

## GUIDELINES – REPORT

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### WHO CAN FILE A REPORT?

A report can be filed:

- by any person who wishes to denounce the conduct of a peace officer in the performance of their duties during an event that is likely to constitute a derogatory act to the Code of ethics of Québec police officers, and
- **who was not present** during the event that was the subject of a police intervention or who is not personally concerned by the conduct of a peace officer likely to constitute a derogatory act.

### WHEN CAN A REPORT BE FILED?

The report must be filed within one year of the date of the event or knowledge of the event to which the report relates.

In exceptional circumstances, the Commissioner may agree to an extension of this time limit, on the condition that evidence is presented to demonstrate the impossibility of proceeding during this period. The Commissioner will have to decide whether the circumstances justify the person reporting in not filing their report within the one-year time limit provided for by law.

### HOW TO FILE A REPORT?

Reports can be made by filling out the [online form](#).

For reasons of efficiency and effectiveness, it is recommended to file a report using the online form.

In certain situations, it is also possible to lodge a report orally with a member of the Commissioner's personnel.

It is possible to request the assistance of a member of the Commissioner's personnel to complete the online form or to submit it orally by making an appointment:

- For the Montréal regions: 514-864-1784
- For the Québec City regions :  
418-643-7897
- For other regions: 1-877-237-  
7897

- By email at [deontologie-policiere.quebec@comdp.gouv.qc.ca](mailto:deontologie-policiere.quebec@comdp.gouv.qc.ca)

You can also contact an organization that helps in filing a police ethics report. For contact details of some of these organizations, you may consult [our website](#).

The report must be submitted alongside **all** the evidence in the reporting person's possession.

### **RECEIPT OF THE REPORT**

Upon receipt of the online report by the Commissioner, acknowledgement of receipt will automatically appear on the screen.

### **RECEIPT OF ORAL REPORT**

A written summary of the report will be sent to the complainant at the end of the phone call.

### **ANONYMOUS REPORT**

It is possible to make an anonymous report, without giving your contact details. In this case, there will be no follow-up with the person making the report.

The necessary measures to preserve anonymity will be taken following the organization's confidentiality policies.

### **FORWARDING THE REPORT**

In order to obtain operational documents relating to the event, the Commissioner forwards a copy of the report and the evidence gathered to the Director of Police concerned, unless the Director is personally affected by the report. In this case, the report will be forwarded to the Director's employer.

### **PROCESSING OF THE REPORT BY THE COMMISSIONER**

In order to analyze the report, a member of the Commissioner's staff may contact the reporter to obtain clarification or missing information.

In the case of an anonymous report, since it will not be possible to contact the person who reported the situation, the file will be closed if the information transmitted does not allow us to conclude on a referral.

The report will be admissible unless:

- the Commissioner has decided on his own initiative to investigate the event;
- a complaint or report has already been filed for the same event.

Within 40 days of receiving the report, the Commissioner analyzes the information gathered. At the end of his analysis, 3 options are possible:

- reject the report;
- launch an investigation;
- refer the matter to the appropriate police force for criminal investigation if it appears that a criminal offence may have been committed.

The Commissioner informs the person making the report, the peace officer who is the subject of the report and his or her manager of his or her decision and the reasons for refusing it, unless the report is anonymous.

### **INVESTIGATION**

An investigation is an exceptional measure. The decision to hold an investigation falls within the Commissioner's jurisdiction when they deem a report to be in the public interest, including:

- a situation involving the death or serious injury of a person;
- a situation where public confidence in peace officers may be severely compromised;
- criminal offences, repeated offences, or other serious matters.

Within six months of the investigation's decree, a report is drafted and submitted to the Commissioner.

The person making the report, the peace officer concerned and his or her manager will receive a letter notifying them of the end of the investigation.

In the exceptional event that the investigation report cannot be submitted within this timeframe, the person making the report, the peace officer concerned by the report and his or her manager will be notified.

The Commissioner may terminate an investigation that has already begun if he or she deems it unnecessary in the circumstances. A reasoned decision will be sent to the person reporting the matter, to the peace officer concerned and to his or her manager.

At the end of an investigation, and within one year of the referral, unless circumstances beyond the Commissioner's control arise, the Commissioner may decide to :

- summon the peace officer concerned to appear before the Administrative Tribunal for Police Ethics when he or she considers that the evidence justifies it;
- reject the report and close the file;
- forward the investigation file to the Director of Criminal and Penal Prosecutions.

He informs the person reporting, the peace officer concerned and his or her manager of this decision and provides explanations if the report is rejected.

**RETENTION OF PERSONAL DATA**

The information provided by the reporting person will be preserved by the Commissioner following the organization's conservation calendar and confidentiality policy.

In addition, each report filed is logged in reports register and preserved following the organization's conservation calendar and privacy policy.

