

## Notification of an Incident

Refer to other complaints processes if required

Investigative Supervisor determines nature of incident and response.

If the SIU's mandate is invoked, a lead investigator and as many investigators as necessary are assigned and attend the incident scene along with a team of forensic investigators.

If the nature of the initial report raises questions regarding SIU jurisdiction, an incident review is conducted. If it is determined that the basis for SIU jurisdiction does not exist or that there is patently no issue to investigate, the Director is consulted and if appropriate the investigation is terminated. The complainant and police service are notified.

### The investigation involves:

- examining the scene and securing all physical evidence
- monitoring the medical condition of anyone who has been injured
- seeking out and securing the cooperation of witnesses
- seizing police equipment for forensic examination
- consulting with the coroner if there has been a death
- notifying next of kin and keeping the family of the deceased or injured parties informed
- keeping the Investigative Supervisor, Executive Officer and Director fully informed of developments on the case.

During the course of their investigation, the investigative team prepares various reports and attends case meetings designed to keep the Director informed of their progress. During this time, the Unit can only make public statements that are necessary for and aimed at maintaining public confidence.

Upon completion, the lead investigator submits an investigative brief, which is reviewed by the Investigative Supervisor, the Executive Officer and the Director.

When there is a need for the police service to continue its investigation into an incident falling within the jurisdiction of the SIU, such as murder or another serious crime, the SIU may agree to share the lead investigative role with the police service so all the interests of justice may be met.

The Director determines whether a charge should be laid. Throughout the investigative process the SIU liaises, as necessary, with Justice Prosecutions of the Criminal Law Division of the Ministry of the Attorney General. If a charge is laid the case is turned over to the Crown for prosecution and the SIU investigator(s) may provide support to the Crown in its prosecution.

At the end of an investigation the SIU attempts to provide as much information as possible to the public, subject to the [Freedom of Information and Protection of Privacy Act](#). Particular attention is paid to the need for the complainant or next of kin to have a full understanding of the investigative results. This is generally accomplished through direct personal contact by the lead investigator.