



Solicitor General Approved Form: Requirement to Record Steps Taken Related to Personal Conflicts Under Section 4 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 a chief of police to record steps taken under the following provisions related to personal conflicts:

4. (1) If it is determined, in accordance with the conflict procedures, that a personal conflict respecting a member of a police service has arisen or is likely to arise with respect to a policing function that the member is providing, the chief of police shall, subject to the conflict procedures and the conflict policy,

(a) require a different member of the police service to provide the policing function or refer the matter to the chief of police of a different police service; or

(b) if the chief of police or deputy chief of police is the member of the police service in respect of whom a personal conflict has arisen or is likely to arise, refer the matter to the chief of police of a different police service.

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

Please note: If the member of police in respect of whom the personal conflict has arisen or is likely to arise is **not** the chief or deputy chief of police, this form is to be kept for record keeping purposes. If, pursuant to subsection 3, the chief of police or deputy chief of police is the member of the police service in respect of whom a personal conflict has arisen or is likely to arise, this form:

(a) shall include either a statement that the chief of police complied with the conflict procedures and the conflict policy or a statement that the chief of police did not comply and an explanation for the non-compliance, as the case may be; and

(b) shall be submitted by the chief of police to,

(i) the Inspector General, and



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(ii) the police service board or, in the case of the Commissioner,
the Minister.



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Chief of Police Information:

Police Service: _____

Name: _____

Badge Number: _____

Work Telephone Number: (____) _____

Work Email Address: _____

Conflict of Interest Information

Pursuant to section 4, please mark the box below to indicate whom the personal conflict involves:

- ☐ Member of the police service that is not the Chief or Deputy Chief (section 4(1)(a))
- ☐ Chief or Deputy Chief of police (section 4(1)(b))

If the chief of police or deputy chief of police is the member of the police service in respect of whom a personal conflict has arisen or is likely to arise, the record required shall include either a statement that the chief of police complied with the conflict procedures and the conflict policy or a statement that the chief of police did not comply and an explanation for the non-compliance, as the case may be. Please use the box below to provide the relevant statement details.



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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 record. 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 children, including biological and adoptive children and stepchildren of the member.
- ☐ 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): _____

☐ Private interest

In the box below, please describe the personal 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



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conflict. In addition, please describe the steps taken to under subsections 4(1) and 4(3), if applicable, as set out above.

Please note, if the chief of police or deputy chief of police is the member of the police service in respect of whom a personal conflict has arisen or is likely to arise, you must submit this record to the Inspector General of Policing and either the Police Service Board, or, in the case of the Commissioner, the Minister of the Solicitor General.

Please check all that apply:

- ☐ Inspector General of Policing (via email at iopnotifications@ontario.ca)
- ☐ Police Service Board
- ☐ Minister of the Solicitor General

Declaration and Signature

Chief of Police Name (Please Print): _____

Signature: _____

Date: _____



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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")