



REPORT TO THE POLICE SERVICES BOARD (PSB)

Author: Inspector Dave Mason

Date of Report: March 22, 2022

Subject: Missing Person Act, 2018 Annual
Reporting for Urgent Demands

Information Report

RECOMMENDATION:

That the Board receives for information, the Annual Report, Form 7 – In accordance with O.Reg. 182/19 under the Missing Person Act, 2018. The contents included in this report must be prepared by April 1 and made publicly available by June 1 of each year.

I certify that the information contained in this report is true.

Signed: 
Chief of Police

Date: March 10/22

OVERVIEW

Missing Person Act, 2018 - Annual Reports

Under section 8 of the Missing Person Act, 2018 police services are required to report annually on the use of urgent demands for records by members of the police service and shall provide a copy of the report to the board of the police service. The annual report for the year shall contain:

- The total number of urgent demands made in that year and the number of Missing Persons Investigations to which they related; and
- A description of the types of records specified in the urgent demands for records made in that year.

O.Reg 182/19 specifies:

- For the purposes of subsection 8(1) of the Act, the prescribed date on or before which a chief of police shall prepare and provide a copy of the annual report is April 1, in a format approved by the Minister (Form 7);
- For the purposes of subsection 8(2) of the Act, the board that receives the annual report shall make it available to the public by posting it on a website, on or before June 1 in the year the report is received;
- For the purposes of clause 8(4)(c) of the Act, the annual report must also contain:
 - The total number of times that different types of records listed in subsection 4(2) of the Act were specified in the urgent demands made in that year; and

- if applicable, a description of any types of records not listed in subsection 4(2) of the Act that were specified in the urgent demands made that year.

REPORTING SUMMARY

The period of data collection for mandatory reporting under the Missing Person Act, 2018 began on January 1st, 2021 and ended on December 31st, 2021.

The Missing Persons Act, 2018 came into effect on July 1, 2019 and establishes the following measures to assist members of a police service in locating a missing person in the absence of a criminal investigation, while taking into account people's privacy interests and agency:

1. An order issued by a Justice for the production of records
2. An urgent demand for the production of records without an order under specific circumstances
3. A search warrant to enter premises issued by a Justice to facilitate a search for a missing person

O.Reg 182/19 made under the Missing Persons Act, 2018 clarifies the operational requirements for reporting an urgent demand for records and making publicly available an annual report.

The total number of Urgent Demands made by the Durham Regional Police Service for this data collection period was six (6). The total number of Missing Person Investigations in which a demand was made was five (5).

APPENDIX "C"

Ministry of the Solicitor General Annual Reporting Template (Form 7) with the data collection period ending December 31st, 2021.

In accordance with O.Reg.182/19 under the *Missing Persons Act, 2018* the contents included in this report must be prepared by April 1 of each year, and made publicly available by June 1 of each year.

Data Collection
Period of data collection

 Start Date (yyyy/mm/dd)
 2021/01/01

 End Date (yyyy/mm/dd)
 2021/12/31

 Name of Police Force
 Durham Regional Police Service

Detachment Location (if applicable)

Unit Number	Street Number	Street Name	PO Box
	605	Rossland Road East	
City/Town	Province		Postal Code
Whitby	Ontario		L1A 6A3
Total Number of Urgent Demands made	Number of Missing Persons Investigations in which a demand was made		
6	5		

Types of records specified in the urgent demands and total number of times that each type of record was included in the urgent demands

Records	Description	Total number of times demanded
Records containing contact information or other identifying information	TextMe - User information for MP subscriber information. Lakeridge Health - Hospital records to determine contact info for family/friends of MP	2
Photos, videos, or other records containing visual representation	Lakeridge Health - Requested surveillance video to obtain last known direction of travel.	1
Records of telecommunications or records that contain other electronic communications information, including information about signals related to a person's location	Rogers - Phone records to obtain contacts. TextMe - Phone records to obtain message logs. Bell Mobility - Ping requests. Bell Mobility - Tower locations, call/message logs	4
Records of employment information	N/A	0
Records of personal health information within the meaning of the <i>Personal Health Information Protection Act, 2004</i>	N/A	0
Records related to services received from a service provider as defined in subsection 2(1) of the <i>Child, Youth and Family Services Act, 2017</i>	N/A	0
Records that related to a student of an educational institution	N/A	0

Records	Description	Total number of times demanded
Records containing travel and accommodation information	N/A	0
Records of financial information	TD Bank - Banking records to obtain recent transaction records to locate MP and assist with canvassing.	1
Other records	N/A	0

Classification **PUBLIC**

Meeting **March 22, 2022**

Agenda Item **Monitoring Report:
Adequacy and Effectiveness of Police Services**



Recommended Motion:

THAT the Board receive the Executive Limitations Policy: Adequacy and Effectiveness of Police Services monitoring report.

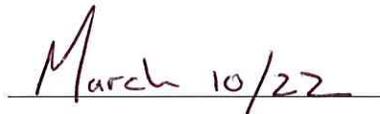
I hereby submit my monitoring report on your Executive Limitations Policy: Adequacy and Effectiveness of Police Services according to the schedule set out. I certify that the information contained in this report is true.

I report compliance to all provisions of this policy.

Signed: _____


Chief of Police

Date: _____



BROADEST POLICY PROVISION:

The Chief of Police shall not fail to comply with all requirements of the Adequacy and Effectiveness of Police Services Regulation.

Further, without limiting the scope of the foregoing, the Chief of Police will not:

1. *Fail to establish, communicate and operate with procedures that ensure adherence in the following areas:*
 - a. *Crime prevention*
 - b. *Law enforcement*
 - c. *Victims assistance*
 - d. *Public order*
 - e. *Emergency services*
 - f. *Administration and infrastructure*
2. *Fail to ensure that the policies and procedures in place meet the standard of adequate and effective, have regard to the Policing Standards Manual (2000) issued by the Ministry of the*

Solicitor General, and successor guidelines, are reviewed regularly, and, where possible, reflect a commitment to partnership.

3. *Fail to ensure that members have the necessary training, knowledge, skills and abilities to perform the duties as set out in the policies and procedures.*
4. *In accordance with the Missing Persons Act, 2018, fail to ensure that an annual report on missing persons is provided to the Board before April 1 each year that includes:*
 - *the total number of urgent demands made in the previous calendar year and the number of missing persons investigations to which they related;*
 - *a description of the types of records specified in the urgent demands for records made in that year.*

INTERPRETATION OF THE CHIEF OF POLICE

This executive limitation focuses on the Adequacy and Effectiveness provisions within Regulation 3/99 of the Police Services Act and the minimum provisions referenced in sec 4 (2) of the Police Services Act.

It is therefore my interpretation that the Durham Regional Police Service shall have, as our fundamental priorities, the provision of services that deal with the six noted areas: Crime Prevention, Law Enforcement, Victims Assistance, Public Order Maintenance, Emergency Response Services, and Administration and Infrastructure.

It is my further interpretation that adherence to Provincial Adequacy Standards is also demonstrated throughout the year based on compliance with Board Monitoring Reports and reference to these reports is made throughout this document where appropriate.

DATA SUPPORT

The policies and procedures mandated in Ontario Regulation 3/99 *Adequacy and Effectiveness of Police Services* are implemented within the Durham Regional Police Service (DRPS) through the directive system. Directives are the written orders of the Chief of Police, and outline for members the policies and procedures to be followed in order to ensure adequate and effective police service delivery.

The *Quality Assurance – Directives Forms and Audits* directive outlines how new and amended directives are to be developed and communicated throughout the police service, including notification to the Durham Regional Police Association. All new directives and revisions to existing directives are communicated internally through Routine Orders.

This report provides a listing of each area specified in the Durham Regional Police Services Board *Policy Adequacy and Effectiveness of Police Services Regulation*, along with a corresponding narrative that outlines the DRPS policies and procedures that speak to each component of the regulation. Appendix A summarizes the details of this report.

Policy Statement 1(a): Crime Prevention

i. Crime Prevention and Problem Oriented Policing

The *Crime Prevention Initiatives* directive sets out the procedures for community-based crime prevention initiatives. This directive outlines member responsibilities to assist and maintain community partnerships, to undertake directed patrols and crime management activities, and to educate the community with regards to crime prevention. The Community Safety Branch holds overall responsibility for the coordination of community-based crime prevention initiatives. The involvement of auxiliaries and volunteers in the delivery of community-based crime prevention initiatives is encouraged; the supervision of each addressed in directives *Auxiliary Police Members* and *Volunteer Program* accordingly.

The *Problem-Oriented Policing* directive lays out a framework for members to follow in order to identify and solve problems in their respective work areas. This framework consists of the following steps: problem identification, analysis, development of a plan, implementation of the plan, and evaluation of the outcome.

Policy Statement 1(b): Law Enforcement

i. Community Patrol

The *Community Patrol* directive articulates that community patrol plans, comprising general and directed patrol, will provide excellent service delivery, with 24-hour response to calls for service, while maintaining officer and community safety. In support of this policy, community patrol procedures state that members shall ensure that they are aware of factors such as crime and disorder trends and other public safety issues within their respective work areas.

When a crime or disorder issue is identified as having characteristics that may warrant focused police attention, directed patrols may be assigned to supplement general patrol. Directed patrols are short, pre-planned assignments, usually carried out by frontline members, designed to address a specific problem in the community. Directed patrols are based on crime analysis, citizen input and police information.

ii. Dispatch Services

The Communications / 911 Unit is the Primary Public Safety Answering Point (PPSAP) for the Regional Municipality of Durham. Communications and dispatch services are supervised on a 24-hour per day basis and policies and procedures related to these services are outlined in the *Communications and Dispatch* directive. Two-way voice communication procedures are maintained between the communications centre and patrol officers with procedures for using the radios and talk groups outlined in the directive *Regional Interoperable Radio Communications System*.

All communicators, dispatchers, and their supervisors have the required training to perform their duties. In addition, the *Communications/911 Unit Standard Operating Procedures and Training Manual* contains detailed procedures that are specific to communications and dispatch services.

iii. Traffic Management, Traffic Law Enforcement and Road Safety

The service has six directives which relate to traffic management, traffic law enforcement, and road safety (see list in appendix). These directives outline the procedures for the investigation of motor vehicle collisions, unsafe vehicles, impaired driving offences, and suspended drivers.

iv. Criminal Investigators

The DRPS employs criminal investigators in each of the five community policing divisions, as well as in specialty investigative units such as Homicide, Special Victims Unit, Financial Crimes,

Domestic Violence, Human Trafficking etc. Members assigned as criminal investigators have successfully completed the General Investigative Techniques course offered by the Ontario Police College. Additional training is offered to investigators in order to complement their knowledge in such specialties as investigative interviewing, death investigations, search warrant writing, specialized investigations, etc.

v. Supervision

Various directives contain procedures that state when a supervisor must be contacted, and when a supervisor must be present at an incident. Directives also state that supervision will be available to all members twenty-four hours per day. Furthermore, members may request the assistance of their supervisor at any time for support. Directives further state that supervisors shall monitor the performance of members and ensure that the activities they carry out are in compliance with the Police Services Act, the Occupational Health and Safety Act, DRPS directives, as well as all other relevant federal and provincial legislation.

The selection process for supervisors is outlined in the *Selection Processes (Job Postings and Promotion)* directive. To ensure that supervisors have the knowledge, skills, and abilities to supervise, the selection process includes supervisory approval, an assessment of the performance and promotional review forms, resume review, examination or course evaluation, a leadership potential assessment, executive abilities test, a 360 review, and interview panels. Supervisory training is offered through the Education and Training Centre (ETC).

vi. Criminal Investigation Management

The *Criminal Investigation Management Plan* directive specifies those incidents for which a member must contact their supervisor as soon as practicable and clearly identifies the method by which all criminal investigations shall be conducted. In addition, it outlines the procedures for the assignment of investigative responsibilities to either a uniform member, a criminal investigator, or a member of a specialized investigative unit and assigns responsibility to ensure the investigator has the knowledge, skills and abilities to perform the tasks assigned.

vii. Assistance of Other Police Forces

The *Criminal Investigation Management Plan* directive ascribes responsibility to ensure that investigators have the requisite knowledge, skills, and abilities to conduct an investigation as assigned and for those circumstances that might require an independent investigation by another law enforcement agency. The directive outlines procedures for obtaining the services of the Ontario Provincial Police Behavioural Sciences and Analysis Services with the appropriate approval; these services include criminal profiling and forensic psychiatry.

viii. General and Specific Criminal Investigations

General criminal investigation procedures are outlined in the directive *Criminal Investigation Management Plan*. The DRPS has directives containing policies and procedures related to each type of criminal investigation specified in section 12(1) of the Adequacy Standard Regulation (refer to appendix for complete list).

ix. Multi-Officer Response

Procedures for multi-officer response are contained in various directives, such as *Robbery, Domestic Violence Occurrences*, and *Emergency [10-33] Procedure*, as well as in the *Communications/911 Unit Standard Operating Procedures and Training Manual* which specifies the criteria for the assignment of the number of officers to respond to an incident. When necessary, procedures distinguish between the primary, or first officer on scene, and assisting officers.

x. Operational Matters Referred to in Subsection 13(1)

The DRPS has directives that contain policies and procedures for each of the operational matters referred to in section 13(1) of the Adequacy Standard Regulation (refer to the appendix for a complete list).

xi. Investigative Supports

The DRPS has directives that contain policies and procedures for each of the investigative supports referred to in clause 5(1)(d) of the Adequacy Standard Regulation (refer to the appendix for a complete list).

xii. Collection, Handling, Preservation, Documentation, and Analysis of Physical Evidence

The *Major Crime Scene Management* directive outlines the policies and procedures for the collection, control, documentation, and preservation of crime scene evidence. Other directives including *Drug Investigations*, *Forensic Investigative Services*, and *Seized and Found Property* also address the seizure and handling of evidence.

xiii. Specialized Assistance

The *Criminal Investigation Management Plan* directive contains procedures for obtaining the services of the Ontario Provincial Police Behavioural Sciences and Analysis Services. It also directs the Special Victims Unit (SVU) and the Domestic Violence Investigative Unit (DVIU) to consult, establish and maintain a positive working relationship with community agencies that provide information and support to victims. Other directives speak to the procedures to obtain specialized assistance depending on the context of the investigation (e.g. *Fire Investigations*, *Drug Investigations*, etc.). In addition to specialized assistance in the areas of criminal investigations, the DRPS has a memorandum of understanding with York Regional Police for the assistance of their underwater recovery team.

xiv. Provision of Police Services in Respect of All Navigable Bodies and Courses of Water

The directive *Waterways Policing* outlines the required training, equipment, and procedures for policing the waterways of Durham Region.

xv. Court Security

Court Services provides security to courthouse justices, courthouse staff, persons in custody, and all persons who attend courthouse proceedings. They also provide general security for the courthouse premises.

The *Court Security* directive outlines procedures for courthouse and courtroom security at both the Durham Region Courthouse and the Provincial Offences Court. The directive also provides details on the training required by Court Services members; and on the responsibilities of Court Services supervisors. The *Prisoner Care and Control – Court Services Branch* directive contains the procedures for ensuring the secure transport of prisoners from one lockup facility to another lockup facility, and between a lockup facility and a courthouse or courtroom.

In addition to the procedures outlined in the Court Security Directive, there is a separate lockdown protocol which provides detailed procedures for Durham Region Courthouse personnel when responding to a serious threat that necessitates a lockdown of the building.

Policy Statement 1(c): Victims Assistance

The *Victim Assistance Service Program* directive addresses the need to assist victims of crime and tragic circumstances by providing information, referrals to services, and short-term emotional support while ensuring that these victims are treated with courtesy, compassion and respect. The DRPS is

committed to working in partnership with the Ministry of the Attorney General's (MAG) Victim / Witness Assistance Program (VWAP) and agencies that deliver the Victim Crisis Assistance Ontario (VCAO) program. The Board receives a monitoring report on Assistance to Victims of Crime (M132-21 refers).

Policy Statement 1(d): Public Order

i. Deployment

The Public Safety Unit (PSU) consists of sworn members who, in addition to their regular duties, receive crowd management and search training. The circumstances in which the Public Safety Unit may be called out are contained in the *Public Safety Unit* directive and PSU officers are responsible for complying with the provisions of the available manual.

ii. Labour Disputes

A labour dispute is a civil matter between management and labour; if no breach of the peace occurs, police intervention is usually not needed. A labour liaison officer, part of the Emergency Measures Office, may meet with management and organized labour prior to and during a labour dispute; these consultations usually ensure that all parties understand their legal rights and obligations, and assist in maintaining peaceful and law-abiding activities during labour disputes. The actions expected of DRPS members attending labour disputes are contained in the *Labour Disputes* directive.

Policy Statement 1(e): Emergency Services

i. Preliminary Perimeter Control and Containment

Front line members are often responsible for initial perimeter control and containment at high-risk incidents until relieved by members of the Tactical Support Unit (TSU). The directive *Preliminary Perimeter Control and Containment* outlines the containment procedures for first responders, assisting officers, and patrol supervisors responding to a crisis situation.

ii. Training and Qualifications for Members of Containment Teams, Tactical Units, Hostage Rescue Teams, Crisis Negotiators and Major Incident Commanders

The Tactical Support Unit and Hostage Rescue Team (TSU) members have received training in dynamic entry and hostage rescue that meet the Ministry's accreditation standards. The *Tactical Support Unit and Hostage Rescue Team* directive assigns responsibility to ensure team training requirements under provincial adequacy standards are met.

The *Crisis Negotiators* directive specifies the procedures for the deployment and training of DRPS crisis negotiators. Training includes completion of the Canadian Police College Crisis Negotiators course, or provincial equivalent, with a refresher course to be attended at minimum once every three years. Additional training includes a minimum of two training sessions each year.

The *Incident Command* directive outlines the requirements for selection and training for DRPS incident commanders. The successful completion of the Ministry accredited Critical Incident Commanders course, followed by annual scenario and refresher training, is mandatory for those members that wish to become and/or remain active major incident commanders.

iii. Deployment of Tactical Unit, Hostage Rescue Team, Major Incident Commanders, Crisis Negotiators, Police Explosive Forced Entry Technicians and Explosive Disposal Technicians; Emergency Response Services

Tactical Support Unit (TSU) members are deployed during incidents that involve hostages or forcibly confined persons, as well as armed or barricaded persons. Policies and procedures relating deployment are outlined in the *Tactical Support Unit and Hostage Rescue Team* directive and a

manual is available to the team that speaks to hostage rescue, tactics, and explosive forced entry. Procedures for the deployment of explosive disposal technicians are outlined in the *Chemical Biological Radiological Nuclear and Explosive ~ CBRNE* directive. An Incident Commander is activated for any call out requiring TSU.

The *Incident Command* directive provides the policies that identify the circumstances in which an incident command callout should occur. A general guideline is that an Incident Command callout would occur for: barricaded persons, hostage taking, or armed person incidents; PSU searches for missing persons; natural or artificial disasters, such as train derailments, plane crashes, or terrorist act; or any other incident that could remove the duty inspector from their normal duties for an extended period.

Crisis negotiators provide effective crisis intervention for citizens who have temporarily lost their mental or emotional perspective and problem solving abilities. Policies and procedures for the deployment of crisis negotiators are outlined in the *Crisis Negotiators* directive. Each negotiator has access to the *Crisis Negotiators Field Guide, 2nd Edition*, as a reference.

iv. Emergency Plan

The *Disaster Response* directive contains the policies and procedures related to emergency planning. The DRPS has an emergency measures officer whose role is to coordinate the long-term planning efforts of the police in situations of emergencies and disasters. This is done in conjunction with the Durham Emergency Management Office, and other emergency response agencies. The emergency measures officer also works closely with municipal community emergency management coordinators (CEMC) in supporting municipal plans, as well as provincial and federal partners.

v. Ground Search

The *Missing Persons* directive establishes the procedure for conducting missing person searches. The roles and responsibilities of members involved in a missing person incident are set out in this directive, including those of the Search Manager. Auxiliary officers and volunteers may be used in ground searches for lost or missing persons, subject to proper supervision. An appendix to the *Missing Persons* directive provides a comprehensive procedure for requesting ground search resources to include members of the Public Safety Unit.

vi. Counter-Terrorism

The *Terrorism* directive provides members with direction in dealing with terrorist incidents. The directive clearly states that it is not meant to replace the Provincial Counter-Terrorism Plan (PCTP) or the National Counter-Terrorism Plan (NCTP).

If an event takes place, which falls within the parameters of the NCTP, the Integrated National Security Enforcement Team and the Royal Canadian Mounted Police (RCMP) shall be notified.

Policy Statement 1(f): Administration and Infrastructure

Section 30(1) of the Adequacy Standards Regulation stipulates that every police services board will prepare a business plan for its police force at least once every three years. The current DRPS business plan is the 2020 Strategic Plan, approved by the Durham Regional Police Services Board in December 2019 (M438-19 refers). On January 20, 2022, the Board approved to extend the DRPS 2020-2022 Business Plan for one year (M020-22 refers). The service policy that outlines the development, implementation, and reporting of the business plan is documented in the *Business Planning* directive. The service undertakes appropriate consultation during the development of the business plan in accordance with section 32(2) of the Adequacy Standards Regulation. The Board

receives a report on the progress toward the business plan objectives on a semi-annual basis (M312-21 refers).

Each year, in accordance with section 31 of the Adequacy Standards, the police service produces an Annual Report that relates the activities of the service during the previous year. The Annual Report is presented to the Police Services Board each year distributed no later than the second quarter of the year following the reporting period (M214-21 refers). The *Annual Reporting* directive sets out the requirements and responsibilities for the production of the report.

The *Quality Assurance – Directives Forms and Audits* directive establishes the quality assurance process in compliance with section 35 of the Adequacy Standards Regulation and sets out the responsibility to ensure directives are up-to-date and reviewed regularly. The Board receives the Audit Function monitoring report in April of each year (M131-21 refers).

In accordance with section 34 of the Adequacy Standards Regulation, the DRPS has procedures in place for the investigation of complaints. These procedures are contained in the directive *Complaints Process – Police Services Act*. The Board receives a report in response to the PSB By-Law: Administration of the Complaints System semi-annually (M257-21 refers).

Policy Statement 2

Each of the policies and procedures embedded in the directives and manuals described above meet the standard of adequate and effective, and are based upon the guidelines within the Policing Standards Manual (2000). Directives are reviewed regularly, and revised when necessary. A schedule to manage the review of directives is in place that assists with ensuring all directives are reviewed on a cycle appropriate to their assigned priority. Revisions to directives are communicated immediately via Routine Orders.

Policy Statement 3

The Education and Training Centre (ETC) provides training programs to ensure that members have the necessary knowledge, skills and abilities to perform their duties. This includes the annual training that members receive on use of force, as well as de-escalation tactics, specialized courses to augment members existing skills and leadership development. Courses are offered under the following portfolios: Patrol, Investigative, Predatory Crime, Leadership Development, Use of Force, and Police Vehicle Operations. Learning outcomes are assigned to each course and evaluation methods identified in the course outline.

Policy Statement 4

Under section 8 of the Missing Person Act, 2018 police services are required to report annually on the use of urgent demands for records by members of the police service (Appendix B). The Ministry of the Solicitor General Annual Reporting Template (Form 7) with the data collection period ending December 31st, 2021 is included as Appendix C. The total number of urgent demands made by the Durham Regional Police Service for this data collection period was six (6). The total number of missing person investigations in which a demand was made was five (5).

Appendix A to the Monitoring Report: Adequacy and Effectiveness of Police Services

Table 1

ONTARIO REGULATION 3/99 SECTION:	Compliant with Section	DRPS Policy in Place	Police Standards Manual	Related DRPS Directive(s)	Last Reviewed	Related PSB Report(s)	Related PSB Minutes
Crime Prevention							
Crime Prevention Initiatives and Problem-Oriented Policing (Sec. 3)	Yes	Yes	CP-002	Crime Prevention Initiatives	Mar 2020	Community Policing (Ends)	M133-21
			CP-001	Problem-Oriented Policing	Sep 2019	Community Safety (Ends)	M308-21
			AI-005	Auxiliary Police Members	Dec 2019		
			AI-006	Volunteer Program	Mar 2020		
Law Enforcement							
Community Patrol (Sec. 4(3))	Yes	Yes	LE-001	Community Patrol	Jan 2020	Community Policing (Ends)	M133-21
Dispatch Services (Sec. 6(3))	Yes	Yes	LE-002	Communications and Dispatch	Jan 2020		
			LE-002	Regional Interoperable Radio Communications System	Jun 2020		
Traffic Management, Traffic Law Enforcement and Road Safety (Sec. 8)	Yes	Yes	LE-017	Vehicle Equipment Investigations	Sep 2019		
			LE-017	Motor Vehicle Collision Investigations	Aug 2019		
			LE-017	Motor Vehicle Impoundment	Sep 2019		
			LE-017	Driving While Suspended and Disqualified Investigations	Sep 2021		
			LE-017	Impaired Driving Investigations	Jan 2020		
			AI-013	RADAR and LIDAR Speed Measuring Devices	Feb 2022		
Criminal Investigators	Yes	N/A	LE-006	N/A			
Supervision (Sec. 10)	Yes	Yes	LE-025	<i>many directives</i> (see pg.3 of report)			
Criminal Investigation Management (Sec. 11(1) and 11(2))	Yes	Yes	LE-006	Criminal Investigations Management Plan	Jan 2020		

ONTARIO REGULATION 3/99 SECTION:	Compliant with Section	DRPS Policy in Place	Police Standards Manual	Related DRPS Directive(s)	Last Reviewed	Related PSB Report(s)	Related PSB Minutes
Assistance of other Police Forces (Sec. 11(4))	Yes	Yes	LE-006	Criminal Investigations Management Plan	Jan 2020		
General Criminal Investigations and Criminal Investigations into All Matters Specified in Subsection 12(1)	Yes	Yes	LE-034	Sexual Assault and Child Abuse	Sep 2021		
			LE-034, LE-040	Human Trafficking	Sep 2021		
			LE-036	Child Pornography and Internet Child Exploitation	Jun 2020		
			LE-028	Criminal Harassment	Mar 2021		
			LE-024	Domestic Violence Occurrences	Jan 2021		
			LE-031	Drug Investigations	Jan 2021		
			LE-021	Elder and Vulnerable Adult Abuse	Dec 2021		
			LE-038	Fraud and Counterfeit Currency	Jun 2020		
			LE-007, LE-008	Hate Crime and Hate Propaganda	Nov 2021		
			LE-039	Homicide	Jun 2020		
			LE-037	Death Investigations	Jun 2021		
			LE-032	Illegal Gaming	Mar 2022		
			LE-026	Missing Persons	May 2020		
			LE-026, LE-040	Parental and Non-Parental Abductions and Attempts	Oct 2020		
			LE-019, LE-029	Firearm Investigations	Jun 2021		
			LE-041	Proceeds of Crime	Jul 2019		
			LE-030	Property Offence Investigations	Feb 2022		
LE-042	Robbery	Mar 2021					
LE-043	Stolen Vehicle Investigations	Feb 2022					
LE-044	Youth Crime	Sep 2019					
Multi-Officer Response (Sec. 12(2))	Yes	Yes	N/A	<i>multiple directives</i> (see pg.4 of report)			
All Operational Matters Referred to in Subsection 13(1)	Yes	Yes	LE-010	Internal Task Forces	Feb 2022		
			LE-009	Joint Forces Operations	Mar 2022		

ONTARIO REGULATION 3/99 SECTION:	Compliant with Section	DRPS Policy in Place	Police Standards Manual	Related DRPS Directive(s)	Last Reviewed	Related PSB Report(s)	Related PSB Minutes
			LE-004	Criminal Intelligence	Jun 2020		
			LE-003	Crime, Call and Public Disorder Analysis	Aug 2020		
			LE-015	Informant Management	Feb 2021		
			LE-015	Agent Management	Feb 2022		
			LE-018	Witness Protection	Feb 2022		
			LE-013	Persons in Crisis and Attempt Suicide	Jun 2021		
			LE-012	Search of Persons	Dec 2021		
			LE-011	Search of Premises and Warrants	Jun 2020		
			LE-005	Arrest and Warrant Applied For	Nov 2021		
			LE-023	Violent Crime Bail	Jun 2018		
			LE-016	Prisoner Care and Control	May 2020		
			LE-016	Prisoner Care and Control – Court Services Branch	Jan 2021		
			LE-033	Prisoner Transportation	Jun 2020		
			LE-020	Seized and Found Property	Aug 2019		
Investigative Supports (paragraph 14(1)(a))	Yes	Yes	LE-006	Scenes of Crime Officers	Jun 2021		
			LE-039	Forensic Investigative Services	Apr 2018		
			ER-010	Canine (K9) Unit	Aug 2020		
			LE-017	Motor Vehicle Collision Investigations	Aug 2019		
			LE-017	Impaired Driving Investigations	Jan 2020		
			LE-004	Criminal Intelligence	Jun 2020		
			LE-006	Criminal Investigation Management Plan	Jan 2020		
The Collection, Handling, Preservation, Documentation, and Analysis of Physical	Yes	Yes	LE-020	Major Crime Scene Management	Nov 2019		

ONTARIO REGULATION 3/99 SECTION:	Compliant with Section	DRPS Policy in Place	Police Standards Manual	Related DRPS Directive(s)	Last Reviewed	Related PSB Report(s)	Related PSB Minutes
Evidence (paragraph 14(1)(b))							
Specialized Assistance from Another Police Service (paragraph 14(1)(c))	Yes	Yes	LE-006	Criminal Investigation Management Plan <i>multiple directives</i> (see pg.4)	Jan 2020		
Provision of Police Services in Respect of All Navigable Bodies and Courses of Water (Sec.15)	Yes	Yes	LE-035	Waterways Policing	Aug 2019		
Court Security (Sec. 16)	Yes	Yes	LE-014 LE-016	Court Security Prisoner Care and Control – Court Services Branch	Jan 2021 Jan 2021		
Victims Assistance							
Victims Assistance (Sec. 17)	Yes	Yes	VA-001	Victim Assistance Service Program	Jan 2021	Assistance to Victims of Crime (Ends)	M132-21
Public Order Maintenance							
Deployment (Sec. 19)	Yes	Yes	PO-001	Public Safety Unit	Jun 2020		
Labour Disputes (Sec. 20)	Yes	Yes	PO-002	Labour Disputes	Aug 2019		
Emergency Services							
Preliminary Perimeter Control and Containment (Sec. 22)	Yes	Yes	ER-001	Preliminary Perimeter Control and Containment	Feb 2022		
Training and Qualifications for Members of Containment Teams, Tactical Units, Hostage Rescue Teams, Crisis Negotiators, and Major Incident Commanders (Sec. 24(2))	Yes	Yes	ER-002, ER-003	Tactical Support Unit and Hostage Rescue Team	Feb 2022		
			ER-005	Crisis Negotiators	Apr 2021		
			ER-004	Incident Command	Jun 2020		
Deployment of Tactical Unit, Hostage Rescue Team, Major Incident Commanders, Crisis Negotiators, Police Explosive Forced	Yes	Yes	ER-002, ER-003 ER-004 ER-005	Tactical Support Unit and Hostage Rescue Team Incident Command Crisis Negotiators	Feb 2022 Jun 2020 Apr 2021		

ONTARIO REGULATION 3/99 SECTION:	Compliant with Section	DRPS Policy in Place	Police Standards Manual	Related DRPS Directive(s)	Last Reviewed	Related PSB Report(s)	Related PSB Minutes
Entry Technicians and Explosive Disposal Technicians; Emergency Response Services (Sec. 25(2))			ER-006	Chemical Biological Radiological Nuclear and Explosive	Jun 2021		
Emergency Plan (Sec. 26)	Yes	Yes	ER-008	Disaster Response	Mar 2022		
Ground Search (Sec. 27)	Yes	Yes	ER-007	Missing Persons	May 2020		
Counter-Terrorism (Sec.28)	Yes	Yes	CT-001, CT-002, CT-003, CT-004	Terrorism	Jul 2019		
Administration and Infrastructure							
Administration and Infrastructure	Yes	Yes	AI-001	Business Planning	Apr 2018	Strategic Business Planning (Governance)	M312-21
			AI-011	Annual Reporting	Jul 2020	Strategic Business Planning (Governance)	M214-21
				Quality Assurance – Directives, Forms and Audits	Feb 2022	Audit Function (Executive Limitations)	M131-21
				Complaints Process – Police Services Act	Aug 2021	Administration of the Complaints System (Bylaw)	M257-21

REPORT TO THE POLICE SERVICES BOARD



Author Teresa Fetter, Director Business Services
Date: March 22, 2022
Subject Monitoring Report – Financial Activities and Conditions Year-Ended 2021
Report Type: Information

RECOMMENDATION:

“THAT the Board find that all provisions of the Financial Conditions and Activities policy have been complied with.”

Signed:



Chief of Police

Date:

March 10/22

BROADEST POLICY PROVISION:

“With respect to ongoing financial conditions and activities, the Chief of Police will not cause or allow development of fiscal jeopardy or material deviation of actual expenditures from the Board priorities established in the Ends policies.”

Interpretation of the Chief of Police:

It is my interpretation of this policy that compliance with the nine following policy statements and the data there tendered fulfills the total requirement of this provision.

I therefore report **compliance** with this Executive Limitations Policy.

“Further, without limiting the scope of the foregoing by the enumeration, the Chief of Police will not:”

Policy Provision #1

1. *“Expend more funds than have been allocated by the Regional Municipality of Durham for the Fiscal Year.”*

Interpretation of the Chief of Police:

It is my interpretation of this policy that it applies to the entire budget as a whole and that any material variance from budgeted spending is to be addressed in the succeeding period.

Further that any material variance that is likely to cause non-compliance with provision 1 should be reported to the Board at its next meeting.

Data Support:

Upon review of the spending summary produced by the Director of Business Services, which is based upon the financial statements provided by the Region on March 3, 2022, I report the following:

The financial statements for the 12 months ended December 31, 2021 show net spending of \$222.01 million (2020-\$214.69 million) representing 99% (2020-100%) of the annual operating budget of \$223.19 million (2020 - \$214.72 million).

As in prior years, the Service has experienced wage savings from position vacancies due to the recruitment challenges to keep pace with the high numbers of member departures. These shortages have been managed in part, through an increased reliance on overtime spending to maintain operational levels, already stretched due to pandemic challenges.

Additional cost pressures have been experienced in the following areas: supports for workers injured on duty, contractual retirement obligations, legal services and consulting costs.

Revenues have continued to be impacted by the pandemic, resulting in lower than budgeted police record check and false alarm call revenues. However, revenue impacts in 2021 were less significant than in 2020, and were able to be fully offset through pandemic driven savings in other operational areas.

The appendix, on pages 11 and 12, provide additional financial information in the form of two summary tables. Each table compares the actual spending to approved budget by major cost category, including a brief explanation of the major trends and forecast rationale. The first table represents the current year and the second table contains results from the same time period of the prior year.

Therefore, I report **compliance** with this provision.

Policy Provision #2

2. *“Authorize capital expenditures which would result in a capital variance of more than 5% of the approved capital budget, to a maximum of \$200,000, prior to advising the Board.”*

Interpretation of the Chief of Police:

It is my interpretation of this policy that I will inform the Board prior to authorizing individual discretionary capital expenditures which had not been included in the approved capital budget, and which are larger than the lesser of a) 5% of the approved capital budget, and b) \$200,000.

Data Support:

The Director of Business Services reports that during the reporting period, there were no individual capital variances approved, that exceed either 5% of the approved capital budget, or the amount of \$200,000.

For the year ended December 31, 2021, net capital variances totaling approximately \$255,000 were approved, related to purchases due to written off vehicles supported by insurance recoveries, other operational equipment and key one-time capital items not included in the 2022 approved budget.

I therefore report **compliance** with this provision.

Policy Provision #3

3. *“Fail to authorize the payment of payroll and other financial obligations in a timely manner.”*

Interpretation of the Chief of Police:

It is my interpretation of this policy that the Durham Regional Police Service will process payments through the Region’s systems and that payments will be made in such a manner as to ensure that members receive their payroll, and that suppliers receive payment in a timely manner.

Data Support:

The Director of Business Services reports that we have had no significant complaints with respect to payment of payroll or other payments during the reporting period.

I therefore report **compliance** with this provision.

Policy Provision #4

4. *“Negotiate, commit, approve or sign any collective agreements or addendums without explicit Board authorization. (This does not preclude the Chief or designate from participating in bargaining sessions in an advisory capacity as per section 120(4) of the Police Services Act.)”*

Interpretation of the Chief of Police:

It is my interpretation of this policy that the Chief of Police and designates have no authority whatsoever in this area without the explicit authorization of the Board and that the Chief or designate should request said authorization in writing.

Data Support:

There have been no negotiations, commitments, approvals or signatures of any collective agreements or addendums without explicit Board authorization.

On March 23, 2021, the Uniform and Civilian collective agreements were finalized with the Durham Regional Police Association. These agreements are effective January 1, 2020 and expire on December 31, 2024.

On November 19, 2019, the Senior Officer's collective agreement was finalized with the Durham Regional Police Senior Officers' Association. It is effective January 1, 2019 and expired on December 31, 2021.

I therefore report **compliance** with this policy.

Policy Provision #5

- 5. *“Approve or sign any agreements with other police services, service providers, or service recipients, which exceed annual transfers of \$1,000,000, without explicit Board authorization.”*

Interpretation of the Chief of Police:

It is my interpretation of this policy that the Chief of Police has no authority regarding annual transfers in excess of \$1,000,000 in this area without explicit authorization and that the Chief should request said authorization in writing.

Data Support:

No such activity has taken place in the reporting period at all, and no authorizations have been received.

I therefore report **compliance** with this policy.

Policy Provision #6

6. *“Acquire, encumber or dispose of real property. (Property as defined in the Police Services Act section 132 exempted.)”*

Interpretation of the Chief of Police:

It is my interpretation of the policy that I am not authorized to deal with the purchase, sale or encumbrance of real property, meaning real estate, without express authorization from the Board. This, however, does not prevent my ability to lease premises as required pursuant to the budget and as coordinated with the Real Estate Division of the Regional Municipality of Durham. (The practice of the Regional Municipality of Durham is to submit all such real estate leases to Council for approval after approval by the Chief.)

Data Support:

There were no such acquisitions, encumbrances or dispositions undertaken during the reporting period.

I therefore report **compliance** with this provision.

Policy Provision #7

7. *“Fail to maintain an inventory of federal and provincial grants and contribution programs relevant to public safety, and maximize opportunities to seek funding from such programs.”*

Interpretation of the Chief of Police:

It is my interpretation of this policy that the service shall maintain a list of such programs and shall periodically evaluate funding opportunities and actively seek them out. Material funding sources shall be disclosed in the Annual Business Plan Budget which is approved by the Board. Funding awarded after budget approval will be disclosed in the next quarterly report.

Data Support:

The Director of Business Services maintains a list of such programs; coordinates with the management of the service to make grant applications and discloses all known material funding sources in the Annual Business Plan Budget approved by the Board.

The Court Security Prisoner Transportation Funding

The program is based on a maximum funded amount of \$125 million for the Province in total, which the program reached in 2018. The Service's 2021 approved funding was \$4,200,882 representing a 3% increase over 2020 approved funding, and which expired on December 31, 2021.

In the fall of 2020, The Ministry of the Solicitor General undertook a review of the program, through an independent consultant.

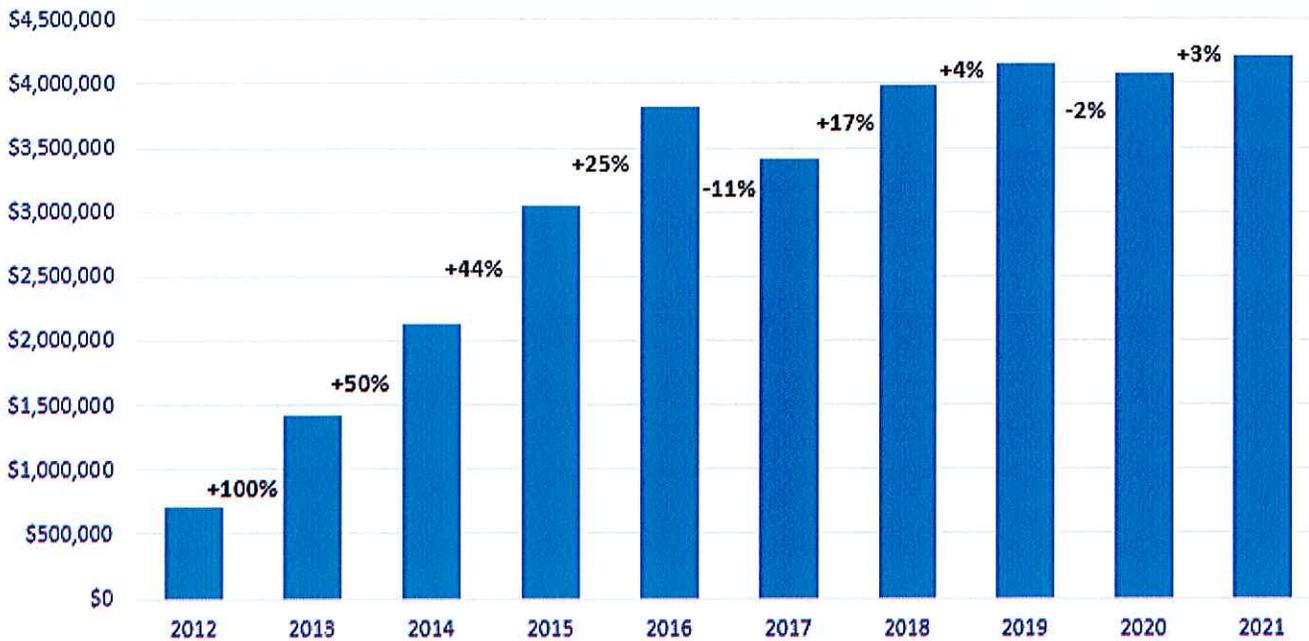
In January 2022, the consultant's report was released, containing several key recommendation themes. They are:

- Continuation of the 'new normal' process that leverages technology solutions for virtual pre-trial hearing appearances, thus minimizing prisoner transportation and to create better integration with court administration;
- Creation of process efficiencies and lower total program costs, through leveraging special constables over front-line officers, automation of manual processes and eliminating duplication in prisoner transport;
- Development of performance measures;
- Moving to a centralized program, either through the creation of regional or provincial entities, with a focus on achieving process efficiency and a lower cost program and
- The development of a Northern Justice Strategy to consider unique needs of the Indigenous police services.

While many of these themes will be realized over the longer term, the report clearly indicated that there would be no reduction to the overall program funding level of \$125 million in the short-term. As a result, the Service is anticipating a similar funding level to 2021.

A historical summary of the approved funded amounts is provided below.

Court Security & Prisoner Transport Funding



Front Line Policing Grants

On April 18, 2019, the Ministry of the Solicitor General announced that effective 2019-2020, current grants would be replaced by a consolidated grant, the **Community Safety and Policing (CSP)** grant.

This grant is described as outcomes-based to better align with local and provincial priorities, with a focus on effective and integrated service delivery, improved flexibility for local needs and priorities related to safety and well-being and to encourage inter-jurisdictional and multi-sectoral approaches.

There are two funding streams with focus on local priorities and provincial priorities. There is a formal application process every three years for funding under both streams.

Current Grant Funding:

- The Service's allocation under the **local priorities** stream has been approved in the amount of \$2,469,523, per fiscal year of the current 3 year grant cycle.
- The Service has received approval for the Guns & Gang application, submitted under the **provincial priorities** stream, in the amount of \$696k per year for 3 years.

Total funding under the 2 priorities streams (local and provincial) is \$3.2 million per year and the grants expire on March 31, 2022.

The Service has recently applied for funding under the next three-year cycle (2022-23 to 2024-25), putting forth the following projects under the local and provincial funding streams:

Local Stream:

Project SALUS: As part of the Region's Community Safety and Well-Being plan, this project will focus on providing support to vulnerable populations and toward targeting high-impact crimes (intimate partner violence, gang recruitment, and firearms offences).

Total funding application is \$9.3 million over the 3-year cycle, representing an increase of approximately \$0.6 million per year.

Provincial Stream:

Project UPSTREAM: Supporting the of the Region's Community Safety and Well-Being plan, this project will focus on collaboration among community human services partners to support a reduction in the number of 'acutely elevated risk' situations that officers are required to manage. Total funding application is for \$1.3 million over the 3-year cycle.

Cyber Crime Investigative Support Unit: Creation of a new investigative unit to conduct digital investigations including open-source intelligence, ransomware, data theft, cryptocurrency, counter terrorism, and support for the National Cyber Crime Coordination Office.

The impact of these investigations will have a major impact on our communities and provincial priorities including human trafficking, gun and gang violence, firearms trafficking, hate-motivated crime, and intimate partner violence. Total funding application is for \$1.5 million over the 3-year cycle.

The Service has not received any update on the timing of the grant approval.

Child and Youth Services Program Funding

The Service receives funding from the Minister of Child and Youth Services within the Ministry of Community and Social Services, to support the following initiatives:

- Extrajudicial Measures – Youth diversion program
- Youth in Policing – Summer employment program
- Youth in Policing – After school employment program

Funding for the 2021/22 program year was approved in the amount of \$0.4 million, and expires March 31, 2022. These program budgets are prepared annually and are normally approved in the late spring.

Other Grants

During 2021, the Service took the opportunity to apply for available funding programs and was highly successful. A summary of the 2021 grant activity is provided below and includes 2 multi-year grants, secured in 2020, with approved funding for future years.

Granting Ministry	Grant Program Name	Funding Purpose	Total Amount Requested	Application Status	Application Year	Approved Amount	Grant Expiry
Ministry of the Solicitor General Public Safety Division	Children at Risk of Exploitation (CARE) Units 2020-2025 (5 Year Grant)	Anti-Human Trafficking funding to implement new Durham-based CARE Unit partnership model (Secondments, Equipment & Training)	\$ 3,557,045	Approved	2020	\$ 3,557,045	30-Jun-2025
Ministry of the Solicitor General Public Safety Division	Proceeds of Crime - Front-Line Policing (FLP) 2020-2023 (3 Year Grant)	Helping Alliances with Law Enforcement and Trafficking (HALT Project) (Victim Services Consultant, Supplies)	\$ 300,000	Approved	2020	\$ 300,000	31-Mar-2023
2020 Multi-Year Grant Funding Approvals							
Granting Ministry	Grant Program Name	Funding Purpose	Total Amount Requested	Application Status	Application Year	Approved Amount	Grant Expiry
Ministry of the Solicitor General	Youth Advisory Committee (YAC) Grant 2021 (1 Year Grant)	Establish a Youth Advisory Committee	\$ 60,000	Approved	2021	\$ 60,000	29-Oct-2021
Ministry of the Solicitor General	Policing Operations Support Grant 2020-2021 (1 Year Grant)	Purchase Advanced Cellular Analysis Support Program	\$ 112,000	Approved	2021	\$ 112,000	31-Mar-2021
Ministry of the Solicitor General	Proceeds of Crime Law Enforcement Grant 2020-2021 (1 Year Grant)	JSI Application Refresh	\$ 98,082	Approved	2021	\$ 98,082	31-Mar-2021
Ministry of Seniors and Accessibility	Seniors Community Grant 2021-2022 (1 Year Grant)	Resources for Elderly Prioritizing Education and Truth	\$ 23,470	Approved	2021	\$ 23,470	31-Mar-2021
Ministry of the Solicitor General	Ontario Closed Circuit Television (CCTV) Grant 2021-2022 (1 Year Grant)	Targeting Guns, Gangs and Violence through CCTV Program (Camera Systems, Hardware, Software, Licenses)	\$ 170,092	Approved	2021	\$ 170,092	31-Mar-2022
Ministry of the Solicitor General	Victim Support Grant 2021-2023 (2 Years Grant)	To enhance capacity to support victims and survivors of intimate partner violence and human trafficking	\$ 200,000	Approved	2021	\$ 200,000	31-Mar-2023
Ministry of the Solicitor General	Ontario's Strategy to End Human Trafficking 2021-2022 (1 Year Grant)	Partial Contribution for funding a Human Trafficking Investigator	\$ 52,200	Approved	2021	\$ 52,200	31-Mar-2022
Ministry of Seniors and Accessibility	Mobile Crisis Response Team (MCRT) Enhancement Grant 2021-2023 (2 Years Grant)	Funding will be provided to increase the Full Time count of mental health and addiction workers on existing teams	\$ 240,000	Submitted for Approval	2021		
2021 Totals			\$ 955,843			\$ 715,843	

In addition, \$165k non-grant funding from the 2021 Ontario Cannabis Legalization Implementation Fund was received and used to support enforcement and seizure efforts.

I therefore report **compliance** with this policy.

Policy Provision #8

8. *“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 the service shall formally document major shared service arrangements, track time and resources rendered to and received from other police services and seek reimbursement in those cases where the services were not reciprocated if material in amount.

Data in Support:

The service, through the Superintendent of Patrol Support, Policing Operations, tracks services rendered to and received from other services pursuant to long term formal Shared Services Agreements. At the end of each year a reconciliation of services exchanged is performed and billings may be processed for amounts owing. This review has been completed as summarized below.

In 2021, the service shared resources with our greater Toronto area policing partners. Our shared resources included Air1, Canine, Tactical Support, Explosive Disposal Unit, and the Public Safety Unit (PSU). With the exception of the PSU deployment to Kingston, all other shared resources were facilitated without reimbursement. Costs associated with the PSU deployment to Kingston, on two separate dates, was recovered through an agreement with the Kingston Police Service.

I therefore report **compliance** with this policy.

Policy Provision #9

9. *“Fail to comply with the spirit of the financial by-laws and policies of the Regional Municipality of Durham.”*

Interpretation of the Chief of Police:

It is my interpretation of this policy that all purchases of goods and services shall be in compliance with the Durham Regional Police Service Financial Policy and Procedures Manual,

which is in substantial compliance with Regional Processes, subject to limits being established by the Chief of Police in consultation with the Director of Business Services. It is my further interpretation that the practice of expending funds from operating accounts prior to final budget approval is acceptable in order to meet payroll and account payment obligations as per #2 above. Further that spending on Capital Budget items are subject to final Regional budget approval unless specifically dealt with by the Board for pre-approval.

Data Support:

The Financial Policy and Procedures Manual was first published and took effect in 2005. It is in substantial compliance with Regional Processes and therefore complies with the spirit of Regional Processes. An updated version was implemented in 2018.

Financial transactions have been in compliance with the Financial Policy and Procedures Manual during the current reporting period.

I therefore report **compliance** with this provision.

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

Appendix: Financial Summaries – Current and Prior Year

Durham Regional Police Service						
2021 Financial Results						
Cost Category	Annual Budget \$000's	Dec YTD Actuals \$000's	% Budget	Under (Over) Spend \$ 000's	Under (Over) Spend % Budget	Comments on Major Trends
Payroll Expenses & Reserves	\$194,150	\$195,175	100.5%	-\$1,024	-0.5%	Net wage savings from position vacancies (\$5.3m) was more than fully offset (\$6.3m) by the impact of: a) higher WSIB costs, and b) increased costs to support contractual retiree benefit obligations (Impact from 51 member departures in 2021, and 22 retirements in Q1 2022)
Personnel Related	\$2,935	\$2,682	91.4%	\$254	8.6%	Savings from conferences (pandemic related) and car allowance (position vacancies)
Communication	\$1,820	\$1,457	80.0%	\$363	20.0%	Lower spending due to pandemic (move to electronic documents & virtual events)
Supplies, Food, Services	\$2,692	\$2,293	85.2%	\$399	14.8%	Lower spending due to pandemic (supply chain issues & move to electronic documents)
Facilities	\$8,986	\$8,503	94.6%	\$482	5.4%	Lower utility & building maintenance costs, partly offset by higher janitorial & property rental costs
Computer Maintenance / Operations	\$3,685	\$4,286	116.3%	-\$601	(16.3%)	Investigative cellular software analysis (fully offset by gov't funding) & BWC Yr. 1 reclassification from Capital & higher spend for IT supported programs
Equipment Maintenance / Repair	\$1,482	\$785	53.0%	\$697	47.0%	Savings due to lower Air One flight hours (delays need for servicing)
Vehicle Operations	\$4,174	\$4,202	100.7%	-\$28	(0.7%)	Higher vehicle maintenance & fuel costs, partly offset by insurance proceeds from 3 vehicle write-offs (replacement cost in capital)
Debt Service	\$11,000	\$11,110	101.0%	-\$110	(1.0%)	Higher interest costs related to new debenture issue for Clarington Police Complex Phase 2
Professional & Consulting	\$1,829	\$2,022	110.5%	-\$193	(10.5%)	Higher consulting costs for virtual employee healthcare services (pandemic related), officer recruitment costs and BWC contract development
Legal Services	\$1,012	\$1,402	138.5%	-\$390	(38.6%)	Lower overspend than originally anticipated
Inter Dept'l Transfers	\$309	\$309	100.0%	\$0	0.0%	Breakeven
Financial Expenses	\$2,060	\$2,087	101.3%	-\$26	(1.3%)	Higher spend for bank processing fees (partly pandemic related)
Capital	\$5,339	\$5,343	100.1%	-\$4	(0.1%)	BWC reallocation to operating costs (\$255k) that is fully offset by net approved variances for vehicle replacement costs for vehicle write-offs and other operational equipment
Reserves	-\$462	\$663	-143.6%	-\$1,125	243.6%	Higher cost due to added reserve for 2022 budget capital and no need to draw funds from the 2021 Air One Reserve
Gross Expenditures	\$241,011	\$242,317	100.5%	-\$1,306	-0.54%	
Revenue & Recovery	-\$17,821	-\$20,308	114.0%	\$2,488	(14.0%)	Lower police record check & false alarm revenues offset by higher pay duty revenues for pandemic assignments (offset by higher wages) and unbudgeted grant funding (fully offset through wages & other spending)
Net Expenditures	\$223,190	\$222,009	99.5%	\$1,181	0.53%	

Durham Regional Police Service						
2020 Financial Results						
Cost Category	Annual Budget \$000's	Dec YTD Actuals \$000's	% Budget	Under (Over) Spend \$ 000's	Under (Over) Spend % Budget	Comments on Major Trends
Payroll Expenses & Reserves	\$188,230	\$185,811	98.7%	\$2,419	1.3%	Net wage savings from position vacancies \$4.3m (annual average vacancy = 24 Uniform + 24 Civilian), partly offset by higher net benefit costs \$1.8m (i.e., WSIB, retiree sick pay & post employment), including the financial impact from 73 member departures
Personnel Related	\$2,724	\$2,417	88.7%	\$307	11.3%	Unbudgeted COVID costs(PPE, Employee medical services), more than fully offset by targeted savings from Training, Conferences and underspend for replacement uniform items (supplier issues and lower recruitment)
Communication	\$1,826	\$1,633	89.4%	\$193	10.6%	Lower spending due to COVID (community relations, printing) and move to virtual events
Supplies, Food, Services	\$2,602	\$2,230	85.7%	\$372	14.3%	Targeted savings/delayed spending for Supplies, plus COVID related savings (Cleaning, Food)
Facilities	\$8,520	\$8,379	98.3%	\$141	1.7%	COVID costs for disinfecting services, fully offset by lower utility and headquarter costs
Computer Maintenance / Operations	\$2,918	\$2,805	96.1%	\$113	3.9%	Savings in hardware maintenance, fully offset by lower OPG recoveries for radio system in Revenue section, plus minor savings in software license costs
Equipment Maintenance / Repair	\$895	\$931	104.0%	-\$36	(4.0%)	Higher spend for Air One maintenance
Vehicle Operations	\$4,112	\$3,771	91.7%	\$341	8.3%	Savings from lower avg. fuel costs (~\$0.20/L) and fewer vehicle rentals, partly offset by unplanned cost for vehicle disinfecting due to COVID
Debt Service	\$11,000	\$11,495	104.5%	-\$0	0.0%	Break Even
Professional & Consulting	\$1,768	\$1,780	100.7%	-\$13	(0.7%)	Break Even
Legal Services	\$1,012	\$2,438	240.9%	-\$1,426	(140.9%)	Overspend expected based on current case volume
Inter Dept'l Transfers	\$272	\$272	100.0%	\$0	0.0%	Break Even
Financial Expenses	\$1,962	\$1,967	100.3%	-\$6	(0.3%)	Break Even
Capital	\$5,120	\$5,596	109.3%	-\$476	(9.3%)	Approved Capital Variances to purchase: COVID related items (computers, mask fit machine, Plexiglas workstations), 12 vehicle write-off replacements (partly offset in recoveries), Hike boat engine replacement and Nextgen radios, all partly offset by favorable pricing on scheduled replacement capital items
Reserves	\$11	\$250	2286.2%	-\$734	(6713.0%)	Air One and Clarington Phase 2 reserve contributions
Gross Expenditures	\$232,971	\$231,776	99.5%	\$1,195	0.51%	
Revenue & Recovery	-\$18,255	-\$17,089	93.6%	-\$1,166	6.4%	Lower revenues due to COVID \$1.6m (False Alarms, Police Record Checks and Pay Duty vehicle/admin), offset by net grant funding increase \$0.3m (i.e., Joint Forces, Human Trafficking 'CARE') and other revenues \$0.2m
Net Expenditures	\$214,716	\$214,687	100.0%	\$30	0.01%	

[PUBLIC]

Durham Regional Police Service						
2020 Financial Results						
Cost Category	Annual Budget \$000's	Dec YTD Actuals \$000's	% Budget	Under (Over) Spend \$ 000's	Under (Over) Spend % Budget	Comments on Major Trends
Payroll Expenses & Reserves	\$188,230	\$185,811	98.7%	\$2,419	1.3%	Net wage savings from position vacancies \$4.3m (annual average vacancy = 24 Uniform + 24 Civilian), partly offset by higher net benefit costs \$1.8m (i.e., WSIB, retiree sick pay & post employment), including the financial impact from 73 member departures
Personnel Related	\$2,724	\$2,417	88.7%	\$307	11.3%	Unbudgeted COVID costs(PPE, Employee medical services), more than fully offset by targeted savings from Training, Conferences and underspend for replacement uniform items (supplier issues and lower recruitment)
Communication	\$1,826	\$1,633	89.4%	\$193	10.6%	Lower spending due to COVID (community relations, printing) and move to virtual events
Supplies, Food, Services	\$2,602	\$2,230	85.7%	\$372	14.3%	Targeted savings/delayed spending for Supplies, plus COVID related savings (Cleaning, Food)
Facilities	\$8,520	\$8,379	98.3%	\$141	1.7%	COVID costs for disinfecting services, fully offset by lower utility and headquarter costs
Computer Maintenance / Operations	\$2,918	\$2,805	96.1%	\$113	3.9%	Savings in hardware maintenance, fully offset by lower OPG recoveries for radio system in Revenue section, plus minor savings in software license costs
Equipment Maintenance / Repair	\$895	\$931	104.0%	-\$36	(4.0%)	Higher spend for Air One maintenance
Vehicle Operations	\$4,112	\$3,771	91.7%	\$341	8.3%	Savings from lower avg. fuel costs (~\$0.20/L) and fewer vehicle rentals, partly offset by unplanned cost for vehicle disinfecting due to COVID
Debt Service	\$11,000	\$11,495	104.5%	-\$0	0.0%	Break Even
Professional & Consulting	\$1,768	\$1,780	100.7%	-\$13	(0.7%)	Break Even
Legal Services	\$1,012	\$2,438	240.9%	-\$1,426	(140.9%)	Overspend expected based on current case volume
Inter Dept'l Transfers	\$272	\$272	100.0%	\$0	0.0%	Break Even
Financial Expenses	\$1,962	\$1,967	100.3%	-\$6	(0.3%)	Break Even
Capital	\$5,120	\$5,596	109.3%	-\$476	(9.3%)	Approved Capital Variances to purchase: COVID related items (computers, mask fit machine, Plexiglas workstations), 12 vehicle write-off replacements (partly offset in recoveries), Hike boat engine replacement and Nextgen radios, all partly offset by favorable pricing on scheduled replacement capital items
Reserves	\$11	\$250	2286.2%	-\$734	(6713.0%)	Air One and Clarington Phase 2 reserve contributions
Gross Expenditures	\$232,971	\$231,776	99.5%	\$1,195	0.51%	
Revenue & Recovery	-\$18,255	-\$17,089	93.6%	-\$1,166	6.4%	Lower revenues due to COVID \$1.6m (False Alarms, Police Record Checks and Pay Duty vehicle/admin), offset by net grant funding increase \$0.3m (i.e., Joint Forces, Human Trafficking 'CARE') and other revenues \$0.2m
Net Expenditures	\$214,716	\$214,687	100.0%	\$30	0.01%	

REPORT TO THE POLICE SERVICES BOARD



Author: Bill Clancy

Date of Report:
3/22/2022

Board Staff Policy

Type of Report:
Public

Recommendation:

That the Board find compliance with the Board Staff policy.

Policy Provisions:

Without limiting the foregoing the Executive Director shall not:

1. Allow for meetings to be unsupported.

Executive Director's interpretation

Providing support to all Board meetings is the key function of Board staff. Support for meetings involves the following activities: developing agendas with the input of the Board and the Chief of Police and members of the DRPS; coordinating presentations by DRPS members, external stakeholders and deputations by citizens; reviewing and analyzing reports submitted by the Chief of Police and correspondence directed to the Board; conducting research, drafting reports and providing advice related to the Board's governance and oversight responsibilities; ensuring the organization and distribution of materials in advance to provide sufficient time to review; recording the minutes; and ensuring the Board's decisions are communicated to the appropriate audiences.

Data in Support

The Board held 11 regular meetings and one special meeting in 2021. The Strategic Policy and Planning Committee and the Finance Committee each convened twice. All meetings took place virtually as a result of the pandemic, and the transition to this format was successful. The Negotiations Committee met on multiple occasions to prepare for and conduct collective bargaining with the Durham Regional Police Association and the Senior Officers' Association. Presentations and deputations by external groups and citizens were arranged effectively and adequate support was provided for all meetings.

Therefore, I report compliance with this provision.

2. Fail to advise the Board regarding its decisions and processes.

Executive Director's Interpretation

It is the responsibility of the Executive Director to ensure that the Board is furnished with the appropriate information and advice to exercise effective governance and oversight of the Police

Service. This information is gathered through independent research, by reviewing and analyzing reports and other materials produced by the DRPS, other Police Services, academics and think-tanks, the provincial and federal governments, and community stakeholders, and by building constructive relationships throughout the police sector. The scope of the advice covers all governance and oversight matters and responsibilities conferred upon the Board through the *Police Services Act*, other relevant legislation, and additional duties assigned by the Board to the Executive Director.

Data in Support

The Executive Director advised the Board on numerous issues during 2021, including the following: monitoring reports from the Chief of Police covering aspects of the management of the Police Service and compliance with Board policy and objectives; progress related to the 2020 Strategic Plan and the Equity and Inclusion Plan; the development of the Action Plan to Enhance Trust and Confidence in the DRPS and associated consultations; legal matters pertaining to Ontario Civilian Police Commission investigation; the bidding process for consultations on the recruitment of a future Chief of Police and the consultation process following the identification of the successful bidder; labour relations matters, including collective bargaining with the Associations, an information campaign related to resources in the Communications Unit, and vaccination for Covid-19; and the 2022 budget and related discussions. The advice provided was complemented by thorough research and consultation.

Therefore, I report compliance with this provision.

3. Fail to provide for financial planning, operations and reporting of the Board's governance budget.

Interpretation of the Executive Director

The effective management of resources requires diligent planning, adherence to procedure and timely reporting. The Board budget is established as part of the budget process for the Police Service and involves a review of previous years' expenditures and considers the current environment as a predictor of future costs. The Board office receives monthly reports to enable the tracking of expenses and requisite planning for contingencies. The Executive Assistant attends to all accounts payable and receivable and ensures appropriate coding of expenses in consultation with Police Service staff. The Board's budget is identified in the budget documents submitted to and approved by the Board and Regional Council.

Data in support

The Board's annual budget for 2021 was \$605,992. At the end of the year, the actual expenses were under budget, at \$584,247, or 96%. The professional and consulting costs were \$27K more than budgeted due primarily to costs associated with the consultations on the selection criteria for the Chief of Police.

Therefore, I report compliance with this provision.

4. Fail to Manage the Unclaimed Money and Property Fund, including banking and authorizing disbursements of not more than \$5,000 or one donation per charity per year while maintaining a minimum fund balance of \$10,000.

Interpretation of the Executive Director

This provision addresses money and property in the possession of the Service in accordance with sections 132 and 133 of the *Police Services Act*. The Board is permitted to dispense these funds in the public interest, and has adopted a policy entitled “Management of the Unclaimed Money and Property Account” to guide disbursements in this regard. The Executive Director is authorized to approve a donation up to \$2,000, and the Board’s approval is required for any donation larger than this amount.

Data in Support

Disbursements from the Unclaimed Money and Property Account were consistent with Board policy. The total amount disbursed in 2021 was \$117,980 compared to \$115,168 in 2020. In 2021, there was \$72,895 deposited into the account, compared to \$77,669 the year before. All donations over \$2,000 were approved by the Board and the balance of the account is above the \$10,000 amount required by policy. An independent audit of the account is conducted annually, and the most recent results were reported to the Board in April 2021. A review of the account to ensure its sustainability is also completed by the Executive Director in the Fall of each year and presented to the Board. In November 2021, it was reported to the Board that the value of the account is \$272,992.

Therefore, I report compliance with this provision.

5. Fail to coordinate Board member training

Interpretation of the Executive Director

The requirement for Board members to undergo training is stated in Regulation 421/97 under the *Police Services Act* as follows: “Board members shall undergo any training that may be provided or required by them by the Solicitor General”. The Board’s Code of Conduct Policy states explicit adherence to this Regulation. There is currently no training provided by the Ministry, nor is any training identified by the Ministry as a requirement. Recognizing the important responsibilities that are invested in Board Members, however, the Ontario Association of Police Services Boards (OAPSB) offers ongoing training to its members at its annual conference and at a seminar each Fall.

Data in Support

All Board members are given the opportunity to attend the OAPSB’s training sessions which are held immediately prior to its Annual Meeting and Conference. The OAPSB is currently updating its online training materials. An orientation binder is also provided to all new Board members upon their appointment, and arrangements are made to ensure appropriate briefings and sessions. Board members participated in an extensive number of learning activities in 2021, including numerous CAPG webinars, the CAPG conference, and the OAPSB conference and

labour seminars. Board members provided positive feedback on the nature and quality of the learning opportunities.

Therefore, I report compliance with this provision.

6. Allow the Board to lack representation with the Ontario Association of Police Services Boards and the Canadian Association of Police Boards, and at local events.

Interpretation of the Executive Director

This provision requires that Durham Board maintains a visible and viable presence locally, provincially and nationally to communicate its positions and interests.

Data in Support

The Board is a member of both the Ontario Association of Police Services Boards and the Canadian Association of Police Governance (formerly the Canadian Association of Police Boards, now known as the CAPG). In 2021, Board Member Karen Fisher continued to serve a Director on the OAPSB Board representing the Big 12. Board members and staff participated in numerous conferences and seminars hosted by the CAPG and the OAPSB in 2021, and were also visible at an extensive number of virtual and in-person community events in support of charitable organizations across the Region. The Executive Director also participated in various meetings as a representative of the Big 12 Polices Services and as a member of the Emergency Services Steering Committee (ESSC) and the ESSC leadership group. This group of municipal representatives collaborate to address the escalation of costs in the emergency services sector. Board representatives also participated in local events and internal and external activities through virtual formats. Board staff will continue to identify opportunities for the Board to demonstrate visibility to the community.

Therefore, I report compliance with this provision.

7. Fail to manage Board staff performance

Interpretation of the Executive Director

The Board office is staffed by the Executive Director and the Executive Assistant. The Executive Director is responsible to manage the performance of the Executive Assistant. The management of staff performance is based upon the principle of continuous improvement, and the service standard expected of Board staff is excellence.

Data in Support

The performance of the Executive Assistant is managed on an ongoing basis, and includes both a formal assessment once a year by the Executive Director and continuous feedback informally. The Board considered the 2021 staff evaluations and agreements at the February 2022 meeting.

Therefore, I report compliance with this policy provision.

8. Fail to provide semi-annual monitoring reports regarding this policy.

Interpretation of the Executive Director

Two reports to the Board covering all aspects of this policy are to be submitted to the Board.

Data in Support

Reports on this policy are provided in September and March each year.

Therefore I report compliance with this provision.

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

Bill Clancy
Executive Director

Attachments: Board Budget to Actual Financial Report – 2021
Unclaimed Money and Property Account – 2021 Donations

Durham Regional Police Service
Branch Report for the 12 month period ended December 2021

Branch: Police Services Board

Menu

Cost Category	December 2019 Restated	December 2020 Restated	Actuals	Open 'Operating' Purchase Orders	Total Spending Commitments	2021 Budget	Budget Variances	2021 Budget + Approved Variances	% Committed
Payroll Expenses & Reserves	\$ 345,247	\$ 364,574	\$ 368,962	\$ -	\$ 368,962	\$ 375,424	\$ -	\$ 375,424	98%
Personnel Related	\$ 48,621	\$ 31,243	\$ 24,558	\$ -	\$ 24,558	\$ 51,998	\$ -	\$ 51,998	47%
Communication	\$ 1,446	\$ 844	\$ 723	\$ -	\$ 723	\$ 2,195	\$ -	\$ 2,195	33%
Supplies, Food, Services	\$ 32,449	\$ 11,007	\$ 23,025	\$ -	\$ 29,025	\$ 32,596	\$ -	\$ 32,596	89%
Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Computer Maintenance / Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Equipment Maintenance / Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Vehicle Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Professional & Consulting	\$ 8,456	\$ 5,422	\$ 37,801	\$ -	\$ 37,801	\$ 10,200	\$ -	\$ 10,200	371%
Legal Services	\$ 144,432	\$ 84,844	\$ 123,177	\$ -	\$ 123,177	\$ 133,579	\$ -	\$ 133,579	92%
Inter Dept'l Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Financial Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Gross Expenditures	\$ 580,652	\$ 497,934	\$ 584,247	\$ -	\$ 584,247	\$ 605,992	\$ -	\$ 605,992	96%
Revenue & Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Net Expenditures	\$ 580,652	\$ 497,934	\$ 584,247	\$ -	\$ 584,247	\$ 605,992	\$ -	\$ 605,992	96%

2021 UNCLAIMED PROPERTY FUND - DISBURSEMENTS

Date	Recipient	Amount	Charity
02-Jan	Municipality of Clarington	\$1,000.00	To support continued growth and development of arts and culture in the Municipality of Clarington
02-Jan	Catholic Family Services of Durham	\$1,000.00	To provide much needed counseling and support to over 2400 community members each year
11-Jan	Newcastle Art Show - A Gift of Art	\$500.00	To support continued growth and development of arts and culture in Newcastle
19-Jan	ProAction Cops & Kids	\$10,000.00	2nd Installment (2020-2024)-5 Year Agreement-To support DRPS officers in their work with local youth
19-Jan	Ontario Black History Society	\$5,000.00	The Durham Black History Month
19-Jan	Diabetes Canada	\$1,500.00	In support of D-Camps in Durham Region
26-Jan	Durham Black Educators Network	\$1,000.00	Activating Student Success Awards Celebration
08-Feb	The Coldest Night of the Year Walk (YIP)	\$1,000.00	In support of The Refugee Youth Shelter
17-Feb	Big Brothers Big Sisters South-West Durham	\$2,500.00	To benefit and enhance the lives of young people throughout the Durham Region
17-Feb	Ontario Philharmonic	\$3,000.00	Random Acts of Music; Teddy Bear Series
17-Feb	Oak Ridges Hospice of Durham Ltd.	\$3,000.00	For terminally ill
08-Mar	Autism Home Base Durham Inc.	\$2,000.00	Allies for Autism
11-Mar	Town of Whitby	\$1,720.00	A Night Out on the Town, Mayor Don Mitchell's Fundraiser
12-Mar	Community Living Oshawa / Clarington	\$500.00	Support for children and adults with developmental disabilities
24-Mar	Their Opportunity Minor Sports Corp	\$2,500.00	Support Durham Elementary Schools
18-Mar	Bowmanville Hospital Foundation	\$4,000.00	To support the redevelopment and expansion project for Bowmanville Hospital
20-Apr	Regional Chair's Classic	\$4,500.00	In support of the tournament fund to assist students in financial need at Durham College & Ont Tech University
20-Apr	Simcoe Hall Settlement House	\$2,000.00	In support of Food Banks, After School Programs, Seniors Programs
20-Apr	Alzheimer Society of Durham Region	\$1,000.00	Proceeds support women's health care in our community
18-May	Trent University Durham Endowed Fund	\$3,000.00	Roger Anderson Prize in Policing & Community Well-Being
18-May	The Ajax Mayor's Gala	\$2,500.00	For the Ajax Community
18-May	Special Olympics Ontario	\$5,000.00	To support individuals with an intellectual disability through the Law Enforcement Torch Run for Special Olympics
18-May	BGC Durham	\$3,000.00	To help children, youth and families who need it the most
18-May	Lakeridge Health Foundation Golf Classic	\$5,000.00	To benefit the highest priority needs of Lakeridge Health -critical and life saving equipment needed
18-May	Abilities Centre	\$5,000.00	To support the community
19-May	Precious Minds	\$900.00	Support summer camp programs for children & youth with developmental challenges
31-May	WindReach Farm	\$1,800.00	Funds to support physical, psychological & intellectual challenges
09-Jun	Township of Brock	\$610.00	Support of community and youth related projects and programs in the Township of Brock
14-Jun	United Way Durham Region	\$500.00	Back to School Backpack Program
14-Jun	Municipality of Clarington-Mayors Golf Classic	\$2,000.00	To support Community Care Durham
15-Jun	Durham Children's Aid Foundation	\$5,000.00	Supports Children and Youth Associated with the Durham Children's Aid Society
22-Jun	Alzheimer Society of Durham Region	\$800.00	Supports Alzheimer Society of Durham Region
30-Jun	Carea Community Health Centre	\$1,000.00	2021 Summer Camp
13-Jul	Township of Uxbridge	\$1,200.00	To support non-profit organizations & individuals seeking financial assistance for various activities or events
14-Jul	ProAction Cops & Kids (SN Annual Charity Golf Tourney)	\$2,000.00	In support of ProAction Cops & Kids
20-Jul	Pickering Mayor's Gala	\$6,000.00	Funds supporting the Rouge Valley Ajax and Pickering hospital
05-Aug	Hearth Place Cancer Support Centre	\$1,750.00	To support Hearth Place Cancer Support Centre for families living in and around Durham Region
18-Aug	Big Brothers Big Sisters North Durham	\$1,000.00	To inspire children & youth to have greater social consciousness helping young minds grow into leaders.
10-Sep	Township of Scugog	\$500.00	Assist Youth Initiatives in Scugog
14-Oct	Bethesda House	\$1,000.00	Women Abuse Prevention Month
17-Nov	Durham College Bursary	\$3,000.00	College Bursary
17-Nov	UOIT - DRPSB Endowment Fund	\$3,000.00	Endowment
17-Nov	Durham Hospice Clarington	\$3,000.00	Building project
17-Nov	Grandview Children's Foundation	\$5,000.00	For Children and youth with special needs
17-Nov	Cultural Expressions Art Gallery Inc.	\$5,000.00	Durham Black History Month
17-Nov	Ontario Shores Foundation	\$1,500.00	Mental Health Gala
		117,980.00	

REPORT TO THE POLICE SERVICES BOARD



Author: Chief Todd Rollauer #714

Date of Report: March 4th, 2022

Subject: Monitoring Report – Discipline of Members

RECOMMENDED MOTION:

That the Board finds that all provision of the *Discipline of Members Executive Limitations Policy* has been complied with.

I hereby submit my monitoring report on your *Executive Limitations Policy: Discipline of Members* according to the schedule set out. I certify that the information contained in this report is true.

Signed: 
Chief of Police

Date: March 10/22

BOARD POLICY STATEMENT:

High levels of public trust and confidence in the police are essential features of a safe community. In order to achieve high levels of trust and confidence, the police must be held accountable, and be perceived to be held accountable, when they engage in conduct that is contrary to the values and high ethical standards that the DRPS strives to uphold. The handling of discipline within the Police Service by the Chief of Police is therefore demonstrative of the DRPS' commitment to the safety and wellbeing of the community.

POLICY APPLICATION:

The Chief of Police shall be guided by consideration of the following principles in the imposition of disciplinary measures of sworn and civilian members, recognizing that each situation is unique and aggravating or mitigating factors may be present including:

- *The public interest*
- *Fairness to the police member*
- *Consistency (internal and external)*
- *Efficiency*

All disciplinary processes and procedures shall be carried out in accordance with legislated requirements.