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and
VOLUNTEER MANUAL
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MESSAGE FROM THE CHAIR
TORONTO POLICE SERVICES BOARD

On behalf of the Toronto Police Services Board, I want to thank you for giving your time to the Toronto Police Service and to the City of Toronto. Partnership with the community is an essential component of the Board’s emphasis on community policing. As volunteers, you help to bring the police and the public together and you make our communities stronger, healthier and more vibrant. Through your important work, we are able to deal with local concerns, reach out to the community and most importantly, develop and maintain linkages that are crucial to building a safe city.

Be proud in the knowledge that you do make a difference. The Board thanks you greatly for your tireless efforts.

Alok Mukherjee
Chair
Toronto Police Services Board

MESSAGE FROM THE CHIEF OF POLICE
TORONTO POLICE SERVICE

Welcome, and thank you for volunteering your time and skills to your community and its police service. You are now a volunteer with an agency dedicated to excellence in serving the City of Toronto and promoting good working partnerships between the community and the Toronto Police Service. Volunteers are our most valuable resources and have proven to be excellent ambassadors for the Toronto Police Service.

The intention of this manual is to be your guide to having a rewarding volunteer experience in both your personal and professional development with the Toronto Police Service. We consider “working with the community” our commitment to effective community policing.

William Blair
Chief of Police
Toronto Police Service
VISION STATEMENT
• Our Service is committed to being a world leader in policing through excellence, innovation, continuous learning, quality leadership and management.

• We are committed to deliver police services which are sensitive to the needs of the community, involving collaborative partnerships and teamwork to overcome all challenges.

• We take pride in what we do and measure our success by the satisfaction of our members and our communities.

MISSION STATEMENT
• We are dedicated to delivering policing services in partnership with our communities to keep Toronto the best and safest place to be.

CORE VALUES
HONESTY
We are truthful and open in our interactions with each other and with members of our communities.

INTEGRITY
We are honourable, trustworthy, and strive to do what is right.

FAIRNESS
We treat everyone in an impartial, equitable, sensitive and ethical manner.

RELIABILITY
We are conscientious, professional, responsible and dependable in our dealing with each other and our communities.

RESPECT
We value ourselves, each other and members of our communities, showing understanding and appreciation for our similarities and differences.

TEAMWORK
We work together within the Service and with members of our communities to achieve our goals, making use of diverse skills, abilities, roles and views.

POSITIVE ATTITUDE
We strive to bring positive and constructive influences to our dealing with each other and our communities.
ORIENTATION TO THE TORONTO POLICE SERVICE

An Overview of the Toronto Police Service (TPS)

A Brief History of the TPS

Today’s Toronto Police Service, formerly known as the Metropolitan Toronto Police, was formed in 1957 as the result of an amalgamation of thirteen local municipal police forces: City of Toronto, Township of East York, Township of Etobicoke, Township of North York, Township of Scarborough, Township of York, Town of Leaside, Town of Mimico, Town of New Toronto, Town of Weston, Village of Long Branch, Forest Hill and the Village of Swansea. Police procedures and communications systems within the “Metropolitan Toronto” area were standardized, eliminating artificial boundaries. The result was more effective, and more cost efficient, policing. At the time of that amalgamation, the title of "Chief Constable" became "Chief of Police". The original thirteen municipalities which made up “Metropolitan Toronto”, over the years evolved into the Cities of Toronto, North York, Scarborough, Etobicoke, and York, and Borough of East York.

As a result of Provincial Bill 103, on January 01, 1998, the cities and borough that comprised “Metropolitan Toronto” were further amalgamated into one municipal city, the City of Toronto. On that day, the Metropolitan Toronto Police Service became known as the Toronto Police Service. Since 1957, the “Metropolitan Toronto Police” has earned a first-class reputation among North American and international law enforcement agencies.

As of December 2010, 8,292 Service personnel (which include 5,876 police officers and 2,416 civilian staff) provided police services to the 2.6 million residents of the City of Toronto.

Structure of the Service

Toronto Police Headquarters is located in downtown Toronto at 40 College Street. The offices of the Chief of Police are located at Headquarters, as well as those of the Deputy Chiefs.

Toronto is divided geographically into “divisions”. The sizes and number of divisions vary with the size and needs of the population. The divisions have their own Uniform, Detective, and Community Service offices. Divisions are sub-divided into zones that are serviced on a 24 hour (rotational) basis by five uniform platoons of police officers.

Units requiring special facilities and equipment, such as the Mounted & Police Dog Services, Marine Unit, Emergency Task Force, and Traffic Services are housed at separate locations.
Administration

The administration of all police forces in Ontario, now called “police services”, has been under the jurisdiction of Boards of Commissioners of Police now called Police Services Boards, since 1859. Presently, the Toronto Police Services Board consists of seven members. The City of Toronto municipal council appoints four of its members while the Ontario provincial government appoints three. The Toronto Police Services Board is ultimately responsible for the provision of police services, including law enforcement and crime prevention, in Toronto.

The Police Services Board, in consultation with the Chief and Command Officers, determines certain aspects of the administration of the Toronto Police, including the setting of goals and objectives, establishing policies & procedures, and overseeing budgets. The Board is also responsible for the recruitment and appointment of the Chief of Police, the Deputy Chiefs, and the Chief Administrative Officer.

As the highest-ranking officer and member of the Toronto Police Service, all areas of the Service are under the direction of the Chief of Police, who in turn is directed by the Police Services Board.

Four Deputy Chiefs of Police and a Chief Administrative Officer oversee the various areas of the Service. Police ranks under the Deputy Chiefs include: Staff Superintendent, Superintendent, Staff Inspector, Inspector, Staff Sergeant or Detective Sergeant, Sergeant or Detective, and Constable. All Toronto Police officers begin their career with the rank of Constable.

Uniform Officers

Uniform officers form the largest contingent of police officers on the Toronto Police Service. All police officers begin their career as a constable and part of a uniform platoon. Each of the 17 police divisions has five platoons of police officers working three rotating shifts. This allows for the provision of police service twenty-four hours each and every day. Each division is administratively divided into patrol areas. Uniform officers are assigned to many duties within their various units, some of which are;

Primary Response - responding to high priority calls within the division,

Alternate Response - responding to lower priority calls which keeps officers available for higher priority calls,

Community Response - responding to situations that require either a short or long term problem resolution.

The officers work with the community and patrol on foot, bicycle, motorcycle or motor vehicles. Uniform officers may then receive further staff development within Detective Operations, which is responsible for the investigation of crimes within that Division.
Not only are officers reactive to various situations but are also tasked with being proactive in the community. In many ways, uniform officers are the foundation of the Toronto Police Service and are the first point of contact with the community.

**Neighbourhood Officer**

The ‘Neighbourhood Officer’, as the primary liaison between the community and the Service, is mandated to establish a consistent and recognizable neighbourhood presence. This will further the goal of creating positive working relationships with neighbourhood partners to establish sustainable solutions regarding public safety and security and advance the concept of empowered and independent neighbourhoods.

**Community Mobilization**

What is Community Mobilization?

Community Mobilization (CM) is defined as the actions and initiatives that police officers take to motivate and support community members (neighbours) with dealing more effectively with the root causes of crime and insecurity in their neighbourhoods.

It is based on the belief that when a community is mobilized to address and solve its own problems, more efficient and effective results will surface than by any other means.

**Goal of Community Mobilization**

The goal of Community Mobilization is to increase community safety and security, thus reducing calls for service. This is accomplished through not only enforcing the laws, but also through the encouragement and support of neighbours to deal more effectively with conflicts and threats to peace in the community, long before they become violations of the law.
Community Policing in Toronto

What is Community Policing?

Community Policing begins with the core responsibilities of policing as currently defined in the Police Services Act of Ontario, in particular:

Section 42 (1) - the duties of a police officer include:

- preserving the peace;
- preventing crimes and other offences and providing assistance and encouragement to other persons in their prevention;
- assisting victims of crime;
- apprehending criminals and other offenders and others who may lawfully be taken into custody;
- laying charges, and participating in prosecutions;
- executing warrants that are to be executed by police officers and performing related duties;
- performing the lawful duties that the chief of police assigns;
- enforcing municipal by-laws;
- completing the prescribed training.

Further, the Police Services Act (section 41) requires the chief of police, among other things, to:

- administer the police service and oversee its operation in accordance with the objectives, priorities and policies established by the board;
- ensure that members of the police service carry out their duties in accordance with this Act and the regulations and in a manner that reflects the needs of the community, and that discipline is maintained in the police service;
- ensure that the police service provides community-oriented police services;
- administer the complaints system in accordance with Part V

Community Policing is the delivery of police services that:

- are community service oriented;
- create partnerships between the police and community;
- share responsibilities between the police and community;
- are focused on problem solving;
- provide short term (reactive) and long term (proactive) solutions and/or strategies for problem resolution.

Volunteers and Community Policing

The Toronto Police Service recognizes that volunteers are an integral and vital component of Community Policing.

Volunteers willingly, and without expectation of reward or special favour, give their time, efforts, expertise and experience to the community and the Toronto Police Service. By rendering such assistance, volunteers serve to enhance the delivery of police services. Volunteers also assist members of the Service and the community in various community mobilization initiatives and programs.
Outline of TPS Administrative and Command Structure

**Toronto Police Services Board** consists of 7 appointed members (4 appointed by the City of Toronto and 3 appointed by the Province of Ontario). Among its responsibilities, the Board is responsible for: the provision of police services and for law enforcement in the City of Toronto in accordance with the *Police Services Act* of Ontario; the appointment of the Service’s members; the establishing of Service policies and guidelines and the direction of the Chief of Police. Board meetings are scheduled regularly on a monthly basis and members of the community are welcome to attend at TPS Headquarters Auditorium, 40 College Street, Toronto.

The **Chief of Police** is responsible for:

- administering and overseeing the operations of the Toronto Police Service in accordance with the objectives, priorities and policies established by the Toronto Police Services Board, as well as with various pieces of legislation, and

- ensuring that members of the Service carry out their duties in accordance with the Police Services Act of Ontario.

Persons wishing to send written correspondence to the Chief of Police, may do so to the following address:

```
Chief of Police  
Toronto Police Service  
40 College Street,  
Toronto, Ontario, Canada M5G 2J3
```

**Toronto Police Service - Communications Centre**

**Calls for Service - (Non-Emergency):** (416) 808-2222

**Calls for Service - (Emergency only):** 9-1-1
Caduceus or staff of mercury, the Roman God of Commerce

Winged Wheels of Industry

Books Denoting Education

Crown commemorating the coronation year (1953) when Metropolitan Toronto was incorporated as a municipality

Chevron Denoting Housing
Uniform Rank Structure and Insignia
The uniform rank structure within the Toronto Police Service is as follows:

Command and Senior Officers

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of Police</td>
<td><img src="Chief_of_Police.png" alt="Insignia" /></td>
</tr>
<tr>
<td>Deputy Chief of Police</td>
<td><img src="Deputy_Chief_of_Police.png" alt="Insignia" /></td>
</tr>
<tr>
<td>Staff Superintendent</td>
<td><img src="Staff_Superintendent.png" alt="Insignia" /></td>
</tr>
<tr>
<td>Superintendent</td>
<td><img src="Superintendent.png" alt="Insignia" /></td>
</tr>
<tr>
<td>Staff Inspector</td>
<td><img src="Staff_Inspector.png" alt="Insignia" /></td>
</tr>
<tr>
<td>Inspector</td>
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</tbody>
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Police Officers

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Sergeant</td>
<td><img src="Staff_Sergeant.png" alt="Insignia" /></td>
</tr>
<tr>
<td>Sergeant</td>
<td><img src="Sergeant.png" alt="Insignia" /></td>
</tr>
<tr>
<td>Constable</td>
<td><img src="Constable.png" alt="Insignia" /></td>
</tr>
</tbody>
</table>
**Divisional Policing Command and Contact Information**

**Divisional Policing Command** is under the direction of a Deputy Chief of Police and is responsible for the delivery of policing services in Toronto. The following are the divisional policing divisions:

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>LOCATION</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Division</td>
<td>209 Mavety Street, Toronto, Ontario M6P 2M1</td>
<td>(416) 808-1100</td>
</tr>
<tr>
<td>12 Division</td>
<td>200 Trethewey Drive, Toronto, Ontario M6M 5E6</td>
<td>(416) 808-1200</td>
</tr>
<tr>
<td>13 Division</td>
<td>1435 Eglinton Avenue West, Toronto, Ontario M6C 3Z4</td>
<td>(416) 808-1300</td>
</tr>
<tr>
<td>14 Division</td>
<td>150 Harrison Street, Toronto, Ontario M6J 2A4</td>
<td>(416) 808-1400</td>
</tr>
<tr>
<td>14 Division Sub-Station</td>
<td>Exhibition Place, Toronto, Ontario (C/O 14 Division)</td>
<td>(416) 808-1500</td>
</tr>
<tr>
<td>22 Division</td>
<td>3699 Bloor Street West Toronto, Ontario M9A 1A2</td>
<td>(416) 808-2200</td>
</tr>
<tr>
<td>23 Division</td>
<td>5230 Finch Avenue West Toronto, Ontario M9V 0A1</td>
<td>(416) 808-2300</td>
</tr>
<tr>
<td>31 Division</td>
<td>40 Norfinch Drive, Toronto, Ontario M3N 1X1</td>
<td>(416) 808-3100</td>
</tr>
<tr>
<td>32 Division</td>
<td>30 Ellerslie Avenue, Toronto, Ontario M2N 1X8</td>
<td>(416) 808-3200</td>
</tr>
<tr>
<td>33 Division</td>
<td>50 Upjohn Road, North York, Ontario M3B 2W1</td>
<td>(416) 808-3300</td>
</tr>
<tr>
<td>41 Division</td>
<td>2222 Eglinton Avenue East, Toronto, Ontario M1K 2M2</td>
<td>(416) 808-4100</td>
</tr>
<tr>
<td>42 Division</td>
<td>242 Milner Avenue, Toronto Ontario M1S 5C4</td>
<td>(416) 808-4200</td>
</tr>
<tr>
<td>43 Division</td>
<td>4331 Lawrence Avenue East, Toronto, Ontario M1E 2T4</td>
<td>(416) 808-4300</td>
</tr>
<tr>
<td>51 Division</td>
<td>51 Parliament St Street, Toronto, Ontario M5A 2Y5</td>
<td>(416) 808-5100</td>
</tr>
<tr>
<td>52 Division</td>
<td>255 Dundas Street West, Toronto, Ontario M5T 2W5</td>
<td>(416) 808-5200</td>
</tr>
<tr>
<td>53 Division</td>
<td>75 Eglinton Avenue West, Toronto, Ontario M4R 2G9</td>
<td>(416) 808-5300</td>
</tr>
<tr>
<td>54 Division</td>
<td>41 Cranfield Road, Toronto, Ontario M4B 3H6</td>
<td>(416) 808-5400</td>
</tr>
<tr>
<td>55 Division</td>
<td>101 Coxwell Avenue, Toronto, Ontario M4L 3B3</td>
<td>(416) 808-5500</td>
</tr>
<tr>
<td>Traffic Services (TSV)</td>
<td>9 Hanna Avenue, Toronto, Ontario M6K 1W8</td>
<td>(416) 808-1700</td>
</tr>
</tbody>
</table>
The Community Response Unit (CRU) is a section within each police division that is responsible for addressing the specific policing needs of the local communities and neighbourhoods within that division, including the activities of the division’s community volunteers. The Community Response Unit includes the following sub-sections: Traffic Response, Foot Patrol, Bicycle Patrol, Crime Prevention, Community Relations, School Liaison, Auxiliary members and Community Volunteers.

The Community Mobilization Unit (CMU) is mandated to assist divisions and other units with initiatives that mobilize the community to become self-directed and empowered thereby increasing its capacity to resist and/or prevent crime and disorder. It will contribute to the achievement of the Toronto Police Service’s mission, goals and objectives by:

- delivering an effective, efficient and economical support mechanism to members of the Service;
- provide liaison with external agencies in support of local Community Mobilization initiatives;
- enlist community support;
- assist in analyzing roots of problems;
- assist in identification of external/internal partners;
- provide educational and information programs to members of the Service and the public; and
- provide information and assistance to members of the public, in particular victims of crime

Accordingly, in addition to compliance with the Police Services Act of Ontario and the Toronto Police Service Policies, Procedures and Standards of Conduct, and under the direction of the Staff Superintendent, Human Resources Development, is responsible for:

- optimizing front-line resources by providing a dedicated, centralized conduit for the research, development and benchmarking of best practices relating to the delivery of Community Mobilization to the citizens of Toronto
• establishing, maintaining and enhancing consultative, collaborative, and strategic community partnerships at the corporate level that are positive and constructive, and

• developing, implementing, co-ordinating and evaluating youth-focused programs including:
  - elementary school education,
  - secondary school safety,
  - at-risk youth,
  - violence reduction, and
  - youth justice

• developing, implementing, co-ordinating and evaluating corporate community programs, including:
  - community mobilization,
  - crime prevention,
  - domestic violence,
  - elder abuse,
  - child abuse, and
  - mental health and homelessness issues

• providing corporate liaison with independent providers including ProAction® and Victim Services

• co-ordinating, administering and providing liaison in matters relating to Auxiliary and Volunteer supports, and the Community-Police Consultative process, and performing other duties as may be directed by the Chief of Police

• The Community Mobilization Unit is dedicated to providing an effective community oriented support and continue to safeguard the public trust in our complex and multicultural city.
POLICIES AND PROCEDURES
FOR
ADULT & YOUTH CORPS VOLUNTEERS
Adult & Youth Corps Volunteer Program (AYCV)

The Toronto Police Service’s Adult & Youth Corps Volunteer Program is designed and implemented to optimize public safety, order and crime prevention throughout Toronto by creating opportunities for police and citizens to work co-operatively together, thereby improving the quality of life.

The purpose of the Adult & Youth Corps Volunteer Program is to contribute to the achievement of the Toronto Police Service’s missions, goals, and objectives. This is accomplished by volunteers from the local communities contributing freely of their time, expertise, ideas and efforts while working in partnership with the police to assist in the enhancement of neighbourhood / community-oriented policing initiatives.

Related Definitions

Adult & Youth Corps Volunteers

Adult & Youth Corps Volunteers are individuals who enter into, or offer themselves for, any services of their own free will. Out of pocket reimbursement or the provision of honorariums does not constitute an alteration of an individual’s status from that of volunteer to paid staff status. A TPS Adult & Youth Corps Volunteer works as a dependable resource to perform needed services to the Toronto Police Service.

The Adult & Youth Corps Volunteer should not be confused with the Victim Service Volunteer, Chaplain Program Volunteer, Rover Program, Consultative Committee Member or Auxiliary Officer. Each program listed is distinctive in nature and is managed differently.

Any person wishing to volunteer their time to the Toronto Police Service in a role that is not consultative in nature, or managed by the Victim Services or Auxiliary Program, must participate in the intake process of the Adult & Youth Corps Volunteer Program.

The term “Adult Volunteer” refers to a member of the AYCV Program who is 18 years of age or older.

The term “Youth Volunteer” refers to a member of the AYCV Program who is 14-17 years of age.

There is an established fundamental proviso regarding the utilization of volunteers with the Toronto Police Service and it is as follows:

“Volunteers shall not be used to replace or displace existing sworn peace officers or civilian staff positions within the police service. Volunteers will assume supportive roles in community policing initiatives exclusively and only under the direction of a member of the Toronto Police Service.”
Roles & Responsibilities

Adult & Youth Corps Volunteer Program Coordinator (AYCVPC)

The AYCVPIC works in the Community Mobilization Unit. The AYCVPC provides direction to the overall development, administration, training, and evaluation of the AYC volunteer program. The AYCVPIC also works in conjunction with Divisional Volunteer Coordinators to ensure consistency of best practices and program administration.

Administrative Responsibilities

- The AYCVPC will be responsible for the volunteer’s initial paperwork (application). The application will be forwarded to the appropriate division (all applications are submitted to the nearest division in which the applicant resides).

- If an applicant is successful, the division is responsible for interviews, background and reference checks.

- All paperwork will then be sent back to the Community Mobilization Unit AYCVPC.

- The applicant will then be invited to Police Headquarters for fingerprinting and photo identification.

- The volunteer will be issued the appropriate clothing and equipment.

- The Volunteer is then entered on to the Human Resources Management System (HRMS).

- All paperwork is held at Human Resources.

Divisional Volunteer Coordinator (DVC)

Each division that hosts an Adult & Youth Corps Volunteer Program assigns a member from the Community Response Unit the role of “Divisional Volunteer Coordinator”. This Service member directly supervises the volunteers assigned to the division and works in collaboration with the Community Response Unit to integrate the volunteers in the community outreach initiatives.

Administrative Responsibilities

The DVC will be responsible for entering all volunteer hours on the Time Resource Management System (TRMS) and will submit a yearly report on each volunteer to the AYCVPC.

A review will then be conducted, upon which time the volunteer’s status will be reviewed.

It is the responsibility of the division to conduct annual background checks on all volunteers.
Policies and Procedures for Adult & Youth Corps Volunteers

Adult & Youth Corps Volunteer Application and Waiver Form

All applicants to the Adult & Youth Corps Volunteer Program are required to complete, sign and submit the Adult & Youth Corps Volunteer Application and Waiver Form (CMU 1 see appendix) to the AYC Volunteer Coordinator at the Community Mobilization Unit.

A comprehensive police security check, fingerprinting, personal reference check and an interview will be conducted prior to being accepted to the Toronto Police Service Adult & Youth Corps Program.

Once accepted to the program, the volunteer must complete and sign the Personal History Form (See Appendix –CMU 2 form), the Statement of Confidentiality Agreement Form (See Appendix –CMU 6 form) and the Volunteer Identification Card Agreement Form (See Appendix –CMU 7 form).

It should be the expectation of a volunteer that security checks will be conducted during their involvement with the AYCV Program.

Parental Consent

All applicants under 18 years of age must have a parent or guardian review and sign in the applicable area of the Adult & Youth Corps Volunteer Application and Waiver Form before starting a volunteer experience with the Toronto Police Service.

NOTE: Volunteers under 18 years of age are not required to provide fingerprints.

Change of Personal Information

It is the responsibility of the Adult & Youth Corps Volunteer to immediately notify their direct supervisor and the Adult & Youth Corps Volunteer Program Coordinator (c/o the Community Mobilization Unit) of any change to his/her address, telephone number, and/or emergency contact information.

Notifications

Adult & Youth Corps Volunteer Coordinator
Community Mobilization Unit, 6th Floor
40 College Street, Toronto M5G 2J3

Or by email to: volunteer@torontopolice.on.ca
Identification Cards

All volunteers will be issued a Toronto Police Service Photo Identification Card. While at a police facility, the identification card will be worn on the person in a prominent place so that it is easily recognized. When volunteers are working on assignments on behalf of the Toronto Police Service, at other than police facilities, the wearing of identification cards may be required.

- The Identification card shall be returned immediately to the respective unit commander or Volunteer Co-ordinator when no longer a volunteer.

- TPS volunteers shall not use their identification card for any other purpose other than when engaged in TPS consultative committee activities.

- Identification cards shall not be reproduced by the volunteer in any manner.

If a Toronto Police Service issued photo identification card is lost, the volunteer must report this loss immediately to the police and file a report.

NOTE: Identification Cards remain the property of the Toronto Police Service-Facilities Management.

Rights and Responsibilities

Volunteers shall have an obligation to exercise honesty, objectivity and diligence in the performance of their duties and responsibilities.

Volunteers shall not knowingly be a party to any illegal or improper activity.

Volunteers shall recognize their scope of authority and shall not exceed such authority at any time. Volunteers shall not misrepresent themselves as a police officer or other staff member of the TPS.

Volunteers shall be aware of their obligation to maintain a high standard of competence, morality and dignity.

Core values are a set of attributes that represent behaviours and attitudes effective in carrying out the Mission Statement.
Fairness, Discrimination and Harassment

All service members and volunteers of the Toronto Police Service are entitled to working and volunteering in a healthy, friendly and professional environment. The Toronto Police Service has the legal obligation to provide such an environment. A healthy environment fosters mutual respect and enables members to optimize their potential, which results in the better provision of policing Services to the community we serve.

Confidentiality

Volunteers shall be prudent in their use of information acquired in the course of their duties. They shall not use confidential information for any personal gain nor in any manner, which would be in conflict with the Toronto Police Service.

Volunteers can be exposed to a wide variety of information. It is imperative that volunteers keep this information in the strictest confidence. This includes anything they may hear from police officers, complainants, or suspects and anything they may see on police reports, memos, and computer terminals.

All volunteers will sign a Confidentiality Agreement and will take an Oath of Secrecy. Volunteers will be dismissed if the agreement of confidentiality is breached.

Fundraising

Unless authorized by the Chief of Police or designate, volunteers shall not use their membership in the Service, or the name of the Service to fundraise or solicit donations.

Volunteers shall not be utilized for fundraising initiatives by outside agencies in their capacity as a Toronto Police Service Volunteer.

Volunteers shall not fundraise for the Adult & Youth Corps Volunteer Program.

Volunteers shall not solicit companies, directly or indirectly, for the donation of product unless in accordance with other provisions of this manual and Service procedures.

Volunteers may participate in fundraising initiatives approved by the Chief of Police.
Donations and Solicitation of Donations

Unless authorized by the Chief of Police, members shall not use their official title, rank or membership in the Service, or the name of the Service:

a) to solicit or accept a donation, reward, special favour, consideration, promise, gift, gratuity, or contribution of any kind from any person, organization or corporation;

b) to circulate subscriptions, sell tickets or collect money for any purpose other than for religious, charitable or athletic organizations;

c) to solicit or accept any monetary or other form of contribution from any person or organization for the purpose of sponsoring intra-Service sports teams;

d) to solicit any form of contribution from any person by any means either directly or indirectly, for any person leaving the Service or for any police social function.

Prohibitions

When in a position to influence the hire of future members, a member shall not solicit or accept donations or gifts from anyone seeking employment with the Service, nor shall they permit a member of their family to do so.

Donations or any form of contribution for members who have been dismissed are strictly forbidden.

Political Activities

Volunteers are permitted to engage in political activities in their personal life. Volunteers are not permitted to engage in political activities while serving in the capacity of an AYC Volunteer, while in TPS issued clothing, and will not associate their position as a volunteer with the issue or represent their views as those of the Service.

Media Contact

Volunteers shall not publicly release information to the media unless authorized to do so by their direct supervisor. In situations where a reporter contacts an Adult & Youth Corps Volunteer directly for information, the volunteer shall direct the media to their direct supervisor.

Volunteers authorized to speak with the media may provide general information about the program in which they volunteer, but shall avoid providing personal opinion.
Professional Image and Relations

Dress Code

Volunteers are expected to present themselves in an appropriate, professional manner. Volunteer shirts are issued to each volunteer and should be worn when “on-duty”, unless otherwise directed by the coordinator.

Volunteers are reminded that they are representatives of the Toronto Police Service and should dress accordingly.

NOTE: If there are any questions regarding attire, the volunteer shall consult with their direct supervisor.

Issued Articles of TPS Clothing and Equipment

All articles of clothing and equipment issued to volunteers necessary for the performance of a TPS volunteer assignment shall be provided by and remain the property of the Toronto Police Service.

Volunteers shall not use issued articles of clothing or equipment other than for its intended purpose and only during the performance of a TPS volunteer assignment.

Where issued articles of clothing or equipment are damaged or lost due to the fault of a volunteer, such volunteer may be required to pay the cost of replacement.

In the event that additional shirts are required, volunteers are to make the request to their direct supervisor.

Note: Improper or inappropriate use of issued clothing or equipment is strictly prohibited and may be grounds for immediate dismissal.

Note: It is improper to attach the Toronto Police logo to clothing or equipment that has not been issued by the Service. TPS Procedure 17-09 entitled “Use of Service Crest and Name” states in part: “use of the Service image requires written approval from the Board.” TPS Procedure 17-09 further states in part; “members shall not use the Service image to endorse, subscribe or authorize the use of photographs of themselves or make mention of their official title, rank, or membership in the Service in connection with any testimonial or advertisement for a product, service, corporation, profession or other organization, except with the permission of the Chief of Police.”

Late for Assignment

Volunteers who are going to be late for an assignment must advise their direct supervisor (or designate) as soon as possible.
Unavailable for Assignment

Planned Absences:
Volunteers are asked to give at least forty-eight (48) hours notice to the direct supervisor (or designate).

Leave of Absence
Volunteers must notify their direct supervisor of any extended leave of absence. Providing an anticipated return date is also necessary.

Sickness or Injury
When a volunteer is unable to report for scheduled volunteer duty or complete a tour of scheduled volunteer duty due to sickness or injury, the volunteer shall advise the supervisor, or their designate of his/her unit as soon as possible.

When a volunteer sustains any injury while on volunteer duty, the volunteer shall notify their direct supervisor as soon as possible.

Dealing with the Public
Volunteers are not staff members of the Toronto Police Service and should not imply so to anyone.

It is important to know that what may seem like a minor or trivial incident to you could be causing that person a great deal of anxiety and/or grief. Always try to remain calm when dealing with any situation. Compassion and integrity are essential qualities in your role as a Volunteer.

You are not expected to have answers for any questions relating to policing. Do not hesitate to ask a member of the Service for assistance when unsure of how to respond to a question or complaint. It is better to ask questions than to give out incorrect information. You may inform the person that you do not know the answer, but that you will find out, or will have a staff member provide them with the requested information.

A list of commonly requested Toronto Police Service telephone numbers will be available at each Community Police facility.

Public and Visitor Access
Members of the public including visitors and friends are not allowed behind the front counter or within office areas of police facilities. Volunteers shall have access to police facilities only during scheduled tours of duty, unless prior approval is obtained from the Officer-in-Charge or the volunteer’s Direct Supervisor.
**Attending Police Facilities**

Volunteers are to respect any Toronto Police Service Facility as a place of business and should only attend the facility when assigned to a detail. Arrangements for any non-operational visits must be made in advance.

**Use of Vehicles**

Volunteers are not authorized to use Toronto Police Service Vehicles.

**Use of Telephone**

Police telephones shall be used for police business only and calls shall not be prolonged unnecessarily. Personal telephone calls shall be kept brief and to a minimum.

No long distance calls will be made without prior approval from either a Toronto Police officer, or civilian supervisor if an officer is not available.

Telephones within the Service shall be answered promptly. When volunteers answer a telephone, they shall give their unit and name, in that order. (Example: “14 Division Community Response Unit, Volunteer John / Jane Doe speaking, may I help you?”)

Volunteers shall not leave a caller on “hold” without advising the caller that the call is being attended to.

When there is a possibility of delay in assisting the caller, volunteers shall obtain the person’s name and telephone number; and return the call or ensure that an appropriate person returns the call.

**Personal Telephone Numbers and Addresses of Staff and Volunteers**

Under no circumstances are the personal telephone numbers and addresses of staff and volunteers to be given out to the public.

**Computer Usage**

Under no circumstances are volunteers permitted to load or use personal or unauthorized software programs on police computer systems.

Personal computer storage devices are not to be brought into a police facility at any time.

Computer storage devices are not to be removed from the police facility at any time. At the discretion of the Divisional Volunteer Coordinator or the Adult & Youth Corps Volunteer Program Coordinator, computer training may be provided, geared to the type of system and software at the assigned police site.

Computer usage will only be allowed after prior approval and direction from the Divisional Volunteer Coordinator.
Complaints Against TPS Members or Volunteers

If, while at a place other than a police station, a volunteer receives a complaint (orally or written) against any TPS member or volunteer, the complainant must be referred to the next available police officer. However, if the volunteer receives the complaint while at a police station the complainant must be referred to the Officer-in-Charge.

If a volunteer wishes to complain about another volunteer or police officer, they must be referred to the Officer-in-Charge.

Release of Information

Police reports and police-related information are not to be given out to any member of the public. Callers are to be referred to the Officer-in-Charge or to the Sergeant on duty.

Human Resources

Mandatory Requirements To Be An Adult & Youth Corps Volunteer

Mandatory Requirements to be considered for the program are:

- Be at least 14 years of age
- Live in the City of Toronto
- Be a Canadian Citizen, or landed immigrant
- Have no criminal charges pending and not have been convicted of a criminal charge for which a pardon has not been granted.
Volunteer Commitment

Volunteers are expected to commit to the program for a minimum of one year. The expectation of each volunteer is a minimum of 75 hours per year.

Inactive Volunteer

A volunteer that has not been active in the program for 6 months will be deemed ‘inactive’. A letter of intention will be sent to your home. If there is no response from the volunteer, the volunteer will be dismissed from the AYC Volunteer Program and the volunteer identification must be returned to the Toronto Police Service.

Volunteer Excused From Commitment

Volunteers may be immediately dismissed if any “Code of Ethics and Conduct” policies are not followed.

Volunteers shall be personally informed where improvement in their activities is required and given a reasonable mutually agreed upon period to improve their performance. If no improvement is achieved, the volunteer shall be excused from their volunteer commitment with the Toronto Police Service.

Volunteers shall be given the opportunity to respond in writing to the Service, to any circumstance, which results in being excused from their commitment.

Note: Given that the relationship between a volunteer and the Service is one which can best be described as “an at pleasure relationship”, the Toronto Police Service shall have the unconditional right to terminate the services of a volunteer at any time, if it is in the interest of the Service and/or the community at large.

Inter-department Relations

The goal of the Toronto Police Service Adult & Youth Corps Program is to foster positive relations between the community and the police. Gossip or the extension of hearsay that is malicious in nature will not be tolerated.

It is the expectation that volunteers approach their duties in a positive nature. If a volunteer experiences a conflict with staff or a colleague, he/she is encouraged to address the conflict professionally and with respect.
Personal References

Members shall not write, sign, or give a reference or recommendation to any person concerning a member, or former member, without the permission of the Chief of Police. (Refer to section 1.34 of the Standards of Conduct)

Toronto Police Service staff cannot issue personal references for volunteers.

Community Service Hours

All letters confirming the number of volunteer hours served must be issued from the Community Mobilization Unit.

The Toronto Police Service understands that many schools in the GTA require their students to fulfill community service hours. The Adult & Youth Corps Program has not been designed to accommodate such needs. We hope to build long lasting relationships with our volunteers.

Thus, we do not offer letters to volunteers stating the number of volunteer hours until it reaches, or exceeds, 200.

Evaluation Process

The Toronto Police have the right to regularly monitor and evaluate work performance of volunteers. Volunteers may expect to receive constructive feedback on the performance of their assignments.

Volunteers can expect to be evaluated on an ongoing basis while performing their volunteer assignments. A formal evaluation process will be carried out at regularly scheduled times and may involve the Volunteer Program Co-ordinator.

Program Evaluation

Volunteers may be encouraged to participate in formal program evaluations to address issues of concern and/or provide suggestions for improvements involving the operation and effectiveness of the Adult & Youth Corps Volunteer Program.

Volunteer Orientation & Training

Volunteers will receive a general orientation to the Toronto Police Service, as well as program-specific and divisional specific training necessary to carry out assigned duties.
Recognition

Requirements for a Service Award

The Toronto Police Service values and appreciates the enormous contribution of volunteers to both the Service and the community. Recognition for every 5 years of volunteer work given to the Service is awarded annually during National Volunteer Week. This award also applies to members of the community consultation process.

Recognition of 2 years of volunteer work is given to all Youth Volunteers.

Requirements for a Volunteer Jacket

AYC volunteers, who have consecutively completed two years of volunteer service, reaching the minimum of 100 hours of service per year, will receive a Toronto Police Service Volunteer Jacket.

The jackets are issued by the Community Mobilization Unit.

Volunteer Roles

One of the great strengths in involving volunteers in the police service is their flexibility to meet diverse needs within the service and community. Volunteers should expect to understand what role they will play within the Toronto Police Service AYC Volunteer Program.

It is the responsibility of the Service to communicate the expectations of the volunteer clearly and effectively. It is also the responsibility of the Service to ensure that persons placed in the position are appropriate for the position.

Volunteer Role Descriptions

When taking on a position, you, as a volunteer, should be advised of the following:

- Name of the assignment
- Purpose of the Assignment
- Tasks to be undertaken
- Time Commitment
- Skills Requirement
- Training Required
- Supervisory Structure
- Supporting Policies
- Benefits of volunteering

Communication is the responsibility of both the Service and the Volunteer. If you are in doubt, ask.
GENERAL COMPETENCIES IDENTIFIED FOR TPS VOLUNTEER RELATED POSITIONS

COMMUNICATION SKILLS

Communicates effectively:

1. Listens effectively
2. Communicates effectively in writing
3. Gives clear effective direction
4. Uses effective communication strategies
5. Able to make oral presentations
6. Effectively exchanges information with staff and other volunteers of the Service
7. Able to communicate with a diverse community
8. Able to communicate with community groups
9. Effectively communicate with youth groups and individuals

INTERPERSONAL SKILLS

Adaptability:

1. Effectively interacts with peers and supervisors
2. Demonstrates unbiased interaction with a diverse community and individuals
3. Adapts to change

Image:

1. Demonstrates a high level of ethical values and integrity
2. Projects a professional image
3. Demonstrates self-confidence

Sensitivity:

1. Demonstrates a tolerance for differences in opinion and attitudes
2. Demonstrates an understanding of diversity within the community
3. Exercises self-control
4. Acts in a non-judgmental manner

OPERATIONAL SKILLS

Effective Use of Resources:

1. Identifies, develops, prioritizes, and uses resources effectively
2. Identifies and develops networks of internal and external resources
3. Uses community facilities to support neighbourhood objectives
4. Regularly interacts with neighbourhood groups
Public Relations

Every contact between the staff/volunteer and the public should be a pleasant and satisfying experience. Friendly, courteous treatment of everyone from the community using TPS facilities or coming in contact with TPS representatives helps to build goodwill with the public.

Conversely, discourtesy or lack of consideration in dealing with an individual may damage the reputation of the TPS. Public relations are likewise affected by the way in which TPS representatives treat visitors, inquiries and complaints.

The physical appearance of a community policing facility is also important, as it is often the sole criterion upon which the general public judges it.

Good public relations are essential for the success of community development and community participation. Establishing and maintaining positive relationships with community individuals and agencies are important ways of building goodwill towards any organization or service. People have a greater interest and enthusiasm for a project if they feel a sense of responsibility for its success.

Some recommended steps in dealing with inquiries or complaints are as follows:

- greet the individual promptly, pleasantly, courteously and sincerely
- listen attentively and patiently, noting any facts
- provide appropriate information, material, and service
- refer inquiries or complaints to the proper authority, where applicable
- do everything possible to end conversation on a friendly note
- follow-up when necessary and when possible
- notify the appropriate TPS staff of any concerns you may have, as soon as possible

Dress and deportment are also contributing factors in creating and maintaining a positive image in the community.

When involved in presentations or in publicizing an event, inform the community what is going on, where and when it is going on, and encourage community participation.
COMMUNITY CONSULTATIVE PROCESS

COMMUNITY POLICE LIAISON COMMITTEES

COMMUNITY CONSULTATIVE COMMITTEES

CHIEF’S ADVISORY COUNCIL

CHIEF’S YOUTH ADVISORY COMMITTEE
COMMUNITY CONSULTATIVE PROCESS

INTRODUCTION

A key element of community mobilization is the effective and efficient level of consultation that is undertaken between the police and all community stakeholders.

Consultation is the vehicle by which the greater community and the police exchange information about issues and concerns facing them. A true commitment to effective consultation and productive partnerships between the Toronto Police Service and the greater community, lends itself to more successful outcomes in the identification, prioritizing and problem-solving of community issues and concerns and ultimately to improved community safety and quality of life.

The Toronto Police Service is a world leader in the policing community when it comes to consultation with its communities and proves this by words and deeds on a daily basis. The consultative process within the Toronto Police Service exists on many levels, both formally and informally but, in particular, on three formalized levels.

The consultation process is not meant to be another level of police oversight but rather a process that affords opportunities for enhanced effectiveness respecting community based activities and leadership, directed at joint community and policing problem solving initiatives. It ensures that the most strategic and effective outcomes are achieved through a formal police/community committee structure, obtaining optimum results whenever possible.

The Mission Statement of the Toronto Police Service Consultative Committee process is;

“To create meaningful partnerships through trust, understanding, shared knowledge and effective community mobilization to maintain safety and security in our communities.”

GENERAL

The Service shall maintain one consultative process with three components, equal in significance as follows:

- Community Police Liaison Committee (Divisional and Traffic) - (CPLC)
- Community Consultative Committees - (CCC)
- Chief's Advisory Council / Chief's Youth Advisory Committee - (CAC/CYAC)

The Service, through the Community Mobilization Unit (CMU) and in conjunction with community consultative members, shall bring the components of the consultative process together twice per year to maintain effective networking, communication, training and exchange of best practices which will include the Annual Consultative Committee Conference.
Support for and co-ordination of the Service’s consultative process will be conducted by the Community Mobilization Unit. Service Procedure 14-32 entitled Crime Prevention, Service Governance and this Manual can be referenced in relation to the Community Consultative Committee process.

Each committee within the TPS consultative process is to receive funding, in the minimum amount of $1,000.00 per year from the Toronto Police Services Board (TPSB), subject to the availability of such funds as determined by the Toronto Police Services Board, as follows;

- Divisional/Traffic CPLC
- Consultative Committees
- Chief’s Advisory Council / Chief’s Youth Advisory Committee

Expenditures of Board monies must be approved by the respective Senior/Command officer in consultation with the Consultative Committee Executive and paid out through Financial Management.

The activities and expenditures of each committee shall be articulated in the “Annual Report on Activities and Expenditures of Consultative Committees” to the Toronto Police Services Board through CMU.

Committee Executives shall ensure that orientation and relevant training is provided to consultative committee members throughout the year through internal and external support mechanisms.

The Service, through the Public Information Unit, will develop and assist in the maintenance of a Community Consultative Committee webpage, linked to the TPS website, containing relevant material and best practices for all consultative committees.

All fundraising monies will be collected, reported and accounted for by the Committee treasurer.

Central budgeting and accounting support for the consultative process shall be conducted with the assistance of CMU and TPS Financial Management.

Any correspondence prepared for external use by the respective Consultative Committees shall be completed and approved by the respective Committee Executive.

**POLITICAL PARTICIPATION**

Any active politician, individual living with or individual in the employ of an active politician at the municipal, provincial or federal level will be ineligible for Executive membership on any of the Committees mentioned herein. However, they will be encouraged to attend and participate in committee meeting and functions.
Community Police Liaison Committees (CPLC)

Community Police Liaison Committees (CPLC) are made up of community volunteers and police service representatives from the local division’s geographic area. Each committee is inclusive to reflect the demographics of the local community.

Mandate

To work together in identifying, prioritizing, and problem solving of local policing issues by;

- being proactive in community relations, crime prevention, education, mobilization, and communications initiatives, and
- acting as a resource to the police and the community.

All of the seventeen police divisions throughout the City of Toronto including Traffic Services have a CPLC to provide advice and assistance to the local Unit Commander and to work in partnership with local police towards a safe and secure community.

The membership of each CPLC reflects the unique and diverse population served by a particular division. Participants on committees include community representatives from racial, cultural or linguistic groups, social agencies, businesses, tenant associations, schools, places of worship, gender, youth and socio-economic status.

The CPLC works with the Community Response Units in each division to develop short and long-term solutions to local concerns ensuring that no single group is excluded in the process. This system, in place in divisions since the early 1990s, has provided direct access to the decision making process at the local level and has empowered local community members to improve the safety and security of their own communities.

Structure

- This committee shall only be recognized as the Division/Traffic Services Police Liaison Committee.
- Each CPLC will be part of a network of Divisional/Traffic CPLCs and the other two formal consultative components of the Service.
- Every Division including Traffic Services shall have a CPLC.
- The Unit Commander will be responsible for the overall operation and effectiveness of the CPLC within their respective Unit and have the autonomy to remove a member or constitute the committee.
- The size of each Committee will be determined by the individual CPLC.
Each CPLC shall have an Executive consisting of:

- Co-Chairpersons
- Secretary
- Treasurer

Each member of the CPLC Executive, except for the unit commander, serves for one year from the time of appointment.

Elections for the Executive positions, except that of the unit commander, shall be held every year.

Two fifths of the CPLC membership shall constitute a quorum.

The Executive may appoint sub-committees from time to time as deemed necessary.

Police officers other than the unit commander involved in the CPLC shall not vote.

The unit commander shall ensure that community consultative strategies are included in the “Planned Strategies” area of Section 1 on the Work Planning Performance Development (WPPD – TPS 519).

At the final review in November with the first level manager, complete all areas of the WPPD (TPS 519) relevant to their consultative committee strategies.

The consultative committee Annual Performance Evaluation Report (TPS 525) can be used as an attachment to the WPPD (TPS 519).

Membership

- CPLC members shall be individuals who live or work in the respective Division or Unit or those individuals who participate with organizations functioning within the respective Division or Unit.

- The CPLC shall not discriminate against membership on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, age, gender, creed, sexual orientation, marital status.

- family status, socio-economic status, handicap or political or religious affiliation.

- The membership of each CPLC shall be reflective of its local ethnic, gender and youth constituents.

- Potential members will submit application letters to the CPLC for review.
• Prior to membership, the unit commander or designate will conduct a background check on potential members. Any results thereof will remain confidential between the unit commander or designate and the potential member.

• Potential members facing criminal charges will not be eligible for membership.

• The unit commander will consider any criminal history of a potential member based on its seriousness and impact on the integrity and reputation of the Service.

• The unit commander will make a decision in relation to a criminal history.

• Should a member be charged with a criminal offence, the member shall notify the unit commander of such circumstances immediately; failure to do so may result in removal from the Committee.

• The unit commander will make a decision on continued membership while facing charges.

• The membership year shall be for one year from date of membership.

• The CPLC executive shall review membership every year and establish the minimum standards for attendance and participation.

**NOTE:** A background check will be conducted on potential members. Only the Chief of Police can make an exception in relation to background checks.

**Responsibilities of Executives**

**Community Police Liaison Committee**

**Co-Chairpersons shall:**
- be an elected community member from the committee and the Unit Commander;
- preside over all meetings with the co-chairperson;
- with the assistance of the co-chairperson and executive set meeting agendas;
- co-ordinate all CPLC activities; and
- act as a contact person for matters to be presented to the community.

**The Secretary shall:**
- be either a police or community member of the Committee;
- distribute meeting notices;
- distribute agendas;
- keep minutes for all meetings;
- keep records of all correspondence; and
- for a period of at least two years.

**The Treasurer shall:**
- be a community member;
- keep full and accurate books of accounts;
- be responsible for Committee finances; and
- prepare a monthly financial statement for Committee Executive when requested.
Community Consultative Committees (CCC)

The consultative committees are meant to serve specific communities on a Toronto-wide basis. The membership is drawn from various organizations within each of these communities so as to reflect both inclusiveness and credibility within that community. These committees serve as a voice on wider policing issues such as; training, recruiting, Professional Standards and community mobilization.

Mandate

Working together in partnership with identified community representatives in identifying, prioritizing, and problem solving of policing issues by:

- being proactive in community relations, crime prevention, education, mobilization, and communications initiatives
- acting as a resource to the police and the community, and
- developing a strategic long term vision through the building of knowledge, education, tolerance and understanding

The Service operates a second level of consultation for (but not limited to) the following communities:

- Aboriginal
- Black
- Chinese
- French
- Gay/Lesbian-Bisexual/Transgender/Transsexual (LGBT)
- Muslim
- South and West Asian
- Asia Pacific

The Chief of Police has assigned a Senior Officer to each committee to ensure that there is an effective flow of information between the Executive branch of the Service and the respective Community Consultative Committees.

Structure

- Each Committee will be part of a network with the other Community Consultative Committees and the other two formalized consultative components of the Service.
- A Senior Officer as designated by the Chief of Police shall be assigned to each committee.
- The Senior Officer will be responsible for the overall operation and effectiveness of each Community Consultative Committee and have the autonomy to remove a member or reconstitute the committee.
- Each Senior Officer shall be supported by a liaison officer from the Community Mobilization Unit and/or other Service Unit.

- The size of the committee will be determined by the respective Committee Executive.

- Each Committee shall have an Executive consisting of:
  - Co-Chairpersons
  - Secretary
  - Treasurer

- Each member, except for the Senior Officer, serves for one year from time of appointment.

- Elections for each of the Executive positions, except for the Senior Officer, will be held every year.

- The size of each Committee will be determined by the individual CCC.

- Meetings shall take place at police headquarters or as directed by the Committee Executive.

- The senior officer shall ensure that community consultative strategies are included in the “Planned Strategies” area of Section 1 on the Work Planning Performance Development (WPPD – TPS 519).

- At the final review in November with the first level manager, the senior officer shall complete all areas of the WPPD (TPS 519) relevant to their consultative committee strategies.

The consultative committee Annual Performance Evaluation Report (TPS 525) can be used as an attachment to the WPPD (TPS 519).

Membership

- CCC members shall be individuals who live, work or participate with organizations functioning within the City of Toronto.

- The membership of each CCC shall be reflective of the specific ethno-cultural community within Toronto, inclusive of youth.

- To be considered for membership, interested individuals will be required to have bona fide affiliation and sponsorship from established business, social, community or religious organizations within the respective community.

- The CCC shall not discriminate against membership on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, age, gender, creed, sexual orientation, marital status, family status, socio-economic status, handicap, political or religious affiliation.
• Potential members will submit application letters to the CCC for review.

• Prior to membership, the senior officer will conduct a background check on potential members. Any results thereof will remain confidential between the senior officer and the potential member.

• Potential members facing criminal charges will not be eligible for membership.

• The senior officer will consider any criminal history of a potential member based on its seriousness and impact on the integrity and reputation of the Service.

• The senior officer will make a decision in relation to a criminal history.

• Should a member be charged with a criminal offence, the member shall notify the police co-chairperson of such circumstances immediately; failure to do so may result in removal from the committee.

• The senior officer will make a decision on continued membership while facing charges.

• The membership shall be for one year from time of membership.

• The CCC executive shall review membership every year and establish the minimum standards for attendance and participation.

NOTE: A background check will be conducted on potential members. Only the Chief of Police can make an exception in relation to background checks.

Responsibilities of Executives

Community Consultative Committees

Co-Chairpersons shall:
• be an elected community member from the committee and the Senior Officer;
• preside over all meetings with the co-chairperson;
• with the assistance of the co-chairperson and executive set meeting agendas;
• co-ordinate all CPLC activities; and
• act as a contact person for matters to be presented to the community.

The Secretary shall:
• be either a police or community member of the Committee;
• distribute meeting notices;
• distribute agendas;
• keep minutes for all meetings;
• keep records of all correspondence; and for a period of at least two years.

The Treasurer shall:
• be a community member;
• keep full and accurate books of accounts;
• be responsible for Committee finances; and
• prepare a monthly financial statement for Committee Executive when requested.
Chief's Community Advisory Council (CAC)
Chief's Youth Advisory Committee (CYAC)

The Service operates a third level of consultation at the Chief of Police level. The Chief's Community Advisory Council (CAC) and the Chief's Youth Advisory Committee (CYAC) exist to provide a voice for various community representatives from business through to social agencies and spanning the various diverse communities as well as youth on a wide variety of issues.

The CAC and CYAC have direct access to the Chief of Police and in return, the Chief of Police has a point of reference in the community to engage in constructive dialogue with appropriate, recognized community spokespersons.

Although these formalized levels of consultation exist within the Service, many front-line officers, along with those officers assigned to specialized units, are engaged in various forms of consultations with many community stakeholders, involving a myriad of community-police issues on a daily basis.

The integrity and reputation of the Service are fundamental when liaison or consultation at any level occurs between Service members and the community. Constructive partnerships and positive outcomes that occur as a result of community-police interaction remain the cornerstone of a successful police service and ultimately lead to an enhanced quality of life within the community.

Mandate

Working together in partnership with identified communities in identifying, prioritizing and problem solving of policing issues by:

- being proactive in community relations, crime prevention, education, mobilization, and communications initiatives;
- acting as a resource to the police and the community; and
- developing a strategic long term vision through the building of knowledge, education, tolerance and understanding.

Structure

- The Chief's Advisory Council and the Chief's Youth Advisory Committee will be part of a formalized consultation network within the Service which includes Community Police Liaison Committees and Community Consultative Committees;
- The Chief's Advisory Council and the Chief's Youth Advisory Committee shall be supported by a liaison officer from CMU or other designated unit;
- The Chief of Police shall determine the size of the respective CAC and CYAC;
- The CAC and CYAC will strive to be reflective of the greater community based on its diversity and youth communities; and
- As directed by the Chief of Police, meetings shall take place at police headquarters or at other locations.
Membership

• Shall be individuals who live, work or attend a learning institution in the City of Toronto;
• Membership shall be at the discretion of the Chief of Police;
• The CAC / CYAC shall not discriminate against membership on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, age, gender, creed, sexual orientation, marital status, family status, socio-economic status, handicap, political or religious affiliation;
• Individuals facing criminal charges will not be eligible for membership;
• The Chief of Police will consider any criminal history of an individual based on its seriousness and impact on the integrity and reputation of the Service;
• Information on any criminal history will remain confidential between the Chief of Police and the involved member;
• The decision of the Chief of Police in relation to any criminal history will be final;
• Should a member be charged with a criminal offence, the member shall notify the Chief of Police or designate of such circumstances immediately; failure to do so may result in dismissal from the CAC / CYAC; and

Duration of membership will be at the discretion of the Chief of Police.

NOTE: A background check will be conducted on potential members. Only the Chief of Police can make an exception in relation to background checks.

Responsibilities of Executives

The Chairperson will be the Chief of Police (or designate) and will:

• preside over all Committee meetings; and
• set the agenda for the Council / Committee.

The Secretary shall:

• be the liaison officer from Community Mobilization Unit or other Unit designated by the Chief of Police;
• keep records of all correspondence;
• notify all committee members of meetings;
• keep full and accurate books of accounts;
• perform duties as assigned by the Chief of Police or designate;
• be responsible for Committee finances; and
• prepare a financial statement for the Council / Committee Executive when requested.
**Activity Standards**

Each component of the Service’s consultative committee process shall be subject to the following *minimum* level of activity:

- meet at least four times per year;
- set goals and objectives consistent with Service priorities at the beginning of each calendar year. (A copy of these goals and objectives to be sent to the Unit Commander of the Community Mobilization Unit);
- suggested to have at least one town hall forum held jointly with police per year;
- two value added community-police projects per year consistent with Service priorities;
- participate in the Annual Community Policing Conference;
- keep minutes of all meetings (a copy of minutes shall be forwarded to the Unit Commander - Community Mobilization Unit within one month after completion of each meeting);
- prepare a financial statement for the Committee Executive when requested; and
- the committee shall commence an Annual Performance Evaluation Report at the beginning of each year and complete the report at the end of the calendar year. The original copy of report will be kept at Unit/Committee and a copy sent to the Unit Commander – Community Mobilization.

**Identification Cards**

Members from all levels of consultation will be issued a Toronto Police Service Photo Identification Card. While at a police facility, the identification card will be worn on the person in a prominent place so that it is easily recognized. When consultative members are working on assignments on behalf of the Toronto Police Service, at other than police facilities, the wearing of identification cards may be required.

- The Identification card shall be returned to the respective committee senior officer immediately when no longer a member of a consultative committee
- TPS consultative members shall not use their identification card for any other purpose other than when engaged in TPS consultative committee activities.
- Identification cards shall not be reproduced by the committee member in any manner.
If a Toronto Police Service issued photo identification card is lost, the consultative member must report this loss immediately to the police and file a report.

**NOTE:** Identification Cards remain the property of the Toronto Police Service-Facilities Management and the cards are valid for a period of 2 years from the date of issue.

**Financial Affairs**

- Consultative Committees may operate external bank account(s) at recognized financial institutions.
- The cheques or other instruments drawn on the account shall bear the signature of at least two members of the committee, one of whom must be the designated Senior/Command member.
- The Service’s Financial Management Unit may conduct an audit of any external accounts operated by any consultative committee.
- All purchases made by the committee from the allotted TPSB funds shall be in accordance with the Service’s Purchasing Procedure Internal accounts.

Funds granted to the committees by the Police Services Board shall remain under the control of the Service through the established budget accounts and such funds shall not be forwarded to the committees for deposit in any external bank account. Funds so allocated will be accessed according to the established procedure.

**Fundraising**

- Fundraising within the Service’s consultation process shall only be conducted for a specific purpose, which mutually benefits the community and the police;
- Fundraising efforts shall only be conducted with the approval of the Senior/Command member of each committee in consultation with the Committee;
- Any materials or correspondence used for fundraising efforts must be approved by the respective committees;
- Fundraising cheques must be made payable to the respective Committee account and not directly to the Toronto Police Service;
- Any fundraising literature must clearly indicate that a tax receipt will not be issued by the Service for monies received;
- Any Committee accounts shall have four signatories, two from the community and two from the police;
• Any cheques payable from any Committee accounts shall have two signatures, one of which will be a Toronto Police Service member;
• Fundraising monies used for the purchase of goods will follow the Toronto Police Service purchasing standards; and
• All monies collected will be used under the direction of the respective Service member in consultation with the Committee.

**Donations**

• Acceptance of donations shall be governed by Section 1.32 of the Standards of Conduct and Procedure (18-08) “Donations”.

**Administrative Responsibilities**

• The CPLC / CCC / CAC / CYAC administrative responsibilities will be incorporated into the duties of the divisional personnel.
• It is the responsibility of each division to ensure that each member is placed on the HRMS system, and tracking the members hours.
• All paperwork will be maintained at the appropriate division or unit.
• The Volunteer Co-ordinator at CMU will provide a badge number and assist with the photo identification process.
The Workplace Safety & Insurance Act

The Workplace Safety & Insurance Act (WSIA) in conjunction with WSIB operational policies defines who is a worker and who is covered under the 'Act'.

WSIB also adjudicates using their basic principles called the five point check system
"An allowable claim must have the following five points

• an employer (see 12-01-01, Who is an Employer?)
• a worker (see 12-02-01, Workers and Independent Operators)
• personal work-related injury
• proof of accident, and
• compatibility of diagnosis to accident or disablement history."

Again if someone is not a 'worker' then they would not have entitlement for a claim.

Volunteer

- this situation is a little more complicated. WSIB operational policy provides a definition of what they term unpaid learners which include volunteers

WSIB Operational Policy 12-04-04

"Individuals who are not unpaid trainees

The following individuals on unpaid placements are generally not learners and, consequently, are generally unable to qualify for WSIB coverage

• individuals who on their own initiative volunteer their services to an employer to develop marketable work skills
• volunteers who offer their time or services for community or charitable purposes
• individuals in health care or correctional institutions who perform unpaid work as a component of therapy or correction
• individuals placed with an employer under a Community Service Order issued by a court of law
• individuals who are on the employer's premises solely for the purposes of visiting or casual observation and who at no time participate in the activities of the placement employer's industry
• university and college students who as part of their program do unpaid research for the university or college
• individuals who are not on placement but as part of the training program perform work on the training agency's premises

NOTE - This is not an exhaustive list."

Hence - if a 'volunteer' meets the above criteria it would appear that they may not have an allowable claim as they are not a 'worker'.

Keep in mind that WSIB has jurisdiction over all claim matters and makes all adjudicative decisions. WSIB may determine who or who is not a 'worker'.

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COMMUNITY MOBILIZATION UNIT FORMS

CMU 1  Adult and Youth Corps Volunteer Application and Waiver
CMU 2  Volunteer Personal History Form
CMU 3  Background Check Form
CMU 4  Volunteer Interview Form
CMU 5  Volunteer Candidate Reference Check
CMU 6  Statement of Confidentiality
CMU 7  Volunteer Identification Card
CMU 8  Volunteer Yearly Report
CMU 9  Annual Background Check Form - Consultative Committees
CMU 9A Volunteer Yearly Report - Adult & Youth Corps Volunteers
TPS 525 Annual Performance Evaluation Report
CMU 10 Community Consultative Application Form

Letter Head Sample
Volunteer Application and Waiver

"Personal information on this form is collected and disclosed pursuant to the Police Services Act and the Municipal Freedom of Information and Protection Act."

NOTE: Any false information in this application will be grounds for denial or, if accepted, immediate termination. If any information changes, please notify Volunteer Resources as soon as possible.

Due to the nature of the Service provided by the Toronto Police Service, it is necessary that all staff including volunteers undergo a police security check. Therefore, it is necessary for each applicant to complete the following: (please print)

[ ] Mr. [ ] Ms. [ ] Miss. [ ] Mrs.

I, _________________________________

(Surname, G1, G2)

Home Address: ________________________________

(Include postal code)

Telephone (Res.): __________________________ Telephone (Bus.): __________________________

I hereby make application to serve as a volunteer with the Toronto Police Service. I authorize the Toronto Police Service to obtain all information necessary to qualify me as a volunteer with the said Service.

In consideration of the Toronto Police Service accepting this application for volunteer participation and activity, I, for myself, my heir, executors, administrators, successors and assigns, release the City of Toronto, the Toronto Police Services Board, the Toronto Police Service, the Chief of Police and all persons for whom they are responsible at law from any claims demands, damages, costs, expenses, actions or causes of actions arising out of or in consequence of any death, injury, loss or damage to my person or property or that of my child or ward however caused while attending at or participating in the aforementioned activity. Without limiting the generality of the foregoing, I further release the Toronto Police Service from any recourse which I may now or hereafter have resulting from any decision of the Toronto Police Service. If, in the opinion of the Toronto Police Service, I or my child or ward should require medical attention, I hereby authorize the Toronto Police Service to seek such medical attention on my behalf or on behalf of my child or ward and I do hereby consent to the provision of such medical treatment as may be deemed necessary.

I further hereby undertake to comply with all rules, directions and requirements of the Toronto Police Service and to obey the lawful orders and directions of any member of the said Service.

In consideration of the permission granted to me to serve as a volunteer with the Toronto Police Service, I UNDERTAKE TO COMPLY not to disclose any information obtained by me during the course of my service as a volunteer with the said Service and to obey the lawful directions of any member of the said Service.

______________________________
Signature of Volunteer Applicant

______________________________
Signature of Parent or Guardian
(if applicant is under 18 years of age)

______________________________
Print Name

______________________________
Date (YYYYMMDD)

______________________________
Print Name

______________________________
Date (YYYYMMDD)

Witnessed by Service Member

______________________________
Print Name

______________________________
Date (YYYYMMDD)
Will you complete the required orientation and training?  □ Yes □ No

Experience / Special Skills: Please describe any previous training, work experience, volunteer experience, etc., which you feel is pertinent to this application:

________________________________________
________________________________________
________________________________________

Language(s) Spoken: __________________________

Written / Read: __________________________

Can you make a one year commitment to the volunteer program? □ Yes □ No

Days and times available: __________________________________________________________

________________________________________
________________________________________
________________________________________

Have you ever been convicted of a criminal offence for which a pardon has not been granted? □ Yes □ No

Identification:

Driver's Licence: ____________________________ Birth Certificate: _____________ Date of Birth: _____________

Other: ______________________________________

References: List one personal and one business, educational or, volunteer reference

Personal

Name: ____________________________ Telephone No.: _______________________

Address: ____________________________ Relationship: _______________________

Other

Name: ____________________________ Telephone No.: _______________________

Address: ____________________________ Relationship: _______________________

Print
Toronto Police Service
Volunteer Personal History Form
"To serve and protect...working with the community"

"Personal information on this form is collected and disclosed pursuant to the Police Services Act and the Municipal Freedom of Information and Protection Act."

Medical Information: The information contained below is sought expressly for use in the event of an emergent health situation. It is not collected for any other reason express or implied. The collection of this information is of a purely voluntary nature

Health Card No.: ________________________________

Please indicate any special physical/medical conditions which must be taken into consideration with respect to the above applicant's volunteer activities:

☐ Allergies  ☐ Asthma  ☐ Diabetes  ☐ Epilepsy  ☐ Limbs  ☐ Skin  ☐ Rheumatic Fever

☐ Recent Illness/Operation (describe): ____________________________________________

☐ Other Conditions (describe): ________________________________________________

In Case of Emergency Please Contact:

Name: __________________________________________ Telephone No.: ______________

Address: __________________________________________ Relationship: ______________

Additional Information (if necessary): __________________________________________

________________________________

NOTE: It is important that you immediately advise the Volunteer Resource Unit of any change or amendment to the information contained within this document.

Signature of Volunteer Applicant __________________________________ Date (YYYYMMDD)

Signature of Parent or Guardian (if applicant is under 18 years of age) __________________ Print Name ______________ Date (YYYYMMDD)

Witnessed by Service Member __________________________________ Print Name ______________ Date (YYYYMMDD)
# Check Form

**Adult & Youth Corps Volunteer Program**

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**Adult & Youth Corps Volunteer Coordinator:**

Signature & Badge No.  
Date

**DISTRIBUTION:** Copy - Personnel File  
Copy - Adult & Youth Corp Volunteer Coordinator, HQ
Adult & Youth Corps
Volunteer Applicant Interview Form

This form has been developed to assist CRU managers in the consistent interviewing of potential volunteers for the Toronto Police Service. The form is composed of 2 sections that are to be completed by the interviewer.

Candidate:  
Surname, G1

Interviewer(s):  
Surname, G1  Badge No.  Division  Date: YYYY/MM/DD
Surname, G1  Badge No.  Division  Date: YYYY/MM/DD

RECOMMENDATION:  
☑ Successful  ☐ Unsuccessful

COMMENTS:


Section One: Questions For Interviewee

This interview is to determine your suitability for the position of volunteer with the Toronto Police Service. Questions will be asked regarding the confirmation of the basic requirements and the demands of this position.

OPENING QUESTIONS:

1. Are you at least 14 years of age?
   ☑ Yes  ☐ No
   Verification documents checked by:  Badge No.:

2. Are you a resident of the City of Toronto?
   ☑ Yes  ☐ No
   Verification completed by:  Badge No.:

3. Are you currently before the courts in respect to a criminal offence?
   ☑ Yes  ☐ No
   If yes, please specify:

   """
4. Do you have any Criminal Convictions for which a pardon has **NOT** been granted?
   - Yes  
   - No
   If yes, please specify:

5. Have you ever purchased or experimented with drugs or narcotics?
   - Yes  
   - No
   If yes, what type, when was the last time you used them and how many times did you use the drug?

   What were the circumstances?

**Note to Interviewer:**
*Any involvement with drugs within the last year will result in screen out.*

6. Have you ever had involvement with the Police in any matter?
   - Yes  
   - No
   If yes, what were the circumstances?

**INTERVIEW QUESTIONS:** *(Question 7, 8 and 9 are for Youth **ONLY**)*

7. Are you currently attending school?
   - Yes  
   - No
   If yes, what is the school name and address?
8. What is your Principal's name?
   Surname, G
   Telephone No.: 

9. What extra curricular activities are you involved in at your school?

10. Are you currently employed?  
    Yes  No
    If yes, where?

11. What are your responsibilities at your place of employment?

12. Have you ever been disciplined for inappropriate behaviour at an educational facility or place of employment by means of:
    Verbal Reprimand / Caution  Yes  No
    Written Documentation  Yes  No
    Suspension  Yes  No
    Expulsion  Yes  No

13. What, if any, community volunteer activities have you participated in?
14. Why do you wish to volunteer with this Service?

15. What days and hours are you available to volunteer with the Service? (i.e. Saturday, 12 noon - 4 pm; Monday 7 am - 9 pm)

16. What, if any, specialized skills do you bring to this Service? (i.e.: computer, languages, etc.) Be Specific:

17. Do you understand that the requirements of this position primarily involve crime prevention and community interaction?
   ■ Yes  ■ No
18. Do you understand that you will NOT be permitted to partake in Police ride-a-ongs at anytime, except when authorized by the Unit Commander.

☐ Yes  ☐ No

19. What are your expectations as a volunteer with this Service?

Thank you for participating in this interview today. You will be notified of the results in the near future either by phone or by correspondence. Do you have any questions?

Section Two: Questions For Interviewer

What strengths did the applicant exhibit that suggest suitability for our Volunteer Program? *Be Specific:*

Did any part of the interview suggest unsuitability or leave reservations about the candidate? *Be Specific:*

(For additional comments, please attach additional paper if required)
Volunteer Candidate Reference Check
Adult & Youth Corps Volunteer Program

Reference: __________________________ Telephone No.: __________________________

Name - Surame, G1

__________, has applied for a position with the Toronto Police Service

Name of Candidate

Adult / Youth Volunteer Program. This volunteer position may involve working closely with the community at large, including children, women and the elderly. She / he has supplied the Service with your name as a reference on their application form. Do you currently have the time to answer a few questions about the candidate? If not, what would be a more convenient time for you?

1. How long have you known _______________? __________________________

2. In what capacity do you know _______________? __________________________
   (Acquaintance / Friend / Family / Employee / Employer / Business Associate)

3. As a volunteer with our Service, _______________ may be exposed to sensitive or confidential Police information. Do you feel that _______________ will keep this information confidential?
   □ Yes □ No

If not, why not?

If yes, proceed to Question # 4.

4. Would you feel the same if the above information were about you or a member of your family? □ Yes □ No

If not, why not?

*Completed by Division*
5. Given that this volunteer position may involve working closely with the community at large, including children, women and the elderly, would you recommend [ ] Yes [ ] No for this position?

If not, why not?

6. How would you rate [ ] in the following areas based on a scale from 1 to 6? (1 being excellent, 6 being unsatisfactory)

- Punctuality: [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6
- Reliability: [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6
- Appearance (Dress): [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6
- Work Ethic: [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6
- Relationship With Others: [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6

7. Do you have any further comments that you wish to make?

Reference Checked By:

Name - Surname, G1
Badge No.
Division

[ ] Acceptable [ ] Not Acceptable

Signature of Service Member Conducting Check
Statement of Confidentiality
Adult & Youth Corps Volunteer Program

I, ____________________________, of the City of Toronto understand
that in my capacity as a volunteer with the Toronto Police Service, I may become aware of confidential and
sensitive information. This information will be held in the strictest confidence by me and will not be revealed
by me to any unauthorized person or sources.

I will respect the privacy of the people with whom I work and those I serve, and confer only with those
designated as my supervisors and/or administrators.

As a volunteer with the Toronto Police Service, I further understand that any misuse or abuse of these
privileges afforded to me will be grounds for my dismissal as a volunteer with the Toronto Police Service,
and that I may be held civilly and criminally liable for any breach of this confidentiality.

Upon completion of my duties as a volunteer, I will promptly return the Toronto Police Service Manual for
Community Policing Volunteers and any identification provided to me by the Toronto Police Service.

Signature of Volunteer

Date

Signature of Witness and Employee Number

Date

DISTRIBUTION: Copy - Personnel File
Copy - Adult & Youth Corp Volunteer Coordinator, HQ

*Completed by CMU*
Volunteer Identification Card
Adult & Youth Corps Volunteer Program

The Volunteer Identification Card you have just received carries with it some responsibilities.

Please be aware that the card is, and remains, the property of the Toronto Police Service and must be returned when you leave the Program or at the request of the Toronto Police Service. The card is provided for your use only while you are functioning in your capacity as a volunteer. It shall not be loaned or used for any other purpose. The card shall be worn, in a clearly visible manner, and at all times when you function in your capacity as a volunteer.

Should you lose your card or should it be damaged in any way, report it immediately to the Adult & Youth Corps Volunteer Coordinator at Police Headquarters, 40 College Street, Toronto, ON M5G 2J3. This card is a security measure intended to identify you as a trusted associate of the Toronto Police Service, with that trust comes the responsibility.

If you understand the responsibilities of carrying this identification and agree to the compliance of these rules, please date and sign this letter on the bottom left hand corner.

Not complying with these guidelines can result in immediate dismissal from the Toronto Police Service Volunteer Program.

________________________________________________________
Signature of Volunteer

________________________________________________________
Date

________________________________________________________
Signature of Witness and Employee Number

________________________________________________________
Date

DISTRIBUTION: Copy - Personnel File
Copy - Adult & Youth Corp Volunteer Coordinator, HQ

*Completed by CMU*
# Annual Background Check Form

**Adult & Youth Corps Volunteer Program**

**Volunteer's Name:** 
Surname, G1

**Badge No.:** 

**Assigned Division:** 

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**Name & Badge No.**  
Signature  
Date

**RECORD CHECKS COMPLETED**

Copy - File at Division
Copy - Adult & Youth Corps Volunteer Coordinator, HQ

*Completed by Division*
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Name & Badge No. | Signature | Date

RECORD CHECKS COMPLETED
Copy - File at Division
Copy - Adult & Youth Corps Volunteer Coordinator, HQ

*Completed by Division*
### Annual Performance Evaluation Report

**Name of CPLC/Consultative Committee/Chief's Advisory Councils:**

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<th>EVALUATION DETAILS</th>
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*Completed by Division*
Toronto Police Service
Community Consultative Application Form

"Personal information on this form is collected and disclosed pursuant to the Police Services Act and the Municipal Freedom of Information and Protection Act."

NOTE: Any false information in this application will be grounds for denial or, if accepted, immediate termination.

Membership
Community Police Liaison Committee (CPLC) or Community Consultative Committee (CCC) or Chief’s Youth Advisory Committee (CYAC) or Chief’s Advisory Council (CAC).

Application
Now that you have attended the minimum amount of meetings and are interested in joining the Consultative Committee, please complete the Membership Form and include your full legal name, date of birth, complete address, phone number(s), and the following information in a sentence or two for each.

Personal Information
- Please print clearly;
- Please attach a clear photocopy of your Driver’s License (if applicable), Health Card and/or any other supporting documents. eg., Standard First Aid Certificate;
- Please copy both sides of the card(s).

PLEASE CHECK OFF APPROPRIATE CATEGORY:
- Adult (18 years +)
- Youth (14 - 17 years)

Name: 

DOB: (YYYY/MM/DD)

Previous Names: (Include maiden names, previous married names or aliases)

Current Home Address: (Include street name, apt. no., city & postal code)

Home Telephone No.: 

Alternative Telephone No.: (Eg. cellular phone)

Previous Home Address: (If at current address less than 3 years - include street name, apt. no., city & postal code)

Driver’s License No.: 

Ontario Health Card No.: (If applicable)

If employed, current employer: (Include name of company/organization, address & telephone no.)

If student, list current educational institution:

Name of School: 

Program: 

Telephone No.: 

Have you ever been convicted of a criminal offence for which a pardon has not been granted? □ Yes □ No

Have you ever been investigated for a criminal offence by members of a Police Service? □ Yes □ No

Do you have criminal charges pending with a Police Service? □ Yes □ No

DISTRIBUTION: Original - Unit Personnel File
If yes, please provide the following information: Date/charge(s)/Police Agency/Disposition or Penalty:

Are you a permanent resident of Canada?  [ ] Yes  [ ] No  If no, please explain:

Potential members will submit application letters to the Consultative Committee Executive for review.

Name: ___________________________  DOB: ____________
   (Surname, G1, G2)  (YYYY/MM/DD)

Address: ___________________________

E-mail Address: ___________________________

Home Telephone No.: ___________________________  Alternative Telephone No.: ___________________________
   (Eg. cellular phone)

Tell me a little about yourself:


Why you would like to become a member of the Consultative Committee?


What area/building or complex/community/group/organization/business/school/faith community, etc. would you represent?

In order to be proactive in community relations and act as a resource to the police and the community, how will you find out what the concerns are from the group you represent?

How will you keep the group/organization informed about Consultative Committee activities, events, police initiatives, local and crime prevention?

Where do you see yourself fitting into the Consultative Committee?
Expectations

The expectations for a member of the Consultative Committee are as follows:

- Attend the majority of the regularly scheduled Consultative Committee meetings;
- Be an active participant in at least one sub-committee;
- Attend and participate in at least one of the value added community-police projects held per year;
- Assist at other Consultative Committee events listed in the Consultative Committee Goals;
- Promote the Consultative Committee Goals by participating in and attending some of the other events that the Consultative Committee sponsors each year.

Thank you for your interest in the Consultative Committee. Your application will be reviewed by the Consultative Committee Executive. Prior to membership, the unit commander or designate will conduct a background check. Any results will remain confidential between the unit commander or designate and you, the potential member. You will be informed by the member of the executive about the status of the application.
Date:

Re: ______________________________________

Dear …

John Doe
Co-Chair
42 Division CPLC
TORONTO POLICE SERVICE

"Dedicated to delivering police services in partnership with our communities to keep Toronto the best and safest place to be!"

Community Mobilization Unit
40 College Street
Toronto, Ontario M5G 2J3
416-808-7080
www.torontopolice.on.ca