

AGENDA

Bridgewater Board of Police Commissioners 26 - 018
April 2nd, 2026 @ 5:30 PM
Community Room – Bridgewater Police Service

Order

Additions/Deletions to Agenda

Land Acknowledgement

Acknowledged that the Town of Bridgewater is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

Declaration of Conflict of Interest

Minutes

26-019 March 5th, 2026

Correspondence & Information

26-017 BPS Monthly Report

26-018 NSCPA & NSPGA Fall Conference

26-019 Updated SOP's

Unfinished/Old Business

Capital and Operational Budget 2026-2027

New Business

Next Meeting

May 7th, 2026

Adjournment

There will be an In-Camera meeting held immediately following this meeting to deal with matters under the Municipal Government Act, Sec 22 (2)(c).

Minutes
Bridgewater Board of Police Commissioners
March 5, 2026

Minutes of the Regular Meeting of the Bridgewater Board of Police Commissioners held on March 5, 2026 at the Bridgewater Police Service, 45 Exhibition Drive, Bridgewater, NS commencing at 5:30 pm with Board Chair Cheryl Fougere presiding.

In attendance: Commissioner Champoux, Commissioner Ali, Commissioner Spencer, Commissioner Lipsett.

Regrets: Commissioner Mitchell, Commissioner Conklin

Also present: Chief Feener, Deputy Chief MacPhee, Deputy CAO Mark Flint, Recording Secretary Jillian Croft.

Order

Call to order at 5:30 by Board Chair Fougere

Additions/Deletions to Agenda

26-010 Deletion of SOPs from Agenda

Land Acknowledgement

Acknowledged that the Town of Bridgewater is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

Declaration of Conflict of Interest

None

Minutes

26-013 Moved by Commissioner Palma and seconded by Commissioner Lipsett to approve the minutes of the February 5, 2026 regular meeting as amended. Motion Carried.

Correspondence & Information

BPS Monthly Report

doc# 26-009

Chief Feener saying that February was a busy month with an increase in calls from service from January. No major or significant calls to discuss. CID continues to investigate the Robbery/Smash and Grab from last month. Shoplifting calls continuing at a steady rate. Suspects from these shoplifting calls are being taken to court and released on an undertaking. Crown is now release on stricter conditions.

Commissioner Palma asked about staff vacancies, Chief Feener to discuss in camera.

Board Chair Fougere asking about how things are scored and reflected on the Monthly Report to Commission. Deputy MacPhee spoke on how they are scored in accordance with STATs Canada. They reflect the more serious offence. This report is based off the most serious call type. Deputy MacPhee says that most offenders would have multiple charges under the same occurrences call type, but for this report, only the most serious would be reflected.

Commissioner Lipsett wondering about call volume this year vs last year for the same time period. Chief Feener responding, saying last year this report wasn't compiled for Commission, so it's had to tell since this was just created.

Board Chair Fougere says it's a general consensus that this report is very helpful and shows insight to the Board of what's happening for calls.

Deputy Chief MacPhee says it will be interesting to see if the call volume / call types go down over the next few months.

Updated SOP's

doc# 26-010

Incorrect SOPs were attached to this meeting (duplicate of last month's SOP's). Next month's meeting we will have the correct SOPs sent out. Deleting this line item from this month's meeting.

CAPG Summit March 23-24, 2026

doc #26-011

Board Chair Fougere speaking of the CAPG Summit. Each Board is allowed to send three members for each registration fee of \$99. It's a virtual meeting.

Board Chair Fougere is unable to participate on the 23rd. Commissioner Lipsett and Commissioner Spencer are also unable. No one in attendance at this meeting is able to attend. Board Chair Fougere will reach out to the Board Members not in attendance to see if they are interested. If so, Recording Secretary will register those wishing to participate.

NSAPG Community Safety Board

doc #26-012

To engage Members / different Police Boards, to advise of protocol. This is part of the policing review. Commissioner Lipsett asking if there is an opportunity for dialogue. Commissioner Lipsett asking if Chief Feener and Deputy Chief MacPhee have had any contact with Justice. Chief Feener said not since November.

With the change in the Ministers this may be set back, and a slower roll out process.

Chief Crowhurst

doc # 26-016

This is an annual award in Chief Crowhurst's honor, which is awarded to the APA Cadet that has the highest marks in Legal. In the past \$500 was given out annually with a 5-year commitment from the commission. Now, with two cadet classes each year, this would have to be divided by two, or increase the amount to \$1,000 therefore each cadet receives the \$500 as originally intended.

26-015 Motion - Commissioner Palma made a motion to increase the amount to \$1,000/year, and confirm another 5-year commitment. Commissioner Lipsett seconded the motion. Motion passed.

Unfinished/Old Business

None

Memo – Current Service Charges

doc # 26-013

As a result of the motion from last meeting, the commission wanted a breakdown of the fees charged by Bridgewater Police vs other Police Agencies. Provided to Commission were current charges compiled from other Police Agencies in Nova Scotia compared to BPS. BPS are similar to other agencies, but Halifax and Amherst were higher.

Board Chair Fougere said the comparison chart was very useful and thanked Chief Feener for doing the work.

Commissioner Palma wanted to know if BPS's fees have increased over the past few years. Chief Feener confirmed that they have not increase fees in over 10 years. Chief Feener explains that the fingerprints are time consuming. They sometimes take approximately 1 hour to complete, which are facilitated by Dispatch staff. With the number of fingerprints that were completed by dispatch staff last year, resulted in almost a week of labour by the Dispatch staff over the past year to complete.

Board Chair Fougere feels it would make sense to try to recoup some of the labour fees by an increase.

Chief Feener feels we could up the cost for a completed files from its current \$25 charged, as a lot of time goes into preparing the files for Insurance Companies. It is costly to complete, especially when you have to redact and then approve it for release.

Commissioner Palma asked if there a way we can identify how much manpower is being used?

Deputy Chief MacPhee said it's hard to identify how much manpower was used, as some reports are much larger than others. Depends on what the insurance company is asking for.

Chief Feener spoke about FOIP files

Deputy CAO Flint asked if there is any downside to increasing these fees?

Chief Feener responding that the only downside would be complaints from the public.

Deputy MacPhee commented that if we start charging more to the Insurance companies, they will just go the FOIP route to circumvent the charges.

Board Chair Fougere recommendation to increase Insurance fees by 25%

Chief Feener said we need to look at each individual charge. He feels the charges for Criminal Record Checks for employment is fair, students are fair, but agrees that Insurance and Police Reports could be increased.

Board Chair Fougere asked how does \$50 for Insurance and legal requests sound?

Commission feels the bottom 4 – should all be \$50 - Accident Reports, Lawyer, Pardon, Fingerprints, with all other charges remaining the same. Chief Feener says he would be okay with these changes.

26-016 Motion – Commissioner Lipsett motioned to increase the fees (Accident Report, Lawyer, Pardon, Fingerprints) to \$50 and revisit this in March 2027. Commissioner Palma seconded it. Motion passed.

2026/2027 Capital Budget

doc # 26-014

Chief Feener spoke of the Capital Budget. Noted the upcoming need of replacement to radios in cars (not portables), in-car cameras, and to buy out a vehicle lease.

Commissioner Lipsett was asking about the cost of the police vehicles. Chief Feener gave the breakdown on what goes into getting a vehicle ready to be used as a police interceptor vehicle; silent partners, radios, decaling, center consols, lights etc.

Deputy Chief MacPhee says you need to look ahead, as there are only four producers. Deputy Chief MacPhee gave an explanation on what the silent partners are and why they are important to have a full backset - cleaning up etc.

The Dodge Durango's are being discontinued; Fords are who are manufacturing them now.

Chief Feener says one lightening should have been replaced this year, but we can get another two years out of that vehicle.

2026/2027 Operational Budget

doc #26-015

Chief Feener reporting that changes have been made to the Operational Budget to have Police Commission showing by itself, moving Legal and Professional Service to the Administrative side. This was a request from Commission from last meeting. Besides that, nothing really changed.

Chief Feener wanted it noted that the figures will remain the same, but we hadn't changed Small Equipment - that was to purchase body cameras. That's to be moved up to Licensing. Same as the Office 365 migrating networks, and a few adjustments but no overall financial changes. Commissioner Lipsett asked if this is the final draft that goes to council?

Chief Feener responded yes.

Commissioner Lipsett wanted to know what is the \$300,000 in overall increase from last year?

Chief Feener replied that the \$300,000 increase was mostly due to contractual salary increases.

26-014 Motion – Commissioner Lipsett motioned to present the Operational Budget to council, Commissioner Palma seconded. Motion passed

Strategic Plan Update

Chief Feener and Deputy MacPhee has a meeting with Mr. Patrick Hirtle. Mr. Hirtle worked on the presentation for the last Strategic Plan and still has the format saved. Mr. Hirtle has agreed to take the data that was compiled from our Strategic Planning Meetings and Lisa Bozek, to create our new plan. Mr. Hirtle is hoping to have the new Strategic Plan finished by next month's meeting.

Next Meeting

April 2nd, 2026

Adjournment

26-017 Moved to adjourn regular meeting by Commissioner Lipsett and seconded by Commissioner Champoux. Motion Carried.

In camera after regular meeting to discuss matters under the Municipal Government Act, Section 22 (c), Section 51 of the Nova Scotia Police Act .

Recording Secretary
Jillian Croft

Board Chair
Cheryl Fougere



26' 017

Monthly Report

March 2026

Chief's Update

Staffing update - Two more Constables have been hired, bringing the total to 3. The first officer will be arriving mid April, with two more Officers starting in the middle of May. We have also hired a second part time dispatcher who will be starting March 28th with training provided inhouse.

We have been finishing up larger projects that we had for the 2025-2026 operating budget including transitioning to Office 365 which is underway.

Calls for Service

February 24th, 2026 – March 22nd, 2026

Total calls: 265

Call Type	Total
Other Criminal Code	
Failure to comply with undertaking	4
Failure to comply with order	3
Disturbing the peace/Causing a disturbance	1
Failure to attend court or surrender	1
Uttering threats against property or an animal	1
Other Criminal Code	
Unauthorized possession of a firearm/prohibited weapon or restricted	1
Drug Enforcement – Trafficking	
Possession for the Purpose of Trafficking	1



Crimes Against the Person – Robbery/Extortion/Harassment/Threats	
Criminal Harassment	2
Uttering threats against a person	2
Crimes Against the Person – Offences Related to Death	
Conspiracy to commit murder	1
Crimes Against the Person – Assaults (excluding sexual assaults)	
Assault	8
Crimes Against Property – Theft under \$5,000	
Other theft under \$5,000	10
Theft under or equal to \$5000 – Shoplifting	19
Crimes Against Property - Mischief	
Mischief – damage to property (except motor vehicle)	2
Mischief to motor vehicle	4
Crimes Against Property - Fraud	
Fraud (money/property/security) greater than \$5,000	2
Fraud (money/property/security) less than or equal to \$5000	5
Crimes Against Property – Break and Enter	
Break and Enter – Business	1
Break and Enter – Residence	1
Common Police Activities – Related Police Activities	
Offender management	1
Suspicious Person/Vehicle/Property	6
False Alarms	14
Items Lost/Found – Except Passports	10
Person Reported Missing	1
Property Check	2
Peace Bond	4
Breach of Peace	7
Common Police Activities – Assistance to General Public	
Assist General Public	18
Wellbeing Check	13
Common Police Activities – Assistance Files	
Assistance to Canadian Federal Dept/Agency	1
Assistance to Canadian Police (non-RCMP) Agency	2
Traffic Offences – Impaired Operation Related Offences	
Operation while impaired (alcohol and drug) / over 80mg%	2
Provincial Statutes (except traffic)	
Liquor Act (Provincial/Territorial) Offences Only	4
Liquor Act (Provincial/Territorial) Other Activities	8



Other Provincial/Territorial Statutes (not otherwise specified)– Offences Only	2
Child, Youth and Family Services Act – Other Activities	1
Coroner's Act – Sudden Death/Other Activities	1
Dog Act – Other Activities	1
Family Law Act – Other Activities	3
Mental Health Act – Other Activities	11
911 Act – Other Activities	18
Trespass Act – Provincial/Territorial – Other Activities	6
Other Provincial /Territorial Statutes (not otherwise specified)	8
Provincial Statutes – Municipal By-Laws	
Municipal Bylaws – Other	2
Traffic Offences – Traffic Accidents	
Traffic Collision – Property Damage – Reportable	4
Traffic Collision – Property Damage – Non Reportable	8
Traffic Offences – Provincial Traffic Offences	
Non-Moving Traffic – Occupant Restraint/Seatbelt Violation	2
Moving Traffic – Intersection Related Violations	2
Moving Traffic – Speeding Violations	1
Other Moving Traffic Violations	6
Motor Vehicle Insurance Coverage Violations	2
Parking Offence	7
Other Non-Moving Traffic	9
Fail to Stop or Remain at Accident Scene	7
Driving While Disqualified or License Suspension	1
Traffic Offences – Other Traffic Related Duties	
Motor Vehicle Act – Other Activities (except traffic warnings)	1

- 14 Calls for service to 629 King Street during this reporting period.



Major Case Files

- CID conducted an investigation into a sudden death, which was deemed not suspicious
- CID arrested two adult males related to the Armed Robbery from January at the Esso Proxy. One male was also responsible for the earlier break and enter. As a result, a number of judicial authorizations were required, searched were executed by BPS/RCMP and BPS/HRP Members.
- CID is also investigating the sexual assault which was reported to us from HRM.
- CID Continued to investigate the fire to the wharf and damage around the south end of town from last summer. Two of three suspects have been arrested. Attempts are being made to locate the third suspect for charges. All are young offenders
- BPS was alerted through Interpol of an active shooter plot involving a party from Manitoba and someone local to the area. CID conducted the investigation and a young person was arrested and charges laid. Search warrants were executed on the residence for electronic devices, which were seized and judicial authorization was obtained and electronic devices have been forwarded to Tech Crime to be analysed. The young person charged remains in custody.



Senior Safety Coordinator

Attached, please find the monthly report for February submitted by Ms. Lisa Bennett.

SSRO

Attached, please find the monthly report for March submitted by Cst. Chris Basdeo.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Scott Feener", is written over the typed name below.

Chief Scott Feener





Lunenburg County Seniors' Safety Program Monthly Report –February 2026

Prepared: March 3, 2026

The LCSSP is a free confidential community-based non-profit service that works collaboratively with BPS, RCMP, and many community partners to help address the safety concerns of older adults (55 years of age+), residing in Lunenburg County. Service is provided through awareness campaigns, advocacy, community outreach projects, educational programs, community presentations and one to one support.

“Lunenburg County is stronger when our seniors feel safe, valued, and supported—their experiences and wisdom enrich our communities.”

LCSSP February highlights:

- **Annual Report** for the Department of Seniors and LTC submitted February 10th.
- Referred a local LCSSP client for the **Senior's Wish** through our We Are Young partner. Margaret “Vallie” Walker received her wish of having a lifetime of compiled jokes formatted into a hard copy book. Thank you “We Are Young” for keeping the smile on this gracious lady’s face. 30 copies will be printed for Vallie to share with her friends and family. All of whom are very familiar with her joy of sharing a good joke and a little joy. The books should be ready in early March. Congratulations Vallie!
- Anyone interested in learning more or nominating a senior for a special unfulfilled wish can do so by following this link <https://www.weareyoung.ca/>. “We Are Young” are amazing to work with.
- A **spring Seniors Safety Academy** will take place in New Germany. Dates to be finalized. Poster will be shared when available.
- CRA Income **Tax Super Clinic** will be held again at the Bridgewater Legion from 10am -2pm on March 10th. This event is FREE! Thank you to our 2 volunteers Christine and Denise for manning a LCSSP table at the event. They will be sharing information on LCSSP, Scams and Fraud and the Helping Tree Resource.
- **February 4th** Presented to VON Caregivers Peer Support on “Circle of Supports” (Helping Tree) and navigating local resources.
- **February 20th** Scam Presentation for the Seaside Group in Blandford with CST Kay (RCMP).
- **February 27th** Scam Presentation for the Y Wellness Seniors Group with CST Basdeo (BPS).
- Thank you to the **United WAY of Lunenburg County** for an at-risk Senior. Giving new purpose to unwanted/refurbished phones and digital devices is an invaluable safety tool. If you have slightly older phones, please consider donating them to the United Way.

Please follow the link for important information on intimate partner violence.

<https://www.bridgewaterpolice.ca/services/intimate-partner-violence>





Lunenburg County Seniors' Safety Program Monthly Report –February 2026

Prepared: March 3, 2026

- Follow this link for LCSS resources on Mental Wellness in older adults
<https://www.bridgewaterpolice.ca/services/special-services/seniors-safety-learning-resources>
- Collaborative client specific meetings with Provincial Housing Authority, RCMP, CCC, Adult Protection, South Shore Health and BPS.
- Collaborations for clients also include PHA, RCMP, SSRH, MLA offices, BPS, Continuing Care.
- Collaborative visits with BPS, South Shore Health, PHA and Continuing Care.

Due to the volume of referrals Clients' needs are being triaged. Initial contact from LCSSP to client occurs within 48hrs upon receipt of referral to help accurately facilitate this process. This reflects in having the ability/time to review files for possible appropriate closing. Winter weather and snow conditions have also been a factor.

Referrals: There were 3 referrals concerning one individual counted as 1 in the stats.
{New Referrals: 14 + Re Referrals: 5} Home/site Visits: 16 Active clients: 96 Closed files: 17

New Referrals Service Area in Municipal Units (#'s have been rounded either up/down)	%
MOC	26%
MODL	35%
Mahone Bay	5%
Lunenburg	5%
Bridgewater	37%

Referral Source:

Community Partner 52.5% Self/Family 37% RCMP 5% BSP 5.5% AP 0%

Areas of concern remain unchanged: Safe/affordable/accessible Housing, Seniors' Mental Health/Addictions, Adult Protection, Hoarding, Scams/Fraud, Cost of living, Community resources/connections, Health Care (no primary care physician). LCSSP is seeing a continued increase of complex issues and concerns at the time of referrals/intakes. This translates into clients being active clients longer and collaboration with multiple disciplinaries.

LCSSP Client Emergency Contingency Fund (CECF):

The CECF continues to serve the community in partnership with other organizations to help mitigate risk for seniors experiencing financial hardship. **The end of February balance \$324.55: \$96.89 for deadbolt locks for client DN – elder abuse/personal safety.**

*'Thank you to all Lunenburg County Seniors' Safety Program supporters.
We couldn't do what we do without you.'*





School Safety Resource Officer (SSRO) Monthly Report – January 2026

Monday, March 23, 2026

I am writing this document to provide a report of the ongoing activities held within the *School Safety Resource Officer (SSRO)* position at the Bridgewater Police Department for the Month of March 2026.

The month of March has been a busy month, despite for three snow days and Spring Break. Two criminal incidents are under investigation including uttering death threats and assault. Two assistances were conducted for the RCMP to help located a Youth with concerns to self-harm and another relating to Intimate Partner Violence. PVEC saw a student walk-out of about 50 Youth protesting the provincial budget, and collaborative presentations have been initiated with Bridgewater Adult High School and Verge House Transition Program to promote police visibility and awareness amongst those students.

In-Schools presentations continue to have students learn about their cyber footprint, online safety and sexual exploitation of youth.

Schools	Events Reported to SSRO
Bridgewater Elementary School (BES)	1
Bridgewater Junior High (BJHS)	4
Park View Education Centre (PVEC)	7 ¹
Bridgewater Adult High School (BAHS)	1
Verge House Transition Program	0
Total	13

Christopher “Chris” Basdeo (*He, Him*) [Why are pronouns important](#)

Constable

Bridgewater Police Service

¹ Includes response to occurrence 2026-331404: Online threats made by student to PVEC.

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26 - 018

Jillian Croft

From: Scott Feener
Sent: March 26, 2026 10:44 AM
To: Jillian Croft
Subject: FW: 2026 NSCPA Fall Conference - Save the Date - October 14th -16th, 2026

Good morning,

We are in the early stages of preparing for the NSCPA Fall Conference October 14-16 at Oak Island Resort. You should be able to call the resort and book your accommodations now. Please see below for booking information. Please share with NSAPG members as well

As individuals will be responsible for making their own reservations, they can be made directly to the Oak Island Resort & Conference Centre by telephoning (902) 627-2600 or (800) 565-5075, or by facsimile (902) 627-2020. To ensure your delegates receive your negotiated rate, please make sure they indicate their group affiliation.

Individuals can also use the 'Book Now' option on the resort's webpage: www.oakislandresort.ca selecting their dates, and entering the "Group ID" 79817 to receive the group rate. Chalets cannot be booked online.

All rooms must be reserved by your room release date of Monday September 14, 2026. At that time the group block will be reviewed and any unsold rooms will be released for general sale. Your negotiated group room rate will not be available after your cutoff date, unless otherwise negotiated. If you do require accommodations after the cutoff date, please call our reservations office directly for the best available accommodation rate.

Thanks
Marty



Marty Smith
Chief of Police

t: 902-678-3378 | f: 902-678-6600
e: msmith@kentvillepolice.ca | www.kentvillepolice.ca
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26-019

GENERAL

Bridgewater Police Service (BPS) recognizes that informants and agents are critical intelligence tools for law enforcement to ensure successful conclusion in criminal investigations.

DEFINITIONS

- 01 There are two types of human sources of information recognized by the court:
 - a. **Informant Source:** is a person who provides information obtained through criminal activity or association with others involved in criminal activities. The informant source will not become a witness in criminal proceedings.
 - b. **Agent Source:** is a person tasked by investigators to participate in a targeted operation. This direct involvement may require the agent source to be called as a witness in criminal proceedings.

POLICY

- 02 **Management of Program**
 - a. The Bridgewater Police Service will designate the Deputy Chief as the officer responsible for the overall management of the police service's informant and agent program.
 - b. Bridgewater Police Services procedures and practices on informants are;
 - i. An informant is an asset of the police service;
 - ii. The police service shall protect the identity of a source at all times except when required by the court to do otherwise;
 - iii. The Chief and Deputy Chief are responsible for reviewing and approving any new informants;
 - iv. An administrative and operational file will be secured on all approved informants.



- v. The administrative informant file will be secured in the office of the Chief of Police and will include:
 - 1. Biographical and background information;
 - 2. Criminal history, if any;
 - 3. Parole, Probation or any other current Court conditions, if any;
 - 4. Code name and informant number (sample BPS#001);
 - 5. Signature card with informant's code signature for comparison purposes.
 - 6. Possible motives for providing information.
 - 7. Source award receipts.
- vi. All information received from informants will be documented on a BPS Source Debriefing Report contained in an operational file that is maintained and kept secured by the Deputy Chief. The operational file will be labelled under the code name and informant number only.
- vii. Once securely received from the informant handler the Deputy Chief will review, vet and upload to the national criminal intelligence management database all Source Debriefing Reports and Criminal Intelligence Bulletins.

03 Informant Handler's Responsibilities

- a. Require the detailed documentation of every contact/communication with the informant in initial handwritten officer notes that are then formatted in a BPS Source Debriefing Report (SDR).
- b. Securely deliver all Source Debriefing Reports to the Deputy Chief in a timely manner;
- c. Require the maintenance and periodic review of an informants file;
 - i. Informants that are no longer providing current information will be deactivated and all records will be expunged if the informant is inactive for over ten (10) years.



- d. Require that the informant files and related codes shall be kept secured, and access to files limited;
- e. Require the identity of informants to be protected, consistent with case law on informer privilege, including the use of separate notebooks for every approved informant;
- f. Identify an alternate handler for the purpose of verifying awards and as a second point of contact.
- g. Ensure that no promises are made to the informant regarding the value of awards, outstanding charges before the courts or outcomes of current investigations.
- h. Promote the verification and corroboration of information supplied by an informant prior to action being taken on it; and
- i. Require that the Crown be consulted in circumstances:
 - i. Where legal proceedings are to commence where an informant is involved with the circumstances of the offence; or
 - ii. Where an informant has been charged with a criminal offence.
- j. Ensure that a minimum of two officers are present when meeting an informant in person.
- k. Ensure that a source award request is filed with the Chief of Police or their designate when information is corroborated and/or used in a current or past investigation.
- l. Ensure that a minimum of two officers are present when paying an informant award, and that the receipt is signed and submitted with the completed source award form.

04 Young Persons

- a. Any person under the age of eighteen (18) shall not be authorized or paid as a source, however, information volunteered by such a person may be accepted.



- i. Volunteered information shall not be acted on if it cannot be corroborated and/or it jeopardizes the safety of the youth.

05 Agents

a. Bridgewater Police Services procedures and practices on agents are;

- i. BPS will not direct or task an informant to participate in a targeted operation;
- ii. BPS will not approve the transition of a BPS informant source to a BPS agent source;
- iii. BPS reserves the right to review the use and approval of agent sources in the future;
- iv. Any future decision to approve or operationally direct agents will meet the requirements detailed in the Provincial standards;
- v. If BPS chooses to allow another policing agency agent to participate in a BPS investigation that agency will;
 - 1. Enter into a detailed Memorandum of Understanding with BPS management team.
 - 2. Confirm, in writing, that their agent source program meets the Provincial standard.



GENERAL

The Bridgewater Police Service recognizes the importance of conducting thorough and professional investigations. Major Crime investigations require detailed and thorough initial response followed by qualified and specialized trained police officers to deal with these complex investigations.

DEFINITION

Major Crime - consists of the following investigations; homicide, attempted homicide, death where foul play has not been ruled out, aggravated assault, kidnapping, missing persons where foul play is suspected, internet exploitation, complex frauds over \$5000 and/or any other occurrence that requires extensive investigation and considerable resources.

POLICY

- 01** Initial response to a Major Crime shall be prioritized. The first officer(s) on scene and/or lead investigator will;
 - a. respond to the call in a safe and timely manner
 - b. upon arrival ensure the protection of people and property
 - c. secure the scene and protect evidence
 - d. notify the supervisor of scene status
 - e. identify potential witnesses
 - f. identify suspects
 - g. complete reports/notes in a timely manner; and
 - h. any other duty that aids the investigation

- 02** The patrol supervisor will;
 - a. attend the scene to determine incident severity
 - b. determine what support services are required; i.e. canine, forensic identification, drone, etc.,
 - c. request support or refer to Criminal investigation Division (CID) where appropriate.

- 03** The patrol supervisor can request an investigation be referred to CID for assistance or follow up. The requests will be made to the Deputy Chief or their designate based on the following criteria;



- a. operational priority
 - b. seriousness of incident
 - c. public safety concern
 - d. related occurrences/repeat offences
 - e. multiple occurrences
 - f. factors impacting the ability to solve the investigation.
 - g. Suspect information available; and
 - h. Physical evidence (fingerprint, footwear, DNA, trace evidence)
- 04** The Criminal Investigation Division (CID) shall investigate all major crimes, including historic major crime cases.
 - 05** Historic major crime cases will be reviewed by the Sergeant in charge of CID annually or as new information becomes available.
 - 06** The Bridgewater Police Service (BPS) will follow the Canadian Major Case Management Model when conducting major crime investigations.
 - 07** The Sergeant in charge of CID will be trained in the Major Case Management-Team Commander Course from the Canadian Police College or equivalent.
 - 08** Investigators assigned to CID will be trained in Major Crime Investigative Techniques Course from the Canadian Police College or equivalent.
 - 09** The Sergeant in charge of CID reports to the Deputy Chief of Police, and will keep the Deputy Chief up-to-date on all major crime investigations, including any requests for additional human or financial resources.
 - 10** Should any major crime investigation require additional investigative resources; the supervisor of CID will meet with the Deputy Chief to discuss activating the MOU with Combined Major Crime Unit.
 - 11** BPS management team officer (Chief of Police, Deputy Chief of Police) will activate the Combined Major Crime Unit as per the MOU to request their assistance



GENERAL

Bridgewater Police Service (BPS) will comply with the Provincial Standards on National Security and Counterterrorism when reporting, investigating and responding to National Security or Terrorist incidents while understanding that the Royal Canadian Mounted Police (RCMP) has legislative responsibility for these investigations under section 6(1) of the *Security Offences Act*.

POLICY

- 01 BPS investigators will receive accredited training for police officers related to their role in reporting, investigating and responding to incidents of National Security or Terrorism.
- 02 BPS will assign an intelligence coordinator for National Security and Counterterrorism.
- 03 The BPS intelligence coordinator or in their absence the patrol supervisor will share any intelligence related to National Security or Terrorism with operational staff and RCMP National Security Enforcement Section (NSES) at H Div NSES 902-720-5694 or through RCMP OCC 1-800-272-9670.
- 04 Timely intelligence sharing is critical to public and officer safety. Intelligence shall be shared immediately.
- 05 BPS officers will respond to any related National Security or Terrorism incident with current Officer Safety and/or Critical Incident Response practices utilizing relevant authorities.
- 06 The Deputy Chief or their designate will review, coordinate response and manage incidents involving National Security or Terrorism.
- 07 BPS investigators will continue best officer safety and investigative practices until the RCMP NSES are able to take led agency role in the investigation.
- 08 The Deputy Chief or their designate will ensure that BPS investigators cooperate, where possible, to support the RCMP NSES led investigation.



GENERAL

Bridgewater Police Service (BPS) will comply with the Provincial Standards on Organized Crime when reporting, investigating and responding to incidents involving Organized Crime. BPS understands that a unified multi jurisdictional approach is required in most incidents where Organized Crime occurs. Timely and accurate criminal intelligence is the key police resource in combating Organized Crime.

DEFINITION

Many definitions are advanced for the term 'Organized Crime'. The Criminal Intelligence Service of Canada states; "Organized Crime is two or more persons concerting together on a continuing basis to participate in illegal activities, either directly or indirectly for gain".

The scope and nature of organized crime will vary depending upon the availability of opportunity and resources to generate sufficient profit at an acceptable risk to the organization. Illegal activities cover a broad range and included such activities as sex work, human smuggling and trafficking, drug trafficking, tobacco smuggling, Illegal cannabis operations, gambling, theft, stolen goods, fraud, counterfeiting, telemarketing and loan sharking.

POLICY

- 01 The Bridgewater Police Service (BPS) will follow the recommendations from the Provincial Executive Committee (PEC) to share intelligence and combat Organized Crime.
- 02 It will not be in the purview of most police services to fully investigate all incidents of organized crime; however, enforcement must be carried out to the extent possible, bearing in mind the limitations and resources local police have at their disposal. It is important that police services be able to identify organized crime activity which may be taking place within their jurisdiction and the disseminate available intelligence to the appropriate agency.
- 03 The principle provincial intelligence gathering unit is the Criminal Intelligence Service of Nova Scotia (CISNS), the Nova Scotia Provincial Bureau of the Criminal Intelligence Service of Canada. The Provincial



Bureau is located in Halifax and staffed by members of the Halifax Regional Police Service, Military Police, RCMP, Canada Customs and Revenue Canada. This unit promotes liaison with all enforcement agencies within the province and is most active in the distribution and collection of criminal intelligence. The Provincial Bureau has access to an extensive intelligence network on a local, provincial, national and international level that is available to all police services.

- 04 Bridgewater Police Service will staff and house the South Shore District office of CISNS. This unit will be comprised of officers from BPS and the RCMP. Those officers will fulfill the role of Local Intelligence Officers (LIO).
- 05 BPS understands there are risks associated with gathering intelligence and enforcement in organized crime activities. Safety of all involved will be prioritized.
- 06 Individuals involved with organized crime can be from a vulnerable and/or marginalized group. Officers are required to treat all involved parties appropriately as detailed in the NS Police Act.
- 07 CISNS LIO's will stay in regular contact and work collaboratively with their Provincial Bureau.
- 08 BPS officers will submit local intelligence on BPS Source Debriefing Report or BPS Intelligence Report and forward to the informant and intelligence coordinator. BPS will upload that intelligence to the national criminal intelligence management database.
- 09 BPS informant handlers will stay in regular contact and work collaboratively with the South Shore LIO's.
- 10 The Deputy Chief or their designate will act as the informant and intelligence coordinator, They will ensure that appropriate police investigation and action is undertaken.
- 11 Informant and Agent processes will be covered in the Informants and Agents Standard Operating Procedure.



GENERAL

Bridgewater Police Service (BPS) recognizes that suspect surveillance is a critical intelligence tool for law enforcement to ensure successful conclusion in criminal investigations.

DEFINITION

Surveillance is covert observations of the movements and activities of assigned targets for the purpose of gathering direct evidence or intelligence in support of a criminal investigation.

POLICY

- 01 The Bridgewater Police Service (BPS) will conduct suspect surveillance when a criminal investigation is initiated and ongoing or corroborated intelligence supports the need to gather direct evidence or further intelligence.
- 02 Suspect surveillance will be conducted by officers experienced in operational Surveillance tactics or who have received Surveillance training by an accredited Police Training Institution or another certified police agency.
 - a. Due to the infrequency in training, officers awaiting training may be assigned to surveillance on a case by case basis at the discretion of the BPS Management team. These officers shall not take the role of Team Lead.
- 03 Although surveillance is a valuable investigative tool it should only be used when appropriate legally, financially and operationally. The supervisor of BPS Criminal Investigation Division (CID) will review and authorize all surveillance requests. Contentious surveillance requests will be reviewed and authorized by BPS Management Team.
 - a. Factors that could affect the appropriateness are;
 - i. Lack of available officers or vehicles;
 - ii. Suspect location;



- iii. Elements of offence gained by other investigative means;
 - iv. Suspect countersurveillance abilities;
 - v. Suspect part of another ongoing investigation.
 - vi. Pending investigations of higher priority.
 - vii. Ability to conduct surveillance at certain or anytime.
- 04** Suspect surveillance will be conducted when a target, offence and plan are detailed and documented. As criminal activity can occur with little to no warning that documentation can be made in an officer notebook or police report once shared with the other surveillance officers.
- 05** At the conclusion of suspect surveillance, a team debriefing shall be conducted to share intelligence gained, address safety concerns and continue investigative planning. Safety concerns that cannot be addressed in that briefing shall be brought to the BPS Management Team by the supervisor of CID.



GENERAL

The Bridgewater Police Service (BPS) will not allow current officers to complete undercover operations.

POLICY

- 01 Any undercover operations involving or initiated by BPS investigators will be conducted by trained operators with approved certification.
- 02 Bridgewater Police Service will request operators as needed that meet the provincial standard in a formalized Memorandum of Understanding with a partnering police service that deploys approved operators.
- 03 The BPS management team officer (Chief of Police, Deputy Chief of Police) or their designate will make all requests under this standard.
- 04 BPS investigators and involved officers will follow the operational and investigational standards of the partnering police service where applicable.



GENERAL

Bridgewater Police Service (BPS) will comply with the Provincial Standards on Violent Crime and Linkage Analysis (ViCLAS) when reporting, investigating and analyzing violent crimes.

POLICY

- 01 BPS will follow national ViCLAS guidelines to determine what occurrence types are appropriate for ViCLAS reporting;
- 02 BPS will access ViCLAS through the Nova Scotia and Prince Edward Island Provincial ViCLAS unit;
- 03 BPS investigators will fully participate in the use of ViCLAS through appropriate reporting of details of certain crime types and will use the system's analysis to aid with relevant investigations.
- 04 BPS ensures proper reporting of specific offence details according to the most up-to-date guidelines provided by the Provincial ViCLAS Unit.
- 05 BPS investigators will document and detail all relevant information provided by witnesses and victims in a ViCLAS Crime Analysis Report.
- 06 BPS will not disclose completed ViCLAS reports and will maintain confidentiality of all aspects of information pertaining to ViCLAS Crime Analysis Reports. Completed reports are for investigator use only.
- 07 BPS supervisors will supervise and review all incidents that meet the current guidelines of ViCLAS reporting policies;
- 08 The Deputy Chief or their designate will be the ViCLAS coordinator for BPS; and
- 09 The BPS ViCLAS coordinator will ensure completed reports meet current standards, are filed appropriately and are submitted as and when required.