Timmins Police Service Board
POLICY

POLICY NUMBER: BP-LE-006

Policy Name:	Criminal Investigation Management and Procedures
Legislative Reference/Authority:	*Community Safety and Policing Act & On Reg 395/23 Investigations*
Replaces:	Policy – BP – LE - 006 (Formerly associated to the Police Services Act)
Last Revised:	April 17, 2026
Approved By:	Board Chair

BOARD POLICY

1. It is the policy of the Timmins Police Service Board with respect to investigations that:

    a. It will ensure the Chief of Police establishes and maintains the following procedures which are consistent with the requirements of Regulation 395/23, Regulation 85/24 and the *Community Safety and Policing Act, 2019:*
        i. Notifying supervisors of matters for the purposes of missing persons, any matter in which there is a reasonable suspicion that an offence under the Criminal Code of Canada, the Controlled Drugs and Substances Act of Canada or the Cannabis Act of Canada has been or will be committed;
        ii. Undertaking investigations
        iii. Management of information relating to investigations
        iv. Managing informers and agents, and ensuring their security

    b. A framework for investigations as prescribed in Regulation 395/23, that ensures the police service will have at least one of the following members be available 24 hours a day”
        i. Senior Investigator
        ii. Supervisor
        iii. Major Case Manager

    c. Guidance with respect to the duties of each member assigned to investigations.

    d. Ensuring that prompt attention is provided if and when any factors relating to the administration of the police service create systemic barriers to effectively undertaking the investigation, including factors such as

resources, the investigation procedures and any agreements made under section 14 of the *Community Safety and Policing Act, 2019.*

e. Shall consider at least the following factors when determining the number of members of a police service that are required to undertake and supervise an investigation:

    i. Data on the workload of members conducting investigations from the previous five years
    ii. The crime severity index for areas being policed
    iii. The strategic plan of the police service
    iv. The geographical characteristics of the community

Dated this 29th day of October, 2026.

Signed electronically by the
Board Chair
Timmins Police Service Board