



Solicitor General Approved Form: Requirement to Notify a Supervisor of a Conflict Under Section 3 of the 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 any member of a police service (officer and civilian) when reporting a conflict of interest to a supervisor, as required under the regulation, and in accordance with the conflict of interest procedures established by the chief of police.

Requirements to notify a supervisor of a conflict of interest as set out in regulation:

Under section 3 of the regulation, a member shall notify a supervisor as soon as possible if a potential institutional conflict, actual institutional conflict or personal conflict respecting the member arises, or the member believes is likely to arise, with respect to a policing function that the member is required to provide.

Additional definitions are provided in the Appendix.

Reporting Member Information

Police Service: _____

Name (First Name, Last Name): _____

Position Title: _____

Badge number (if applicable): _____

Rank (if applicable): _____

Work Telephone Number: (____) _____

Work Email Address: _____



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Supervisor Notified

Police Service: _____

Name (First name, last name): _____

Position Title: _____

Badge number (if applicable): _____

Rank (if applicable): _____

Work Telephone Number: (____) _____

Work Email Address: _____

Conflict of Interest Information

Please use this section of the form to provide more information about the potential or actual conflict of interest that is the reason for this notification. Please mark all the following that apply:

☐ Personal Conflict

☐ Personal Relationship: Please specify the personal relationships by marking all that apply (note: personal relationship includes, but is not limited to, a relationship with any of the following persons):

- ☐ A current or former spouse, common-law partner or other intimate partner of the member.
- ☐ The member's children, including biological and adoptive children and stepchildren.
- ☐ A legal dependant of the member.
- ☐ A child in the member's care.
- ☐ A grandparent, parent or sibling, including grandparent-in-law, parent-in-law or sibling-in-law, of the member;
- ☐ Other (please describe: _____)



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☐ Private interest

In the box below, please describe the situation that places, or may reasonably be perceived to place, you in a conflict. Include the timeline of events, relevant background information, individuals involved, and any actions taken to address it internally. Please describe the professional duty affected by this conflict.

☐ Institutional Conflict

☐ 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 professional duty affected by this conflict.



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Declaration and Signature

Reporting Member Name (Please Print): _____

Date: _____

Signature: _____

Supervisor Notified Name (Please Print): _____

Date: _____

Signature: _____

Chief of Police/Delegate Name* (Please Print): _____

Rank: _____

Badge Number : _____

Date: _____

Signature: _____

*The person notified to take action - either chief of police or other member delegated pursuant to *Community Safety and Policing Act, 2019* s.79(5), which states that a chief of police may delegate in writing any of his or her powers and duties under this Act or the regulations to a member of the chief of police's police service, subject to any limitations, conditions or requirements set out in the delegation.

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Appendix: Definitions under O. Reg. 401/23

Personal conflict: A situation in which a member of a police service’s private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their professional duties with respect to the provision of policing functions; (“conflit personnel”)

“**personal relationship**” includes, but is not limited to, a relationship with any of the following persons:

1. A current or former spouse, common-law partner or other intimate partner of the member.
2. The member’s children, including biological and adoptive children and stepchildren.
3. A legal dependant of the member.
4. A child in the member’s care.
5. A grandparent, parent or sibling, including grandparent-in-law, parent-in-law or sibling-in-law, of the member; (“rapports personnels”)

Actual institutional conflict: A potential institutional conflict for which a determination has been made under subsection 5 (1) that an informed and reasonable person would not believe that a member of the police service who must take action or make a decision in the situation could do so impartially; (“conflit institutionnel réel”)

Potential institutional conflict: A situation in which a member of a police service must take action or make a decision in relation to criminal conduct that is alleged or reasonably suspected to have been committed by or against any of the following persons, but does not include criminal conduct that is alleged or reasonably suspected to have been committed against a peace officer acting in the course of their duties:

1. Any other member of the police service, including the chief of police or a deputy chief of police.
2. In the case of a member of a police service maintained by a police service board,
 - i. a member of the police service board, or
 - ii. a member of a municipal council or of a band council of a First Nation, as applicable, in the area for which the police service board has policing responsibility.



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3. In the case of a member of the Ontario Provincial Police,
 - i. a member of an O.P.P. detachment board or a First Nation O.P.P. board, or
 - ii. the Minister or a deputy minister of the Ministry. (“conflit institutionnel potentiel”)