

Designation of Provincial Offences Officer

Reviewed Date		Number	LG0107
Revised Date		Approved Date	November 22, 2000

Introduction

The Provincial Offences Act authorizes the appointment of Provincial Offences Officers for the purpose of enforcing any class of offences through the issuance of offence notices and related documentation. All Police Officers in Ontario are designated as Provincial Offences Officers as well as other law enforcement personnel such as Conservation Officers, Provincial Officers MOE, Inspectors under the Tobacco Control Act and Public Health Inspectors under the Health Protection and Promotion Act.

Purpose

Legislative Authority

Policy Definitions and Interpretation

Policy

1. The Service Director or designate will ensure that all employees of the Board of Health whose duties require the enforcement of statutes or regulations are appointed as Provincial Offences Officers.
2. Service Director or designate will ensure that all staff whose responsibilities require the application of enforcement, receive orientation and training prior to initiating investigations in the community.

Procedures

1. The Service Director or designate, in consultation with the Legal Consultant as needed, will confirm the position of the employee with the Ministry of Health representative and request the documentation for designating an employee as a Provincial Offences Officer.
2. Documentation may indicate that a Minister of the Crown is required to confirm the appointment of an Inspector (as required under the Tobacco Control Act). This will require the Medical Officer of the Health endorse the recommendation for the appointment.
3. The Service Director or designate completes the documentation and forwards it to the Ministry of Health representative. A copy of the request is forwarded to the Legal Consultant for information.
4. The Legal Consultant assigns an identification code to the appointed Provincial Offence Officer, notifies the Provincial Offences Court in Simcoe County of the appointment and maintains the Integrated Court Offences Network (ICON).
5. The Legal Consultant notifies the Service Director or designate of the assigned identification code.
6. The Legal Consultant arranges for the issuance of an identification card and badge to the employee.

7. Employees who retire, transfer to another agency or conclude the terms of a contract will submit their identification card and badge to the Service Director.
8. The Service Director or designate will notify the Ministry of Health and Legal Consultant as soon as confirmation of termination of employment is received.
9. The Legal Consultant will notify the Administrator of the Ontario Court of Justice (Provincial Offences Court) and revise the ICON data system.

Related Forms

Related Policies

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy re-numbered, previous number C6.030