



## INTERNAL MONITORING REPORT

**ENDS:** Adequacy and Effectiveness of Police Services

**Period:** Ending June 2005

**Date:** June 13, 2005

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I hereby submit my monitoring report on your Executive Limitations Policy, "Adequacy and Effectiveness of Police Services" according to the schedule set out. I certify that the information contained in this report is true.

### **BROADEST POLICY PROVISION:**

*The Chief of Police shall not fail to comply with the following Ontario Regulations:*

- 3/99 "Adequacy and Effectiveness of Police Services",
- 546/99 "Suspect Apprehension Pursuits",
- 926/90, as amended, "Equipment and Use of Force",
- 354/04 "Major Case Management", and
- 550/96 "Violent Crime Linkage Analysis System Reports".

### **Interpretation of the Chief of Police:**

It is my interpretation of this policy provision that the service must be in compliance with the noted regulations. Given that these regulations govern basically all aspects of Police Service delivery, and that reporting on each and every aspect would be unreasonable, it is my interpretation that the reporting here needs to be at the highest level.

## **Data Support:**

### **Adequacy and Effectiveness of Police Services – Ontario Regulation 3/99**

The Ministry of Public Safety and Correctional Services, Policing Service Division, Quality Assurance Unit attended the Durham Regional Police Service on February 2nd, 2004 and conducted an external inspection of several areas within the Service. The Inspection Team delivered their report to the Board and the Chief of Police in April 2004. The report contained 29 recommendations attached to it. Five recommendations related to governance (i.e. the Board), and 24 recommendations related to police service delivery and administration (i.e. DRPS). At the February/2005 Board meeting, we reported the implementation of all but 4 of the 29 recommendations. The four remaining recommendations involved the development of protocols with other agencies. We have developed a protocol with the Crown Attorney's office in relation to the retention and release of evidence and the procedures on the collection, preservation and control of evidence and property. The three remaining protocols are underway.

The Quality Assurance Unit is tasked with annual audits to ensure the completion of any ongoing implementations of the recommendations. Along with the implementation of the audit recommendations; all the components of this regulation are in place. I report compliance with the "Adequacy and Effectiveness of Police Services" – Ontario Regulation, with the exception of the three outstanding audit recommendations. The anticipated completion date for the three outstanding protocols is year-end 2005.

### **Suspect Apprehension Pursuits - Ontario Regulation 546/99**

Our Service has directives, policies and training, for suspect apprehension pursuits in place in accordance with the adequacy standards. A debriefing, with the involved personnel, is conducted for each pursuit. A further review of each pursuit is conducted by a "Pursuit Review Panel" to determine the need, if any, for refresher training and/or changes to the related directives. The pursuit debriefings and review panel are internal auditing mechanisms used to determine compliance with our directives and the regulation. The mechanisms are in place to identify performance, which may not be compliant with the directives and to take corrective action to ensure compliance in the future.

All of the components of this regulation are in place. I therefore report compliance with the "Suspect Apprehension Pursuits" – Ontario Regulation.

### **Equipment and Use of Force -Ontario Regulation 926/90**

The Durham Regional Police Service Learning Centre – Use of Force Training Branch is responsible for the issue and maintenance of all use of force options as specified in this Ontario Regulation. The Police Learning Centre – Use of Force Training Branch is compliant with the Policing Standards Manual (2000). Our Service has directives, policies and training, for equipment and use of force in place, in accordance with the Adequacy Standards. A reporting structure is in place whenever a member uses force in a situation as specified in this regulation. The use of force reporting system is an internal mechanism designed to identify and address any areas of non-compliance with our directives and policies. All members currently issued with use of force options are fully trained and qualified in accordance with adequacy standards. All Auxiliary members will be fully trained in their use of force options by the end of June/2005.

All of the components of this regulation are in place. I therefore report compliance with the “Equipment and Use of Force” - Ontario Regulation 926/90.

### **Major Case Management – Ontario Regulation 354/04**

The Durham Regional Police Service started to implement the Ontario Major Case Management Manual in 1998. Our service currently has 101 members trained in Major Case Management. Our service implemented PowerCase in 2001. Our service has policies and procedures in place by way of directives (Major Case Management System – LE-02-001, Criminal Investigation Management Plan – LE-01-023) in accordance with the Adequacy Standards. The philosophy and teachings of Major Case Management was followed for every major case in 2004. There were no substantiated public complaints, in 2004, in relation to the Major Case Management policies and procedures. There were no civil court awards or settlements, in 2004, regarding Major Case Management investigative procedures.

The components of this regulation are in place. I therefore report that we are compliant with the standards set out in the “Major Case Management” – Ontario Regulation 354/04.

### **Violent Crime Linkage Analysis System Reports – Ontario Regulation 550/96**

Our Service has directives, policies and procedures in place for Violent Crime Linkage Analysis System (ViClas) reports, in accordance with this regulation. Our ViClas Co-ordinator ensures ViClas booklets are submitted in accordance with our Directives and this Ontario Regulation. The ViClas Co-ordinator checks all incidents, on a daily basis, for incident; which meet the ViClas reporting criteria. The ViClas Co-ordinator ensures ViClas reports are submitted for the identified criteria incidents. In 2004, a ViClas report was submitted for every incident meeting the criteria for ViClas submissions.

All of the components of this regulation are in place. I therefore report that we are compliant with the standards set out in the “Violent Crime Linkage Analysis System Reports” – Ontario Regulation 550/96.

**Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:**

**Policy Provision #1:**

- “1. Fail to ensure that Durham Regional Police Service provides, within the Regional Municipality of Durham, the full range of legislated police services including but not limited to:
- a. Crime prevention initiatives; (*Ref. O. Reg. 3/99 Section 1(2)*)
  - b. Criminal intelligence capacity; (*Ref. O. Reg. 3/99 Section 5(1)(b)*)
  - c. Crime analysis, call analysis and public disorder analysis capacities; (*Ref. O. Reg. 3/99 Section 5(1)(c)*)
  - d. Investigative supports, with the exception of behaviour science support from the Ontario Provincial Police; (*Ref. O. Reg. 3/99 Section 5(1)(d)*)
  - e. Court security (*Ref. O. Reg. 3/99 Section 16 and PSA Section 137*)
  - f. Public order unit; (*Ref. O. Reg. 3/99 Section 18(2)*) and,
  - g. All types of emergency police services. (*Ref. O. Reg. 3/99 Section 21*)”

**Interpretation of the Chief of Police:**

It is my interpretation of this policy that we provide the services as enumerated.

**Data Support:**

- a. Each Community Police Office works with members and groups within the community on crime prevention initiatives. Our members are involved with 32 crime prevention programs. The programs are adequate and effective. There have not been any public complaints or civil suits as a result of not providing the crime prevention programs. Our Service provides crime prevention initiatives in accordance with the regulation.
- b. Our Criminal Intelligence Branch is part of Crime Management and is responsible for criminal intelligence services. The Criminal Intelligence Branch is broken into investigative units – Drug Enforcement Unit, Gang Enforcement Unit, Surveillance Unit, Technical Services, Joint Forces and General Assignment. Each of the units has a criminal intelligence capacity. Our criminal intelligence services are adequate and effective. There have been no public complaints or civil suits regarding failure to provide criminal intelligence services. Our Service provides criminal intelligence services in accordance with the regulation.
- c. The Crime Analysis Branch is responsible for crime analysis, call analysis and public disorder analysis. Our crime analysis, call analysis and public disorder analysis services are adequate and effective. There have not been any public complaints or

civil suits regarding failure to provide this service. Our Service has crime analysis, call analysis and public disorder analysis capacities in accordance with the regulation.

d. The Durham Regional Police Service provides investigative support services, with exception of behaviour science support from the Ontario Provincial Police. These services are: Scenes of Crime Officers (SOCO), a Forensic Identification Unit, a Canine Unit, a Traffic Services Branch, Intoxilyzer Technicians, a Surveillance Unit, a Technical Services Branch and a Polygraph Unit. Our investigative support services are adequate and effective. There have not been any public complaints or civil suits regarding failure to provide investigative support services. Our Service provides investigative support services in accordance with the regulation, with the exception of behaviour science support from the Ontario Provincial Police.

e. Court security is a component of our Regional Support Branch - Court Services. Our court security services are adequate and effective. There have not been any public complaints or civil suits regarding failure to provide court security services. Our Service has court security services in accordance with the regulation.

f. Our service has a part-time Public Order Unit. The Court security services are adequate and effective. There have not been any public complaints or civil suits regarding failure to provide public order services. Our Service provides part-time Public Order Unit services in accordance with this regulation.

g. The Durham Regional Police Service provides emergency response services. The services are: a Tactical Support Unit, a Hostage Rescue Team, incident commanders, crisis negotiators, explosive forced entry technicians and explosive disposal technicians. Our emergency response services are adequate and effective. There have not been any public complaints or civil suits regarding failure to provide emergency response services. Our Service provides all types of emergency police services in accordance with this regulation.

The Durham Regional Police Service provides a full range of legislated Police services including the services listed in paragraphs a. to g. Our organizational chart is attached in Appendix A and shows where each of the service units are located within the organization. I therefore report compliance with this policy provision.

**Policy Provision #2:**

- “2. Fail to ensure that resources shared with another police service are reciprocated or otherwise compensated.”

**Interpretation of the Chief of Police:**

It is my interpretation of this policy that agreements be in place for each service that wishes to utilize our resources and that such agreements be reconciled at the end of each calendar year. Where during any such reconciliation it is determined that another

Police Service has utilized our resources to a greater degree than we have utilized theirs, the difference is to be made up during the following year.

**Data Support:**

Our Service has written “Agreements of Understanding” for shared resources with Lindsay Police Service, Cobourg Police Service, Port Hope Police Service, Peterborough Lakefield Community Police Service and York Regional Police Service. A written agreement for shared resources with Toronto Police Service was discussed. Preliminary inquiries have been made at both the Staff level and Board level. The process has been waived pending the change in leadership. The attached chart in Appendix B represents our shared resource agreements and balances for 2004 and 2005.

The agreements are in place or in the process of being developed with the other Services (ie. Toronto Police Service) to ensure our Service is reciprocated or otherwise compensated for shared resources. If the shared resources are not reciprocated; then the written “Agreement of Understanding” contains a clause indicating the Service utilizing our resources will compensate our Service by payment of a monetary amount. I therefore report compliance with this policy provision.

**Policy Provision #3:**

“3. Fail to ensure for the appropriate quality assurance of officers’ notebooks.”

**Interpretation of the Chief of Police:**

It is my interpretation of this policy that the quality assurance of notebooks is of significant importance and that all procedures for notebooks are to be audited at least once per year and that corrective action be initiated in accordance with the audit results.

**Data Support:**

In January/2005, The Quality Assurance Unit conducted a notebook audit. The purpose of the audit was to measure the level of compliance of police officers in relation to our Directive. A sample of Officers, comprised of 60 Constables, 21 Sergeants and four cell Sergeants was chosen for the audit review. The sample group Officers’ notebooks were checked regarding level of completeness. The audit team found that 97% of the Constables’ notebooks, 81% of the Sergeants’ notebooks and 100% of the cell Sergeants’ notebooks were up to date. The sample group Constables reported that 75% of the supervisors performed notebook checks on a monthly basis and 25% on a more random basis. The sample group of Sergeants all reported that they check the notebooks of people under their command. Only 62% of the sergeants had their memo book checked by their Staff Sergeant. The cell Sergeants reported that a supervisor did not check their notebook. The sample Officers’ notebooks were

also checked for thoroughness in accordance with our Directive “Memo Book and Note Taking Procedure”. The results were that 86.7% of the Constables and 95.2% of the Sergeants attained the DRPS minimum standard of 75%.

We are planning to include, in the 2006 budget; an allotment of funds for notebook storage areas to be assembled and placed in the platoon Staff Sergeant’s office. The notebooks will then be checked at the completion of every other tour of duty.

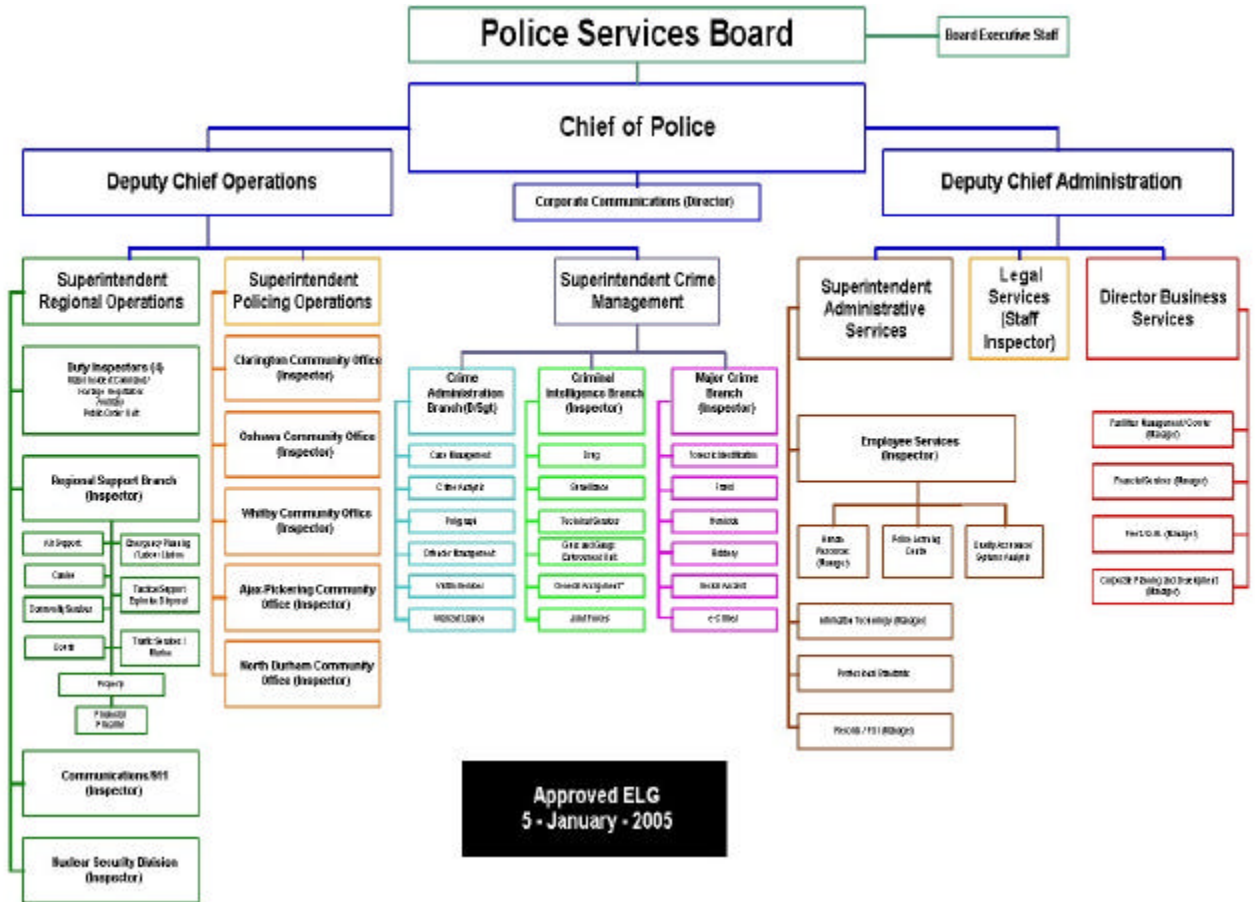
The audit team made six recommendations. The recommendations are currently under consideration regarding implementation. Our Service has systems in place, by way of directives and random audits by the Quality Assurance Unit and monthly inspections by unit Supervisors, to ensure quality assurance of Officers’ notebooks. I therefore report compliance with this policy provision.

I report compliance with the noted Ontario Regulations and Policy Provisions 1, 2 and 3 of the Executive Limitations Policy. I therefore report **compliance** with this policy.

**Kevin McAlpine**  
**Chief of Police**

# Appendix A

## Durham Regional Police Service Organizational Chart



Approved ELG  
5 - January - 2005



## Appendix B

### Shared Resource Table

| <b>Police Service</b>                           | <b>Agreement of Understanding</b>                            | <b>Number of 2004 Resource Requests</b> | <b>Number of 2005 First Quarter Resource Requests</b> | <b>Outstanding Compensation/services</b>  |
|---|--|---|---|---|
| Lindsay Police Service                          | Yes  | 0                                       | 0   | No outstanding balance  |
| Port Hope Police Service                        | Yes  | 0                                       | 0   | No outstanding balance  |
| York Regional Police                            | Yes  | 3                                       | 1   | 2004 – No outstanding balance<br>2005 – to be evaluated at year end   |
| Peterborough Lakefield Community Police Service | Yes  | 1                                       | 0   | 2004 – Balance to be completed in 2005<br>2005 – No outstanding balance   |
| Cobourg Police Service                          | Yes  | 3                                       | 3   | 2004 – No outstanding balance<br>2005 - to be evaluated at year end.  |
| Toronto Police Service                          | No (currently under discussion pending change in leadership) | 10                                      | 2   | 2004 – Air1 used for total of 18.3hrs (\$23,333)<br>2005 – Agreement for shared resources being discussed – temporarily on hold pending change in leadership. |