

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: Requests for Occurrence Reports by the Private
Security and Investigative Services Branch

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Further to All-Chiefs Memorandum 21-0071, issued on June 14, 2021, I am writing to provide further explanation on the broad statutory authority, and corresponding duty, that the Registrar of Private Investigators and Security Guards has to inquire into the conduct of applicants for licences issued under the [Private Security and Investigative Services Act, 2005](#) (PSISA).

The purpose of this authority is to ensure that only eligible applicants are issued licences. As part of this broad authority, staff at the Private Security and Investigative Services Branch (PSISB), who administer the PSISA, may occasionally request an occurrence report from a police service. PSISB will only act under this authority when they have first obtained written consent from the applicant.

The Registrar's authority for requesting police occurrence reports is based on the following provisions of the PSISA:

- Section 11(1)(d) and (e) authorizes the Registrar to collect information related to an applicant's charges and convictions, upon being provided with the applicant's consent; and
- Section 13(2) authorizes the Registrar to inquire into the background and past conduct of an applicant.

Police services are subject to either the [Freedom of Information and Protection of Privacy Act, 1990](#) (FIPPA) in the case of the Ontario Provincial Police, or the [Municipal Freedom of Information and Protection of Privacy Act, 1990](#) (MFIPPA) for all other

municipal police services. Police services may disclose personal information under those acts with the consent of the person to whom the information relates (section 42(1)(b) of the FIPPA and section 32(b) of the MFIPPA).

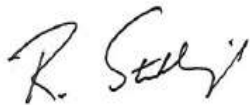
Requests for occurrence reports are issued via the Deputy Registrar's Office. As endorsed by the Ontario Association of Chiefs of Police at the OACP Justice Committee Meeting on January 11, 2023, the ministry appreciates your co-operation in sharing requested information with the PSISB in accordance with the provisions set out above. Obtaining relevant information is critical to PSISB making licensing decisions that protect public safety.

Extracts from occurrence reports, which are relevant to a Deputy Registrar's proposed action regarding a licensing decision, are incorporated and summarized into written reasons that may be shared with the Licence Appeal Tribunal (LAT). Appeals to LAT are rare; historically, PSISB has had one case before LAT in 2017, and four pre-hearing conferences between 2020 and 2022 that were withdrawn. Police services may elect to redact sensitive information in occurrence reports prior to sharing them with the PSISB.

Should you have any questions regarding PSISB's collection or use of occurrence reports, please call the Branch's compliance line at 416-212-1590 or toll-free at 1-877-459-7070. For any additional queries please email psisb.compliance@ontario.ca.

Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Stubbings'.

Richard Stubbings
Assistant Deputy Minister
Public Safety Division

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety