

Table CR:X – Policy Number CR:X – Assistance in the provision of policing

CR:X ASSISTANCE IN THE PROVISION OF POLICING	
LEGISLATIVE REFERENCE / AUTHORITY	<i>Community Safety and Policing Act, section 13; section 14; section 19; O. Reg. 398/23</i>
DATE APPROVED	XX
DATE REVIEWED	N/A
DATES AMENDED	N/A
DATE TO BE REVIEWED	2025
REPORTING REQUIREMENT	N/A

LEGISLATIVE REFERENCE / AUTHORITY

Section 13(1) of the *Community Safety and Police Act* (CSPA) states that a police service board must use members of the police service maintained by the police service board, or persons who are assisting those members while acting under their direction, to provide policing functions.

The CSPA creates three exceptions allowing a police service board to use personnel from another police service to provide policing functions in its area of jurisdiction:

- Section 14 allows police service boards to enter into alternative provision agreements to set out that certain policing functions may be provided by another board or service, subject to Ontario Regulation 398/23;
- Section 19(1) allows a police service board to request temporary assistance from another board or service;
- Section 19(4) allows a chief of police to request assistance from another board or service if the chief of police is of the opinion that an emergency exists in the area for which the police service board has police responsibility.

POLICY INTENT

This policy provides direction with regard to assistance in the provision of policing. It is intended to:

- Enable the Board to make informed decisions regarding assistance in the provision of policing;
- Enhance accountability with respect to the use of external assistance;
- Ensure the continued provision of adequate and effective policing in Ottawa;
- Support the Inspector General of Policing's monitoring mission.

This policy does not apply to the use of personnel from other police services for purposes other than the provision of policing functions.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

- a) "the Act" means the *Community Safety and Policing Act*, 2019.
- b) "Alternative Provision Agreement" means an agreement as described in section 14 of the *Act*.
- c) "another service" means the chief of police of another police service, the Commissioner of the Ontario Provincial Police or an entity that employs First Nations Officers.
- d) "Board" means the Ottawa Police Service Board.
- e) "Chief" means the Chief of Police of the Ottawa Police Service.
- f) "Commissioner" means the Commissioner of the Ontario Provincial Police.
- g) "Emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.
- h) "Inspector General" means Inspector General of Policing of Ontario.
- i) "policing function" means a policing function as defined by section 11 of the *Community Safety and Policing Act*, 2019, and Ontario Regulations 392/23 and 398/23.

- j) “prescribed functions” means the policing functions listed in section 2 of *Ontario Regulation 398/23*.
- k) “Service” means the Ottawa Police Service.

BOARD POLICY

1. EMERGENCY ASSISTANCE

- 1.1. **Emergency assistance requests.** The Chief may request emergency assistance in the provision of policing from another service if the Chief is of the opinion that an Emergency exists in the City of Ottawa.
- 1.2. **Notice.** If the Chief makes an emergency assistance request, he or she shall immediately provide written notice of the request to the Board and to the Inspector General. The notice shall include the following information:
- a. A brief summary of the nature of the emergency, including confirmation of relevant details in relation to the legal definition of emergency;
 - i. Is this an active or impending situation?
 - ii. Does it constitute a danger of major proportions that could result in serious harm to persons or substantial damage to property?
 - iii. Is the emergency caused by forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise?
 - b. A summary of circumstances surrounding the need for emergency policing assistance;
 - c. The policing function(s) and assistance to be provided;
 - d. Timeframe for the provision of emergency assistance;
 - e. Size and scope of the assistance required (e.g. localized, widespread, multi-jurisdictional);
 - f. Capacity to respond to the emergency, using both local resources and those of the assisting service, as well as any other agencies/levels of government, including:
 - i. Mitigation of the danger of serious harm to persons or substantial damage to property, and

- ii. Ability to address the cause of the emergency, if it relates to criminal or other acts of individuals or groups;
- g. Identification of, and plans to address, any risks, including but not limited to:
 - i. The delivery of adequate and effective policing in Ottawa;
 - ii. Officer safety;
 - iii. Public safety;
 - iv. Ability to respond to evolving or escalating events;
- h. Suggested engagement and communication between the Chief and the Board moving forward;
- i. Identification of any other applicable CSPA-based regulatory requirements with respect to the management of extreme incidents, active attackers, etc.

2. ALTERNATIVE PROVISION AGREEMENTS

- 2.1. **Needs assessment.** The Chief shall conduct a comprehensive needs assessment to identify specific policing functions that may not be delivered solely with the Service's internal resources and may necessitate assistance from another police service. This assessment shall include a detailed analysis of the following elements:
- a. Review of past policing operations to identify instances where additional resources were necessary.
 - b. Assessment of the effectiveness of past assistance from other police services.
 - c. Identification of patterns and common circumstances under which requests for temporary assistance are made.
 - d. Evaluation of the occurrence and scale of Major Events that have historically required additional policing resources.
 - e. Impact of Major Events on the overall resource allocation and operational capacity of the Service.
 - f. Effects of responses to Major Events on the Service's ability to provide adequate and effective policing to the community.

- 2.2. **Findings.** The Chief shall prepare and submit a detailed report to the Board presenting the findings of the needs assessment, including recommendations identifying policing functions that may be covered by Alternative Provision Agreements on a regular or *ad hoc* basis.
- 2.3. **Consultations.** The Board may direct the Chief to initiate consultations with another police service to explore potential Alternative Provision Agreements or to assist the Board with the negotiation of such agreements.
- 2.4. **Agreements.** Subject to section 14 of the *Act* and related regulations, the Board may, in consultation with the Chief, enter into Alternative Provision Agreements to provide specific policing functions with the assistance of another police service board, the Commissioner, an entity that employs First Nation Officers or a prescribed entity.
- 2.5. **Purposes of agreements.** An Alternative Provision Agreement may stipulate that a specified policing function:
 - a. Is to be provided on a regular basis;
 - b. Is to be provided as may be requested on an *ad hoc basis*;
 - c. Will be provided because the Service does not have the capacity to provide that function for itself; or
 - d. Will be provided from time-to-time by members of another police service, but is a policing function that the Service generally has the capacity to provide.
- 2.6. **Prescribed functions.** Policing functions other than prescribed functions shall not be provided under an Alternative Provision Agreement.
- 2.7. **Copy of agreement.** If the Board enters into an Alternative Provision Agreement, it shall provide the Inspector General with a copy of such agreement.
- 2.8. **Notice of utilization.** If the Chief makes an assistance request under an Alternative Provision Agreement, he or she shall provide written notice of his or her intention to make such a request as soon as practicable. If advance notice is not provided, the Chief shall provide notice of the request to the Board within 24 hours.
- 2.9. **Contents of notice of utilization.** The notice shall include the following information:
 - a. A summary of the circumstances surrounding the need for assistance;

- b. The policing function(s) and assistance to be provided;
- c. Timeframe for the provision of assistance;
- d. Size and scope of the assistance required (e.g. localized, widespread, multijurisdictional).
- e. Whether payment is required for any of those functions.
- j. Identification of, and plans to address, any risks, including but not limited to:
 - i. The delivery of adequate and effective policing in Ottawa;
 - ii. Officer safety;
 - iii. Public safety;
 - iv. Ability to respond to evolving or escalating events;

3. REQUESTS FOR TEMPORARY ASSISTANCE

3.1. **Internal request.** When the Chief identifies a need for temporary assistance, he or she shall, after having consulted the responding police service, submit to the Board a written request including the following information:

- a. A summary of circumstances surrounding the need for temporary assistance;
- b. The policing function(s) and assistance to be provided;
- c. Where the policing function(s) are already covered by an Alternative Provision Agreement, provide justification for requesting temporary assistance under section 19 of the *Act* instead of utilizing existing Alternative Provision Agreement;
- d. Timeframe for the provision of emergency assistance;
- e. Size and scope of the assistance required (e.g. localized, widespread, multi-jurisdictional);
- f. Capacity to respond to the public safety need, using both local resources and those of the assisting service.
- g. Identification of, and plans to address, any risks, including but not limited to:
 - i. The delivery of adequate and effective policing in Ottawa;
 - ii. Officer safety;

- iii. Public safety;
 - iv. Ability to respond to evolving or escalating events;
- 3.2. **Outgoing request.** After having reviewed the Chief's request, the Board may, by resolution, request temporary assistance in the provision of policing from another police service board, the Commissioner or an entity that employs First Nation Officers.
- 3.3. **Notice.** If the Board makes a request for temporary assistance, it shall provide notice of the request to the Inspector General within 24 hours.
- 3.4. **Incoming requests.** If the Board receives a request for temporary assistance:
- a. The Executive Director shall notify the Chief in writing of the request, seek information from the Service regarding the availability of the requested resources and willingness to respond to the request in full or in part and report back to the Board;
 - b. The Board may, by resolution, decline to provide the requested assistance or provide such assistance as it considers necessary and stop providing the assistance when it considers it appropriate to do so.
 - c. If the Board agrees to provide temporary assistance, it shall provide notice of the agreement to the Inspector General within 24 hours.
- 3.5. **Delegation of authority.** The Board may delegate authority to make outgoing requests for temporary assistance or to agree to incoming requests for temporary assistance to a committee on a regular or *ad hoc* basis.

4. REPORTING TO THE BOARD

- 4.1. **Semi-annual report.** The Chief shall submit a report on Assistance in the Provision of Policing to the Board on a semi-annual basis that includes statistical information and an analysis of trends and addresses the following:
- a. Analysis of the frequency, nature, and substance of incoming and outgoing requests for temporary assistance, requests under Alternative Provision Agreements, and emergency assistance requests;
 - b. Policing functions provided with external assistance; Functions of policing involved in incoming assistance in the provision of policing;
 - c. Incidents and risks that have materialized;
 - d. Challenges encountered;

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- e. Recovered and unrecovered costs;
 - f. Whether any trends reveal gaps in the Service's capacity or adverse effects on its ability to provide adequate and effective policing.
 - g. Recommendations to address gaps in capacity whether through additional or revised Alternative Provision Agreements or an increase in internal capacity.
- 4.2. **Reporting of risks.** In the context of an operation involving external assistance, the Chief shall, as soon as practicable, advise the Board of any of the following:
- a. Any risks identified in the initial notice or internal request that have materialized;
 - b. Any new risks that are identified;
 - c. An incident, foreseen or unforeseen, that has occurred;
 - d. The scope or nature of the required assistance has changed due to any circumstances.