



NORTH BAY POLICE SERVICES BOARD

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



OPEN SESSION AGENDA December 11, 2017 @ 10:00 hours

- | | | |
|----|--|----------------|
| 1. | Approval of Agenda | Chair |
| 2. | Approval of Minutes of Open Session meeting of November 21, 2017 | Chair |
| 3. | Business Arising: nil | Chair |
| 4. | Correspondence | Chief |
| 5. | Contingency Requests | Chief |
| 6. | Taxi Business: Taxi Driver License Applications | Chief |
| 7. | Reports: | |
| | Chief's Monthly Activity | Chief |
| | Chief's Expenses | Chief |
| 8. | Association Report: | NBPA Designate |



**MINUTES OF OPEN MEETING
North Bay Police Services Board
November 21, 2017**

Present:

Board Members: Dennis O'Connor, Chair, William Hagborg, Vice-Chair, Mac Bain, Allan McDonald, Tiziana Silveri

Police Service: Chief Shawn Devine

Board Solicitor:

Ministry Representative: Graham Wight

Association: Peter Brunette

Guests: The Media

Regrets: Deputy Chief Scott Tod, Peter Leckie

Secretary: Carol Miller

Call to Order

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

Approval of Agenda:

Resolution: #148-2017

Moved by Allan McDonald, Seconded by Tiziana Silveri

The North Bay Police Services Board hereby resolves to:

"Accept the Agenda as presented for the Open Session Meeting to be held on November 21, 2017".

Carried

Approval of Minutes:

Resolution: #149-2017

Moved by Mac Bain Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Adopt the Minutes of the Open Meeting held on October 10, 2017".

Carried

Business Arising from Previous Meeting

There was no business brought forward from the previous meeting.

Correspondence:

Correspondence presented at this meeting included: thank you to Cst. Brown from the Kennedy Family for his assistance involving a death, by natural cause; for helping with the Home Depot Kids Workshop, and, a thank you from a resident of the Thibeault Terrace sub-division to all members of the Service.

Resolution: #150-2017

Moved by Allan McDonald, Seconded by Tiziana Silveri
The North Bay Police Services Board hereby resolves to:
"Note and file the correspondence received".

Carried

Contingency Request - 2017 Families First Celebrations

Resolution: #151-2017

Moved by Tiziana Silveri, Seconded by William Hagborg
The North Bay Police Services Board hereby resolves to:
"Donate \$250.00 from the contingency line in the 2017 Operating Budget to assist with the 2017 Families First Celebrations".

Carried

Taxi Business:

Resolution: #152-2017

Moved by Tiziana Silveri, Seconded by Mac Bain
The North Bay Police Services Board hereby resolves to:
"Approve the (3) three taxi license applications for October 2017 as recommended by the Chief of Police in his letter dated December 1, 2017".

Carried

Reports:

Chief and Deputy Chief's Monthly Activity Report – October 10 – November 18, 2017

Monthly activities attended by the Chief and / or the Deputy Chief since the last Board meeting included - Local events: meeting with Thibeault Terrace, Home Owners group; meeting at Canadore>Nipissing Off Campus Housing: Good Neighbour Working Group; Gateway HUB discussion and Executive Meeting; CYAC Committee meeting; discussion on Dispatching with North Bay Fire and Rescue; Amelia Rising Take Back the Night; ECC Committee planning and invitation DEN Information session; Board of Directors Gathering Place meeting; Bring Your Kids to Work; and Survivor Sexual Violence Review training.

Out of town events included: OACP presentation; OIPRD meeting with Director Gerry McNeely; OACP CEO training base; Information Access and Privacy Form meeting; OPTIC Board meeting; CISO Governing Body meeting; E-Crime meeting and first APP Advisory Committee meeting; CISO meeting all held in Toronto.

Chief's Personal Expenses

Resolution: #153-2017

Moved by Tiziana Silveri, Seconded by William Hagborg
The North Bay Police Services Board hereby resolves to:
"Acknowledge receipt of the Chief's personal expenses from October 2017".

Carried

Statistical Reports - September 2017

Deputy Chief Tod presented the Condensed Monthly Statistical Report and the Revised Condensed Monthly Statistical Report for the month of September. He indicated a rise of 257 more calls for service from 2016. Eighty four (84) motor vehicle accidents were investigated with 16 accidents resulting in injuries to 22 persons. Within the last two days, 18 motor vehicle accidents have occurred. It is important to get snow tires installed. Overall, criminal offenses totals are down slightly, calls for service are up and police activity is down.

Resolution: #154-2017

Moved by Mac Bain, Seconded by Tiziana Silveri

The North Bay Police Services Board hereby resolves to:

"Accept the Condensed Monthly Statistical Report and the Revised Condensed Monthly Statistical Report for the month of September 2017 as presented".

Carried

Quarterly Report - 2017 Budget

As required by Board resolution, the quarterly budget report as of September 2017 was presented by the Chief to the Board. Following questions for clarification, the Chief will forward a copy of the report to City Council for their information. The Chief indicated that as of 2017, the Police Services Board are as close to a balanced budget as possible.

Building Facility Condition Assessment and Suitability Analysis

The Chief provided an information report on the on the Building Facility Condition Assessment and Suitability Analysis. The history of major upgrades and repairs was outlined along with the source of funding used to execute these repairs. An assessment provided by the firm of Rebanks Pepper and Littlewood Architects outlined three (3) key reasons why the present building was not suitable to meet the ongoing needs of the Service. They also provided three (3) options: repair; expand; or replace. The most cost effective solution would be to acquire new property and replace the present building at the cost of approximately \$17 million. It is up to the Board to request the Capital Funding. The request to complete this assessment at the request, some time ago of City Hall Stagg. The Chief noted that the custodial staff are doing a good job of looking after this 47 year old building. A copy of the complete report (in excess of 200 pages) is available from Mr. Lalande, in the Office of the Chief.

Resolution: #155-2017

Moved by Mac Bain, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Request Capital Funds from the City of North Bay for the construction of a new building to house the North Bay Police Service".

Carried

Ministry Strategy for a Safer Ontario

The Ministry of Community and Safety Correctional Services through its Strategy for a Safer Ontario aims to standardize legislation to align police service delivery across the province. This will be accomplished by strengthening partnerships between police and the communities that they serve, enhancing consistent oversight and accountability by ensuring police services meet the needs of the community. Mandated Community safety and well-being (CSWB) will lead to a more active role by the Ministry. Municipalities will also be accountable and Police Services Boards will be mandated to develop the new plans and align their Strategic Plans with the CSWB plan. The Police Services Board is well positioned for these changes however, the municipality may not be as well prepared. This legislation will likely mean a rise in training and legal costs, and additional time requirements for Board members to undergo training with possible changes to board composition. Now in Second Reading, this Bill is expected to be implemented, for the most part in 2019.

2016 Annual Report on Policing in North Bay and Callander

The 2016 Annual Report on Policing in North Bay and Callander was presented by the Chief and highlighted area statistics . He thanked, Insp. Rob Jerome and Aline Major for creating this document. Copy will be available on-line with printed copies being available soon.

The Chair thanked the Chief for the outstanding work of the Service.

Association Update:

The President, Peter Brunette reported that he had had the opportunity to attend the Legislature and meet and discuss with Vic Fidelli, MPP for Nipissing. He was in attendance for the reading of Bill 175, the Safer Ontario Act. He discussed the cutbacks to Health funding that impacts on policing and municipalities. Police are everyone's last resort.

The Chair thanked the President for his report.

Adjournment:

Resolution: #156-2017

Moved by Mac Bain, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

“Adjourn the Open Portion of the meeting held on November 21, 2017 at 1021 hours.”

Carried

The next Board meeting will be held on Monday, December 11, 2017.

Chair

November 21, 2017

Secretary



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

Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: December 06, 2017

Date of Meeting: December 11, 2017

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

Subject: Contingency Account – 22 Wing CFB North Bay

Recommendation: That the Board hereby resolves “to donate \$150.00 from the contingency line in the Board’s 2017 Budget to support the 22 Wing Coach4Food Traffic Stop.”

Please find attached correspondence from Captain McLaren requesting once again for our assistance during the 22 Wing Coach4Food Traffic Stop in support of the Food Bank. For several years we have assisted with this event in order to draw attention to those in need during the holidays.

Along with our attendance at this event, I believe a donation of \$150.00 from the Contingency line in the Operating Budget will be well received. The current balance in the contingency line of the Board’s 2017 Operating Budget will support the donation.

I am recommending the Board pass the above noted resolution to provide them with financial support.

I invite any comments or questions from the Board.

Sincerely,

Shawn Devine
Chief of Police



North Bay Police Service

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Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: December 06, 2017
Date of Meeting: December 11, 2017

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

Subject: Contingency Account – Moose FM Christmas Radiothon

Recommendation: That the Board hereby resolves “to donate \$150.00 from the contingency line in the Board’s 2017 Budget to support the Annual Moose FM Christmas Radiothon.”

The Annual Moose FM Kids Christmas Radiothon is officially underway. Each year Moose FM hosts a radiothon to help raise money for the Santa Fund. The Santa fund hopes to raise \$150,000 to help over 750 families in the area.

I believe a donation of \$150.00 from the Contingency line in the Operating Budget will be well received. The current balance in the contingency line of the Board’s 2017 Operating Budget will support the donation.

I am recommending the Board pass the above noted resolution to provide them with financial support.

I invite any comments or questions from the Board.

Sincerely,

Shawn Devine
Chief of Police



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Shawn Devine
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Scott Tod
Deputy Chief of Police

Board Report

Date of Report: December 06, 2017

Date of Meeting: December 11, 2017

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

Subject: Contingency Account – Community Christmas Day Dinner

Recommendation: That the Board hereby resolves “to donate \$150.00 from the contingency line in the Board’s 2017 Budget to support the Community Christmas Day Dinner Committee.”

Please find attached correspondence that was received from the Community Christmas Day Dinner Committee requesting support for their event to be hosted at the Pro-Cathedral on Christmas Day. We were involved in supporting this community event last year.

I believe a donation of \$150.00 from the Contingency line in the Operating Budget will be well received by the Committee. The current balance in the contingency line of the Board’s 2017 Operating Budget will support the donation.

I am recommending the Board pass the above noted resolution to provide them with financial support.

I invite any comments or questions from the Board.

Sincerely,

Shawn Devine
Chief of Police



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Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: December 06, 2017
Date of Meeting: December 11, 2017

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

Subject: Contingency Account – Salvation Army North Bay

Recommendation: That the Board hereby resolves “to donate \$150.00 from the contingency line in the Board’s 2017 Budget to support the Salvation Army North Bay Christmas Cheer Appeal.”

Please find attached correspondence that was received from the Salvation Army North Bay requesting support for their Christmas Cheer Appeal fund raising campaign. The monies raised through their Christmas Cheer Appeal Campaign remain in North Bay and area.

I believe a donation of \$150.00 from the Contingency line in the Operating Budget will be well received by the Committee. The current balance in the contingency line of the Board’s 2017 Operating Budget will support the donation.

I am recommending the Board pass the above noted resolution to provide them with financial support.

I invite any comments or questions from the Board.

Sincerely,

Shawn Devine
Chief of Police



Giving Hope Today



The Salvation Army North Bay
Christmas Cheer Appeal
P.O. Box 56
North Bay, ON P1B 8G8

Christmas 2017

Greetings,

Please say, "I Care"

Christmas and Caring are two words that share the same meaning. Christmas time, like no other season of the year, is when we express care through the gift of giving.

This Christmas, and throughout the year there are many children and adults in the community who need to know that someone cares. The monies raised through our Christmas Appeal, Kettle Campaign, and other activities, remain in North Bay and area, supporting our neighbours in need. In 2017, the Salvation Army North Bay used \$6250 of our funds to send children to camp. In addition, The Salvation Army North Bay continues to provide over \$7500 in food per month through our Food Bank to individuals and families in need. In continuing with on-going tradition of over 100 years of service to North Bay and area, we provided the necessities for approximately 700 Christmas meals for families and individuals during the 2016 Holiday Season. With generous support from individuals like yourself, we will be able to continue with these programs for our community.

Daily the Salvation Army is reaching out to those who are in need. You can reach out too! Your tax-deductible gift will help to provide assistance at Christmas and continue to provide emergency relief and programming throughout the year.

Your Community Thanks You

Name: _____

Mailing Address: _____

City/Town: _____ Postal Code: _____

Enclosed is my cheque payable to The Salvation Army Christmas Appeal

Charitable registration # 30-05-688 RR 0255 Income tax receipt # 113284810 2015-0-5-0 000000

© 2017 The Salvation Army (Canada) Inc. 113284810 2015-0-5-0 000000

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North Bay Police Service

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Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: December 06, 2017

Date of Meeting: December 11, 2017

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

**Subject: Contingency Account – Low Income People Involvement
(LIPI) of Nipissing**

**Recommendation: That the Board hereby resolves “to donate \$150.00 from the
contingency line in the Board’s 2017 Budget to support their
23rd Annual Santa Needs Help Campaign.”**

Please find attached correspondence that was received from the Low Income People Involvement of Nipissing requesting support for their Santa Needs Help Campaign. Last year LIPI was able to provide toys to over 1100 local children for Christmas.

I believe a donation of \$150.00 from the Contingency line in the Operating Budget will be well received by the Committee. The current balance in the contingency line of the Board’s 2017 Operating Budget will support the donation.

I am recommending the Board pass the above noted resolution to provide them with financial support.

I invite any comments or questions from the Board.

Sincerely,


Shawn Devine
Chief of Police

L.I.P.I. 23RD ANNUAL SANTA NEEDS HELP CAMPAIGN

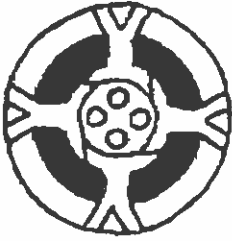
Please help us again in ensuring that all of the children in our community experience the joy of *Santa* this holiday season.

Last year we were able to bring happiness to over 1100 children. If you wish to make a donation of new or used toys; want to participate in our adopt a family program; require a pickup of collected toys; or wish to volunteer your time, please call the L.I.P.I. office at (705) 472-1337 or drop by and see us at
127 Main Street East.

Toy donations can be dropped off at our office. If you wish to make a monetary donation, (for all monetary donations over 10.00\$ L.I.P.I. will issue a Charitable Tax Receipt) please make the cheque payable to:

L.I.P.I. Toy Drive

**THANK YOU AND SEASON'S GREETINGS FROM
L.I.P.I. - LOW INCOME PEOPLE INVOLVEMENT OF NIPISSING**



L.I.P.I. / C.G.F.R.

LOW INCOME PEOPLE INVOLVEMENT OF NIPISSING

CONCERTATION POUR GENS À FAIBLE REVENUE

127 Main Street East, North Bay, Ontario, P1B 1A9

P#: (705) 472-1337 | F#: (705) 472-4454 | lipi@lipinipissing.com

L.I.P.I.

Service Bilingue

The right to maintain dignity, the right to self-development, and the opportunity to achieve should not be denied or discouraged in anyone.

Le droit de maintenir sa dignité, le droit de se développer et que l'opportunité de réussir ne devrait ni être niée ni enlevée à qui que ce soit.

November 14, 2017

We at L.I.P.I. - Low Income People Involvement of Nipissing are once again collecting new and gently used toys for our **23RD ANNUAL SANTA NEEDS HELP CAMPAIGN.**

Our community campaign last year was very successful! Thanks to the generosity of caring and compassionate people in our community, we were able to put a smile on the faces of 1117 children (574 families) last Christmas morning.

While many of the names change over time, the needs remain. Many families struggle through this festive season. We are looking forward to working with the Community again this year to **HELP SANTA** reach all the children, relieve some stress and enjoy sharing the holiday season.

PLEASE HELP US ENSURE ALL CHILDREN IN OUR COMMUNITY EXPERIENCE THE JOY OF SANTA THIS HOLIDAY SEASON!

Please feel free to contact our office at (705) 472-1337 if you have any questions about applying or donating. Arrangements can also be made for toy pickups. Toys can be dropped off at the L.I.P.I. office (127 Main Street East) from 10AM-4PM. For cash donations over 10.00\$ L.I.P.I. will issue a charitable tax receipt.

Thank you and all the best,

Lana Mitchell
L.I.P.I. Executive Director



North Bay Police Service

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Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: December 06, 2017
Date of Meeting: December 11, 2017

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

Subject: Contingency Account – Coach4Food

Recommendation: That the Board hereby resolves “to donate \$150.00 from the contingency line in the Board’s 2017 Budget to support the Coach4Food Program.”

The Coach4Food program has been revived. Debbie and Heath Marson, both a longtime manager and coach in minor hockey and also key contributors to North Bay's winning Hockeyville campaign in 2007, are coordinating the new version of the program after founder Tom Hedicar stepped away from the program back in 2015 after a decade of running practices for hockey teams who traded the ice time with Tom for large quantities of food for the North Bay Food Bank.

I believe a donation of \$150.00 from the Contingency line in the Operating Budget will be well received. The current balance in the contingency line of the Board's 2017 Operating Budget will support the donation.

I am recommending the Board pass the above noted resolution to provide them with financial support.

I invite any comments or questions from the Board.

Sincerely,

Shawn Devine
Chief of Police



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Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: December 06, 2017

Date of Meeting: December 11, 2017

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

Subject: Contingency Account – North Bay Santa Fund

Recommendation: That the Board hereby resolves “to donate \$150.00 from the contingency line in the Board’s 2017 Budget to support the annual North Bay Santa Fund.”

This marks the 70th anniversary of the North Bay Santa Fund. Every year, thanks to this initiative, donations are raised to support those in need in our community over the holiday season. Volunteers assemble over 750 baskets of groceries and over 1,700 toys to be delivered to families and children in the North Bay area. Members of our Service have been involved in supporting this community initiative for the past several years.

The Board has provided a donation in support of the annual Santa Fund for the last number of years. The current balance in the contingency line of the Board’s Operating Budget will support this donation.

I am recommending the Board pass the above noted resolution to provide financial support to the North Bay Santa Fund.

I invite any comments or questions from the Board.

Sincerely,

Shawn Devine
Chief of Police



North Bay Police Service

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Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

December 1, 2017

CHAIR AND MEMBERS

North Bay Police Service Board

Re: Taxi Driver Licence Applications – November 2017

Dear Sir:

The following two (2) individuals were issued with a Taxi License. It is recommended that these License Application be approved.

BADGE #	DRIVER NAME	TAXI STAND
9	Michael Clark	UNION
48	Brian Lamabe	5-0 Cab

Sincerely,

Shawn Devine
Chief of Police

/kp



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Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report:

Date of Meeting:

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

**Subject: Chief and Deputy Chief Monthly Activity Report – November
17, 2017 to December 11, 2017**

Recommendation: Information Item

The following are items of interest and special events that Deputy Chief Scott Tod and I represented the North Bay Police Service at since our last Board meeting that does not merit separate reporting:

- 17Nov2017 – Chief – Media launch for the Salvation Army Kettle Drive kick-off
- 22Nov2017 – Chief - MADD Christmas RIDE Media kick-off.
- 23Nov2017 – Chief – Special Olympics OHL puck drop at Memorial Gardens fundraiser
- 24Nov2017 – Chief – Attended Constable Gerry Martin's father's funeral
- 24Nov2017 - Chief – Festive RIDE media kick-off with partners OPP, Ambulance Service, North Bay Fire and Military Police
- 27Nov2017 - Chief - Meeting with North Bay Fire & Rescue Chief & Deputy with regards to partnership and budget discussions
- 29/30Nov2017 – Chief - OPC Graduation for Cadet Cole Oerton
- 01Dec2017 - Chief - White Water Gallery World AIDS day, Red Scarf media kick-off
- 05Dec2017 - Chief - Ms. Susan Cousineau's father's funeral
- 07Dec2017 - Chief – 106 The Moose Santa Fund fundraiser

Page 2 of 2
Date of Report:
Date of Meeting:

Subject: Chief and Deputy Chief Monthly Activity Report – November 17, 2017 to December 11, 2017

I invite any comments or questions from the Board.

Sincerely,


Shawn Devine
Chief of Police



North Bay Police Service

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Shawn Devine
Chief of Police

Scott Tod
Deputy Chief of Police

Board Report

Date of Report: December 07, 2017
Date of Meeting: December 11, 2017

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

Subject: Personal Expenses

Recommendation: That the Board hereby resolves to, "Acknowledge receipt of the Chief's personal expenses from November, 2017."

Board By-law #05/01 directs the Chief of Police to submit personal expenses to the Board on a quarterly basis. The expenses reported on should include credit card invoices and per diem expenses. Enclosed are Visa statements outlining my expenses for the dates stated. The table below breaks out these expenditures.

Date	Comments	Accommodation	Per Diem	Mileage
29/30Nov 2017	Ontario Police College March Pass	\$199.02	\$76.00	\$472.05

I invite any questions or comments from the Board.

Sincerely,


Shawn Devine
Chief of Police



North Bay Police Service Expense Report

Employee Name: Shawn Devine **Employee/Badge #** 5614
Details of Travel, Event or Item: OPC March Pass **Date(s):** 29/30ct2017
Investigation Occurrence # _____

Transportation	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total (B)		
Total Mileage @.45 /km				\$225.45	\$246.60			\$472.05		
Fuel, Oil, Maintenance								\$0.00		
Parking & Tolls								\$0.00		
Auto Rental								\$0.00		
Taxi, Shuttle, Air, Rail, Bus								\$0.00		
Transportation Total	\$0.00	\$0.00	\$0.00	\$225.45	\$246.60	\$0.00	\$0.00	\$472.05		
Meals & Lodging										
Hotel, (Including Parking, etc)					\$199.02			\$199.02		
Breakfast \$12 /day					\$12.00			\$12.00		
Lunch \$21.00 /day								\$0.00		
Dinner \$32.00 /day				\$32.00	\$32.00			\$64.00		
Prisoner Meals								\$0.00		
Meals & Lodging Total	\$0.00	\$0.00	\$0.00	\$32.00	\$243.02	\$0.00	\$0.00	\$275.02		
Miscellaneous										
Daily Training Allowance								\$0.00		
Miscellaneous/Other								\$0.00		
Registration								\$0.00		
*Hospitality/Other(see below)								\$0.00		
Miscellaneous Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Per Day Total (A)										
	\$0.00	\$0.00	\$0.00	\$257.45	\$489.62	\$0.00	\$0.00			
Column (A) & (B) must cross total							Total Expenses Above:		\$747.07	
TMAAR Issued								Subtract payment advances:		
							Subtract amounts charged to Dept. Visa #		:	
							Subtract amounts charged to Dept. Visa #		:	
							Balance owing to member/ Refund to the North Bay Police Service(\$):		747.07	
							Course Registration to be Invoiced:			

*Explanation of Hospitality/Other Charges:
 OPC March Pass Cadet Recruit Cole Oerton

Crown Bill Back: Y <input type="checkbox"/>	Itemized Receipts required		Additional information required for Crown Bill Back		
Prisoner Name	Location	Occurrence #	Escorting Officers		Warrant #
Departure Date	Departure Time		Return Date	Return Time	
Odometer Start	Odometer Finish				

Submitted By: _____ Date: _____ Advance Request
 Approved by Supervisor: _____ Date: _____
 Chief's Office Approval: _____ Date: _____ Revised: 2015-05-23