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# RECORDS BUREAU

CORNWALL POLICE SERVICE



# ABOUT

**Comprised of 12 full-time employees, 3 part-time employees, 2 part-time employees in training and 1 full-time employee seconded to a another unit.**



**Receptionist, Records Clerks, Data Inputters, CPIC Validator,  
Records Supervisor**

# RECEPTIONIST

- Answer all incoming calls on non-emergency administration line and assist callers with their inquiry or transfers them to the appropriate personnel, bureau or voicemail.
- Greet all members of the public upon their attendance at the police headquarters and assist them with their inquiry or advise an officer to assist them.
- Maintain and update files for persons who are required to sign in due to conditions of bail release.
- Provide release forms to owner's who's vehicles have been impounded.
- Receive fees for clearance letters, insurance reports, freedom of information requests, civilian fingerprints, taxi licence renewals and transfers.



# RECORD CLERKS

- Process Police Record Checks.



- Schedule appointments for civil fingerprinting and process results once returned from the RCMP.



- Classify police incidents for submission to Stats Canada.



Statistics  
Canada

Statistique  
Canada

# RECORDS CLERKS

- Redact and release police occurrence reports to other police services, Government agencies and community partners (such as the Children's Aid Society, Correctional Services, Probation and Parole Services).
- Prepare disclosure requests from the Office of the Children's Lawyer, as well as the Criminal Injuries Compensation Board and insurance companies.



# RECORDS CLERKS

- Enter Provincial Offence Tickets and Warning Tickets into Niche Records Management System.
- Prepare warrants for accused persons who fail to attend court.



# RECORDS CLERKS

- Enter probation orders, prohibition orders, non-communication orders and peace bonds onto the RCMP's Canadian Police Information Centre (CPIC) database.



# RECORDS CLERKS

- Enter court disposition into the Niche Records Management System and input into RCMP's Criminal Justice Information Modernization (CJIM) system, which updates an individual's criminal record in real time.
- Maintain C-216 fingerprint files, including archiving and sealing files of youth, deceased and pardoned persons.





# RECORDS CLERKS

- Create subpoenas at the request of the Court Case Manager to be served upon witnesses for trials.



- Prepare court documentation for Provincial Offences Court (i.e.: offences under the Highway Traffic Act, Trespass to Property Act, Liquor Licence Act, etc.)

# RECORDS CLERKS

- Maintain the database for all taxi/limousine brokers, owners and drivers within the City of Cornwall, including preparing the licences for all three and reviewing documentation for vehicle transfer requests.
- Assist with customer inquiries at the front desk and over the phone.



# CPIC VALIDATOR

- Reviews all modifications made by Cornwall Police Service members on the RCMP's Canadian Police Information Centre (CPIC) database to ensure strict compliance with their directives.
- Confirm warrants and conditions at the request of Dispatch or Uniform members.
- Set up and maintain filing system for Sex Offender Registry registrations.



# DATA INPUTTERS

- Data Entry runs 24/7, 365 days a year to assist officers with inputting reports and preparing documents for court.
- Currently comprised of 2 shift swings with 3 Data Inputters on each, rotating day and night shifts.



## DATA INPUTTERS (CONTINUED)

- Inputting officer reports through live dictation or through transcription system.
- Preparing documents for court appearances such as informations, warrants, summonses.
- Assembling court briefs – electronic and hardcopy.
- Assisting all levels of personnel within the Cornwall Police Service with Niche inquiries/modifications and document research.
- Typing written witness statements.
- Transcribing accused persons' video statements or 911 calls as requested by the Crown for trials.
- As a Commissioner of Oaths for the Province of Ontario, swearing in victims on video recording for video statements and swearing to Appearance Notices, Part III Summons and other documents generated by sworn members of the Cornwall Police Service in the course of their duties.



# RECORDS SUPERVISOR

- Scheduling/ensuring adequate staffing levels.
- Approving reports entered by members of Records Bureau on Niche Records Management System.
- Completing weekly cash register deposit.
- Review and sign off on all Police Record Checks.
- Restricting access to sensitive information on Niche Records Management System.
- Submit completed Uniform Crime Reporting survey statistics to Stats Canada on a monthly basis and making any necessary corrections.
- Train Records Bureau employees on all new or updated procedures, legislation, computer programs used in execution of their duties.
- Respond to all Freedom of Information and Privacy Protection Act requests for information or corrections.

# FUN FACTS

In 2020, we processed:

- 877 background checks for outside companies
- 2124 background checks for citizens of Cornwall
- 173 civilian fingerprints for members of the public
- 20 FOI requests
- 40 requests from the Criminal Injuries Compensation Board
- 14 court orders from the Office of the Children's Lawyer
- Redacted 48 reports to release to public
- 59 Insurance/lawyer's office requests
- Classified over 19,473 police occurrences

**CORNWALL POLICE SERVICE**  
**RESULTS FOR POLICE RECORD CHECK**

CRIMINAL RECORD CHECK  
 CRIMINAL RECORD & JUDICIAL MATTERS CHECK  
 VULNERABLE SECTOR CHECK  
 ADPTION  
 CLRA

NAME: DOE, John  
 OTHER NAMES GIVEN:  
 ADDRESS: 123 Main Street  
 Cornwall, Ontario

DATE OF REQUEST: 2020-01-22  
 DATE OF BIRTH: 1970-08-20  
 REQUESTING AGENCY: General Employment

**NOTE: The Youth Criminal Justice Act (YCJA) restricts individuals from sharing records made under that Act. Findings of guilt and other dispositions under the YCJA may not be reported on this response.**

RESULTS FOR RCMP NATIONAL REPOSITORY CRIMINAL RECORD CHECK	
<input checked="" type="checkbox"/>	<b>NEGATIVE</b> (Not confirmed by prints) <small>Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did NOT identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.</small>
<input type="checkbox"/>	<b>NEGATIVE</b> (Confirmed by prints) <small>Based on the fingerprints, name(s), and date of birth submitted by the applicant, this message certifies that a search of the RCMP National Repository of Criminal Records did not identify any records associated with the applicant that may be disclosed in accordance with federal laws. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.</small>
<input type="checkbox"/>	<b>CRIMINAL RECORD</b> (Not confirmed by prints) <small>Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a possible match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. As such, the criminal record information declared by the applicant does not constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records. This document may not contain all criminal record convictions associated with the applicant. (SEE ATTACHED POLICE RECORD CHECK SUPPLEMENTARY INFORMATION FORM FOR DETAILS)</small>
<input type="checkbox"/>	<b>CRIMINAL RECORD</b> (Confirmed by prints) <small>Based on the fingerprints, name(s), and date of birth submitted by the applicant, this message certifies that a search of the RCMP National Repository of Criminal Records identified that the fingerprints submitted by the applicant were certified as identical to fingerprints registered under a criminal PPS Number. Delays do exist between a conviction being rendered in court, and the details accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records. This document may not contain all criminal records associated with the applicant. (SEE ATTACHED POLICE RECORD CHECK SUPPLEMENTARY INFORMATION FORM FOR DETAILS)</small>
<input type="checkbox"/>	<b>INCOMPLETE</b> <small>Based solely on the name(s) and the date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records, which has NOT been done. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.</small>

**RESULTS OF INVESTIGATIVE DATABANK AND LOCAL INDICES SEARCH** – for Criminal Record and Judicial Matters Check or Vulnerable Sector Check ONLY

**NEGATIVE** – No information was revealed that can be disclosed in accordance with federal laws and RCMP policies  
 **POSITIVE** – (See attached Police Record Check Supplementary Information Form for details)

**RESULTS OF VULNERABLE SECTOR CHECK ONLY**

A search of sex offenders who were granted a record suspension (garden) was conducted. No information to release.  
 A search of sex offenders who were granted a record suspension (garden) was conducted. Information authorized for release. See attached documentation.  
 A search of sex offenders who were granted a record suspension was not conducted.

Date of Search: 2020 / 02 / 03      Clerk #: 123      Supervisor Signature: \_\_\_\_\_  
 yyyy / mm / dd

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\*NOT VALID UNLESS EMBOSSED BY CORNWALL POLICE SERVICE\*

# WHERE TO FIND US

- In Person:  
Main Lobby (south entrance)  
340 Pitt Street, Cornwall, ON
- By phone:  
613-933-5000 x2401
- Via email:  
[recordsexternal-mail@cornwallpolice.com](mailto:recordsexternal-mail@cornwallpolice.com)





CORNWALL POLICE SERVICE

# SUSPECT APPREHENSION REPORT

2020





## SUSPECT APPREHENSION PURSUIT: FAIL TO STOP

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As per FOB052 of Cornwall Police Service's policies, the following is a summary of the Suspect Apprehension Pursuit (SAP) - Fail to Stop reports submitted by members of the Cornwall Police Service during 2020. Information obtained herein is derived from the Fail to Stop Reports submitted by individual officers as required by the Police Services Act.

Suspect Apprehension Pursuit (SAP) occurs when:

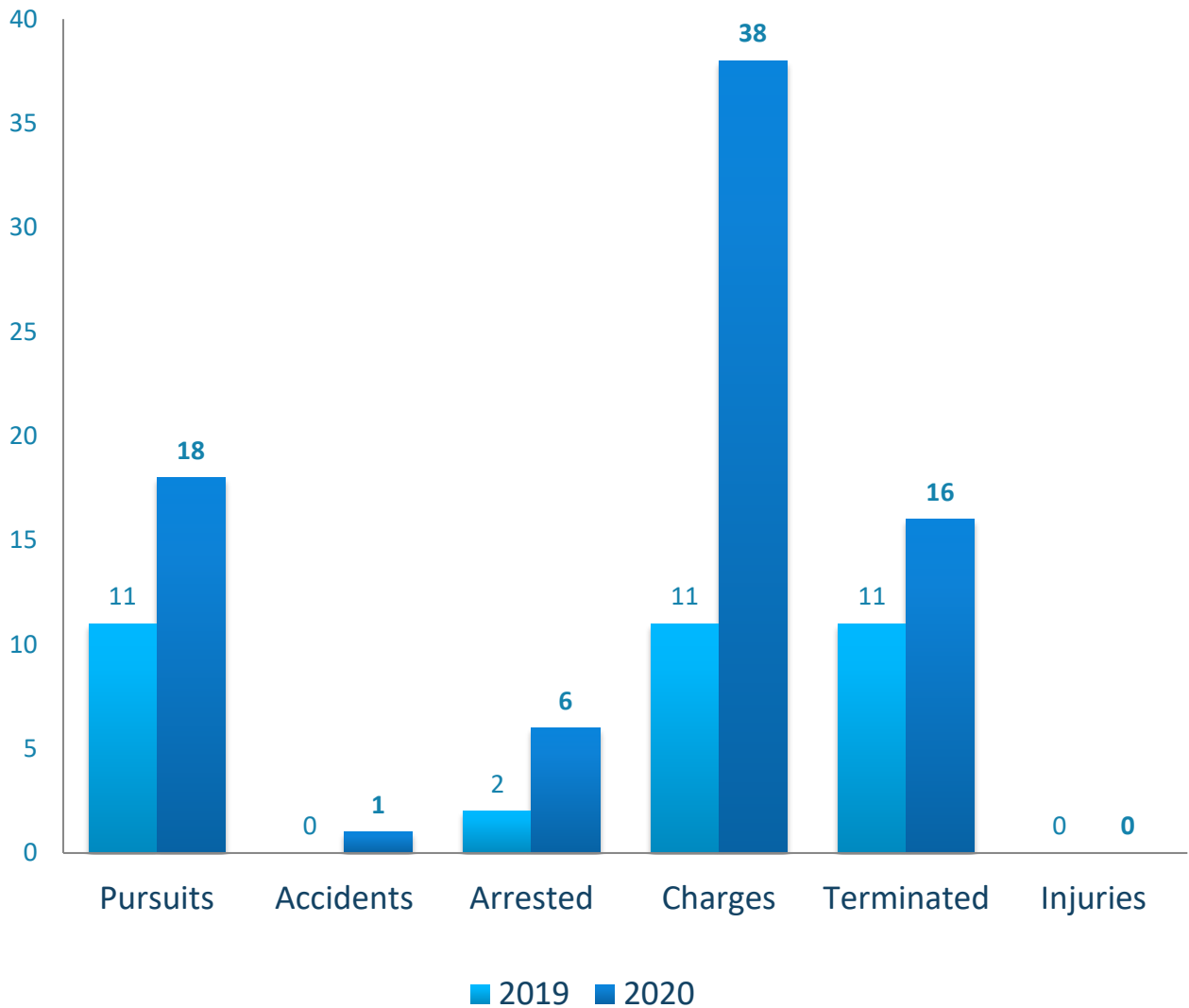
**The driver refuses to obey the officer.**

**A police officer attempts to direct the driver of a motor vehicle to stop.**

**The police officer pursues in a motor vehicle for the purpose of stopping the fleeing motor vehicle, or identifying that motor vehicle, or an individual in the motor vehicle.**



# 2019-2020 COMPARISON FAIL TO STOP REPORTS

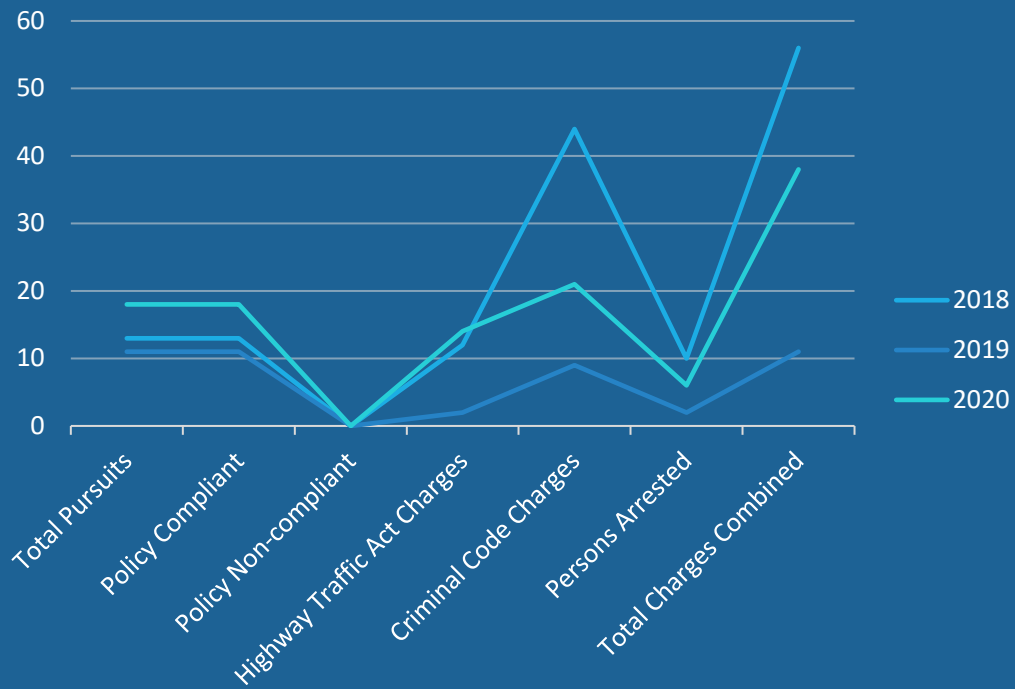


# ANALYSIS

<b>Fail to Stop Reports Submitted</b>	2020 ● 18	2019 ● 11
A total of 11 Fail to Stop Reports were submitted in 2019, compared to 13 in 2018.		
<b>Accidents</b>	2020 ● 1	2019 ● 0
In 2020, there was one accident that was as a result of a pursuit, compared to none in 2019.		
<b>Arrests</b>	2020 ● 6	2019 ● 2
There were 6 arrests made in 2020, compared to 2 in 2019.		
<b>Charges</b>	2020 ● 56	2019 ● 11
There were a combined 38 charges laid in 2020, compared to 11 in 2019.		
<b>Discontinued</b>	2020 ● 16	2019 ● 11
In 2020, a total of 16 were discontinued by the officer.		
<b>Injuries</b>	2020 ● 0	2019 ● 0
In 2020, no injuries were sustained by suspects, police or civilians as a result of a pursuit.		



# THREE YEAR TREND



<b>PURSUIITS</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Total Pursuits	13	11	18
Policy Compliant	13	11	18
Policy Non-compliant	0	0	0
Highway Traffic Act Charges	12	2	14
Criminal Code Charges	44	9	21
Persons Arrested	10	2	6
Total Charges Combined	56	11	38



# CONCLUSION

Preparation of this report required an analysis and review of the SAP reports submitted in 2020. The submitted reports indicated that officers were compliant with the legislation and followed policy set out in CPS FOB 052.

Initial SAP training is provided by the Ontario Police College (OPC) during the basic recruit training. The SAP training at OPC is very in depth, covering topics on road safety, how to properly conduct traffic stops and when to initiate/discontinue a SAP. In addition, SAP refresher training is provided to all sworn members of the CPS during block. Training consists of policy review and general discussion of historical pursuits. As a result of training and documented incidents, this report can conclude that the CPS has been compliant as per SAP and the reporting of all incidents during 2020.

The three year trend indicates that although pursuits still occur, officers of the CPS have become accustomed to the policy governing pursuits and are showing due diligence in complying with policy.

The directive has been reviewed by the Sergeant of the Training Branch, and based on the statistical data, there are no changes recommended.



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USE OF  
FORCE  
REPORT  
2020

CORNWALL POLICE SERVICE



# USE OF FORCE FRAMEWORK

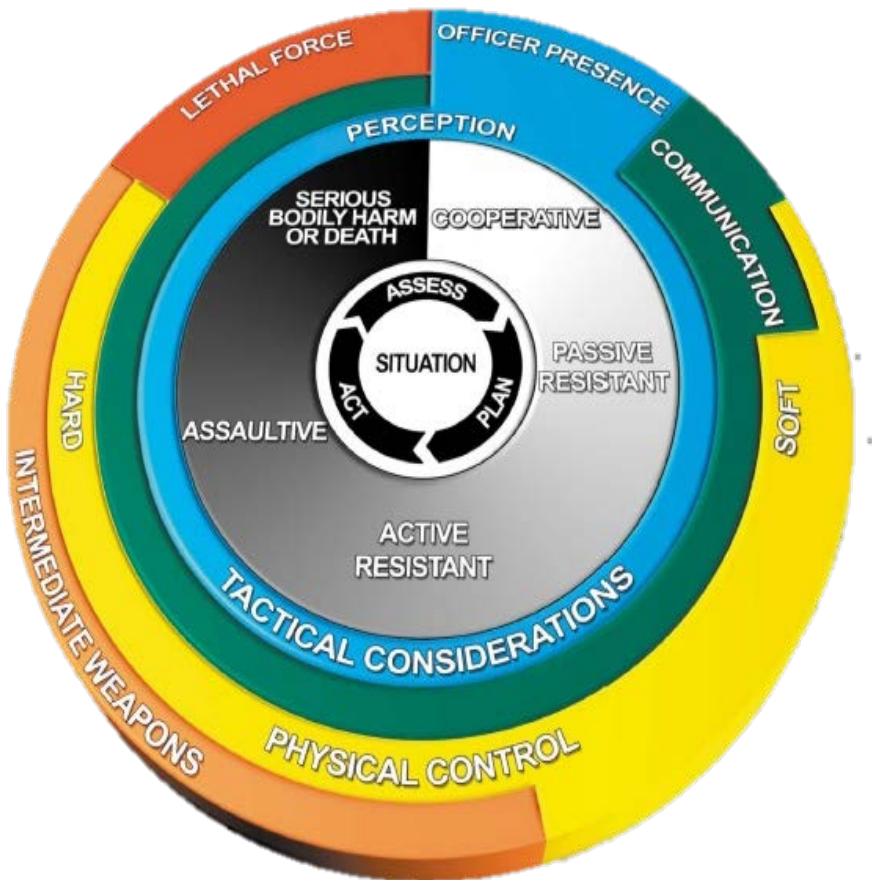
The National Use of Force Framework includes a graphical representation of the various elements involved in the process by which a police officer assesses a situation and acts in a reasonable manner to ensure officer and public safety.

The Framework assists officers and the public to understand why and in what manner an officer may respond with force.

As an aid to training, the Framework promotes continuous critical assessment and evaluation of each situation and assists officers to understand and make use of a variety of force options to respond to potentially violent situations.

The National Use of Force Framework is not intended to serve as a justification for officer use of force nor does it prescribe specific response option(s) appropriate to a

situation. The Framework does provide a valuable Framework tool to facilitate understanding and articulating the events associated with an incident involving officer use of force.



# 2019 USE OF FORCE REPORT

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The following is a summary of the use of force conducted by members of the Cornwall Police Service during 2020. This report is prepared as per chapter 12.4 of the rules and regulations of the Cornwall Police Services Board. Information contained herein is derived from the Use of Force Reports submitted by individual officers as required by the Police Services Act.

Officers must submit a Use of Force Report under the following circumstances:

IF AN OFFICER DRAWS A FIREARM IN THE PRESENCE OF A MEMBER OF THE PUBLIC.

IF AN OFFICER DESTROYS AN INJURED ANIMAL.

IF AN OFFICER USES AN IMPACT WEAPON ON A PERSON.

IF AN OFFICER DISPLAYS, POINTS OR DEPLOYS A CEW (TASER).

IF AN OFFICER USES AEROSOL SPRAY ON A PERSON.

IF A PERSON IS INJURED BECAUSE OF FORCE USED BY AN OFFICER AND THE PERSON REQUIRED MEDICAL ATTENTION.

# REPORTS SUBMITTED IN 2020

## MONTHLY BREAKDOWN

	Firearm	Baton	O/C Spray	CEW (Taser) Deployed	CEW (Taser) Displayed	Bean Bag	Other	Total
Jan	1	1		3	3			8
Feb	2			3	3			8
Mar	1			1	3			5
Apr					3			3
May	1			2	2			5
Jun					1			1
Jul								
Aug				1				1
Sept	1					1		2
Oct					1			1
Nov	1							1
Dec				1				1
<b>TOTAL</b>	<b>7</b>	<b>1</b>		<b>11</b>	<b>16</b>	<b>1</b>		<b>36</b>

## TOTAL REPORTS SUBMITTED: 36

In 2020, the Cornwall Police Service experienced a decrease in the total number of Use of Force Reports submitted by its members, as compared to 40 reports in 2019.

Each incident requiring the submission of a Use of Force Report is reviewed by the officer's supervisor, who assesses the use of force option(s) used by the officer. The supervisor determines if the level of force was appropriate given the circumstances and forwards his or her conclusions to the Divisional Officer-in-Charge (OIC). The Divisional OIC further assesses the incident and the Use of Force Report is then forwarded to the training officer for a final review and recording of statistical data contained in each report.

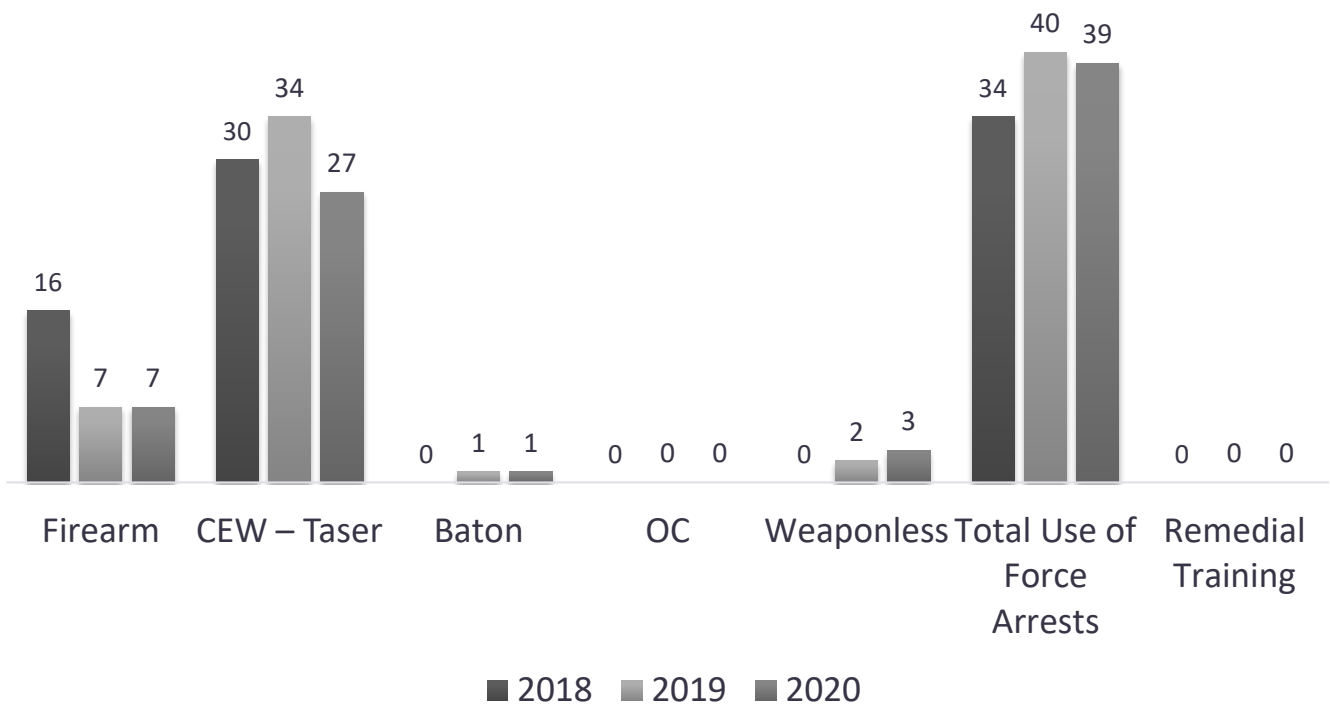
In 2020, no remedial training was required. Additionally, there were no reports of citizens requiring medical attention for injuries received during an altercation with our officers.

Each arrest requiring a Use of Force Report resulted from a decision made by a police officer as to the level of force required to safely affect that arrest. Of these statistics, there were two separate incidents where two officers completed a Use of Force Report for the same incident, as both officers had drawn their CEW. This can increase the number of total Use of Force Reports submitted for the year, as each officer is required to submit a report where a use of force option is used, regardless of whether or not it is during the same incident.

As per legislation, officers are only required to submit one use of force report when a combination of options are utilized.

# USE OF FORCE COMPARISON

	2018	2019	2020
Firearm	16	7	7
CEW – Taser	30	34	27
Baton	0	1	1
OC	0	0	0
Weaponless (open hand/grounding techniques)	2	2	3
Total Use of Force Arrests*	*34	*40	39*
Remedial Training	0	0	0
Total Agency Custodial Arrests	1,733 *less 3 animal incidents	1,855 *less 2 animal incidents	1,823 *less 3 animal incidents



# ANALYSIS

<b>FIREARMS DRAWN OR DISPLAYED TO PUBLIC:</b>	<b>2020 ● 7</b>	<b>2019 ● 7</b>
<b>ANIMALS DESTROYED:</b>	<b>2020 ● 3</b>	<b>2019 ● 2</b>
<p>Officers drew their firearm or otherwise displayed a firearm to a member of the public on seven occasions. This is the same number as indicated in 2019. Included in these incidents, three animals had to be destroyed compared to two in 2019.</p> <p>Since 2015, officers have submitted Use of Force Reports for drawing or discharging firearms an average of sixteen (16) times per year.</p> <p>It should also be noted that no officer had to utilize their firearm to call for assistance in a critical situation, as per regulation 926, Equipment and Use of Force, under the Police Services Act.</p>		

<b>AEROSOL WEAPONS (O/C SPRAY USED):</b>	<b>2020 ● 0</b>	<b>2019 ● 0</b>
<p>Aerosol weapons – O/C spray was not utilized in 2020. Officers have used o/c spray an average of once annually since 2015.</p>		

<b>BATON:</b>	<b>2020 ● 1</b>	<b>2019 ● 1</b>
<p>Use of Impact Weapons in the form of the expandable ASP baton was utilized once in both, 2019 and 2020. Officers have used the baton once annually on average since 2015.</p>		

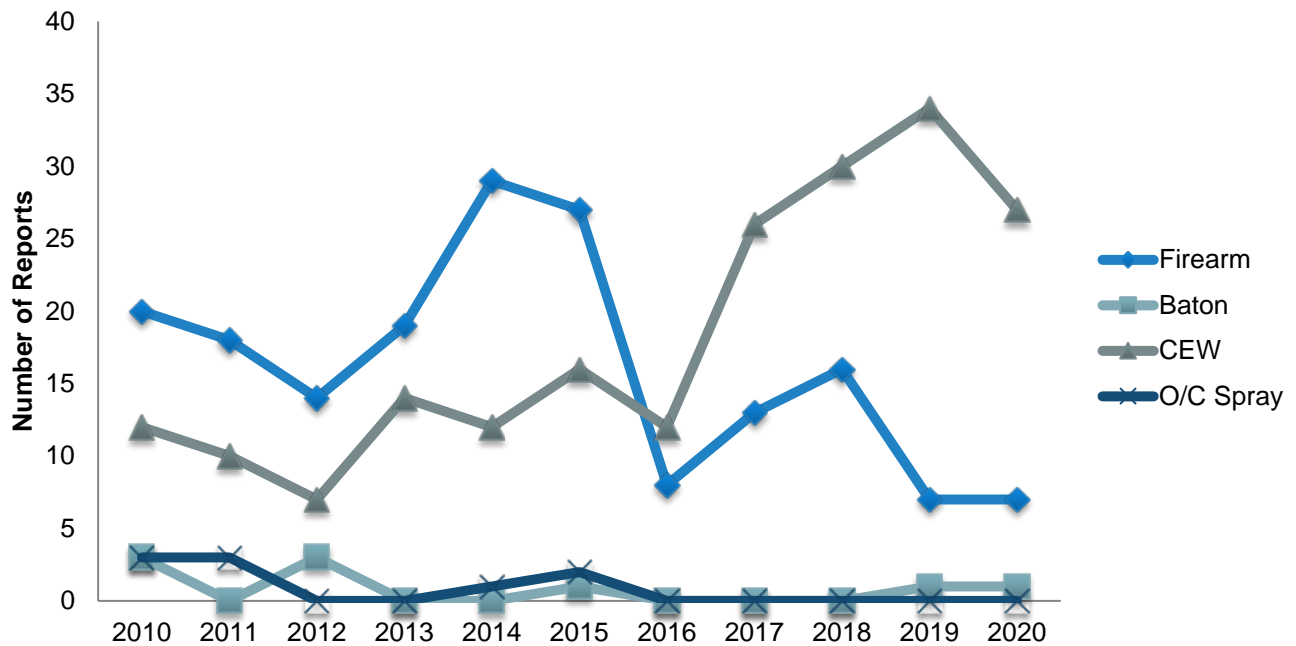
<b>CEW:</b>	<b>2020 ● 27</b>	<b>2019 ● 34</b>
<p>In 2004, the Cornwall Police Service issued tactical members of the Emergency Response Team and Frontline supervisors a CEW (Taser) as a Less Lethal option. In November 2014, the usage was extended to frontline officers. The CEW was displayed on 27 separate occasions in 2020; in 11 of the incidents, the CEW was deployed. Of the 11 deployments, two incidents had two deployments. Since 2015, the CEW has been used an average of 18 times per year.</p>		

<b>OPEN HAND TECHNIQUES :</b>	<b>2020 ● 3</b>	<b>2019 ● 2</b>
<p>Officers of the Cornwall Police Service used open hand techniques in three incidents during 2020.</p>		

<b>ARRESTS &amp; MEDICAL ATTENTION:</b>
<p>The Use of Force Reports indicate that no citizens required medical attention for injuries received during an altercation with our officers during 2020. It should be noted that when the CEW is utilized, the probes are removed by medical staff, but would not be considered an injury. The reports also indicate that no officers were injured using Use of Force options.</p>

<b>REMEDIAL TRAINING:</b>
<p>During 2020, no officers were required to attend for remedial training as a result of a Use of Force report, thus there were no remedial training incidents in 2020.</p>

# HISTORICAL USE OF FORCE



Trends in the use of force vary from year to year. Several factors can affect the types of force deployed over the course of a year. These factors can include the nature of incidents investigated, the skills of each individual officer and the suspects' displayed behaviors. This chart and graph represents four options used by officers of the Cornwall Police Service since 2010.

Members of the Cornwall Police Emergency Response Team (CERT) were deployed to 15 situations requiring a higher tactical presence in 2020, with ten of those situations resulting in a Use of Force Report being submitted by CERT.

Use of Force Regulations under the Police Services Act allows teams such as CERT to submit one Use of Force Report per incident for the entire team as opposed to each individual member being required to do so. These numbers are embedded in this report.

The Sergeant of the Training Branch has reviewed the directive and based on the statistical data, there are no changes recommended.



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