



**BY-LAW NO. 234 - 2000**

**A BY-LAW RESPECTING  
ROBBERY INVESTIGATIONS  
(LE-042)**

**1. PREAMBLE**

- 1.1 WHEREAS subsection 31(1) of the *Police Services Act* provides that a Board is responsible for the provision of police services and for law enforcement and crime prevention in the municipality and shall:
- b. generally determine after consultation with the Chief of Police, objectives and priorities with respect to police service in the municipality;
  - c. establish priorities for the effective management of the police service, and
  - e. direct the Chief of Police and monitor his or her performance;
- 1.2 AND whereas subsection 31(6) of the *Police Services Act* provides that the Board may, by by-law, make rules for the effective management of the police service;
- 1.3 AND whereas O. Reg. 3/99 prescribes standards for adequacy and effectiveness of police services;
- 1.4 AND whereas subsection 12(1)(q) of O. Reg. 3/99 requires the Chief of Police to develop and maintain procedures and processes for undertaking and managing investigations into robbery occurrences;
- 1.5 AND whereas section 29 of O. Reg. 3/99 requires a police services board to have a policy on robbery investigations;
- 1.6 AND whereas Part LE-042 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the police service relative to robbery investigations.

NOW THEREFORE THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD ENACTS AS FOLLOWS:

**2 DEFINITIONS**

- 2.1 "Act" means *Police Services Act*, R.S.O. 1990, c.P.15, as amended;
- 2.2 "Board" means the Regional Municipality of Niagara Police Services Board;

- 2.3 "Chief" means the Chief of the Niagara Regional Police Service;
- 2.4 "Manual" means the Policing Standards Manual published by the Ministry of the Solicitor General;
- 2.5 "Member" means a member of the Niagara Regional Police Service;
- 2.6 "Ministry" means the Ministry of the Solicitor General;
- 2.7 "Service" means the Niagara Regional Police Service.

### **3 BOARD POLICY**

- 3.1 The Board recognizes that robbery occurrences are serious in nature, and it is therefore the policy of this Board that investigations into robbery occurrences be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this By-law.

### **4 DIRECTION TO THE CHIEF**

#### **4.1 PROCEDURES**

- 4.1.1 The Chief shall develop and maintain procedures for undertaking and managing investigations into robbery occurrences. These procedures shall be in accordance with Appendix A.

#### **4.2 MAJOR CASE**

- 4.2.1 The Chief shall ensure that a robbery occurrence that also involves a major case be investigated in accordance with procedures set out in the Ministry's designated Ontario Major Case Management Manual.

#### **4.3 TRAINING**

- 4.3.1 The Chief shall ensure that Members investigating robbery occurrences have the requisite knowledge, skills and abilities.

### **5 REPORT TO THE BOARD**

- 5.1 The Chief shall make a written report to the Board on or before August 30<sup>th</sup> of each year in respect of investigations into robbery occurrences. The report shall include:
- a. summary of the written procedures concerning robbery investigations; and
  - b. the status of Service compliance with the said procedures.

**6 IMPLEMENTATION**

6.1 This By-law shall come into force upon the date of its passage.

6.2 The Chief shall implement this By-law, where applicable, through general order.

ENACTED AND PASSED this 14th day of December, 2000.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD

Chairperson original signed by Shirley Cordiner

Vice Chairperson original signed by R. Ted Salci

## Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on robbery investigations.

In addition, section 12(1)(q) requires the Chief of Police to develop and maintain procedures and processes for undertaking and managing investigations into robberies.

## Sample Board Policy

Board Policy # \_\_\_\_\_

It is the policy of the \_\_\_\_\_ Police Services Board with respect to robbery investigations that the Chief of Police will:

- a) develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan; and
- b) ensure that a robbery occurrence that also involves a major case be investigated in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

## Police Service Guidelines

- Procedures**
1. Every police service's procedures should:
    - a) require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan;
    - b) require that, where a robbery occurrence also involves a major case, the investigation be conducted in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
    - c) require compliance by officers with the police service's procedures on the collection, preservation and control of evidence and property;
    - d) set the steps to be taken by officers initially responding to a robbery, including one that is in progress when they arrive;
    - e) address the response to hold-up alarms activated, i.e., at financial institutions and businesses;
    - f) require the sharing of information with patrol officers on relevant robbery occurrences, including any descriptions of suspects; and
    - g) address the sharing of appropriate information on robbery occurrences with other relevant law enforcement agencies, and organizations, including businesses, where appropriate.