



APR 27 2017

Mr. Dennis R. YOUNG
1330 Ravenswood Drive South East
Airdrie, Alberta T4A 0P8

Dear Mr. YOUNG:

This is in response to your request under the *Access to Information Act*, which was received by this office on February 10, 2017, to obtain:

Please provide copies of the RCMP's most current standard operating procedures, Commissioner's standing orders, policies, training materials, power point presentations, or other records outlining all 'information' they use and all the 'special precautions' police must take when they are 'responding to calls, ...particularly domestic violence situations, including the 'special precautions' described above by RCMP Supt. Cheliak '...if police find there is a gun registered to a home.' Presumably, this same 'information' would be made available to police and the same 'special precautions' would also apply for police when responding to domestic violence situations when police discover the occupant is a licenced gun owner, prohibited from owning firearms by the courts or has had their firearms license refused or revoked.

Based on the information provided, a search for records was conducted in Ottawa, ON and Regina SK. Enclosed is a copy of all the information to which you are entitled. Please note that some of the information has been exempted pursuant to subsection 16(2) and paragraph 16(1)(b) of the *Act*, a description of which can be found at: <http://laws-lois.justice.gc.ca/eng/acts/A-1>.

Please be advised that you are entitled to lodge a complaint with the Information Commissioner concerning the processing of your request within 60 days after the day that you become aware that grounds for a complaint exist. In the event you decide to avail yourself of this right, your notice of complaint should be addressed to:

Office of the Information Commissioner of Canada
30 Victoria Street, 7th Floor
Gatineau, Quebec K1A 1H3

Should you wish to discuss this matter further, you may contact Cpl. Sandra Weppler at 613-843-6901 or sandra.weppler@rcmp-grc.gc.ca. Please quote the file number appearing on this letter.

Regards,

A handwritten signature in blue ink, appearing to read "R. Leclerc".

Insp. Richard Haye
Access to Information and Privacy Branch
Mailstop #61
73 Leikin Drive
Ottawa, Ontario K1A 0R2

ACCESS TO INFORMATION ACT

Access to Information Request Form

For official use only:

My File: 140

Federal Government Institution:

RCMP - OTTAWA HQ

Details regarding the information being sought:

Reference is being made to an article published Monday, October 5, 2009 by Northern News Services entitled, "Unregistered guns part of life in NWT", Chief Supt. Marty Cheliak, Director General of the RCMP Canadian Firearms was reported as follows: *Cheliak says officers use this information when they're responding to calls, particularly domestic violence situations. He says if police find there is a gun registered to a home, they take special precautions. "Their response will be altered significantly," he said. "They may take steps to evacuate the neighbours in residences on both sides ... they'll take steps to ensure their own safety."*

Please provide copies of the RCMP's most current standard operating procedures, Commissioner's standing orders, policies, training materials, power-point presentations or other records outlining all "information" they use and all the "special precautions" police **must** take when they are "...responding to calls, particularly domestic violence situations, including the "special precautions" described above by RCMP Chief Supt. Cheliak "...if police find there is a gun registered to a home."

Presumably, this same "information" would be made available to police and the same "special precautions" would also apply for police when responding to domestic violence situations when police discover the occupant is a licensed gun owner, prohibited from owning firearms by the courts or has had their firearms license refused or revoked.

Method of access preferred: ☐ Receive copies of originals ☐ Examine originals in government offices

Name of Applicant: Dennis R. Young
Address: 1330 Ravenswood Drive SE
Airdrie, Alberta T4A 0P8

Telephone Number: 587-360-1111 New E-Mail: dennisryoung@telus.net

This request for access to information under the Access to Information Act is being made by:

- ☐ a Canadian citizen, permanent resident or another individual present in Canada, or
☐ a corporation present in Canada

Cheque # 525

Signature: _____
[Original signed by]
Dennis R. Young

Date: February 3, 2017



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

[National Home](#) > [RCMP Manuals](#) > [Operational Manual](#) > OM - ch. 16.9. Backup

OM - ch. 16.9. Backup

Directive Amended: 2016-04-15

For information regarding this policy, contact Policy and Compliance Sec., National Criminal Operations, Contract and Aboriginal Policing, at GroupWise address [OPS POLICY HQ](#).

1. [General](#)
2. [Definition](#)
3. [Roles and Responsibilities](#)
4. [Unit Backup Plan](#)

1. General

1. 1. To maximize public and police safety, resources must be in place to provide readily available backup and, where appropriate, multiple member responses.

1. 2. Appropriate response for backup and resource requirements will be determined by a unit risk assessment as outlined in [sec. 3.4](#). See [Backup - Unit Plan, Form 6305](#).

1. 3. The unit backup plan, as outlined in [sec. 4.](#), is intended primarily for first responder units.

NOTE: Units which do not provide first responder service may, at the discretion of the CO and based on the unit risk assessment, be exempt from developing a unit backup plan.

1. 4. This chapter must be read with an understanding of [Part II, Canada Labour Code](#), the duties it places on employers and employees, and [ch. 17.1](#).

2. Definitions

2. 1. **Backup** means an urgent, unplanned response to an incident in support of a member by one or more of the following:

2. 1. 1. other operational members, or

2. 1. 2. operational peace officers from other provincially accredited or recognized police services.

NOTE: Band Constables, Auxiliary Constables, or summer students cannot provide backup. Backup should not be confused with assistance, which may be provided by anyone, in an emergency situation, as governed by Sec. 25, CC, or the general assistance required in a non-emergency situation, e.g. directing traffic at a scene.

2. 1. 3. RCMP Community Constables may be used as backup based on the needs of the communities and a completed risk assessment.

2. 2. **Multiple member response** means a planned response by more than one member to an incident or situation. See sec. 2.1.1. and sec. 2.1.2.

2. 3. **Radio communication deficient locations** mean places where two-way radio communication between portable radios, portable radios and police motor vehicles, and portable radios and the detachment base station/OCC is not possible due to ongoing and consistent radio interference or signal weakness at that location.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. When responding to an incident, you must assess risk and formulate a response strategy in accordance with ch. 17.1.

NOTE: Risk assessment is a continuous process and must evolve as situations change.

3. 1. 2. At any stage of an occurrence or situation, you may request backup based on your risk assessment.

3. 1. 3. When travelling to an area with known radio communication deficiencies, follow your divisional/unit Backup Plan.

3. 1. 4. Where you have determined that backup or a multiple member response is required, continuously assess risk and apply the necessary intervention to ensure public and police safety, e.g. tactical repositioning, establishing officer presence, verbal intervention.

3. 1. 5. Where practicable, provide continuous updates to the OCC and other responding members, and request they relay critical information to other responding members.

3. 1. 6. Treat all calls for backup as a priority.

3. 2. Supervisor

- 3. 2. 1. Treat all calls for backup as a priority.
- 3. 2. 2. Continuously evaluate the skill of members under your supervision in the area of proper IMIM risk assessment.
 - 3. 2. 2. 1. Where appropriate, provide guidance and recommend IMIM training.
- 3. 2. 3. Ensure the unit backup plan is followed. See sec. 4.
- 3. 2. 4. Ensure radio communication deficient locations are identified and known to members.

3. 3. Dispatcher

- 3. 3. 1. Treat all calls for backup as a priority.
- 3. 3. 2. Dispatch multiple members when required as indicated in sec. 1.5. and sec. 3.1.4.
- 3. 3. 3. Ensure that you are familiar with, and have ready access to, each unit backup plan within your area of responsibility. See sec. 4.
- 3. 3. 4. Be familiar with radio communication deficient locations.

3. 4. Commander

- 3. 4. 1. In consultation with your local Health and Safety Committee or Safety Representative, conduct a unit risk assessment/backup plan (see Form 6305) by analyzing the following criteria:

- 3. 4. 1. 1. risks specific to the situational factors in your detachment area, e.g. high demand periods, high risk response requirements, severity of criminal activity, communication, geography, number of members available;

- 3. 4. 1. 2. the potential frequency of the risk occurring;

- 3. 4. 1. 3. the potential consequence of not mitigating the risks;

- 3. 4. 1. 4. the degree of risk which is acceptable given the situational factors;

- 3. 4. 1. 5. whether additional or alternate measures must be implemented to mitigate the risk, e.g. altered service delivery, relief members, satellite phone, other equipment;

- 3. 4. 1. 6. the remoteness of the location and/or restricted access;

- 3. 4. 1. 7. proximity to backup outside your unit, e.g. neighbouring detachments; and

- 3. 4. 1. 8. radio communication deficient locations.

- 3. 4. 2. Develop a unit backup plan as outlined in sec. 4., based on the unit risk assessment and submit it through channels in order to receive the CO's approval. Place a copy on the unit supplements.

- 3. 4. 3. Ensure members under your command understand their responsibilities in relation to the unit backup plan and that radio communication deficient locations are identified.

- 3. 4. 4. Ensure all employees under your command are aware of national, division and unit policy regarding backup and multiple member response.

3. 4. 5. Ensure your OCC has an updated version of your unit backup plan and any radio communication deficient location.

3. 4. 6. At minimum, annually review the unit backup plan or whenever your risk assessment identifies a need for a revision of the unit backup plan.

4. Unit Backup Plan

4. 1. The unit backup plan will:

4. 1. 1. reflect the requirements of the unit risk assessment, and

4. 1. 2. provide for readily available backup for any member required to respond to calls for service by ensuring that:

4. 1. 2. 1. radio communication deficient locations are identified;

4. 1. 2. 2. a minimum of two members are available to respond to calls at all times where there is potential risk to the police or public;

4. 1. 2. 3. if the risk assessment requires it, shifts of two or more members are established;

4. 1. 2. 4. at least two members are on call whenever the service requirements justify;

4. 1. 2. 5. as indicated in sec. 1.5., multiple member response is provided where required;

4. 1. 2. 6. members on call are compensated and have all necessary equipment and transportation to respond immediately to a call for backup, e.g. overnight custody of police transport; and

4. 1. 2. 7. supervision is readily available for consultation, e.g. radio room NCO, on shift/on call duty NCO, neighbouring detachment/district.

4. 2. The CO must ensure that every unit has an approved unit backup plan.

References

- Section 217.1, Criminal Code
- Workers Working Alone at a Work Place Under the Control of the Employer, HRSDC Guideline (No.: 905-1-IPG-059, 1996-03-01)

Date Modified: 2016-04-15



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

[National Home](#) > [RCMP Manuals](#) > [Operational Manual](#) > OM - ch. 2.4. Violence/Abuse in Relationships

OM - ch. 2.4. Violence/Abuse in Relationships

Chapter Rewrite: 2016-03-02

For information regarding this policy, contact National Criminal Operations, Contract and Aboriginal Policing.

1. [General](#)
 2. [Definitions](#)
 3. [Roles and Responsibilities](#)
-

1. General

1. 1. Violence/abuse in relationships investigations are a high priority and will be thoroughly investigated and handled expeditiously, maintaining the safety of those involved.

1. 1. 1. In determining the appropriate course of action, consider all the circumstances, including: allegations of aggression, history, pattern of abuse, and frequency and escalation of violence in the relationship.

1. 2. Police may enter private dwellings, without a warrant, in response to distress calls to protect life. See [ch. 1.1.](#) and [R. vs. Godoy - SCC 1999](#).

1. 3. Members should be familiar with:

1. 3. 1. the [CC](#);

1. 3. 2. the [Canadian Victims Bill of Rights](#); and

1. 3. 3. applicable provincial or territorial legislation relating to violence/abuse in relationships.

1. 4. An injury resulting from a person acting in self-defence is neither abuse, nor a crime. See [Sec. 34-35, CC](#).

1. 5. If the accused is an RCMP member, be guided by [ch. 54.3](#).

2. Definitions

2. 1. **Violence in Relationships** means the use of abusive behaviour by an individual in a relationship to control and/or harm the other member of the relationship, including, but not limited to, different forms of physical neglect and/or emotional abuse. For forms and types of violence, see the [Department of Justice website](#).

2. 2. **Relationships** means current or previous relationships, including, but not limited to: spouse, intimate partner, common-law, or dating.

2. 3. **Abuse** means violence, threats of violence, or other criminal acts which may include, but are not limited to, criminal harassment, physical, sexual, psychological, or emotional abuse.

2. 4. **Community Partners (Community Resources)** means entities in the community responsible for joining together to foster effective intervention and prevention of violence/abuse in relationships, including, but not limited to: law enforcement agencies; prosecutors; parole and probation officers; advocacy organizations; social-service agencies; adult and child protective services; clergy; educators; government agencies; animal welfare organizations; and businesses and/or employers.

2. 5. **Protection order** means a non-contact condition or other court order issued for the purpose of preventing violent or threatening acts or harassment against, direct or indirect contact or communication with, or physical proximity to, another person. This includes any temporary or final order issued by a civil or criminal court, whether obtained by filing an independent action or awaiting/during litigation of another order during a separate proceeding, so long as a civil order was issued in response to a complaint, petition, or motion filed by, or on behalf of, a person seeking protection.

2. 6. **Self-defence** means certain legal circumstances under which persons may use a reasonable amount of force to protect themselves or another based on their actual belief that they are, or another is, in imminent danger coupled with reasonable grounds. If force has been legally used in self-defence under the law, there is an absolution of guilt or culpability, according to Sec. 34-35, CC.

3. Roles and Responsibilities

3. 1. Member

3. 1. 1. General

3. 1. 1. 1. Prior to arrival on the scene, except in exigent circumstances:

3. 1. 1. 1. 1. request backup (see ch. 16.9.);

3. 1. 1. 1. 2. conduct CPIC, PROS/PRIME, and CFRO checks; and

3. 1. 1. 1. 3. obtain as much information as possible from the OCC and/or other sources (see SOP for Domestic Dispute(s), OCC).

3. 1. 1. 2. On arriving at the scene:

3. 1. 1. 2. 1. ensure member safety at all times;

3. 1. 1. 2. 2. conduct an ongoing risk assessment of the situation and respond accordingly;

3. 1. 1. 2. 3. locate and separate the disputants, if feasible;

3. 1. 1. 2. 4. gather and collect evidence in accordance with IFIM ch. 1.4.;

3. 1. 1. 2. 5. obtain statements from all victims, witnesses, and accused persons. If you are unable to obtain a statement from one or more of these persons, document the reason(s) in your notebook and on the operational file. See ch. 24.1.;

3. 1. 1. 2. 6. where reasonable grounds and sufficient evidence exist, arrest the suspect immediately; and

3. 1. 1. 2. 7. notify the victim that charge(s) will be laid or recommended, if a CC offence or an offence under any applicable federal, provincial, or territorial legislation has been committed.

3. 1. 1. 3. Where legal authority exists, seize firearms and/or other regulated items, including any type of registration certificates, possession acquisition licences, and/or other related documentation pursuant to:

3. 1. 1. 3. 1. Sec. 117.04 (1), CC, with a warrant; or

3. 1. 1. 3. 2. Sec. 117.04 (2), CC, without a warrant in exigent circumstances.

NOTE: To ensure compliance with Sec. 490, CC, complete and submit to a Justice, a Report to a Justice, Form 5.2, and a detention order, as soon as practicable.

3. 1. 1. 4. For prohibition orders, see ch. 4.13.

3. 1. 1. 5. For specific procedures and forms to be completed, see divisional policy and complete the related documentation

3. 1. 1. 6. Provide the victim with your contact information and file number, if known.

3. 1. 1. 7. Refer the victim to Victim Services.

3. 1. 1. 7. 1. If Victim Services does not exist, see ch. 37.6., sec. 4.1.8.

3. 1. 1. 8. Be sensitive to victims with cultural and/or specific language or communication needs. Members must provide, where applicable or requested, an appropriate cultural resource for the victim.

3. 1. 1. 8. 1. If an interpreter is required, obtain his/her details to confirm with the victim that there will not be any conflict of interest, safety, and/or security issue.

3. 1. 1. 9. Provide the victim or the accused with a translator, where required, but avoid the use of family members for this purpose.

3. 1. 1. 10. Ensure that the victim, if he/she decides to leave a dwelling, is transported to a safe location.

3. 1. 1. 10. 1. If the victim requests it, arrange to accompany him/her, or his/her representative, to the dwelling to prevent any breach of the peace. See Sec. 18, RCMP Act.

3. 1. 1. 11. Ensure that the victim is kept informed of the progress of the investigation regularly.

3. 1. 1. 12. If a child has been exposed to an incident of violence/abuse in relationships, notify the appropriate provincial or territorial child welfare services agency.

3. 1. 1. 13. If charges are not an option, consider a peace bond (see Sec. 810, CC) and/or an associated discretionary prohibition order (see Sec. 810 (3.1), CC) in consultation with the victim.

3. 1. 2. Judicial Release

- 3. 1. 2. 1. When an accused is released from custody by judicial order, request non-contact conditions between the offender and all appropriate persons.
- 3. 1. 2. 1. 1. Immediately enter the non-contact conditions on CPIC.
- 3. 1. 2. 2. When an accused is to be released from custody, notify the victim in advance of the anticipated release and of the judicial release conditions.
- 3. 1. 2. 3. Complete the Violence in Relationships Guide, Form 3753, or other applicable provincial forms, as directed by divisional policy, or as directed by the provincial Solicitor General. When completed, add the information or documentation to the PROS/PRIME Records Management System (RMS) database file.

3. 1. 3. Civil Orders

- 3. 1. 3. 1. For civil orders pertaining to Family Law and Custodial Orders, see provincial/territorial legislation.
- 3. 1. 3. 2. For assistance with civil matters relating to property removal, see ch. 37.8.

3. 1. 4. Emergency Protection Orders

- 3. 1. 4. 1. Become familiar with the provincial/territorial requirements of Emergency Protection Orders (EPO). For protection orders, see the Department of Justice website.

3. 2. Supervisor

- 3. 2. 1. Ensure all violence/abuse in relationships files are reviewed as soon as reasonably practicable, and as many times as required thereafter.
- 3. 2. 1. 1. Review all files to ensure all investigative procedures are compliant with provincial/territorial legislation.
- 3. 2. 1. 2. Confirm all operational reports and the Violence in Relationships Guide, Form 3753, are complete, accurate, and included in the disclosure, including any other provincial form according to divisional policy.
- 3. 2. 1. 3. Verify all appropriate information is documented in the PROS/PRIME RMS database occurrence file and investigating member's notebook at time of disclosure.
- 3. 2. 1. 4. Ensure all members under your supervision are familiar with this Directive, divisional violence/abuse in relationships policy, and applicable provincial and/or territorial legislation and directives.
- 3. 2. 1. 5. Ensure that the required court follow-up is dealt with as soon as practicable.
- 3. 2. 1. 6. If the accused is an RCMP member, be guided by ch. 54.3.

3. 3. Commander

- 3. 3. 1. Ensure all violence/abuse in relationships complaints are:

3. 3. 1. 1. thoroughly investigated;
3. 3. 1. 2. that the investigation is supervised; and
3. 3. 1. 3. that appropriate action is taken.
3. 3. 2. Provide opportunities for members to receive violence/abuse in relationships training, as approved by your division.
3. 3. 3. In an endeavour to reduce the incidents of violence/abuse in relationships by improving public awareness, participate in multi-agency coordinated, community-based initiatives or programs.
3. 3. 4. Consider the inclusion of a Unit Level Quality Assurance (ULQA) specific to violence/abuse in relationships.

3. 4. Division

3. 4. 1. Provide a list of approved courses relating to violence/abuse in relationships.

References

- Sec. 111, 117.05, and 264, CC
- R. vs. Feeney (Application), (1997) 2 SCR117, 1997

Date Modified: 2016-03-02

| ACTIVITY | ULQA or MR File number | Protected 'A' Page 1 of 7 |
|-----------------------|------------------------|------------------------------|
| Relationship Violence | | |

"F" DIVISION REVIEW GUIDE
 Royal Canadian Mounted Police
 "F" Division Audit, Planning & Review
 Services

Note: To expand the field in which you are typing, continue typing or key "enter" as it expands automatically.

Objective / Purpose of the review:

Violence in relationships (or domestic violence) occurs in relationships of intimacy, kinship, dependency, or trust. It is not a private affair, but a serious social problem resulting in violation of the law. Such assaults are criminal acts of violence which cause injury to family members, especially spouses or common-law partners, but can also affect children. It ranges from physical, emotional, financial and sexual abuse to neglect and deprivation.

Victims require special attention and sensitivity on the part of law enforcement. This guide will help to ensure that effective management practices have been implemented that make the victim's safety the primary importance, while still supporting a thorough, timely investigation.

Criteria sources / authorities:

OM 2.4
 FDIV OM 2.4
 Criminal Code (CC)

Policy Centre Responsible for this Review Guide:

Last update:

Email feedback and questions to: "F" Division Operations Strategy Branch - Audit, Planning & Review Services

2017-03-16

Unit / Detachment under review:

Name of Reviewer(s):

**Date policy
link(s) verified :**

**Date(s) of
Review:**

Use reference tables for
 statistical and non-statistical
 sampling methods (see ULQA
 Handbook)

**Sampling method: (statistical or non-
statistical)**

Sampling Size:

List all file numbers / members / employees / other items subject to the review:

**CRITERIA
STATEMENTS**

Reviewers should record the specifics indicating a good practice or risk.

| ACTIVITY | ULQA or MR File number | Protected 'A' Page 2 of 7 |
|-----------------------|------------------------|------------------------------|
| Relationship Violence | | |

Note: To expand the field you are typing in, continue typing or key “enter”. It will expand automatically. To add more lines, click in the last cell and hit your tab key.

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|------------------------------|-----------------------|---|-----------------------------|--|
| | Policy link: | Criteria Statement: | | |
| 1 | <u>OM 2.4.3.1.1.1</u> | Before arriving on the scene, did the member conduct CPIC, PROS, and CFRO checks? Did the member obtain as much information as possible from OCC, and request backup? | | |
| File / Member / Item: | Y | N | Findings / Comments: | |
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| | Policy link: | Criteria Statement: | | |
| 2 | <u>OM 2.4.3.1.1.2.5</u> | Has the member obtained statements taken from the victim, witnesses, and accused persons? If not, was rationale documented in your notebook and operational file? | | |
| File / Member / Item: | Y | N | Findings / Comments: | |
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| | Policy link: | Criteria Statement: | | |
| 3 | <u>FDiv OM 2.4.3.20</u> <u>FDiv OM 2.4.3.8</u> | Were all firearms seized and was there a condition of Firearms/Ammunition Prohibition on the release conditions? Was the Chief Provincial Firearms Officer notified? | | |
| File / Member / Item: | Y | N | Findings / Comments: | |
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| | Policy link: | Criteria Statement: | | |
| 4 | <u>FDiv OM 2.4.3.2</u> <u>FDiv OM 2.4.4.2</u> <u>FDiv OM 2.4.6.1</u> | Did the member use <u>FD6025</u> (Violence in Relationships Investigative Checklist), including updating, maintaining, and adding to PROS within 24 hours? Did the supervisor/MOSS ensure that the <u>FD6025</u> was opened within 24 hours? Did the supervisor ensure that the <u>FD6025</u> was accurately documented? | | |
| File / Member / Item: | Y | N | Findings / Comments: | |
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| ACTIVITY | ULQA or MR File number | Protected 'A' Page 3 of 7 |
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| Relationship Violence | | |

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| | Policy link: | Criteria Statement: | |
| 5 | <u>FDiv OM 2.4.4.1</u> | Did the supervisor review the investigational file and document direction within 24 hours of the complaint, and review the ongoing investigational file at 7 days, and every 14 days, thereafter? | |
| File / Member / Item: | Y | N | Findings / Comments: |
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| | Policy link: | Criteria Statement: | |
| 6 | <u>FDiv OM 2.4.3.5</u> | Where injuries exist, were photographs obtained at the time of complaint? Was consent obtained from the victim for the release of medical information using <u>FD5860</u> (Consent to Release Information)? | |
| File / Member / Item: | Y | N | Findings / Comments: |
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| | Policy link: | Criteria Statement: | |
| 7 | <u>FDiv OM 2.4.3.10</u> | Was <u>FD6017</u> (KGB Statement) obtained when dealing with a serious offense where an offender has a history of violence or where the victim has a history of being uncooperative? | |
| File / Member / Item: | Y | N | Findings / Comments: |
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| | Policy link: | Criteria Statement: | |
| 8 | <u>OM 2.4.3.1.1.13</u> <u>FDiv OM 2.4.3.13</u> <u>CC 810(1)</u> | If charges cannot be laid, was the victim provided with information and assistance on: a) Procedures to lay an Information (peace bond); b) Seeking professional help from the community or Ministry of Social Services; and c) Arranging transportation to a safe location/shelter? | |
| File / Member / Item: | Y | N | Findings / Comments: |
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| ACTIVITY | ULQA or MR File number | Protected 'A' Page 4 of 7 |
|-----------------------|------------------------|------------------------------|
| Relationship Violence | | |

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| 9 | <u>FDiv OM 3.15</u> | Was a mandatory Proactive Referral made to the police-based Victim Services program, where available? Was a referral made to Hub, where available? Was a referral made to community services for safety and ongoing support? Were instances of referral to an outside agency noted on PROS General Report? | |
| File / Member / Item: | Y | N | Findings / Comments: |
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| | Policy link: | Criteria Statement: | |
| 10 | <u>OM 2.4.3.1.1.12</u> <u>FDiv OM 2.4.3.7</u> | If a child was exposed to an incident of violence, was the Saskatchewan Ministry of Social Services notified? | |
| File / Member / Item: | Y | N | Findings / Comments: |
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| | Policy link: | Criteria Statement: | |
| 11 | <u>OM 2.4.3.1.2.1.1</u> <u>FDiv OM 2.4.3.19</u> <u>FDiv OM 2.4.3.12</u> | Were conditions of release immediately entered on CPIC? Was the complainant advised of the conditions of release? | |
| File / Member / Item: | Y | N | Findings / Comments: |
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| | Policy link: | Criteria Statement: | |
| 12 | <u>FDiv OM 2.4.3.12</u> <u>OM 2.4.3.1.1.2.7</u> <u>OM 2.4.3.1.1.6</u> | Was the victim informed in a timely manner of the actions taken, including charges, as a result of the investigation? Did the member provide the victim with his/her name, phone number, and file number? | |
| File / Member / Item: | Y | N | Findings / Comments: |
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| ACTIVITY | ULQA or MR File number | Protected 'A' Page 5 of 7 |
|------------------------------|------------------------|------------------------------|
| Relationship Violence | | |

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| | Policy link: | Criteria Statement: | | |
| 13 | <u>FDiv OM 2.4.3.17</u> | If charges were not pursued by the member or by the Crown, were the reasons clearly documented in the file? | | |
| File / Member / Item: | Y | N | Findings / Comments: | |
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|-----------------------|---|--|----------------------|--|
| | Policy link: | Criteria Statement: | | |
| 14 | <u>FDiv 2.4.4.3</u> <u>FDiv 2.4.3.15.1</u> <u>FDiv 2.4.3.18</u> | Was the proper offence code and divisional survey codes scored appropriately? Was the relationship violence flag added? | | |
| File / Member / Item: | Y | N | Findings / Comments: | |
| | | | | |
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|-----------------------|----------------------------|--|----------------------|--|
| | Policy link: | Criteria Statement: | | |
| 15 | <u>FDiv OM 2.4.3.1.1.5</u> | Was Form 3364 (ViCLAS Crime Analysis Report) submitted to the division ViCLAS coordinator within 30 days of the investigation, where applicable? | | |
| File / Member / Item: | Y | N | Findings / Comments: | |
| | | | | |
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SUMMARY TABLE

Please note: To add more lines, click in THE last cell of table and strike the tab key; then enter the corresponding number manually.

| | | | |
|---|-----------------|---|--------|
| | Good Practices: | | Risks: |
| 1 | | 1 | |

| ACTIVITY | ULQA or MR File number | Protected 'A' Page 6 of 7 |
|-----------------------|------------------------|------------------------------|
| Relationship Violence | | |

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|---|--|---|--|
| 2 | | 2 | |
| 3 | | 3 | |
| 4 | | 4 | |
| 5 | | 5 | |
| 6 | | 6 | |
| 7 | | 7 | |

| | |
|-----------------------------|---|
| References: | List documents, files, etc. where major risks / good practices exist. Make a copy of documents or ensure references track back to the source. |
| References (if applicable): | |

NARRATIVE

This narrative will be completed by the reviewer and will form the basis of information for the final report. Ensure you summarize the following categories for the good practices and/or risks identified above.

| | |
|---|--|
| Condition Observed or Noted: | What was observed reported or determined (compliance or non-compliance) through the review? Was there compliance with existing policies and directives? Are policies / directives current and relevant ensuring clarity to promote effectiveness (doing the right thing) and efficiency (doing things right) in the delivery of a high quality service? |
| Root Cause(s) of the Condition (positive or negative): | What is / are the root cause(s) or underlying reason / explanation for good practices or risks based on the observations and information obtained by the reviewer or review team? Why did it happen? Research may need to be extended beyond the criteria question. What is / are the underlying issue(s) or factor(s) creating non-compliance or performance gaps? What is / are the factor(s) which create a "good practice"? |
| Real or Potential Impact of this Condition: | What is the impact and risk to organizational performance and service delivery from a local or divisional perspective? Do the risks / non-compliances have a major or minor impact on service delivery? Should the "good practice" be shared or incorporated into policy? |
| Narrative (if applicable): | |

RATING

Give an overall rating for this Reviewed Activity, consistent with the four point assessment scale used in Treasury Board Secretariat's Management Accountability Framework.

| | | |
|---------------|-------------------|------------------|
| RATING | DEFINITION | CHECK ONE |
|---------------|-------------------|------------------|

| ACTIVITY | ULQA or MR File number | Protected 'A' Page 7 of 7 |
|-----------------------|------------------------|------------------------------|
| Relationship Violence | | |

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|---|---|--|
| Attention Required (AR) | There is, or has been, inadequate attention given to deficiencies identified in the Activity reviewed. | |
| Opportunity for Improvement (OI) | There is evidence of attention to deficiencies identified and progress toward same, with opportunity for further improvement. | |
| Acceptable (AC) | No significant deficiencies were observed in the Activity reviewed which meets expectations. | |
| Strong (ST) | The sustained performance observed exceeds expectations for this activity and suggests continued strong performance. | |

RECOMMENDATIONS (Proposed / Suggested)

- The development of meaningful recommendations to improve performance is critical where risks, opportunities for improvement or good practices are identified during the management review process.
- Meaningful recommendations must address the root cause of the risk and not just the symptoms.
- Any recommendation will address one issue at a time unless it can resolve many noted risks/trends.
- Recommendations will be directed to a specific person (position) with the authority to implement action.

MAJOR Major recommendations will be included in the Management Review Report addressed to Senior Management. They address observations of risk which are considered serious enough to put the unit at risk of not meeting its mandate through non-compliance with directives or otherwise. (List any Major recommendations proposed for the final Review Report. Contact Divisional Review Services for an example of recommendation wordings, major or minor, utilized in previous Reviews.)

Major Recommendations (if applicable):

MINOR Minor recommendations may be included in a Management Letter (addressed to the Unit Commander). They are to address observations or risks which are generally of a "housekeeping" nature, not serious or pervasive enough to put the unit at risk of not meeting its mandate and not serious enough to bring to the attention of senior management. (List any recommendations proposed for a Management Letter.)

Minor Recommendations (if applicable):

NOTE TO REVIEWERS: Please advise us of any policy changes and/or provide feedback respecting this Review Guide to "F" Division Operations Strategy Branch - Audit, Planning & Review Services

[National Home](#) > [Divisional Supplements of RCMP Manuals](#) > [F Division Manuals](#) > F Division Operational Manual - Chapter 2. 4 Relationship Violence

F Division Operational Manual - Chapter 2. 4 Relationship Violence

For information regarding this policy, contact "F" Division Criminal Operations

Directive Amended: 2017-03-09

1. [General](#)
2. [Roles and Responsibilities](#)
3. [Member](#)
4. [Supervisor](#)
5. [Detachment Commander](#)
6. [MOSS](#)

[Appendix 2-4-1 Mutual Aggression](#)

1. General

1. 1. Review National Headquarters policy [OM 2.4 Violence in Relationships](#) and for definitions to be used when investigating Relationship Violence.
1. 2. Follow guidelines as set out in the Saskatchewan provincial legislation, the [Canadian Association of Chiefs of Police National Framework for Collaborative Police Action on Intimate Partner Violence.](#), and the [Criminal Code](#) (CC).

2. Roles and Responsibilities

2. 1. The victim's safety and offender management are of primary importance.
2. 2. The investigator should determine the nature of the relationship conflict and whether a criminal offence has occurred.
2. 3. For officer and victim safety and risk assessment purposes, investigators should consider the history of the relationship/intimate partner violence and abuse as it is the best indicator of future violence. The past behaviours may be direct or indirect, and may include but are not limited to, offences such as:
 2. 3. 1. assault;
 2. 3. 2. mischief;
 2. 3. 3. uttering threats to persons, property or pets;
 2. 3. 4. harassing phone calls;
 2. 3. 5. criminal harassment;
 2. 3. 6. overcoming resistance (choking and/or strangulation)
 2. 3. 7. breach of court orders.

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2. 4. Investigators should also be aware that abusive behaviour(s) may be directed toward the former intimate partner's other relationships. Triangulation occurs when violence is directed towards a former intimate partner's new partner, friends, family or children. This violence may also be direct or indirect and include such acts as assaults, mischief, uttering threats or criminal harassment.

2. 5. All evidence obtained and steps completed during the initial investigation, including assessments (i.e. form [FD6025](#)) must be documented on investigational files within 24 hours.

2. 6. Special sensitivity should be given to victims with cultural and/or specific language/communication needs.

2. 6. 1. To arrange for interpretive services, contact the Division Operations Communication Centre at 306-780-5563.

3. Member

3. 1. Investigators of relationship violence must notify their Supervisor/Commander of any relationship violence occurrences within 24 hours by sending the PROS file for review.

3. 2. When investigating violence and abuse in relationships, members will use, update, maintain and add to PROS the Violence in Relationships Investigational Checklist [FD6025](#) within 24 hours.

3. 3. The investigation is to be thoroughly documented in the members' notebook, on the PROS file, along with sufficient information on the file for the investigation to be passed on to a supervisor and assisting officers.

3. 4. Where injuries exist, photograph at the time of the complaint. Emphasis should be placed on the importance of taking additional photographs 24 to 48 hours later, or when injuries become more apparent.

3. 5. Obtain the victim's consent for the release of medical information using RCMP form [FD5860](#) Consent to Release Information. If the local hospital insists on using their own medical release form, complete it in addition to form [FD5860](#).

3. 6. Exercise caution in accepting an argument of mutual claims of abuse. See [Appendix 2-4-1 Mutual Aggression](#).

3. 7. Advise the Saskatchewan Ministry of Social Services (Child and Family Services) of any occurrence where a child was exposed to or witnessed relationship violence/abuse, or if children are involved in the family unit. Exposure to relationship violence or severe domestic disharmony refers to a child living in a situation where there is relationship violence.

3. 8. In occurrences involving firearms, immediately notify the Chief Provincial Firearms Officer (toll free 800-731-4000, extension 2064) of any firearms prohibition and any incidents of intimate partner violence where firearms are involved.

3. 9. Where appropriate, seize the 911 recording through the Operational Communications Centre using form [FD6014](#), Request for Recording/Data Search.

3. 10. When practical, obtain an audio-visual statement. Consider obtaining a recorded sworn statement using KGB Statement form [FD6017](#) when dealing with serious offences (overcoming resistance [choking and/or strangulation]), an offender with a history of violence, a victim with a history of being uncooperative, or if you have concerns that the victim may recant.

3. 11. Attempt to obtain a warned statement from the accused. When unable to obtain a warned statement, document your attempt on the PROS General Report.

3. 12. Regularly inform the victim of action taken as a result of the investigation including charges and release conditions.

3. 13. If charges cannot be laid, consider proceeding pursuant [Sec. 810\(1\) Peace Bond](#), CC, see "F" Division policy [OM 2.101](#). Consider reasonable conditions to secure the conduct of the defendant, prevent suspect/victim contact,

and support public safety. Considerations of conditions may include an associated discretionary prohibition order (see [Sec. 810\(3.1\)](#), CC).

3. 14. If charges cannot be laid, consider the use of an Emergency Intervention Order (EIO) (see [Section 4\(1\) of the Victims of Interpersonal Violence Regulations](#)) under the *Saskatchewan Victims of Interpersonal Violence Act*. In cases involving acute elevated risk, also consider using the [CellArm Program](#).

3. 15. It is mandatory to make a Proactive Referral (no consent required) to the police-based Victim Services program, where available.

3. 15. 1. Complete form [5151](#), and score PROS with UCR code 8999-3071 - Victim Services Proactive Referral. (no consent required)

3. 15. 2. See the References section for the complete list of Saskatchewan Victim Services.

3. 15. 3. In Saskatchewan communities with a Hub presence (community mobilization), consider completed form [FD6026](#), for submission to the Hub Referral Agent, scoring PROS with UCR code 8999-1645.

3. 15. 4. Ensure individuals are linked to community services for safety and ongoing support.

3. 15. 5. See the References section for a list of shelters in Saskatchewan or visit [211 Saskatchewan](#).

3. 15. 6. Indicate all instances of referrals to an outside agency on the PROS General Report.

3. 15. 7. Encourage victims to develop a safety plan in collaboration with Victim Services, Social Services (Child and Family Services), or local shelter resources.

3. 16. Upon request from either party, provide services to keep the peace where that person wishes to return to the home to collect personal effects.

3. 16. 1. Where either party is denied access to the home or where there is a dispute over ownership of property, advise the person requesting police assistance to see independent legal advice and/or obtain a court order.

3. 17. When a charge is not supported by Crown, document the reason on the PROS General Report and maintain all relevant correspondence on file.

3. 18. All violence in relationship occurrences must be scored 8999-1629 F Div - Spousal Assault in the PROS Uniform Crime Reporting (UCR). Every occurrence must have a survey code(s) to reflect the outcome of the investigation.

3. 19. Ensure that release conditions are immediately placed on CPIC. If support staff are not available to perform this task, contact MOSS to have conditions added to CPIC.

3. 20. In all occurrences of relationship violence, ensure that all firearms are seized and there is a condition of Firearms/Ammunition Prohibition in place along with any other release conditions.

4. Supervisor

4. 1. Review all violence in relationship investigational files within the first 24 hours of complaint. Monitor and review the ongoing investigational files at 7 days and every 14 days thereafter until no further investigation is necessary. Document your direction on PROS.

4. 2. Review the file to determine that the Violence in Relationships Investigational Checklist [FD6025](#) is accurately documented and that necessary action was taken. All "YES" responses should be articulated in the member's notes and documented within the PROS General Report. Along with the appropriate action and/or referral.

5. Detachment Commander

5. 1. Familiarize members under your command with National and Divisional Policy, provincial legislation, and the National Framework for Collaborative Police Action on Intimate Partner Violence (IPV).

5. 2. Members under your command must successfully complete the on-line course Domestic Violence Investigations-National Pilot, Course Code 000890. They should be encouraged to participate in Saskatchewan Ministry of Justice or other applicable family violence workshops.
5. 3. Participate in multi-agency coordinated community-based efforts to reduce the incidence of violence in relationships, such as Hub if available. Develop detachment unit supplements identifying local protocols and services with partner agencies.
5. 4. Where a relationship violence investigation is the subject of a Briefing Note, the Briefing Note should be compliant with "F" Div OM 1.101.
5. 5. If a task is received from MOSS advising you of a relationship violence investigation, ensure the file is reviewed by the supervisor and that form FD6025 was completed.

6. MOSS

6. 1. MOSS members will review all potential relationship violence files and will task the commander to ensure compliance in the review of the file and completion of form FD6025 within 24 hours.

References

- Criminal Code
- Criminal Harassment Handbook
- Canadian Victims Bill of Rights
- RCMP Victim Services Handbook
- Transition Houses and Shelters for Abused Women in Canada
- Saskatchewan Child Abuse Protocol 2014
- Saskatchewan Victim Services Programs
- Provincial Association of Transition Houses (PATHS)
- Stalking and Criminal Harassment Information Sheet
- Stalking Log
- RCMP CellArm Program Manual

Date Modified: 2017-03-09