



# **Solicitor General Approved Form: Requirement to Record Steps Taken in Section 8 for Institutional Conflicts Under Ontario Regulation 401/23 Conflicts of Interest**

This form is designed to meet requirements under Ontario Regulation 401/23, Conflicts of Interest, which is made under the *Community Safety and Policing Act, 2019*. This regulation sets out an approach to situations where the impartiality of the police service or its members may come into question, as a result of a conflict of interest.

**This form is to be used by the chief of police to record the steps taken under the following provisions:**

8. (1) The chief of police shall notify the Inspector General, in the form approved by the Minister, of every actual institutional conflict and of every potential institutional conflict that is determined under subsection 5 (1) to not be an actual institutional conflict.

(2) If the chief of police or deputy chief of police is the member of the police service in respect of whom the actual institutional conflict or potential institutional conflict has arisen or is likely to arise, the chief of police shall also notify the police service board or, in the case of the Commissioner, the Minister, in accordance with the conflict policy.

(3) The chief of police shall record the steps the chief takes under this section, in the form approved by the Minister.

**This form is for record-keeping purposes, and is retained by the police service. It is to be completed promptly following notification of every conflict pursuant to 8(1) and (2).**



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## Chief of Police Information

Police Service: \_\_\_\_\_

Name: \_\_\_\_\_

Badge Number: \_\_\_\_\_

Work Telephone Number: (\_\_\_\_) \_\_\_\_\_

Work Email Address: \_\_\_\_\_

## Institutional Conflict of Interest Information (please mark all that apply)

- Potential
- Actual

In the box below, please describe the actual or potential conflict identified. Include the timeline of events, relevant background information, individuals involved, and any actions taken to address it internally. Please also explain if there is a policing duty affected by this conflict or potential conflict.



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## Record of Steps Taken Pursuant to Section 8:

Please check all that apply:

- I have notified the Inspector General of Policing of every actual and every potential institutional conflict (via email at [iopnotifications@ontario.ca](mailto:iopnotifications@ontario.ca))
- In the case of conflicts involving the chief or deputy chief of police, have notified the Police Service Board
- In the case of conflicts involving the Commissioner, I have notified the Solicitor General

**Date of Notification:** \_\_\_\_\_

Please use the box below to describe any additional details pursuant to steps taken under section 8(1) and 8(2).

## Signature

Chief of Police Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_