or within close proximity to the victim's residence)
  - c) Ensure the entire report including all notes is completed prior to the accused's first court appearance.
- 3) Child(ren) Present During Domestic Violence Incident
  - a) Ensure CFS is contacted if child(ren) present.
- 4) Crown Consultation
  - a) When requested by investigating member, consult with the on-duty Crown Attorney.
  - b) Authorize the investigating police member to contact the on-duty Crown Attorney directly to convey all available information.
- 5) If investigating police members are unable to locate suspect/accused:
  - a) Review the arrest report, narrative and scanned documents.
  - b) In consultation with the investigating police members, determine if there is a need for continued efforts to locate the suspect/accused.

- c) Create a "Submitted for Warrant" flag for the accused.
    - i) Include occurrence number in remarks field of flag.
    - ii) Include an expiry date 6 months from date of occurrence.
  - d) Arrange for relief Shift Supervisor to assign members to continue efforts to locate suspect/accused, if necessary.
- 6) If investigating police members have arrested an individual who is currently flagged on RMS as "Submitted for Warrant" (SFW):
- a) Expire the SFW flag from the report.
    - i) Include reason flag was "expired" in the remarks field of the flag.
  - b) Create a note in the task indicating the following: "John Doe arrested in relation to occurrence #C050000, SFW flag expired".
- 7) If investigating members are unable to locate victim/complainant,
- a) Review all reports and determine whether the investigation should:
    - i) Continue, or
    - ii) Be pre-empted, or
    - iii) Be closed.
  - b) If the decision is to continue the investigation:
    - i) Notify members to continue investigation.
    - ii) In conjunction with the Shift Supervisor, Communications Centre Unit and the Duty Officer, assign appropriate resources to assist in locating the victim.
    - iii) Create a "Domestic Violence Interview" flag for victim/complainant and ensure the occurrence number is included in remarks.
      - (1) Set the expiry date for six months.
    - iv) Notify the Domestic Violence Investigators, if the Division has members designated in this capacity.
  - c) If the decision is to pre-empt the unit:
    - i) Request the Shift Supervisor, Communications Centre Unit to pre-empt and put an Event Hold on the call, identifying a date/time the call is to be re-dispatched.
      - (1) Do not use the Event Hold function more than twice in a 12 hour period.
    - ii) Create a "Domestic Violence Interview" flag for victim/complainant and ensure the occurrence number is included in remarks.
      - (1) Set the expiry date for 6 months.

- d) If authorizing the call to be closed:
  - i) Provide the authorization to close the call to the patrol unit.
  
- 8) If requested to remove a Domestic Violence Interview (DVI) flag:
  - a) Ensure requesting police members have complied with Domestic Violence procedure.
  - b) If satisfied that Domestic Violence procedure has been followed, expire the DVI flag and enter results of police member's investigation in the remarks.
  
- 9) If a Non-Criminal Domestic involves a member of the WPS (sworn or civilian):
  - a) Consider whether the police report should be restricted.
  - b) Ensure that the Domestic Violence Intervention Coordinator (DVIC) is included on the Access Control List.
  - c) Ensure the DVIC is notified via email.

## CENTRAL PROCESSING UNIT

### 1. Police Member shall:

#### A. Domestic Violence Incidents

- 1) Ensure Section 516(2) is checked off on the Bail Form (P-269) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/b/bail-form-\(p-269\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/b/bail-form-(p-269))) for all domestic violence incidents.
  - a) List name and date of birth for victim and all children (if applicable).
  
- 2) List the name of the authorizing Crown in the Notes Section.

## CENTRAL READING UNIT

### 1. Member shall:

#### A. Domestic Violence Incidents

- 1) Ensure operational reports are complete, accurate, and in compliance with domestic violence policy and procedure.
  - a) If the report is incomplete, send back to the member for completion.
  - b) If criminal charges are laid, ensure a Manitoba Justice – Victim Notification Form (P-705) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/m/manitoba-justice---victim-notification-form-\(p-705\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/m/manitoba-justice---victim-notification-form-(p-705))) has been completed.
  - c)

If no criminal charges are laid, ensure a Domestic Incident Referral Form (P-676) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-\(p-676\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-(p-676))) has been completed.

- 2) Ensure the “Sent for Warrant” (SFW) BOLO is on RMS.
- 3) Submit “FYI” notification to Supervisor, division of occurrence.
- 4) If a Non-Criminal Domestic involves a member of the WPS (sworn or civilian):
  - a) Ensure the Domestic Incident Referral Form (P-676) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-\(p-676\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-(p-676))) is tasked to the Domestic Violence Support Services (DVSS).
  - b) Consider whether the police report should be restricted.
  - c) Ensure the Domestic Violence Intervention coordinator (DVIC) is included on the Access Control List.
  - d) Ensure the DVIC is notified via email.

## COMMUNICATIONS CENTRE UNIT

### 1. 911 Operator shall:

#### A. Domestic - Related Events

- 1) Follow Procedures as outlined in the Communications Centre Unit Standard Operating Guidelines (<http://policenet/desktop/divisions-units/uniform-operations/communications/sogs>), DOMEST topic.

### 2. Call Taker shall:

#### A. Domestic - Related Events

- 1) Follow Procedures as outlined in the Communications Centre Unit Standard Operating Guidelines (<http://policenet/desktop/divisions-units/uniform-operations/communications/sogs>), DOMEST topic.

### 3. Dispatcher shall:

#### A. Domestic - Related Events

- 1) Follow Procedures as outlined in the Communications Centre Unit Standard Operating Guidelines (<http://policenet/desktop/divisions-units/uniform-operations/communications/sogs>), DOMEST topic.

### 4. Shift Supervisor shall:

#### A. Domestic - Related Events

- 1) Follow Procedures as outlined in the Communications Centre Unit Standard Operating Guidelines (<http://policenet/desktop/divisions-units/uniform-operations/communications/sogs>), DOMEST topic.

## CPIC UNIT

### 1. Information Enquiry Clerk shall:

#### A. Domestic Violence Incidents

- 1) Enter all Domestic Violence warrants within 24 hours and ensure:
  - a) "Submitted for Warrant" flag is changed to "Warrant" and proper end date entered.
  - b) Accused's person classification is changed to Arrest-warrant.

## DIVISION 41 SPECIALIZED INVESTIGATIONS

### 1. Domestic Violence Intervention Coordinator (DVIC) shall:

#### A. Domestic Violence Incidents - General

- 1) Add / modify the police cautions on locations for domestic violence agencies (eg. Osborne House).
- 2) Flag individuals for KGB statements as per Senior Family Violence Crown.

#### B. Restricted Domestic Violence Incidents

- 1) Review report and ensure all pertinent information, including the appropriate forms, is forwarded to the Domestic Violence Support Services (DVSS).

#### C. Criminal and Non-Criminal Domestic Incident Involving WPS Member

- 1) If a Non-Criminal Domestic incident involves a member of the WPS , notify the following for an early intervention assessment:
  - a) Commander, Division 41.
  - b) Assessment & Intervention Program Coordinator, Human Resources Division.
  - c) Commander, Professional Standards Unit.
  - d) Domestic Violence Support Services (DVSS) and ensure all appropriate forms have been received.
- 2) Ensure WPS members comply with WPS policy (i.e. notifying appropriate personnel, proper forms completed, etc.)

### 2. Commander shall:

#### A. Criminal and Non-Criminal Domestic Incident Involving WPS Member

- 1) Notify the Division Commander of the involved member.

## DUTY OFFICE UNIT

### 1. Duty Officer shall:

**A. Domestic Violence Incidents**

- 1) Cancel flagged calls as required.
- 2) In consultation with the SPCO, authorize a change in priority for a domestic incident if required.

**B. Criminal and Non-Criminal Domestic Incident Involving WPS Member**

- 1) If notified of a WPS member involved in a domestic violence incident:
  - a) Ensure a Street Supervisor, confirmed in the rank of Patrol Sergeant has been dispatched from a district where the involved member does not work.
  - b) Ensure procedure followed and Domestic Incident Referral Form (P-676) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-\(p-676\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/d/domestic-incident-referral-form-(p-676))) has been completed.
  - c) Notify the Domestic Violence Coordinator via email.
  - d) Notify the Commander – Professional Standards Unit.

**PROFESSIONAL STANDARDS UNIT****1. Commander shall:****A. Criminal and Non-Criminal Domestic Incident Involving WPS Member**

- 1) Liaise with the Domestic Violence Intervention Coordinator (DVIC) to ensure policy compliance for all WPS members involved in a domestic violence incident, whether criminal or non-criminal in nature.

**REPORT PROCESSING UNIT (RPU)****1. Operator shall:****A. Domestic Violence Incidents**

- 1) If a suspect is charged, complete a Manitoba Justice - Victim Notification Form (P-705) ([http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/m/manitoba-justice---victim-notification-form-\(p-705\)](http://policenet/desktop/divisions-units/autonomous/organizational-development-support/reports-manual/m/manitoba-justice---victim-notification-form-(p-705))).
- 2) Ensure a P-705 is included in the report.
- 3) If report is to be restricted, ensure Domestic Violence Intervention Coordinator (DVIC) is included on ACL.



# APPENDIX E

# STUDY GUIDE

**For The Winnipeg Police Service's Written Test  
For Police and Cadet Applicants**



Last updated November 2018



# Test Overview

## Why does the Winnipeg Police Service use a written test to screen applicants?

The written test is intended to measure how effectively applicants communicate, apply logic, and handle the pressure of a stressful environment. Applicants who proceed to the interview stage have an opportunity to showcase these skills in greater depth.

The majority of the test questions gauge applicants' ability to comprehend and communicate in English. Clear and effective communication is crucial for police officers because:

- The need to be able to read, comprehend, and adhere to police procedures
- They must share information and coordinate with one another in high-pressure situations
- They interact with members of the community on a daily basis
- They write reports, tickets, and notes that are admissible in court
- They testify in court proceedings
- They submit intelligence reports for their colleagues in specialized units to use for investigations and special projects

The Service also uses the written test to evaluate applicants' logic and aptitude at basic mathematics. Problem-solving is fundamental to police work. The mathematics questions on the written test enable the Winnipeg Police Service to assess applicants' critical thinking and problem-solving skills.

## How is the test structured?

The written test consists of 81 multiple-choice questions based on general grade 12 knowledge. Applicants have 80 minutes to write the test.

The test covers five areas:

1. Vocabulary - word meaning
2. Comprehension - understanding of what you read
3. Language Mechanics - writing skills such as grammar and punctuation
4. Language Expression - sentence structure
5. Mathematics Concepts and Applications - problem solving

Each section is timed separately. Budget your time for each section accordingly - you will not have the opportunity to go back to an earlier section at the end of the test to review or change your answers.

## What is a passing mark for applicants?

The pass mark is 65%.



Applicants who pass the exam with a mark of 65% or better hold that mark for four years. Within those four years, you do not need to re-write the test if you re-apply with the Service. Cadets with a pass mark on file do not need to re-write the test if they are applying to become a Police Constable within four years of passing the test.

### How can you prepare for the test?

It is possible to prepare for the written test. The next section of this study guide includes examples of the types of questions you may encounter on the written test, along with advice on how you may prepare for each aspect of the test.

Here are some general strategies you can use to prepare for the test:

- Set aside time to do research online or at a library to find reference materials and relevant quizzes that can help you prepare
- Time yourself when you take practice quizzes so you get used to completing tests with time constraints
- Think about the five areas the test covers, and consider which one(s) might be most challenging for you, so you can spend extra time preparing for that subject
- Look online for resources to help you study - you can use search engines to find advice, exercises and other materials to help you prepare for each aspect of the test by inputting such phrases as:
  - Vocabulary list grade 12
  - How to improve English grammar
  - Basic geometry exercises
  - Best websites/apps to improve math
  - Examples of math word problems

### Why should you study for the written test?

- You have a set amount of time to complete each section of the test. If there is one area, such as mathematics, that you find especially challenging, you will not be able to reserve more time to work on that section.
- The Service looks for candidates who work hard and are dedicated. By studying for the written test, you are practicing the study habits you will use after you are hired and commence training.
- Applicants who study perform better on the written test.<sup>1</sup>
- Think about the time you put into applying for employment with the Service: you obtain school transcripts, a driver's abstract, and other documents. You fine-tune your résumé. Why not put a similar amount of effort into the next stage of the recruitment process?

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<sup>1</sup> The Service conducted a pilot project in which applicants who had attempted the written test before were given an early draft of this study guide, then re-took the test one month later. Applicants who said they studied for the test increased their marks, especially compared to applicants who admitted they had not used the study guide.

## Winnipeg Police Service - Study Guide for the Written Application Test



### **Note about this edition of the study guide:**

This edition of the study guide was released in November 2018. This document may be revised based on applicant feedback or if changes are made to the written test. Please visit the Winnipeg Police Service's recruiting website for up-to-date information on how to prepare for the written application test:

<https://winnipeg.ca/police/policerecruiting/default.aspx>.



# 1. Vocabulary

There are three types of questions in this section as described below. Overall, this section tests your knowledge on the meaning of words:

- One section provides you with a word and asks for a synonym or a word of similar meaning.
- One section tests your ability to put the right word into a sentence which matches the intended meaning provided.
- The third section will give you two sentences with each missing a word and ask you to find a word that fits both sentences.

## Practice Questions

***Choose the word that means the same, or about the same, as the underlined word.***

1. Adverse conditions

- temperate
- obligatory
- unfavourable
- esteemed

2. Insubordinate attitude

- wise
- ugly
- enthusiastic
- disobedient

***Read the sentence with the missing word and the question relating to that word. Then choose the word that best answers the question.***

3. When the police officers interviewed each of the suspects individually, \_\_\_\_\_ in their narratives emerged.

Which word indicates their narratives contained sharp differences?

- impurities
- reinforcements
- discrepancies
- contraventions



4. The man in custody insisted he borrowed the car from a friend, and \_\_\_\_\_ any knowledge that the car was stolen.

Which word indicates the man denied knowing the car was stolen?

- a. relinquished
- b. disavowed
- c. abdicated
- d. confided

5. The athlete \_\_\_\_\_ records his physical activity and calorie intake in his training log.

Which word indicates that the athlete keeps records in a consistent and dedicated manner?

- a. diligently
- b. intermittently
- c. intrinsically
- d. ideally

**Read the sentences. Then choose the word that correctly completes both sentences.**

6. This used car is in perfect condition, but the price is still too \_\_\_\_\_.  
"Don't let the tea \_\_\_\_\_ for more than ten minutes," Bob commented.

Which word correctly completes both sentences?

- a. brew
- b. steep
- c. extreme
- d. excessive

7. She is the \_\_\_\_\_ champion of the bowling league, and has never been defeated. It is much easier to paddle a canoe downriver than upriver because of the \_\_\_\_\_.

- a. current
- b. tidal
- c. recent
- d. flow



8. He \_\_\_\_\_ the rope into a coil so it wouldn't get tangled. The first aid instructor emphasized that you should always clean the \_\_\_\_\_ in order to prevent infection.

- a. cut
- b. spliced
- c. hurl
- d. wound

**Tips to prepare for the Vocabulary section:**

- Study high-school vocabulary. You can find examples of vocabulary lists online.
- Study homonyms and homographs. These are words which have the same spelling but different meanings. The third set of questions in the vocabulary section will test your ability to identify, from multiple choices, the word that can correctly be used in two different sentences.
- Commit to learning a new word every day.
- If you encounter an unfamiliar word in conversation or when reading, look up its meaning.
- Use an app or website to play games that improve your vocabulary.





## 2. Comprehension

This section will provide you with various pieces of information to read and then ask you a series of questions to identify your understanding of what you have just read.

### Practice Questions

**Read the passage below and answer the questions that follow.**

The first police signal system in Winnipeg was installed in 1913. The original system consisted of 158 call-boxes throughout the city along designated routes, or 'beats'. The officers were required to report in by phone and then register each hour to both ensure their safety and receive messages. In the event an officer was required between regular calls, the station operator could ring a bell inside the box by day or turn on a flashing red light mounted above the box or on nearby telephone poles by night.

In either case, the officer was only called for five minutes, and if he did not respond the patrol sergeant was notified to check on his welfare. He would ultimately have to report to the station sergeant for missing his call. A number of ticker-tape machines in the station recorded the calls by the position number in the box used by the officer, which was automatically followed by the box number. Each box had a different three-digit number, and the first digit even told the district.

9. How did a station operator contact a police officer on patrol during the day?
- Ringing a bell in a call box
  - Sending the patrol sergeant
  - A flashing red light on or near a call box
  - Using a ticker-tape machine
10. If the intersection of Jarvis and Andrews was located in District 5, which of the following could be the numerical code for the call-box at that location?
- 5022
  - 2675
  - 205
  - 522

This passage is an adaptation of an article by Gloria Dickie, published by *Canadian Geographic* in December 2017 (<https://www.canadiangeographic.ca/article/banffs-famed-wildlife-overpasses-turn-20-world-looks-canada-conservation-inspiration>; this link is provided to acknowledge the original published material, but sample test questions are based strictly on the summary of the article below). Read the passage and answer the questions below based on the information provided in the passage.

In the mid-1990s, 100 elk-vehicle collisions occurred annually in Banff National Park. Today, that number is almost zero. This statistic, along with other data collected by the Western Transportation Institute, indicates the Parks Canada wildlife corridors are working.



Over the last three decades, the Canadian government allocated over \$400 million to upgrade and add more lanes to the 180km of Trans-Canada Highway running through Banff National Park. Thousands of vehicles were using the highway each day, which cuts directly through the park and the home ranges and corridors of local wildlife. Collisions between vehicles and wildlife were a growing concern. As a result, a quarter of the highway-improvement budget was reserved for installing fencing along the highway and building overpasses and underpasses for wildlife to use.

The overpasses are concrete structures topped with wildflowers and trees; they provide safe passage over the Trans-Canada for local wildlife including grizzly bears, elk, deer, and other animals. The culvert-like underpasses are preferred by black bears and mountain lions. In all, the Western Transportation Institute has recorded large mammals using the structures over 200,000 times in the 17 years it has been tracking use of the passages.

The over- and underpasses were a relatively novel idea when they were constructed along the section of the Trans-Canada Highway that passes through Banff National Park. A few small wildlife crossings existed in the eastern United States, but there was no precedent, or even much public confidence, that the undertaking in Banff would work. Now, delegations from around the world are visiting Banff to study the corridors. They are considering whether these successes can be adapted to the roadways and animal populations of Montana, Washington, Mongolia, Argentina, and China.

11. Based on its tone and content, which of the following best describes the passage?
  - a. parable
  - b. case study
  - c. cautionary tale
  - d. success story
  
12. Which of the following is the best example that the corridors were effective at meeting their objectives?
  - a. there have been fewer elk-vehicle collisions
  - b. the corridors have attracted notice from other countries
  - c. local wildlife populations have become more stable
  - d. traffic flow in Banff National Park improved
  
13. According to the article, why was the construction of the overpasses and underpasses so noteworthy?
  - a. Banff is Canada's most-visited national park
  - b. There were only a few examples of the corridors in existence at that time
  - c. Grizzly bears are a species of special concern in Banff
  - d. They cross approximately 180km of highway



14. Which of these statements best summarizes the passage?

- a. The wildlife corridors over and under the Trans-Canada Highway were not a waste of money.
- b. The wildlife corridors over and under the Trans-Canada Highway have received international attention because of their effectiveness.
- c. The wildlife corridors over and under the Trans-Canada Highway are proof of Parks Canada's conservation efforts.
- d. The wildlife corridors over and under the Trans-Canada Highway are used by bears, elk, deer, mountain lions, and other animals.

15. According to the passage, which of the following statements best reflects public attitudes toward the wildlife corridors before they were constructed?

- a. "This is a valuable project."
- b. "We should follow the lead of the United States."
- c. "We are not sure these corridors will work."
- d. "This is an opportunity for Canada to be a leader in conservation."

The following is a set of rules and guidelines for an online contest from the Red River Stationery Company, a fictional company. Read the passage and use it to do the questions below.

1. Eligibility: No purchase necessary. Maximum of one entry per person. This contest is open only to those who sign up online and who are 18 years of age or older as of the date of entry. The contest is only open to legal residents of Canada, and is void where prohibited by law. Employees of the Red River Stationery Company, its affiliates, advertising and promotion agencies, and suppliers, (collectively the "Employees"), and immediate family members and/or those living in the same household of Employees are not eligible to participate in the contest. The contest is subject to all applicable federal, provincial, and local laws and regulations.

2. Contest Period: Entries will be accepted online starting on September 1 and ending December 15 at 11:59 p.m. (CST).

3. How to Enter: The contest must be entered by submitting an entry using the online form provided at [redriverstationery.com](http://redriverstationery.com). The entry must fulfill all contest requirements, as specified, to be eligible to win a prize. Entries that are incomplete or do not adhere to the rules or specifications may be disqualified at the sole discretion of the Red River Stationery Company. You may not enter more times than indicated by using multiple email addresses, identities, or devices in an attempt to circumvent the rules. If You use fraudulent methods or otherwise attempt to circumvent the rules, your submission may be removed from eligibility at the sole discretion of the Red River Stationery Company.

4. Winner Selection and Notification: Winner will be selected by a random drawing under the supervision of the Red River Stationery Company. Winner will be notified by email within five (5) days following selection of Winner. The Red River Stationery Company shall have no liability for the winner's failure to receive notices due to spam, junk e-mail or other security settings or for the winner's provision of incorrect or otherwise non-functioning contact information. If the winner cannot be contacted, is ineligible, fails to claim the prize within 14 days from the time award notification was sent, or fails to timely return a completed and executed declaration and release as required, the prize may be forfeited and an alternate winner selected. Receipt by the winner of the prize offered in this contest is conditioned upon



compliance with any and all federal, provincial, and local laws and regulations. Any violation of these official rules by the winner (at Red River Stationery Company's sole discretion) will result in the winner's disqualification from the contest and all privileges as the winner will be immediately terminated.

16. Which of the following prospective contest entrants is not eligible to win?

- a. A new customer of the Red River Stationery Company
- b. An existing customer of the Red River Stationery Company
- c. A person who does not shop at the Red River Stationery Company
- d. An employee of the Red River Stationery Company

17. Which of the following is not a responsibility of the Red River Stationery Company?

- a. to accept entries until December 15
- b. to choose a winner at random
- c. to contact the winner by December 20
- d. to call the winner if the winner does not claim the prize within 14 days

18. Contest entrants are ineligible to win if:

- a. they enter online
- b. they do not make a purchase at Red River Stationery Company within the contest period
- c. they enter more than once
- d. they have won a prize from the Red River Stationery Company within the last year

19. The contest winner forfeits their entitlement to a prize under all of the circumstances outlined below, except for:

- a. the winner turns 18 on December 14
- b. the winner provides incorrect contact information
- c. the winner's email account blocks or filters the email notifying the winner
- d. the winner violates the contest rules

### Tips to prepare for the Comprehension section:

- Read a variety of passages - both non-fiction and fiction - at a high school level:
  - Short stories and novels
  - Non-fiction books
  - Magazine articles on news, business, economics, science, nature, history, etc.
  - Official documents, policy and procedure documents
- After you read a piece of text for the first time, take a moment to see if you could summarize the main message of the writing in your own words. This will help you practice reading carefully enough to grasp the meaning of a piece of text, and using your vocabulary to paraphrase what you read.
- Look online and visit your local library for resources to improve your reading comprehension

## Winnipeg Police Service - Study Guide for the Written Application Test



- Since police officers need to be able to read and understand police procedures, practice reading some policies and procedures to get accustomed to reading plain-language prescriptive texts.

For example, you could read a few City of Winnipeg By-laws, such as:

- [The Winnipeg Police Service By-law \(783/74\)](#)
- [The Graffiti Control By-law \(204/2007\)](#)
- [The Winnipeg Police Service Regulation By-law \(7610/2000\)](#)



# Language Mechanics

This section will provide you with information – whether that is a sentence, a paragraph, or a letter – and ask you choose the correct punctuation or capitalization required within sections of each. You should know when to utilize various punctuation marks such as: quotation marks, exclamation marks, semi-colons, colons, commas, or periods. Whether it is a greeting, a salutation, a proper noun, or an abbreviated word, you must be able to identify the correct punctuation for the situation.

## Practice Questions

*This section is about skills used in writing. For the following questions, decide which punctuation mark, if any, is needed in the sentences.*

20. "The grass is getting pretty long" Marla commented to her brother.

- a. ,
- b. !
- c. ;
- d. none

21. The backpack that is full of books belongs to my friend.

- a. .
- b. ,
- c. ;
- d. none

22. The agenda included the following activities role playing, a written exam, a workshop, and a class critique.

- a. .
- b. :
- c. ;
- d. none

*Read the passage and look at the underlined part of the sentence. Choose the answer that shows the best capitalization and punctuation for that part.*

23. I asked the teacher if the rain stops, can we go outside for recess?"

- a. teacher, If
- b. teacher, "if
- c. teacher, "If
- d. correct as it is

## Winnipeg Police Service - Study Guide for the Written Application Test



24. Robert the company treasurer made copies of the report for the meeting.
- Robert the company treasurer,
  - Robert, the company treasurer,
  - Robert, the company treasurer
  - correct as it is

Read the passages below, then look at the underlined parts. Choose the answer that shows the best capitalization and punctuation for each part.

The Winnipeg Police Emergency Response Unit was formed in May 1975 it originally consisted of five members. These members were sent to the F.B.I. training academy. In Virginia to receive specialized weapons and tactics training from instructors there.

- 25.
1975. It
  - 1975, it
  - 1975: it
  - correct as it is

- 26.
- academy; in Virginia
  - academy in Virginia.
  - academy in Virginia
  - correct as it is

Dear Mr. Carter!

A colleague forwarded your inquiry to me: I would be happy to provide you with the information you are requesting. I will send you the information by the end of the week.

If there is anything further I can do to be of assistance, please do not hesitate to contact me?

Sincerely,

Cathy Miller

- 27.
- Dear Mr. Carter,
  - Dear Mr. Carter;
  - Dear Mr. Carter
  - correct as it is



28.

- a. your inquiry to me, I would be happy
- b. your inquiry to me. I would be happy
- c. your inquiry to me I would be happy
- d. correct as it is

29.

- a. hesitate to contact me,
- b. hesitate to contact me.
- c. hesitate to contact me!
- d. correct as it is

**Tips to prepare for the Language Mechanics section:**

- Study English grammar, especially:
  - Punctuation
    - Periods
    - Commas
    - Semi-colons
    - Quotation marks
    - Exclamation marks
    - Question marks
  - Capitalization
  - Sentence structure
- You can find grammar review guides online or at your local library
- Look online for English grammar exercises that cover punctuation, capitalization, and sentence structure





# Language Expression

This section is about skills used in writing. You should have a good understanding of pronouns and correct verb tenses and overall sentence structure. One part of this section will provide you with two thoughts and ask you to identify the sentence that best combines these two thoughts in a manner that still maintains the meaning of each.

Another component of this section will center on your ability to develop a topic sentence. You must be able to understand what that sentence is really focusing on and identify a follow-up sentence that expands on or develops that idea.

## Practice Questions

*This section is about skills used in writing. In the following examples choose the word or phrase that best completes the sentence.*

30. Even though we only stopped by for tea, our gracious host served Johan and \_\_\_\_\_ dinner.

- a. I
- b. me
- c. myself
- d. us

31. The professor's judgement was questioned by several students \_\_\_\_\_ were sitting at the back of the classroom.

- a. who
- b. whom
- c. which
- d. whose

*Read the sentences below, then choose the statement that best combines the sentences into one.*

32. She had a bad experience at that restaurant. She no longer eats there.

- a. Because she no longer eats at that restaurant, she had a bad experience there.
- b. She had a bad experience at that restaurant, so she no longer eats there.
- c. She had a bad experience at that restaurant and she no longer eats at that restaurant.
- d. She used to eat at that restaurant all the time, but hasn't since she had a bad experience there.

33. Bears are warm-blooded creatures. Birds are warm-blooded creatures.

- a. Bears are warm-blooded creatures and, therefore, are birds.
- b. Despite birds being warm-blooded creatures, bears also possess this quality.



- c. Henceforth, bears and birds are both warm-blooded creatures.
- d. Examples of warm-blooded creatures include bears and birds.

34. I should call my parents. I forgot my phone at home.

- a. I should call my parents, or I forgot my phone at home.
- b. I should call my parents, but I forgot my phone at home.
- c. I should, but my phone is at home, call my parents.
- d. I should call my parents, until I forgot my phone at home.

***Read the sentence below and choose the answer that best develops the topic sentence.***

35. In 1972, Canadian and Soviet hockey teams played one another in a hotly-contested round of competition known as the Summit Series.

- a. The first indoor hockey game was played in Montreal in 1875.
- b. Phil Esposito, a player on the Canadian team, is a member of the Hockey Hall of Fame.
- c. Plans to hold a series were negotiated by Hockey Canada and the Soviet Hockey Federation in Prague in April 1972.
- d. The series was composed of four games in Canada and four in the Soviet Union, with Canada winning the series in the final game.

36. Covering 55% of Canada's land mass, the boreal zone is the country's largest vegetation zone.

- a. The tundra, another vegetation zone, is characterized by treeless arctic conditions.
- b. The region is covered by forests, lakes and rivers, and is home to diverse wildlife.
- c. Forest fires in the boreal zone release the nutrients found in waste on the forest floor and open the forest canopy to sunlight.
- d. Different types of hawks, medium-sized birds of prey, live in the boreal zone.

***Choose the sentence that is complete and written correctly.***

37.

- a. The Canadian Charter of Rights and Freedoms is one parts of the Canadian Constitution.
- b. The Constitution is a set of laws that has been containing the basic rules about how the country operates.
- c. For example, it contains the powers of the federal government and them of the provincial governments in Canada.
- d. The Charter sets out those rights and freedoms that Canadians believe are necessary in a free and democratic society.



38.

- a. In 1909, King Edward VII authorized the creating of a medal for issue to members of a recognized police force or fire department throughout the British Empire.
- b. The medal were awarded for acts of gallantry or long and dedicated service.
- c. Between 1909 and 1950, Canadians were presented to 52 medals.
- d. Members of the Winnipeg Police Force were honoured to receive five of those King's Police Medals.

**Tips to prepare for the Language Expression section:**

- Study English grammar, especially:
  - Pluralization
  - Verb conjugation
    - I jump
    - I jumped
    - I will jump
    - I have jumped
    - I am jumping
    - I will have jumped
  - Pronouns
    - I, me, my, mine, myself
    - You, your, yours, yourself, yourselves
    - We, us, our, ours, ourselves
    - They, them, their, theirs, themselves
    - He, him, his, himself
    - She, her, hers, herself
    - It, its, itself
  - Prepositions – on, off, through, into, etc.
- You can find grammar review guides online or at your local library
- Look online for English grammar exercises that cover pluralization, verb conjugation, pronouns, and prepositions



# Mathematics Concepts and Applications

This section tests your mathematical problem-solving skills using various math operations. You may be asked to analyze graphs, estimate, deal with square roots, deal with ratios or percentages, and formulate and solve equations.

During the written test, you will not be permitted to use a calculator. You will, however, be provided with scrap paper on which you can do manual calculations.

## Practice Questions

39. Which of the following means  $7x - 6 = 20$ ?

- a. 7 less than 6 times a number is 20
- b. 6 more than 7 times a number is 20
- c. 7 less than 6 times a number is 20
- d. 6 less than 7 times a number is 20

40. Which of these radicals equals a number that is between 3 and 4?

- a.  $\sqrt{81}$
- b.  $\sqrt{25}$
- c.  $\sqrt{9}$
- d.  $\sqrt{15}$

41. A rectangle has a perimeter of 40 m and a length of 12 m. What is the width of the rectangle?

- a. 4 m
- b. 6 m
- c. 8 m
- d. 10 m

42. A number is 10 greater than another number. If the smaller number is subtracted from twice the larger number, the difference is 50. What is the larger number?

- a. 20
- b. 10
- c. 40
- d. 15



43. If the discount given on a stereo system is \$40.00 off the original price of \$200.00, what is the rate of the discount?

- a. 25%
- b. 15%
- c. 20%
- d. 10%

44. What is the sum if you round 976 and 343 to the nearest hundred and then add them?

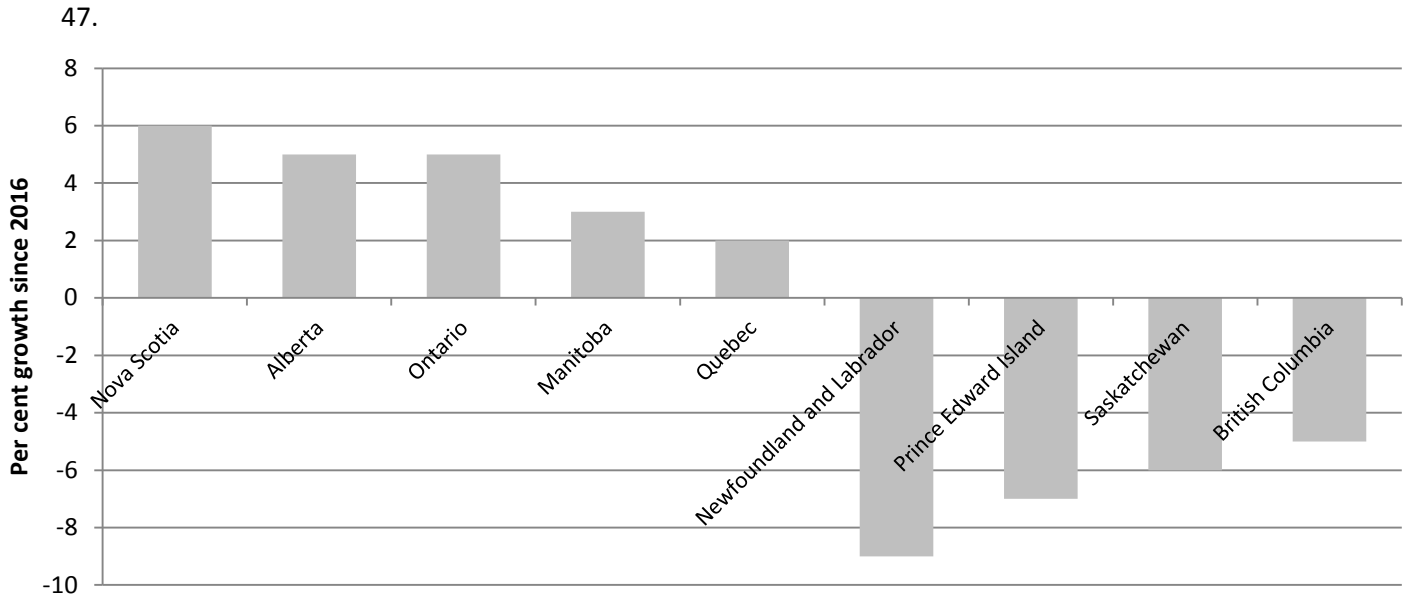
- a. 1200
- b. 1300
- c. 1329
- d. 1400

45. For five weeks, William volunteered as a math tutor. He volunteered for 4 hours the first week, 4 hours the second week, 5 hours the third week, 7 hours the fourth week, and 10 hours the fifth week. For how many hours per week did he volunteer, on average?

- a. 5
- b. 6
- c. 7
- d. 8

46. A right triangle has one non-hypotenuse side length of 3 inches. The hypotenuse measures 5 inches. What is the length of the other non-hypotenuse side?

- a. 3 inches
- b. 4 inches
- c. 5 inches
- d. 6 inches



The graph above shows by what percentages the crime severity index changed for each province from 2016 to 2017, according to Statistics Canada. Which province showed the smallest decrease to its crime severity index?

- Nova Scotia
- Quebec
- Newfoundland and Labrador
- British Columbia

**Tips to prepare for the Mathematics Concepts and Applications section:**

- Practice core math skills, including:
  - Addition
  - Subtraction
  - Multiplication
  - Division
  - Square roots and exponents
  - Basic geometry
  - Percentages
  - Interpreting simple line graphs and bar charts
  - Word problems
  - Basic equations (solve for "n")
- Look online or visit your local library for study guides that cover the above math skills
- Use an app or website to play games that allow you to practice your math skills
- When doing word problems, read the questions carefully to fully understand the context for any formulas or charts you are asked to analyze



# Answer Key for the Practice Questions

## Vocabulary

1. C - unfavourable
2. D - disobedient
3. C - discrepancies
4. B - disavowed
5. A - diligently
6. B - steep
7. A - current
8. D - wound

## Comprehension

9. A - Ringing a bell in a call box
10. D - 522
11. D - success story
12. A - there have been fewer elk-vehicle collisions
13. B - There were only a few examples of the corridors in existence at that time
14. B - The wildlife corridors over and under the Trans-Canada Highway are proof of Parks Canada's conservation efforts.
15. C - "We are not sure these corridors will work."
16. D - An employee of the Red River Stationery Company
17. D - to call the winner if the winner does not claim the prize within 14 days
18. C - they enter more than once
19. A - the winner turns 18 on December 14

## Language Mechanics

20. A - "The grass is getting pretty long," Marla commented to her brother.
21. D - None
22. B - The agenda included the following activities: role playing, a written exam, a workshop, and a class critique.
23. C - I asked the teacher, "If the rain stops, can we go outside for recess?"
24. B - Robert, the company treasurer, made copies of the report for the meeting.
25. A - 1975. It
26. C - academy in Virginia
27. A - Dear Mr. Carter,
28. B - your inquiry to me. I would be happy
29. B - hesitate to contact me.



## Language Expression

- 30. B - me
- 31. A - who
- 32. B - She had a bad experience at that restaurant, so she no longer eats there.
- 33. D - Examples of warm-blooded creatures include bears and birds.
- 34. B - I should call my parents, but I forgot my phone at home.
- 35. D - The series was composed of four games in Canada and four in the Soviet Union, with Canada winning the series in the final game.
- 36. B - The region is covered by forests, lakes and rivers, and is home to diverse wildlife.
- 37. D - The Charter sets out those rights and freedoms that Canadians believe are necessary in a free and democratic society.
- 38. D - Members of the Winnipeg Police Force were honoured to receive five of those King's Police Medals.

## Mathematics Concepts and Applications

- 39. D - 6 less than 7 times a number is 20
- 40. D -  $\sqrt{15}$
- 41. C - 8m
- 42. C - 40
- 43. C - 20%
- 44. B - 1300
- 45. B - 6
- 46. B - 4 inches
- 47. D - British Columbia



# APPENDIX F

## CONDUCT

RENAMED FROM HARASSMENT / PREJUDICE 05 06 21 PER GO#57  
RENAMED FROM ETHICS 07 11 08 PER GO#36/07  
AMENDED 08 08 28 PER GO#55/08  
AMENDED 10 03 19 PER ODS  
AMENDED 11 03 03 PER GO#12/11  
AMENDED 13 06 13 PER GO#45/13  
AMENDED 14 02 20 PER GO#01/14

## GENERAL INFORMATION

### 1. Purpose<sup>[CALEA 26.1.3]</sup>

- A. To provide information and procedures related to the conduct of members of the Winnipeg Police Service.

### 2. Principles

- A. The Winnipeg Police Service believes that every member shall be entitled to a respectful and safe workplace. The environment must be free of behaviour such as discrimination, harassment, disruptive workplace conflict, disrespectful behaviour, and violence.
- B. Reasonable actions by managers or supervisors to help manage, guide or direct workers in the workplace are not harassment. Appropriate employee performance reviews, counseling or discipline by a supervisor is not harassment.

### 3. Definitions<sup>[City of Winnipeg – Respectful Workplace, 2011][CALEA 26.1.3]</sup>

- A. Biased policing – means the investigation, detention, or searching of individuals based on, but is not limited to:
  - 1) Race.
  - 2) Ethnic background.
  - 3) Gender.
  - 4) Sexual orientation.
  - 5) Religion.
  - 6) Economic status.
  - 7) Age.
  - 8) Cultural group.
- B. Discrimination – means differential treatment of an individual based on generalizations about a group to which they belong or are perceived to belong, rather than on their personal merit.
- C. Disrespectful behaviour – means behavior that is improper, unwelcome and/or inappropriate in the workplace. It may happen once or it may continue over time. It can include:
  - 1) Rude comments and/or swearing as well as spreading rumours that damage peoples' reputations.
  - 2) Actions that invade privacy or personal property or unwelcome gestures.

- 3) Displays or distribution of printed or electronic material that offends.
- D. Disruptive Workplace Conflict – means an ongoing dispute or communication breakdown between two or more individuals that impacts their ability to work productively and cooperatively in the workplace.
- E. Harassment – means any behaviour that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome. It may be a single incident or continue over time. Harassment can take place in the workplace or outside of it in a situation connected to work, such as delivery trips, off-site meetings, or business trips.
- F. Harassment – under the Manitoba Workplace Safety and Health Regulation means
- G. Sexual harassment - means an objectionable course of conduct or comment which represents an unwarranted intrusion upon a person's sexual dignity as a man or woman. Sexual harassment is defined in the following way(s).
- 1) Unwanted sexual attention.
  - 2) Physical contact of an unwarranted nature, such as unwarranted patting or touching etc.
  - 3) An implied or expressed promise of reward for complying with a sexually-oriented request.
  - 4) An implied or expressed statement that compliance with a sexually-oriented request is expected in order to maintain existing benefits.
  - 5) An implied or expressed threat or reprisal, in the form of actual reprisal or the denial of opportunity, for refusal to comply with a sexually-oriented request.
  - 6) Sexually oriented behaviour, language and printed matter (including but not limited to jokes, anecdotes and pictures) of an unwelcome nature which creates a negative, psychological and emotional environment for work.
- H. Workplace violence – means a threat and may include but is not limited to any act, gesture or statement that may be interpreted as threatening or potentially violent. A violent act is one that causes or may cause physical harm to persons or damage to property.

#### 4. Complaint Protocol [CALEA 26.1.3]

- A. It is both the right and the responsibility of a member who believes they have been subjected to disrespectful behaviour to immediately report such concerns. The Winnipeg Police Service, the City of Winnipeg and/or the WPA/WPSOA shall undertake to deal with all alleged occurrences expeditiously.
- 1) The member will be advised of the results of the investigation and the action, if any, to be taken.
  - 2) This procedure does not preclude any member from discussing their circumstances with their Winnipeg Police Association representative.
- B. All information, pertaining to complaints of respectful workplace and their investigation shall be dealt with in strict confidence.

- 1) The name of the complainant or an alleged harasser or the circumstances related to the complaint will not be disclosed to any person except where disclosure is:
  - a) Necessary to investigate the complaint or take corrective action with respect to the complaint or
  - b) Required by law.
- C. In cases where a complaint of respectful workplace is under investigation, a member has the right to request through their Supervisor, or the next higher-ranking member if their Supervisor is the alleged harasser, to discontinue any contact with the alleged harasser without penalty, pending the outcome of the investigation. This request shall not be unreasonably denied.
- D. Any member who, as a result of an investigation is determined to be in violation of this procedure may be subject to disciplinary action.
- E. No member shall be subject to reprisal, threat of reprisal, or discipline as a result of filing a respectful workplace complaint. Retaliation in any way against a person who has complained of harassment, given evidence in a harassment investigation or been found guilty of harassment, will be considered to have committed harassment and may be subject to disciplinary action.
- F. In order to safeguard members against the effects of unfounded, frivolous or vexatious allegations, false and/or vindictive complaints shall be grounds for disciplinary action.
- G. Failure by supervisors to act immediately on any respectful workplace complaint where they reasonably ought to have known the behaviour was inappropriate shall be treated as condoning the misconduct.

## 5. Related Forms

- A. Respectful Workplace Complaint Form (City of Winnipeg form)

## 6. Bias, Prejudice and Racial Intolerance

- A. The mere perception of prejudice or bias can be as damaging to the public confidence as its actual presence. Such behaviour can also damage the mutual respect that exists between co-workers and must be avoided to maintain constructive working relationships.
- B. While the Service recognizes that each employee is entitled to his or her own personal beliefs and opinions, such beliefs and opinions must not interfere with their professional conduct when in contact with the public or members of the Service.

## 7. Bias Free Policing [CALEA 1.2.9]

- A. The WPS is committed to unbiased policing and strives to uphold a positive "bias free" approach in all of its dealings. All investigations, detention, or searching of individuals shall be based upon the law, WPS procedure, and reasonable grounds. Biased policing is detrimental to proper law enforcement and leads to a violation of a person's rights and an imbalance of justice.
- B. Effects of Bias Policing
  - 1) Biased policing in law enforcement leads to:
    - a) Violations of Canadian Charter of Rights and Freedoms.

- b) Alienating citizens.
- c) Fostering distrust of the police service.
- d) Media scrutiny.
- e) Legislative action.
- f) Judicial intervention.

#### **8. Directives Related to Conduct**

- A. City of Winnipeg Respectful Workplace.
- B. City of Winnipeg Respectful Workplace Protocol.
- C. City of Winnipeg Code of Conduct.
- D. Police Officer's Code of Ethics.
- E. Guideline for Preventing Harassment and Violence in the Workplace.

## **GENERAL PROCEDURES**

### **1. Member shall:**

- A. **Responsibilities** [CALEA 26.1.3]
  - 1) Comply with all directives related to conduct.[CALEA 1.1.2]
  - 2) Take action if they feel they are being subjected to disrespectful behaviour or harassment from any member (subordinate or superior) and do the following:
    - a) Advise the offender that their behaviour:
      - i) Is not welcome.
      - ii) Is offensive.
      - iii) Must cease immediately.
    - b) Record dates, time, witnesses and nature of the behaviour.
    - c) If desired, seek advice and assistance from any or all of the following:
      - i) Co-workers.
      - ii) WPS Supervisors.
      - iii) Commander, Division 34 Human Resources.
      - iv) Deputy Chief of Police, Support Services.
      - v) City of Winnipeg – Internal Services: Equity & Diversity Workplace Consultant.
      - vi) Their WPA / WPSOA representative.

**B. Complaint Resolution** [CALEA 26.1.3]

- 1) If desired, pursue a complaint by speaking with and filing a formal complaint with:
  - a) Any WPS Supervisor.
  - b) Commander, Division 34 Human Resources.
  - c) Deputy Chief of Police, Support Services.
  - d) City of Winnipeg - Internal Services: Equity & Diversity Workplace Consultant.
  - e) A WPA / WPSOA representative.
- 2) Provide a written statement describing the alleged inappropriate conduct.
- 3) If the complaint has not been resolved, may appeal any action taken by a Supervisor via the chain of command, excluding an alleged harasser, to the Deputy Chief of Police, Support Services, to resolve the complaint.
- 4) If the complaint has not been resolved to their satisfaction, by WPS management, may contact the following:
  - a) City of Winnipeg - Internal Services: Equity & Diversity Workplace Consultant.
  - b) Manitoba Human Rights Commission.

**C. Bias, Prejudice and Racial Intolerance**

- 1) Comply with Human Rights laws and principles.
- 2) Govern themselves in a manner that will promote public confidence in the impartiality and integrity of the Service.

**D. Bias Free Policing** [CALEA 1.2.9]

- 1) Ensure all contacts, including traffic contacts, field contacts, and asset seizure / forfeiture efforts are unbiased and fact based. See Traffic Enforcement, Search Warrants.
- 2) Focus on an individual's conduct or other specific individual information.
- 3) Have reasonable grounds to detain as articulated in the Arrest, Detention and Release (<http://policenet/desktop/divisions-units/autonomous/organizational-development-support/procedure-manual/a/arrest-detention-and-release>) topic.
- 4) Any member who, as a result of an investigation, is determined to be in violation of this procedure may be subject to disciplinary action.

**2. Shift Supervisor shall:****A. Responsibilities** [CALEA 26.1.3]

- 1)

Develop and maintain a work environment free of disrespectful behaviour such as discrimination, harassment, disruptive workplace conflict, disrespectful behaviour, and violence, in accordance with the Human Rights laws and principles.

- a) Take appropriate action prior to the complaint stage.
  - b) Lead by example.
- 2) Take responsibility for resolving complaints of members and for establishing a positive productive work environment.

## **B. Complaint Resolution**

- 1) Act immediately on all complaints.
  - a) Interview the complainant to assess the nature and seriousness of the complaint.
    - i) Ensure the member is aware of their rights and responsibilities.
    - ii) Assist the complainant in completing the Respectful Workplace Complaint Form.
  - b) Document the complaint and include names of potential witnesses.
  - c) Meet with the person alleged to have violated WPS procedure.
    - i) Inform the member of the complaint.
    - ii) Ensure the member is aware of their rights and responsibilities.
  - d) Consult the following as required:
    - i) Commander, Division 34 Human Resources.
    - ii) City of Winnipeg - Internal Services: Equity & Diversity Workplace Consultant.
    - iii) Deputy Chief of Police, Support Services.
- 2) Assess the complaint.
  - a) Collect all available information and statements.
    - i) Meet with those involved separate
    - ii) Prepare a report.
- 3) If required, prepare a corrective action plan, with implementation of activities, including time lines. Discuss the plan with the employees involved. Involve other co-workers if required.
- 4) Follow up and ensure the complaint is resolved.
- 5) If the complaint is addressed and resolved at the division level, forward completed forms to the Commander, Division 34 Human Resources.
- 6) If the complaint cannot be resolved to the satisfaction of those involved,

- a) Forward the prepared report to their Division Commander.
- b) Assist the complainant in completing the Respectful Workplace Complaint Form.

### **3. Commander shall:**

#### **A. Respectful Workplace Issues**

- 1) When required, assist Shift Supervisors to resolve complaints, and
- 2) Review any report on respectful workplace issues.
- 3) If further action is required, forward the memo and the Respectful Workplace form to the applicable Superintendent.
- 4) Ensure the envelope containing all the documentation is marked: "CONFIDENTIAL - TO BE OPENED BY ADDRESSEE ONLY".

### **4. Superintendent shall:**

#### **A. Respectful Workplace Issues**

- 1) Receive and review the investigative report from Divisional Commander.
- 2) Forward the investigative report for review to the Deputy Chief, Support Services.

### **5. Deputy Chief Support Services shall:**

- A. Forward the prepared report to the Commander, Division 34 Human Resources.

## **DIVISION 34 HUMAN RESOURCES**

### **1. Commander shall:**

#### **A. Respectful Workplace Issues**

- 1) Ensure the City of Winnipeg Respectful Workplace Directive and procedures are implemented.
  - a) When required, assist Shift Supervisors to resolve complaints, and
  - b) Review and forward any report on respectful workplace issues to the Deputy Chief of Police, Support Services.
  - c) Assign the file for follow up.
- 2) Upon receipt and review of assessment reports from Shift Supervisors:
  - a) Monitor the process.
  - b) Provide direction to appropriate Supervisor when required.
  - c) Recommend to the Deputy Chief of Police, Support Services that the Professional Standards Unit becomes involved, when required.
  - d) Inform all parties of decisions made.
  - e)



Report to the Deputy Chief of Police, Support Services on the disposition of all cases where respectful workplace issues will result in disciplinary action or the use of alternate resources (coaching, mediation etc.).

- 3) For respectful workplace issues that are resolved at the division level,
  - a) Receive and file the Respectful Workplace Complaint form.
- 4) Upon notification of respectful workplace issues from members who are unsatisfied with action taken by their Shift Supervisor:
  - a) Retain all written documentation.
  - b) Receive and review investigative reports from Shift Supervisors.
  - c) Recommend to the Deputy Chief of Police, Support Services that the Professional Standards Unit becomes involved, when required.
  - d) Inform all parties of decisions made.
  - e) Report to the Deputy Chief of Police, Support Services on the disposition of all cases where harassment complaints result in disciplinary action or the use of alternate resources (coaching, mediation etc.).
- 5) Upon notification of verbal or written respectful workplace complaints directly from members:
  - a) Retain all written documentation and ensure it is kept in confidence.
  - b) Recommend to the Deputy Chief of Police, Support Services that the Professional Standards Unit becomes involved, when required.
  - c) Inform all parties of decisions made.
  - d) Report to the Deputy Chief of Police, Support Services on the disposition of all cases where harassment complaints result in disciplinary action.
  - e) File notice of the complaint with the City of Winnipeg Employment Equity Office.

## EXECUTIVE

### 1. Deputy Chief of Police, Support Service shall:

#### A. Respectful Workplace Issues

- 1) Review all reports.
- 2) Assign the investigation of a member's complaint to the Commander, Division 34 Human Resources and/or Commander, Professional Standards Unit as circumstances dictate, or
- 3) If the decision is not to conduct their own investigation, consult with the City of Winnipeg, Corporate Services Department, Wellness and Diversity Branch, for direction.
- 4)

Report to the Chief of Police on the disposition of all cases where respectful workplace issues result in disciplinary action or the use of alternate resources (coaching, mediation etc.).

**B. To ensure Bias Free Policing** [CALEA 1.2.9]

- 1) Review Bias Free Policing reports and forward to the Chief of Police.

**2. Chief of Police shall:**

**A. For Respectful Workplace Issues**

- 1) Review reports from Deputy Chief of Police, Support Services regarding:
  - a) Respectful workplace issues. [CALEA 26.1.3]
  - b) The disposition of all cases where respectful workplace issues result in disciplinary action or the use of alternate resources (coaching, mediation etc.).

## **PROFESSIONAL STANDARDS UNIT**

**1. Plainclothes Member shall:**

**A. To ensure Bias Free Policing** [CALEA 1.2.9]

- 1) Investigate reported incidents of biased policing as directed.

**B. For Respectful Workplace Issues**

- 1) Investigate reported incidents of respectful workplace issues as directed.

**2. Commander shall:**

**A. To ensure Bias Free Policing** [CALEA 1.2.9]

- 1) Ensure a written annual administrative review of the Service's procedures, including citizens' concerns, regarding bias policing is completed.
  - a) Submit an annual Bias Free Policing Report to the Deputy Chief of Police Support Services.

**B. For Respectful Workplace Issues**

- 1) Receive and review reports from Deputy Chief of Police, Support Services.
- 2) Assign report to plainclothes members for investigation.
- 3) Report to the Deputy Chief of Police, Support Services on the disposition of all investigations of respectful workplace issues.

# APPENDIX G

## Recommendations

Recommendations submitted as Evidence Exhibit #77 at St. John's Hearing Parts 2&3 on Sexual Exploitation, Human Trafficking & Sexual Assault by Winnipeg Police Service Chief Danny Smyth.

1. I would ask that the Commissioners recommend to federal, provincial and territorial governments that adequate sustained, ongoing funding be provided to organizations so that they can continue to provide culturally-relevant community services that meet the needs of Indigenous women, girls and 2SLGBTQA individuals who are at risk of violence and exploitation. Too often these organizations face challenges in finding the funding they need to carry on their important work, and spend too much of their time securing short term funding that would be better utilized in providing services.
2. The experience of our officers with individuals who are being- or are at risk of being exploited- has confirmed how systemic issues like racism, sexism and poverty put people at risk for not just violence but additional trauma as well. It is clear that there are not enough community supports available. Therefore, I would ask the Commissioners recommend to federal, provincial and territorial governments that they fund an increase in the number of currently available culturally-relevant community services that help people address such issues.

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The following 25 recommendations previously introduced by other parties with standing revolving around criminal justice and law enforcement are supported by Winnipeg Police Service. In making these recommendations, Winnipeg Police Service acknowledges that each jurisdiction has their own unique challenges and approaches to addressing violence against Indigenous women, girls and 2SLGBTIAQ peoples. The recommendations that are presented may not be appropriate for all communities and may have to be tailored to those communities' requirements.

1. The criminal justice system as a whole must establish better communication with families and survivors.

2. There must be a dedicated and fully funded family liaison contact that specializes in missing persons and homicide investigations.
3. Culturally-appropriate Victim/Survivor Services must be available for Indigenous people. Furthermore, more culturally-appropriate services must be made available for Inuit people and people from the North and rural locations who move to urban areas.
4. Victims and survivors must be able to report crimes in the language of their choice. If there are language difficulties, access to interpreters must be available for victims, families and survivors.
5. The criminal justice system must prioritize the needs of survivor/victims of crime and survivor-focused processes must be developed including connecting survivors with counselling and financial resources.
6. Federal and provincial privacy legislation must be reviewed to allow for better sharing of information with community and government social service programs that support survivors of crime and their families. Survivors and the police must be included in this legislative review.
7. A guide is needed that will assist families and survivors to understand investigative and criminal justice processes including the reason why law enforcement agencies may not be able to provide them with all the available investigative information.
8. A standardized, province-wide Major Case Management System is required to better analyze and share information among law enforcement agencies.
9. A missing persons' file must be opened by law enforcement regardless of jurisdiction and must only be closed after another police service takes over.

10. Third-party reporting of sexual assault cases should be adopted to allow survivors the option of reporting the details of their case anonymously through grassroots organizations.
11. The laying of dual charges must be eliminated in cases of domestic/intimate partner violence.
12. The criminal justice system must find better ways to protect women involved in survival sex work or who are being trafficked for sex including the better use of Bill C-36 to target the exploiters and support the exploited.
13. Grassroots organizations must be provided with stable, sustainable, long-term funding agreements that reduce the burden of the project-based funding cycle and onerous reporting requirements so that these organizations can continue to provide culturally-relevant community services that meet the needs of Indigenous women, girls and 2SLGBTIAQ individuals who are at risk of violence and exploitation.
14. Federal, provincial and territorial governments must provide sustained funding for culturally-relevant community services that help people address mental health and addictions issues in an appropriate way.
15. Community based services that attempt to find long term sustainable solutions to complex social issues and systemic barriers impacting community safety and well-being must be placed in locations where the people who need them reside.
16. Youth Advisory Councils should be created that will advise law enforcement and police services on issues that matter to young people.
17. The criminal justice system as a whole must work on building relationships with historically underserved and highly victimized communities including the 2SLGBTIAQ population as well as improving practices that have negatively affected these populations.

18. Police services must implement procedure that require officers to offer options to transgender detainees if a skin search is determined to be necessary, including a split-search if they have male and female genitals.
19. Police services must create policy where a trans-individual is asked what name they use, what their pronouns are and have that choice respected and used.
20. Restorative justice and diversion processes should be used when appropriate. Restorative Justice provides opportunities for both victims and offenders to be active participants in programming that still holds offenders accountable without engaging in formal criminal prosecutions.
21. Police services should be reflective of the communities they serve and recruiting strategies must be developed to reduce the barriers of Indigenous recruits including developing study guides and information sessions.
22. Indigenous police officers should be free to choose their own career path within law enforcement and should not be limited to front lines, uniform police work with the community. This freedom ensures that Indigenous knowledge and expertise to be found throughout the organization from investigations to general patrol operations.
23. Training is critical for changing the way law enforcement understands biased policing and in preventing its occurrence. Police members should undergo fair and impartial policing training so as to understand the effect of implicit bias and develop skills to manage and reduce biases.
24. Ongoing training for law enforcement personnel is needed on Indigenous culture including Metis and Inuit culture, Indigenous history, sacred teachings and medicine, elder protocols, the Aboriginal Justice Inquiry, Treaties, the residential school system and the 60's scoop.

25. Police are often dispatched to non-criminal calls when someone is having a mental health crisis because there is a concern for the safety of the individual or other first responders or there are no other responders available. Improvements can be made in dealing with vulnerable communities through instruction in additional de-escalation techniques and mental health crisis intervention courses.



Furthermore, Winnipeg Police Service:

1. Is committed to reviewing all of the findings and recommendations made by the National Inquiry.
2. Is supportive of the development of a National Action Plan to address violence against Indigenous women, girls and the 2SLGBTIAQ Community.
3. Is committed to working with our community, grassroots organizations, provincial and national partners to address violence against Indigenous women, girls and 2SLGBTIAQ.
4. Is dedicated to continuous improvements in practices including developing consistency in reporting mechanisms.
5. Is committed to developing policies, procedures and best practices that reflect the values and needs of all communities and peoples within our city.
6. Will continue to train its members on the impact of colonization, the residential school system and government imposed Child and Family Services on Indigenous peoples as well as the effects of bias in policing and how to overcome bias.
7. Will continue to honour and promote Indigenous women and men within the police service as leaders and role models in our community.