



BY-LAW NO. 542-2026

A BY-LAW RESPECTING THE SECURITY AND SAFEGUARDING OF POLICE SERVICE ISSUED EQUIPMENT, IDENTIFICATION, CREDENTIALS, ASSETS AND TAKE-HOME VEHICLES

1. PREAMBLE

- 1.1 WHEREAS subsection 37 (1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, ("CSPA")* provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;
- 1.2 AND WHEREAS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;
- 1.3 AND WHEREAS the Police Service Board recognizes that Service Issued Property, including equipment, police identification, badges, access credentials, financial instruments, information technology equipment, Take-Home Vehicles, and other Service assets may provide access to police facilities, information, systems, financial resources, operational equipment or other privileges and must therefore be appropriately secured and safeguarded;
- 1.4 AND WHEREAS the loss, theft, misuse, unauthorized access or inadequate safeguarding of Service Issued Property or Take-Home Vehicles may create operational, financial, information security, public safety, reputational and organizational risks;
- 1.5 AND WHEREAS the Police Service Board considers appropriate controls for the custody, security, use and protection of Service Issued Property and Take-Home Vehicles, including the secure storage and safeguarding of Security Sensitive Property transported in or associated with such vehicles, to be an important component of effective governance, risk management and accountability.

NOW THEREFORE THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD ENACTS AS FOLLOWS:

2. DEFINITIONS

- 2.1 "Act" or "CSPA" means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, and amendments thereto;
- 2.2 "Board" means the Regional Municipality of Niagara Police Service Board;

- 2.3 “*Chief*” means the Chief of the Niagara Regional Police Service;
- 2.4 “*Enhanced Security and Safeguarding Requirements*” means procedures developed by the Chief as directed by this By-law which provides security measures necessary to safeguard Service Issued Property;
- 2.5 “*Member*” means a member of the Niagara Regional Police Service;
- 2.6 “*Quality Assurance*” means the ongoing process of monitoring, evaluating and improving policing services through audits, reviews, performance measurement, risk management, corrective actions and organizational learning;
- 2.7 “*Security Sensitive Property*” means Service Issued Property that, if lost, stolen, misused, compromised or accessed by an unauthorized person, could reasonably create an operational, financial, information security, facility security, public safety or reputational risk, and which includes police identification, badges, access credentials, keys, financial instruments, information technology equipment, authentication devices, and other property designated by the Chief;
- 2.8 “*Service*” means the Niagara Regional Police Service;
- 2.9 “*Service Issued Property*” means equipment, identification, credentials, financial instruments, information technology equipment, operational equipment, and other property owned, issued, supplied or otherwise entrusted by the Service or Board to a Member for use in connection with their duties; and
- 2.10 “*Take-Home Vehicle*” means a Service owned or Service issued vehicle that is assigned or otherwise authorized by the Board or the Chief to be taken by a Member away from a Service facility and retained by the Member when off duty or between periods of duty.

3 BOARD POLICY

- 3.1 The purpose of this By-law is to establish Board expectations respecting the safeguarding, accountability and security of Service Issued Property and Take-Home Vehicles assigned or made available to Members of the Service.
- 3.2 This By-law is intended to reduce the risk of loss, theft, unauthorized use or access, fraud, impersonation, security breaches and other operational, financial, information security, public safety, reputational or organizational risks arising from the improper storage or safeguarding of Service Issued Property or Take-Home Vehicles.

4 DIRECTION TO THE CHIEF

- 4.1 The Board requires the Chief of Police to establish and maintain appropriate controls, procedures and accountability measures, including Enhanced Security and Safeguarding Requirements, to ensure that Service Issued Property, including Security Sensitive Property and Take-Home Vehicles are appropriately used, secured, protected and accounted for.
- 4.2 The Chief of Police shall ensure that Members entrusted with Service Issued Property or assigned a Take-Home Vehicle exercise reasonable care and maintain appropriate custody, control and security of such property and vehicle at all times.

- 4.3 Without limiting Section 4.2, Enhanced Security and Safeguarding Requirements shall apply to Security Sensitive Property and Take-Home Vehicles where the loss, theft, misuse, compromise or unauthorized access to the property or vehicle or its contents could reasonably:
- (i) Create an operational risk;
 - (ii) Create a financial security risk;
 - (iii) Create an information security risk;
 - (iv) Create a facility security risk;
 - (v) Create a public security risk;
 - (vi) Create a reputational risk for the Board or for the Service;
 - (vii) Create a liability for the Board; or
 - (viii) Otherwise create a material risk to the Service, its Members, the public or the Board.
- 4.4 The Chief shall identify, through Service procedures, the categories of Service Issued Property that constitute Security Sensitive Property and are subject to Enhanced Security and Safeguarding Requirements under this By-law.
- 4.5 Such procedures shall, at a minimum:
- (i) identify categories of Service Issued Property subject to Enhanced Security and Safeguarding Requirements;
 - (ii) establish minimum security and storage requirements for Service Issued Property which is not subject to Enhanced Security and Safeguarding Requirements;
 - (iii) establish minimum security and storage requirements for Security Sensitive Property which is subject to Enhanced Security and Safeguarding Requirements;
 - (iv) address the safeguarding of Service Issued Property including Security Sensitive Property when Members are off duty or away from Service facilities;
 - (v) establish procedures respecting Service Issued Property including Security Sensitive Property transported in or authorized to remain in Take-Home Vehicles;
 - (vi) establish procedures respecting the security, custody, parking and safeguarding of Take-Home Vehicles and Service Issued Property, including Security Sensitive Property in such Vehicles;
 - (vii) establish procedures, including mitigation measures, for promptly reporting lost, stolen, compromised, damaged, misused or improperly accessed Service Issued Property, including theft, attempted theft, unauthorized entry of security compromise of a Take-Home Vehicle;
 - (viii) address the return of Service Issued Property upon transfer, extended absence, suspension, retirement, resignation or termination, as appropriate; and
 - (ix) provide for education and communication of safeguarding responsibilities, including Enhanced Security and Safeguarding Requirements to Members.

5. COMPLIANCE AND QUALITY ASSURANCE

- 5.1 The Chief shall ensure that compliance with Service procedures established pursuant to this By-law is subject to appropriate supervisory oversight, monitoring and Quality Assurance.
- 5.2 Following any identified losses, vehicle security incidents, security deficiencies or patterns of non-compliance, the Chief shall ensure that appropriate corrective action is undertaken and that procedures, training and controls are reviewed.
- 5.3 The Chief shall advise the Board of any identified systemic or material deficiency relating to the safeguarding of Service Issued Property or the security of Take-Home Vehicles and shall report on corrective measures undertaken or proposed.

6. ACCOUNTABILITY

- 6.1 Service Issued Property and Take-Home Vehicles remains the property of the Service or Board, as applicable, and shall be used, maintained, secured, safeguarded and returned in accordance with applicable law, this By-law and Service procedures.
- 6.2 The Chief shall ensure that Members are individually responsible for exercising reasonable care over Service Issued Property, including Security Sensitive Property, entrusted to them and Take-Home Vehicles assigned to them and for complying with applicable security and safeguarding procedures established by the Chief pursuant to this By-law.

7. BOARD AND SERVICE REVIEW OF POLICY AND PROCEDURES

- 7.1 The Chief shall periodically review Service procedures and controls respecting the safeguarding of Service Issued Property and the security of Take-Home Vehicles to ensure they remain appropriate having regard to operational requirements, emerging risks, technology and security considerations.
- 7.2 The Board shall review this By-law periodically as part of its governance and policy review process.

8. IMPLEMENTATION AND ASSURANCE

- 8.1 Within ninety (90) days of the coming into force of this By-law, the Chief of Police shall review all applicable Service directives, procedures, practices and controls respecting the issuance, custody, use, transportation, storage, safeguarding, reporting, recovery and return of Service Issued Property, together with the assignment, use and security of Take-Home Vehicles, to ensure consistency with this By-law.
- 8.2 Where the review identifies any gap, deficiency or inconsistency with this By-law, the Chief shall ensure that the applicable directive, procedure, practice or control is amended or otherwise addressed within the ninety (90) day implementation period.
- 8.3 Upon completion of the review, the Chief shall provide a written report to the Board confirming:
- (i) completion of the review of applicable Service directives, procedures, practices and controls;
 - (ii) that appropriate requirements are in place respecting the secure storage of Security Sensitive Property when Members are away from Service facilities;
 - (iii) that Service Sensitive Property is not routinely or overnight stored in unattended Take-Home Vehicles or personal vehicles, except where specifically authorized for a legitimate operational purpose and subject to appropriate alternative security measures;
 - (iv) that appropriate security requirements are in place respecting the assignment, use and safeguarding of Take-Home Vehicles, including the security of vehicle keys, key fobs, and access devices;
 - (v) that appropriate reporting, deactivation, recovery and risk-mitigation processes are in place for lost, stolen or compromised Security Sensitive Property and for theft or security compromises involving Take-Home Vehicles;
 - (vi) that Members have been advised of their responsibilities and any revised requirements arising from this By-law; and
 - (vii) any material risks, deficiencies or outstanding implementation matters requiring further action.

- 8.4 Following initial implementation, the Chief shall provide the Board with assurance regarding ongoing compliance with this By-law through the Service's Quality Assurance and Risk-Management reporting processes and shall promptly advise the Board of any material or systemic issue relating to the loss, theft, misuse or inadequate safeguarding of Security Sensitive Property or the security of Take-Home Vehicles.

9. ANNUAL REPORTING REQUIREMENTS

- 9.1 The Chief of Police shall provide an annual report to the Board respecting compliance with this By-law and the safeguarding of Service Issued Property, Security Sensitive Property, and Take-Home Vehicles, including a summary of the procedures established by the Chief, pursuant to this By-law.
- 9.2 The annual report shall provide the Board with an assurance that the said procedures, remain in place and effective and shall include, at a minimum:
- (i) confirmation of ongoing compliance with this By-law and any related Service directives, procedures and controls;
 - (ii) a summary of any material incidents involving the loss, theft, misuse, unauthorized access, compromise or inadequate safeguarding of Security Sensitive Property, and any material theft, attempted theft, unauthorized entry or security compromise involving a Take-Home Vehicle, during the reporting period;
 - (iii) a summary of any identified trends, recurring issues, systemic risks or control deficiencies, including those relating to Take-Home Vehicle security;
 - (iv) a summary of corrective, remedial or risk-mitigation measures implemented during the reporting period in response to material incidents, identified deficiencies or systemic risks;
 - (v) a summary of any material changes made to applicable Service directives, procedures, practices or controls during the reporting period;
 - (vi) confirmation that appropriate education, communication or training has been provided to Members where required;
 - (vii) the results of any relevant audits, inspections, reviews, testing or Quality Assurance activities undertaken during the reporting period, including any material findings and corrective actions; and
 - (viii) any outstanding material risks, deficiencies or recommendations requiring further action or Board consideration.
- 9.3 The annual report shall be provided to the Board no later than March 31 of each year in respect of the preceding calendar year, or at such other time as may be directed by the Board.
- 9.4 The annual reporting requirement does not replace the Chief's obligation under section 8.4 to promptly advise the Board of any material or systemic issue relating to the loss, theft, misuse or inadequate safeguarding of Security Sensitive Property or the security of Take-Home Vehicles. Matters requiring timely Board awareness shall not be deferred to the annual reporting process.
- 9.5 Nothing in this section requires the public disclosure of information that could reasonably be expected to compromise operational security, investigative techniques, access-control measures, cybersecurity, personal information or the security of Service facilities, systems, Members, Take-Home Vehicles or other assets. Where appropriate, such information may be reported to the Board in a closed meeting in accordance with applicable legislation and the Board's Procedural By-law.

10. IMPLEMENTATION

10.1 This By-law shall come into force on the date of its passage.

10.2 The Chief shall implement this By-law, where applicable, through Service procedures.

ENACTED AND PASSED this 24 day of September, 2026.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICE BOARD



Nyarayi Kapisavanhu, Chair



Deb Reid, Chief Governance Officer