

SECTION: Police Services	SUBJECT: Transporting Persons in Custody	Pg. 1 of 1
		DATE: July 3, 2008

PURPOSE:

To set guidelines to assist OPP Officers in calling out Town of Kirkland Lake Special Constables when an escort is required to transport persons in custody.

LOCATION:

Special Constables will only escort persons in custody within the following boundaries:

- a) North Bay to the south,
- b) Sudbury to the west,
- c) Cochrane to the north.

All other escorts of persons in custody beyond the boundaries listed will be provided by OPP Officers. If there is an extenuating circumstance and a Special Constable has to travel outside these boundaries, then approval must be obtained from the Court Case Manager or designate beforehand.

OPP RESPONSIBILITY WHEN CALLING OUT A SPECIAL CONSTABLE:

- a) Refer to the availability list which will be kept in the assigned tray in the Sergeant's office.
- b) Determine whose name is to be called next, by checking previous dates and determining who was called last.
- c) Call the next person on the list (and their cell phone number if provided), and if there is no answer, move on to the next person on the list.
- d) Officers are not obligated to wait any length of time before calling the next Special Constable on the list if all phone numbers were attempted.
- e) Make notes on the appropriate date on the availability list, including the time of the call out, each Special Constable that was called, and the response received.
- f) Any complaints received by Officers will be directed to the Court Case Manager in writing to be addressed by the Court Case Manager.

SPECIAL CONSTABLE'S RESPONSIBILITY:

- a) To ensure that the availability sheet is current.
- b) Hours of work begin when you arrive at the Detachment.
- c) Any and all complaints will be directed to the Court Case Manager in writing to ensure continuity of this process, and not to individual officers.