



GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-002

A By-Law to establish governance standards relating to Equipment and Use of Force as mandated by *O. Reg 391/23: Use of Force and Weapons* under the *Community Safety and Policing Act, 2019*.

WHEREAS Section 261(1) 2 of the *CSPA* provides that the Lieutenant Governor in Council may make regulations prescribing policing standards, including the policing standards that must be met in providing adequate and effective policing.

AND WHEREAS Section 261(1) 37 of the *CSPA* provides that the Lieutenant Governor in Council may make regulations governing the use of any equipment by a police service or any of its members.

AND WHEREAS Section 261(1) 40 of the *CSPA* also provides that the Lieutenant Governor in Council may make regulations governing the use of force by members of the police services and governing reports on the use of force.

AND WHEREAS Section 261(2) 18 of the *CSPA* also provides that the Minister may make regulations governing training for police officers and special constables.

AND WHEREAS *O. Reg 391/23* was enacted under the *CSPA* which prescribes certain standards related to equipment and use of force;

AND WHEREAS it is the responsibility of a Chief of Police, in accordance with Section 79(3)(a) of the *CSPA* in his or her capacity of chief law enforcement officer to administer the police services and oversee its operation in accordance with the board's policies and strategic plan;

AND WHEREAS it is deemed expedient for the Board to establish guidelines for compliance with the *CSPA*;

AND WHEREAS Section 41(6) of the *CSPA* authorizes the Board, by By-Law, to make rules for the effective management of the police service;

NOW THEREFORE, the Greater Sudbury Police Service Board hereby enacts as follows:

1.0 DEFINITIONS

ACT

Means the *CSPA* as amended.

BOARD

Means the Greater Sudbury Police Service Board.

CHIEF

Means the Chief of Police of the Greater Sudbury Police Service.

MEMBER

Means an employee of the Greater Sudbury Police Service.

MINISTRY

Means the Ministry of Public Safety and Security.

OFFICER

Means a sworn member of the Greater Sudbury Police Service.

SERVICE

Means the Greater Sudbury Police Service.

2.0 USE OF FORCE

- 2.1 *O. Reg 391/23* made under the Act sets out the requirements of the Board, the Chief and Members relative to the use of force.

3.0 USE OF FORCE OPTIONS

The Chief shall ensure that members use approved use of force options set out in the *O. Reg 391/23* and the *Ontario Public Police Interaction Training Aid (2023)*.

4.0 INCIDENT PROCEDURES

- 4.1 The Chief shall establish written procedures to ensure that all of the following incidents involving the use of force, except those involving training, maintenance or administrative purposes, are documented, whenever a member:
- a. Draws a handgun in the presence of a member of the public, excluding a member of the police service, while on duty, or discharges a firearm;
 - b. Uses a weapon other than a firearm on another person; or
 - c. Uses force on another person that results in an injury requiring medical attention.

- 4.2 The written report shall be in accordance with the use of force reporting guidelines outlined in *O. Reg 391/23* and shall be for the purposes of obtaining information to guide training and procedures within the Service.

5.0 USE OF FORCE REPORT

- 5.1 In respect of use of force reports prepared pursuant to *O. Reg 391/23*, the Chief shall ensure:
- a. That Part A of the use of force report is retained in accordance with the Board By-Law 2025-006 Retention and Destruction of Records; and
 - b. That Part B of the use of force report is destroyed not later than thirty days after the report is submitted, unless, in the opinion of the Board, that it is necessary that the reports be retained for an additional period for the purposes of determining whether members of the Service should receive additional training. The additional period shall not extend past the second anniversary of the date the report is submitted.

6.0 TRAINING REQUIREMENTS

- 6.1 The Chief shall ensure that all members receive appropriate training, refresher training and re-qualification, in respect of use of force and such required training shall, at a minimum, meet the standards set by the Ministry.
- 6.2 All use of force training provided to members shall include training on:
- a. Legal requirements;
 - b. Exercise of judgement;
 - c. Safety;
 - d. Theories relating to the use of force; and
 - e. Practical proficiency.
- 6.3 The Chief shall maintain training records for each member on the use of force and the use of firearms which shall include the members name, training dates, training content, competency, all pertinent documentation on a failure to qualify and the instructor's signature.
- 6.4 The Chief shall ensure that the appropriate additional training and support is provided to any member who is unsuccessful in re-qualification on any use of force option, and rendered unqualified to utilize that use of force option.
- 6.5 The Chief shall ensure that a member who has not successfully completed required training within the time required to do so, shall not be deployed to any position which may reasonably require the member to use force on another person until the member fulfils the appropriate training requirements.

7.0 DISCHARGE OF FIREARMS

- 7.1 The Chief shall ensure that all reports from the Special Investigations Unit on an investigation of death or injury resulting from the discharge of a firearm made pursuant to section 9(1) of *O. Reg 391/23* are submitted to the Board.
- 7.2 The Chief shall ensure that all instances of the Chief and Deputy Chief's discharge of a firearm in the course of their duties are reported to the Board pursuant to Section 9(5) of *O. Reg 391/23*.

8.0 SPECIAL INVESTIGATIONS UNIT

- 8.1 The Chief shall ensure that incidents of serious injury or death are reported as required to the Special Investigations Unit and shall ensure the provision of ongoing cooperation with Special Investigations Unit investigators and employees.

9.0 CRITICAL INCIDENT TRAUMA AFTERCARE

- 9.1 The Chief shall ensure that members are provided with satisfactory support and assistance following a critical incident.

10.0 EQUIPMENT

- 10.1 Pursuant to Section 37 of the Act, the Board is responsible for providing adequate equipment for the Service.
- 10.2 The Chief shall ensure that all members receive adequate training in respect of the use of equipment provided to them by the Service, including, but not limited to, body armour, secure holsters, impact weapons, aerosol weapons, firearms and traffic radar equipment in accordance with Ministry guidelines.
- 10.3 The Chief shall ensure that accurate records are maintained detailing all equipment issued to each member, equipment that is relinquished to the Service when no longer used by the member or relinquished when the member has terminated employment with the Service.

11.0 REPORTS TO THE BOARD

- 11.1 The Chief shall provide an annual report to the Board, or more frequently, if requested by the Board, containing:
 - a. Data on use of force training and reporting for the Service;
 - b. Comparative data for the same time period in the preceding year;

- c. The number of members who did not successfully complete required training, the reasons for not doing so and the remedial action taken; and
- d. Recommendations, if any, for amendments to the Use of Force Policy.

12.0 DUTIES OF THE BOARD

12.1 Upon notification from the Chief that a member has failed to qualify in firearms after remedial training, the Board shall:

- a. Determine whether adequate support and assistance has been provided to the member to aid the member in achieving proficiency in firearms training; and
- b. Consider if the member should be accommodated in an alternate position without undue hardship on the Service.

12.2 In this By-law words imparting singular include the plural and vice versa.

12.3 This By-Law supersedes all policies and/or by-laws previously adopted by the Board pursuant to *O. Reg 391/2*.

13.0 EFFECTIVE DATE

13.1 By-Law 2015-1, as amended, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.

13.2 This by-law shall come into effect on passage.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17th day of December 2025.



Gerry Lougheed, Jr., Chair



Matthew Gatien, Board Administrator