

**Guidelines and Directives 003 –
Guideline for Issuing Notice of
Inquiry and Examination**

Effective Date: April 1, 2024

Preamble

Pursuant to the Law Enforcement Complaints Agency (LECA) *Rules of Procedure*, the Complaints Director (Complaints Director) may issue guidelines at any time as the Complaints Director deems necessary to carry out his/her/their functions under the Act, or in regard to LECA's practices and procedures. Where any guideline conflicts with the Rules or the Act/Regulation, the Rules and the Act/Regulation shall apply.

Purpose

The purpose of this guideline is to set out the procedure to be followed by LECA when issuing a Notice of Inquiry and Examination in accordance with Rules 24.1- 24.6 of the LECA Rules of Procedure and section 132 of the *Community Safety and Policing Act* 2019, S.O. 2019, c. 1, Sched. 1.

The Notice of Inquiry and Examination will outline systemic issues that the Complaints Director has identified within one or more police services or entities, as well as recommendations for improvement. These letters will be published online, along with the response, from the designated authorities in accordance with Rule 24 of LECA Rules of Procedure.

Guideline for Publishing Notice of Inquiry and Examination

1. When a systemic issue related to a police service(s) or another entity within the jurisdiction of LECA is identified by the Complaints Director, the Complaints Director may at his discretion decide to issue a Notice of Inquiry and Examination.
 2. At a minimum, the Notice of Inquiry and Examination will:
 - Outline the identified issues and proposed recommendations for improvement;
 - Advise that the Notice will be published on LECA website, and as such, will be publicly available;
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- Advise that the designated authority shall provide a response, as requested by the Complaints Director, in accordance with Rule 24.5 of LECA Rules of Procedure,
 - Advise that, when a response is provided, it will also be published on LECA website.
3. Prior to issuing a Notice of Inquiry & Examination, the Complaints Director may apprise and consult with the designated authority of the issues of concerns.
 4. The Complaints Director may consider delaying issuing a Notice of Inquiry and Examination, if doing so might otherwise prejudice or interfere with on-going investigation and/or proceeding.
 5. The Complaints Director will publish the Notice of Inquiry and Examination on LECA website.