



**Guidelines and Directives 003 –
Guideline for Publishing Notification Letters**

Effective Date: July 31, 2020

1. Purpose

The purpose of this guideline is to set out the procedure to be followed by the Office of the Independent Police Review Director (OIPRD) when issuing Notification Letters to a chief of police and the chair of the related police services board (“the Board”). The Notification Letters will outline systemic issues that the Independent Police Review Director (“the Director”) has identified within a particular police service, as well as recommendations for improvement. These letters will be published online, along with the response, if any, from the chief and/or the Board.

2. Guideline for Publishing Notification Letters

- I. When a systemic issue related to a police service is identified by the Director and the Director is of the opinion that a Notification Letter addressing these issues should be sent to the chief of police and Board, a Notification Letter shall be drafted.
- II. At a minimum, the Notification Letter will:
 - Outline the identified issues and proposed recommendations for improvement;
 - Advise that the letter will be published on the OIPRD website, and as such, will be publicly available;
 - Advise that the chief and the Board may provide a response to discuss what steps the police service has implemented, or will implement, to address the issues raised in the Notification Letter; and
 - Advise that, if a response is provided, it will also be published on the OIPRD website.
- III. Prior to publishing the Notification Letter, the OIPRD shall verbally apprise the chief of police of the issues outlined in the Notification Letter. The Director may consider delaying publishing a Notification Letter where

doing so might otherwise prejudice or interfere with on-going investigation and/or proceeding.

- IV. In the usual course, the Notification Letter shall then be published on the OIPRD's website.
- V. If the chief of police and/or Board decide to respond to the Notification Letter, the response shall also be published on the OIPRD's website, similarly subject to any concerns related to on-going investigations or proceedings.