



Ontario Provincial Police

Standard Operating Procedures

OPP Detachment Board Standardized Branding/Logo Use

Office of Primary Responsibility (OPR)			
Unit	Strategy Management Unit		
Bureau	Strategic Planning and Analysis Bureau		
OPR Contact Info	opp.strategy.management@opp.ca		
Version	1	Revision Date	2024-11-12
Supersedes Version	N/A	Revision Date	N/A
Approvals			
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	Bureau Commander		
Approval Date	2024-11-21		

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Standard Operating Procedures
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1. Purpose

This Standard Operating Procedure (SOP) provides direction regarding how to obtain and the appropriate use of Ontario Provincial Police (OPP) standardized logo(s) and branding, for use by OPP Detachment Boards.

Office of Primary Responsibility

Strategic Planning and Analysis Bureau (SPAB) is the Office of Primary Responsibility (OPR) for this SOP.

The Bureau Commander of SPAB is the accountable executive for this SOP and is responsible for notifying the Municipal Policing Bureau (MPB) if any amendments are required to Police Orders.

2. Authority

The standards outlined within this document are guided by the **OPP Visual Identity Manual**. This manual was developed and is maintained by Corporate Communications Bureau to provide a consistent visual presentation of the official trademarks of the Ontario Provincial Police, in compliance with the **Government's Visual Identity Directive**.

Ontario Provincial Police Orders 6.25.2 Trademark Release

Except where authorized by the Commissioner, an OPP trademark shall not be created/released without the written approval of the Bureau Commander, Corporate Communications and Strategy Management Bureau (CCSMB).

3. Audience & Recommended Approval Levels

	<u>Audience</u>	<u>Approval Level</u>
<input checked="" type="checkbox"/>	OPP Detachment Board Members (External to the OPP)	Commissioner
<input checked="" type="checkbox"/>	Ontario Association of Police Service Boards	Commissioner
<input checked="" type="checkbox"/>	All OPP Employees	Commissioner
<input checked="" type="checkbox"/>	All Detachment Commanders & Regional Command	Provincial Command

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4. Definitions & Acronyms

CSPA

The *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1 is the guiding piece of legislation for this SOP and is often referred to with the acronym “CSPA”.

OPP Detachment Board

When the CSPA came into force, it included legislation that created OPP Detachment Boards. OPP detachments no longer report to Police Service Boards and instead report to OPP Detachment Boards.

Per the [CSPA](#):

67 (1) There shall be an O.P.P. detachment board, or more than one O.P.P. detachment board in accordance with the regulations made by the Minister, for each detachment of the Ontario Provincial Police that provides policing in a municipality or in a First Nation reserve. 2019, c. 1, Sched. 1, s. 67 (1); 2023, c. 12, Sched. 1, s. 27 (1).

Per [O. Reg. 135/24: O.P.P. DETACHMENT BOARDS](#):

2. The following detachments of the Ontario Provincial Police are exempt from the requirement in subsection 67 (1) of the Act to have an O.P.P. detachment board:

1. The Aurora O.P.P. Detachment.
2. The Caledon O.P.P. Detachment.

Further information about the roles and responsibilities of an OPP Detachment Board are included in the CSPA and O. Reg. 135/24.

Strategy Management Unit

Strategy Management Unit is a part of the Strategy Section of SPAB.

Strategy Management Unit directly supports OPP executive and senior command in the development, implementation, measurement, and reporting of strategic priorities. Strategy Management Unit ensures that strategic priorities align with legislative requirements and incorporates information related to legislative compliance in annual reporting.

Strategy Management also provides direct support to the bureau, region, and detachment leadership in the development, implementation, measurement, and reporting of action plan priorities.

Ontario Association of Police Service Boards

The [Ontario Association of Police Service Boards](#) is the leading voice of police governance in Ontario. They help local police service boards fulfil their legislated responsibilities by providing training and networking. They advocate for improvement in public safety laws and regulations, practices and funding mechanisms. They are often referred to as OAPSB.

5. Responsibilities

Strategic Planning and Analysis Bureau

Strategic Planning and Analysis Bureau is responsible for overseeing the following:

- the review and, if required, updating of this SOP on an annual basis;
- the consultation of appropriate stakeholders prior to any changes made; and
- the creation and maintenance of an archive of previous versions and revision approvals.

Strategy Management Unit

Strategy Management Unit is responsible for the following:

- reviewing and, if required, updating this SOP on an annual basis;
- consulting stakeholders prior to making any changes;
- maintaining an archive of previous versions of this SOP and revision approvals;
- communicating with OPP employees and OPP Detachment Boards about changes to the SOP and for other reasons as described in this SOP;
- arranging additional engagement meetings with stakeholders as necessary;
- facilitating the transaction between Strategy Management Unit and OPP Detachment Boards to obtain logo/branding graphics; and
- completing all associated administrative and tracking requirements.

Detachment Commanders

Detachment Commanders are responsible for the following:

- reviewing this SOP for information and actions related to their role;
- reading and understanding the applicable SOP sections to their specific responsibilities;
- communicating concerns or discrepancies, errors, or omissions related to this SOP; and
- regularly reviewing Strategy Management Unit SharePoint for SOP updates.

OPP Detachment Board Members

OPP Detachment Board Members are responsible for the following:

- reviewing this SOP for information and actions related to their roles;
- reading and understanding the applicable SOP sections to their specific responsibilities;
- communicating concerns or discrepancies, errors, or omissions related to this SOP to the detachment commander;
- reviewing SOP updates sent to the OPP Detachment Boards;
- sending request for logo/branding to OAPSB and Strategy Management Unit; and
- complying with all procedures regarding the use of logo/branding that is outlined within this document.

Ontario Association of Police Service Boards

OAPSB is responsible for the following:

- reviewing this SOP for information and actions related to their role;
- reading and understanding the applicable SOP sections to their specific responsibilities;
- communicating concerns or discrepancies, errors, or omissions related to this SOP;
- reviewing SOP updates sent to the OAPSB;
- notifying the Ministry regarding OPP Detachment Board name changes; and
- completing all associated administrative and tracking requirements.

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6. Reference Documents

OPP Board Naming Flow Chart – Appendix A

7. Retention Requirements

SOP - 6750 MANUALS MGT

Retention – Destroy 2 years after the document is updated or replaced.
Previous versions will be kept for reference.

Policy Related Materials - PP2200 DIRECTIVES -OP POLICIES

Archive CCY+10 years after superseded or obsolete.

8. Standard Operations Procedures

Overview

To ensure compliance with legislation and policies, OPP Detachment Boards are required to obtain their board logo/branding graphic from the Ontario Provincial Police (OPP) and are not permitted to develop their own.

Reminder: as a registered trademark, OPP images and graphics may not be changed in any way. Any inappropriate use of the provided logo/graphics will be reviewed, could result in suspension of use at the discretion of the OPP, and may be forwarded to the Inspectorate of Policing (IOP) for review and furtherance.

Request Process for logo/branding graphics

1. In order to obtain logo/branding, OPP Detachment Boards are required to send an email request to both opp.strategy.management@opp.ca and oapsb@oapsb.ca confirming the name of the OPP Detachment Board.
2. If a board has chosen to operate under a name that is different from the one included in [Ontario Regulation 135/24](#) made under the CSPA (or any associated amendments), the board must also provide a copy of the associated bylaw outlining the operating name of the board.
3. Once processed, Strategy Management Unit will provide logo/branding via email to the board and Detachment Commander. OAPSB will notify the Ministry of any board names that are inconsistent with the regulation outlined above.

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Application

All correspondence, internal or external, shall utilize the logo/branding graphic. This includes, but is not limited to, the following communication(s) and stationery:

- Letterhead, envelopes, fax cover sheets, business cards
- Media Releases/Memos
- Email correspondence
- Board website(s)
- Signage and posters

Graphic Standards

All OPP Detachment Board logos/branding developed by the OPP will include the following:

- Official OPP Shoulder Flash on the left
- The name of the OPP Detachment Board in both official languages (English and French) on the right
- The name of the OPP Detachment in both official languages on the bottom (English and French)
- Black background
- White text using Bebas Neue (OTF) Book font

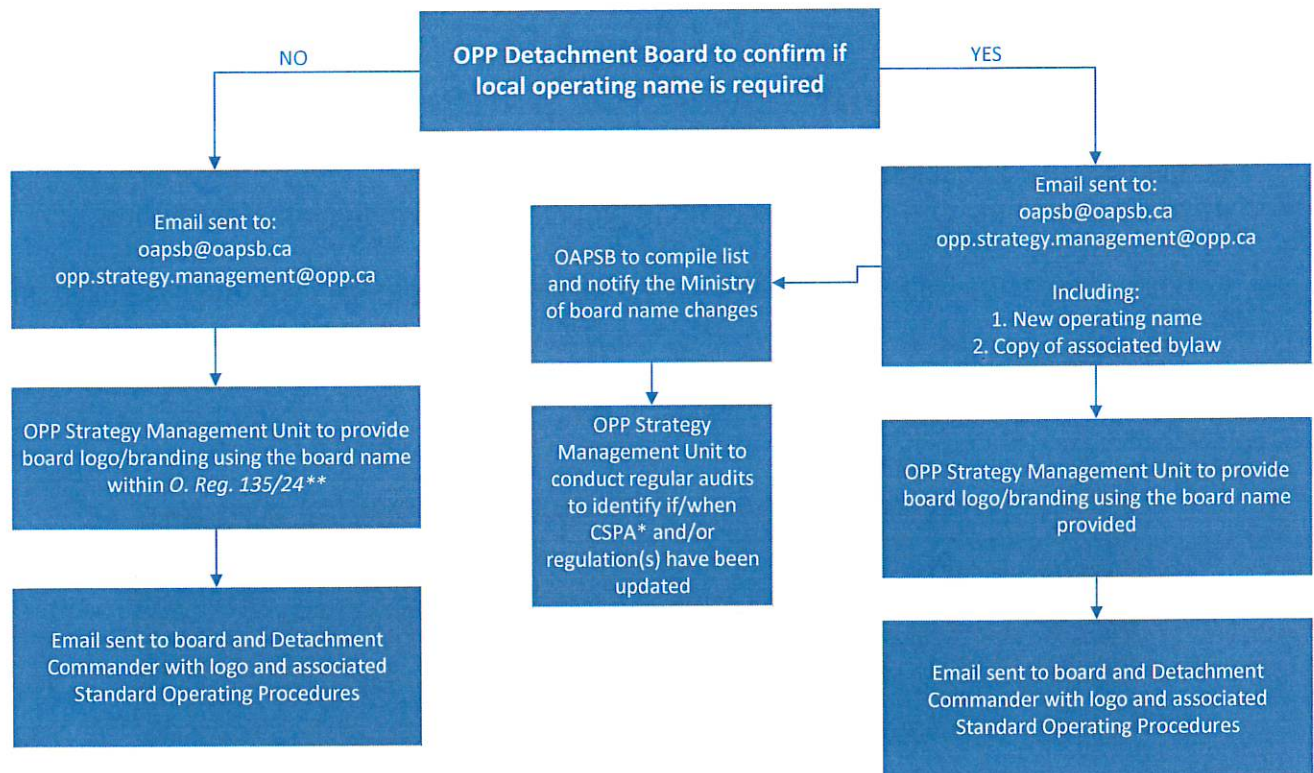
Example:



Language Requests

In compliance with the *French Language Services Act* (FLSA), all logos/branding graphics will include both official languages.

Requests for versions with additional language translations will be reviewed on a case-by-case basis and can be made via email request to opp.strategy.management@opp.ca.



*Community Safety and Policing Act, 2019

** Ontario Regulation 135/24: OPP Detachment Boards