

**Owen Sound Police Services  
Board Public Meeting  
Wednesday, April 29, 2020  
2nd Floor Board Room – Cisco Webex App./Conference Call**

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**Members Online:** J. Thomson (Chairman), I. Boddy, M. Koepke, G. Pierce, and J. Sampson

**Admin. Present:** Chief C. Ambrose, Inspector D. Bishop, Inspector J. Fluney, Director S. Bell-Matheson and Director C. Hill

**Admin. Absent:** Director K. Fluney

**Minutes:** K. Krampien

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The March 25, 2020 Board meeting was cancelled and today's meeting was held by Cisco Webex App./conference call; all due to COVID-19.

**1. Call to Order**

**Chairman declared the Wednesday, April 29, 2020 meeting be called to order at 10:03 a.m. CARRIED**

*"Prior to today's meeting the Board met in closed session to review and discuss matters that in their opinion fell under Section 35 (4) of the Police Services Act, R.S.O 1990 c. P.15 and as per the Owen Sound Police Services Board BY-LAW NO. 2019-01 Section 19.1 Closed Items."*

**2. Approval of Agenda**

**Moved by M. Koepke, seconded by J. Sampson**

*"That the agenda dated April 29, 2020 be approved."* **CARRIED**

**3. Declaration of Conflict of Interest arising out of the matters listed on the agenda.**

**HEARING NONE.**

**4. Presentations, deputations, and Public Question period. HEARING NONE.**

## **5. Approval of Minutes**

**Moved by G. Pierce, seconded by I. Boddy**

*"That the minutes dated February 26, 2020 be approved as distributed."* **CARRIED**

6. Business arising out of the minutes dated February 26, 2020 Public Meeting. **HEARING NONE.**

## **7. Chairman's Report**

1. Chairman provided an update from the recent March 10 Zone 5 meeting which included information received from Ministry Advisor D. Sprague.
2. A reminder was given to all members that the OAPSB Spring Conference has been cancelled due to COVID-19
3. All members were encouraged to register for the Virtual AGM May 29 at 3:00 p.m. as contained in the email sent by Kelly Jo.

## **8. Reports from Inspector Bishop**

**(discussed Inspector Bishop's reports provided in correspondence package)**

The following reports were provided:

- Auxiliary Unit
- Criminal Investigations Branch and Drug Enforcement

There were no questions regarding the above-named reports.

## **9. Reports from Inspector J. Fluney**

**(discussed Inspector J. Fluney's reports provided in correspondence package)**

The following reports were provided:

- Collision Statistics
- Community Services Office
- Lost Hours and Training
- Traffic Enforcement

There were no questions regarding the above-named reports.

## **10. Reports from Director of Civilian Services K. Fluney**

**(discussed Director K. Fluney's reports provided in correspondence package)**

Inspector Bishop in the absence of Director K. Fluney provided the following reports:

- Board By-laws
- Court
- Records

There were no questions regarding the above-named reports.

## **11. Reports from Director of Corporate Service's S. Bell-Matheson**

**(discussed Director Bell-Matheson's reports provided in correspondence package)**

The following reports were provided:

- Calls for Service
- Criminal Record Checks

There were no questions regarding the above-named reports.

**12. Report from Director of Information Technology Service's C. Hill**  
**(discussed Director Hill's report provided in correspondence package)**

There were no questions regarding the Information Technology Service's report titled Information Technology.

As the above reports did not require action, they will be placed on file with the minutes.

**13. Financial Report**

1. Chief advised members that the budget is tracking on target for the months of February and March.
2. There have been some purchases due to COVID-19, increased training costs and dispatcher overtime costs due to absences. All of these items are being tracked separately.

There were no questions from the Board.

***Moved by M. Koepke, seconded by I. Boddy***

*"That the outstanding accounts for the period of February 01 – 29, 2020 and March 01 – 31, 2020 be approved for payment."* **CARRIED**

**14. Chief's Report**

1. Chief advised that the 2019 reports contained in today's package are mandated under the Police Services Act and are the duty to report to the Board annually. These reports will be filed with the Board for future reference.

Chief presented the following year-end reports:

- 2017 – 2019 Business Plan
- 2019 Court Security

- ii. A list of Service vehicles was reviewed as requested.
- iii. Chief provided a new General Order for information purposes. Due to the pandemic it was felt that a document should be necessary for the Emergency Recall of Personnel.
- iv. Chief pointed out the highlights of the COVID-19 Summary.
- v. Chief explained that licensing for Second Hand Shops that is due for renewal will be postponed due to the pandemic and restrictions/changes on certain businesses. Chief has agreed, at time of renewals, that he will work with the City regarding zoning should the need arise.

As the above reports did not require action, they will be placed on file with the minutes.

- vi. Board members were provided a copy of the Draft 2020-2022 Strategic Priorities document for review prior to today's meeting. The information contained was gathered from stakeholders, staff members and a community survey. Insp. Bishop gave a brief explanation. This document is a higher-level overview of an operational/implementation plan which will follow in the coming months.

There were no questions from the Board.

**Moved by M. Koepke, seconded by I. Boddy**

*"That the Board approves and accepts the Draft 2020-2022 Strategic Priorities plan with the recommended amendments suggested by the Board as the Chief presented."* **CARRIED**

15. Chief advised the Board that the following current contracts are due to expire May 31, 2020:
- a. Vehicle Supply, Installation and Repair of Tires and
  - b. Vehicle Towing and Impounding Service

Chief further explained to Board members that there have been no issues with either of the above contracts and as currently stated (if mutually agreeable) these contracts may be extended for one more year.

**Moved by G. Pierce, seconded by J. Sampson**

*"That the Board accepts and approves of the Chief's recommendation to extend OSPS Vehicle Supply, Installation and Repair of Tires to J.D. McArthur Tire for one additional year and to extend OSPS Vehicle Towing and Impounding Services to Paul Stewart's Towing for one additional year as presented."* **CARRIED**

16. Chief advised the Board that the following current contracts are due to expire May 31, 2020 with no option for renewal:
- a. Vehicle Oil Changes
  - b. Vehicle Service, Repairs and Maintenance

This is the last year for extension and there was a brief discussion.

**Moved by M. Koepke, seconded by G. Pierce**

*"That the Board accepts and approves of the Chief's recommendation to request City Hall purchasing department send to tender OSPS Vehicle Oil Changes and OSPS Vehicle Service Repairs and Maintenance as presented."* **CARRIED**

17. A copy of OSPSB-ADMIN – 016 was provided in the Board package prior to today's meeting for review. There were no questions or concerns from the members regarding this policy.

**Moved by I. Boddy, seconded by J. Sampson**

*"That the Owen Sound Police Services Board approves and accepts Policy No. OSPSB- ADMIN-016 – Financial Management as presented."* **CARRIED**

There were no questions regarding the Chief's reports.

**17. Other Business**

There was no other business to be discussed.

18. As the Board has dealt with all items on the agenda, the Chairman declared the public meeting of April 29, 2020 to be terminated at 11:15 a.m.

***Next meeting:***

***Wednesday, May 27, 2020 at 10:00 a.m. O.S.P.S. 2nd Floor Meeting Room***

Read and approved this 27 day of May 2020.

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Kelly J. Krampien; Executive Assistant

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John Thomson, Chair

**OWEN SOUND POLICE SERVICES BOARD MEETING**

**CORRESPONDENCE PRESENTED FOR THE INFORMATION OF THE BOARD**

**Wednesday, April 29, 2020**

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- I – 1 Letter from City of Owen Sound City Manager W. Ritchie received April 23, 2020 Re; OSPSB By-law 2020-01

Wayne Ritchie  
 City Manager  
 City Hall  
 808 2nd Avenue East  
 Owen Sound, ON N4K 2H4



519 376-4440 ext. 1210  
 Facsimile: 519-376-3579  
 writchie@owensound.ca  
 www.owensound.ca



April 23, 2020

*Sent via Electronic Mail*

Owen Sound Police Services Board  
 Attn: Chair Thomson  
 922 2<sup>nd</sup> Avenue West  
 Owen Sound, ON N4K 4M7

**Re: By-law No. 2020-01 to Licence, Regulate and Govern Brokers, Owners and Drivers of Taxicabs and Other Vehicles Regularly used for Hire for the Conveyance of Passengers in and about the City of Owen Sound**

Dear Chair Thomson,

On behalf of the City of Owen Sound, I respectfully request that prior to the above noted by-law receiving final approval, that the Police Services Department consult with City staff to ensure that there is cohesiveness between the above noted by-law and the City's Zoning and Business Licensing By-laws.

Ensuring cohesiveness between all of these by-laws will improve functionality for staff and more importantly the public who will be applying to both the Police Department and the City for licenses.

Thank you for your consideration of this request.

Sincerely,

Wayne Ritchie,  
 City Manager

c: Mayor Ian Boddy  
 Councillor Marion Koepke  
 Chief Craig Ambrose  
 B. Bloomfield, City Clerk  
 A. Cann, Manager of Planning and Heritage



## Report to the Board: Auxiliary Unit

*From: Inspector D. Bishop*

*Date: Wednesday, March 11, 2020*

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In the month of February there were no planned events for the Owen Sound Police Auxiliary Unit. Several Auxiliary members used this as an opportunity to volunteer their hours by going out on patrol with our uniformed platoons for ride-alongs. A total of 97 volunteer hours were spent by Auxiliaries in February on both patrol and other volunteer duties.

Several Auxiliary members attended the Frontline Family Wellness Day on February 09, 2020, organized by Chief Ambrose and our Police Service. Members reported positive feedback that they enjoyed the information and appreciated being included in the event with their families.

One Auxiliary member sustained a minor injury to her hand while on her own time and is currently unfit for duty as a result. The injured member is expected to return in a few weeks.

At the February Auxiliary meeting additional training was provided by the Auxiliary Liaison Officer Sgt. E. Cranny, as well, Inspector Bishop presented on the new OACP Constable Selection System in Ontario which members found extremely useful.

Plans are underway for the Auxiliary Unit to participate in the annual Polar Bear Dip for Special Olympics with an overwhelming number of members willing to raise funds and dip and/or assist with the event to make it a successful endeavour.





## Report to the Board: Auxiliary Unit

*From: Inspector D. Bishop*

*Date: Tuesday, April 14, 2020*

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The month of March 2020 for the Owen Sound Police Auxiliary Unit started off with several events planned and a full schedule of members signed up for shifts on patrol.

March also brought exciting things with the new Auxiliary recruit class being finalized. The first few nights of training started with Sgt. Liz Cranny and Training Officer Cst. Steve Beaney facilitating. Three nights were completed which consisted of a tour of the Station and training topics such as OSPS general orders, introduction to law, confidentiality, note taking, and dress. The recruits further received their first training session practicing Drill (marching), which Cst. James Giles instructed.

On March 5, 2020, members of the Auxiliary Unit participated in our "Lock It or Lose It" Campaign where Auxiliary members, accompanied by CSO S/Cst. Jason Cranny, educated the public about the necessity of locking up their vehicles and valuables. On March 10, the Owen Sound Police Service hosted the Zone 5 Ontario Association of Chiefs of Police meeting, where Auxiliary members also volunteered to assist with escorting visiting Chiefs and other attendees to the meeting location at the Grey County building.

A total number of **119.5** hours were dedicated by the Auxiliary Unit in March 2020, with a large portion attributed to the new recruit training. Unfortunately, with the uprising of COVID-19 and the limitations on non-essential public gatherings, it was necessary for the safety of the recruits and training officers to temporarily suspend the Auxiliary recruit training. Recruit members were notified of the suspension of the sessions until further notice.

Additionally, the remainder of all OSPS community events in March were cancelled due to COVID-19 concerns, limitations for proper social distancing and to adhere to the Emergency Management and Civil Protection Act set in place by the Province.



## Report to the Board: Criminal Investigations Branch and Drug Enforcement

*From: Inspector D. Bishop*

*Date: Wednesday, March 11, 2020*

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### **Criminal Investigations**

On February 18, 2020 a sexual assault investigation was concluded with the arrest of an 18-year old Owen Sound man. The accused was charged with Sexual Assault against a Person Under 16 years, Sexual Interference, Forcible Confinement and Breach of Probation.

The Criminal Investigations Branch assisted the Grey-Bruce O.P.P. in a missing person investigation involving a 15-year old male. C.I.B. investigators gathered information from witnesses that resulted in the male being located in the town of Durham.

In February, 2020 Constable Cory TRAINOR of the West Grey Police Service tragically died of a self-inflicted injury while on duty. The Owen Sound Police Service Criminal Investigations Branch are conducting the investigation in conjunction with the Office of the Coroner. The investigation is intensive and seeks to not only answer the question of what exactly took place but also why, with the ultimate goal of working to better understand these complex situations and decrease the number of tragic incidents in the future.

In February, 2020 complaints were received from local taxi companies regarding the business 'Driver's Seat' for allegedly operating without a proper license under the city by-law. An investigation was conducted which revealed that the current by-law does not apply to the business and therefore no enforcement action is necessary. Of note - the investigation revealed that the City by-law is about to change and the new proposed wording would encompass the 'Driver's Seat' business model. The owner and the complainants were advised of the situation.

D/Sgt. Matheson attended the Ontario Police College and completed a two-week course on the use of Power Case software for major investigations.

## **MMHART:**

MMHART operated 5 days in February due to URT being on holidays and one snow day. There has been a noticeable increase in the number of referrals being submitted by officers. Several follow ups were conducted based on referrals.

Participated with community tables and follow-up for one individual who is involved with several Mental Health, Community Living and Criminal Justice agencies all at the same time.

## **Drug Enforcement and Intelligence**

On February 14, 2020, the Owen Sound Police Service and O.P.P. Community Street Crime Unit executed a Search Warrant on Highway 21, Allenford, Ontario.

A 49-year old male was located and arrested within the residence. During the search, police seized a large quantity of Cocaine as well as Heroin, LSD and Oxycodone pills. The combined street value of the seized Controlled Substances is **\$93,105**. Police also seized offence related property that consisted of **\$31,245 in Canadian Currency**, a firearm and ammunition, digital scales, cell phone, debt lists, and packaging material.

This was a great collaboration between members of the O.P.P. and the OSPS that will have a positive impact on our communities.



On February 20, 2020 a two-month joint forces methamphetamine and Fentanyl trafficking investigation was completed along-side members of the O.P.P. Community Street Crime Unit. A 24-year old man from Georgian Bluffs was arrested and charged by Owen Sound Police with trafficking in both Fentanyl and Methamphetamine. The man faces further charges after a search warrant was executed after his arrest at his residence on Grey Road #1. During the search, police seized Cocaine, Methamphetamine, Fentanyl, Psilocybin, GHB (Gamma Hydroxybutyrate) and Percocet pills. The combined street value of the seized Controlled Substances is **\$3,711**. Police also seized offence related property that consisted of **\$3,450 in Canadian Currency**, digital scales, cell phones, debt lists, cutting agents and packaging material. As a result of the search warrant two additional parties, one male and one female, were also charged with drug offences.



## Report to the Board: Criminal Investigations Branch and Drug Enforcement

*From: Inspector D. Bishop*

*Date: Tuesday, April 14, 2020*

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### **Criminal Investigations**

In March, 2020 members of the Criminal Investigations Branch conducted investigations regarding numerous offences including sexual assaults, fraud and residential fires.

On March 10 a 38 year-old Owen Sound man was arrested and charged at the conclusion of an investigation into fraudulent transactions on the web site Kijiji. The investigation determined that the accused had posted an item for sale and accepted a deposit to hold the item for the customer. The accused then proceeded to sell the item to another person and refused to return the deposit to the victim. The investigation revealed that the accused repeated this offence with multiple victims. The man was charged with Fraud and failure to comply with his probation order.

On March 17 a 32 year-old Owen Sound man was arrested and charged with sexual assault causing bodily harm, forcible confinement and assault. An investigation determined that the accused met the victim on the street and took her to his apartment. The accused proceeded to assault the victim who in turn attempted to leave. The accused prevented the victim from leaving the apartment and proceeded to sexually assault her. The man has a court date in May to answer to the charges.

On March 21, 2020 the Criminal Investigations Branch and the Office of the Fire Marshal investigated a fatal house fire that occurred in the 1600 block of 5<sup>th</sup> Avenue East. Tragically, the lone occupant of the single-family dwelling, a 63 year-old female, died of smoke inhalation. The investigation revealed that the fire was not criminal in nature and was caused by careless smoking.

On March 24 a 34 year-old Owen Sound man was arrested and charged at the conclusion of a sexual assault investigation. The victim alleges that her former spouse sexually assaulted her on a total of three occasions; once in 2012, once 2019 as well as in March of 2020. The accused has a court date in June to answer to the charges.

In March, 2020 the Criminal Investigations Branch commenced an investigation into fires that occurred on three sperate occasions dating back to the fall of 2019 at a large west side apartment building. Each of the fires resulted in the utilization of vast resources of the Owen Sound Fire Department as well as the evacuation of the residents of the building. The investigation has determined that each of the fires was deliberately set. Multiple arson charges are forthcoming against a female youth. Detective Constable Nick Houston attended the Ontario Police College and completed a two-week course on 'Introduction to Technical Investigations'. This course provided Detective Houston with a foundation of knowledge for investigations that utilize various forms of technology including tracking devices, covert camera equipment, electronic tracking and intercepting private communications.

### **Drug Enforcement and Intelligence**

The Drugs and Intelligence Unit continues to investigate persons involved in the trafficking of various drugs in Owen Sound and Grey-Bruce including Fentanyl, Methamphetamine and Cocaine.

On March 4, 2020 the Drug Enforcement Unit assisted the Saugeen Shores Police Service with the execution of a Controlled Drugs and Substances Act search warrant at a residence in Port Elgin. Five persons were arrested in the investigation and fentanyl as well as drug paraphernalia was seized.

On March 11, 2020 Detective Down testified in court in Barrie, Ontario at an attempted murder trial. Detective Down had previously charged the accused with drug trafficking in 2017. During his investigation, Detective Down conducted a search of the cellular phone of the accused pursuant to a search warrant that he had obtained and uncovered evidence pertaining to the attempted murder.

Throughout the month of March, the Drug Unit conducted observations and monitored the activities of persons involved in the drug and criminal subcultures. During the course of the month, these observations resulted in the arrest of at total of six persons. One of the arrests involved a domestic violence offender who was attempting to enter the residence of his past victim in contravention of a court order of release.



## Report to the Board: Collision Statistics

*From: Inspector J. Fluney*

*Date: Monday, March 09, 2020*

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### **February 2020 – Collision Statistics**

<b>Total Collisions:</b>	<b>(57)</b>	<b>Comments</b>
Collisions - East side Owen Sound	23	Including 01 FTR
Collisions - West side Owen Sound	18	Including 01 FTR
Collisions - parking lots	16	Including 09 FTR
Fail to Remain Collisions	11	
<b>Collisions referred to CRC</b>	<b>28</b>	
<b>Collisions investigated by OSPS</b>	<b>29</b>	

Improper turns, failing to yield the right of way and speed to fast for road conditions were the cause of several collisions this month.



## Report to the Board: Collision Statistics

*From: Inspector J. Fluney*

*Date: Wednesday, April 08, 2020*

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### **March 2020 – Collision Statistics**

<b>Total Collisions:</b>	<b>(35)</b>	<b>Comments</b>
Collisions - East side Owen Sound	14	
Collisions - West side Owen Sound	03	
Collisions - parking lots	18	Including 06 FTR
Fail to Remain Collisions	06	
<b>Collisions referred to CRC</b>	<b>17</b>	
<b>Collisions investigated by OSPS</b>	<b>18</b>	

Failing to yield the right of way and inattentiveness while reversing from a parked position were the cause of several collisions this month.



## Report to the Board: Community Services Office

*From: Inspector J. Fluney*

*Date: Monday, March 09, 2020*

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In February, the Community Services Officer engaged in the following highlights:

Continued with traditional corporate and social media for OSPS and School Based Initiatives and Programs;

- KIDS Program Continued - 12 Grade 6 classes weekly for the month of Feb (Hillcrest, Notre Dame, Alexandra, St. Dom, East Ridge)
- 4 walk throughs and impromptu meetings with administration at OSDSS and 6 walk throughs and impromptu meetings with administration at St. Mary's High School
- Lockdown drill at Notre Dame
- Follow-up lockdown drill at Timothy Christian School
- CAA Bus Patrol follow-up program – Hillcrest and Bus Patrol Safety checks were done at all participating schools in CAA Bus Patrol Program

Took part in the following;

- Alpha Street Resource Centre community partners meeting
- Youth Substance Abuse Meeting
- #211 Day - Flag raising
- First Responders Day- evening presentation

Community Presentations;

- Bluewater Association of Lifelong Learning
- COP - Meeting
- Georgian College Student Association - Polar Bear Dip history and partnership opportunity
- Rogers Cable - Polar Bear Dip 2020

Events supported;

- Cuff Links - Met with staff at Legacy Golf
- Polar Bear Dip 2020 - Start up





## Report to the Board: Community Services Office

*From: Inspector J. Fluney*

*Date: Wednesday, April 08, 2020*

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In March, the Community Services Officer engaged in the following highlights:

Continued with traditional corporate and social media for OSPS and Increased social media presence by 200% - mostly due to COVID-19

School Based Initiatives and Programs;

- All 12 KIDS Programs wrapped up by Friday, March 13<sup>th</sup>, prior to March Break (Hillcrest, Notre Dame, Alexandra, St. Dom, East Ridge)
- New verbal agreement reached with Timothy Christian School to commence KIDS program when school resumes for the 2020 school year
- Second lock down drill conducted at East Ridge School
- 2 walk throughs and impromptu meetings with administration at OSDSS and 1 walk through at St. Mary's High School
- Bus Patrol Safety checks were done at Hillcrest and Notre Dame

Took part in the following;

- GB Youth Engagement Network
- C.O.P. meeting
- Teleconference with Parachute - Safer Streets (signage)

Community Presentations;

- COVID-19 Open Line- Bayshore Broadcasting
- Lock it or Lose it Campaign (Heritage Place, Walmart, Home Depot & Rec Centre)

Special Events supported;

- Cuff Links - met with staff at Legacy Golf
- Polar Bear Dip Promotion to students at Georgian College
- Big Brother Bowl for Kids Sake

Internal

- Agreement to run summer student program
- COVID-19 community relations with community partners working with Seniors and our most vulnerable populations



## Report to the Board: Lost Hours and Training

*From: Inspector J. Fluney*

*Date: Monday, March 09, 2020*

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Thirteen fulltime members reported sick in February for a total of twenty-three complete or partial shifts, representing a total of 227 hours.

Month/Year	SICK/STD			WSIB		
	Number of Fulltime Members	Total Number of Shifts (complete and partial)	Total Number of Hours	Number of Members	Total Number of Shifts (complete and partial)	Total Number of Hours
February 2020	13	23	227	1	20	160
January 2020	8	12	118	1	23	184
February 2019	10	37	428	0	0	0

One member is on long term disability from non-work-related injuries/illness. One member remains on WSIB.

### Training:

- one member attended the Managing Investigations Using PowerCase course at OPC
- one member attended the Drug Recognition Expert course at OPC
- one member attended the Major Incident Commanders Course in Barrie



## Report to the Board: Lost Hours and Training

*From: Inspector J. Fluney*

*Date: Wednesday, April 08, 2020*

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Twenty fulltime members reported sick in March for a total of forty-nine complete or partial shifts, representing a total of 530 hours.

Month/Year	SICK/STD			WSIB		
	Number of Fulltime Members	Total Number of Shifts (complete and partial)	Total Number of Hours	Number of Members	Total Number of Shifts (complete and partial)	Total Number of Hours
March 2020	20	49	530*	1	22	176
February 2020	13	23	227	1	20	160
March 2019	15	57	660	1	1	8

\*113 of the hours are attributed to preventative quarantine measures during the onset of the COVID-19 pandemic. 192 of the total hours is due to a non work related injury of a member.

One member is on long term disability from a non work related injuries/illness. One member remains on WSIB.

### Training:

- one member attended the Drug Recognition Expert course in Jacksonville Florida
- one member attended the Crimes Against Women Conference in London
- one member attended the Technical Investigations course at OPC
- one member attended the leadership courses in Team Building, Emotional Intelligence and Building Leadership Strength at OPC



## Report to the Board: Traffic Enforcement

*From: Inspector J. Fluney*

*Date: Monday, March 09, 2020*

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<b><u>Platoon #1 – 4</u></b>		<b><u>Traffic/Part-time Officers</u></b>	
<b>Highway Traffic Act: (includes CAIA)</b>	<b>98</b>	<b>Highway Traffic Act: (includes CAIA)</b>	<b>45</b>
<b>Compliance Reports:</b>	<b>16</b>	<b>Compliance Reports:</b>	<b>06</b>
<b>Recorded Cautions:</b>	<b>45</b>	<b>Recorded Cautions:</b>	<b>34</b>
<b>Liquor Licence Act:</b>	<b>05</b>	<b>Criminal Code/CDSA</b>	<b>01</b>
<b>Criminal Code/ CDSA:</b>	<b>97</b>	<b>Other POA/By-Law:</b>	<b>05</b>
<b>Other POA/By-Law:</b>	<b>47</b>	<b>Foot Patrol (Downtown):</b>	<b>33</b>
<b>Foot Patrol (Downtown):</b>	<b>83</b>		

### **R.I.D.E.**

There was a total of 16 on-duty R.I.D.E. checks in the month of February. Of the on-duty RIDE checks, Sgt. Sullivan's platoon (#1) conducted 2; Sgt. Baker's platoon (#2) conducted 2; Sgt. E. Cranny's platoon (#3) conducted 3; and Sgt. Rawn's platoon (#4) conducted 9.

The combined statistics were:

### **On Duty R.I.D.E.**

- 14 hours
- 373 drivers checked
- 1 HTA Charges/Cautions

One person was charged with Impaired Driving/Over 80 during regular patrols.



## Report to the Board: Traffic Enforcement

*From: Inspector J. Fluney*

*Date: Wednesday April 08, 2020*

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<b><u>Platoon #1 – 4</u></b>	<b><u>Traffic/Part-time Officers</u></b>
<b>Highway Traffic Act: (includes CAIA)</b>	<b>Highway Traffic Act: (includes CAIA)</b>
<b>69</b>	<b>31</b>
<b>Compliance Reports:</b>	<b>Compliance Reports:</b>
<b>07</b>	<b>03</b>
<b>Recorded Cautions:</b>	<b>Recorded Cautions:</b>
<b>43</b>	<b>25</b>
<b>Liquor Licence Act:</b>	<b>Criminal Code/CDSA</b>
<b>07</b>	<b>--</b>
<b>Criminal Code/ CDSA:</b>	<b>Other POA/By-Law:</b>
<b>147</b>	<b>--</b>
<b>Other POA/By-Law:</b>	<b>Foot Patrol (Downtown):</b>
<b>08</b>	<b>21</b>
<b>Foot Patrol (Downtown):</b>	
<b>58</b>	

### **R.I.D.E.**

There was a total of 12 on-duty R.I.D.E. checks in the month of March. Of the on-duty RIDE checks, Sgt. Sullivan's platoon (#1) conducted 2; Sgt. Baker's platoon (#2) conducted 3; Sgt. E. Cranny's platoon (#3) conducted 3; and Sgt. Rawn's platoon (#4) conducted 4.

The combined statistics were:

### **On Duty R.I.D.E.**

- 10 hours
- 109 drivers checked
- 0 HTA Charges/Cautions

One person was charged with Impaired Driving/Over 80 during regular patrols.



## Report to the Board: Board Bylaws

*From: Director of Civilian Services – K. Fluney*

*Date: Monday, March 16, 2020*

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### **February 2020**

#### **TAXI**

Total number of Taxi Driver's Licences Issued/Renewals	= 9
Total number of Re-Issue Lost Taxi Driver Licences	= 0
Total number of Taxi Driver's Licences Deferred/Denied	= 0
Total number of New/Taxi (transfer) Vehicle Licences Issued	= 1
Total number of Agent Transfers	= 0
Total number of New Agents Registered	= 1

#### **ADULT ENTERTAINMENT**

Total number of Adult Entertainment Licences Issued	= 1
Total number of Adult Entertainment Licences Denied	= 0
Total number of Adult Entertainment Owner Licences Renewed	= 0

#### **ALARMS**

Invoices to be prepared and completed for Chief's signature.



## Report to the Board: Board Bylaws

*From: Director of Civilian Services – K. Fluney*

*Date: Wednesday, April 08, 2020*

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### **March 2020**

#### **TAXI**

Total number of Taxi Driver's Licences Issued/Renewals	= 1
Total number of Re-Issue Lost Taxi Driver Licences	= 0
Total number of Taxi Driver's Licences Deferred/Denied	= 1
Total number of New/Taxi (transfer) Vehicle Licences Issued	= 0
Total number of Agent Transfers	= 0
Total number of New Agents Registered	= 0

#### **ADULT ENTERTAINMENT**

Total number of Adult Entertainment Licences Issued	= 3
Total number of Adult Entertainment Licences Denied	= 0
Total number of Adult Entertainment Owner Licences Renewed	= 0

#### **ALARMS**

Invoices to be prepared and completed for Chief's signature.



## Report to the Board: Courts

*From: Director of Civilian Services – K. Fluney*

*Date: Monday, March 16, 2020*

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### **Personnel:**

One person was on modified duties for the month of February.

### **Operational:**

Custodies Transported during the month of February: OPP - 25, OSPS – 44      **TOTAL - 69**

Video /Audio appearances:      105

Meals provided to custodies:      70

Special Constable Total Hours:      958.50

### **Issues, Concerns & Comments:**

For the month of February there was a total of 17.5 hours wait time for the OPP Prisoner Transport Unit once they were notified that Owen Sound Courthouse prisoners were ready to be picked up.

### **Front Entrance Statistics:**

- 6 knives were identified and turned away (most of which were pocket knives)





## Report to the Board: Courts

*From: Director of Civilian Services – K. Fluney*

*Date: Wednesday, April 08, 2020*

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### **Personnel:**

One person was on modified duties for the month of March.

### **Operational:**

Custodies Transported during the month of March: OPP - 25, OSPS – 41      **TOTAL - 66**

Video /Audio appearances:      96

Meals provided to custodies:      50

Special Constable Total Hours:      1041.50

### **Issues, Concerns & Comments:**

For the month of March there was a total of 8.5 hours wait time for the OPP Prisoner Transport Unit once they were notified that Owen Sound Courthouse prisoners were ready to be picked up.

March 27, 2020 was last date prisoners were brought to the Owen Sound Courthouse because of the new COVID-19 measures put in place. All prisoners are done by audio appearance either from the Correctional Facility or the Police Detachments.

### **Front Entrance Statistics:**

- 5 knives were identified and turned away (most of which were pocket knives)



## Report to the Board: Records

*From: Director of Civilian Services – K. Fluney*

*Date: Monday, March 16, 2020*

---

Local criminal record searches are being completed and sent back to the individuals within 3 weeks of submitting them.

There was a total of **3,281** bulk searches completed in February 2020.



## Report to the Board: Records

*From: Director of Civilian Services – K. Fluney*

*Date: Wednesday, April 08, 2020*

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Local criminal record searches are being completed and sent back to the individuals within 3 weeks of submitting them.

A new portal was launched for online local criminal record searches.

There was a total of **2,400** bulk searches completed in March 2020.

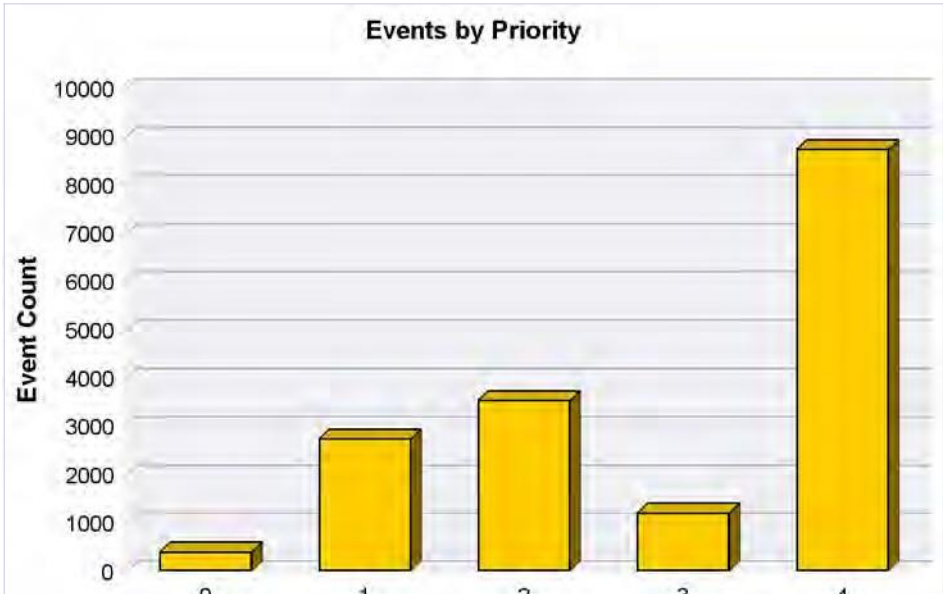


**Owen Sound Police Service**  
**Director of Corporate Service's Report**  
**February, 2020**  
**Public Report**

Submitted by:  
S. Bell-Matheson

# Number of Events - FEBRUARY 2020

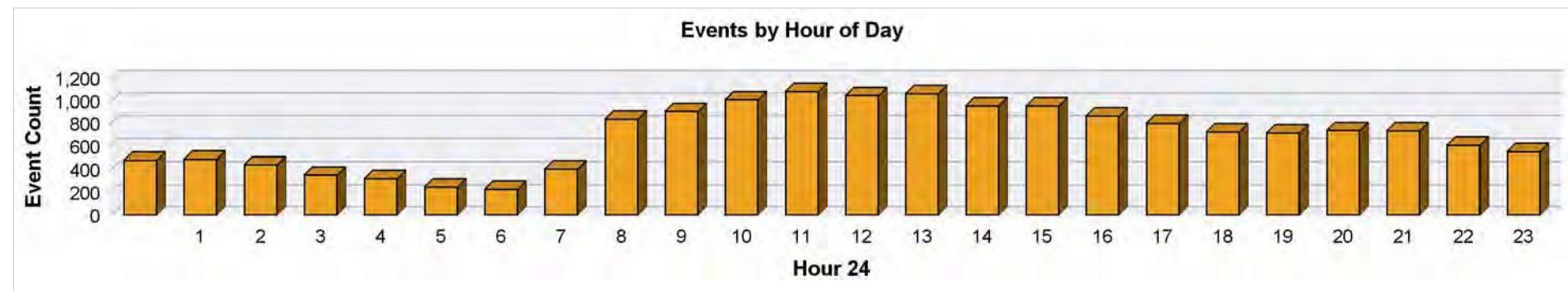
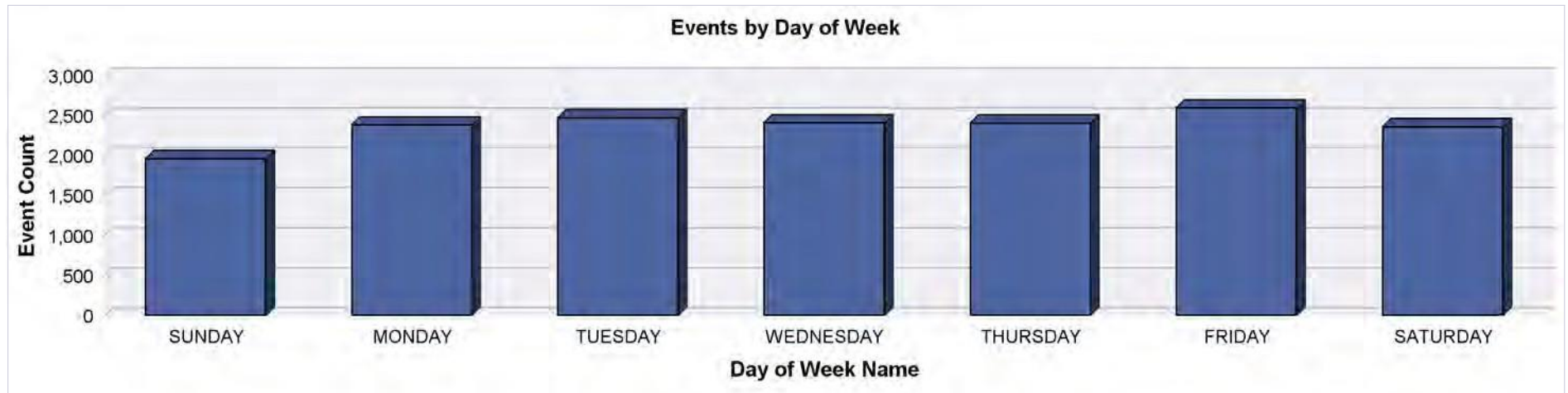
Event Priority	0	1	2	3	4	Total:
Dispatch Group						
DISP1	395	2,736	3,530	1,201	8,730	16,592
<b>Total:</b>	<b>395</b>	<b>2,736</b>	<b>3,530</b>	<b>1,201</b>	<b>8,730</b>	<b>16,592</b>



## Number of Events by Day of Week/Hour of Day - FEBRUARY 2020

Create Day of Week Name	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Total:
Create Hour 24 Time								
	93	59	51	55	74	59	88	479
1	119	54	63	47	54	56	96	489
2	80	44	68	52	46	71	80	441
3	54	50	52	46	38	46	66	352
4	59	39	41	40	48	50	44	321
5	34	37	37	35	24	44	37	248
6	32	34	34	30	35	38	26	229
7	49	55	64	61	62	59	55	405
8	51	150	150	134	131	131	93	840
9	62	147	135	148	156	154	106	908
10	90	133	142	177	161	171	137	1,011
11	104	177	171	153	176	173	129	1,083
12	102	152	156	188	161	166	122	1,047
13	114	183	181	171	147	134	134	1,064
14	93	136	135	138	154	169	132	957
15	119	154	163	130	137	136	117	956
16	90	112	132	132	128	149	124	867
17	95	119	120	118	115	140	96	803
18	88	95	112	106	109	112	106	728
19	98	96	105	105	106	94	115	719
20	100	111	105	80	88	124	132	740
21	91	83	103	103	111	125	121	737
22	92	95	81	88	76	81	99	612
23	50	69	74	74	70	114	105	556
<b>Total:</b>	1,959	2,384	2,475	2,411	2,407	2,596	2,360	16,592

## Number of Events by Day of Week/Hour of Day - FEBRUARY 2020



# Demand Analysis - FEBRUARY 2020

## **PRIORITY 0**

Event Type Code	Event SubType	Event Count
SUICIDE	IN PROGRESS	308
WEAPONS	FIREARM - SUSPECT STILL IN AREA	22
ROBBERY	SUSPECT PRESENT OR MAY STILL BE IN AREA	6
IMPAIRED	IMPAIRED DRIVING	4
B-E	SUSP PRESENT OR MAY STILL BE IN AREA	3
COMMSERV	FOOT PATROL	3
DISTURB	FIGHT/BAR FIGHT	3
SUSPERS	SUSPECT PRESENT OR MAY STILL BE IN AREA	3
911CALL	UNKNOWN TROUBLE - DISPATCH OFFICERS	2
ASSIST	n/a	2
DANGER	WIRES DOWN OR OTHER DANGERS	2
MVC	PROPERTY DAMAGE-POLICE TO ATTEND	2
PURSUIT	FAIL TO STOP FOR POLICE	2
THEFT	REPORTED AFTER THE FACT	2
THEFTMV	SUSP PRESENT OR MAY STILL BE IN AREA	2
THEFTSH	CAUSING PROBLEMS OR BEING PURSUED	2
THREATS	BOMB THREAT	2
TRAFFIC	TRAFFIC HAZARD	2
UNWANTED	NO THREAT OF VIOLENCE	2
UNWANTED	POTENTIAL FOR VIOLENCE EXISTS	2
911CALL	ACCIDENTAL DIAL	1
ALARM	EXT-BUS-AUDIBLE	1
ANIMAL	NO DANGER (AT LARGE, BITE REPORT)	1

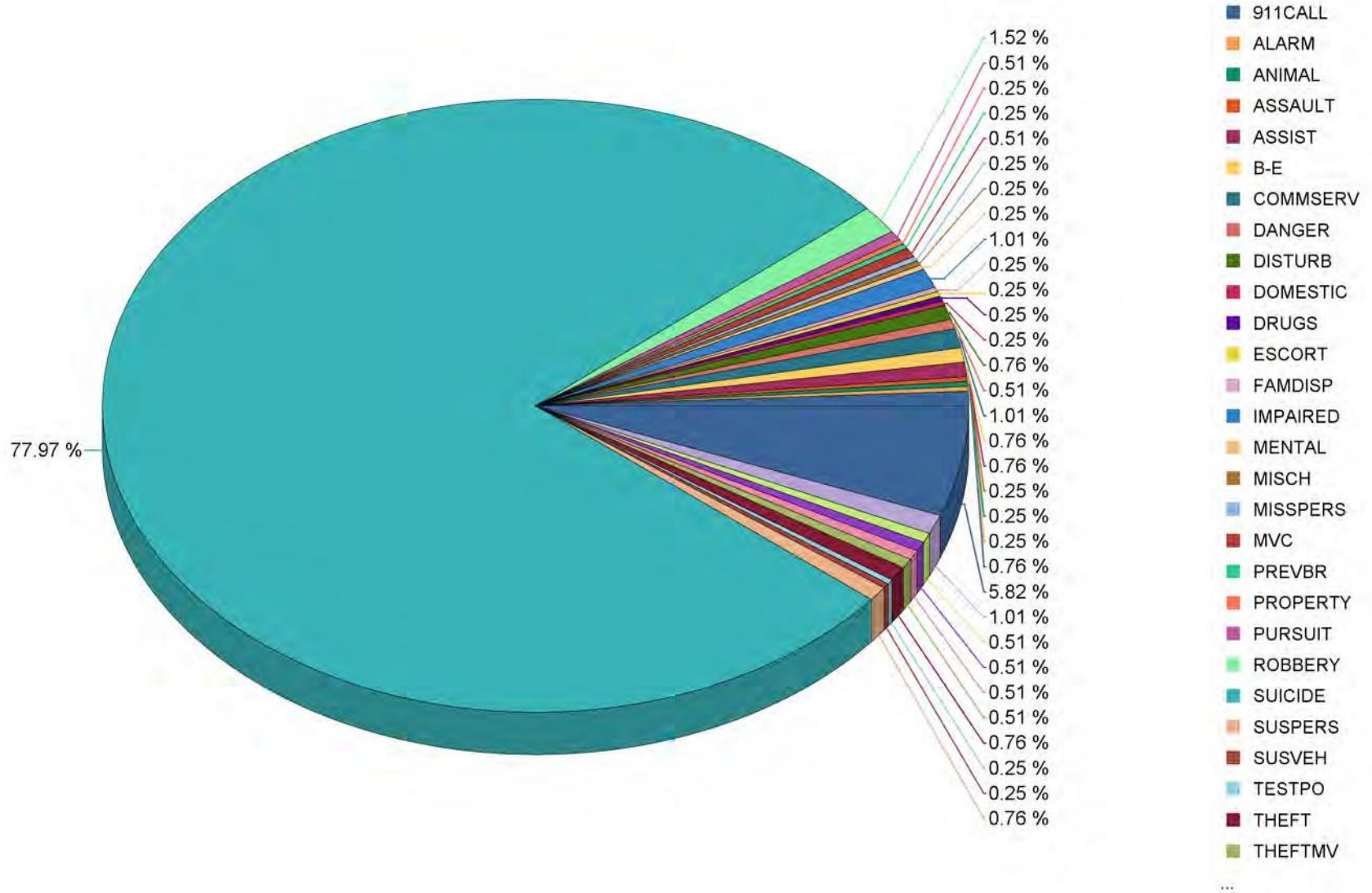


## Demand Analysis - FEBRUARY 2020

Event Type Code	Event SubType	Event Count
ASSAULT	VIOLENCE/WEAPON-IMMEDIATE RESPONSE	1
ASSIST	ASSIST OTHER AGENCY OR PUBLIC	1
COMMSERV	COMMUNITY SERVICES	1
DOMESTIC	HEATED/VIOLENCE/WEAPON-IMMEDIATE RESPONSE	1
DRUGS	SUSPECT PRESENT OR MAY STILL BE IN AREA	1
ESCORT	COURT/PRISONER/TRAFFIC	1
FAMDISP	HEATED/VIOLENCE/WEAPON-IMMEDIATE RESPONSE	1
MENTAL	VIOLENT TENDANCIES	1
MISCH	SUSPECT PRESENT OR MAY STILL BE IN AREA	1
MISSPERS	UNKNOWN CIRCUMSTANCES	1
PREVBR	STAND BY KEEP THE PEACE	1
PROPERTY	FOUND - MAY REQUIRE POLICE TO PICKUP	1
SUSVEH	VEHICLE PRESENT OR MAY STILL BE IN AREA	1
TESTPO	INFORMATION	1
THEFT	SUSPECT PRESENT OR MAY STILL BE IN AREA	1
WEAPONS	SUSPECT PRESENT OR MAY STILL BE IN AREA	1
	<b>Total</b>	<b>395</b>

**Demand Analysis - FEBRUARY 2020**

Percent by Type  
**PRIORITY 0**



**Demand Analysis - FEBRUARY 2020**

**PRIORITY 1**

Event Type Code	Event SubType	Event Count
911CALL	UNKNOWN TROUBLE - DISPATCH OFFICERS	352
ALARM	EXT-BUS-AUDIBLE	322
DOMESTIC	HEATED/VIOLENCE/WEAPON-IMMEDIATE RESPONSE	220
IMPAIRED	IMPAIRED DRIVING	184
DISTURB	FIGHT/BAR FIGHT	129
UNWANTED	POTENTIAL FOR VIOLENCE EXISTS	116
TRAFFIC	TRAFFIC HAZARD	114
MISSPERS	UNKNOWN CIRCUMSTANCES	100
MENTAL	VIOLENT TENDANCIES	87
DOMESTIC	SUSPECT AND VICTIM PRESENT	74
TTPA	SUSPECT PRESENT/CAUSING PROBLEMS/IN CUSTODY	73
THEFT	SUSPECT PRESENT OR MAY STILL BE IN AREA	72
B-E	SUSP PRESENT OR MAY STILL BE IN AREA	60
FAMDISP	HEATED/VIOLENCE/WEAPON-IMMEDIATE RESPONSE	60
MVC	PERSONAL INJURY - TIER	60
COURTORD	FAMILY COURT ORDER	55
FAMDISP	SUSPECT AND VICTIM PRESENT	49

## Demand Analysis - FEBRUARY 2020

Event Type Code	Event SubType	Event Count
THREATS	FEAR FOR IMMEDIATE SAFETY	48
ASSAULT	VIOLENCE/WEAPON-IMMEDIATE RESPONSE	40
THEFTSH	CAUSING PROBLEMS OR BEING PURSUED	40
DANGER	WIRES DOWN OR OTHER DANGERS	39
911CALL	NO ANSWER ON RINGBACK	38
ANIMAL	DANGER TO PUBLIC	33
ALARM	HOLDUP - PANIC ALARM	32
COURTORD	ALL ORDERS EXCEPT FAMILY COURT	32
SUSPERS	SUSPECT PRESENT OR MAY STILL BE IN AREA	29
DEATH	n/a	28
ALARM	INTRUSION - PANIC ALARM	26
911CALL	CHILD DIALLED 911	21
FIRE	ASSIST_FIRE	19
WEAPONS	SUSPECT PRESENT OR MAY STILL BE IN AREA	15
LLA	SUSPECT PRESENT OR MAY STILL BE IN AREA	13
ASSLTSEX	SUSPECT NO LONGER AT SCENE	11
UNWANTED	NO THREAT OF VIOLENCE	11
INDECENT	SUSPECT PRESENT OR MAY STILL BE IN AREA	10
SUICIDE	IN PROGRESS	10
NEIGH	POTENTIAL VIOLENCE	9
MVC	PROPERTY DAMAGE-POLICE TO ATTEND	8

## Demand Analysis - FEBRUARY 2020

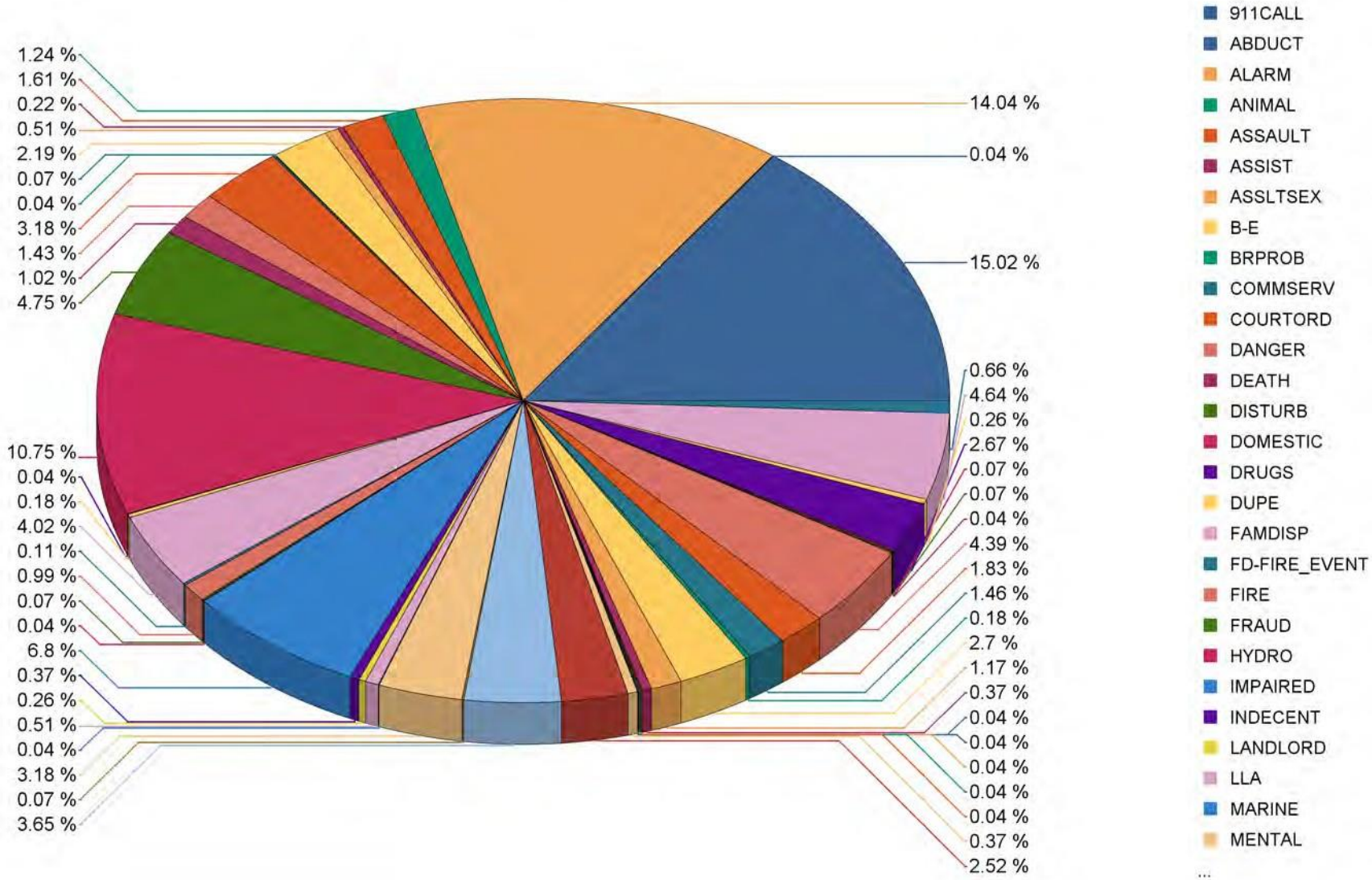
Event Type Code	Event SubType	Event Count
LANDLORD	POTENTIAL VIOLENCE	7
UAL	WALKAWAY FROM INSTITUTION	7
TRAFFIC	NO HAZARD	6
DUPE	n/a	5
FIRE	STRUCTURE	5
THEFTMV	SUSP PRESENT OR MAY STILL BE IN AREA	5
ASSAULT	SUSPECT NO LONGER AT SCENE	4
ALARM	FIRE ALARM	3
ASSIST	n/a	3
ASSLTSEX	ACTIVE ASSAULT- IMMEDIATE RESPONSE	3
SUSPERS	REPORTED AFTER THE FACT	3
ASSIST	ASSIST OTHER AGENCY OR PUBLIC	2
COMMSERV	FOOT PATROL	2
FIRE	VEHICLE	2
FRAUD	REPORTED AFTER THE FACT	2
IMPAIRED	DRIVE OVER 80 MGS	2
THEFT	REPORTED AFTER THE FACT	2
THREATS	REPORTED AFTER THE FACT	2
TRESPASS	SUSPECT PRESENT OR MAY STILL BE IN AREA	2
TROUBYO	YOUTHS STILL IN AREA	2
WEAPONS	FIREARM - SUSPECT STILL IN AREA	2
ABDUCT	IN PROGRESS OR JUST OCCURRED	1
ALARM	LIFELINE	1
ANIMAL	NO DANGER (AT LARGE, BITE REPORT)	1
ASSIST	n/a	1
BRPROB	SUSPECT NOT PRESENT/REPORTED AFTER FACT	1

## Demand Analysis - FEBRUARY 2020

Event Type Code	Event SubType	Event Count
DISTURB	NOISY PERSON/CROWD	1
DRUGS	SUSPECT PRESENT OR MAY STILL BE IN AREA	1
FAMDISP	REPORTED AFTER THE FACT	1
FD-FIRE_EVENT	ALARM_FIRE	1
FD-FIRE_EVENT	FIRE_OTHER	1
FD-FIRE_EVENT	MVA_OTHER	1
FIRE	OTHER	1
HYDRO	HYDRO WIRES DOWN - FIRE/HYDRO	1
LLA	REPORTED AFTER THE FACT	1
MARINE	INJURY/COLLISION/ASSISTANCE	1
MISCH	SUSPECT PRESENT OR MAY STILL BE IN AREA	1
MISCH	REPORTED AFTER THE FACT	1
MVC	TRAPPED - FIRE/AMBULANCE	1
NEIGH	BOTH PARTIES PRESENT - CALM/NO VIOLENCE	1
NOISE	LOUD PARTY, LOUD MUSIC	1
NONTRAFF	INDUSTRIAL/FARM/OTHER	1
PERSONWELFARE	n/a	1
PROPERTY	FOUND - MAY REQUIRE POLICE TO PICKUP	1
RIDE	n/a	1
TRAFHAZ	n/a	1
WEAPONS	REPORTED AFTER THE FACT	1
<b>Total</b>		<b>2,736</b>

Demand Analysis - FEBRUARY 2020

Percent by Type  
Priority 1



# Demand Analysis - FEBRUARY 2020

## PRIORITY 2

Event Type Code	Event SubType	Event Count
SUSPERS	SUSPECT PRESENT OR MAY STILL BE IN AREA	602
WARRANTS	ARREST, BENCH, SEARCH	403
TRAFFIC	NO HAZARD	380
MVC	PROPERTY DAMAGE-POLICE TO ATTEND	329
ASSIST	n/a	311
MENTAL	NO HISTORY OF VIOLENCE	249
PERSONWELFARE	n/a	247
UNWANTED	NO THREAT OF VIOLENCE	241
ASSIST	n/a	147
DISTURB	NOISY PERSON/CROWD	112
ASSAULT	REPORTED AFTER THE FACT	96
ASSIST	n/a	80
TROUBYO	YOUTHS STILL IN AREA	68
MISCH	SUSPECT PRESENT OR MAY STILL BE IN AREA	56
THEFTSH	IN CUSTODY - NO PROBLEMS	38
HARASS	SUSPECT PRESENT OR MAY STILL BE IN AREA	33

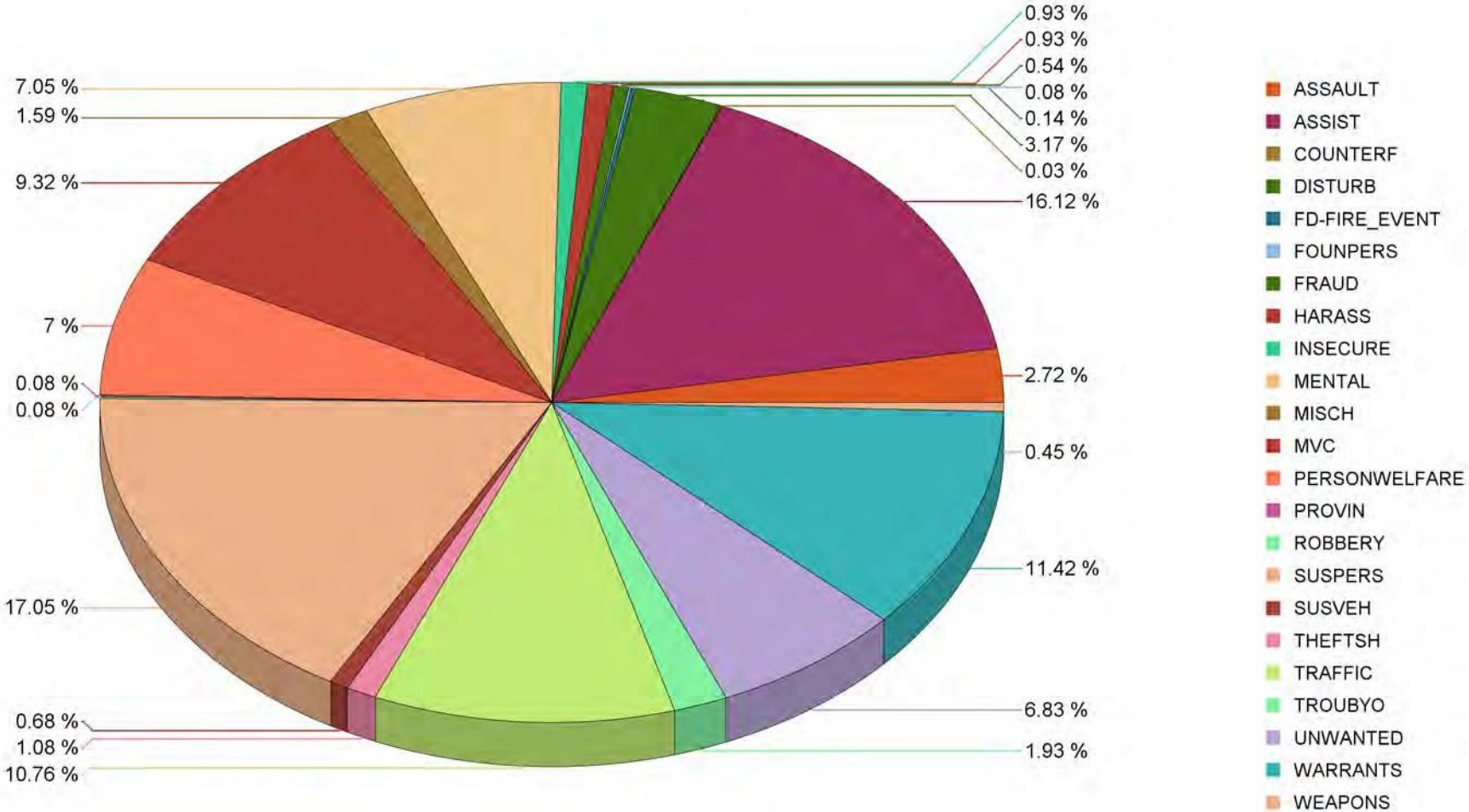


**Demand Analysis - FEBRUARY 2020**

Event Type Code	Event SubType	Event Count
INSECURE	NO BREAK AND ENTER	33
ASSIST	n/a	31
SUSVEH	REPORTED AFTER THE FACT	24
FRAUD	SUSPECT PRESENT OR MAY STILL BE IN AREA	19
WEAPONS	REPORTED AFTER THE FACT	16
FD-FIRE_EVENT	EMS_MED_RESPONSE	5
FOUNPERS	CHILD OR SENILE/DISORIENTED ADULT	3
PROVIN	SUSPECT PRESENT OR MAY STILL BE IN AREA	3
ROBBERY	REPORTED AFTER THE FACT	3
COUNTERF	SUSPECT PRESENT OR MAY STILL BE IN AREA	1
	<b>Total</b>	<b>3,530</b>

# Demand Analysis - FEBRUARY 2020

Percent by Type  
**Priority 2**



**Demand Analysis - FEBRUARY 2020**

**PRIORITY 3**

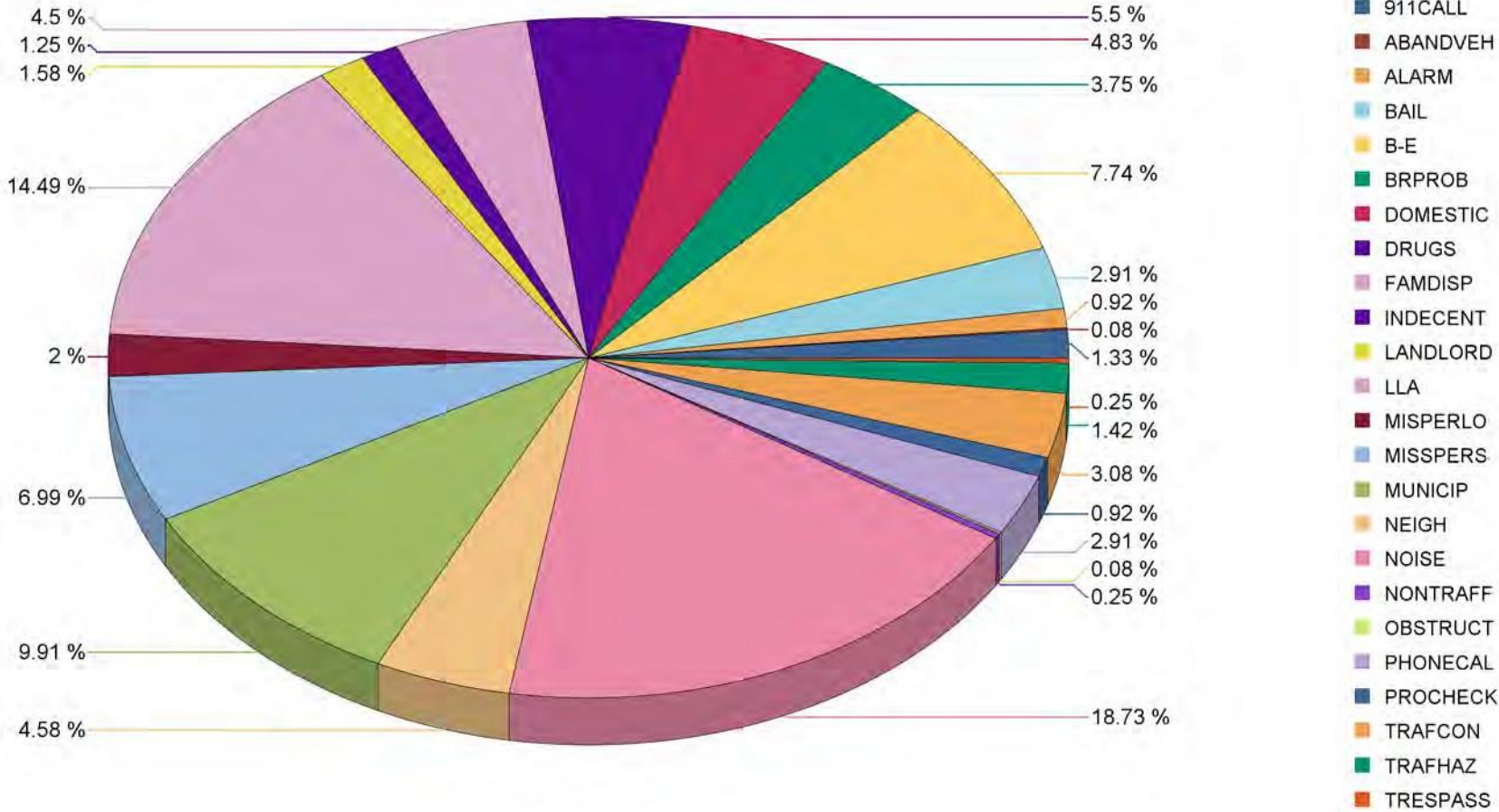
Event Type Code	Event SubType	Event Count
NOISE	LOUD PARTY, LOUD MUSIC	225
LLA	SUSPECT PRESENT OR MAY STILL BE IN AREA	174
MUNICIP	SUSPECT PRESENT OR MAY STILL BE IN AREA	119
B-E	SUSPECT NOT PRESENT/REPORTED AFTER FACT	93
MISSPERS	HABITUAL RUNAWAY	84
DRUGS	SUSPECT PRESENT OR MAY STILL BE IN AREA	66
DOMESTIC	REPORTED AFTER THE FACT	58
NEIGH	BOTH PARTIES PRESENT - CALM/NO VIOLENCE	55
FAMDISP	REPORTED AFTER THE FACT	54
BRPROB	SUSP PRESENT OR STILL IN AREA	45
TRAFCON	n/a	37
BAIL	BREACH UNDERTAKING/RECOG. ETC	35
PHONECAL	HARASSING OR OBSCENE - NO SUSPECT	35
MISPERLO	RPTD MISSING LOCAL/OTHER JURISDICTION	24
LANDLORD	BOTH PARTIES PRESENT - CALM/NO VIOLENCE	19
TRAFHAZ	n/a	17
911CALL	FAULTY TELEPHONE LINE	16
INDECENT	REPORTED AFTER THE FACT	15
ALARM	VEHICLE ALARM	11

**Demand Analysis - FEBRUARY 2020**

Event Type Code	Event SubType	Event Count
PROCHECK	REQUEST FOR PROPERTY CHECK	11
NONTRAFF	REPORTED AFTER THE FACT	3
TRESPASS	REPORTED AFTER THE FACT	3
ABANDVEH	CAUSING TRAFFIC HAZARD	1
OBSTRUCT	REPORTED AFTER THE FACT	1
	<b>Total</b>	<b>1,201</b>

Demand Analysis - FEBRUARY 2020

Percent by Type  
**PRIORITY 3**



**Demand Analysis - FEBRUARY 2020**

**PRIORITY 4**

Event Type Code	Event SubType	Event Count
TRAFENF	n/a	2,166
COMMSERV	FOOT PATROL	1,225
ASSIST	ASSIST OTHER AGENCY OR PUBLIC	550
INFORM	POLICE INFORMATION ONLY	415
THEFT	REPORTED AFTER THE FACT	411
ESCORT	COURT/PRISONER/TRAFFIC	306
RIDE	n/a	287
TTPA	INFORMATION OR TRESPASS NOTICE	264
MISCH	REPORTED AFTER THE FACT	244
PROPERTY	FOUND - MAY REQUIRE POLICE TO PICKUP	232
HARASS	REPORTED AFTER THE FACT	228
FRAUD	REPORTED AFTER THE FACT	220

## Demand Analysis - FEBRUARY 2020

Event Type Code	Event SubType	Event Count
ANIMAL	NO DANGER (AT LARGE, BITE REPORT)	177
THREATS	REPORTED AFTER THE FACT	165
PREVBR	STAND BY KEEP THE PEACE	164
COMMSERV	COMMUNITY SERVICES	155
SUSVEH	VEHICLE PRESENT OR MAY STILL BE IN AREA	149
SUSPERS	REPORTED AFTER THE FACT	112
NEIGH	REPORTED AFTER THE FACT	99
911CALL	ACCIDENTAL DIAL	95
BARCHECK	ROUTINE WALK THROUGH	88
DRUGS	REPORTED AFTER THE FACT	88
MVC	REPORTED AFTER THE FACT & NON REPORTABLE	85
LANDLORD	REPORTED AFTER THE FACT	80
THEFTSH	REPORTED AFTER THE FACT - NO SUSPECT PRESENT	71
ASSAULT	SUSPECT NO LONGER AT SCENE	70
TS	n/a	61
NOISE	ONGOING PROBLEM	50
MUNICIP	REPORTED AFTER THE FACT	45
		44

## Demand Analysis - FEBRUARY 2020

Event Type Code	Event SubType	Event Count
BRPROB	SUSPECT NOT PRESENT/REPORTED AFTER FACT	41
PROPERTY	LOST	37
THEFTMV	REPORTED AFTER THE FACT	34
ASSLTSEX	HISTORICAL /REPORTED AFTER THE FACT	31
ANIMAL	BARKING DOG	26
PHONECAL	HARASSING OR OBSCENE - KNOWN SUSPECT	25
ABANDVEH	NOT CAUSING A TRAFFIC HAZARD	24
BAIL	SUSPECT NOT PRESENT/REPORTED AFTER FACT	20
PROPDAM	NON-CRIMINAL	18
TESTPO	INFORMATION	18
TROUBYO	YOUTHS NO LONGER IN AREA	18
CHECKIN	SIGNING/CHECKING IN	15
COUNTERF	SUSPECT NOT PRESENT/REPORTED AFTER FACT	12
LLA	REPORTED AFTER THE FACT	11
BRPROB	COMPLIANCE CHECK	10
OTHER	INFORMATION	10
PERSONSTOP	n/a	7
TOWED	TOWED VEHICLE REPORT	7
BAIL	COMPLIANCE CHECK OIC/RECOG	6
RECOVERD	STOLEN OWN JURISTITION	4
COMPLIANCECHECK	n/a	3
PROST	INFORMATION	2

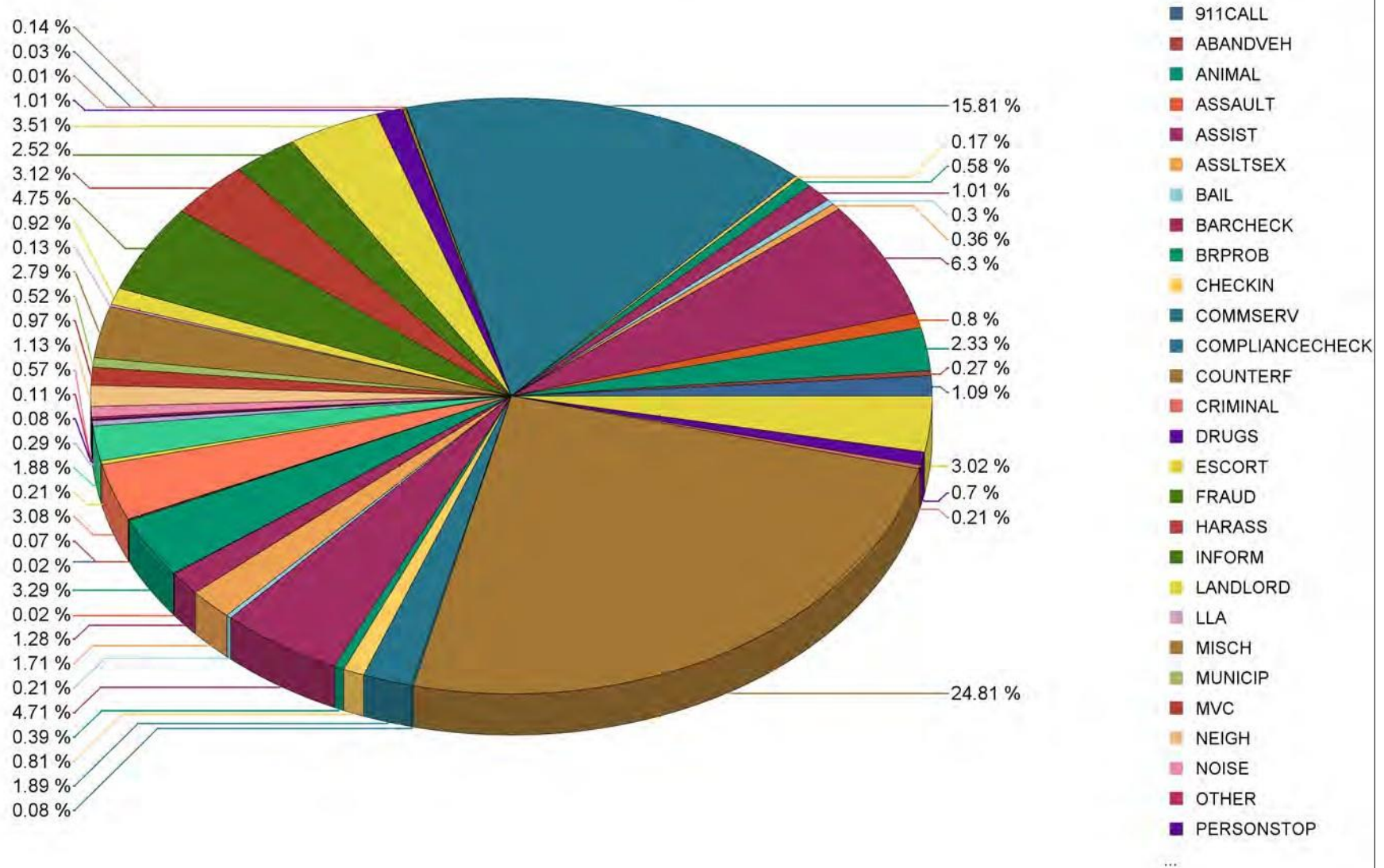


**Demand Analysis - FEBRUARY 2020**

Event Type Code	Event SubType	Event Count
RECOVERD	STOLEN FROM OTHER JURISDICTION	2
STRIKES	INFORMATION	2
CRIMINAL	SUSPECT NOT PRESENT	1
	<b>Total</b>	<b>8,730</b>

# Demand Analysis - FEBRUARY 2020

Percent by Type  
**PRIORITY 4**

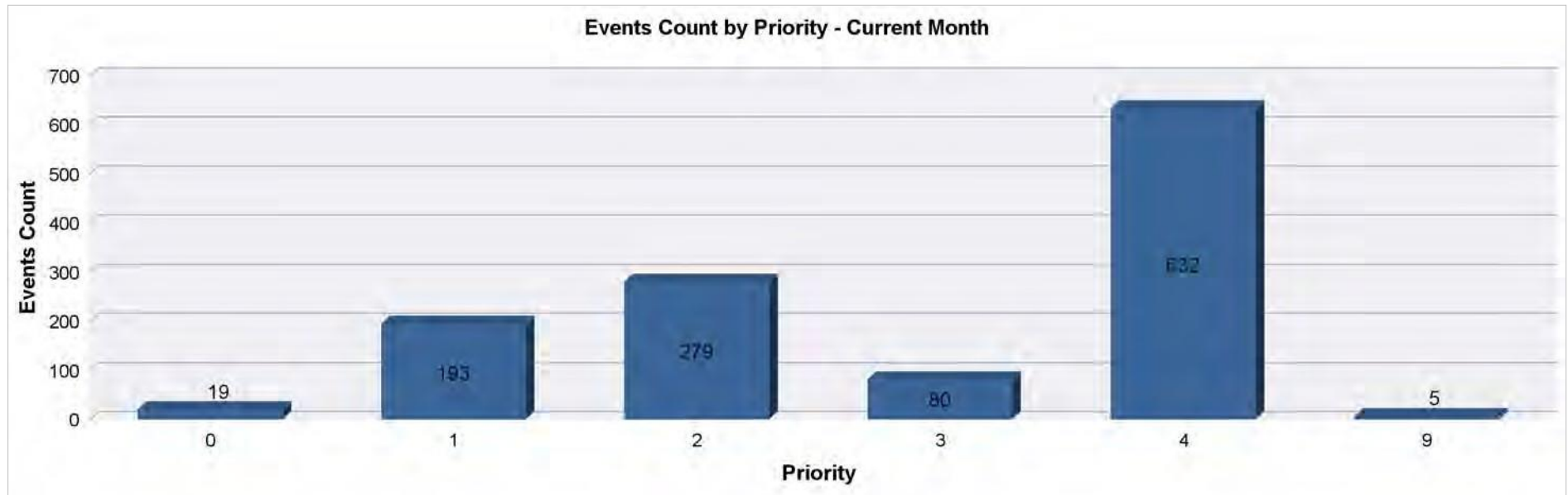




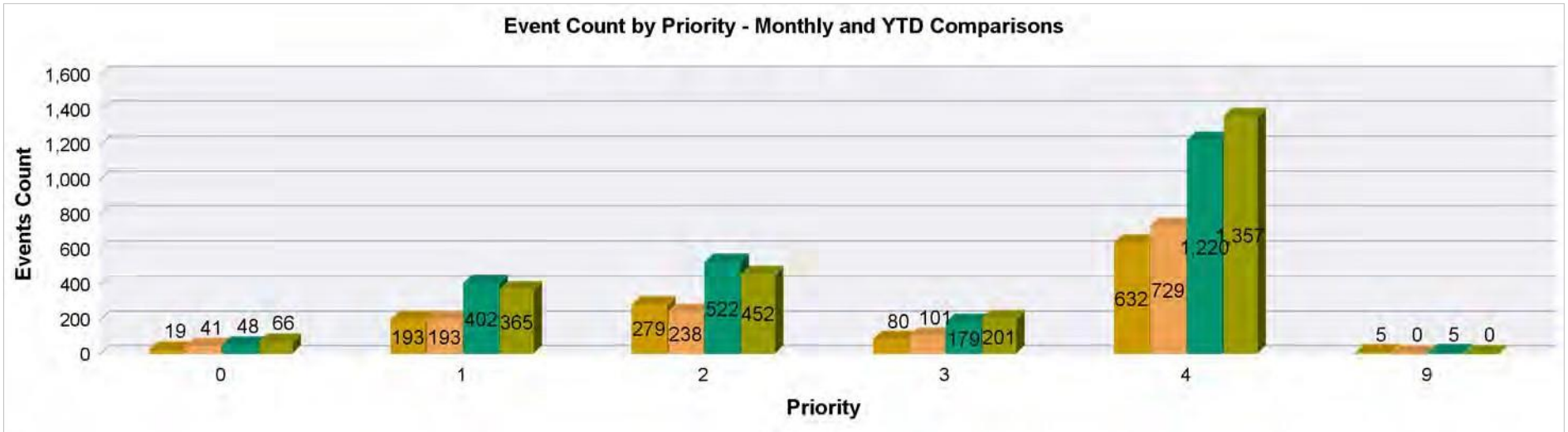
## Event Count Monthly - FEBRUARY 2020

### Event Count

Call Priority	February	January	Actual Change	% Change	2020 YTD	2019 YTD	Actual Change YTD	% Change YTD
0	19	41	-22	-53.66	48	66	-18	-27.27
1	193	193	0	0	402	365	37	10.14
2	279	238	41	17.23	522	452	70	15.49
3	80	101	-21	-20.79	179	201	-22	-10.95
4	632	729	-97	-13.31	1,220	1,357	-137	-10.1
9	5	0	5	100	5	0	5	100



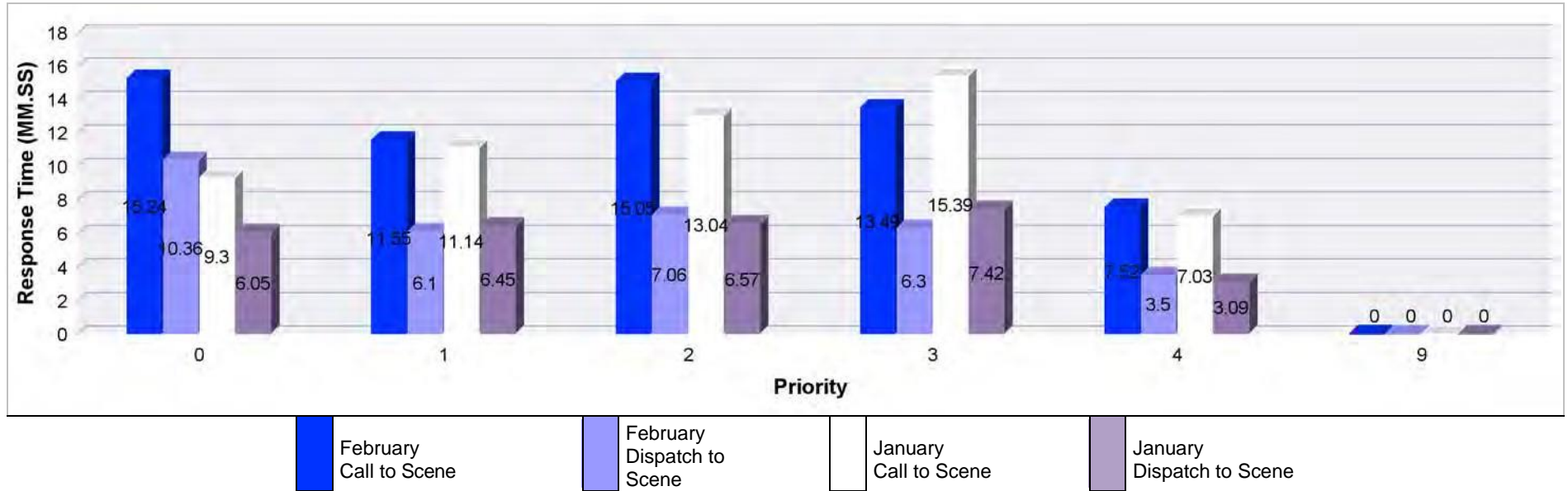
## Event Count Monthly - FEBRUARY 2020



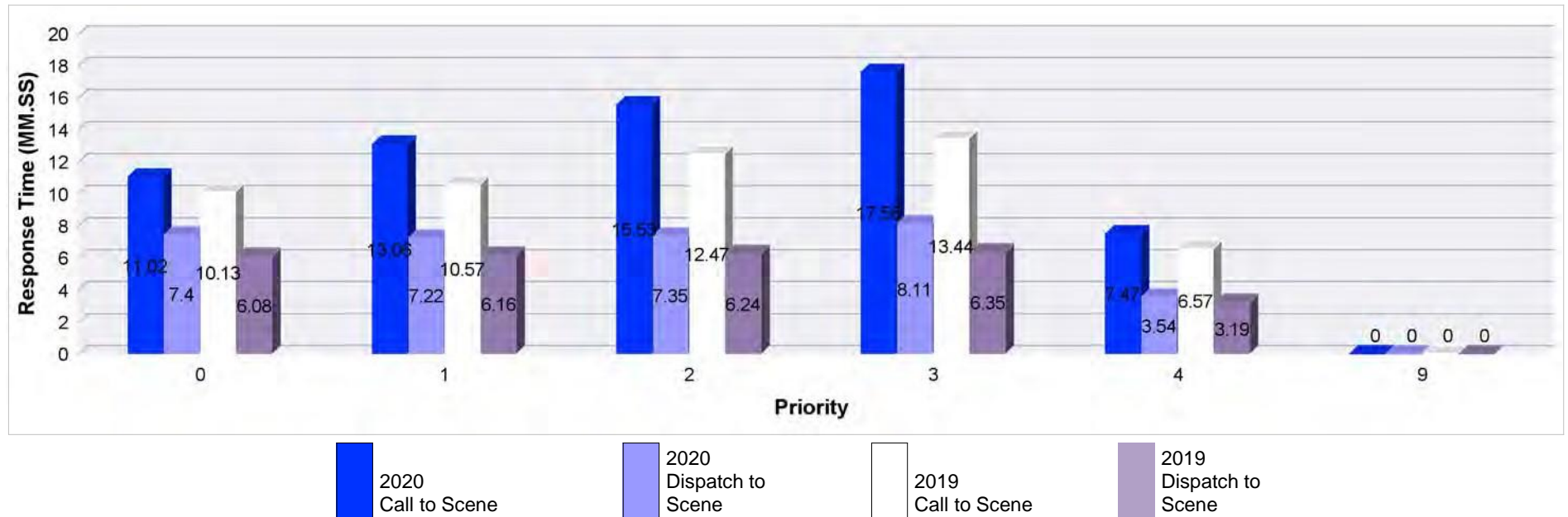
February
  January
  2020
  2019

# Event Count Monthly - FEBRUARY 2020

**February Vs. January Response Times Comparisons**



**2020 Vs. 2019 Response Times Comparisons**





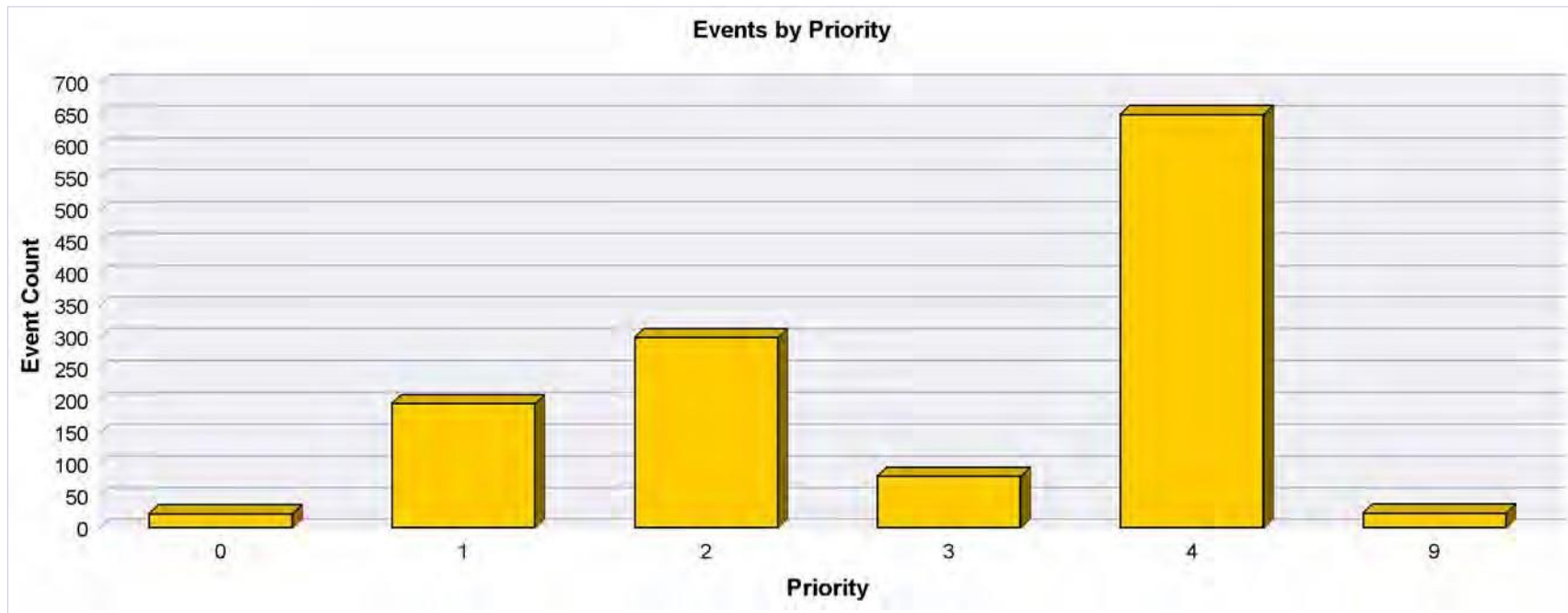
**Owen Sound Police Service**  
**Director of Corporate Service's Report**  
**March, 2020**  
**Public Report**

Submitted by:  
S. Bell-Matheson



## Number of Events by Priority - MARCH 2020

Event Priority	0	1	2	3	4	9	Total:
Dispatch Group							
DISP1	23	196	300	82	651	24	1,276
<b>Total:</b>	23	196	300	82	651	24	1,276





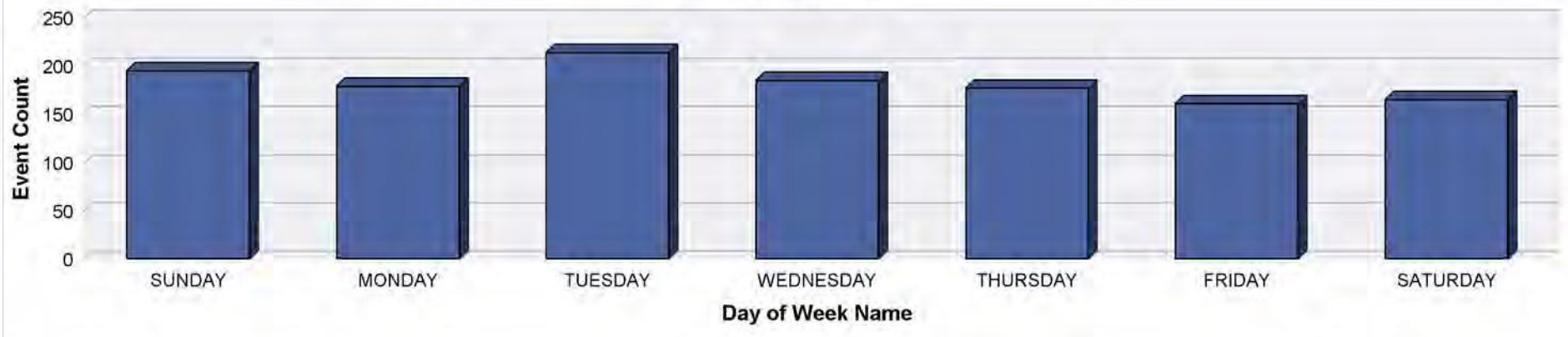
# Number of Events by Day of Week/Hour of Day - MARCH 2020

Create Day of Week Name	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Total:
Create Hour 24 Time								
	6	4	5	2	8	2		27
1	10	3	4	8	1	4	4	34
2	4	4	5	4	3	4	9	33
3	4	4	5	1	4	4	5	27
4	7	2	2	5	1	2	7	26
5	1	2	3	4	1	3	3	17
6	2			3	1	2	3	11
7	3	3	1	3	3	4	4	21
8	5	8	9	11	9	10	6	58
9	11	5	10	5	16	12	10	69
10	13	14	18	8	14	9	10	86
11	7	13	16	14	16	10	12	88
12	9	16	11	8	13	13	10	80
13	12	12	16	13	14	12	6	85
14	15	15	21	14	8	12	7	92
15	18	9	20	11	7	6	5	76
16	11	12	16	8	4	7	11	69
17	9	10	8	10	13	5	9	64
18	11	10	7	9	9	5	8	59
19	8	4	9	7	5	12	11	56
20	5	8	6	12	12	8	10	61
21	11	8	6	4	5	4	5	43
22	7	6	10	5	6	5	6	45

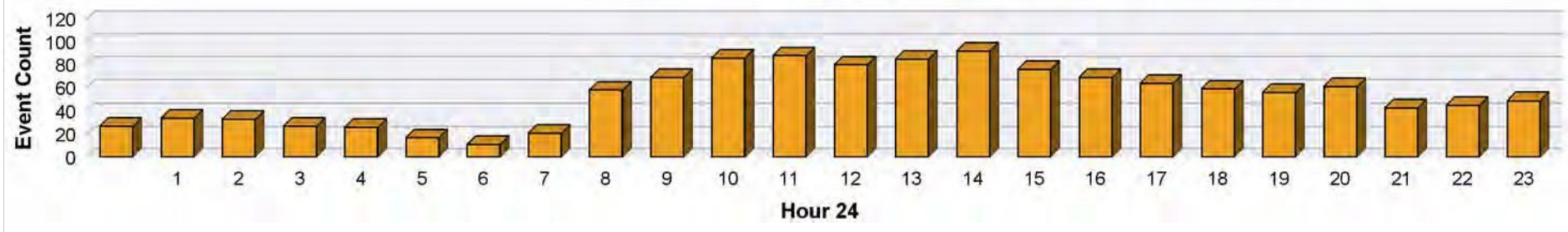
## Number of Events by Day of Week/Hour of Day - MARCH 2020

Create Day of Week Name	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Total:
Create Hour 24 Time								
23	6	7	6	16	4	6	4	49
<b>Total:</b>	195	179	214	185	177	161	165	1,276

**Events by Day of Week**



**Events by Hour of Day**



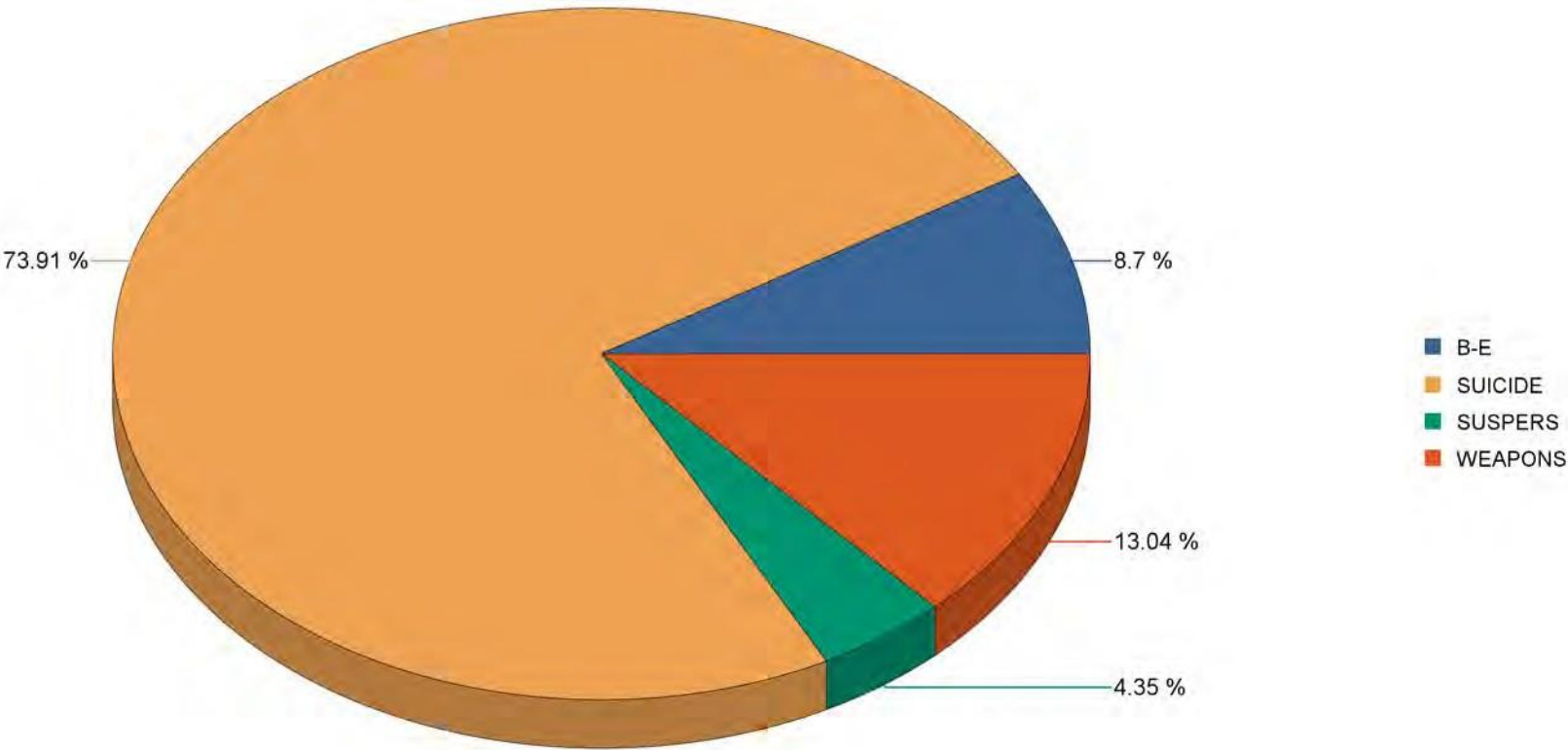
## Demand Analysis - MARCH 2020

### **PRIORITY 0**

Event Type Code	Event SubType	Event Count
SUICIDE	IN PROGRESS	17
WEAPONS	SUSPECT PRESENT OR MAY STILL BE IN AREA	3
B-E	SUSP PRESENT OR MAY STILL BE IN AREA	2
SUSPERS	SUSPECT PRESENT OR MAY STILL BE IN AREA	1
	<b>Total</b>	<b>23</b>

**Demand Analysis - MARCH 2020**

**Percent by Type**  
**PRIORITY 0**



## Demand Analysis - MARCH 2020

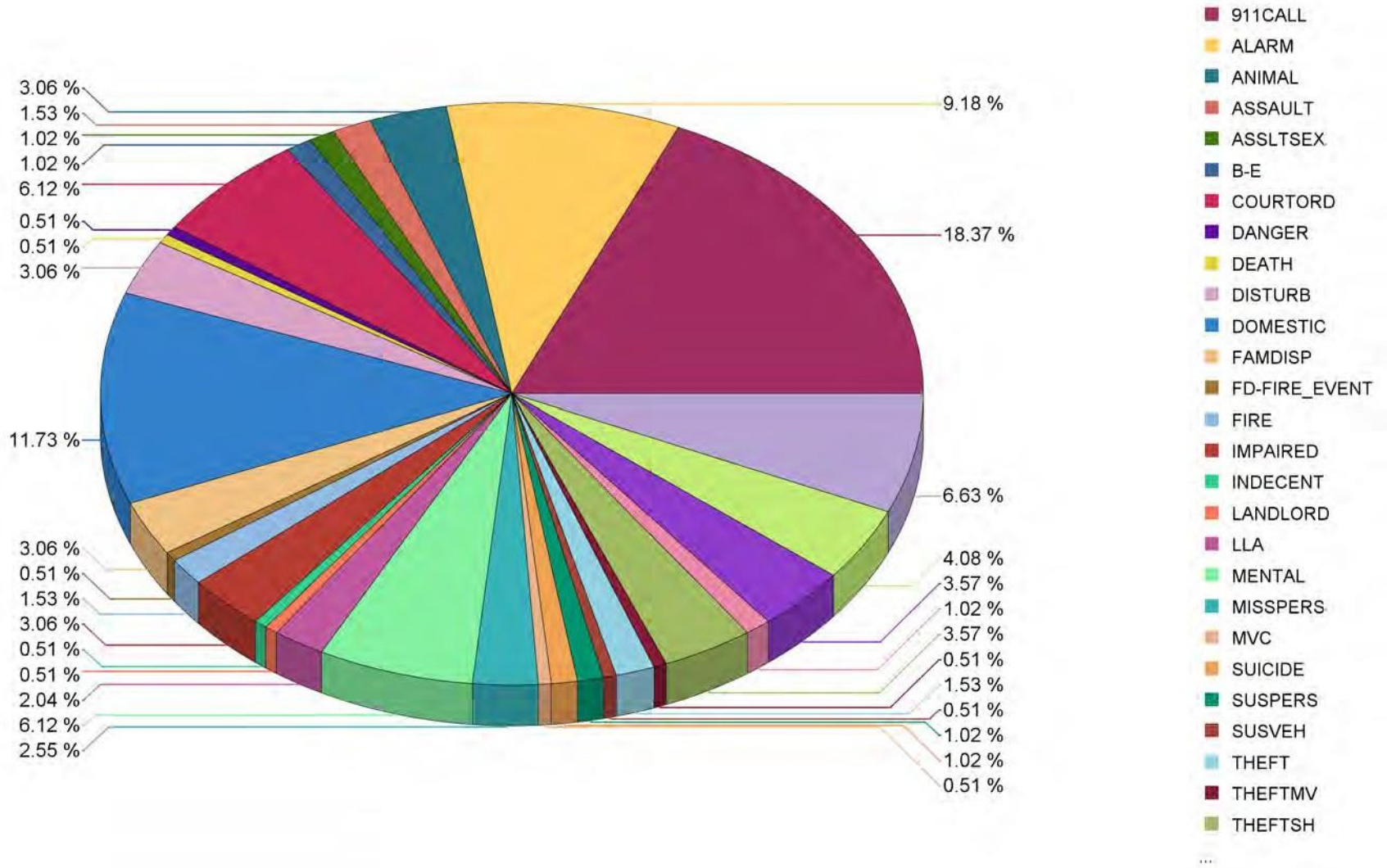
Event Type Code	Event SubType	Event Count
911CALL	UNKNOWN TROUBLE - DISPATCH OFFICERS	29
DOMESTIC	HEATED/VIOLENCE/WEAPON-IMMEDIATE RESPONSE	16
ALARM	EXT-BUS-AUDIBLE	15
UNWANTED	POTENTIAL FOR VIOLENCE EXISTS	13
MENTAL	VIOLENT TENDANCIES	12
COURTORD	FAMILY COURT ORDER	9
TTPA	SUSPECT PRESENT/CAUSING PROBLEMS/IN CUSTODY	8
DOMESTIC	SUSPECT AND VICTIM PRESENT	7
TRAFFIC	TRAFFIC HAZARD	7
IMPAIRED	IMPAIRED DRIVING	6
THEFTSH	CAUSING PROBLEMS OR BEING PURSUED	6
ANIMAL	DANGER TO PUBLIC	5
DISTURB	FIGHT/BAR FIGHT	5
FAMDISP	HEATED/VIOLENCE/WEAPON-IMMEDIATE RESPONSE	5
911CALL	CHILD DIALLED 911	4
LLA	SUSPECT PRESENT OR MAY STILL BE IN AREA	4
911CALL	NO ANSWER ON RINGBACK	3
ASSAULT	VIOLENCE/WEAPON-IMMEDIATE RESPONSE	3
COURTORD	ALL ORDERS EXCEPT FAMILY COURT	3
MISSPERS	UNKNOWN CIRCUMSTANCES	3
THEFT	SUSPECT PRESENT OR MAY STILL BE IN AREA	3
ALARM	INTRUSION - PANIC ALARM	2
ASSLTSEX	SUSPECT NO LONGER AT SCENE	2
B-E	SUSP PRESENT OR MAY STILL BE IN AREA	2

## Demand Analysis - MARCH 2020

Event Type Code	Event SubType	Event Count
FIRE	STRUCTURE	2
MISSPERS	HABITUAL RUNAWAY	2
SUICIDE	IN PROGRESS	2
SUSPERS	SUSPECT PRESENT OR MAY STILL BE IN AREA	2
THREATS	FEAR FOR IMMEDIATE SAFETY	2
ALARM	HOLDUP - PANIC ALARM	1
ANIMAL	NO DANGER (AT LARGE, BITE REPORT)	1
DANGER	WIRES DOWN OR OTHER DANGERS	1
DEATH	n/a	1
DISTURB	NOISY PERSON/CROWD	1
FAMDISP	SUSPECT AND VICTIM PRESENT	1
FD-FIRE_EVENT	ALARM_FIRE	1
FIRE	VEHICLE	1
INDECENT	SUSPECT PRESENT OR MAY STILL BE IN AREA	1
LANDLORD	POTENTIAL VIOLENCE	1
MVC	PERSONAL INJURY - TIER	1
SUSVEH	VEHICLE PRESENT OR MAY STILL BE IN AREA	1
THEFTMV	SUSP PRESENT OR MAY STILL BE IN AREA	1
THEFTSH	IN CUSTODY - NO PROBLEMS	1
	<b>Total</b>	<b>196</b>

# Demand Analysis - MARCH 2020

Percent by Type  
**PRIORITY 1**



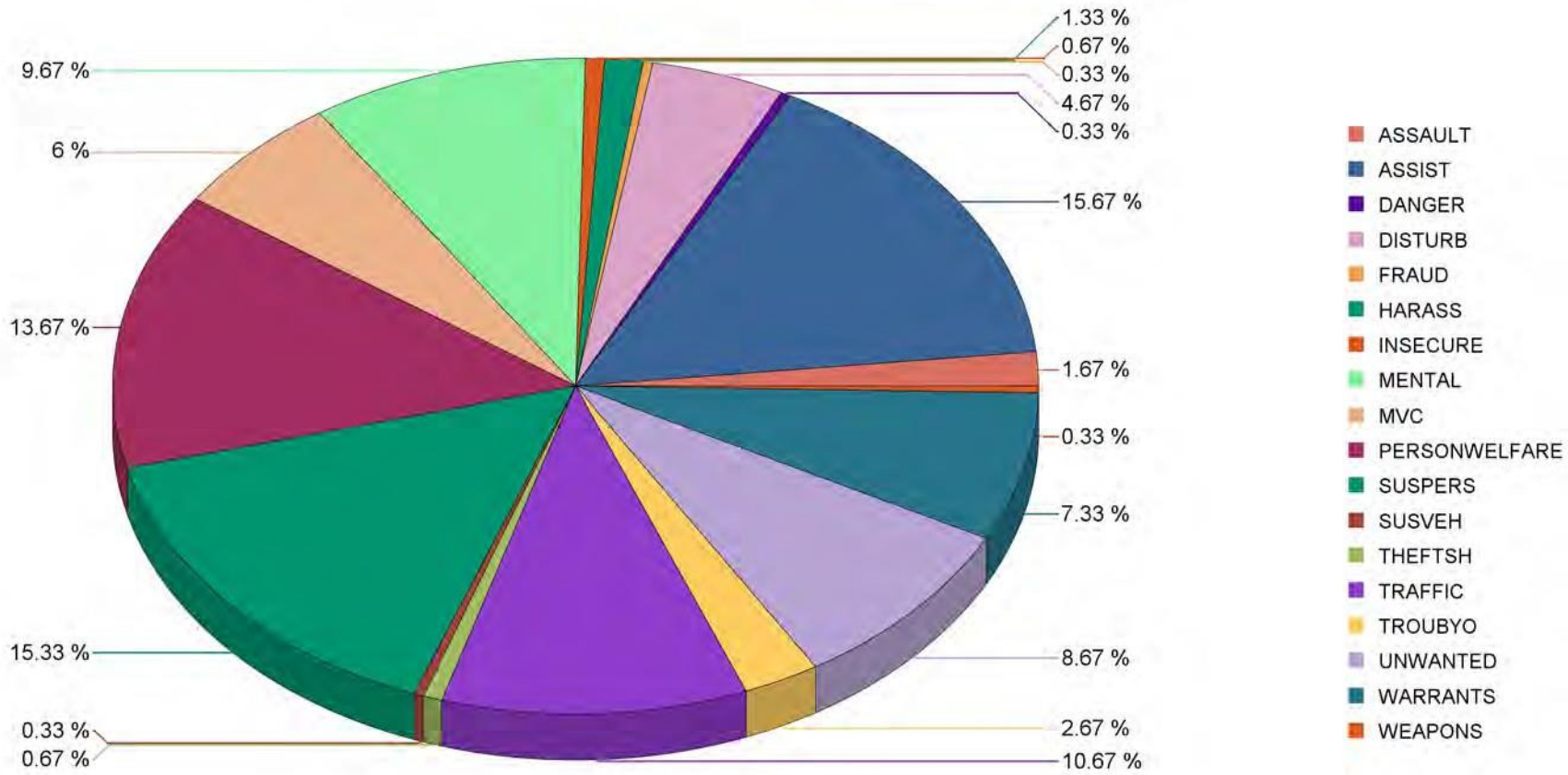
## Demand Analysis - MARCH 2020

Event Type Code	Event SubType	Event Count
SUSPERS	SUSPECT PRESENT OR MAY STILL BE IN AREA	46
PERSONWELFARE	n/a	41
TRAFFIC	NO HAZARD	32
MENTAL	NO HISTORY OF VIOLENCE	29
UNWANTED	NO THREAT OF VIOLENCE	26
ASSIST	n/a	22
WARRANTS	ARREST, BENCH, SEARCH	22
MVC	PROPERTY DAMAGE-POLICE TO ATTEND	18
DISTURB	NOISY PERSON/CROWD	14
ASSIST	n/a	11
ASSIST	n/a	10
TROUBYO	YOUTHS STILL IN AREA	8
ASSAULT	REPORTED AFTER THE FACT	5
ASSIST	n/a	4
HARASS	SUSPECT PRESENT OR MAY STILL BE IN AREA	4
INSECURE	NO BREAK AND ENTER	2
THEFTSH	IN CUSTODY - NO PROBLEMS	2
DANGER	COVID-19 PANDEMIC EVENT	1
FRAUD	SUSPECT PRESENT OR MAY STILL BE IN AREA	1
SUSVEH	REPORTED AFTER THE FACT	1
WEAPONS	REPORTED AFTER THE FACT	1
<b>Total</b>		<b>300</b>



**Demand Analysis - MARCH 2020**

**Percent by Type**  
**PRIORITY 2**

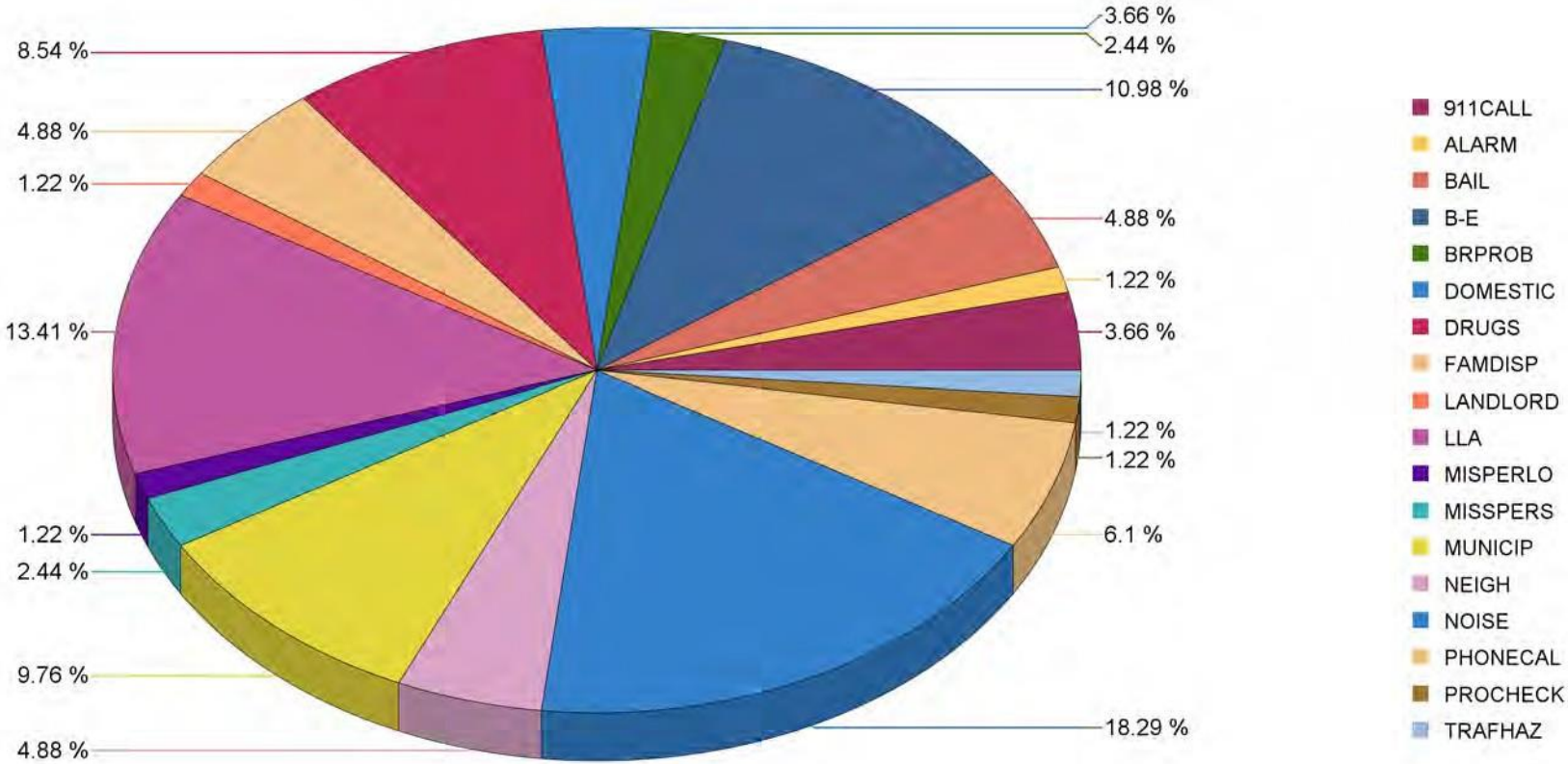


## Demand Analysis - MARCH 2020

Event Type Code	Event SubType	Event Count
NOISE	LOUD PARTY, LOUD MUSIC	15
LLA	SUSPECT PRESENT OR MAY STILL BE IN AREA	11
B-E	SUSPECT NOT PRESENT/REPORTED AFTER FACT	9
MUNICIP	SUSPECT PRESENT OR MAY STILL BE IN AREA	8
DRUGS	SUSPECT PRESENT OR MAY STILL BE IN AREA	7
PHONECAL	HARASSING OR OBSCENE - NO SUSPECT	5
BAIL	BREACH UNDERTAKING/RECOG. ETC	4
FAMDISP	REPORTED AFTER THE FACT	4
NEIGH	BOTH PARTIES PRESENT - CALM/NO VIOLENCE	4
911CALL	FAULTY TELEPHONE LINE	3
DOMESTIC	REPORTED AFTER THE FACT	3
BRPROB	SUSP PRESENT OR STILL IN AREA	2
MISSPERS	HABITUAL RUNAWAY	2
ALARM	VEHICLE ALARM	1
LANDLORD	BOTH PARTIES PRESENT - CALM/NO VIOLENCE	1
MISPERLO	RPTD MISSING LOCAL/OTHER JURISDICTION	1
PROCHECK	REQUEST FOR PROPERTY CHECK	1
TRAFHAZ	n/a	1
	<b>Total</b>	<b>82</b>

**Demand Analysis - MARCH 2020**

**Percent by Type**  
**PRIORITY 3**



## Demand Analysis - MARCH 2020

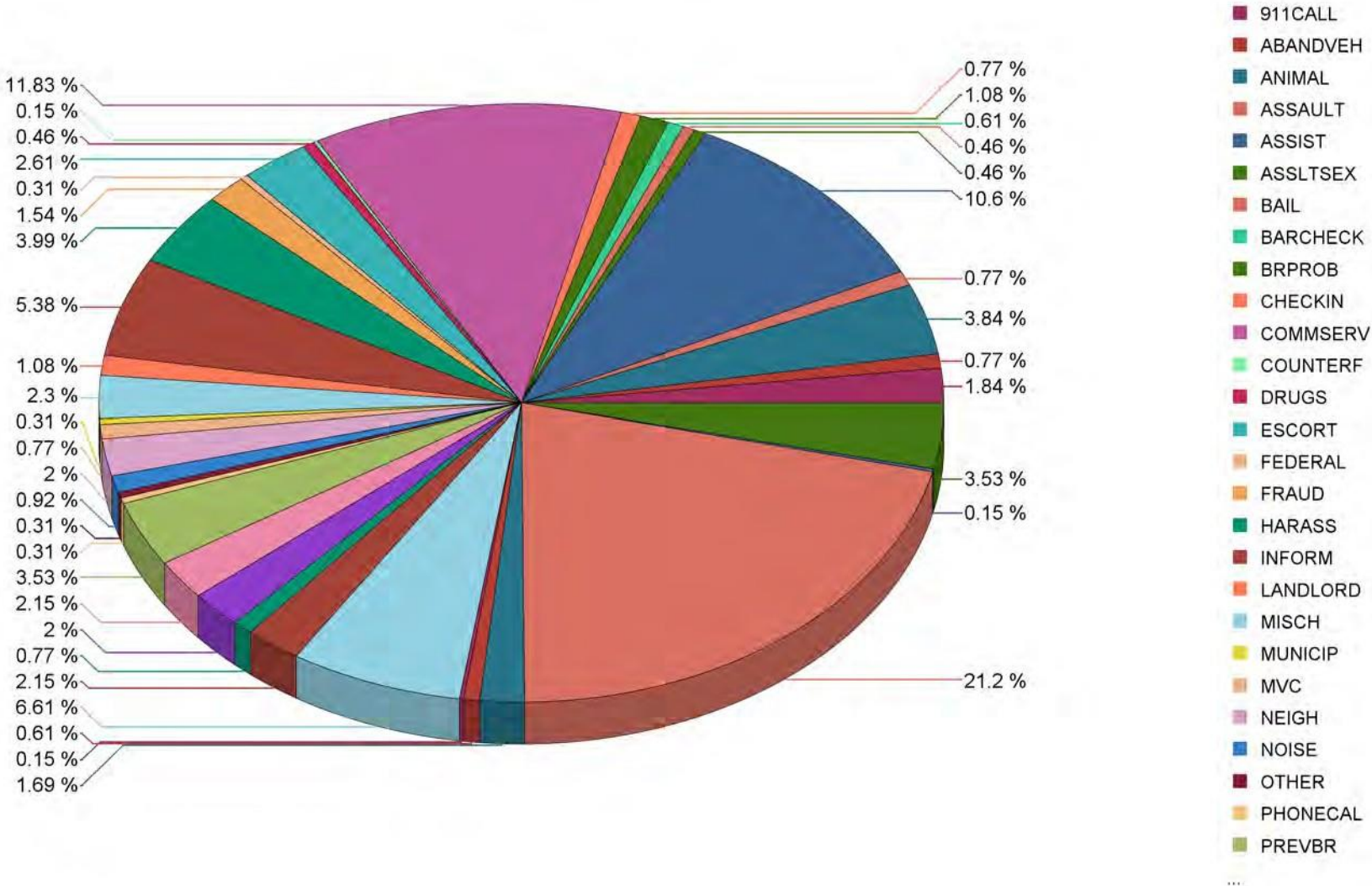
Event Type Code	Event SubType	Event Count
TRAFENF	n/a	138
COMMSERV	FOOT PATROL	73
ASSIST	ASSIST OTHER AGENCY OR PUBLIC	69
THEFT	REPORTED AFTER THE FACT	43
INFORM	POLICE INFORMATION ONLY	35
ANIMAL	NO DANGER (AT LARGE, BITE REPORT)	24
PREVBR	STAND BY KEEP THE PEACE	23
TTPA	INFORMATION OR TRESPASS NOTICE	23
ESCORT	COURT/PRISONER/TRAFFIC	17
HARASS	REPORTED AFTER THE FACT	17
MISCH	REPORTED AFTER THE FACT	15
SUSVEH	VEHICLE PRESENT OR MAY STILL BE IN AREA	14
NEIGH	REPORTED AFTER THE FACT	13
RIDE	n/a	13
911CALL	ACCIDENTAL DIAL	12
PROPERTY	FOUND - MAY REQUIRE POLICE TO PICKUP	12
THREATS	REPORTED AFTER THE FACT	11
FRAUD	REPORTED AFTER THE FACT	10
HARASS	SOCIAL MEDIA AND ONLINE	9
LANDLORD	REPORTED AFTER THE FACT	7

## Demand Analysis - MARCH 2020

Event Type Code	Event SubType	Event Count
BRPROB	SUSPECT NOT PRESENT/REPORTED AFTER FACT	6
NOISE	ONGOING PROBLEM	6
ABANDVEH	NOT CAUSING A TRAFFIC HAZARD	5
ASSAULT	SUSPECT NO LONGER AT SCENE	5
CHECKIN	SIGNING/CHECKING IN	5
MVC	REPORTED AFTER THE FACT & NON REPORTABLE	5
SUSPERS	REPORTED AFTER THE FACT	5
BARCHECK	ROUTINE WALK THROUGH	4
COMMSERV	COMMUNITY SERVICES	4
THEFTSH	REPORTED AFTER THE FACT - NO SUSPECT PRESENT	4
ASSLTSEX	HISTORICAL /REPORTED AFTER THE FACT	3
DRUGS	REPORTED AFTER THE FACT	3
BAIL	SUSPECT NOT PRESENT/REPORTED AFTER FACT	2
FEDERAL	REPORTED AFTER THE FACT	2
MUNICIP	REPORTED AFTER THE FACT	2
OTHER	INFORMATION	2
PHONECAL	HARASSING OR OBSCENE - KNOWN SUSPECT	2
PROPERTY	LOST	2
ANIMAL	BARKING DOG	1
BAIL	COMPLIANCE CHECK OIC/RECOG	1
BRPROB	COMPLIANCE CHECK	1
COUNTERF	SUSPECT NOT PRESENT/REPORTED AFTER FACT	1
THEFTMV	REPORTED AFTER THE FACT	1
TROUBYO	YOUTHS NO LONGER IN AREA	1
	<b>Total</b>	<b>651</b>

Demand Analysis - MARCH 2020

Percent by Type  
**PRIORITY 4**



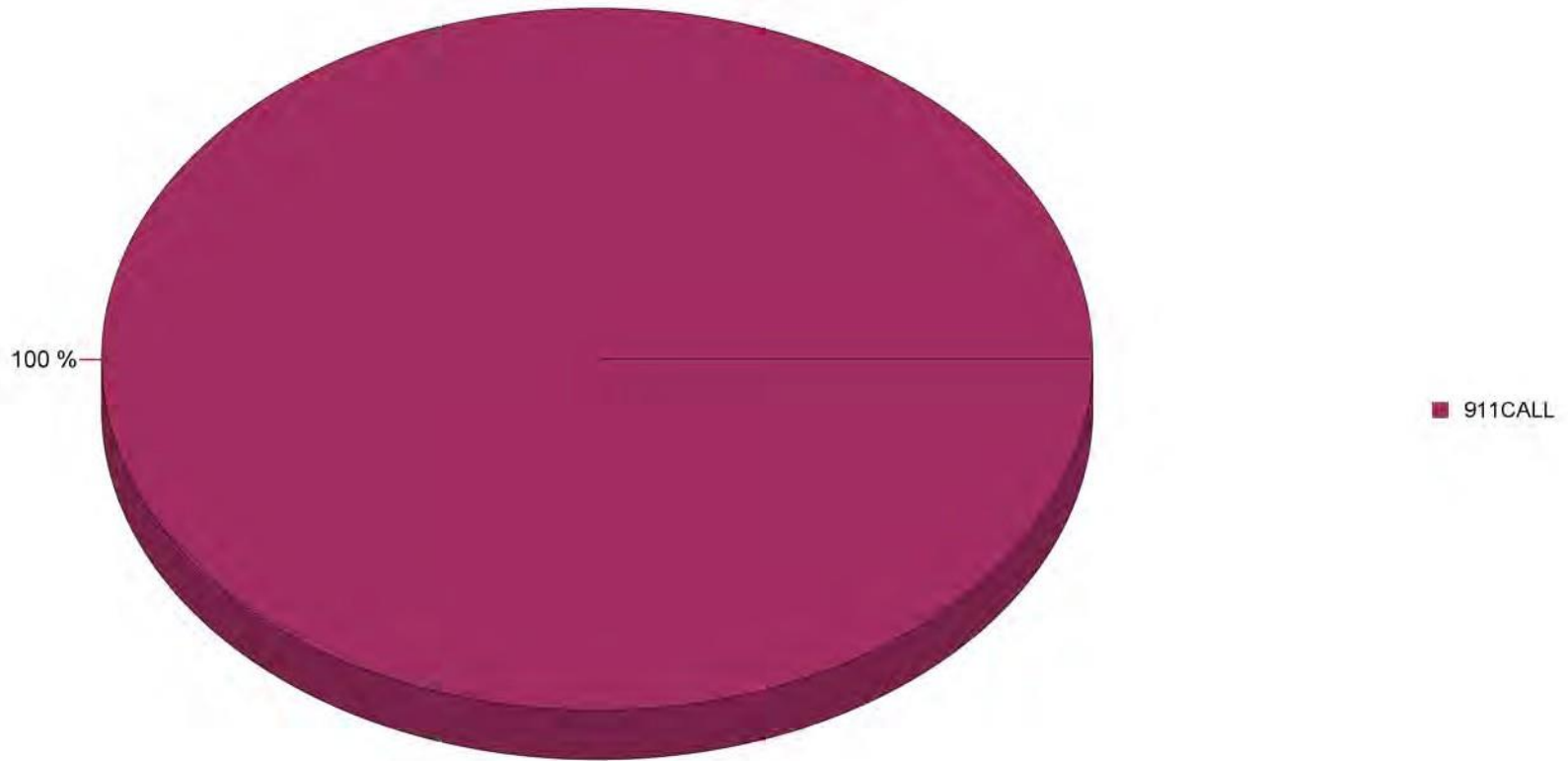
## Demand Analysis - MARCH 2020

Event Type Code	Event SubType	Event Count
911CALL	VOIP_TRANSFER TRACKING	24
	Total	24

**Demand Analysis - MARCH 2020**

Percent by Type

**PRIORITY 9**





## Event Count Monthly - MARCH 2020

### Average Response Times from Call Entry to Scene

Call Priority	March	February	Actual Change	% Change	2020 YTD	2019 YTD	Actual Change YTD	% Change YTD
0	00:12:60	00:11:22	00:01:38	14.34	00:11:36	00:10:28	00:01:08	10.86
1	00:13:55	00:10:36	00:03:19	31.26	00:13:22	00:11:18	00:02:05	18.39
2	00:14:41	00:12:27	00:02:14	17.92	00:15:26	00:12:58	00:02:28	18.96
3	00:17:60	00:11:56	00:06:04	50.79	00:17:57	00:14:08	00:03:49	27.05
4	00:08:22	00:06:49	00:01:33	22.67	00:07:58	00:06:41	00:01:18	19.4
9	00:04:59	0	00:04:59	100	00:04:59	0	00:04:59	100

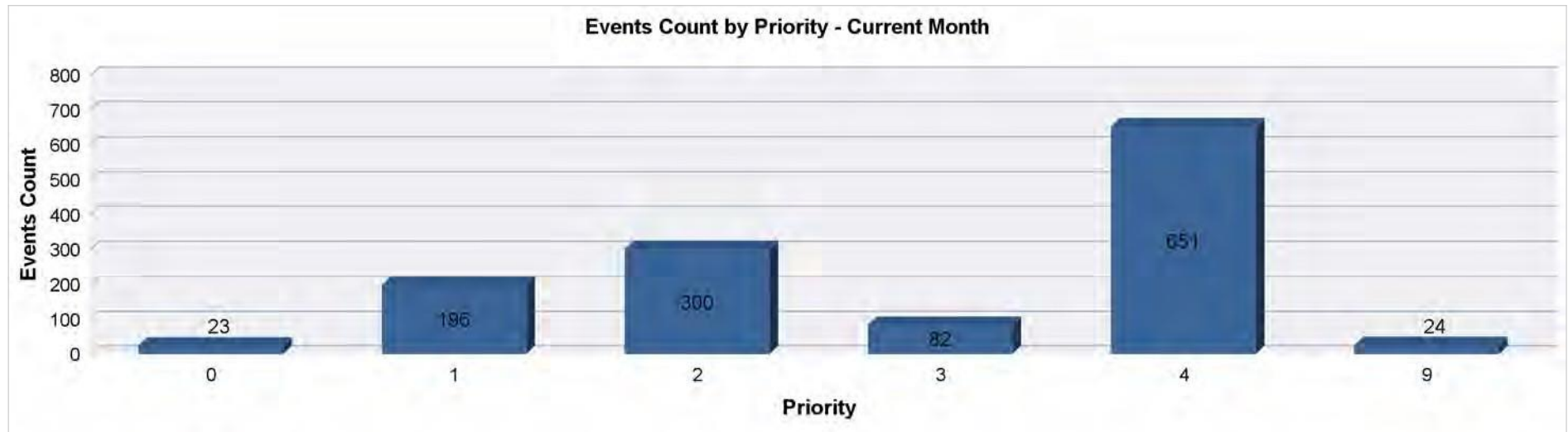
### Average Response Times from Dispatch to Scene

Call Priority	March	February	Actual Change	% Change	2020 YTD	2019 YTD	Actual Change YTD	% Change YTD
0	00:08:24	00:06:11	00:02:12	35.66	00:07:53	00:06:17	00:01:36	25.46
1	00:07:49	00:05:43	00:02:06	36.85	00:07:31	00:05:60	00:01:31	25.35
2	00:07:35	00:05:48	00:01:47	30.78	00:07:35	00:06:22	00:01:13	19.14
3	00:06:50	00:05:35	00:01:15	22.5	00:07:46	00:06:39	00:01:07	16.85
4	00:04:04	00:03:32	00:00:32	15.32	00:03:57	00:03:03	00:00:54	29.48
9	00:02:48	0	00:02:48	100	00:02:48	0	00:02:48	100

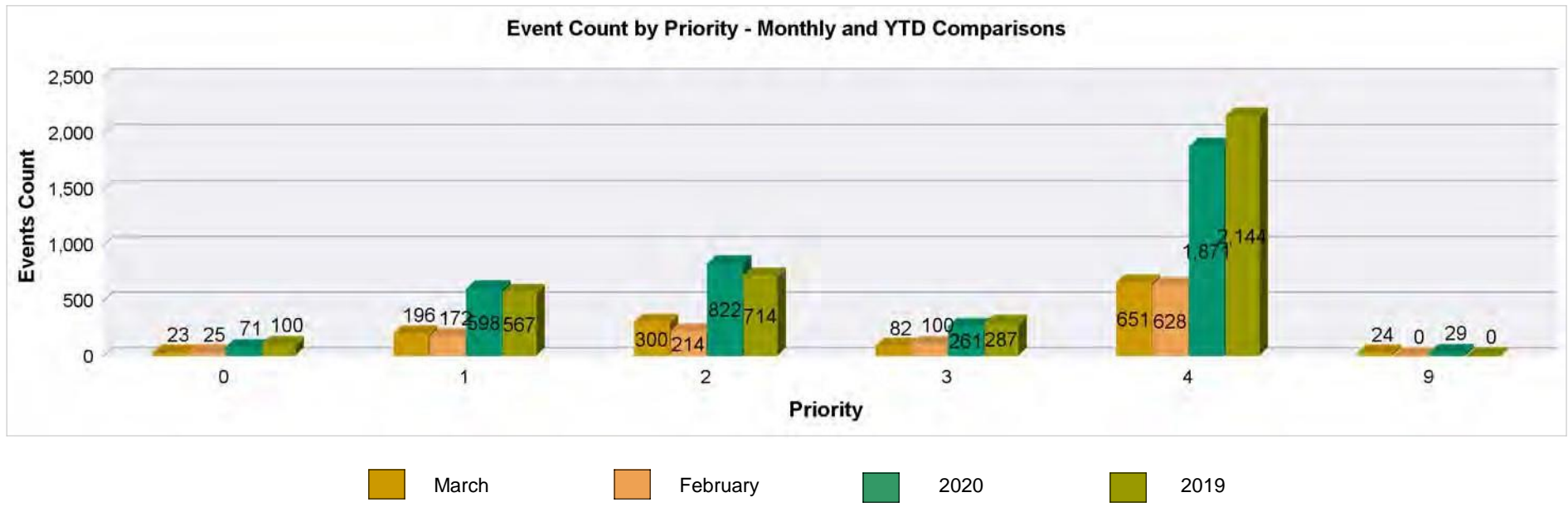
# Event Count Monthly - MARCH 2020

## Event Count

Call Priority	March	February	Actual Change	% Change	2020 YTD	2019 YTD	Actual Change YTD	% Change YTD
0	23	25	-2	-8	71	100	-29	-29
1	196	172	24	13.95	598	567	31	5.47
2	300	214	86	40.19	822	714	108	15.13
3	82	100	-18	-18	261	287	-26	-9.06
4	651	628	23	3.66	1,871	2,144	-273	-12.73
9	24	0	24	100	29	0	29	100

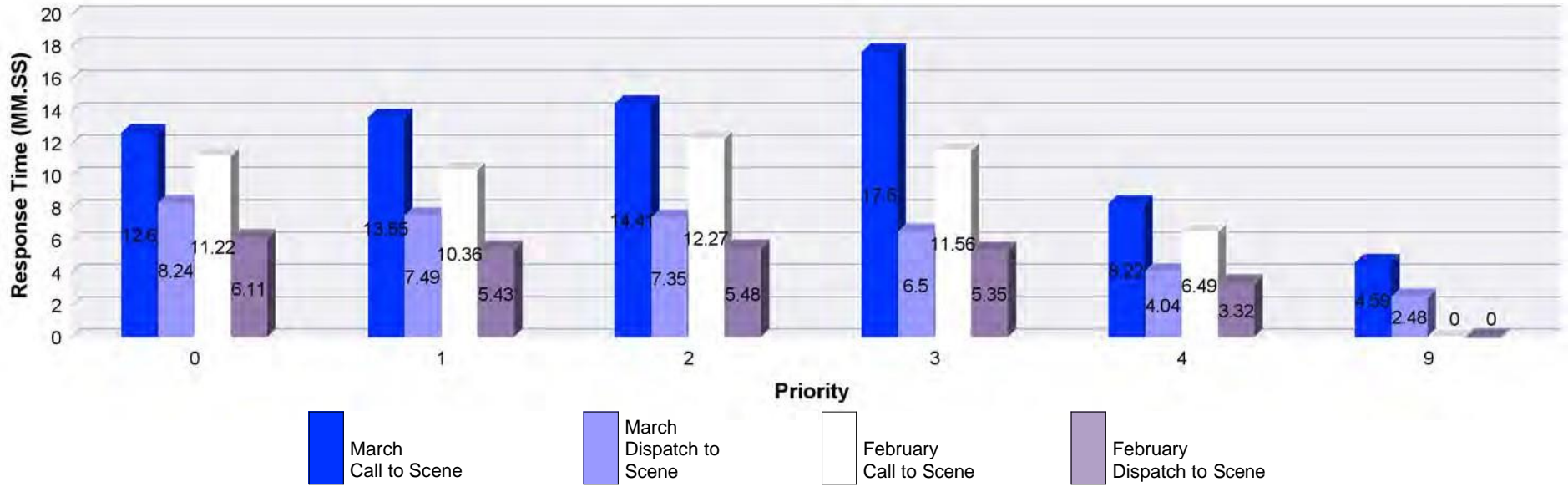


# Event Count Monthly - MARCH 2020

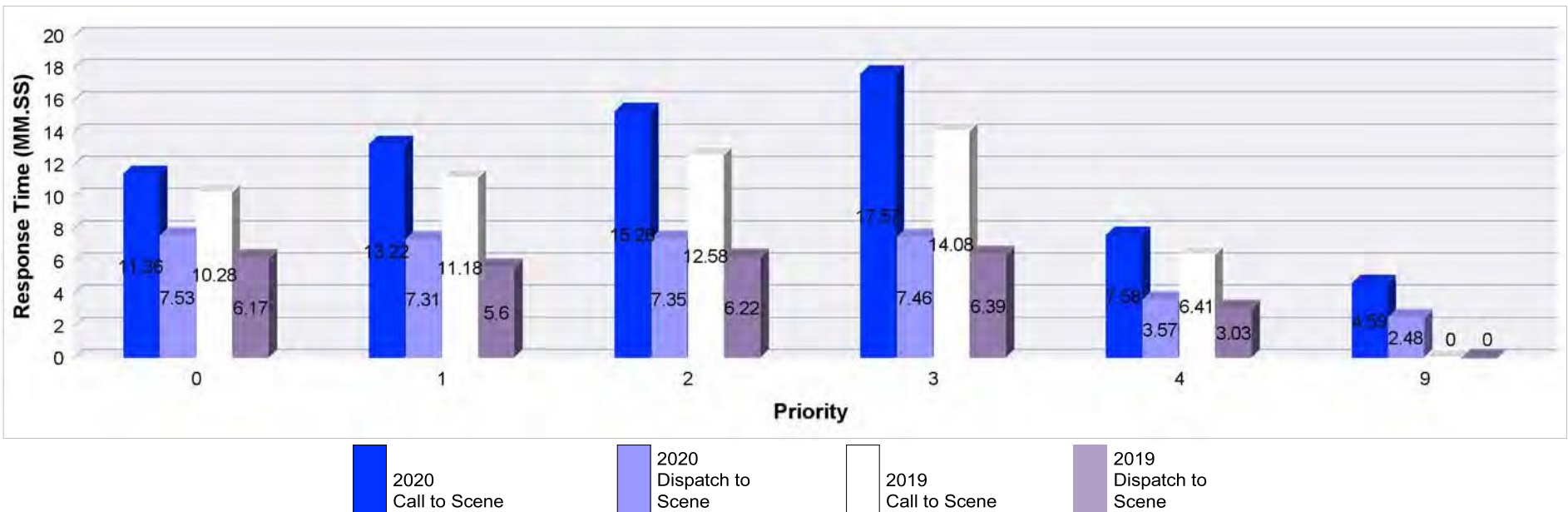


# Event Count Monthly - MARCH 2020

**March Vs. February Response Times Comparisons**



**2020 Vs. 2019 Response Times Comparisons**





## Report to the Board: Criminal Record Checks

*From: Suzanne Bell-Matheson*

*Date: 08April2020*

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There are two aspects to Criminal Record Checks and how they are processed with the Owen Sound Police Service. We conduct and provide a service to our local community and we conduct Criminal Record Checks for third party companies based on approved Memorandum of Understandings through the RCMP.

### **LOCAL CRIMINAL RECORD CHECKS**

The Owen Sound Police Service follows the guidelines outlined in the LEARN companion with respect to the results that are provided to applicants requiring Criminal Record Checks. The LEARN companion assists police services across Ontario understand and apply relevant legislation, policies, procedures and directives to process Police Record Checks. It is intended to promote consistency methods as well as terminology used throughout the Province of Ontario.

The following documents are utilized in determining what information can be considered for release: Police Records Checks Reform Act, Criminal Records Act, CPIC Policy and User Manuals, Freedom of Information and Protection of Privacy Act, Municipal Freedom of Information and Protection of Privacy Act, Youth Criminal Justice Act and Ministerial Directives on the Release of Criminal Records (2010). It is not a simple yes, the applicant has a criminal record, or no they do not.

The Act authorizes police services to conduct three types of police checks: Criminal Record Checks (CRC), Criminal Record and Judicial Matters Check (CRJMC) and Vulnerable Sector Checks (VSC).

With the onset of the pandemic a need was identified to restrict the number of people attending the Owen Sound Police Service in person; however, we are still required to provide the public with an avenue to obtain a local police records check through the Owen Sound Police Service. As a result, we approached one of the third-party criminal record check companies to determine the feasibility and timeline of instituting an online portal that can be accessed by the public. Working in conjunction with a third-party company a portal was developed. The portal is accessed through the Owen Sound Police Service website and when selected takes the applicant through an online application.

The online portal was live and active on the 23<sup>rd</sup> of March, with the first member of the public applying on the 25<sup>th</sup> of March, 2020.

Although the pandemic has seen a decrease in the number of searches being requested for employment and volunteer agencies, to date we have processed 12 applications utilizing the online portal limiting the public's contact with the police and our contact with a potential threat, allowing us to keep the data entry clerks on duty and working at all times.

Not only has the online portal streamlined the application process for the local public, it has streamlined the process for the data entry clerks and we are currently processing the applications and returning results within 48 hours. Previously it was taking approximately 2-3 weeks to process the application forms. We are no longer required to print multiple copies of the application form, and spend time signing and certifying each result. It is all handled through the online portal.

A copy of our seal was provided to the third-party company and if an applicant prefers to have the results provided to them by mail, the third-party company will process the results, certify them and return them on our behalf. We are no longer required to print the results, sign and seal it, put it in an envelope and ask the member of the public to attend the station to pick them up.

It is at the discretion of the Police Service Board to set the fees for criminal record checks. Our current fee structure is set at \$50.00 for employment and free for volunteers who live/volunteer in Owen Sound and \$25.00 for applicants who wish to volunteer in the City of Owen Sound, but reside outside the City limits. A large number of the local searches that we complete are for volunteers and we do not recover the cost of providing the searches when the search is conducted at no charge.

Outlined below is a comparison chart of 11 police services and the fees that they charge:

<b>Police Service</b>	<b>Employment Fee</b>	<b>Student Fee</b>	<b>Volunteer Fee</b>	<b>Other Fee/Prints</b>
West Grey PS	\$40.00 (no charge for f/p if resident)	\$40.00 (no charge for f/p if resident)	\$15.00 – Residents only	\$40.00 – resident (prints) \$50.00 – non-resident (prints)
Hanover PS	\$40.00 – VSS \$30 - CRJMC	\$10.00	\$10.00	\$50.00 (prints)
Barrie PS	\$52.00	\$32.00	\$20.00	\$50.00 Employment (prints) \$35.00 Volunteer (prints)
Strathroy-Caradoc PS	\$45.00	\$16.00	\$16.00	\$25.00 VS prints \$30.00 (prints for pardon, immigration, employment or adoption)
Stratford PS	\$25.00	\$25.00	\$15.00	\$25.00 Adoption fee

	Employment \$50.00 VS Employment		\$25.00 VS search	\$15.00 Lifeguard or Counsellors in training under 18 years of age  \$70.00 prints for pardons, employment  \$75.00 Pardon Application Forms
Chatham Kent PS	\$40.00	\$15.00	\$15.00	Prints – Volunteers \$0 (if CR done) Employment \$40 (prints) Pardons/VISA's/Waivers \$65.00 (prints)
Port Hope PS	\$35.00 \$70.00 – While you wait	\$15.00 \$30.00 while you wait	\$15.00 \$30.00 while you wait	\$28.25 (prints)
Dryden PS	\$50.85 Resident \$62.15 Non- Resident	\$39.55	Free	\$26.50 (prints)
St. Thomas PS	\$40.00 Extra copy \$5.00 per copy	\$15.00 Extra copy \$5.00 per copy	\$15.00 Extra copy \$5.00 per copy	No Fee for VS prints and \$25.00 RCMP fee for employment  \$30.00 plus \$25.00 RCMP fee for VISA, Pardons etc.
Guelph PS	\$40.00 – Employment  \$40.00 – Employment PIC  \$40.00 – Employment VS	\$35.00	\$35.00	\$35.00 prints for VISA, Adoption Pardons Volunteers prints – No fee except for applicable RCMP fee

We would like to recommended that the Owen Sound Police Service continue with fee structure of \$50.00 for employment, but have a straight fee of \$25.00 for all volunteers .

Outlined below is a chart outlining the number of volunteer searches and non -volunteer services

CRIMINAL RECORD CHECK STATISTICS January 1 – December 31, 2019			
Owen Sound Police Service			
	Volunteer	Non-Volunteer (employment/education)	
CRC	61	193	
CRJMC	5	32	
VSC	367	625	
Total # Processed	433	850	
All Completed			1283

This will allow us to utilize a third-party whiteboard process wherein all our local record search applications can be submitted online. The third-party whiteboard process then provides us with a one time fee of \$1.00 per search that is completed utilizing the portal to be donated to a local charity. Each year a local charity can be designated and presented a cheque at the end of the year by the Owen Sound Police Service.

It is hoped that we will be able to whiteboard other police services in an attempt to generate additional revenue. The whiteboard would be tooled to display the logo of the other police service; however, the Owen Sound Police Service would be conducting the search on their behalf for a small fee. The other police service would also then receive \$1.00/application processed online that they would be able to donate to a charity of their choice.

### **THIRD PARTY CRIMINAL RECORD CHECKS**

The Owen Sound Police Service currently conducts third party criminal record checks for agencies that conduct employment reference checks.





## Report to the Board: Information Technology

*From: Director of Information Technology Services – C. Hill*

*Date: Wednesday, March 18, 2020*

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### **February**

- Automatic License Plate Recognition System and vehicle for OSPS via grant
- Completed rollout of West Grey Windows 10
- Completed final installation of NG911 core components and began testing configurations with Bell and other parties
- Research and installation of components for OSPS Computer Aided Dispatch which includes all new workstations, servers and applications
- Work on dispatch contracts/RFP



## Report to the Board: Information Technology

*From: Director of Information Technology Services – C. Hill*

*Date: Tuesday, April 14, 2020*

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### **March**

- COVID-19 remote worker deployments to several staff members to continue work from home/alternate locations
- CAD 9.4 upgrades continuing
- Completed first NG911 test call, one of the first in Canada. Progress continues including call transfers and integration to new dispatcher computer-based softphone
- Work on RFPs for dispatching of other services
- Upgrades of dispatch console equipment
- Map deployments for 2 police services prepped for launch in April



**Owen Sound Police Service**  
**MONTHLY FINANCIAL REPORT**  
**FEBRUARY 2020**

Prepared by: Donna Flood  
Financial Coordinator  
March 20, 2020

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - FEBRUARY 2020  
DEPARTMENT 3100 POLICE OFFICERS**

				page 1a	
	2020	PERIOD		2020	2019
	ACTUALS	BUDGET	VARIANCE	BUDGET	ACTUALS
CPP Grant	0.00	-30,625.00	30,625.00	-183,750	0
Total REVENUE - GENERAL	0.00	-30,625.00	30,625.00	-183,750	0.01
<b>PERSONNEL</b>					
OFFICERS - Wages -Full time	794,429.52	684,815.74	109,613.78	4,108,894	571,379
OFFICERS - Wages -Part time	38,662.61	41,101.73	-2,439.12	246,610	31,818
Wages - Contingency		-22,933.49	22,933.49	-137,601	
Wages - Overtime	16,820.08	12,500.00	4,320.08	75,000	13,777
Accrued Payroll Expense	-84,696.07	3,333.33	-88,029.40	20,000	-8,446
Sick Bank Payout		0.00	0.00	0	
PAYROLL BENEFIT OVERHEAD	266,300.22	211,348.76	54,951.47	1,268,093	19,837
Retirement / Relocation		0.00	0.00	0	
Travel expense	21.62	166.67	-145.05	1,000	
Clothing & C Allowance		2,333.33	-2,333.33	14,000	
Uniforms & Equipment	5,445.75	3,333.33	2,112.42	20,000	4,372
Pensioners Benefits	21,941.15	30,500.00	-8,558.85	183,000	20,739
Car Allowances	1,600.00	1,600.00	0.00	9,600	800
Professional Development	6,124.03	8,333.33	-2,209.30	50,000	3,683
Memberships	3,026.26	1,416.67	1,609.59	8,500	3,724
Donations		0.00	0.00		
Reallocated Wages	9,310.26	9,310.26	0.00	55,862	9,310
Recovery	1,238.92	-416.67	1,655.59	-2,500	13,668
Total Personnel - GENERAL	1,080,224.35	986,742.99	93,481.36	5,920,458	684,662.40
<b>Personnel - PAID DUTY</b>					
Paid Duty REVENUE	-1,300.00	-6,666.67	5,366.67	-40,000	640
Wages - Overtime Incl. Benefits	766.67	2,666.67	-1,900.00	16,000	
Total Personnel - PAID DUTY	-533.33	-4,000.00	3,466.67	-24,000	-18,603
<b>Personnel - R.I.D.E. Program</b>					
RIDE - Ontario Grants	0.00	-2,269.67	2,269.67	-13,618	
Payroll Accrual Expense		0.00	0.00		
RIDE - Wages - Overtime Incl. Benefits	3,064.68	2,269.67	795.01	13,618	3,633
Total Personnel - R.I.D.E. Program	3,064.68	0.00	3,064.68	0	3,633.20
<b>Personnel - AUXILIARY POLICE</b>					
REVENUE	0.00	0.00	0.00	0	
Clothing & C Allowance (December)	0.00	250.00	-250.00	1,500	
Uniforms & Equipment	0.00	500.00	-500.00	3,000	
Professional Development	0.00	83.33	-83.33	500	
Miscellaneous Expense	0.00	0.00	0.00	0	
Total Personnel - AUXILIARY POLICE	0.00	833.33	-833.33	5,000	0.00
<b>PERSONNEL TOTAL:</b>	<b>1,082,756.70</b>	<b>983,576.32</b>	<b>99,178.36</b>	<b>5,901,458</b>	<b>668,693.05</b>
<b>ADMINISTRATION</b>					
<b>Admin - CISO</b>					
CISO Grant	-3,150.44	-1,333.33	-1,817.11	-8,000	
CISO Vehicle Lease/Expense	2,127.53	1,066.67	1,060.86	6,400	
Total Admin - CISO	-1,022.91	-266.67	-756.24	-1,600.00	0.00
<b>Admin - CRIME PREVENTION</b>					
STOP / Y.I.P.I. GRANTS		0.00	0.00	0	
Donations (D.A.R.E.)	-9,498.43	-333.33	-9,165.10	-2,000	-11,658
Wages - Part Time	150.70	0.00	150.70	0	317
Wages - Full Time	13,110.60	11,004.08	2,106.52	66,024	
Reallocated Wages		0.00	0.00	0	7,083
PAYROLL BENEFIT OVERHEAD	4,080.73	3,411.27	649.47	20,468	45
Clothing & C Allowance		16.67	-16.67	100	
Accrued Payroll Expense	-422.89	0.00	-422.89	0	-96
Meeting Expenses	17.30	0.00	17.30	0	
Office Supplies & Mail Hydro & supplies	86.49	0.00	86.49	0	219
Materials & Supplies		500.00	-500.00	3,000	
Promotion Exp (Incl. Advertising)		166.67	-166.67	1,000	23
Misc. (Training/POC Grant Expenses)	991.31	16.67	974.64	100	
RECOVERY		0.00	0.00	0	
Telephones	98.50	108.33	-9.83	650	167
Total Admin - CRIME PREVENTION	8,594.31	14,890.34	-6,296.03	89,342	-3,899.73

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - FEBRUARY 2020  
DEPARTMENT 3100 POLICE OFFICERS**

page 1b  
2020

	ACTUALS	PERIOD BUDGET	VARIANCE	BUDGET	
<b>Administration - USE OF FORCE</b>					
Materials & Supplies	731.51	2,000.00	-1,268.49	12,000	715.46
<b>Administration - GENERAL</b>					
Bank Charges	247.17	250.00	-2.83	1,500	326
Meeting Expenses		250.00	-250.00	1,500	142
Investigation Expense		1,166.67	-1,166.67	7,000	1,192
Postage/Courier/Shipping	797.15	416.67	380.48	2,500	724
Photocopy / Lease charges	2,239.85	1,550.00	689.85	9,300	2,715
Office Supplies & Expense	3,233.17	3,000.00	233.17	18,000	4,154
Subscriptions/Publications	1,455.25	583.33	871.92	3,500	1,616
HR Contract	814.08	2,971.78	-2,157.70	17,831	7,579
Counselling	5,289.50	4,579.25	710.25	27,475	
Advertising		166.67	-166.67	1,000	
Miscellaneous Expense	66.14	0.00	66.14	0	35
Telephones	5,310.82	5,666.67	-356.05	34,000	5,144
Legal Fees		416.67	-416.67	2,500	
Office Equip Lease/Rental	1,421.25	2,166.67	-745.42	13,000	1,137
<b>Total Administration - GENERAL</b>	<b>20,874.18</b>	<b>23,184.36</b>	<b>-2,310.18</b>	<b>139,106.17</b>	<b>24,762.82</b>
<b>ADMINISTRATION TOTAL</b>	<b>29,177.09</b>	<b>39,808.04</b>	<b>-10,630.95</b>	<b>238,848.23</b>	<b>21,578.55</b>
<b>EQUIPMENT</b>					
<b>Equipment - GENERAL</b>					
Licence	2,670.83	247.00	2,423.83	1,482	848
Fuel	8,209.62	10,000.00	-1,790.38	60,000	9,429
Repairs/ Parts & Materials	12,475.19	5,833.33	6,641.86	35,000	1,017
Photo & I.D Exp/Equipment	2,247.90	1,083.33	1,164.57	6,500	1,091
Insurance	23,295.00	3,333.33	19,961.67	20,000	15,427
Service Agreements	53,586.08	25,283.33	28,302.75	151,700	48,354
Expense recovery	-814.69	0.00	-814.69		
Vehicle Leases		0.00	0.00		
<b>Total Equipment - GENERAL</b>	<b>101,669.93</b>	<b>45,780.33</b>	<b>55,889.60</b>	<b>274,682.00</b>	<b>76,165.86</b>
<b>Equipment - (Comm. Serv.)</b>					
<b>CARAVAN - Expense Recovery</b>					
Fuel		0.00	0.00	0	
Repairs	294.93	500.00	-205.07	3,000	517
Insurance & Licence	2,629.00	233.33	2,395.67	1,400	1,328
<b>Total Equipment - GENERAL</b>	<b>2,923.93</b>	<b>733.33</b>	<b>2,190.60</b>	<b>4,400.00</b>	<b>1,844.68</b>
<b>EQUIPMENT TOTAL</b>	<b>104,593.86</b>	<b>46,513.67</b>	<b>58,080.19</b>	<b>279,082.00</b>	<b>78,010.54</b>
<b>CAPITAL - GENERAL</b>					
For Future Financing	50,000.00		50,000.00		
Office Equipment		0.00	0.00		
Computer equipment	13,454.61	0.00	13,454.61		2,874
Software		0.00	0.00		
Automobiles		0.00	0.00		
Use of Force		0.00	0.00		
Video Equipment		0.00	0.00		
Communications Equipment	12,671.07	0.00	12,671.07		1,566
Identification Equipment		0.00	0.00		
Building Improvements		0.00	0.00		
All Other Equipment		25,375.00	-25,375.00	152,250	-6,397
From Board Reserve		0.00	0.00	0	
To Board Reserves		0.00	0.00		
All Other Capital Items		0.00	0.00		1,471
Software Capital		0.00	0.00		
Communication Capital		0.00	0.00		
Sale of Fixed Assets	-2,073.85	0.00	-2,073.85		
<b>CAPITAL TOTAL</b>	<b>74,051.83</b>	<b>25,375.00</b>	<b>48,676.83</b>	<b>162,250.00</b>	<b>-485.57</b>
<b>TOTAL DEPARTMENT 3100</b>	<b>1,290,578.48</b>	<b>1,064,648.03</b>	<b>225,930.45</b>	<b>6,387,888.17</b>	<b>768,796.58</b>

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - FEBRUARY 2020  
DEPARTMENT 3200 POLICE CIVILIANS**

page 2a  
2020  
BUDGET

	2020 ACTUALS	PERIOD BUDGET	VARIANCE	2019 BUDGET	2019 ACTUALS
<b>REVENUE - Dispatch</b>					
CPP GRANT		0.00	0.00	0	15,976
Dispatch Recovery O/MUN	-18,305.22	-156,228.91	137,923.69	-937,373	-425,884
Fire Paging Revenue	-14,634.04	-33,875.51	19,241.47	-203,253	-70,019
Owen Sound Fire Department	-77,694.58	-12,949.10	-64,745.48	-77,695	
E911 County Revenue	-325.36	-15,351.47	15,026.11	-92,109	-91,052
<b>Total REVENUE - Dispatch</b>	<b>-110,959.20</b>	<b>-218,404.98</b>	<b>187,445.78</b>	<b>-1,310,430</b>	<b>-570,978.24</b>
<b>PERSONNEL</b>					
DISPATCH - Wages - Full time	100,592.37	117,687.01	-17,094.64	706,122	106,003
Wages - Part Time	110,830.94	74,888.28	35,942.66	449,330	68,685
Wages - Overtime	10,771.01	833.33	9,937.68	5,000	3,021
Software Licence & Upgrades	8.73	0.00	6.73	0	0
Reallocated Wages		0.00	0.00	0	-26,701
Accrued Payroll Expense	-50,338.92	583.33	-50,922.25	3,500	-23,581
PAYROLL BENEFIT OVERHEAD	45,853.69	47,716.25	-2,062.56	286,298	43,314
Contract Services	1,050.00		1,050.00		
Reserve for Severance		0.00	0.00	0	
Retirement Incentive		0.00	0.00		
Clothing Allowance		0.00			
Travel expense		0.00	0.00		41
Professional Development	4,174.83	5,000.00	-825.17	30,000	1,133
<b>Total Personnel - DISPATCH</b>	<b>222,740.65</b>	<b>246,708.21</b>	<b>-23,967.56</b>	<b>1,480,249</b>	<b>171,914.26</b>
<b>Personnel - RECORDS/DATA ENTRY</b>					
REVENUE - POLICE REPORTS	-7,964.75	-6,666.67	-1,298.08	-40,000	-7,468
Records Management Revenue	675.00	-5,833.33	6,508.33	-35,000	-2,079
Accrued Payroll Expense	-15,673.56	0.00	-15,673.56		-9,568
RECORDS - Wages - Full time	89,732.86	48,534.20	21,188.66	291,203	31,371
Earnings Recovery		0.00	0.00	0	0
Wages - Part Time	21,319.88	14,825.27	6,694.62	87,752	25,950
Wages - Overtime	1,166.53	250.00	916.53	1,500	184
Wages - Contingency		0.00	0.00	0	0
Reallocated Wages		0.00	0.00	0	-1,304
PAYROLL BENEFIT OVERHEAD	24,477.12	17,239.39	7,237.73	103,436	12,814
<b>Total Personnel - RECORDS/DATA ENTRY</b>	<b>93,733.08</b>	<b>68,148.86</b>	<b>25,584.22</b>	<b>408,893</b>	<b>49,899.89</b>
<b>Personnel - ADMINISTRATION</b>					
SECRETARIAL - Wages - Full time	11,378.25	10,289.35	1,088.90	61,736	8,103
Retirement Incentive		0.00			
Accrued Payroll Expense	-2,966.67	0.00	-2,966.67		-2,274
Reallocated Wages		0.00	0.00	0	16,118
Wages - Part Time	10,105.38	8,643.09	1,462.29	51,859	8,095
PAYROLL BENEFIT OVERHEAD	4,942.11	4,486.16	455.95	26,917	3,916
<b>Total Personnel - ADMINISTRATION</b>	<b>23,459.07</b>	<b>23,418.60</b>	<b>40.47</b>	<b>140,512</b>	<b>34,957.41</b>
<b>Personnel - Cell Block Monitoring</b>					
Wages - Part time		29,200.00		175,200	
Record Checks Revenue		-59,966.67		-359,800	
Payroll Benefits Overhead		4,380.00		26,280	
<b>Total Personnel - Cell Block Monitoring</b>	<b>0</b>	<b>-26,387</b>	<b>0</b>	<b>-150,320</b>	<b>0</b>
<b>Personnel - IDENTIFICATION UNIT</b>					
IDENTIFICATION - Wages - Full time	16,193.24	13,004.27	3,188.97	78,026	11,048
Wages - Overtime		0.00	0.00	0	0
Accrued Payroll Expense	-1,418.26	0.00	-1,418.26		
Reallocated Wages		0.00	0.00	0	
PAYROLL BENEFIT OVERHEAD	5,019.89	4,031.32	988.57	24,188	3,314
<b>Total Personnel - IDENTIFICATION UNIT</b>	<b>19,794.87</b>	<b>17,035.59</b>	<b>2,759.28</b>	<b>102,214</b>	<b>14,362.00</b>
<b>Personnel - LICENCING/CPIC</b>					
REVENUE - PERMITS/BYLAWS	-1,249.96	-3,333.33	2,083.37	-20,000	-1,920
LICENCE - Wages	12,060.66	9,697.48	2,363.18	58,185	8,532
Wages - Overtime		0.00	0.00		
Accrued Payroll Expense	-1,093.16	0.00	-1,093.16		
PAYROLL BENEFIT OVERHEAD	3,738.79	3,006.22	732.57	18,037	2,560
Earnings Recovery		0.00	0.00	0	0
Legal Fees		0.00	0.00	0	0
<b>Total Personnel - LICENCING/CPIC</b>	<b>13,456.31</b>	<b>9,370.37</b>	<b>4,085.95</b>	<b>56,222</b>	<b>9,171.80</b>
<b>Personnel - SWITCHBOARD</b>					
WAGES - Full Time	23.09	10,211.48	-10,188.39	61,269	2,298
Wages - Part Time	26,173.66	8,999.13	17,174.53	53,995	11,160
Wages - Overtime		0.00	0.00		981
Accrued Payroll Expense	-4,785.56	0.00	-4,785.56		-6,491
Payroll Benefit Overhead	3,538.58	4,515.43	-976.85	27,093	2,166
<b>Total Personnel - SWITCHBOARD</b>	<b>24,949.77</b>	<b>23,726.04</b>	<b>1,223.74</b>	<b>142,356.21</b>	<b>10,133.32</b>
<b>Personnel - Information Technology Services</b>					
IT/Records Management Revenue		-10,000.00	10,000.00	-60,000	
IT Wages - Full Time	35,351.23	29,926.93	5,424.30	179,562	
Payroll Benefits Overhead	10,958.89	9,277.35	1,681.54	55,664	
Reallocated Wages	-10,785.76	-10,785.76	0.00	-64,715	
Payroll Accrual		0.00	0.00		
<b>Total Personnel - Information Technology Serv</b>	<b>35,524.36</b>	<b>18,418.53</b>	<b>17,105.84</b>	<b>110,511</b>	<b>0</b>
<b>PERSONNEL TOTAL</b>	<b>398,133.78</b>	<b>388,407.85</b>	<b>9,726.10</b>	<b>2,282,637.05</b>	<b>290,438.46</b>
<b>ADMINISTRATION</b>					
Pensioners Benefits	3,338.81	6,666.67	-3,328.06	40,000	4,312
Telephone	16,203.07	7,916.67	8,286.40	47,900	16,667
Telephone Cost RECOVERY	-1,011.63	-1,666.67	655.04	-10,000	-2,146
<b>EQUIPMENT - General</b>					
Repairs to Equipment	1,012.32	1,166.67	-154.35	7,000	598
<b>ADMINISTRATION &amp; EQUIPMENT TOTAL</b>	<b>18,542.37</b>	<b>14,083.33</b>	<b>4,459.04</b>	<b>84,900</b>	<b>19,431.97</b>
<b>TOTAL DEPARTMENT 3200</b>	<b>306,716.92</b>	<b>184,086.01</b>	<b>122,630.92</b>	<b>1,056,707</b>	<b>-261,107.79</b>

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - FEBRUARY 2020  
DEPARTMENT 3300 COURT SECURITY**

page 3a

	2020 ACTUALS	PERIOD BUDGET	VARIANCE	2020 BUDGET	2019 ACTUALS
<b>Personnel - COURT CASE MANAGERS</b>					
Wages -Full time	19,322.58	26,143.80	-6,821.22	156,863	24,387
Wages - Contingency		-1,146.28	1,146.28	-6,878	
Wages - Overtime		166.67	-166.67	1,000	
PAYROLL BENEFIT OVERHEAD	5,990.01	7,749.23	-1,759.22	46,495	7,316
Accrued Payroll Expense	-1,820.58	250.00	-2,070.58	1,500	
Earnings recovery		0.00	0.00	0	-5,982
Clothing & C. Allowance		0.00	0.00	0	
Travel Expenses		0.00	0.00	0	
<b>Total Personnel - GENERAL</b>	<b>23,492.01</b>	<b>33,163.42</b>	<b>-9,671.41</b>	<b>198,981</b>	<b>25,721.04</b>
<b>Personnel - SPECIAL CONSTABLES</b>					
From Prior Reserves					
SPEC. - Wages - Part time	79,620.36	56,817.24	22,803.12	340,903	59,070
SPEC. - Wages - Full time	12,635.79	11,510.55	1,125.24	69,063	
Wages - Overtime	201.31	250.00	-48.69	1,500	243
Retirement incentive		0.00	0.00	0	
Pension benefits	520.34	1,458.33	-937.99	8,750	581
PAYROLL BENEFIT OVERHEAD	14,562.37	12,090.86	2,471.52	72,545	8,422
Clothing & C. Allowance		258.33	-258.33	1,550	
Training		833.33	-833.33	5,000	
Uniforms & Equipment	655.98	416.67	239.31	2,500	362
Accrued Payroll Expense	-22,149.00	0.00	-22,149.00		-15,684
Government Grant		-70,368.79	70,368.79	-422,213	
<b>Total Personnel - SPEC. CONSTABLES</b>	<b>86,047.15</b>	<b>13,266.52</b>	<b>72,780.63</b>	<b>79,599</b>	<b>52,995.27</b>
<b>PERSONNEL TOTAL</b>	<b>109,539.16</b>	<b>46,429.94</b>	<b>63,109.22</b>	<b>278,580</b>	<b>78,716.31</b>
<b>Administration - GENERAL</b>					
Prisoner & Escort Expenses	1,087.90	333.33	754.57	2,000	843
Prisoner & Escort RECOVERY	600.31	-166.67	766.98	-1,000	290
Miscellaneous Expense	149.57	83.33	66.24	500	
Telephone Lines and Leases	247.78	400.00	-152.22	2,400	97
<b>Total Administration - GENERAL</b>	<b>2,085.56</b>	<b>650.00</b>	<b>1,435.56</b>	<b>3,900</b>	<b>1,229.84</b>
<b>Equipment - GENERAL</b>					
Licence		0.00	0.00	0	
Fuel		0.00	0.00	0	
Repairs/ Parts & Materials		0.00	0.00	0	
Insurance		0.00	0.00	0	
<b>Total Equipment - GENERAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>-</b>
<b>ADMINISTRATION &amp; EQUIPMENT TOTAL</b>	<b>2,085.56</b>	<b>650.00</b>	<b>1,435.56</b>	<b>3,900</b>	<b>1,229.84</b>
<b>TOTAL DEPARTMENT 3300</b>	<b>111,624.72</b>	<b>47,079.94</b>	<b>64,544.78</b>	<b>282,480</b>	<b>79,946.15</b>

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - FEBRUARY 2020**

**DEPARTMENTS 3000 - 3100 - 3200 - 3300**

	<b>ACTUALS</b>	<b>BUDGET</b>	<b>VARIANCE</b>	<b>% by Dept.</b>	<b>2020 BUDGET</b>	<b>2019 Actuals</b>
<b>DEPARTMENT 3100 " OFFICERS "</b>	1,216,526.65	1,039,273.03	177,253.62	17%	<b>6,235,638</b>	78,010.54
<b>CAPITAL ASSETS</b>	74,051.83	25,375.00	48,676.83		<b>152,250</b>	(485.57)
<b>DEPARTMENT 3200 " CIVILIANS "</b>	306,716.92	184,086.01	122,630.92	67%	<b>1,056,707</b>	(261,107.79)
<b>DEPARTMENT 3300 " COURT "</b>	111,624.72	47,079.94	64,544.78	137%	<b>282,480</b>	79,946.15
<b>DEPARTMENT 3000 " BOARD "</b>	8,648.83	6,400.55	2,248.29	35%	<b>38,403</b>	12,081.28
<b>SUMMARY TOTAL</b>	<b>1,717,568.95</b>	<b>1,302,214.52</b>	<b>415,354.43</b>		<b>7,765,478</b>	<b>(91,555.39)</b>

**5.35%**



**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - FEBRUARY 2020  
DEPARTMENT 3000 POLICE SERVICES BOARD**

page 4a

	2020 ACTUALS	PERIOD BUDGET	VARIANCE	2020 BUDGET	2019 ACTUALS
<b>PERSONNEL - GENERAL</b>					
One time funding Pr Yr Res			0.00		
From BOARD Reserves (Appreciation)		-5,416.67	5,416.67	-32,500	
Remuneration	0.00	1,938.27	-1,938.27	11,630	-
Wages - Full Time	2,844.55	2,559.88	284.67	15,359	2,275.64
Wages - Part time		0.00			
Reallocated Wages	1,475.50	1,475.50		8,853	1,475.50
PAYROLL BENEFIT OVERHEAD	881.80	793.56	88.24	4,761	682.68
Accrued Payroll Expense	-1,479.17	0.00	-1,479.17		-
Appreciation functions	0.00	1,666.67	-1,666.67	10,000	157.71
Expense Recovery	0.00	0.00	0.00	0	250.00
<b>Total PERSONNEL - GENERAL</b>	<b>3,722.68</b>	<b>3,017.21</b>	<b>705.47</b>	<b>18,103</b>	<b>4,841.53</b>
<b>ADMINISTRATION</b>					
One time funding					
Professional Development	0.00	1,000.00	-1,000.00	6,000	-
Memberships	3,629.99	275.00	3,354.99	1,650	1,672.38
Meeting Expenses	0.00	166.67	-166.67	1,000	165.36
Office Supplies & Expense	0.00	83.33	-83.33	500	351.53
Advertising	0.00	166.67	-166.67	1,000	-
Telephones	99.46	191.67	-92.21	1,150	(28.13)
Legal Fees	1,196.70	1,500.00	-303.30	9,000	341.91
Consultants fees	0.00	0.00	0.00	0	4,736.70
<b>Total ADMINISTRATION</b>	<b>4,926.15</b>	<b>3,383.33</b>	<b>1,542.82</b>	<b>20,300</b>	<b>7,239.75</b>
<b>POLICE SERVICE BOARD ACTIVITIES</b>					
Revenue	-1,185.52	0.00	-1,185.52	0	
External Police Reports	-16,403.90	0.00	-16,403.90	0	
From Prior Reserves	0.00	0.00	0.00	0	
Interest Revenue	-720.31	0.00	-720.31	0	
Bank Charges	68.64	0.00	68.64	0	
Office Supplies	0.00	0.00	0.00	0	
To Police Board Reserves	18,241.09	0.00	18,241.09	0	
<b>Total POL SERV BOARD ACTIVITIES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL DEPARTMENT 3000</b>	<b>8,648.83</b>	<b>6,400.55</b>	<b>2,248.29</b>	<b>38,403</b>	<b>12,081.28</b>

**OWEN SOUND POLICE SERVICES**

**PAYMENT OF ACCOUNTS FOR APPROVAL**

For the period February 1 - 29, 2020

Detailed list available upon request

	<u>AMOUNT</u>
DEPARTMENT 3000 (Board)	\$ 49.25
DEPARTMENT 3100 (Officers)	42,916.70
DEPARTMENT 3200 (Civilians)	10,984.87
DEPARTMENT 3300 (Court Security)	500.52
<b>TOTAL EXPENSES</b>	<b><u>\$ 54,451.34</u></b>



**Owen Sound Police Service**  
**MONTHLY FINANCIAL REPORT**  
**MARCH 2020**

Prepared by: Donna Flood  
Financial Coordinator  
April 16, 2020

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - MARCH 2020  
DEPARTMENT 3100 POLICE OFFICERS**

				page 1a	
	2020	PERIOD		2020	2019
	ACTUALS	BUDGET	VARIANCE	BUDGET	ACTUALS
CPP Grant	0.00	-45,937.50	45,937.50	-183,750	0.01
Total REVENUE - GENERAL	0.00	-45,937.50	45,937.50	-183,750	0.01
<b>PERSONNEL</b>					
OFFICERS - Wages -Full time	1,076,150.01	1,027,223.61	48,926.41	4,108,894	1,003,331.79
OFFICERS - Wages -Part time	53,912.26	61,652.60	-7,740.34	246,610	47,869.25
Wages - Contingency		-34,400.24	34,400.24	-137,601	
Wages - Overtime	21,896.48	18,750.00	3,146.48	75,000	24,789.39
Accrued Payroll Expense	-84,696.07	5,000.00	-89,696.07	20,000	-8,445.67
PAYROLL BENEFIT OVERHEAD	357,240.34	317,023.13	40,217.21	1,268,093	333,469.83
Travel expense	38.78	250.00	-213.22	1,000	
Clothing & C. Allowance	3,635.12	3,500.00	135.12	14,000	4,718.48
Uniforms & Equipment	5,977.95	5,000.00	977.95	20,000	6,410.30
Pensioners Benefits	33,022.55	45,750.00	-12,727.45	183,000	31,109.10
Car Allowances	2,400.00	2,400.00	0.00	9,600	1,600.00
Professional Development	16,625.14	12,500.00	4,125.14	50,000	7,682.34
Memberships	3,128.26	2,125.00	1,001.26	8,500	3,723.98
Donations		0.00	0.00		500.00
Reallocated Wages	13,965.39	13,965.39	0.00	55,862	13,965.39
Recovery	-829.08	-625.00	-204.08	-2,500	15,110.09
Total Personnel - GENERAL	1,502,463.13	1,480,114.49	22,348.64	5,920,458	1,485,834.27
<b>Personnel - PAID DUTY</b>					
Paid Duty REVENUE	-3,770.00	-10,000.00	6,230.00	-40,000	0.00
Wages - Overtime Incl. Benefits	1,326.96	4,000.00	-2,673.04	16,000	0.00
Total Personnel - PAID DUTY	-2,443.04	-6,000.00	3,556.96	-24,000	0
<b>Personnel - R.I.D.E. Program</b>					
RIDE - Ontario Grants	0.00	-3,404.50	3,404.50	-13,618	
RIDE - Wages - Overtime Incl. Benefits	3,064.68	3,404.50	-339.82	13,618	7,007.38
Total Personnel - R.I.D.E. Program	3,064.68	0.00	3,064.68	0	7,007.38
<b>Personnel - AUXILIARY POLICE</b>					
REVENUE	0.00	0.00	0.00	0	
Clothing & C. Allowance (December)	0.00	375.00	-375.00	1,500	
Uniforms & Equipment	689.93	750.00	-60.07	3,000	
Professional Development	67.81	125.00	-57.19	500	
Miscellaneous Expense	0.00	0.00	0.00	0	
Total Personnel - AUXILIARY POLICE	757.74	1,250.00	-492.26	5,000	0.00
<b>PERSONNEL TOTAL</b>	<b>1,503,842.51</b>	<b>1,475,364.49</b>	<b>28,478.02</b>	<b>5,901,458</b>	<b>1,492,841.65</b>
<b>ADMINISTRATION</b>					
<b>Admin - CISO</b>					
CISO Grant	-3,150.44	-2,000.00	-1,150.44	-8,000	
CISO Vehicle Lease/Expense	3,062.59	1,600.00	1,462.59	6,400	
Total Admin - CISO	-87.85	-400.00	312.15	-1,600.00	0.00
<b>Admin - CRIME PREVENTION</b>					
STOP / Y.I.P.I. GRANTS		0.00	0.00	0	
Donations (D.A.R.E.)	-9,498.43	-500.00	-8,998.43	-2,000	-11,657.76
Wages - Part Time	208.94	0.00	208.94	0	544.88
Wages - Full Time	18,205.60	16,506.12	1,699.48	66,024	
Reallocated Wages		0.00	0.00	0	10,623.90
PAYROLL BENEFIT OVERHEAD	5,587.27	5,116.90	470.37	20,468	77.74
Clothing & C. Allowance	27.01	25.00	2.01	100	20.26
Accrued Payroll Expense	-422.89	0.00	-422.89	0	-95.76
Meeting Expenses	17.30	0.00	17.30	0	
Office Supplies & Mail Hydro & supplies	355.95	0.00	355.95	0	324.06
Materials & Supplies		750.00	-750.00	3,000	265.21
Promotion Exp (Incl. Advertising)	175.00	250.00	-75.00	1,000	306.36
Misc. (Training/POC Grant Expenses)	991.31	25.00	966.31	100	
Telephones	98.50	162.50	-64.00	650	397.99
Total Admin. - CRIME PREVENTION	15,745.56	22,335.52	-6,589.96	89,342	806.88

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - MARCH 2020  
DEPARTMENT 3100 POLICE OFFICERS**

page 1b  
2020

	ACTUALS	PERIOD BUDGET	VARIANCE	BUDGET	
<b>Administration - USE OF FORCE</b>					
Materials & Supplies	3,277.04	3,000.00	277.04	12,000	4,410.29
<b>Administration - GENERAL</b>					
Bank Charges	247.17	375.00	-127.83	1,500	389.47
Meeting Expenses		375.00	-375.00	1,500	156.49
Investigation Expense	487.68	1,750.00	-1,262.32	7,000	1,382.30
Postage/Courier/Shipping	888.60	625.00	263.60	2,500	838.80
Photocopy / Lease charges	3,048.42	2,325.00	723.42	9,300	3,520.30
Office Supplies & Expense	7,039.60	4,500.00	2,539.60	18,000	9,159.32
Subscriptions/Publications	1,580.54	875.00	705.54	3,500	4,142.89
HR Contract	814.08	4,457.67	-3,643.59	17,831	6,105.58
Counseling	7,934.25	6,868.87	1,065.38	27,475	4,881.47
Advertising		250.00	-250.00	1,000	
Miscellaneous Expense	113.96	0.00	113.96	0	35.00
Telephones	7,152.49	8,500.00	-1,347.51	34,000	7,551.00
Legal Fees		625.00	-625.00	2,500	
Office Equip Lease/Rental	1,989.75	3,250.00	-1,260.25	13,000	1,705.50
<b>Total Administration - GENERAL</b>	<b>31,296.54</b>	<b>34,776.54</b>	<b>-3,480.00</b>	<b>139,106.17</b>	<b>39,868.12</b>
<b>ADMINISTRATION TOTAL:</b>	<b>50,231.29</b>	<b>59,712.06</b>	<b>-9,480.77</b>	<b>238,848.23</b>	<b>45,085.29</b>
<b>EQUIPMENT</b>					
<b>Equipment - GENERAL</b>					
Licence	2,670.83	370.50	2,300.33	1,482	847.88
Fuel	11,881.76	15,000.00	-3,118.24	60,000	14,370.14
Repairs/ Parts & Materials	14,394.87	8,750.00	5,644.87	35,000	3,253.50
Photo & I.D. Exp/Equipment	2,247.90	1,825.00	622.90	6,500	2,149.41
Insurance	23,295.00	5,000.00	18,295.00	20,000	15,426.89
Service Agreements	75,058.01	37,925.00	37,133.01	151,700	52,507.04
Expense recovery	-814.69	0.00	-814.69		7,032.11
Vehicle Leases		0.00	0.00		
<b>Total Equipment - GENERAL</b>	<b>128,733.68</b>	<b>68,670.50</b>	<b>60,063.18</b>	<b>274,682.00</b>	<b>95,586.97</b>
<b>Equipment - (Comm. Serv.)</b>					
Fuel		0.00	0.00	0	
Repairs	3,082.81	750.00	2,312.81	3,000	537.92
Insurance & Licence	2,829.00	350.00	2,279.00	1,400	1,328.00
<b>Total Equipment - GENERAL</b>	<b>5,691.81</b>	<b>1,100.00</b>	<b>4,591.81</b>	<b>4,400.00</b>	<b>1,865.92</b>
<b>EQUIPMENT TOTAL</b>	<b>134,425.49</b>	<b>69,770.50</b>	<b>64,654.99</b>	<b>279,082.00</b>	<b>97,452.89</b>
<b>CAPITAL - GENERAL</b>					
For Future Financing	50,000.00		50,000.00		
Office Equipment	1,048.77	0.00	1,048.77		
Computer equipment	16,579.60	0.00	16,579.60		2,874.17
Software		0.00	0.00		
Automobiles		0.00	0.00		
Use of Force		0.00	0.00		
Video Equipment		0.00	0.00		
Communications Equipment	65,740.94	0.00	65,740.94		1,565.81
Identification Equipment		0.00	0.00		
Building Improvements		0.00	0.00		
All Other Equipment		38,062.50	-38,062.50	152,250	-6,396.95
From Board Reserve		0.00	0.00	0	
To Board Reserves		0.00	0.00		
All Other Capital Items		0.00	0.00		1,471.40
Software Capital		0.00	0.00		
Communication Capital	141.25	0.00	141.25		
Sale of Fixed Assets	-2,073.85	0.00	-2,073.85		
<b>CAPITAL TOTAL</b>	<b>131,436.71</b>	<b>38,062.50</b>	<b>93,374.21</b>	<b>162,250.00</b>	<b>-485.57</b>
<b>TOTAL DEPARTMENT 3100</b>	<b>1,819,936.00</b>	<b>1,596,972.04</b>	<b>222,963.96</b>	<b>6,387,888.17</b>	<b>1,634,894.27</b>

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - MARCH 2020  
DEPARTMENT 3200 POLICE CIVILIANS**

page 2a

	2020 ACTUALS	PERIOD BUDGET	VARIANCE	page 2a 2020 BUDGET	2019 ACTUALS
<b>REVENUE - Dispatch</b>					
CPP GRANT		0.00	0.00	0	15,976.17
Dispatch Recovery O/MUN	-512,236.59	-234,343.36	-277,893.23	-937,373	-465,008.31
Fire Paging Revenues	-83,759.49	-50,813.27	-32,946.23	-203,253	-88,293.94
Owen Sound Fire Department	-77,694.58	-19,423.65	-58,270.94	-77,695	-76,362.30
E911 County Revenue	-92,108.80	-23,027.20	-69,081.60	-92,109	-91,051.52
<b>Total REVENUE - Dispatch</b>	<b>-765,799.46</b>	<b>-327,607.47</b>	<b>-438,191.99</b>	<b>-1,310,430</b>	<b>-704,739.90</b>
<b>PERSONNEL</b>					
DISPATCH - Wages -Full time	146,791.88	176,530.51	-29,738.63	706,122	185,438.24
Wages - Part Time	145,921.54	112,332.42	33,589.12	449,330	120,730.67
Wages - Overtime	12,689.49	1,250.00	11,439.49	5,000	8,897.13
Software Licence & Upgrades	6.73	0.00	6.73	0	
Reallocated Wages		0.00	0.00	0	-40,050.99
Accrued Payroll Expense	-50,338.92	875.00	-51,213.92	3,500	-23,581.11
PAYROLL BENEFIT OVERHEAD	64,566.27	71,574.38	-7,008.11	286,298	76,101.80
Contract Services	35,002.50	0.00	35,002.50		
Travel expense		0.00	0.00		40.81
Professional Development	6,405.05	7,500.00	-1,094.95	30,000	1,487.79
<b>Total Personnel - DISPATCH</b>	<b>361,044.54</b>	<b>370,062.31</b>	<b>-9,017.77</b>	<b>1,480,249</b>	<b>329,064.34</b>
<b>Personnel - RECORDS/DATA ENTRY</b>					
REVENUE - POLICE REPORTS	-11,035.90	-10,000.00	-1,035.90	-40,000	-10,717.53
Records Management Revenue	0.00	-8,750.00	8,750.00	-35,000	-3,639.29
Accrued Payroll Expense	-15,673.56	0.00	-15,673.56		-9,567.86
RECORDS - Wages -Full time	103,110.30	72,801.30	30,309.00	291,205	54,380.90
Wages - Part Time	27,230.13	21,937.90	5,292.23	87,752	41,314.68
Wages - Overtime	1,752.67	375.00	1,377.67	1,500	326.18
Reallocated Wages		0.00	0.00	0	-1,955.31
PAYROLL BENEFIT OVERHEAD	35,619.73	25,859.09	9,760.64	103,436	21,859.14
<b>Total Personnel - RECORDS/DATA ENTRY</b>	<b>141,003.37</b>	<b>102,223.29</b>	<b>38,780.09</b>	<b>408,893</b>	<b>92,000.91</b>
<b>Personnel - ADMINISTRATION</b>					
SECRETARIAL - Wages -Full time	15,929.55	15,434.02	495.53	61,736	15,929.55
Accrued Payroll Expense	-2,966.67	0.00	-2,966.67		-2,274.46
Reallocated Wages		0.00	0.00	0	24,177.24
Wages - Part Time	14,235.32	12,964.63	1,270.69	51,859	13,881.13
PAYROLL BENEFIT OVERHEAD	6,931.24	6,729.24	202.00	26,917	6,831.78
<b>Total Personnel - ADMINISTRATION</b>	<b>34,129.44</b>	<b>35,127.90</b>	<b>-998.46</b>	<b>140,512</b>	<b>58,545.24</b>
<b>Personnel - Cell Block Monitoring</b>					
Wages - Part time		43,800.00		175,200	
Record Checks Revenue		-89,950.00		-359,800	
Payroll Benefits Overhead		6,570.00		26,280	
<b>Total Personnel - Cell Block Monitoring</b>	<b>0</b>	<b>-39,580</b>	<b>0</b>	<b>-158,320</b>	<b>0</b>
<b>Personnel - IDENTIFICATION UNIT</b>					
IDENTIFICATION - Wages -Full time	22,111.00	19,506.40	2,604.60	78,026	19,333.44
Wages - Overtime		0.00	0.00	0	
Accrued Payroll Expense	-1,418.26	0.00	-1,418.26		
PAYROLL BENEFIT OVERHEAD	6,854.39	6,046.99	807.41	24,188	5,800.06
<b>Total Personnel - IDENTIFICATION UNIT</b>	<b>27,547.13</b>	<b>25,553.39</b>	<b>1,993.75</b>	<b>102,214</b>	<b>25,133.50</b>

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - MARCH 2020  
DEPARTMENT 3200 POLICE CIVILIANS**

page 2b

	2020 ACTUALS	PERIOD BUDGET	VARIANCE	2020 BUDGET	2019 ACTUALS
<b>Personnel - LICENCING/CPIC</b>					
REVENUE - PERMITS/BYLAW	-1,964.96	-5,000.00	3,035.04	-20,000	-3,525.00
LICENCE - Wages	16,453.46	14,546.22	1,907.24	58,185	14,931.28
Wages - Overtime		0.00	0.00		
Accrued Payroll Expense	-1,093.18	0.00	-1,093.18		
PAYROLL BENEFIT OVERHEAD	5,100.55	4,509.33	591.22	18,037	4,497.81
<b>Total Personnel - LICENCING/CPIC</b>	<b>18,495.87</b>	<b>14,055.55</b>	<b>4,440.32</b>	<b>56,222</b>	<b>15,904.09</b>
<b>Personnel - SWITCHBOARD</b>					
WAGES - Full Time	23.09	15,317.22	-15,294.13	61,269	2,297.81
Wages - Part Time	38,132.99	13,498.69	24,634.30	53,995	16,639.73
Wages - Overtime	243.01	0.00	243.01		1,019.97
Accrued Payroll Expense	-4,785.56	0.00	-4,785.56		-6,490.89
Payroll Benefit Overhead	5,148.40	6,773.14	-1,624.74	27,093	2,902.79
<b>Total Personnel - SWITCHBOARD</b>	<b>38,761.93</b>	<b>35,589.05</b>	<b>3,172.88</b>	<b>142,356.21</b>	<b>16,369.41</b>
<b>Personnel - Information Technology Services</b>					
IT/Records Management Revenue	-4,504.90	-15,000.00	10,495.10	-60,000	
IT Wages - Full Time	48,857.47	44,890.40	3,967.07	179,562	
Payroll Benefits Overhead	15,145.83	13,916.03	1,229.81	55,664	
Reallocated Wages	-16,178.64	-16,178.64	0.00	-64,715	
Payroll Accrual		0.00	0.00		
<b>Total Personnel - Information Technology Serv</b>	<b>43,319.76</b>	<b>27,627.79</b>	<b>15,691.97</b>	<b>110,511</b>	<b>0</b>
<b>PERSONNEL TOTAL</b>	<b>620,982.28</b>	<b>582,611.48</b>	<b>38,370.80</b>	<b>2,282,637.05</b>	<b>537,017.49</b>
<b>ADMINISTRATION</b>					
Pensioners Benefits	6,668.86	10,000.00	-3,331.14	40,000	6,468.42
Telephone	23,985.59	11,875.00	12,110.59	47,500	24,991.18
Telephone Cost RECOVERY	-4,349.12	-2,500.00	-1,849.12	-10,000	-6,556.97
<b>EQUIPMENT - General</b>					
Repairs to Equipment	1,723.06	1,750.00	-26.94	7,000	598.35
<b>ADMINISTRATION &amp; EQUIPMENT TOTAL</b>	<b>28,028.39</b>	<b>21,125.00</b>	<b>6,903.39</b>	<b>84,500</b>	<b>25,500.98</b>
<b>TOTAL DEPARTMENT 3200</b>	<b>-116,788.79</b>	<b>276,129.01</b>	<b>-392,917.80</b>	<b>1,056,707</b>	<b>-142,221.43</b>

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - MARCH 2020  
DEPARTMENT 3300 COURT SECURITY**

page 3a

	2020 ACTUALS	PERIOD BUDGET	VARIANCE	2020 BUDGET	2019 ACTUALS
<b>Personnel - COURT CASE MANAGERS</b>					
Wages -Full time	26,324.82	39,215.70	-12,890.88	156,863	42,677.60
Wages - Contingency		-1,719.42	1,719.42	-6,878	
Wages - Overtime		250.00	-250.00	1,000	
PAYROLL BENEFIT OVERHEAD	8,160.71	11,623.85	-3,463.14	46,495	12,803.28
Accrued Payroll Expense	-1,820.58	375.00	-2,195.58	1,500	
Earnings recovery		0.00	0.00	0	-8,973.48
Clothing & C. Allowance		0.00	0.00	0	
Travel Expenses		0.00	0.00	0	
<b>Total Personnel - GENERAL</b>	<b>32,664.95</b>	<b>49,745.13</b>	<b>-17,080.18</b>	<b>198,981</b>	<b>46,507.40</b>
<b>Personnel - SPECIAL CONSTABLES</b>					
From Prior Reserves					
SPEC. - Wages - Part time	106,654.63	85,225.86	21,428.78	340,903	113,612.58
SPEC. - Wages - Full time	17,930.99	17,265.82	665.17	69,063	
Wages - Overtime	201.31	375.00	-173.69	1,500	1,215.13
Retirement incentive		0.00	0.00	0	
Pension benefits	777.28	2,187.50	-1,410.22	8,750	871.83
PAYROLL BENEFIT OVERHEAD	19,800.16	18,136.28	1,663.88	72,545	16,206.20
Clothing & C. Allowance	351.13	387.50	-36.37	1,550	369.15
Training		1,250.00	-1,250.00	5,000	
Uniforms & Equipment	727.21	625.00	102.21	2,500	528.33
Accrued Payroll Expense	-22,149.00	0.00	-22,149.00		-15,683.57
Government Grant		-105,553.18	105,553.18	-422,213	
<b>Total Personnel - SPEC. CONSTABLES</b>	<b>124,293.71</b>	<b>19,899.78</b>	<b>104,393.93</b>	<b>79,599</b>	<b>117,119.65</b>
<b>PERSONNEL TOTAL</b>	<b>156,958.66</b>	<b>69,644.91</b>	<b>87,313.75</b>	<b>278,580</b>	<b>163,627.05</b>
<b>Administration - GENERAL</b>					
Prisoner & Escort Expenses	2,472.73	500.00	1,972.73	2,000	1,653.94
Prisoner & Escort RECOVERY	600.31	-250.00	850.31	-1,000	93.72
Miscellaneous Expense	149.57	125.00	24.57	500	25.43
Telephone Lines and Leases	322.42	600.00	-277.58	2,400	271.44
<b>Total Administration - GENERAL</b>	<b>3,545.03</b>	<b>975.00</b>	<b>2,570.03</b>	<b>3,900</b>	<b>2,044.53</b>
<b>TOTAL DEPARTMENT 3300</b>	<b>160,503.69</b>	<b>70,619.91</b>	<b>89,883.78</b>	<b>282,480</b>	<b>165,671.58</b>



**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - MARCH 2020  
DEPARTMENT 3000 POLICE SERVICES BOARD**

page 4a

	2020	PERIOD		2020	2019
	ACTUALS	BUDGET	VARIANCE	BUDGET	ACTUALS
<b>PERSONNEL - GENERAL</b>					
One time funding Pr Yr Res			0.00		
From BOARD Reserves (Appreciation)		-8,125.00	8,125.00	-32,500	
Remuneration	0.00	2,907.41	-2,907.41	11,630	2,781.00
Wages - Full Time	3,982.37	3,839.82	142.56	15,359	3,982.37
Reallocated Wages	2,213.25	2,213.25		8,853	2,213.25
PAYROLL BENEFIT OVERHEAD	1,234.52	1,190.34	44.18	4,761	1,194.69
Accrued Payroll Expense	-1,479.17	0.00	-1,479.17		-
Appreciation functions	27.00	2,500.00	-2,473.00	10,000	1,724.50
Expense Recovery	0.00	0.00	0.00	0	
<b>Total PERSONNEL - GENERAL</b>	<b>5,977.97</b>	<b>4,525.82</b>	<b>1,452.15</b>	<b>18,103</b>	<b>11,895.81</b>
<b>ADMINISTRATION</b>					
One time funding					
Professional Development	0.00	1,500.00	-1,500.00	6,000	-
Memberships	3,629.99	412.50	3,217.49	1,650	1,672.38
Meeting Expenses	940.26	250.00	690.26	1,000	187.11
Office Supplies & Expense	48.84	125.00	-76.16	500	357.62
Advertising	0.00	250.00	-250.00	1,000	-
Telephones	99.46	287.50	-188.04	1,150	142.70
Legal Fees	1,196.70	2,250.00	-1,053.30	9,000	341.91
Consultants fees	0.00	0.00	0.00	0	4,736.70
<b>Total ADMINISTRATION</b>	<b>5,915.25</b>	<b>5,075.00</b>	<b>840.25</b>	<b>20,300</b>	<b>7,438.42</b>
<b>POLICE SERVICE BOARD ACTIVITIES</b>					
Revenue	-1,625.52	0.00	-1,625.52	0	
External Police Reports	-45,444.45	0.00	-45,444.45	0	
From Prior Reserves	0.00	0.00	0.00	0	
Interest Revenue	-1,070.23	0.00	-1,070.23	0	
Bank Charges	73.57	0.00	73.57	0	
Office Supplies	0.00	0.00	0.00	0	
To Police Board Reserves	48,066.63	0.00	48,066.63	0	
<b>Total POL SERV BOARD ACTIVITIES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - MARCH 2020**

**DEPARTMENTS 3000 - 3100 - 3200 - 3300**

	<b>ACTUALS</b>	<b>BUDGET</b>	<b>VARIANCE</b>	<b>% by Dept.</b>	<b>2020 BUDGET</b>	<b>2019 Actuals</b>
DEPARTMENT 3100 " OFFICERS "	1,688,499.29	1,558,909.54	129,589.75	8%	<b>6,235,638</b>	97,452.89
CAPITAL ASSETS	131,436.71	38,062.50	93,374.21		<b>152,250</b>	(485.57)
DEPARTMENT 3200 " CIVILIANS "	-116,788.79	276,129.01	-392,917.80	-142%	<b>1,056,707</b>	(142,221.43)
DEPARTMENT 3300 " COURT "	160,503.69	70,619.91	89,883.78	127%	<b>282,480</b>	165,671.58
DEPARTMENT 3000 " BOARD "	11,893.22	9,600.82	2,292.40	24%	<b>38,403</b>	19,334.23
<b>SUMMARY TOTAL</b>	<b>1,875,544.12</b>	<b>1,953,321.78</b>	<b>-77,777.66</b>		<b>7,765,478</b>	<b>139,751.70</b>
			<b>-1.00%</b>			

**Owen Sound Police Services  
Business Plan 2017-2019 Conclusion**

February 12, 2020

Target Completion Date	Objective	Indicator/ Measure	Status
<b><u>Chief of Police</u></b>			
2019	Complete a five year comprehensive plan to assist the Board in making sound decisions in all aspects of Governance.	Development of a five-year plan	Ongoing <b>Long Term Planning ongoing and part of 20-22 Plan.</b>
Completed	Develop investigative standards for identified threshold crime.	Reporting mechanism developed	Completed – CIB engaged early on in identified serious investigations. All sexual assault incidents and domestic incidents reviewed by member of CIB. <b>Continuing but not as a 20-22 priority.</b>
<b><u>Road Safety and Community Patrol</u></b>			
<i>Goal: To improve officer deployment to maximize service to the community</i>			
Completed	Increase visibility at schools before, during and after classes.	Increase presentations by all officers and civilian members  Quarterly report to the Board	Completed  <u>Some activities included:</u>  -Officers serving at Breakfast Club -Officers attending Family Fun Nights, school presentations and

Target Completion Date	Objective	Indicator/ Measure	Status
			teaching various skills and lessons to youth <i>Continuing these programs and expanding through Communications Pillar in 20-22 Plan</i>
Completed	Restructure the Detective operations areas to keep uniformed officers in the Community.	Increased involvement by the C.I.B. in platoon investigations  Increased patrol hours by front-line officers  Increased investigative mentoring for front-lines	Completed and Ongoing  <i>Implemented and will continue but not as a 20-22 priority.</i>
Completed	Adopt-a-Platoon.	Increased visits by platoon members	Completed and Ongoing <i>Implemented and will continue but not as a 20-22 priority.</i>
<i>Goal: To reduce crime</i>			
Completed	Increase awareness to members of crime prevention tools available to them.	Training program to all staff members	Completed and Ongoing  Training officer has provided ongoing training to uniform and civilian members on crime trends, new legislation and case law  <i>Implemented and will continue but not as a 20-22 priority.</i>

Target Completion Date	Objective	Indicator/ Measure	Status
Completed	Civilianize non essential duties performed by the sworn CSO allowing them to enhance community crime reduction strategies.	Increase public training education forums hosted at the police station	CSO position has been civilianized and is assisted by CIB and uniform members as needed. <b>Implemented. Specific changes and expansion of role of CSO included in 20-22 Plan.</b>
Completed	Increase each officer's awareness of school issues.	Ensure time is spent in schools	Completed and ongoing. <b>Implemented and will continue but not as a 20-22 priority.</b>
Completed	To continue to grow our "STAR" (situation table) to ensure non-police matters receive the attention they need from better equipped support agencies.	Quarterly report to the Board	Completed and Ongoing  OSPS has fulfilled roles within the Situation Table as Chair of the Steering Committee, member of the Table and data recorder. A complete review of the Table and training is ongoing. <b>Continuing these programs and expanding through Sustainability Pillar in 20-22 Plan.</b>
<i>Goal: To enhance service</i>			
Completed	Increase Community event attendance by all members.	Track events through a community calendar  Offer speakers to community groups	Completed and Ongoing  Increased presentations have been provided to

Target Completion Date	Objective	Indicator/ Measure	Status
			<p>various stakeholder groups An event fundraising committee was established to assist with OSPS planned events. <b>Continuing these programs and expanding through Sustainability Pillar in 20-22 Plan.</b></p>
Completed	Reduction of Administrative duties performed by Detectives.	Develop a restructured plan to move investigators from the office and place them in a position to assist the platoons	<p>Completed and Ongoing</p> <p>Implementation of a CIB clerk and assistance from Data Clerks to assist with administrative duties. Detectives assisting and mentoring uniformed officers. <b>Implemented and will continue but not as a 20-22 priority.</b></p>
2019	Enhance customer service.	Provide training to all staff members	<p>Complete and Ongoing</p> <p>Training provided to some dispatchers on providing customer service. Ongoing quality assurance by reviewing call handling. Service website has an option to submit a compliment or complaint.</p>

Target Completion Date	Objective	Indicator/ Measure	Status
			Continuing these programs and expanding through Communications Pillar in 20-22 Plan.
<i>Goal: To coordinate major event planning</i>			
Completed	Enhance Planning for major events and emergency preparedness.	Completion and tracking of all operational plans Emergency management training to all members. Develop a standardized method for planning for major events. Both Inspectors trained and qualified Major Incident Commanders	Completed and Ongoing. Operational plans are completed for major events. Operational plans on events occurring in Owen Sound are reviewed by command and provided to the operational staff. Implemented and will continue but not as a 20-22 priority.
<i>Goal: To improve road safety</i>			
Completed	Increased use of laser radar.	Track through use of the morning report  Increased training to platoon members	Completed and Ongoing. Continuing these programs and expanding through Traffic Pillar in 20-22 Plan.
Completed	Create a team of officers assigned to the platoons to specialize in traffic enforcement and accident investigations.	Increase training to level two collision investigations for one member of each platoon  Form a partnership with a larger service to increase training	Ongoing One member has received Level III collision investigation on scene mentoring with other services. Training opportunities for Level II have been limited. Other

Target Completion Date	Objective	Indicator/ Measure	Status
			options are being reviewed to obtain this training. <i>Continuing these programs and expanding through Traffic Pillar in 20-22 Plan.</i>
Completed	Create more opportunities for Drug Awareness for Impaired driving.	Training in DRE (Drug Recognition Expert)	Completed and Ongoing One officer is trained in DRE and an additional officer will be trained in 2020. The training officer has provided education on drug impaired driving to all officers, all officers have qualified in Standard Field Sobriety Testing and a social media campaign was utilized to educate the public about the new legislation and risks of drug impaired driving. <i>Continuing these programs and expanding through Traffic Pillar in 20-22 Plan.</i>
<b><u>Investigations Adult/Youth</u></b>			
<i>Goal: To enhance our ability to investigate crime</i>			
Completed	Increase use of social media investigative tools.	Provide training to officers in current social media	Completed and Ongoing



Target Completion Date	Objective	Indicator/ Measure	Status
		platforms	CSO, CIB and Dispatch trained in social media. OSPS social media platforms expanded. Continuing these programs and expanding through Communications Pillar in 20-22 Plan.
Completed	Increase investigative resources.	Restructure Detective operations to allow for sufficient resources to deal with a community crime issue	Completed and Ongoing Officer trained in Technical surveillance. Implemented and will continue but not as a 20-22 priority.
Completed	Develop a Forensic Officer Program to assist in investigations.	Train a new Special Constable in Forensic Identification	Completed Implemented and will continue.
Completed	Increase compliment of (SOCO) Scenes of Crime Officers.	Identify officers and Implement training program	A forensic officer received the Scenes of Crime Trainer course and four new SOCO officers were trained in 2019. Implemented and will continue.

Target Completion Date	Objective	Indicator/ Measure	Status
<i>Goal: To improve enforcement in drug crimes</i>			

Target Completion Date	Objective	Indicator/ Measure	Status
Completed	Increase drug enforcement capacity through enhanced resources.	Restructure of Detective operations to allow for resources to be shifted easily assisting with ongoing investigations.	Completed and Ongoing. Continuing these programs and expanding through Addictions Pillar in 20-22 Plan.
Completed	Increase training for front-line officers on drug awareness.	Provide training by detective officers to front-line officers in drug trends and investigative techniques Attendance during briefings for platoons to provide drug information.	Completed and Ongoing Continuing these programs and expanding through Addictions Pillar in 20-22 Plan.
<i>Goal: To support victims</i>			
Completed	All involved parties are offered Victim assistance.	Ensure signed protocol for disclosure of victim information.	Completed. Implemented and will continue.
Completed	Use of grant programs to expand training in Human Trafficking.	Coordinate conferences for law enforcement, social service partners and high schools providing information relating to identification of victims investigation of suspects and prevention	Completed. Two day Human Trafficking conference was held for nearly 200 attendees in aspects of HT investigations and victim support. Continuing these programs and expanding HT response and education through Sustainability Pillar in 20-22 Plan.
Completed	Enhance front-line officer's ability to conduct sexual assault investigations and support victims.	Increase training to all front-line officers. Consult with external	Completed and Ongoing

Target Completion Date	Objective	Indicator/ Measure	Status
		partners to ensure best practices. All sexual assault investigations to be reviewed by a supervisor of Criminal Investigations.	<b>Implemented and will continue but not as a 20-22 priority.</b>
<i>Goal: To strengthen relationships with youth</i>			
Completed	Mentoring youth at risk.	Continue to offer the YIPI program to at risk students	Completed in 2017 and 2018. Not run in 2019. Program was on track to restart in 2020 until Covid19. <b>Implemented and will continue but not as a 20-22 priority.</b>
Completed	Develop and maintain a strategic plan around yearly events offered to youth.	Civilian CSO position will engage with youth in event planning and partnership in current community events	The civilian CSO plans and attends the majority of youth events. A civilian CSO was hired in 2019 with experience and training specifically in educating and engaging youth. <b>Continuing these programs and expanding through Sustainability Pillar in 20-22 Plan.</b>
Completed	Develop a program for front line responders to engage school age children on a daily basis.	Adopt-a-platoon  Increased officer presence at school events.	Completed and Ongoing <b>Implemented and will continue but not as a 20-22 priority.</b>

Target Completion Date	Objective	Indicator/ Measure	Status
Completed	Enhance communication platforms with youth providing them information relating to youth and the law.	Develop and maintain a youth section on our website	Website provides information to youth on various topics including bullying, addiction and where to go for help. Continuing these programs and expanding through Communications Pillar in 20-22 Plan.
<b><u>Communication</u></b>			
<i>Goal: To increase communication and engagement with the community</i>			
Completed	Pro-active and responsive in providing information to community groups.	Attend more community events for speaking.	Completed and Ongoing Continuing these programs and expanding through Sustainability and Communications Pillars in 20-22 Plan.
<i>Goal: To increase communication and engagement with our members</i>			
Completed	Monthly Chief's updates on the Intranet.	Provide a monthly report	Completed and Ongoing Implemented and will continue.
2019	Monthly updates from section heads on Intranet.	Provide a monthly report	Ongoing. Implemented and will continue but not as a 20-22 priority.
Completed	Develop a 360 degree approach to operational changes.	Solicit input from affected members	Completed and Ongoing. Increased member input has been sought.

Target Completion Date	Objective	Indicator/ Measure	Status
			Reorganization of office layouts, input received resulted in changes to the briefing and report rooms to increase efficiency and provide an improved work environment. Input sought during training for service improvements. <b>Implemented and will continue but not as a 20-22 priority. Covered in Member Wellness Pillar.</b>
<b><u>Human Resources / Wellness</u></b>			
<i>Goal: To efficiently manage human resources</i>			
Completed	Ensure members have standardized training.	Develop a training program for all members Develop and maintain an orientation package for new recruits and civilian members	Completed. All members receive orientation training, AODA, Workplace Harassment etc. <b>Implemented and will continue but not as a 20-22 priority.</b>
Completed	Enhance leadership skills to all Senior Staff.	Update the leadership training for Senior Staff	Completed and Ongoing Senior Staff members have attended leadership training at the Ontario Police College and Rotmans School of Management. Additionally,

Target Completion Date	Objective	Indicator/ Measure	Status
			<p>the senior leadership team has been working collaboratively in leadership building workshops.</p> <p>Continuing these programs and expanding through Succession Planning in Sustainability and Member Wellness Pillars in 20-22 Plan.</p>
<p><i>Goal: To recognize and support employees</i></p>			
Completed	To recognize exceptional performance from our members.	Develop a program and awards system for all members who go above and beyond	<p>Annual appreciation night with service awards and members identified that have provided exceptional performance. Internal process in place to identify positive performance.</p> <p>Implemented and will continue but not as a 20-22 priority.</p>
Completed	Enhance our overall health and wellness of our members.	Develop a wellness initiative for members of the Service.	<p>Completed and Ongoing</p> <p>We have increased our wellness program by adding a wellness coordinator, providing ongoing wellness training, peer support program development and utilizing a psychotherapist for members seeking support.</p>

Target Completion Date	Objective	Indicator/ Measure	Status
			Continuing these programs and expanding through Member Wellness Pillar in 20-22 Plan.

Target Completion Date	Objective	Indicator/ Measure	Status
<i>Goal: To provide a work environment that demonstrates commitment to members and their wellness</i>			
Completed	Increase the support of the Wellness Committee.	Develop programs to run at lunch or after work specific to healthy living including but not limited to stress, mental and physical health Continue to expand internal mental health training	Completed and Ongoing <u>Some of the initiatives include:</u> -After work Kangoo exercise class -Healthy cooking training program -Mental and Physical Health challenges. Policy change was put in place to allow members , as time and resources allow to work out in the gym during lunch break. Wellness committee developed into an events committee. Continuing these programs and expanding

Target Completion Date	Objective	Indicator/ Measure	Status
			through Member Wellness Pillar in 20-22 Plan.
Completed	To increase and maintain overall fitness	Provide Ontario Police Fitness award testing	Completed and Ongoing Implemented and will continue but not as a 20-22 priority.
<i>Goal: To develop future leaders</i>			
Completed	Increase opportunities for members to develop leadership skills.	Involve future leaders in various processes occurring within the organization including hiring, policy development and project initiation supervision.	Completed and Ongoing Various members have been giving opportunities with increasing leadership roles; from project planning / conference coordination to assisting in the hiring of new recruits. Continuing these programs and expanding in Sustainability and Member Wellness Pillars in 20-22 Plan.
Complete	Promote community involvement.	Provide future leaders the opportunity to actively participate on community committees	Complete and Ongoing Members have been provided the opportunity to sit on both internal and external committees Continuing these programs and expanding in Sustainability and Member Wellness Pillars in 20-22 Plan.
<b><u>Finance</u></b>			



Target Completion Date	Objective	Indicator/ Measure	Status
<i>Goal: To proactively plan for long term organizations financial requirements</i>			
2019	Forecast and plan for long-term sustainability.	Develop and provide a 5 year financial plan Develop a five year capital requirement including fleet purchases.	Ongoing <b>Continuing these programs and expanding through Sustainability Pillar in 20-22 Plan.</b>
<i>Goal: To increase member involvement in the budget process</i>			
Completed	Develop a 360 degree approach to budgeting.	All Senior Staff will be involved in budget preparations  Involve all ranks in planning for budget requirements	Completed and Ongoing. Senior staff participates in budgeting and consultation is conducted with various ranks for capital budget requirements. <b>Continuing these programs and expanding through Sustainability Pillar in 20-22 Plan.</b>
<i>Goal: To provide fleet and equipment which meet needs now and in the future</i>			
Completed	Increase member input on current and future needs.	Re-establish the Joint Equipment Committee	Member input is sought on a continual basis to ensure member comfort with worn equipment and operational equipment needs. Molle vests implemented with some equipment moved to the ballistic vest and off the

Target Completion Date	Objective	Indicator/ Measure	Status
			waist belt relieving weight from the back. <b>Implemented and will continue but not as a 20-22 priority.</b>
Completed	Ensure reliable fleet.	Develop a purchasing plan for the next 5 years	A system is in place to monitor maintenance, service and mileage to evaluate when the vehicles should be replaced. The purchase of vehicles is offset to ensure that costs are spread out year to year. In 2019 the service purchased a cruiser off of another municipality at a significantly reduced cost. The service also acquired a no cost lease through a partnership with a local dealership. <b>Implemented and will continue but not as a 20-22 priority.</b>
<i>Goal: To develop efficient property management systems (seized and organization owned)</i>			
Complete	Enhance equipment tracking.	Research and develop a program to streamline officer issued equipment	A process was put in place through the front line supervisors to track officer equipment.

Target Completion Date	Objective	Indicator/ Measure	Status
		Develop a separate property management program for seized items	The original management process for seized items remains in place however other digitized methods are being reviewed. <b>Implemented and will continue but not as a 20-22 priority.</b>



## **2019 Annual Report to Board – Court Security Plan**

The Ministry of the Attorney General approved the installation of a new security camera system at the Owen Sound Courthouse at the end of 2018 and work began on this project in January 2019. The project was completed in September 2019. There are some issues with the system that MAG is still working on to have corrected. The new system is much more advanced and has provided many new cameras within the court building which is of great assistance to the Special Constables for court security purposes.

The magnetometer and x-ray machine at the front entrance of the court building is operated by two Special Constables daily for screening purposes while the court building is open. These devices are effective at detecting items that should not be coming into the building. Drugs and drug paraphernalia found in court washrooms has been minimized due to the level of security provided. This is a substantial improvement over previous years. There were no prisoner escapes or attempted prisoner escapes in 2019.

Director Fluney chairs the Owen Sound Court Security Committee which meets quarterly to review and develop internal court emergency procedures to ensure they are consistent with the Court Security Plan for the Owen Sound Police Service.

Director Fluney is also a member of the Local Justice Committee which meets quarterly. This committee consists of stakeholders including members of the Judiciary, Crown Attorney's Office, Defence Bar, Victim Witness, Legal Aid, Courts Administration, Police Services and OPP Offender Transport Unit. This committee reviews any issues or concerns relating to court operations or court security.

Respectfully submitted,

Krista Fluney  
Director of Civilian Services



**Owen Sound Police Service - Vehicles**

<b>Year</b>	<b>Make</b>	<b>Use of Vehicle</b>
2002	Harley Davidson Motorcycle	Traffic
2002	Harley Davidson Motorcycle	Traffic
2009	Barbeque Trailer	
2010	Ford Econoline 350 Van	Ident/RIDE
2010	Toyota	Detectives - CIB
2010	Cargo Mate Trailer	Community Safety Village Trailer
2013	Cargo Mate Trailer	Safe Driving Education (SIDNE) Trailer
2015	Ford Taurus	Uniform
2016	Ford Explorer	Uniform
2016	Ford Explorer	Uniform
2017	Ford Explorer	Uniform
2018	Dodge	C.I.B.
2018	Ford Explorer	Uniform
2019	Ford	CISO Vehicle
2016	Ford-Taurus	Uniform
2019	Ford-F150	Uniform
2018	Dodge Grand Caravan	I.T.
2018	Dodge Durango	Community Services Vehicle



## OWEN SOUND POLICE SERVICE

### GENERAL ORDER

**Issued:** March 26, 2020

**Revised:**

**Expires:** Indefinite

**Rescinds:**

**General Orders:**

OPS – Operational

ADMIN – Administrative

SS – SUPPORT SERVICES

**Linked:** OPS-066 Dress Code and Appearance

### **Emergency Recall of Personnel**

**ADM-050**

## PROCEDURE OF THE OWEN SOUND POLICE SERVICE

### **Subject**

This is the procedure for the mobilization of off duty members in the event of an incident which requires additional personnel.

### **Table of Contents**

<b>Definitions.....</b>	<b>A</b>
<b>General.....</b>	<b>B</b>
<b>Emergency Recall List of Members .....</b>	<b>C</b>
<b>Responsibilities of Members .....</b>	<b>D</b>

<b>Members on Duty</b> .....	<b>E</b>
<b>Emergency Recall of Members</b> .....	<b>F</b>

**A. Definitions**

1. *Call Out* - for the purposes of this procedure means the routine recall of members for duties including investigation.
2. *Emergency Site Manager* - for the purposes of this procedure means the person in overall command of the scene of a major emergency. The Emergency Site Manager may be a police officer or a member of another agency.
3. *Emergency Recall* - for the purposes of this procedure means a process for contacting off duty members and ordering them to report for duty, either immediately or at a specified time, due to an emergency situation. Emergency Recall does not mean Call Out of members such as detectives to investigate a criminal matter, traffic members to investigate a serious collision or members to complement staffing shortages.
4. *List of Members* - for the purposes of this procedure means a list of all members working at the Service and includes current address and residential and/or mobile phone number.
5. *Major Emergency or Disaster* - for the purposes of this procedure means an incident or the threat of an incident which requires prompt action beyond the normal emergency response to prevent loss of life and mitigate damage to property and the environment. The incident requires a controlled and coordinated approach involving other response agencies and resources. Incidents may include:
  - a. serious fires;
  - b. serious explosions;
  - c. civil disorder;
  - d. public health emergencies
  - e. natural disasters; and
  - f. other such events deemed to be a major emergency or disaster by the Chief or designate.
6. *Major Incident Commander* - for the purpose of this procedure means a police officer who is the officer in charge and is responsible for overall command of a major incident and:
  - a. holds the rank of Inspector or higher, or those acting in that capacity, providing that person is trained in Major Incident Command; and
  - b. is a competent person as defined in the Occupational Health and Safety Act, who has successfully completed the training required for Major Incident Commanders as accredited by the Ministry, or has equivalent qualifications and or skills as approved by the Ministry.

7. *Member* - for the purposes of this procedure means sworn and civilian members of the Service.
8. *On-Scene Commander* - for the purposes of this procedure means a police officer who is the officer in charge with the responsibility for overall control of police operations at the scene of a major emergency or disaster. The On-Scene Commander will coordinate operations with supervisors from other agencies and report to the Emergency Site Manager. The On-Scene Commander shall:
  - a. be qualified as a Major Incident Commander;
  - b. be appointed by the Chief or designate;
  - c. be a Senior Officer excluding the Chief; and
  - d. have completed a course in the fundamentals of emergency site management.
9. *Staging Area* - for the purposes of this procedure means the designated area between the inner perimeter and the outer perimeter at an incident scene to which members will report for assignment.

## **Procedure of the Chief**

### **B. General**

1. The Service will encounter unanticipated incidents which require the assistance of members, in addition to those members on duty, to properly manage the incident.
2. The Service must recall off duty members in a structured manner that provides accurate documentation of members contacted, members responding and the duties and location assigned to each member.
3. Nothing in this procedure prevents Supervisors or their designates from calling out personnel to meet critical shortages which would adversely affect the safety of the public, officer safety or the ability to deliver service.
4. Emergency Recall shall only be commenced at the direction of the Chief or Inspectors.

### **C. Emergency Recall List of Members**

1. The Owen Sound Police Service shall maintain a current List of Members. The list shall be maintained in hardcopy form in addition to any other format.
2. The List of Members shall be updated semi-annually, at a minimum.

### **D. Responsibilities of Members**

1. The failure of normal lines of communication may affect the ability of the Service to contact members. Members who become aware of the following situations shall contact the on-duty Sergeant or, in the case of civilian staff, the Director in charge of their area or designate, for direction on recall to duty:
  - a. a major emergency or disaster;



- b. a situation that may overextend the normal working resources of the Service;
  - c. a municipal state of emergency;
  - d. a regional state of emergency;
  - e. a provincial state of emergency; or
  - f. a federal state of emergency affecting the City.
2. Civilian members unable to contact their Director shall contact the on-duty Sergeant for direction on recall to duty.
  3. Members shall avoid contacting the Communications Centre for Emergency Recall information.
  4. Members should be aware that cordless style residential telephones will not function without electrical power and are encouraged, where possible, to connect an alternate style telephone which does not require a separate power source to allow telephone communications during a power failure.
  5. The Service may be assisted by the media in contacting members during a major emergency or disaster. Members should monitor media reports during such an event.
  6. All members shall ensure that their residential address and residential telephone number are provided to their respective supervisors and that any change to such address and telephone number is promptly reported to Human Resources.
  7. Supervisors are responsible for promptly advising the Chief's Office to allow for an accurate staff contact list to be maintained.
  8. Members may be called to duty to meet critical personnel shortages which would adversely affect the safety of the public, officer safety or the ability to deliver service.
  9. All officers shall have at their immediate disposal at the station one complete operational uniform, as per General Order OPS-066 Dress Code and Appearance.

#### **E. Members on Duty**

1. The Chief or designate may consider enhancing personnel resources by:
  - a. having on duty personnel remain on duty beyond their scheduled end of shift;
  - b. having relieving shifts report early for duty or at a specified time; and
  - c. utilizing personnel through a reassignment of duties.

#### **F. Emergency Recall of Members**

1. The Chief or designate or Inspectors may authorize an Emergency Recall of members.
2. The Chief or Inspectors shall assess the need for additional members and communicate the number of required members to those performing the recall.
3. The On-Scene Commander or Major Incident Commander may designate a staging area and direct that members report to that location.

4. The on-duty Supervisor or Director is responsible for contacting members assigned to their areas who are required for Emergency Recall.
5. A log of persons contacted including time of contact and outcome shall be maintained, by the on-duty Supervisor or Director or their designate.
6. Members shall report for duty properly equipped as per General Order OPS-066 Dress Code and Appearance.
7. Members contacted will report to the station unless otherwise instructed.
8. Members will report to the on-duty Supervisor or their Director to receive a briefing and directions for deployment.
9. Members reporting to a staging area shall report to the officer in charge of the Staging Area to receive a briefing and directions for deployment.
10. The on-duty Supervisor, Director, or the officer in charge of the Staging Area, as the case may be, shall ensure personnel are properly briefed and deployed, and that the Communications Centre is advised of the duties and location of each member.

By Order,



Craig S. Ambrose  
Chief of Police

CA/kjk



## Report to the Board: COVID-19 Summary

*From: Chief C. Ambrose*

*Date: Friday, April 24, 2020*

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It has been busy times at OSPS as we have continued to plan and adapt in order to meet the needs of the community and maintain the health and safety of our members.

There have been several changes implemented at OSPS. From shortly after the pandemic was declared up until the present, the following measures have been implemented:

- The front doors to the station were locked to members of the public. Prior to that, OSPS had decided to limit access until we could complete the necessary adjustments (like an intercom system) to make a closure a reality while still maintaining business continuity.
- All records checks are available using a new online portal. Some fees have changed and the process should be streamlined and more effective for our customers. The advantage is it also eliminates the need for the public to enter the building or hand in papers.
- Signing in at the front desk will be done visually through the front door to eliminate the need for contact or interaction.
- Communications now screen all callers for Covid19 in order to properly respond to calls for service. Individual screening cards were prepared for the front line to screen the public as well.
- Members were cross trained in the event large numbers of members are absent from work.
- Some members were relocated to work from home for the next while in order to maintain their health and limit exposure within the work place.

- As a method of reducing calls for our front line and reduce the direct contact for our front line members a call review was completed to identify what calls can be handled in a different format. Either by telephone or without interacting with the complainant at the scene.
- Increased use of both social media and conventional media to improve communications with the public and to maintain public confidence. Several television, radio and print media interviews have been conducted. We will continue to use both social media and main stream media to send out our message and inform the community that we are well ahead in our planning and implementation.
- OSPS have reached out to retirees to check on their availability to assist should our staffing require augmenting. The response has been very positive as you would expect. That passion and willingness to serve and be part of the OSPS family hasn't disappeared.
- One of the biggest challenges was presented by the Courts and the ability to move to a virtual connection. This required several weeks of planning and phases of transition that have now resulted in an audio format dealing with only exigent matters. Re-opening the courts and dealing with the backlog will present further issues in the future. S/Cst's remain at the Court House and also are now responsible for prisoners during the day at OSPS.
- Due to the fact that schools and child care facilities closed and to assist members with child care and family support issues, a shift exchange option was implemented. The structured format that has been developed is a pilot program that is designed to address the members needs as well as the needs of the Service. This resulted from a strong level of cooperation between the Service and the Association.
- The Ministry of Solicitor General extended the qualification of use of force beyond the usual 12 months in order to avoid disruptions to train members during the pandemic. This will require rescheduling use of force to a later time in 2020 and may result in some increased costs to re-qualify members.
- Messaging and procedures implemented for members who are sick and or exhibiting signs of Covid-19 as well as procedures for members who have been in close contact.
- A new directive relating to medical call response and first aid was implemented. The changes attempted to balance the urgency to respond, assist and save lives with the reality of the fact we need to limit any potential exposure to the Covid-19 virus. Situations when all tiered response options are attending outlined if and when police involvement were necessary. Specific guidelines related to administering CPR were also provided as it causes the virus to become an aerosol and cannot be completed without a properly fitted N95 mask. Similar direction was also provided to limit risks when responding to Sudden Death investigations and handling prisoners.
- The fitness room has been closed for the time being. Strenuous exercise and exhaling is a recipe for transmission of the virus onto surfaces and despite efforts to properly sanitize the equipment the increased risk of transmission outweighs the benefits of leaving the room open at present.

- Continued the member wellness meetings with our contracted Psychotherapist in a remote fashion through technology. Member wellness remains a concern especially when compounded with Covid-19 and physical distancing and isolation.
- Much like public use of PPE, member use of PPE continued to change as information became available. Direction regarding the use of PPE was provided as each change was implemented. Obviously physical distancing is always encouraged but not always practical. Members were encouraged to use appropriate PPE for their given circumstances and informed that there is an adequate supply on hand to meet our needs. Officers were also encouraged to wear safety glasses that were provided.
- Emergency measures were implemented and that resulted in a number of calls for service. This also required education on the updated legislation by our Training Officer. We have continued to follow the direction provided by all levels of government and are actively educating the public prior to the use of enforcement and fines. To date, no enforcement has been necessary to achieve compliance.
- The use of and attendance at the station by our Auxiliary police members has been cancelled for the time being. A class of new Auxiliary candidates had just started their training when the pandemic started. This training has also been put on hold to be rescheduled for after the restrictions are lifted.
- The Communications Branch continues to be a focus of planning in the event of large numbers of absences. Part time members have been assigned a more consistent schedule with one specific platoon to limit overlap between employees. The Communications Centre has been split into two rooms by moving some infrastructure to the current switchboard room. This allows both rooms to be fully functional dispatch rooms and one will be used for days shifts, while the other will be used for night shifts. This will allow for more physical distancing and remove contact between platoons when switching shifts. Both rooms will also remain vacant for 12-hour periods to allow for thorough cleansing and disinfecting with the recently purchased fogger. The switchboard position will be moved temporarily to the backup dispatch site at the Owen Sound Fire Hall once some final IT adjustments have been completed. These changes are to be implemented April 27 2020.

During the initial planning a shortage of some PPE was identified. OSPS has since been successful in acquiring gloves and hand sanitizer and increased our stocks. OSPS continues to use every opportunity to increase our supplies in the event of a shortage. Since the beginning of the pandemic the following have been acquired:

- Safety glasses for front line members
- Hand Sanitizer/ Gloves / N95 Masks / Bleach / Wipes / Cleansers etc. all regularly ordered PPE
- Surgical Masks new product for us and sufficient supply sourced
- No Touch thermometer for screening
- Fogger to cleanse rooms / vehicles / cells etc.

Training for all members and communications about Covid-19 has been and continues to be provided. This includes regular Public Health Updates, videos on proper use of PPE, online training videos and attendance at platoon briefings by our Training Officer who has also taken on many other roles during the pandemic.

Building cleanliness and extra cleaning became an issue during the early weeks of the pandemic. The recent change to the cleaning services provider highlighted issues with building cleanliness. The provider was replaced and the previous service providers were awarded the contract. There have been no issues moving forward and the building is now back to the expected level of cleanliness and high touch areas are being cleaned more frequently.

Despite all of our focus on the Covid-19 pandemic, business goes on and we continue to keep things moving forward in all areas of the service. Some significant events that have continued include:

- Constable Michal Gomulkiewicz completed his training at OPC and was sworn in and continues his training with his Coach Officer.
- Constable Angela Reid, was hired and sworn in and commenced her duties. Cst. Reid has 13 years of service and comes from the Halton Regional Police Service.
- Constable Chevonne Martin returned from a maternity leave on April 06.

We will continue to evaluate the situation as it changes and make the appropriate adjustments as necessary. There have been some financial impacts as a result of the Covid-19 pandemic. The purchase of cleaning products including materials and supplies such as the recently purchased fogger as well as the training of switchboard operators in the role of dispatchers has been the most significant. All accounts and purchases including employee hours that are Covid-19 related expenses are being tracked as such so that true costs can be determined.



## Report to the Board: Chief's Activities

*From: Chief C. Ambrose*

*Date: Thursday, April 23, 2020*

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The following is a summary for the months of February and March:

### February

- Vacation and holidays – 6 days
- Family Wellness Event & peer support – 1 day (off Duty) + 3 hours
- Community Events – 4 hours
- Meeting Dispatch business – 6 hours
- Meeting other business contracts – 3 hours
- Meeting STAR Table – 2 hours
- OACP Labour Conference – 2 days
- Assist other Services – 12 hours
- Meet Auxiliaries – 1 hour

### March

- Georgian College Policing Program – 4 hours
- CSWB Meeting & radio interview – 3 hours
- Politically Speaking Rogers TV – 2 hours
- GBHS protocol meeting – 2 hours
- Meet Auxiliary – 1 hour
- OACP Zone 5 meeting – 5 hours
- Vacation – 3 days
- Meeting other business contracts – 2 hours
- Meeting STAR Table – 2 hours
- Rogers TV Covid special – 2 hours
- COVID 19 started along with weekly teleconferences with Public Health, other Police Services in GB, daily conference calls with City of Owen Sound, call with Premier and others with Solicitor General and staff, several media inquiries

Owen Sound Police Services Board

# Strategic Priorities 2020-2022



**On the Path to Community Safety  
and Well Being**

922 2nd Avenue West  
Owen Sound, Ontario  
N4K 4M7



2020

# Police Services Board



John Thompson  
Chair of the Board



# From the Board Chair



On behalf of the Owen Sound Police Services Board, it is my pleasure to share with you our 2020-2022 Strategic Priorities. These policing priorities for our community represent our commitment to community safety and well being, and to ensuring that Owen Sound remains the place “where you *want* to live.” Working closely with our Police Service, the Board provides governance and guidance. After consultation with our community members, key stakeholders, and members of our Service, our key focus areas moving forward were identified as Mental Health, Addictions, Communications, Traffic, Sustainability, and Member Wellness.

Under the leadership of Chief Craig Ambrose , the Service will operationalize these key focus areas into an Operational Plan to effectively and efficiently address these issues moving forward. We encourage you to review this plan as we move towards an exciting future of growth and continual improvement in our City.



## INTRODUCTION

As the civilian governance body for the Owen Sound Police Service (OSPS), the Police Services Board (PSB) ensures that effective and adequate policing services are maintained in the City by providing oversight, guidance and governance to the Service. Working together with the Chief of Police and members of the Service, the Board is committed to the OSPS mission of *supporting and educating our community to enhance community safety*.

Community safety is a shared and key responsibility in a healthy community. In short, it reflects a goal to maintain an environment that is safe, and feels safe to our community members and visitors.

The Owen Sound Police Service takes a leadership role in ensuring and promoting community safety, but it can only be accomplished with the assistance of the community itself and our many partners in both the private and public sectors. The Owen Sound Police Service's primary goal is to serve the community and improve upon the quality of life for all persons.

The purpose of this document outlining the Board's strategic priorities is to;

- Guide the Board's decision-making and oversight
- Provide direction to the Chief as he manages operational decisions
- Assist in creating the OSPS Operational Plan 2020-2022
- To provide a clear mandate to the OSPS senior leadership team to lead, shape, and manage the Service
- Provide a framework upon which to measure success

### **Mental Health**

- Calls associated with mental health related illnesses continue to increase and challenge policing resources and that of many other partner agencies. The OSPS continues to work in partnership with other community agencies to provide innovative approaches to ensure we are responding to these matters in the most compassionate, efficient and effective manner.

### **Addictions**

- Owen Sound, like many Ontario communities, continues to be challenged by addiction related issues which often correlate into social disorder. The Owen Sound Police recognize that police enforcement shouldn't be the focus of a community-centered approach, and that a more holistic approach in cooperation with community partners is required.

### **Traffic**

- As our community continues to grow, and with a number of capital projects underway, the Board recognizes that traffic issues continue to affect community safety and can be a source of frustration for community members. Education and enforcement remain a priority.

### **Communications**

- Communicating with our community is key to trust and accountability. The Board wishes to increase awareness of the value and services offered to the community, and to increase the Service's presence in social media and other non-traditional media while at the same time recognizing that traditional media remains an important source of information for portions of our population.

### **Sustainability**

- The Board recognizes that emergency services are a significant cost driver in municipal budgets. The Board will continue to work toward managing costs and looking for additional revenue streams to offset expenses.

### **Member Wellness**

- The Police Services Board values our members and as such member wellness remains a key priority. The Board will continue to develop programs and strategies to help our members remain healthy, and to ensure they remain fit and ready to serve our community.



## **AREAS OF FOCUS**

FOCUS AREA	CHALLENGES AND OPPORTUNITIES	CORE INITIATIVES 2020-2022
<p><b>Mental Health</b></p>	<ul style="list-style-type: none"> <li>• MMHART program just rolling out, and has been impacted by Covid-19 restrictions</li> <li>• Uncertainty of funding for MHA initiatives</li> <li>• Number of MHA calls is increasing, as is time required to deal with them</li> <li>• Cuts to MHA health care translates to greater requirement for police intervention</li> <li>• Excellent level of cooperation between OSPS and area partners and service providers</li> <li>• Covid-19 has increased community anxiety and made interventions more difficult</li> </ul>	<ul style="list-style-type: none"> <li>• Increase MMHART team referrals</li> <li>• Advanced MHA training for all uniform officers and Special Constables</li> <li>• Review MMHART after first six month to find efficiencies</li> <li>• Implement Police – Hospital Transition Protocol</li> </ul>
<p><b>Addictions</b></p>	<ul style="list-style-type: none"> <li>• Grey County experiencing higher addiction rates than provincial averages</li> <li>• Owen Sound is the social services hub for Grey County</li> <li>• Grey County has a robust system of community supports in place</li> <li>• Economic impact of a recession will compound addiction issues</li> <li>• Social supports restricted due to Covid-19 closures</li> </ul>	<ul style="list-style-type: none"> <li>• Explore non-custodial care options for intoxicated persons through community partnership</li> <li>• Increased education and prevention initiatives</li> <li>• Further harm reduction partnerships with Public Health</li> <li>• Development of Investigative Priority Matrix</li> <li>• Increased Joint Force Operations</li> </ul>

FOCUS AREA	CHALLENGES AND OPPORTUNITIES	CORE INITIATIVES 2020-2022
<p style="text-align: center;"><b>Traffic</b></p>	<ul style="list-style-type: none"> <li>• 10th Street bridge reconstruction causing long term traffic disruption</li> <li>• Impaired driving remains higher than provincial averages</li> <li>• New Community Services Officer presents opportunities for education and engagement</li> <li>• Increase in commercial vehicle traffic contributes to congestion</li> </ul>	<ul style="list-style-type: none"> <li>• Increase hours spent on enforcement</li> <li>• Revisit RIDE program technique</li> <li>• Train more officers in Commercial Motor Vehicle enforcement</li> <li>• Increase awareness through enhanced education and social media contacts</li> </ul>
<p style="text-align: center;"><b>Communications</b></p>	<ul style="list-style-type: none"> <li>• Opportunity to reach more young persons through evolving social media landscape</li> <li>• Need to remain current on media trends</li> <li>• Recognize that traditional media remains important and relevant in Owen Sound</li> <li>• Opportunity to improve on call for service follow ups</li> <li>• Leverage new Community Service Officer to improve outreach</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Increase media releases related to good news policing stories</li> <li>• Revisit media strategy</li> <li>• More relevant and more frequent social media content</li> <li>• Develop and deliver Citizens Police Academy</li> </ul>

FOCUS AREA	CHALLENGES AND OPPORTUNITIES	CORE INITIATIVES 2020-2022
<p><b>Sustainability</b></p>	<ul style="list-style-type: none"> <li>• Increased budget pressure at municipal and provincial levels</li> <li>• Uncertainty around grant funding</li> <li>• Opportunity to better educate public on role and value of policing</li> <li>• Renewed focus on community policing, engage and mobilize the community to share responsibility for public safety in Owen Sound</li> <li>• Focus on return to work initiatives for absent employees</li> <li>• Explore opportunities for further civilianization in policing</li> </ul>	<ul style="list-style-type: none"> <li>• Develop succession plan</li> <li>• Market and pursue additional external dispatch and 3rd party record check contracts to offset costs</li> <li>• Development of Communications and Marketing Plan</li> <li>• Leverage technology in support of operational effectiveness and innovation</li> <li>• Focus on essential police services and clearly communicate OSPS responsibilities</li> </ul>
<p><b>Member Wellness</b></p>	<ul style="list-style-type: none"> <li>• Increased recognition and diagnosis of PTSD and occupational stress injuries in policing</li> <li>• Ensuring all employee related processes are bias-free and fair</li> <li>• Update all Service procedures and provide training as required</li> <li>• Provide additional wellness training and initiatives for members</li> </ul>	<ul style="list-style-type: none"> <li>• R2MR training for all members</li> <li>• Bi-annual events held in support of member wellness</li> <li>• Examine additional developmental opportunities for civilian members</li> <li>• Leveraging technology for member wellness initiatives</li> </ul>



*Supporting and educating our community  
to enhance community safety*







## OWEN SOUND POLICE SERVICES

### BOARD POLICY

Issued:

April 18, 2002

Revised:

April 15, 2004 and  
September 23, 2009  
April 29, 2020

Expires:

Indefinite

Rescinds:

Board Policies:

OPS – Operational  
ADMIN – Administrative  
SS - Support Services

**OSPSB-ADMIN-016**

## Financial Management Policy

**A POLICY TO REGULATE BUDGETING, SPENDING CONTROLS,  
CASH CONTROL AND THE USE OF THE RESERVE FUND &  
ASSETS BY THE OWEN SOUND POLICE SERVICE**

**WHEREAS** the Board deems it expedient to adopt a policy to regulate financial issues including budget processes and controls, capital financing policy, cash control policy and policy regarding the use of the reserve fund.

**AND WHEREAS** the Police Services Act Section 39, provides that the Board is responsible for the submission of budget estimates to Council annually;

**AND WHEREAS** the Policing Standards Manual, 0602.00 contains guidelines directing the Board, as to an accounting system to ensure appropriate control of money received and disbursed by the Service attached hereto as Appendix "C";

**AND WHEREAS** the Police Services Act makes provision under section 133, for the Board to use proceeds of property sold at auction and the use of unclaimed money for any purpose that it considers to be in public interest;

**AND WHEREAS** the Board is accountable to the citizens of Owen Sound for the use of these resources;

**AND WHEREAS** the Board deems it expedient to adopt a policy to govern financial matters including budget processes and controls, purchasing practices, capital financing, cash control and use of the reserve fund.

**THE OWEN SOUND POLICE SERVICES BOARD HEREBY ENACTS THE FOLLOWING:**

**Definitions:**

“Board” means the Owen Sound Police Services Board

“Budget” means the approved budget of the Owen Sound Police Services Board approved by the Council of the City of Owen Sound

“Budget Process” means the approved process for the development and preparation of annual estimates for submission to Council

“Capital Expenditures” means any significant expenditure incurred to acquire or improve land, buildings, engineering structures, machinery and equipment used in the provision of policing services

“Chief” means the Chief of Police of the Owen Sound Police Service

“City” means the Corporation of the City of Owen Sound

“Council” means the Council of the Corporation of the City of Owen Sound

“Director of Finance” means the Director of Finance for the City of Owen Sound

## **Budget Process**

1. Pursuant to the Police Services Act, the Board will submit operating and capital estimates to the municipal council showing, separately, the amounts that will be required;
  - 1.1 to maintain the police service and provide it with equipment and facilities; and
  - 1.2 to pay the operating expenditures required by the board, other than the remuneration of board members.
2. The Council of the City of Owen Sound and the Board shall determine the format of the estimates, the period they cover and the timetable for their submission through a joint protocol agreement;
  - 2.1 The Finance/Budget Committee for the Owen Sound Police Services Board will oversee the deliberation of the budget and will be a committee of the whole Board and will further submit the final budget to the board for presentation to the City Council.
3. Pursuant to the format established by protocol and in accordance with the direction of the Board, the Chief of Police shall;
  - 3.1 In consultation with the Board and members of the police service, establish the estimates and plans of financing required to maintain the police service for operating expenditures and capital expenditures, including salaries, equipment, facilities, programs, training and projects, as the Chief deems appropriate; In accordance with this policy and the Board's Protocol agreement with the City.
  - 3.2 The Chief will prepare acquisition forms to obtain the required information from each department, for presentation to the finance/budget committee, amounts required for the next fiscal years budget. These acquisitions should contain explanations for increases and descriptions of new programs being offered.
  - 3.3 On or before the Boards meeting scheduled in August of each year, the Chief shall develop a budget timetable and budget guidelines for submission to the Board, taking into account, among other things, the needs of the Service, the financial implications of provincial or federal initiatives, the financial implications of other external influences, and any budget guidelines received from the City.
  - 3.4 The proposed programs and requirements will be evaluated and discussed by the finance/budget committee and prioritized or rejected.
  - 3.5 After the changes and recommendations have been incorporated into the proposed budget, a further review by the finance/budget committee is conducted and any further recommendations for change is included.

- 3.6 A final review by the finance/budget committee is completed and the budget is set with supporting documents, for presentation to the board.
- 3.7 The board approved estimates are then submitted to the City for review, conforming to the established City budget format, in accordance with the protocol agreement between the City and the Board.
- 3.8 After the board's review of the budget, a package is prepared, including the services goals, objectives and accomplishments from the current year, which may be released to the community groups and stakeholders for their input.
- 3.9 A special public meeting of the Board may be set up to deal with the input of the community groups and stakeholders and other public input and the budget is approved by the Board; if further public input is required an additional session may be scheduled prior to approval.

### **Reporting and Financial Controls**

4. In accordance with the direction of the Board, the Chief of Police shall;
  - 4.1 Report to the Board on a monthly basis, or as otherwise directed by the Board, the status of the budget expenses including any variances.
  - 4.2 Ensure that a system of accounting is in place which provides for adequate control of all money received and disbursed by the Police Service and is in accordance with the guidelines contained in the Policing Standards Manual 0602.00.
  - 4.3 Ensure that all revenue received and money disbursed, including petty cash systems, are appropriately recorded, receipted and reported to the Board monthly, or as otherwise requested by the Board.
  - 4.4 Ensure that all revenue received is forwarded to the Treasury of the City of Owen Sound for deposit and allocated to the credit of the Board's budget.
  - 4.5 Ensure that adequate security is provided for all money received as revenue, found property or other assets in the possession of the police service.
  - 4.6 Shall establish and maintain current records on all capital assets of the Board, to ensure retention and accountability of the police service's assets.
  - 4.7 Ensure that adequate procedures are in place to ensure that property and/or money seized, found or otherwise in possession of the police service is not converted to police service use, or member use, without prior approval of the Board.

- 4.8 Ensure that the Owen Sound Police Service credit cards and other means of charge, are properly controlled and used for police service business exclusively; and that the Chair of the Board be responsible for approving the Chief of Police's expenses.
- 4.9 Establish an approval process and procedures to ensure the validity of claims for travel and meal expenses, by members of the police service are controlled in accordance with Appendix "B" attached hereto, as amended from time to time and to the criteria outlined in the personnel contracts.
- 4.10 No contracts or agreements shall be entered into for the provision of police services, dispatch services, other specialist services or other contractual encumbrance on behalf of the Board, without the prior approval of the Board.
- 4.11 The Board will submit projections to City Council on or before September 30<sup>th</sup> of each year, for the City's review. These projections will include current expenses to the end of August of the year, and will estimate any surplus or deficit projected to be incurred in the current budget, to the end of the year.

### **Purchasing**

- 5. In accordance with the direction of the Board, the Chief of Police shall;
  - 5.1 Ensure that approval is obtained from the Chief or designate, prior to any member of the police service obtaining any item, article or other encumbrance impacting on the Board's annual budget, in accordance with Appendix "A" attached hereto, and as amended from time to time.
  - 5.2 Ensure that expense limits established through the annual budget authorized by the Board are not exceeded;
    - a) without obtaining the prior approval of the Board and further authorization of the City;
    - b) notwithstanding 5.2 a) emergency expenses required to maintain the security of the service may be expended without prior authority with a full report to the Board.
  - 5.3 In situations where access to reserve accounts is necessary for an emergency, the Chief of Police shall ensure that a full report is submitted to the Board.

**Policy Compliance**

- 6. In addition, the Chief of Police shall develop procedures or directives to ensure that members of the police service are familiar with, and comply with the requirements of this policy.

Whereas the Owen Sound Police Services Board has passed Policy OSPSB-ADMIN-016 on April 18, 2002; and

Whereas the Owen Sound Police Services Board deems it appropriate to review said Policy OSPSB-ADMIN-016 Being a policy to regulate budgeting, spending controls, cash control and the use of the reserve fund and assets by the Owen Sound Police Services; in accordance to the provisions of the Municipal Act R.S.O. 1999.

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Passed by the Owen Sound Police Services Board this 29 day of April 2020.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Executive Assistant

Owen Sound Police Services Board  
Financial Management Policy  
Appendix "A"

It is the policy of the Owen Sound Police Services Board with respect to purchasing procedures for the Owen Sound Police Service, that the Chief of Police will ensure:

1. That authorizations within the annual budget constitutes the boards authorization and no purchase will exceed the amount authorized to be expended through the annual budget, until approved by the Board;
2. That requirements for goods or services not exceeding \$5,000.00 will be authorized under the discretion of the Chief for further approval by the Board;
3. That requirements for goods or services in excess of \$5,000.00 but less than \$25,000.00, will have three written quotations and shall be reported to the Board in the Information Package of the following meeting;
4. That all requirements for goods or services in excess of \$25,000.00 will be tendered by the City Purchasing and Materials Manager in accordance with the City of Owen Sound Financial Policy;
5. That tenders shall be opened within a reasonable time after the closing of tenders, and that this opening date be included in the tender;
6. Each tender will be dated when received and a full report including names of all tenders, and quoted price, shall be reported to the Board, accompanied by a recommendation to the Board on the preferred tender. To protect the integrity of each procurement process each bidder will be contacted with notification of the winning bidder and price details. The process shall be articulated and strictly adhered to and no prices will be divulged until such time that the process is complete;
7. That the Board's approval will be obtained prior to any non-budgeted merchandise being purchased and subsequently, the City's authorization;
8. The Owen Sound Police Services cannot see under any circumstances where in-house bids would apply, but the Police Services will be vigilant should any opportunity should arise.
9. Where, in the opinion of the Chief, an emergency occurs and the Chief deems it necessary due to an imminent or actual danger to the life, health or safety of an official, employee or citizen he may initiate a purchase order in excess of the pre-authorized expenditure limit; and

- 9.1 Any purchase order issued under such conditions together with a source of funding provided by the City treasurer shall be justified and reported at the next meeting of the Police Services Board following the date of the requisition.
  
- 10 The Chief may, under the conditions as hereinafter set out, purchase by negotiating with one or more sources or bidders and in such case the requirements for inviting tenders and quotations may be waived when due to market conditions and in the judgement of the "Purchasing and Materials Manager" goods are in short supply, where there is only one source of supply for the goods or services, where two or more identical bids have been received, where the lowest bid meeting specifications is excessive in total cost and/or substantially exceeds the estimated costs, when all bids received fail to meet the specifications and/or tender terms and conditions and it is impractical to recall tenders or quotations. This section is subject to the Police Services Boards prior approval.



Owen Sound Police Services Board  
Financial Management Policy  
Appendix "A-1"

**"Goals"**

**Legislation Guide Effective January 1, 2005**

The goals of this by-law are as follows:

1. To maximize the dollars being spent by using a competitive process.
2. To promote fairness to all parties involved in the procurement process.
3. To eliminate duplication, waste and promote ethical practices by the Police Services Board.
4. To achieve the goals in the organization in the most cost effective manner.

Owen Sound Police Services Board  
 Financial Management Policy  
 Appendix "A-1"

**“Competitive Process”**

**“Seeking Multiple Bids or Proposals”**

**Legislation Guide Effective January 1, 2005**

Item	Request for Proposal	Request for Tender	Request for Quotation	Informal, Low Value Procurement	Non-Competitive Procurement
Key goals	<p>Use when specifications unavailable.</p> <p>To implement an effective, objective, fair, open, transparent, accountable and efficient process for obtaining unique proposals designed to meet broad outcomes to a complex problem or need for which there is no clear or single solution.</p> <p>To select the proposal that earns the highest score and meets the requirements specified in the competition, based on qualitative, technical and pricing considerations.</p>	<p>To implement an effective, objective, fair, open, transparent, accountable and efficient process for obtaining competitive bids based on precisely defined requirements for which a clear or single solution exists.</p> <p>To accept the lowest bid meeting the requirements specified in the competition.</p>	<p>Same as for the Request for Tender, except that bid solicitation is done primarily on an invitational basis from a predetermined bidders list but may be supplemented with public advertising of the procurement opportunity.</p>	<p>To obtain competitive pricing for a one-time procurement in an expeditious and cost effective manner through phone, fax, e-mail, other similar communication method, vendor advertisements or vendor catalogues from \$5,000 to \$25,000.</p>	<p>Eg. Sole Source</p> <p>To allow for procurement in an efficient and timely manner without seeking competitive pricing.</p> <p>To provide for exceptions to the procurement requirements of inter-provincial trade agreements.</p> <p>To also provide for any additional exceptions stipulated in the municipalities or local board’s purchasing bylaw/resolution or policies, providing that they are not in contravention of the inter-provincial trade agreements.</p>

Owen Sound Police Services Board  
Financial Management Policy  
Appendix "B"

Expenses for mileage and travel related costs, in or out of the City will be reimbursed as follows:

Effective on the passing of this policy, the Police Services mileage rate will be paid at a rate determined by a Sliding Scale for kilometer reimbursement based on the Ontario Ministry of Energy's Southern Ontario average price per litre for unleaded gasoline for the use of private vehicles used for work purposes, with regard to the Board and Police Services business.

Travel and meal expenses will be paid in accordance with personnel contract, the collective agreement, or pertinent Standing Orders for authorized expenses relating to expenses incurred while on authorized Police Services business. In the absence of a stipulated rate through an agreement or contract, the member will be paid on actual costs and will not exceed the daily maximum.

Attendance by Board members at conferences, conventions, seminars, and training courses, require approval by the Owen Sound Police Services Board. Members of the Board who are also members of City Council will be reimbursed under this policy, while on approved Board business or may submit to the City under their expense policy. The Board will be reimbursed for actual expenses incurred while on approved Board business by presenting original receipts. The Board will not be responsible for any expense incurred by a Citizen Member of a committee while in attendance at any function, without prior approval of the Board. Registration fees and accommodation for the spouse/companion of a Board Member will be paid by the Board in addition to attendance at special dinner meetings and banquets related to Board business.

Owen Sound Police Services Board  
Financial Management Policy  
Appendix "C"

POLICING STANDARDS MANUAL

0602.00 Financial Accountability - Cash Control

Rationale

An efficient and effective accounting system is an important part of any organization. Acceptable accounting standards must be met with regard to all monies received. A system of control for monies received will ensure that the police service is above reproach when audited.

Prescribed Standards

To be developed, pursuant to subsection 135 (1), Paragraphs 1, 22 and 27 of the Police Services Act.