Timmins Police Service Board
POLICY

POLICY NUMBER: BP-AI-020

Policy Name:	Code of Conduct Special Constables
Legislative Reference/Authority:	*Community Safety and Policing Act and Regulation #410/23*
Replaces:	Policy – BP - AI – 20 (Formerly associated to the Police Services Act)
Last Revised:	April 10, 2026
Approved By:	Board Chair

BOARD POLICY

1. As prescribed in the *Community Safety and Policing Act (CSPA)* and through Regulation the Timmins Police Service Board shall establish policy(ies) consistent with the *Act,* Regulation(s) and any other applicable legislation.

2. It is the policy of the Timmins Police Service Board with respect to Code of Conduct of Special Constables that the Chief of Police shall:

    a. Upon receipt of a complaint about a special constable in their police service shall provide the complainant with written acknowledgement that the complaint has been received.
    b. Ensure the complaint is investigated to determine if the Special Constables conduct constitutes;
        i. Misconduct
        ii. Contravened the terms and conditions of the special constable's certificate of appointment;
        iii. If the misconduct involves the Chair, to the Inspector General;
    c. Ensure any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a member of the police service or of another police service;
    d. Ensure that every investigation of a Special Constable comply with the standards of adequate and effective policing, including the standards with respect to the avoidance of conflicts of interest;
    e. Advise the complainant and the Board, in writing on the outcome of the investigation;
    f. Endeavour to complete any investigation of a complaint within 120 days after receipt, not including any period during which the investigation is postponed or suspended under Section 8 of the Ontario Regulation 411/23;
    g. Notify the complainant, the person being investigated and the Board, if the investigation cannot be completed within the 120-day timeline, and provide a status update every 30 days until the investigation is concluded unless, in

the opinion of the Chief of Police, doing so might prejudice the investigation; and

h. Take appropriate action to remedy the contravention if the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their certificate of appointment or contravened any provision of this Act or the regulations.

Dated this 29th day of October, 2026.

Signed electronically by the
Board Chair
Timmins Police Service Board