



NORTH BAY POLICE SERVICES BOARD

135 Princess Street W., P.O. Box 717, North Bay, ON P1B 8J8



OPEN SESSION AGENDA November 5, 2015 1000 Hours

- | | |
|--|--------------|
| 1. Approval of Agenda | Chair |
| 2. Approval of Minutes of Open Session meeting of October 14, 2015 | Chair |
| 3. Business Arising:
Nil | Chair |
| 4. Correspondence: | Chief |
| 5. Taxi Business:
Taxi Licences | Chief |
| 6. Reports: | |
| Chief's Monthly Report | Chief |
| Stats Sept. / Sept. Revised | Deputy Chief |
| General Property Audit Report | Chief |
| Mobile Crisis Annual Report | Deputy Chief |
| 7. New Business: | |
| Strategic Plan – Internal Survey Results | Chief |
| Contingency Account | |
| Seized and Unclaimed Monies | Chief |
| Families First | Chief |
| 8. Association Report: | President |



**MINUTES OF OPEN MEETING
North Bay Police Services Board
October 14, 2015**

Present:

Board Members: Dennis O'Connor, Chair, William Hagborg, Vice-Chair, Allan McDonald, Tiziana Silveri (at 10:15)

Police Service: Chief Paul Cook, Deputy Chief Shawn Devine

Board Solicitor: Peter Leckie

Association: Cst. Ken Rice

Communications Coordinator: Mary Lugli

Guests: The Media

Secretary: Carol Miller

Regrets: Sheldon Forgette

Call to Order

The Chair, Dennis O'Connor, called the meeting to order at 1000 hours.

Approval of Agenda:

Resolution: #134-2015

Moved by Allan McDonald, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Accept the agenda as amended for the Open Session Meeting to be held on October 14, 2015".

Carried

Approval of Minutes:

Resolution: #135-2015

Moved by William Hagborg, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Adopt the Minutes of the Open Meeting held on September 9, 2015".

Carried

Business Arising:

A question arose from William Hagborg with respect to a suggestion made at the previous meeting involving considering entertaining a motion by the Board in support of the HUB obtaining adequate funding for continuation. Following discussion, it was decided to wait and see where the results of the present applications for grants conclude.

Correspondence:

Correspondence this month included: letters of appreciation from: Geoff Richardson regarding Cst. Krmpotics assistance involving a theft from Voyager Inn, OPP S/Sgt. L. Houlston for assistance by North Bay Police Service related to a home invasion occurrence in August 2015; appreciation for support offered by Cst. Elia; appreciation for support given by Cst. Shantz to West Ferris 63s U16A Ringuette Team; appreciation and praise for the work of Mark McLeod in organizing the Annual Dave Byrnes Ball Tournament from Yvon Montcalm; thanks for the assistance of the Mobile Crisis unit team of Cst. Ray Yelle and the CMH Nurse John St. Jacques in handling a difficult situation from Ministry of Community and Social Services.

Resolution: #136-2015

Moved by William Hagborg, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Note and file the correspondence received".

Carried

Taxi Business:

Resolution: #137-2015

Moved by William Hagborg, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Approve the (2) two taxi licence applications submitted for the month of September, 2015".

Carried

Reports:**Chief's Monthly Activity Report**

Monthly activities attended by the Chief and / or the Deputy Chief during September/October included –

Local events: Colours of Hope 5km Run; Opening Ceremony of Dave Byrnes Memorial Slo-Pitch Tournament; CIBC Think Pink Week Cake Cutting; Press Conference to Announce new Chief; Gateway HUB; Domestic Violence Coordinating Committee Meeting; CIBC Flag Raising Event; Battle of Britain Ceremony; Veterans Day Celebrations; Amelia Rising Board Meeting; Nipissing Transition House Board Meeting; Communications Presentations at West Ferris Secondary School; Father Cundari Field Blessing and Opening at Scollard Hall; Lakers/RMC Support the Troops Press Conference; Town Hall Meetings; Pink Nails for Cancer Month; CIBC Run for the Cure; North Bay Pride Meeting; and MOU Signing with North Bay Battalion.

Out of town events included: OACP Zone 1A Meetings in Timmins; OACP Trade Show and CEO Day in Vaughn; Peace and Police Officers Memorial in Ottawa; and Small/Mid Size Police Service Meetings in Peterborough.

Since the last Board meeting there have been amendments made to Standard Operating Procedures in relation to Recording Attendance and Community

Patrol. There has also been an amendment made to the existing Protocol with Community Living.

Statistical Reports

Deputy Chief, Shawn Devine, presented the Condensed Monthly Statistical Reports for the month of August 2015 (Revised). It is noted that during the month of August there were 155 more calls for service as compared to calls in 2014. Of these calls, 74 were to investigate motor vehicle accidents in 10 of these accidents injuries were reported to 14 persons. In September, although calls for service were up by 631 there were 53 fewer criminal offenses and a rise 924 calls for service. It was further noted that given the number of incidents received, 85 per day, there were 4 calls per hour for service.

Resolution: #138-2015

Moved by William Hagborg, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Accept the Condensed Monthly Statistical and Revised Statistical Reports for the month of August 2015 as presented".

Carried

New Business:

Gateway Community Mobilization HUB Update

An information update showing progress with this initiative to the end of August states that there have been a total of 308 situations discussed. One hundred and eight of these discussions have taken place in 2015. August was a slower month for this initiative with only 4 new discussions taking place. There is Summit planned in September which will be used as an opportunity to reflect and re-engage specific to the commitments to this community mobilization initiative. In response to a question regarding when present funding will be depleted, the Chief indicated it would be early in 2016. He also shared that although up to this point, the only commitment by organizations were personnel, now there may be a time when agencies are asked to provide resources to keep this very worthwhile initiative going forward.

Town Hall Meetings

Working toward the Strategic Plan, there were 3 Town Hall meeting held in North Bay and Callander. Although attendance was low, there was good participation by those in the audience. The information gleaned will be shared with the committee that is working on developing the new Strategic Plan.

Contingency Account – 2016 National Special Olympics Winter Games

Resolution: #139-2015

Moved by William Hagborg, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Donate \$300.00 from the contingency line in the 2015 Board's Budget toward sponsoring the 3 North Bay athletes participating in the 2016 National Special Olympics Winter Games".

Carried

Note: The Association has matched this donation.

Association Update:

Cst. Rice shared the following information with the Board: 28 members of North Bay Police Services attended the Police Memorial in Ottawa; On October 19th Cst. Rice and D/Cst Lavasseur will attend the Lobby Days event in Toronto; On November 9th and 10th Sgt. Hunter will attend the Civilian PAO Conference; and the Association is proud to help sponsor the 3 North Bay athletes participating in the 2016 National Special Olympics Winter Games..

Adjournment:

Resolution: #140-2015

Moved by Tiziana Silveri, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Adjourn the Open Portion of the meeting held on October 14, 2015 at 1019 hours".

Carried

Chair

October 14, 2015

Secretary

THANK YOU

from



Your contribution for our 4th Annual Glow in the
Dark Golf Tournament was greatly appreciated!

"We believe all children deserve equal opportunity to
Play, Learn & Grow!"

Thanks
a Lot

What a nice thing

to do!

Thank-you so much
for coming to Home
Depot to our annual
kids workshop. H.



North Bay Police Service

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Website: www.northbaypolice.on.ca

Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

November 1st, 2015

CHAIR AND MEMBERS

North Bay Police Service Board

Re: Taxi Driver License Applications – October 2015

Dear Sir:

The following individual was issued with a Taxi Licence. It is recommended that this Licence Application be approved.

No.	Name	Company
6	Sheldon Lafont	UNAC

Sincerely,

Paul D. Cook
Chief of Police

/kp



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Chief of Police

Shawn E. Devine
Deputy Chief of Police

Board Report

Date of Report: October 30, 2015
Date of Meeting: November 5, 2015

Chair Mr. D. O'Connor and members of the
North Bay Police Services Board

Subject: Chief's Monthly Activities Report – Oct./Nov.

Recommendation: Information Item

The following are items of interest and/or special events that Deputy Chief Devine and I have represented the Police Service at since the last Board meeting that does not merit separate reporting:

October 16

- Domestic Violence Coordinating Committee Meeting

October 17

- Home Town Hockey
- Retirement Supper – Mr. J. Holland, Crown Attorney

October 20

- City's Emergency Management Committee Meeting
- Nipissing Transition House Board Meeting
- OPTIC Board Meeting in Toronto

October 21

- Take Back the Night Walk

October 22

- Opening Remarks – Investigation of Childhood Deaths Training
- Gateway HUB Meeting
- Mobile Crisis Meeting
- Opening Remarks – Retired OPP Commissioner Lewis Leadership Training

October 23

- Communications/Solutions Committee Meeting

October 26

- Gateway Hub Executive Committee Meeting
- Meeting Retired Sgt. Couchie – 1st Nations awareness Training

October 29

- Policing Presentation at Odyssey School

October 30

- 25th Anniversary Celebration at PEP

November 3

- PRIDE Meeting

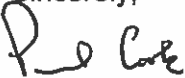
November 4

- Take Your Kids to Work Day

Since the last Board meeting we have not amended any of our Standard Operating Procedures or existing Protocols.

I invite any comments or questions from the Board.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul D. Cook".

Paul D. Cook, O.O.M.
Chief of Police



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Board Report

Date of Report: October 30, 2015
Date of Meeting: November 5, 2015

Mr. D. O'Connor, Chair
and members of the
North Bay Police Services Board

Subject: Statistical Reports

Recommendation: The Board resolves to, "Accept the Condensed Monthly Statistical and Revised Statistical Reports for the month of September 2015 as presented."

Find attached the Condensed Monthly and Revised Monthly Reports for the month of September 2015.

I invite any questions or comments from the Board.

Sincerely,

Paul D. Cook, O.O.M.
Chief of Police

2015-10-28

*** R E V I S E D ***

NORTH BAY POLICE SERVICE CONDENSED MONTHLY STATISTICAL REPORT

MONTH OF SEPTEMBER

During the month of September 2015, police activity for the North Bay Police Service resulted in 2652 calls as compared to 2429 calls in 2014.

Of these calls, 102 were to investigate motor vehicle accidents. Ten of these accidents involved injuries, with 16 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2014.

	Year to Date				Cleared to Date	
	2015	2014	2015	2014	2015	2014
Homicide	-	-	-	1	-	1
Sexual Offences	5	8	50	43	42	30
Assault	36	45	308	340	280	301
Robbery	3	2	15	10	9	6
Break, Enter & Theft	23	19	130	145	31	24
Stolen Vehicles	6	3	26	29	4	9
Stolen Bicycles	19	9	83	82	2	4
Recovered Bicycles	10	7	38	47	3	3
Theft Under	54	85	584	691	181	194
Theft Over	-	2	11	12	2	5
Wilful Damage	39	35	344	286	108	55
Drug Charges	14	14	131	100	144	95
Criminal Offences Total			2247	2350		
Calls for Service			19040	18162		
Police Activity			22001	20854		

Additional detailed statistics are available through the Office of the Chief of Police.

*Note - Year to Date statistics will change due to adjustments.



P.D. Cook
Chief of Police

/sc

2015-10-01

**NORTH BAY POLICE SERVICE
CONDENSED MONTHLY STATISTICAL REPORT**

MONTH OF SEPTEMBER

During the month of September 2015, police activity for the North Bay Police Service resulted in 2651 calls as compared to 2429 calls in 2014.

Of these calls, 102 were to investigate motor vehicle accidents. Ten of these accidents involved injuries, with 16 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2014.

	Year to Date				Cleared to Date	
	2015	2014	2015	2014	2015	2014
Homicide	-	-	-	1	-	1
Sexual Offences	5	8	50	43	42	30
Assault	31	45	300	340	280	301
Robbery	3	2	15	10	9	6
Break, Enter & Theft	16	19	121	145	29	24
Stolen Vehicles	6	3	26	29	4	9
Stolen Bicycles	16	9	80	82	1	4
Recovered Bicycles	10	7	38	47	3	3
Theft Under	42	85	571	691	181	194
Theft Over	-	2	11	12	2	5
Wilful Damage	29	35	335	286	108	55
Drug Charges	12	14	129	100	142	95
Criminal Offences Total			2002	2350		
Calls for Service			19058	18162		
Police Activity			22000	20854		

Additional detailed statistics are available through the Office of the Chief of Police.

*Note - Year to Date statistics will change due to adjustments.


P.D. Cook
Chief of Police

/sc



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Board Report

Date of Report: October 14, 2015
Date of Meeting: November 5, 2015

Chair Mr. D. O'Connor and members of the
North Bay Police Services Board

Subject: General Property Audit

Recommendation: The Board hereby resolves to, "accept the General Property Audit Report for the year 2015 as submitted by the Chief of Police."

Board By-law LE-020 directs me to ensure that an annual audit takes place of all property/evidence held by the Police Service and report the results of these audits to the Board.

Attached is a copy of the General Property Audit Report for the year 2015 as prepared by Sergeant Coulas of our Quality Assurance Section. This audit was performed in keeping with our Standard Operating Procedure LE-020.

During this audit Sergeant Coulas noted we currently are in possession of 4075 general property items. In total we currently hold 8839 articles at police headquarters. These additional articles are subject of other inspections conducted within our annual auditing cycle and process.

This year a random sample of 100 items was taken from the population of 4075. Since the last audit our Exhibit Clerk has overseen the return, destruction or sale of 2342 pieces of property.

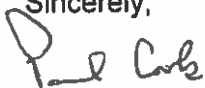
As noted in Sergeant Coulas' audit report only 1 item was found to be deficient in that there was no property tag # entered. This has since been corrected. Three property tags were identified which were not signed by our Officer in Charge. A total of 7 items should be considered for disposal or return. The recorded item location corresponded to the physical location of all items checked.

During this audit Sergeant Coulas noted that the use of the barcode scanning hardware/software we now have in place has simplified the auditing process and he recommends the continued use and expansion of this technology in order to facilitate proper inventory control.

Two additional recommendations made in his report have been forwarded to our command staff and acted upon.

I invite any questions or comments from the Board.

Sincerely,

A handwritten signature in dark ink, appearing to read "Paul D. Cook". The signature is written in a cursive style with a large initial "P".

Paul D. Cook, O.O.M.
Chief of Police



North Bay Police Service

Quality Assurance

Audit Report

General Property

Prepared by Sgt. N. Coulas

07 October 2015

Executive Summary

An audit of general property in the control of the North Bay Police Service is a requirement established in Standard Operating Procedure LE-020, Collection, Preservation and Control of Evidence and Property. General property includes articles seized such as prohibited items, evidence in an investigation, found property, and articles turned over for destruction. The handling of these items by NBPS personnel is also outlined in the procedure. Legislative requirements and exposure to risk also impact the necessity for efficient and responsible property control.

On 07 October 2015 an audit of the 4075 general property items presently under the control of the North Bay Police Service was conducted. The audit, conducted by the Quality Assurance Officer with the assistance of the Exhibit Clerk, examined seized articles that are classified as "general property." It should be noted that in addition to those items classified as general property, the NBPS currently holds another 4764 pieces of property (bicycles, documents, DVD's...etc) for a total of 8839 articles presently documented and being stored at NBPS Headquarters. Some of these articles are the subject of other inspections presently being conducted within the annual auditing cycle (drugs, firearms, seized currency).

A sampling size of 100 items was taken from the population of 4075 items presently being held within the exhibits section. Past audits have sampled 50 items and have used systematic interval sampling as the means of item selection. The recent implementation of a computerized bar coding system has dramatically changed the recording process and a decision to move to a combination judgmental/random grab system was initiated as a first test of the program. Since the last audit, the Exhibit Clerk has overseen the return/destruction/sale of 2342 pieces of property.

All items sampled were inspected for accuracy including:

1. Incident number
2. Item description
3. Property #
4. Property tag # and completeness
5. Officer primarily responsible for seizure
6. Item location
7. Computerized entry
8. Need for continued retention

Result:

1. Only one item (telephone under Inc # NB15006112) was found to be deficient within the accompanying computerized entry made at the switchboard level (no property tag # entered - corrected)
2. Three property tags were found to be without an OIC signature
3. A review of the associated reports on the RMS revealed that seven of the items should be further considered for disposal/return.
4. The recorded item location corresponded to the physical location of all items.

Introduction

Auditing a public business has two primary principles:

1. Public business should be conducted in a way that makes the best possible use of public funds.
2. Those who conduct public business should be accountable for the prudent and effective management of the resources entrusted to them.

Subsection 132(6) of the *Police Services Act* requires that the Police Service keep a Register of Property and that the following rules be followed:

1. The description and location of every item of property shall be recorded.
2. If the property is sold, full particulars shall be recorded.
3. If the property is returned to its owner, his or her name, address and telephone number shall be recorded.

An audit of general property in the control of the North Bay Police Service is a requirement established in Standard Operating Procedure LE-020, Collection, Preservation and Control of Evidence and Property. General property includes articles seized such as prohibited items, evidence in an investigation, found property, and articles turned over for destruction. The handling of these items by NBPS personnel is also outlined in the procedure. Legislative requirements and exposure to risk also impact the necessity for efficient and responsible property control.

On 07 October 2015 an audit of the 4075 general property items presently under the control of the North Bay Police Service was conducted. The audit, conducted by the Quality Assurance Officer with the assistance of the Exhibit Clerk, examined general property currently being held. It should be noted that in addition to those items classified as general property, the NBPS currently holds another 4764 pieces of property (bicycles, documents, DVD's...etc) for a total of 8839 articles presently documented and being stored at NBPS Headquarters. Some of these articles are the subject of other inspections presently being conducted within the annual auditing cycle (drugs, firearms, seized currency).

This audit focused on the accuracy of records with respect to the inventory and the requirements in paragraph 132(6) (1) of the *Police Services Act*, which reads:

"The description and location of every item of property shall be recorded."

A sampling size of 100 items was taken from the population of 4075 items presently being held within the exhibits section. Past audits have sampled 50 items and have used systematic interval sampling as the means of item selection. The recent implementation of a computerized bar coding system has

dramatically changed the recording process and a decision to move to a combination judgmental/random grab system was initiated as a first test of the program. Since the last audit, the Exhibit Clerk has overseen the return/destruction/sale of 2342 pieces of property.

Audit Objective

To determine if all general property in the possession of the Service is properly documented and held pursuant to the *Police Services Act* and NBPS Standard Operating Procedures.

Audit Scope

The purpose of this audit is to inventory a sample of the general property currently being held in the possession of the Service, review the associated documentation and the information supporting continued retention.

Methodology

The audit was conducted in the following manner:

1. A detailed printout was generated with respect to all General Property in the possession of the North Bay Police Service.
2. A combination judgmental/random grab system was initiated with 100 items being selected from random shelving within the property department.
3. Each item was subjected to a barcode scan with the information from the computerized entry being compared to the entries on the physical property item.
4. All items sampled were inspected for accuracy including:
 - a. Incident number
 - b. Item description
 - c. Property #
 - d. Property tag # and completeness
 - e. Officer primarily responsible for seizure
 - f. Item location
 - g. Computerized entry
 - h. Need for continued retention
5. All associated incident files were reviewed to determine if continued detention of the item was required.

Audit Observations, Recommendations and Management Response

Observation #1

The use of the barcode scanning hardware has simplified the auditing process for inspection of general property and resulted in ease of recording.

Recommendation

- That continued use of the computer hardware/software capabilities be encouraged and expanded in order to facilitate proper inventory control.

Management Response

- Acknowledged

Observation #2

- Three property tags were found to have no signature from the OIC authorizing retention.

Recommendation

- That a Routine Order entry be made reminding all officers and supervisors of the necessity of proper completion of the document.

Management Response

- Acknowledged

Observation #3

- Seven items were found to be no longer in need of retention.

Recommendation

- That the continued practice of officer review of all items presently being held, and attributable to their respective investigations, continue in order to reduce the amount of property presently being held.

Management Response

- Acknowledged

Conclusion

The current system, maintained by the Exhibit Clerk, is effective in capturing the required information under the *Police Services Act* and Standard Operating Procedure LE-020. Other than what was identified above, all property inspected during the course of this exercise was found to have been the subject of proper and complete entries in the RMS.

The continued housing of property, particularly the unnecessary and prolonged retention of items, continues to be an area of concern that has been identified in numerous audits conducted by the Quality Assurance Officer.



North Bay Police Service

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Board Report

Date of Report: October 20, 2015
Date of Meeting: November 5, 2015

Mr. D. O'Connor, Chairman
and Members of the
North Bay Police Services Board

Subject: Mobile Crisis Annual Report

Recommendation: Information Item

Find attached a report prepared by Constable Erin Honeysett in relation to our Mobile Crisis Team's first year of operation.

As the Board is aware we ran this initiative as a pilot for six months in partnership with the North Bay Regional Health Centre (NBRHC) before deciding to implement it as a full-time program. One of the main goals of this partnership is to provide assistance and support to people in mental health crisis in our community in a more efficient, effective and compassionate manner. A secondary goal was to reduce wait times in the Emergency Department for both our officers and those in need of mental health assistance. We have experienced success in both areas.

As indicated in this report the one-year anniversary for this program was September 15, 2015. The Board can see from this report that our Mobile Crisis Team was kept extremely busy during their first year of operation. As indicated in this report, our police service responded to 2104 mental health related calls between September 15, 2014 and September 15, 2015. This translates to approximately 6 mental health calls per day.

There are a number of recommendations in this report including the possible expansion of this program and to attempt to obtain grant monies to support this program and possible expansion in the future. Our command staff, in partnership with NBRHC executive staff is exploring these possibilities.

I invite any questions or comments from the Board in relation to this report.

Sincerely,


Paul D. Cook, O.O.M.
Chief of Police



NORTH BAY POLICE SERVICE

1st Annual Report Mobile Crisis Team

Report Date: 2015/09/30
Author: Constable Erin Honeysett

A. MANDATE

The Mobile Crisis Team is a community based collaborative partnership between the NBRHC and the North Bay Police Service to respond to individuals or families experiencing behavioural health crisis, and reducing the immediate risk of danger to the individual or others.

The team consists of one plain clothed officer and one Registered Nurse experienced in mental Health Nursing. In some instances it may be necessary for the plain clothed officer to apprehend an individual and bring them to the NBRHC Emergency Department for further assessment.

This began as a 6 month pilot project that started on 15 September 2014 and has now become a permanent program within the North Bay Police Service organization. This has been operational for one(1) year. The police officers coverage is Monday to Friday from 8am to 6pm and the Registered Nurse hours are from 10am to 6pm with the officer.

Any emotionally disturbed occurrences are initiated through police emergency services. Once an initial assessment is complete and a safety plan devised, the team may plan a follow-up visit or to involve other agencies in the community. Any occurrences that occur while the team is not operational are followed up by the team as soon as practicable.

B. ACTIVITIES

From September 15, 2014 to September 15, 2015, there were **2104** Mental Health Related Calls for Service. That is an average of **6** Mental Health Calls for Service per day.

MOBILE CRISIS TEAM 2014-2015

MHA Calls For Service	2104
Face to Face Meetings	236
Individuals Brought to ER by MCT	49
Individuals Brought to ER by Police & MCT Assisted	50

Prior to the establishment of the Mobile Crisis program the North Bay Police only categorized mental illness or mental health issues as an apprehension of an individual under the Mental Health Act. Therefore, the statistical information collected by North Bay Police Service was very minimal.

The definition of mental illness that the Mobile Crisis team responds to is a recognized, medically diagnosable illness that results in the significant impairment of an individual's cognitive, affective or

relational abilities. This includes mood, anxiety, psychotic, concurrent (addictions and substance abuse) and personality disorders.

The Mobile Crisis Team provides a mobile response to individuals and/or families who identify as being in crisis and who are unable to attend community or hospital crisis services or individuals identified as in crisis and where mobile crisis services are appropriate.

For individuals that the Mobile Crisis Team attended to the ER at the North Bay Regional Health Center, We had an 80 percent admission rate whether on a Form 1, withdrawal management bed or inpatient unit bed. The individuals who were not brought to hospital were met with and assisted with initiating services in the community to case manage them.

All individuals with any type of mental illness that come into to contact with the North Bay Police Service are screened by Mobile Crisis Team and then proactive steps are initiated to ensure that services are being utilized and connected to them.

The Mobile Crisis Team is able to take over the apprehension for the officers at the hospital; therefore two patrol officers would be able to attend back into the community to answer calls for service.

It had been noted that the majority of calls for service involving mental health services would start around 2 pm and into the early evening hours with Fridays being consistently being the busiest day of the week. During the past year May, August and October were the busiest months for dealing with mental health calls and is not clear at this point in time as to the reasoning for this trend.

The next memorandum of understanding between the North Bay Police Service and the North Bay Regional Health Center is to be completed and signed to extend to December 2016 with the prospect of the Mobile Crisis program extending beyond the terms stated.

C. RECOMMENDATIONS

One of the recommendations for Mobile Crisis is to obtain funding possibly in the form of a grant to have access to an unmarked vehicle with a cage and leather seating to be more user friendly for the type of clientele being dealt with to transport. This would allow mobile crisis to be self sufficient and at the same time address the safety concerns with the current SUV being utilized by Mobile Crisis.

Another recommendation is to expand the Mobile Crisis program into the schools so that the principals are aware of the program and have access to utilize its services for school calls for service involving mental health. The Catholic School Board has utilized Mobile Crisis several times and as of recent the Public School Board has been informed of our services. This would provide more services to community schools that struggle with complex situations. All North Bay highschools have eliminated the vice principals positions as a cost saving measure as a result there is not enough resources or time do deal with the complex mental health issues with students attending these schools. There is also consideration to extend the Mobile Crisis local College and University for utilization.

A look at clients who are high users of crisis services, such as mobile crisis, who are aligned and involved with multiple community mental health and addictions services, needs an opportunity to have a healthy discussion involving leadership from the North Bay Police and affected community services.

A consideration of implementing a 2nd shift from 1600hrs to 2400hrs as a review of calls for service has shown approximately 85 percent of calls is from 0800hrs to 2400hrs.

Consider assisting inpatient psychiatry who provides the community follow up services by utilizing the mobile crisis team.

D. CONCLUSION

The partnership between the North Bay Police Service and the North Bay Regional Health Center appears to be moving in a strategic direction and an effective and efficient service to our community.

The vision of Mobile Crisis is to take a proactive response to dealing with mental health in our community.



North Bay Police Service

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Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

Board Report

Date of Report: October 27, 2015
Date of Meeting: November 5, 2015

Mr. D. O'Connor, Chair
and members of the
North Bay Police Services Board

Subject: Member Survey Report – Strategic Plan

Recommendation: Information Item

As the Board is aware we have a committee currently working on the Board's Strategic Plan 2016-2020.

As part of our efforts to obtain internal feedback we partnered with OraclePoll Research to conduct a survey of our members. Find attached a report prepared by OraclePoll in relation to our survey results.

The Board will note that 42 members took the time to complete this on-line survey. Responses were received in relation to multiple questions relating to our Strategic Plan. Questions varied from seeking input on our Mission Statement, Core Values and Corporate Logo to Strategic Issues, Policing Priorities and Challenges.

This report will be shared with our Strategic Planning Committee and the information contained in it will be used to assist us in drafting this Plan.

I invite any questions or comments from the Board.

Sincerely,

Paul D. Cook, O.O.M.
Chief of Police

Member
Survey Report
Prepared for



By



October 2015

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Methodology & Logistics

BACKGROUND

Oraclepoll Research Ltd. was commissioned by the North Bay Police Service to conduct survey research among its Members. The purpose of the research was to understand Member perceptions relating to a range of issues with respect to the 2016 Strategic Plan.

STUDY SAMPLE

The data was collected using CAWI (Computer Assisted Web Interviewing). Email introductions to complete the survey were sent by the North Bay Police Service. Follow up reminder emails to complete the survey were also sent to Members.

LOGISTICS

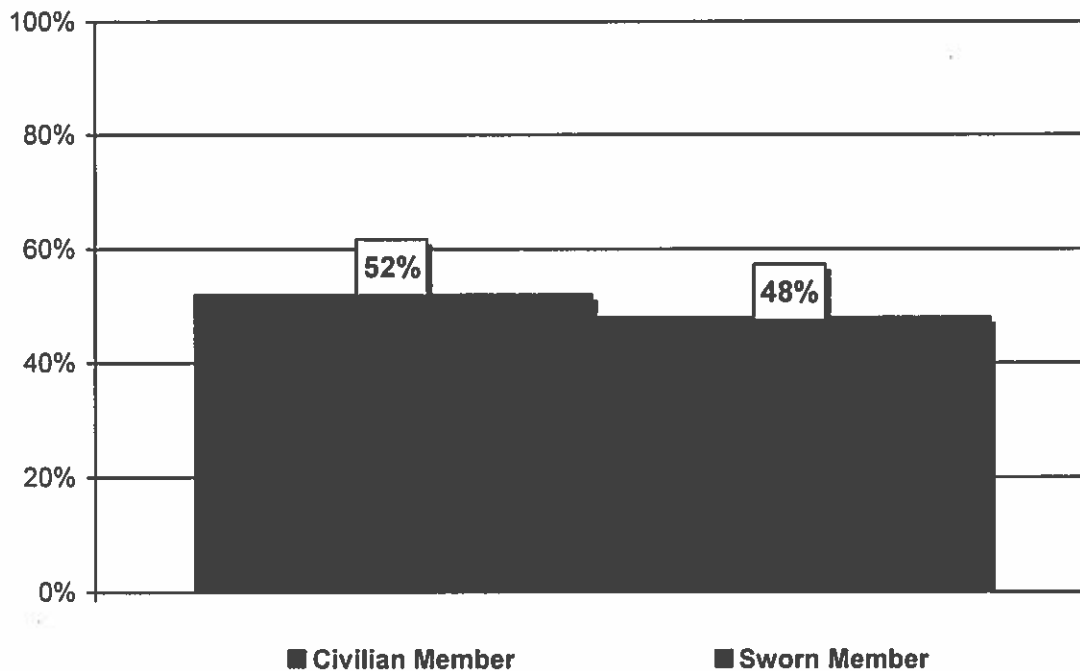
A total 42 Members completed survey questionnaires. All surveys were conducted between the days of September 23rd and October 16th 2015.

Executive Summary

RESPONDENT PROFILE

A total of 52% of those responding or n=22 were civilian Members and 48% or n=20 were sworn Members of the Police Service.

"Are you a civilian Member or a Sworn Member of the North Bay Police Service?"

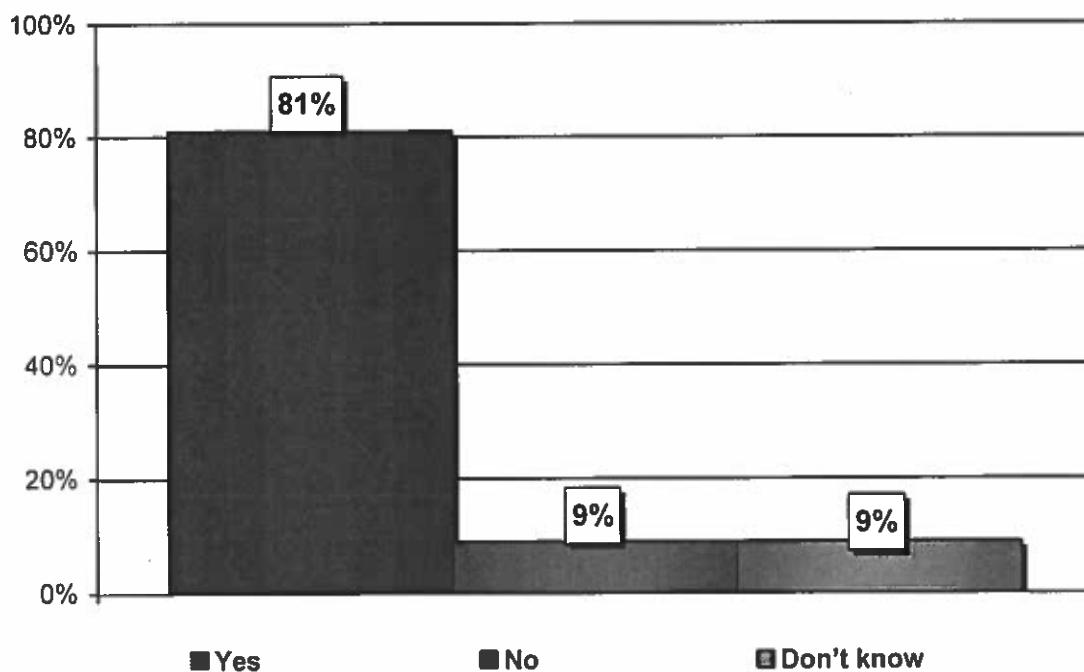


MISSION STATEMENT

Members were shown the mission statement of the Police Service and were then asked if it reflects the core purpose of the organization.

A mission statement is a written declaration of an organization's core purpose. It guides the strategic planning and decision-making of the organization. The North Bay Police Service's mission statement is : "Dedicated to service, committed to community."

"Does this statement adequately reflect our core purpose?"



Most or 81% (n=34) were of the opinion that the mission statement is an adequate reflection of the core purpose of the organization, while 9% or n=4 do not and 9% n=4 were unsure.

The n=8 of those that answered do not know or no were then asked about what words, expressions or ideas should be used by the Strategic Planning Committee when reviewing or revising the mission statement. The responses were as follows:

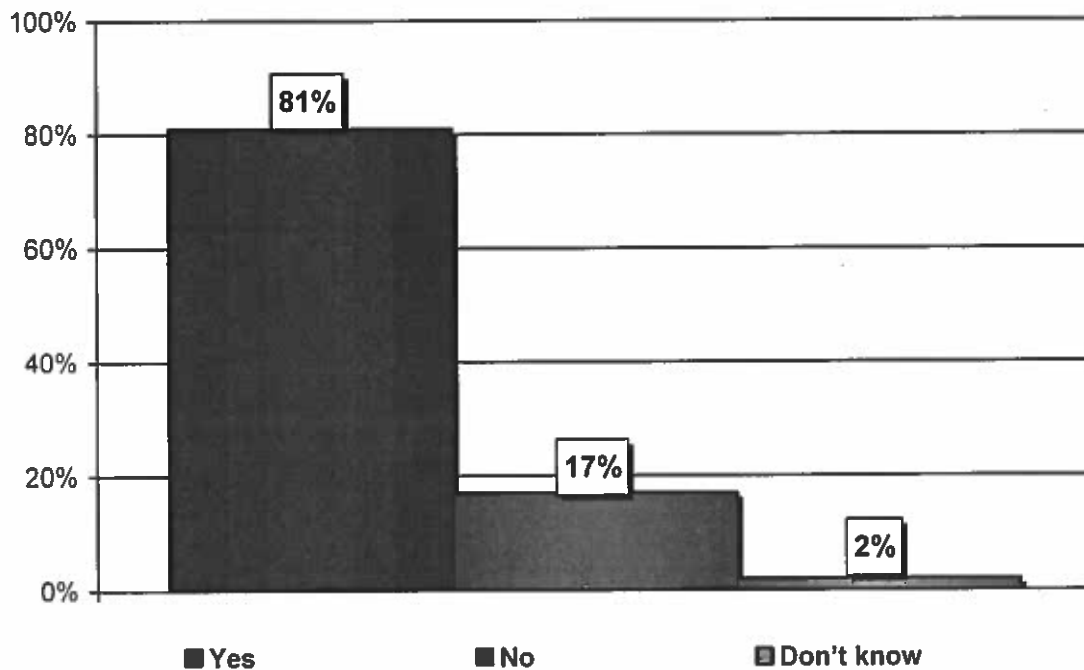
- *Making people feel safe / safety*
- *Protection / equality / honesty*
- *Caring / progressive / communication*
- *Don't know*

CORE VALUES

Members were then displayed the core values of the Police Service and were then asked if they adequately reflect the beliefs and principals of the organization.

Core values represent an organization's deeply held beliefs and principles. They are the fundamental forces that help guide and inspire each member's actions. The North Bay Services' core values are: "Excellence in policing"; "Pride in professionalism"; "Compassion for those in needs"; "Honesty Integrity Growth Teamwork"

"Do these core values adequately reflect the beliefs and principles of the North Bay Police Service?"



Once again a high 81% (n=34) were of the opinion that the core values adequately reflect the beliefs and principals of the Service, but 17% (n=7) do not and 2% (n=1) did not know.

When the n=8 of those that answered do not know or no were asked about what words, expressions or ideas should be used, n=3 of the n=8 had no comment, while the other responses included:

- Integrity
- Strength / honour / dedication / loyalty
- Pride
- Hiring / training / mentoring / professionalism

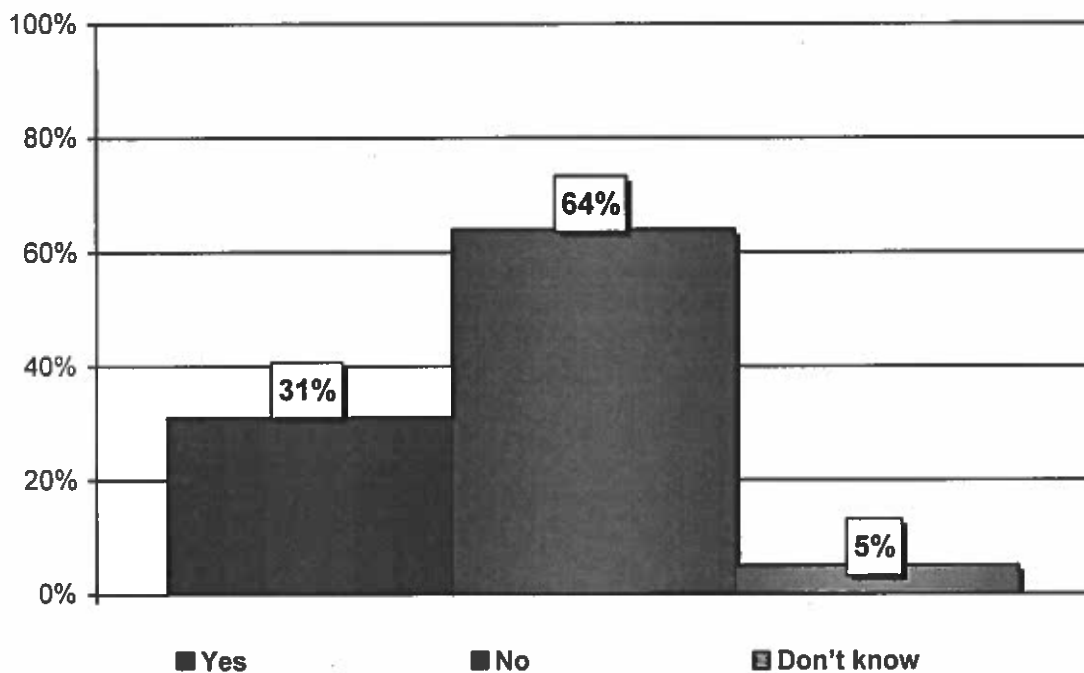
CORPORATE LOGO

The next question dealt with the logo of the North Bay Police Service. A descriptive outlining what a logo should contain was presented along with a visual of the emblem.

A good corporate logo is clear, memorable, timeless, versatile and appropriate. A well-designed logo means:

- 1. it looks as readable in black & white as it is in colour***
- 2. its elements are identifiable and easy to read in large and small sizes***
- 3. it is eye-catching and simple, not complex***
- 4. it builds trust and confidence in the organization because of its professionally-designed look***

“Do you think the North Bay Police Service’s logo should be redesigned within the next five years?”



A total of 64% or n=27 of respondents were of the opinion that the logo should not be redesigned in the next five years, while 31% or n=13 feel that it should and 5% n=2 were unsure. Respondents were asked to provide any comments about the logo or its re-design of which most or n=34 had none. Among those with an opinion, n=4 said that they like the current format, while there was one comment for each of it needing to be clearer, that it needs to be updated and that it should be bolder.

STRATEGIC ISSUES

The next section dealt with the six strategic issues that have been identified by the Strategic Planning Committee.

Training

First respondents were asked about training and they rated the importance of nine training methods.

"The 2010-2015 Strategic Planning Committee identified six strategic issues with the first being Training. Please rate the importance of the following training methods we offer or that you have received using a scale from one not at all important to five very important."

TRAINING METHODS	Total not important	Neutral	Total important	Not applicable	Don't know/unsure
Orientation	-	5%	93%	-	2%
Mentorship / Coaching	-	-	93%	2%	5%
Ontario Police College training	-	-	88%	7%	5%
In-service/ In-house training	-	5%	88%	-	7%
Seminars and workshops conducted by other organizations	-	10%	88%	2%	-
Training or educational courses obtained through our education subsidy policy	7%	17%	64%	5%	7%
Canadian Police College training	-	10%	62%	19%	10%
Video (Ontario Police Video Training Alliance)	7%	12%	55%	14%	12%
E-learning or online training	29%	21%	48%	-	2%

Highest rated in terms of importance (4-important & 5-very important) were orientation (93% or n=39) and mentorship / coaching (93%), next closely followed by Ontario Police College training (88% or n=37), in house training (88%) and seminars or workshops (88%). Lower rated but still by a majority in terms of importance were education subsidy training courses (62% or n=27) and Canadian Police College training (62% or n=26), while the lowest scored were video training by slightly more than half (55% or n=23) and e-learning (48% or n=20).

Below are comments related to training provided by Members at the end of the rating section.

- *More local / in-house training*
- *More training for dispatchers*
- *More overall training*
- *More access to educational subsidies*
- *Frontline training*
- *Better selection process*

In a final question on training, respondents were asked about their top three training priorities.

***"What three areas of training should the North Bay Police Service have as priorities?"
(MULTIPLE RESPONSES ACCEPTED)***

PRIORITY TRAINING AREAS MENTIONED	%
Criminal Investigations	20%
Front-line Policing	18%
Supervision	16%
Technology training	16%
Leadership training	13%
Employee Wellness	9%
Customer Service	7%
Health & Safety	2%

When combining the results from all the responses provided (n=121), criminal investigations training was most named with 20% of all answers, followed by front-line policing (18%), supervision (16%), technology (16%) and leadership (13%). Other lesser mentioned responses included employee wellness (9%), customer service (7%) and health and safety (2%).

Resource Allocation & Community Based Policing

The next two strategic issues that respondents were asked about were resource allocation and community based policing. They were asked to rate the importance of the following ten related programs and initiatives.

"The 2010-2015 Strategic Planning Committee also identified Resource Allocation as well as Community-based Policing as strategic issues. Please rate the important of the following other programs or initiatives to our Service using a scale from one not at all important to five very important."

Programs / Initiatives	Total not important	Neutral	Total important	Don't know/ unsure
Street Crime Unit	2%	-	93%	5%
School Liaison	2%	12%	81%	5%
Mobile Crisis	2%	14%	79%	5%
Fraud Coordinator/ Asset Forfeiture	-	14%	79%	7%
Youth Office	2%	19%	76%	2%
Autism Registry	12%	21%	64%	2%
The Gateway Hub	12%	21%	62%	5%
Drug Abuse Resistance Education (D.A.R.E.) Program	26%	17%	52%	5%
Bicycle Patrol	24%	38%	31%	7%
Snowmobile Patrol	45%	36%	14%	5%

The Street Crime Unit rated the highest in terms of importance at 93% (n=39). Other areas that rated highly were School Liaison at 81% (n=34), Mobile Crisis (79% or n=33) and the Fraud Coordinator (79%), followed by the Youth Office (76% or n=32). Programs or initiatives that were seen as less important were Autism Registry (64% or n=27), the Gateway Hub (62% or n=25) and D.A.R.E (52% or n=22). Lowest rated as importance programs were the Bicycle Patrol (31% or n=13) and especially the Snowmobile Patrol (14% or n=6).

There were only two comments at the end of this section and they were "priority should be based on position" and focus on "drug investigations".

Technology

With respect to the next strategic issue of technology, respondents were asked in an open ended question allowing for multiple responses to name the three areas of technology that the Police Service should have as priorities.

“Technology is another strategic issue identified by the 2010-2015 Strategic Planning Committee. What three areas of technology should the North Bay Police Service have as priorities?”

(MULTIPLE RESPONSES ACCEPTED)

PRIORITY TECHNOLOGY AREAS MENTIONED	%
911 Communications / Dispatch	17%
Computer hardware or software	13%
Criminal investigations	12%
Fleet, Front-line policing	12%
Mobile Workstations	9%
Hand-held devices	9%
Telephone and mobile technology	7%
Emergency Response	7%
Website & online services	7%
Intranet	6%
Call display / voicemail	2%

The n=121 answers from this question reveal a range of issues that are seen as priorities with no single one dominating. Answers included 911 dispatch, hardware and software, mobile technology to front line policing.

Human Resources

Another open ended question allowing for multiple answers was asked about the issue of Human Resources and what three areas the Police Service should focus upon.

“Also identified by the 2010-2015 Strategic Planning Committee as one of six strategic issues is Human Resources. What three areas of human resources should the North Bay Police Service have as priorities?”

(MULTIPLE RESPONSES ACCEPTED)

PRIORITY HR AREAS MENTIONED	%
Training	24%
Recruitment / Hiring	22%
Employee Wellness	21%
Promotions / Orientation	13%
Retention	13%
Health & Safety	8%

When combining the results from the n=119 responses to this question, training was most mentioned, next by recruitment or hiring and employee wellness. Also mentioned were promotions, retention and health and safety.

Communications

With respect to the final strategic issue of communications, respondents were asked to name the three issues in this issue area that the Police Service should have as a focus.

***“As well, the 2010-2015 Strategic Planning Committee identified Communications as one of its strategic issues. What three areas of communications should the North Bay Police Service have as priorities?”
(MULTIPLE RESPONSES ACCEPTED)***

PRIORITY COMMUNICATIN AREAS MENIONED	%
Internal communication issues	29%
Media relations	20%
Website content	18%
Joint events with community partners	17%
Other social media	9%
Twitter presence	5%
Group tours and talks	2%
Employee wellness and communication	1%

There were n=112 responses with the most combined mention being internal communications, followed by media relations, the website and having joint events with community partners.

STRATEGIC ISSUES – PRIORITY RANKING

Respondents were then asked to rank in order of priority importance each of the six issues that have been identified in the Strategic Plan.

“Considering all of the six issues identified in the Strategic Plan, please rank them in priority order of importance 1 being the MOST important and 6 being the LEAST. This is a ranking (not rating) in order question from one through to six.”

PRIORITY RANKING OF SIX ISSUE AREAS	Mean Score
Training	2.0%
Communication	3.2%
Resource allocation	3.2%
Community based policing	3.5%
Technology	3.8%
Human resource management	4.5%

Ranked highest as a priority with a mean score of 2.0 was training, while communication (3.2), resource allocation (3.2) and community based policing (3.5) fell in the mid range of priorities. Lesser ranked was technology with a mean score of 3.8 and lowest scored was the issue of human resource management at 4.5.

Members were asked to provide comments or suggestions about issues not covered in the past strategic plan that they would like to see addressed. While most or n=37 had no comments, the following are the suggestions that were provided.

- Feel that the mission statement is not sincere
- Succession planning and redistribution of human resources
- The promotion process
- Promote the community work we do
- Detailed analysis of policing activities to determine most appropriate schedules and service needs

CHALLENGES

In a question that allowed for multiple responses, those surveyed were asked to name the most significant challenges that they felt will face the Service over the next five years.

"What do you believe are the three most significant challenges the North Bay Service will face in the next 5 years?"

(MULTIPLE RESPONSE ACCEPTED)

	%
Reduced budget	33%
Competition from other Police Services	18%
Staff recruitment / retention	15%
Experience and corporate knowledge	15%
Loss due to upcoming retirements/resignations	12%
Employee moral	3%
Public perception	2%
Increase in cyber-crimes	2%
Resource allocation	1%
Outsourcing of civilian positions	1%

A total of n=116 responses were provided to this question and the issue with the highest combined total of replies was budget reduction (33%). The next most named area related to concern over the potential competition from other Police Services (18%), followed by staff recruitment / retention (15), experience and corporate knowledge (15%) and the loss of staff (12%).

POLICING PRIORITIES

In a final question once again allowing for multiple answers, Members were asked what they felt should be the top three policing priorities for the Service.

"In your opinion what should be the top three policing priorities for the North Bay Police Service over the next 5 years? "
(MULTIPLE RESPONSE ACCEPTED)

	%
Don't know / no comment	29%
More / improved training	12%
Accountability / discipline issues	10%
Resource allocation / budget	9%
Increased public support / public perception	9%
Recruitment / hiring process	7%
Keeping up with technology / dealing with cyber-crimes	6%
Proper promotion system	3%
Drugs	3%
Dealing with mental health cases	3%
Communication	3%
Service delivery	1%
Job cuts / contracting out jobs	1%
A new Chief	1%
Domestic violence cases	1%
Moral issues	1%

There were n=69 responses to this question and the results reflect a wide range of opinions from improved training, accountability, budget issues, public perception / communications, human resources and technology.



North Bay Police Service

P.O. Box 717, 135 Princess Street West, North Bay, ON P1B 8J8

705-497-5555 FAX 705-497-5591

Website: www.northbaypolice.on.ca

Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

Board Report

Date of Report: October 29, 2015
Date of Meeting: November 5, 2015

Mr. D. O'Connor, Chair
And members of the
North Bay Police Services Board

Subject: Contingency Account – Seized and Unclaimed Monies

Recommendation: That the Board hereby resolves to, “deposit \$3,369.21 in seized and unclaimed monies into the contingency line in the Board’s 2015 Operating Budget.”

Section 132 of the *Police Services Act (PSA)* states:

- (1) This section applies to personal property of all kinds, except firearms and money that comes into the possession of a police force under either of the following circumstances:
 1. The property was stolen from its owner or was found abandoned in a public place, and the chief of police is unable to determine who owns it.
 2. The property was seized by a member of the police force in the lawful execution of his or her duties, all legal proceedings in respect of the property have been completed, there is no court order for its disposition and there is no legal requirement, apart from this section, that it be retained or disposed of.
- (2) The chief of police may cause the property to be sold, and the board may use the proceeds for any purpose that it considers in the public interest.

Section 133 of the *PSA* states:

- (1) This section applies to money that comes into the possession of a police force under the circumstances described in paragraph 1 or 2 of section 132(1).
- (2) The money shall be accounted for according to the prescribed method.

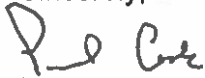
- (3) If three months have elapsed after the day the money came into possession of the police force and the owner has not claimed it, the board may use it for any purpose that it considers in the public interest.

On July 16, 2015 and again on August 10, 2015 reports were prepared Ms. Linda Brogan our Exhibit/Property Clerk in relation to seized and unclaimed monies, which have been in our possession over the past several years, that can be turned over to the Board. The July Report related to \$823.20 and the August Report related to \$2,546.01 for a total of \$3,369.21.

I request the above noted Resolution be passed to have these monies deposited into the contingency line of the Board's 2015 Operating Budget.

I invite any comments or questions from the Board.

Sincerely,



Paul D. Cook, O.O.M.
Chief of Police



North Bay Police Service

P.O. Box 717, 135 Princess Street West, North Bay, ON P1B 8J8

705-497-5555 FAX 705-497-5591

Website: www.northbaypolice.on.ca

Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

Board Report

Date of Report: October 28, 2015
Date of Meeting: November 5, 2015

Mr. D. O'Connor, Chair
and members of the
North Bay Police Services Board

Subject: Contingency Account – Families First

Recommendation: That the Board hereby resolves, "to donate \$250.00 from the contingency line in the Board's Budget to support the 2015 Families First Celebrations."

Find attached correspondence forwarded to the Board Chair from Ms. Erin Vaughan, Community Event Facilitator from the City of North Bay on behalf of the 2015 Families First Celebrations. This year's event is scheduled for December 31st at Thomson Park, Memorial Gardens and the YMCA.

The Board has provided support to this worthwhile community event for the past several years.

The current balance in the contingency line of the Board's Operating Budget is \$1,448.15.

I am recommending the Board pass the above noted resolution to provide \$250.00 to support this event again this year.

I invite any comments or questions from the Board.

Sincerely,

Paul D. Cook, O.O.M.
Chief of Police



Parks, Recreation & Leisure Services
Direct Line: (705) 474-0626, Ext. 2312
Fax Line: (705) 474-9782
E-mail: Erin.vaughan@cityofnorthbay.ca

October 15, 2015

Chair Person
North Bay Police Board
135 Princess Street West
North Bay, ON P1B 6C2

Dear Chair Person:

Re: 2015 Families First Celebrations

Our twenty-second annual Families First New Year's Eve Celebration hosted by the City of North Bay is scheduled to take place at Thomson Park, Memorial Gardens and the YMCA on December 31, 2015. New Year's Eve will be here before we know it so plans are already underway to create a fun, safe, action-packed and alcohol-free celebration for all families.

On behalf of the Families First Committee, I would like to encourage your involvement by inviting you to become a 2015 sponsor for this year's festivities. Every year it gets larger and better, and this year will be no exception. It is the generosity of our sponsors that allows us the opportunity to offer the families of North Bay a New Year's Eve to remember in a happy and safe environment. Through donations from local sponsors, we provide this event to the public free of charge.

The North Bay Police Board has donated in the past and we are hoping it will be able to help us with a donation this year. We look forward to your involvement in this fantastic community celebration! A committee member will be in touch with you in the near future. If you have any questions, please do not hesitate to call me.

Thank you in advance for your consideration.

Sincerely,

Erin Vaughan
Community Event Facilitator