

Classification **PUBLIC**

Meeting **April 10, 2007**

Agenda Item **Monitoring Report Supplemental:
Asset Protection**



Recommended Motion:

THAT the Board find that all provisions of the *Asset Protection* Executive Limitations policy have been complied with.

ASSET PROTECTION

I hereby submit my monitoring report on your Executive Limitations Policy, “Asset Protection” according to the schedule set out. I certify that the information contained in this report is true.

Signed: _____
Chief of Police

Date: _____

BROADEST POLICY PROVISION:

The Chief of Police will not cause or allow Durham Regional Police Service assets to be unprotected, inadequately maintained or unnecessarily risked.

Interpretation of the Chief of Police:

In response to concerns raised regarding Policy provision #2:

“has any intellectual property, files or information been lost, damaged or compromised, or not?”

and Policy provision #4:

“ What proof is there that all monies raised by the auctions are indeed transferred to the Board?”

I offer the following

Policy Provision #2

- “2. Fail to protect intellectual property, information and files from loss, damage or compromise.

Interpretation of the Chief of Police:

It is my interpretation of the provision that I am to ensure there are effective systems and controls to protect intellectual property and information, and that patents and licensing provisions of electronic information and systems remains secure from breaches, misuse or misappropriation. Furthermore, I have a duty to ensure that the intellectual property licensed by the Service and developed for the Service is protected.

Data in Support:

There have been no instance(s) that I am aware of where intellectual property, information or files have been lost, damaged or compromised.

The Service has recently experienced two (2) instances where our external website has been compromised at the off site service provider, not our system. There was no loss of information. The image of the Service was impacted by these instances, and efforts have been made to ensure that the service provider has enhanced security. We will be considering the termination of the service agreement and moving to a more robust provider.

Data in support:

There are strict provisions that limit the utilization of licensed products (e.g. computer software), which are strictly monitored and managed by our Information Technology Department, including the administrative controls over adding computer programs and the downloading of programs.

In relation to protecting the development of intellectual property while in the employ of, or on behalf of the Service I have instructed Human Resources staff to review our current hiring practices, and ensure that all offers of employment clearly identify the proprietary rights of the Service for the intellectual property and products developed on behalf of the Service, during the individual's term of employment (contract or otherwise).

Statement of Compliance/Non-Compliance:

Therefore, I report compliance with this provision.

Policy Provision # 4

“4. Fail to ensure that all monies that accrue from the local sale of unclaimed goods are promptly transferred to the Board’s control.

Interpretation of the Chief of Police:

It is my interpretation that I shall ensure that all revenue accrued from the sale of unclaimed goods is accounted for, and that all monies from the sale are properly and promptly transferred to the Board.

Data in Support:

“ What proof is there that all monies raised by the auctions are indeed transferred to the Board?”

The Property unit arranges public auction sales with an independent auctioneer. Both the Unit and the auctioneer maintain separate records of the sales and funds received.

For the purpose of Records management systems (Versadex) and auction follow up the DRPS is given a computer printout that indicates each item sold, the amount of the bid, and it identifies the bidder. The reconciliation of the auction list, property files in Versadex, and the remitted funds sent to the Board occurs after every auction.

I am not aware of any identified discrepancies between the sales lists/ totals and the total amount remitted to the Police Services Board.

The auctioneer provides the Durham Regional Police Services Board with a cheque for the proceeds minus their commission. The Service has no role in remitting funds other than to act as courier of the cheque to the Board.

The Auctioneer’s computer printouts are kept at the Property Unit. Auction records are on file in accordance with retention by-laws.

The Region of Durham’s external auditor (Deloitte and Touche) carries out an audit on this account activity and forwards it directly to the Board. It is my recommendation that the Board advise the Region to include this aspect of the auction process in their next independent audit.

Statement of Compliance/Non-Compliance:

Therefore, I report compliance with this provision.

Based on the above proof provided, I report overall compliance with the policy.