



# **NORTH BAY POLICE SERVICES BOARD**

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



## **OPEN SESSION AGENDA February 18, 2014 1100 Hours**

- |                                                                                                                                                                                                                                                         |                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 1. Approval of Agenda                                                                                                                                                                                                                                   | Chair                                              |
| 2. Approval of Minutes of Open Session meeting of January 1, 2014                                                                                                                                                                                       | Chair                                              |
| 3. Business Arising:<br>Nil                                                                                                                                                                                                                             | Chair                                              |
| 4. Correspondence:                                                                                                                                                                                                                                      | Chief                                              |
| 5. Taxi Business:<br>Taxi Licences                                                                                                                                                                                                                      | Chief                                              |
| 6. Reports:<br>Chief's Monthly Report<br>Stats December/December Revised<br>2013 Annual Reports                                                                                                                                                         | Chief<br>Deputy Chief<br>Deputy Chief              |
| 7. New Business:<br>2013 Operating Budget Surplus<br>Business Plan 2014-2016<br>Contingency Account – YMCA Strong Kids Campaign<br>Contingency Account – Maamwi Kindaaswin Festival<br>Contingency Account – CMHA<br>Contingency Account – Polar Plunge | Chief<br>Chief<br>Chief<br>Chief<br>Chief<br>Chief |
| 8. Association Report:                                                                                                                                                                                                                                  | President                                          |



**MINUTES OF OPEN MEETING  
North Bay Police Services Board  
January 14, 2014**

**Present:**

**Board Members:** Dennis O'Connor, Chair, William Hagborg, Vice-Chair, Tanya Vrebosch,

**Police Service:** Chief Paul Cook, Deputy Chief Shawn Devine

**Board Solicitor:** Peter Leckie

**Association:** Sgt. Michael Tarini, President

**Guests:** The Media

**Secretary:** Carol Miller

**Regrets:** Allan McDonald, Tiziana Silveri

The Chair, Dennis O'Connor, called the meeting to order at 1102 hours.

**Approval of Agenda:**

**Resolution: #001-2014:**

Moved by William Hagborg, Seconded by Tanya Vrebosch

The North Bay Police Services Board hereby resolves to:

"Accept the Agenda as presented for the Open Meeting to be held on January 14, 2014".  
Carried

**Selection of a Chair and Vice-Chair for 2014**

The Chief chaired the selection of the Chair and Vice-Chair for the 2014 Term. The Chief then opened the floor for nominations to the position of Chair. William Hagborg nominated Dennis O'Connor for the position. There being no further nominations, Dennis O'Connor was declared.

**Resolution: #002-2014:**

Moved by Tanya Vrebosch, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Approve the appointment of Dennis O'Connor as Chair for the 2014 term of office."  
Carried

The Chief then called for nominations for the office of Vice-Chair and Mr. O'Connor nominated William Hagborg for the position of Vice-Chair. There being no further nominations, Mr. Hagborg accepted the nomination.

**Resolution: #003-2014**

Moved by Dennis O'Connor, Seconded by Tanya Vrebosch

The North Bay Police Services Board hereby resolves to:

"Approve the appointment of Dennis O'Connor as Vice-Chair for the 2014 term of office".  
Carried

Mr. O'Connor resumed as Chair of the meeting.

**Approval of Minutes:**

Resolution: #004-2014:

Moved by Tanya Vrebosch, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Adopt the Minutes of the Open Meeting held on December 10, 2013".

Carried

**Business Arising:**

Not applicable at this meeting.

**Correspondence:**

Correspondence included letter of thanks for: the efforts and support of the Service and Detectives Drolet and Brunette in a hit and run case which resulted in a death; Mr. Whittle's presentation on bullying at Nipissing University; support from Peter Handley with regard to the Municipal Heritage Committee Scavenger Hunt; a donation to the annual walk for the Ontario Branch of the Kidney Foundation of Canada ; a donation to the annual Gala Evening sponsored by Crime Stoppers; compassion shown by Cst. Barry in response to a citizen; and a donation to the gathering place.

Resolution: #005-2014:

Moved by Tanya Vrebosch, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Note and file the correspondence received".

Carried

**Taxi Business:**

Resolution: #006-2014:

Moved by Tanya Vrebosch, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Approve the two (2) new Taxi Drivers Licence Applications for December 2013 as recommended by the Chief of Police in his letter dated January 7, 2014".

Carried

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

The Chief outlined the monthly activities he and Deputy Chief Devine attended since the last Board meeting. The local events reported were: Cop Talk on Cogeco; Canadian Anti-Fraud Centre Volunteer Appreciation Lunch; Coach4Food (C4F) practice; Nipissing Transition House Board Meeting; WFSS Volleyball for Food Bank; Carman's Christmas Santa Fund Fundraiser; Retirement Lunch for Cathy Seguin; Santa Fund Baskets packing and deliveries; New Year's Day Levees; and One Pledge Meeting.

Out of town events included: OACP Justice Committee Meetings in Brampton; and Tri-Association Chief's Meetings on NG911 and Interoperability in Mississauga.

Since the last Board meeting there have been amendments made to Standard Operating Procedures in relation to Training Outside Agencies.

**Statistical Reports**

The Deputy Chief, Shawn Devine, presented the Condensed Monthly Statistical Reports for the month of November and November 2013 (Revised). He indicated overall, as of the end of November there are slight decreases over the 2012 totals in Criminal Offences, Calls for Service and Police Activity.

Resolution: #007-2014:

Moved by William Hagborg, Seconded by Tanya Vrebosch

The North Bay Police Services Board hereby resolves to:

"Accept the Condensed Monthly Statistical Reports for the month of November 2013 and November (Revised) 2013 as presented".

Carried

**Annual Report – Public Complaints**

Resolution: #008-2014:

Moved by Tanya Vrebosch, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Accept the report regarding Public Complaints for 2013 as presented by the Chief of Police".

Carried

**New Business:**

**2014 Organizational Chart**

Resolution: #009-2014:

Moved by Tanya Vrebosch, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Acknowledge receipt of the North Bay Police Service Organizational Chart for the year 2014".

Carried

**Contingency Account - Deposit**

Resolution: #010-2014:

Moved by William Hagborg, Seconded by Tanya Vrebosch

The North Bay Police Services Board hereby resolves to:

"Deposit \$1,374.74 into the contingency line in the 2014 Operating Budget as per the report presented by the Chief of Police".

Carried

**Contingency Account – "Support the Troops" Nipissing Lakers Hockey Team**

Resolution: #011-2014:

Moved by Tanya Vrebosch, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Donate \$500.00 from the contingency line in the 2014 Operating Budget toward the "Support the Troops" Nipissing Lakers Hockey Game".

Carried

Contingency Account – “Coldest Night of the Year”

Resolution: #012-2014

Moved by William Hagborg, Seconded by Tanya Vrebosch

The North Bay Police Services Board hereby resolves to:

“Donate \$250.00 from the contingency line in the 2014 Operating Budget toward the “Coldest Night of the Year” Fundraiser”.

Tabled

**Association Update:**

Vice-President Lavasseur reported there is a very positive relationship between the Board and the Association. He shared that two members, Wolfe and Hunter, are attending the PRO Conference.

**Adjournment:**

Resolution: #013-2014:

Moved by Tanya Vrebosch, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

“Adjourn the Open Portion of the meeting held on January 14, 2014 at 1132 hours”.

Carried

\_\_\_\_\_  
Chair

January 14, 2014

\_\_\_\_\_  
Secretary

D/C Devine

Please pass on my personal thanks to  
Constable Brown for his professionalism  
and dedication. This is a heartfelt note  
that he should be extremely proud to  
have added to his file.

Feb. 7, 2014 PC C: HR + PSB

To Mr S. Brown,

Just a short note to express my  
gratitude and appreciation for all  
you have done for me! There are  
no words to express how I feel;  
where does one begin to thank someone  
for what you have done for me!

Even with full awareness of the  
tuff road I have ahead, I can  
honestly say with your help I am  
taking my life back!

I finally see a light in the  
tunnel ahead of me and you  
have no idea what that means  
to someone who had almost  
given up on any kind of hope!  
I am feeling very positive and I  
thank you from the very bottom of  
my heart, "you" have saved my life  
just by doing your job so well!

Thank you [REDACTED]



STOCK TRANSPORTATION LTD  
North Bay Division  
59 Commerce Court  
North Bay, ON  
P1B 8G4

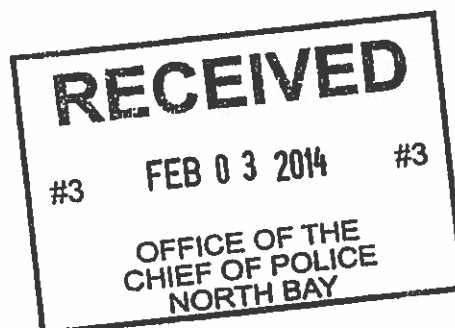
Telephone (705) 474-4370  
Facsimile (705) 495-6829

Chief of Police  
North Bay City Police Services  
135 Princess Street West,  
PO Box 717  
North Bay, ON P1B 8J8

21 January 2014

Letter of Appreciation for Constable Joe Whitehead

Dear Chief Cook,



On behalf of all of us here at Stock Transportation, I would like to extend our sincere appreciation for the outstanding service and support provided by Constable Whitehead over the past eighteen months.

Constable Whitehead has provided an avenue to which our Safety & Training Manager, John Dewar, can submit "Illegal Passing of a School Bus Reports" electronically for follow-up. Constable Whitehead's direct and personal involvement in all of these reports has contributed to better student safety and increased driver confidence.

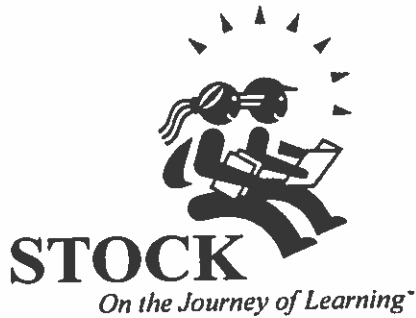
Prior to Constable Whitehead's involvement, bus drivers were required to take the form to the Police Station and unfortunately, the general consensus was 'nothing ever gets done with them anyways'. Knowing that we needed to change this mindset we reached out to Police Services and through Constable Whitehead's professionalism, regular communication and feedback, we have successfully changed the mindset and improved safety.

It is always a pleasure to work in collaboration with Constable Whitehead during city events that involve multiple school buses. In addition, his attendance at our Annual Driver Safety Awards Breakfast last year, was greatly appreciated and served as a positive reinforcement of support. Please pass on my sincere appreciation for his ongoing support.

Yours Sincerely,

Lena Cormier  
General Manager

Dlc Dewar  
Please pass on my thanks to Cst.  
Joe Whitehead for his  
outstanding efforts. Feb. 7, 2014 Pz  
C: HR & PSB



STOCK TRANSPORTATION LTD.  
North Bay Division  
59 Commerce Court  
North Bay, ON  
P1B 8G4

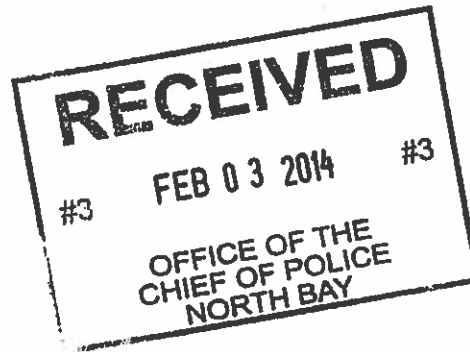
Telephone (705) 474-4370  
Facsimile (705) 495-6829

Chief of Police  
North Bay City Police Services  
135 Princess Street West,  
PO Box 717  
North Bay, ON P1B 8J8

21 January 2014

Letter of Appreciation Constable Chris Johnson

Dear Chief Cook,



On behalf of all of us here at Stock Transportation, I would like to extend our sincere appreciation for the outstanding service and support provided by Constable Johnson over the past eighteen months.

Constable Johnson has provided both me and our Safety & Training Manager, John Dewar with an outstanding level of support dealing with significant incidents on our school buses. Whenever there are incidents that are beyond the normal occurrences, we reach out to Constable Johnson for advice. Constable Johnson's direct and personal involvement in these matters has contributed to better student management, improved safety standards and increased driver confidence.

Prior to Constable Johnson's involvement, there were a number of incidents including vandalism that went unchecked. Drivers were discouraged from reporting such incidents to Management because the general consensus was 'nothing ever gets done anyways'. Knowing that we needed to change this mindset we reached out to Police Services and through Constable Johnson's professionalism, regular communication and feedback, we have successfully changed the mindset and improved standards.

It is always a pleasure to work in collaboration with Constable Johnson. In addition, his attendance at our Annual Driver Safety Awards Breakfast last year, was greatly appreciated and served as a positive sign of support. Please pass on my sincere appreciation for his ongoing support.

Yours Sincerely,

Lena Cormier  
General Manager

Dc Dennis  
Please pass on my thanks to  
Cst. Johnson for his outstanding  
efforts. Feb 7, 2014 PC  
C. HR & PSB





## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

January 16, 2014

Mr. Paul Condon, Assistant Crown Attorney  
Ministry of the Attorney General  
360 Plouffe Street  
North Bay, ON P1B 9L5

Dear  Mr. Condon:

**Re: Recognition of Constables Dix and Elia**

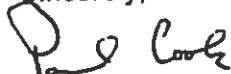
Thank you for taking the time and effort to recognize the above named officers of our Police Service in relation to the assistance they provided to your office specific the Nosko investigation and prosecution.

One of the core values of our Police Service is, "Pride in Professionalism." After reading your letter it is obvious to me that both officers carried out this investigation in keeping with our Mission Statement and Values. I was not surprised to read your positive feedback regarding Constables Dix and Elia as they have both earned the reputation as being respected and very dedicated officers in our community.

As Chief of Police it is always refreshing to receive a letter such as the one you wrote commending our members as it reflects positively upon our entire organization.

A copy of your letter has been forwarded to Constable Dix and to Constable Elia and additional copies will be added to their Personnel Files.

Sincerely,



Paul D. Cook  
Chief of Police

C: Deputy Chief S. Devine

11 January 2014.

North Bay Police Service  
135 Princess Street West,  
North Bay, ON P1B 6C2

Attention: Chief Paul Cook

Dear Sir:

Re: Regina v. Luke Nosko.  
Charges: Various charges.  
Last Court: 10 January 2014.

On 10 January 2014, two sets of charges against Mr. Nosko were resolved. There were pleas of guilty to two charges and Mr. Nosko was placed on Probation for 6 months. These pleas arose out of matters investigated by Constable Greg Dix. There was also a second set of charges that were withdrawn. These latter charges were investigated by Constable Christian Elia.

At first blush, pleas to less than all of the charges or the withdrawal of charges might not have the appearance of careful and successful investigations. That is not the case for either set of charges or either officer.

Constable Dix conducted a thorough initial investigation and then followed that up with diligent second effort. The fact that the investigation led him to have to attempt to interview the parents of the accused did not discourage or deter Constable Dix. Putting the evidentiary pieces together, as the officer did, led to two pleas of guilty in a difficult case.

Constable Elia's investigation involved a matter of considerable privacy and personal sensitivity for the complainant. The required investigative work was done with both professionalism and sensitivity. It was evident to me that, despite the private nature of the subject, the complainant had both trust in and a comfort level with Constable Elia.

In each case, the work of each officer was responsible for the resolution without the need for the complainant having to take the stand. This was a great relief to her. In addition, she expressed satisfaction with and approval of the outcome. She was aware of the contribution that the professional work of the officers made to that outcome.

It is a reflection upon the work of each officer that a favourable outcome was obtained and privacy interests of the complainant were preserved.

I thought that you would want to know about the competent, professional work and compassionate work of Constables Greg Dix and Constable Christian Elia of the North Bay Police Service in these matters.

Yours truly,

A handwritten signature in cursive script that reads "J. Paul Condon". The signature is written in black ink and is positioned above the printed name.

J. Paul Condon  
Assistant Crown Attorney

JPC/jpc

# HAMILTON POLICE SERVICE



## TO BE THE BEST

### VISION

To be the best,  
progressive police service

### VISION SUMMARY

"To be the best"

### MISSION

To serve and protect  
in partnership with  
our communities

### VALUES & ETHICS

In pursuit of our mission,  
we believe in

Relentless pursuit of offenders

Education and innovation

Sensitivity to victims of crime

Performing with integrity

Equitable treatment

Commitment to quality service

Teamwork

**GLENN DE CAIRE**  
CHIEF OF POLICE

**KENNETH LEENDERTSE**  
DEPUTY CHIEF OF POLICE

**ERIC GIRT**  
DEPUTY CHIEF OF POLICE

December 31, 2013

North Bay Police Service  
Attn: Chief Paul Cook  
P.O. Box 717  
135 Princess Street West  
North Bay, Ontario  
P1B 8J8

Dear Chief Cook:

The Hamilton Police Service would like to thank you, and everyone, for the outpouring of condolences related to the recent and tragic loss of Staff Sergeant Ian Matthews. The Service has been overwhelmed by the thoughtfulness of the community, business, and law enforcement agencies that have reached out to support the Hamilton Police Service. Many have sent letters, cards, emails and made personal comments or phone calls to pass along their thoughts.

Ian proudly served the people of Hamilton for 25 years as a member of the Hamilton Police Service and will be missed. No words could express this loss to our police family and community.

I would like to thank you for taking the time to contact us and by doing so you have helped our members through this difficult time.

Sincerely,

Glenn De Caire  
Chief of Police

GD/



January 2, 2014

Sue  
North Bay Police Services  
135 Princess Street West  
North Bay, ON  
P1B 6C2

Dear Sue,

On behalf of the City of North Bay and the Families First New Year's Eve Celebration Committee, I would like to thank you for your generous contribution to our alcohol free family event.

Our 20<sup>th</sup> annual celebration was a huge success! Your assistance with our 2013 festivities made it possible to continue a North Bay tradition that has become an annual event for many families.

We look forward to your support again next year.

Sincerely,

Erin Vaughan  
Community Event Facilitator

To: Chief Paul Cook:  
I would like to let you  
know of a call that  
constable Scott Berry  
responded to on January 9, 2014  
at 234 Lee Ave. My brother  
had passed away in her sleep.  
When my brother found her he  
was understandably distraught  
constable Berry acted in the  
most professional  
compassionate manner that  
got my brother and father  
through a most difficult  
 ordeal. My family can't  
thank him enough.

You and the citizens  
North Bay should be  
so proud to have him &  
your Police Force  
God Bless him!



DIC Dennis  
Please pass on my personal  
thanks to Cst. Berry for  
his professionalism and  
compassion.  
Feb 13, 2014 R  
C: HR + PSB



## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

February 3rd, 2014

### CHAIR AND MEMBERS

North Bay Police Service Board

Re: Taxi Driver Licence Applications – January 2014

Dear Sir:

The following five individuals were issued with Taxi Licences. It is recommended that these Licence Applications be approved.

No	Name	Company
169	Kathleen Valiquette	5-0 Cab
170	David Sheridan	5-0 Cab
171	Robert Hamilton	5-0 Cab
172	Stephen Metcalfe	UNAC
173	Paul Bazinet	5-0 cAB

Sincerely,

P.D. Cook  
Chief of Police

/kp



## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: February 10, 2014

Date of Meeting: February 18, 2014

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

**Subject: Chief's Monthly Activities Report – January/February**

**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:

Jan. 14

- Cop Talk

Jan. 15

- Amelia Rising Sexual Assault Centre Board Meeting

Jan. 17

- North Bay Police Service Annual Awards Luncheon

Jan. 19

- OHL Big Ticket Game for Special Olympics

Jan. 20

- 2015 Winter Games Committee Meeting
- Amelia Rising Sexual Assault Centre Board Meeting

Jan. 21

- Visit to Gateway HUB with Board Chair
- Nipissing Transition House Board Meeting
- Presentation by OPP Commissioner Lewis at Nipissing University

Jan. 29

- Community Mobilization Meeting at North East Regional Hospital

Jan. 30

- Retirement Lunch – Constable Walter Neeley

Feb. 4

- Opening Remarks for Northern Ontario Intelligence Officer's Meeting

Feb. 5

- Opening Remarks for Community Safety and Wellness Symposium in Toronto
- Community Safety and Wellness Symposium in Toronto

Feb. 6

- Winter Games 2015 Logo Announcement
- Opening Remarks North Bay New Comers Network visit to Police HQ
- Amelia Rising Sexual Assault Centre Board Meeting



Feb. 6 & 7

- OACP Zone 1 and 1A Meetings in North Bay

Feb. 8

- Retirement Dinner OPP Chief Superintendent Joffre Dupuis in North Bay
- Support the Troops Lakers vs. RMC Hockey Game

Feb. 10

- Opening Remarks for Canadian Anti-fraud Centre Symposium in North Bay
- Media Launch North Bay and Area Road Safety Committee

Feb. 11

- Cop Talk

Feb. 13

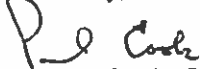
- Retirement Luncheon for OPP Inspector Tim Miller in North Bay

Since the last Board meeting we have amended our Standard Operating Procedures in relation to Fleet Vehicles, Paid Duties, Health and Safety Procedures and Attendance/Overtime.

Since the last Board meeting Detective Constables McClenaghan, Robertson and Reaume have received a Deputy Chief's Commendations for their leadership and involvement in the, "Patch for Patch" Policy.

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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### **Board Report**

Date of Report: February 6, 2014  
Date of Meeting: February 18, 2014

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 December 2013 as presented."**

Find attached the Condensed Monthly and Revised Monthly Reports for the month of December 2013.

I invite any questions or comments from the Board.

Sincerely,

  
Paul D. Cook  
Chief of Police

2014-01-29

\*\*\* REVISED \*\*\*

# NORTH BAY POLICE SERVICE CONDENSED MONTHLY STATISTICAL REPORT

## MONTH OF DECEMBER

During the month of December 2013, police activity for the North Bay Police Service resulted in 1983 calls as compared to 1986 calls in 2012.

Of these calls, 110 were to investigate motor vehicle accidents. Thirteen of these accidents involved injuries, with 15 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2012.

	Year to Date		Cleared to Date	
	2013	2012	2013	2012
Homicide	-	-	2	-
Sexual Offences	4	8	58	64
Assault	31	33	421	432
Robbery	-	1	24	24
Break, Enter & Theft	15	14	197	289
Stolen Vehicles	4	3	37	48
Stolen Bicycles	1	2	65	117
Recovered Bicycles	3	6	62	94
Theft Under	36	79	858	1190
Theft Over	-	-	10	9
Mischief	17	32	370	628
Drug Charges	16	17	199	171
Criminal Offences Total			3006	3775
Calls for Service			22147	22331
Police Activity			25817	26621

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

2014-01-02

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

**MONTH OF DECEMBER**

During the month of December 2013, police activity for the North Bay Police Service resulted in 1973 calls as compared to 1986 calls in 2012.

Of these calls, 110 were to investigate motor vehicle accidents. Thirteen of these accidents involved injuries, with 15 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2012.

	Year to Date		Cleared to Date	
	2013	2012	2013	2012
Homicide	-	-	2	-
Sexual Offences	3	8	54	64
Assault	28	33	416	432
Robbery	-	1	24	24
Break, Enter & Theft	15	14	194	289
Stolen Vehicles	4	3	37	48
Stolen Bicycles	1	2	60	117
Recovered Bicycles	3	6	60	94
Theft Under	28	79	860	1190
Theft Over	-	-	10	9
Mischief	15	32	368	628
Drug Charges	15	17	198	171
Criminal Offences Total			2968	3775
Calls for Service			22186	22331
Police Activity			25807	26621

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



## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: January 27, 2014  
Date of Meeting: February 18, 2014

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

**Subject: 2013 Annual Reports**

**Recommendation: Information Item**

Find attached a number of Annual Reports for 2013, which were prepared by various members within our Police Service. The Board will be provided with the highlights of these reports by Deputy Chief Devine.

Once presented to the Board all of our 2013 Annual Reports will be added to our website and our Intranet so that they are available to the community and our members.

I invite any questions or comments from the Board in relation to any or all of these annual reports.

Sincerely,

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



# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report Alarms**

---

**Report Date: 2014/01/16**  
**Author: Staff Sergeant Richard Dubeau**

## **A. Mandate of the Unit**

It is the policy of the North Bay Police Service that response to intrusion alarms shall be coordinated to provide optimum security to alarm owner/operators while balancing the responsibility they assume with the ownership and operation of an alarm system.

The Alarm Coordinator is responsible for the efficient and equitable implementation of the North Bay Police Service policy "Responding to Intrusion Alarms". This includes coordination with members of the Service, the alarm industry and alarm holders.

## **B. Executive Summary**

In 2009, in accordance with Service policy, the Traffic Sergeant was designated as the member responsible to monitor alarms received by the Service. Duties included screening and documenting the number of false alarms attended by patrol officers for each address. Repeat false alarms attended by police to specific addresses were documented to ensure compliance with provisions of the alarm policy.

Owners of residences and businesses who experienced multiple false alarms where officers attended to the report of an alarm were levied a fee.

Panic and hold-up alarms continue to be exempt from the provisions of the policy.

## **C. Activities**

### Activity Directly Related to Mandate

The Alarm Coordinator's duties include:

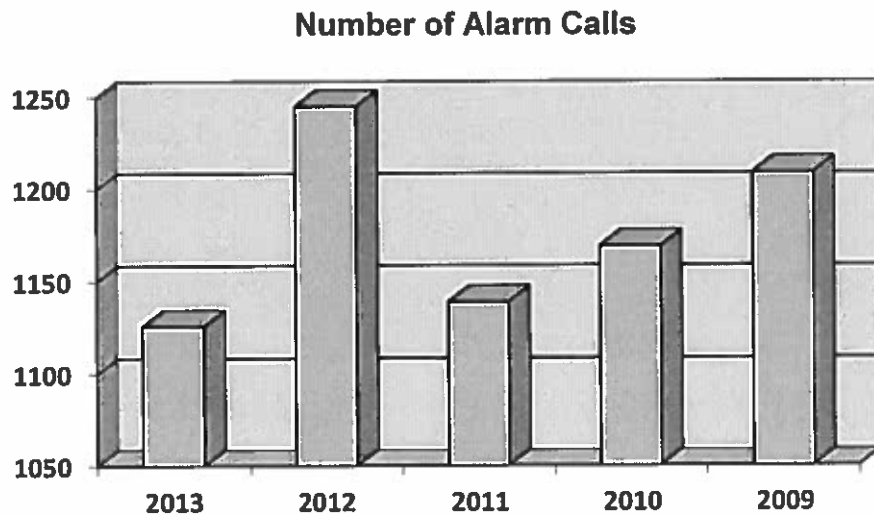
- Monitoring all alarm requests received by the North Bay Police Service;
- Recording all persons / premises requesting police response to intrusion alarms;
- Ensuring invoices are issued for multiple false alarms;
  - Except when the applicable alarm response has been paid, being responsible for ensuring that the Suspension Notices are served in accordance with Service policy;
- Coordinating the payment of the Alarm Response Fees;
- Notifying the Office Manager of the issuance of Suspension Notices and

- reinstatements due to payment of the alarm response fee, to update RMS records; and
- Provide consideration to situations that result in numerous false alarms being exempt due to uncontrollable external causes (e.g. an electrical storm causing multiple alarms).

#### **D. Performance Indicators**

In 2013, the NBPS received 1126 reports of alarms through communications personnel, in comparison with:

- 1245 in 2012,
- 1139 in 2011,
- 1169 in 2010 and,
- 1209 in 2009



#### **Cancellations and False Alarms**

The number of alarm calls that were cancelled by key holders and/or alarm monitoring agencies, prior to police attendance at the scene of the alarm has remained relatively consistent. In 2013, the police service received 1126 alarm calls, and responded to 291 resulting in a 74% cancellation rate. In 2012, the police service received 1245 alarm calls, and responded to 318 resulting in a 74.5% cancellation rate. In 2011, 812 alarm calls were cancelled prior to police arrival or a 71% cancellation rate. This compares to 919 of the 1169 alarm calls cancelled prior to police arrival or a 77% cancellation rate in 2010.



The current alarm policy of the North Bay Police Service is obviously having the desired effect of reducing the number of false alarms handled by this Service.

In 2013, officers responded to 291 alarms. In 64 of these calls for service, officers found that the alarm was false and that this had occurred on at least one prior occasion at the same address within the year. Total revenues from false alarms fees collected in 2013 were \$2,274.31.

The policy is having a significant effect on the level of responsibility being placed on alarm owner/operators. Increased diligence is being undertaken by those with alarms is allowing for uniform patrol personnel to attend to other duties. The consequential attention being paid by property owners to alarm maintenance, lockup policies and housekeeping issues, that usually result in false alarms occurring, has also had a significant impact on the number of invoices being issued for alarm response fees and ultimately alarm suspensions.

#### **E. Anticipated Issues for the Future**

There will be a requirement for continued diligence in the enforcement and administration of the Standard Operating Procedure governing the Service's response to intrusion alarms. Through the standardized reporting procedure, a determination must be made annually in regard to the benefits of continuation with the status quo or whether amendments to the policy and fee schedule will be necessary.

There remains a demonstrated need to communicate with the Provincial Alarm Coordinating Committee in order to explore the viability of benchmarking to determine whether there are best practices within the industry that can be adopted by this Service.

#### **F. Performance Objectives for the Next Year**

To maintain the Service's monitoring of intrusion alarms policy in order to determine whether said policy continues to result in fewer alarms and more alarm cancellations.



# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report Asset Forfeiture Unit**

---

**Report Date: 2014/01/08**  
**Author: Detective Constable Scott McFarlane**

## **A. Mandate**

1. To conduct asset forfeiture investigations and seize proceeds of crime and offence related property, leading to criminal court ordered or civil remedies forfeitures.
2. Prepare the necessary applications and authorizations.
3. Liaise with the Provincial Asset Forfeiture Unit on multijurisdictional investigations and assist when requested.
4. Provide assistance, direction and expertise to Patrol and Investigative Support members.
5. Provide and participate in training on asset forfeiture.

## **B. Executive Summary**

During 2013 the AFU Officer was assigned as a member of the Street Crime Unit and was directly involved in several successful seizures and forfeitures of proceeds of crime and offence related property. It is believed that the seizure of a substantial amount of property and money has had a significant impact on criminal activity in the City of North Bay.

From April to August of 2013, the AFU Officer was involved in the planning of an undercover drug investigation targeting street level drug dealers. This investigation was entitled Project Hope. During the September and October 2013, the AFU Officer was assigned as a member of the investigative team for Project Hope.

## **C. Activities**

### Project Hope

Project Hope was a North Bay Police Service (NBPS) undercover drug investigation that targeted street level drug traffickers and focused on the illegal distribution of fentanyl. This investigation was initiated as a result of several fentanyl overdose deaths. The project involved the NBPS Street Crime Unit, AFU Officer, an undercover officer from the Sault Ste Marie Police Service, members of the Investigative Support Section and the Intelligence Officer.

Project Hope operated from September 17<sup>th</sup> 2013 until October 22<sup>nd</sup> 2013, and resulted in the arrest of 19 people on drug trafficking and criminal charges.

During Project Hope, the AFU Officer was responsible for the handling of all drugs and other items purchased by the undercover officer during the investigation, as well as surveillance as the undercover officer infiltrated the local drug subculture. At the conclusion of Project Hope the AFU Officer assisted with the arrest of charged persons and the seizure of offence related property and proceeds of crime that were identified during the Project.

As a result, 19 people were charged with over 90 criminal and drug trafficking offences. A large amount of marihuana, cocaine, Fentanyl, Oxycodone and Morphine was seized. Two vehicles were seized as offence related property and a large amount of cash was also confiscated as proceeds of crime.

### Provincial Asset Forfeiture Unit

The AFU Officer is a member of the Provincial Asset Forfeiture Unit. Currently there are 21 police services who are partners in Ontario, including the North Bay Police Service. The Unit combines the investigative resources of municipal, provincial, federal and international law enforcement agencies to combat profit motivated crime including money laundering, drug trafficking, terrorist financing and other organized crime. As a member of the Provincial Asset Forfeiture Unit, the North Bay Police Service contributed to these investigations and drew on the expertise of the other members when required for local investigations.

### Judicial Authorizations

#### *Management Orders*

A Management Order is a judicial authorization allowing the federal Minister of Public Works, Seized Property Management Directorate (SPMD), to maintain and manage property seized by police that is awaiting forfeiture through the court process.

In 2013, the AFU Officer was involved with a total of 16 seized vehicles. Six of these vehicles were adjudicated by way of Management Orders. The total estimated value for all seized vehicles was over \$178,000.

#### *Restraint Orders*

A Restraint Order is a judicial authorization, made by a Crown Attorney, based upon an affidavit supplied by an AFU Officer. A Restraint Order allows either the Ministry of the Attorney General (MAG) in criminal matters, or SPMD for federal matters, to restrain a bank account, cash, investment or real property.

A Restraint Order prevents the property owner from disposing of or tampering with the property and preserves it for possible forfeiture at the conclusion of the court process.

The AFU Officer applied for, and was granted one Restraint Order for a residential property located in North Bay in 2013. This residential property had been used by the owners to conduct a large indoor marihuana grow operation. This property was restrained by the federal government and managed by SPMD. The property had an estimated value of \$225,000.

### *Civil Remedies Cases*

Civil Remedies for Illicit Acts (CRIA) is provincial legislation that permits the Ministry of the Attorney General (MAG) to file a law suit against a piece of property believed to be involved in or derived from an illegal act. The subject of the lawsuit is the property itself, not the owner. There is a lower burden of proof required under civil law and this legislation has been used successfully to combat crime throughout Ontario. This legislation also allows for the seizure of international assets.

In 2013, the AFU Officer submitted three cases to CRIA for consideration. One involved two vehicles from a criminal investigation involving a "road rage" incident and criminal harassment investigation. The other two were cash seizures.

The AFU Officer was also involved in two other CRIA cases, involving a problem property and a large bulk currency seizure.

### Training

In 2013, the AFU Officer attended the semi-annual AFU training conference in Niagara Falls.

### Seized Money Audits

Included in the duties of the AFU Officer are the monitoring and depositing of cash forfeited to the Crown through the criminal courts. These forfeitures are usually the result of drug investigations. Once forfeited, the money is forwarded to the Receiver General of Canada and administrated by SPMD. The AFU Officer is responsible for reconciling and depositing this currency into the seized funds bank account.

From October to December 2013, the AFU Officer conducted the currency audit and prepared the seized money for deposit into the bank account. A total of 173 individual deposits were made with a total value of \$249,061.85

#### Other Activities

In 2013, the AFU Officer was called upon to conduct currency reconciliation on large cash seizures made by members of the NBPS from various search warrants and other investigations.

In January, the AFU Officer was the investigating officer for an occurrence in which a male was arrested at a local motel and was eventually charged with numerous drug related offences, including trafficking in cocaine and Fentanyl.

In February, the AFU Officer assisted the Criminal Investigations Section and Uniformed Patrol Section with an investigation and currency seizure involving a kidnapping and extortion of persons by criminals collecting debts.

Also in February, the AFU Officer served as the lead investigator in a weapons investigation at a local boarding house. The NBPS Emergency Response Team entered a room where 6 persons were eventually arrested and charged with numerous criminal and drug related charges.

In April, the AFU Officer assisted in the surveillance and eventual arrest of two Toronto based individuals for cocaine trafficking and money laundering. This investigation led to the seizure of over half a kilogram of cocaine and the seizure of approximately \$15,000 of bundled cash and a vehicle. The AFU Officer worked with the Barrie Police Service AFU Officer on this investigation as the individuals involved had recently been involved in a large cash seizure in the Barrie Police jurisdiction as well.

In May, the AFU Officer assisted the NBPS Patrol Section with a large seizure of counterfeit Canadian \$20 bills. The AFU Officer dealt with a vehicle that had been seized as a result of this investigation and further reconciled over \$91,000 in counterfeit Canadian currency, as well as over \$3000 in genuine Canadian currency.

In July, the AFU Officer assisted the Street Crime Unit with surveillance and eventual execution of a CDSA search warrant on a residence in North Bay. As a result of this occurrence a large amount of cocaine, oxycodone and marihuana was seized. The AFU Officer served as the team leader for this investigation and reconciled over \$13,000 in currency which was seized during the search warrant on the residence.

Also in July the AFU Officer assisted the NBPS Street Crime Unit and Intelligence officer in the surveillance and arrest of an individual who was transporting a large amount of controlled prescription drugs from Montreal to North Bay. This arrest led to the largest seizure of controlled prescription drugs in the NBPS history. A vehicle was seized as offence related property as a result of this investigation and an individual charged with numerous drug trafficking related offences.

In September and October, the AFU Officer assisted the NBPS Street Crime Unit with Project Hope.

In November and December, the AFU Officer assisted the NBPS Youth officer with the seizure of 2 vehicles as offence related property in relation to a juvenile prostitution and internet luring case.

The AFU Officer continued to actively function within the NBPS Street Crime Unit and to cultivate informants within the drug and criminal subculture.

#### **D. Performance Indicators**

See Appendix A

#### **E. Anticipated Issues for the Future**

Beginning in 2014 The North Bay Police Service Asset Forfeiture Unit (AFU) Officer is assigned to the Fraud Coordinator position of the Investigative Support Section. This will assist with identifying assets illegally obtained via financial crimes. Comment will be made in the next annual report with respect to the impact of assuming additional duties has had on the AFU and its sustainability to maintain both roles

Illegal drug trafficking, fraud and other profit motivated crime will continue to be a challenge for the North Bay Police Service. The AFU Officer's mandate to investigate and seize illegal assets will assist in removing the profits from the criminals involved in these activities.

It is expected that drug trafficking, property crime and fraud will continue to be the primary focus of the AFU. However, any other property related to the commission of other criminal offences will also be reviewed to determine whether a seizure and forfeiture is possible.

Fraud related offences are a growing concern within the jurisdiction of the NBPS. Seniors continue to be victims of sophisticated fraudsters. It is anticipated that as

this trend continues to grow, fraud related offences and the subsequent AFU investigations will become a larger part of the AFU Officer's focus.

**F. Performance Objectives for the Next Year**

The AFU Officer will continue to work with the other sections of the NBPS, in particular the Street Crime Unit, Intelligence Unit and Patrol Section to assist with investigations and identify property and assets obtained as a result of illegal activities.

Due to the reactive nature of AFU investigations, it is difficult to set specific target values for illegal asset seizures. Therefore, the objective of the AFU Officer for the upcoming year is to increase the number of cases investigated and successful seizures and forfeitures made through the various avenues available.

The AFU Officer will continue to use a team approach and intelligence led police practices to fulfill the AFU mandate and work collaboratively with the Provincial Asset Forfeiture Unit and other law enforcement agencies to ensure that the latest techniques and tools available are used to combat profit motivated and organized crime. The AFU Officer will continue to educate and provide training to police officers on AFU legislation and enforcement and the abilities to combat crime.

**G. Appendix A (see below)**



**APPENDIX A**  
**Asset Forfeiture Unit**

	2010	2011	2012	2013
Management Orders Obtained	8	8	13	6
Restraint Orders Issued	0	3	2	1
Civil Remedies Cases (value)	6 (\$1,746,230)	5 (\$730,000)	3 (\$310,000)	3 (\$65,000)
Total Value of Assets Seized and Restrained	\$121,320	\$475,000	\$614,000	\$773,429
Bulk Currency Deposit into SPMD Account	\$167,227	0	\$58,894	\$249,061.85



# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report Bicycle Patrol Unit**

---

**Report Date: 2014/01/09**  
**Author: Constable J. Whitehead**

## **A. Mandate of the Unit**

### General

The Bicycle Patrol Unit (BPU) is designed to complement the existing police patrols in North Bay and Callander by allowing the public to have greater access to the officers, while increasing police visibility in public areas.

### Specific

- Patrols of the downtown core, the waterfront, bicycle paths, and other public areas, as well as more secluded areas such as trails and alleyways that may otherwise be difficult to patrol with a conventional police cruiser;
- Enforce the *Highway Traffic Act of Ontario* (HTA) and local By-laws;
- Conduct directed patrols for identified community concerns i.e. bicycles on sidewalks and bicycle safety;
- Respond quickly to public complaints in the downtown area or the waterfront;
- Educate the public on safe cycling practices;
- Investigate *Criminal Code and Controlled Drug and Substance Act* occurrences; and
- Allow for increased visibility and access at special public events.

## **B. Executive Summary**

The Bicycle Patrol Unit was formed to respond to community needs for increased patrol in seasonal locations, such as the waterfront, the bike paths, local parks and special events in North Bay and Callander. In 2013 the unit officially commenced patrols on June 3, 2013 and concluded on September 3, 2013. Special events on either side of these dates also saw the officers being utilized.

In 2013 the BPU was also used in directed patrols within the downtown core and the waterfront of North Bay due to ongoing infractions of bicycles on the sidewalk and perceived open and alcohol and drug use

The use of the Bicycle Patrol Officer (BPO) provides an officer an opportunity to be more accessible to the public while assuming the role of ambassador for the North Bay Police Service. As well officers focus their attention towards promoting safe cycling habits while enforcing Federal / Provincial Statutes and City of North Bay By-Laws. Positive feedback was received from the public in relation to the bicycle patrols throughout the summer months.

At present, the five (5) officer Unit consists of the Traffic Enforcement Officer (TEO) and one officer appointed from each of the four Platoons. This is also supplemented by the Community Oriented Response (COR) unit. This structure was utilized in order to facilitate the availability of BPO's while responding to the need to ensure staffing levels on Patrol are maintained.

### **C. Activities**

This year the BPO and COR officers had the opportunity to be trained by the Ottawa Police Service Bike Unit. Constables Benoit and Cochrane provided CanBike II Police Mountain Bike Training on 2013-06-03 and 04. They provided in class training as well as tactical drills road tests. This training was very well received and a great learning opportunity for the officers. Additional training will be considered on an as need basis.

During the 2013 bicycle patrol season, the primary focus of the BPU was conducting general patrol of the waterfront and the downtown core and bicycle path areas in North Bay and Callander. Interspersed throughout the summer were a number of special events including Canadian Forces Appreciation Day, MS Walk, Relay for life, JDRF walk, Big Bike, Canada Day Parade, Summer in the Park, the Bike Train, charity golf tournaments and other community events.

A number of targeted enforcement and education initiatives were also undertaken by the BPU throughout the summer and into the fall, in order to increase public safety. These included focused efforts on *HTA* bicycling laws as they pertain to safety equipment such as the use of helmets, lights, horns and brakes, and the enforcement of local by-laws such as the prohibited use of bicycles on downtown sidewalks.

BPO officers also took on several calls for service when distance or priority was not an issue.

### **D. Performance Indicators**

The patrol season allowed for a combined effort by the COR officers and platoon bike officers, resulting in a combined total of 110 days on bicycles and foot patrol. The BPO's and the COR unit addressed numerous investigations under the *Criminal Code*, *Controlled Drug and Substances Act*, *Highway Traffic Act*, *Trespass to Property Act*, City by-laws, and Motor Vehicle Collision investigations.

## **E. Anticipated Issues for the Future**

### **Staffing**

The BPO Unit is a dedicated seasonal program. The Service's commitment to the assignment of suitable officers will ensure proper development of the initiative and continued success of this program.

### **Secondary Duty vs. Temporary Reassignment**

In 2013, with the creation of the COR Unit, the police service has utilized bicycle patrol more than ever. The main focus for 2013 was the downtown core. The merchants were complaining about the number of bicycles on the sidewalks and the complete disregard for pedestrians. As a result of the efforts of the BPO's and the COR Unit there was overwhelming feedback from the community. On a whole, the dedicated patrol was very well received in the community.

### **Equipment**

The Cannondale bicycles are getting older and we will have to look at options for new bikes in the coming year. New bikes will be priced out and possibly a buy-back option from a local bicycle merchant can be looked into. As officers assigned to bike patrol change there will also be the need for new uniforms.

## **F. Performance Objectives for the Next Year**

The goal for the BPU in 2014 is to enhance its profile in the community by engagement and/or enforcement. Members assigned to the unit will endeavour to take every opportunity to educate cycling public on safety aspects during their tours of duty with a particular focus with youth. The BPU will make attempts to host bicycling rodeos at areas such as the waterfront where many persons enjoy cycling.

One of the unique capabilities of the BPU is the ability to provide enforcement to remote or otherwise difficult areas. The unit will focus on those areas where regular patrols are encumbered by their logistics. These areas include beaches, bicycle paths, areas known for summer parties, remote pathways, etc.

A further objective is to enhance the unit's visibility and participation at scheduled community events. To assist in this undertaking the Unit plans to utilize the Service's website to facilitate invitations to community events by providing contact information for the BPU.



# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report Court Section**

---

**Report Date: 2014/01/03  
Author: Sgt. Ken Rice**

## **A. Mandate of the Unit**

The *Police Services Act*, R.S.O. 1990, c.P.15 establishes the Police Services Board's responsibility for court security when a court facility is located within the municipality's boundaries. The applicable section is as follows:

137.(1) A board that is responsible for providing police services for one or more municipalities has the following responsibilities, with respect to premises where court proceedings are conducted:

1. Ensuring the security of judges and persons taking part in or attending proceedings.
2. During the hours when judges and members of the public are normally present, ensuring the security of the premises.
3. Ensuring the secure custody of persons in custody who are on or about the premises including persons taken into custody at proceedings.
4. Determining appropriate levels of security for the purposes of paragraphs 1, 2 and 3. R.S.O. 1990, c.P.15,s.137(1);1997, c.8, s.41

## **B. Executive Summary**

The Court Section functions to act as a liaison between the North Bay Police Service and our many community partners involved in the Criminal Justice System. This includes the Judiciary, the Crown Attorney's Office, the local defence bar and Probation and Parole among others. Problems within the court system are identified as they arise and efforts are made to quickly resolve them to ensure the continued efficient and smooth operation of the court house facility. This is accomplished through regular sittings of the Local Bench and Bar Committee and ongoing dialogue between the local defence bar, the public, the Judiciary and the Crown Attorney's Office.

The Court Section is comprised of two separate and distinct divisions: court security and court case management.

Court security and prisoner transportation comprise the bulk of the workload within the Court Section. Security is comprised of twelve (12) part-time Special Constables and one (1) full-time Special Constable who are responsible for day to day court and building security, prisoner escorts, prisoner transport to and from court, the execution of arrest warrants, service of summonses and subpoenas as well as any other assigned duties.

Court Case Management personnel is comprised of one (1) full-time sworn Court Liaison Officer, one (1) full-time Special Constable-Civilian Court Coordinator, one (1) part-time Special Constable-Court Officer, one (1) part-time Special Constable-Youth Court Coordinator, and one (1) full-time Clerk. These individuals are responsible for facilitating the efficient prosecution of court cases by assisting the Crown Attorney and coordinating the management of Crown Briefs and case files. Both entities are under the direct control and supervision of the Court Section Sergeant who in turn reports to the Inspector Administration.

## **C. Activities**

### *Court Security*

Court house operations remain relatively static from year to year. The bulk of the work load involves prisoner transportation, subpoena/summons services and providing court security. In 2013 a total of 3,561 prisoners were moved from holding facilities for attendance at court. Tuesdays and Wednesdays typically are the heaviest work load days due to the operation of adult and youth first appearance courts. In 2013, 868 subpoenas and summons were served.

Special Constables performed a variety of tasks ranging from court room/court house security, prisoner escorts, warrant execution, the taking of court ordered DNA and fingerprinting.

Court Security staff experienced some turnover in 2013. A part-time Special Constable resigned and the Service is in the process of filling this position, which will return the Section numbers up to authorized strength of twelve(12) part-time Special Constables and (1) full-time Special Constable.

In 2013, arrangements were made with the City of North Bay to have Special Constables attend and provide security for all provincial offences matters being held at City Hall. This has created a better sense of safety and security for the Justices of the Peace, Crown Attorneys, court services employees and the public in general.

### *Court Case Management*

The Sworn Court Liaison Officer continues to monitor and scrutinize every Crown Brief that comes through the Section in an effort to detect any errors early in the process, have them rectified, and ensure that a professional, polished finished product is presented to the Crown Attorney.



The Court Clerk position is very busy due to the number of criminal charges processed on a yearly basis by our service. There were 3,547 adult charges and 353 youth charges laid in 2013. In each of these cases documents such as Informations must be drafted and disclosure to the Crown Attorney. In addition the Court Clerk's heavy workload is the requirement for the preparation of witness subpoenas on behalf of the Crown Attorney. The issuance of court notification for officers required for court is currently being conducted by the Court Liaison Officer utilizing our e-mail system. It has been working well reducing some of the work load on both the Clerk and the Special Constables delivering subpoenas.

#### **D. Performance Indicators**

In 2013 a total of 3,561 prisoners were transported to and from the court. As previously noted 3,547 adult criminal charges and 353 youth criminal charges were laid totalling 3,900 criminal charges. This is an increase over 2012 of 23.46%. Staffing hours remained relatively consistent for 2013 in comparison to previous years even with this increase in criminal charges and the added responsibility of security at Provincial Offences Court at City Hall. Comparison figures are depicted below:

Year	Wash Court	Video Remand	Prisoners Escorted within the City	Prisoners Out of Town Escorts	Prisoner Meals	Documents Served	Adult Charges (C.C.)	Youth Charges (C.C.)	Total Charges
2002	184	N/A	3062	179	1764	998	2872	756	3628
2003	171	279	2935	129	1701	1017	2373	499	2822
2004	179	632	1948	85	1415	1051	2536	467	3003
2005	152	655	3340	184	1984	1141	2288	527	2815
2006	160	493	2686	128	2089	908	2507	388	2895
2007	187	761	3473	160	2534	1008	2308	387	2695
2008	216	591	3655	92	2486	682	2549	429	2978
2009	237	559	3564	80	2667	986	2791	457	3248
2010	203	562	3835	177	2699	859	2681	415	3096
2011	188	738	3741	96	2554	1202	2834	289	3123
2012	201	834	3738	118	2669	1049	2845	314	3159
2013	153	711	3438	123	2479	868	3547	353	3900

#### **E. Performance Objectives for the Next Year**

The Court Section will continue to make every effort to fulfil its mandated objectives in 2014. Court room and building security, preparation of documents, subpoena/summons service and transport and safety of prisoners comprise the majority of the workload within the Court Section. It is the objective of the Section to maintain a high quality of service for all those who depend on court security and to ensure preparation and processing of documents meet the expectations of the those entities associated to the judicial system.

Commencing in 2014 the subpoena and summon services detail will be assigned to one Special Constable for a period of one month rotating on a monthly basis. Special Constables expressing an interested in this assignment will be chosen to participate. Maintaining continuity of service in this area on a monthly basis should increase efficiency of this task.

The Section is always seeking new methods to cut costs and stream-line delivery of service. Plans are being developed to address disclosure of the costly development of photographs by placing images on Compact Disc, which is a medium suitable for this purpose. In addition, disclosure of Communications Centre transmissions in relation to calls for service of domestic violence will be provided but not be transcribed. This endeavour is time consuming and can be the subject of a defence motion if slightly in accurate.

#### **F. Conclusion**

The successful operation of the North Bay Court Section in 2013 can be attributed to the high level of professionalism and dedication demonstrated by those persons assigned to the Section. Members work in an ever changing environment and quickly adapt to changes in scheduling, escorts, etc, with little or no complaint. In 2013, the Court Section was responsible for the safety and security of 3,561 prisoners as well as the safety of the judiciary, courthouse staff and members of the public. The North Bay Police Court Section continues to fulfil its mandate to provide court security as per the *Police Services Act*.



# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report DARE Program**

---

**Report Date: 2013/12/30**  
**Author: Constable Raymond Yelle**

## **A. Mandate of the Unit**

The D.A.R.E. (Drug Abuse Resistance Education) is offered in both French and English and is available to all Grade 5/6 students enrolled in all school boards in North Bay and Callander. During the 9 Lesson D.A.R.E. program, students are introduced to numerous subjects and scenarios including; drug and alcohol abuse, violence in the school and self esteem promotion. The goal of the program is to help students develop strategies and confidence to make healthy decisions when faced with day to day problems.

## **B. Executive Summary**

Local schools continue to support this program and the assigned officers. The police officer in the school is regarded as a role model, who is a credible resource when speaking about drug and alcohol issues.

The D.A.R.E. program introduces a police officer into a classroom setting with a focus on an interactive approach with the students. This permits the officer to become part of the class, involving themselves in all types of school activities, including after school events.

In some schools, this program covers a portion of the health curriculum. It is also a very interactive program that addresses many issues that students may encounter. The program is widely accepted by parents, as it engages young people in conversation with a police officer on many fronts and promotes dialogue on almost any issue that students may identify as being important to them.

The program is beneficial for our Police Service as it engages youths into decision making processes with respect to the harms of drugs and/or alcohol abuse, with the hopes that they will avoid conflict with the law. A discernable benefit of this program is the extent of positive relationships that are forged with students and police. The police officer becomes a trusted resource for students and in many instances the D.A.R.E. Officer acts as a liaison between the school community and General Patrol.

A graduation day takes place at the end of the ninth (9<sup>th</sup>) week D.A.R.E., which is different for each school, as it is organized by the educators and/or students. In 2013, many schools chose to organize a formal D.A.R.E. Graduation ceremony. Only a few schools continued with a more informal ceremony, that included time playing sports or engaging in other activities with the D.A.R.E. officer. Regardless of the type of graduation chosen, a half day was set aside for each class to allow time for the graduates, family and friends to interact with the officer. The graduates all received a certificate and a t-shirt. This end of program

activity further reinforces the relationship being built between the police, students, schools and our community.

The English language schools continue to be spread out over 3 semesters being; September to January, January to the beginning of April and April to the end of June. French speaking officer, Constable Robin Boucher taught at schools from the French school boards between January and early April.

The goal of the D.A.R.E. program is to reduce/eliminate drug, tobacco and alcohol abuse, and to strengthen the bond between young people and the police.

### **C. Activities**

From January 2013, to the end of June 2013, Constable Yelle taught 15 classes in 10 different schools, graduating 381 students from the program. Constable Merv Shantz taught the English D.A.R.E. program from September 2013 until the Christmas break in December 2013. During this time he taught 9 classes from 7 different schools, graduating 230 students from the program. Constable Boucher taught 5 classes from 4 different French schools, graduating 98 students from the program.

The D.A.R.E. officer position is attached to the Community Programs Section and as such, Constables Yelle, Shantz and Boucher participated in and/or organized various activities that initiated involvement between our police service and members of the communities we serve.

### **D. Performance Indicators**

Feedback received from parents and other officers continues to be very positive. In many instances former D.A.R.E. graduates readily identify themselves as having successfully participated in the program and remark on how it was a positive experience in their lives. Many parents speak highly of the program and desire more police/student interaction in positive settings such as D.A.R.E.

New, positive relationships forged between young people and the police are a noticeable benefit of this program. Outside the school environment D.A.R.E. officers are often approached by former students of the program. This interaction is constructive and reinforces the role of the police officer in the community. In 2013, D.A.R.E. Officers continued to make a further commitment to the students, when time permitted, by attending various sporting events and other school activities. The reaction from schools and students was extremely positive, as they expressed their appreciation for the officer attending events that often took place before or after the regular working hours of the D.A.R.E. Officers.

## **E. Anticipated Issues for the Future**

An issue that has historically been consistent is fundraising and the ability for schools to pay the \$15.00 student cost; however, to this date the North Bay D.A.R.E. program is financially stable. This year the schools did not see any increase in the cost per student, nor is there an increase forecasted for the upcoming 2014 school year.

In February 2013, Constable Merv Shantz graduated from the D.A.R.E. Officer Training Course at the Ontario Police College. This facilitated the transfer of Constable Yelle out of the D.A.R.E. Officer position in September 2013. Constable Shantz is being re-assigned in January 2014 to the Special Olympics Organizing Committee; therefore, Constable Yelle is being transferred back into D.A.R.E. for 2014. Constable Robin Boucher will be replaced by Constable Alain Bedard with respect to teaching the French D.A.R.E. curriculum in 2014.

## **F. Performance Objectives for the Next Year**

Since 2003 there has been a decline in the overall number of graduates from the program, which is directly attributed to the decline in student enrolment that has occurred throughout the Province. This trend continues, with no change expected in the coming years. In 2010 there was a noticeable downward spike in the number of students enrolled in the D.A.R.E. program. However, over the past three years the numbers have returned to previous levels. It should be noted that all schools in the catchment area of the North Bay Police Service, which offer grade 5 and/or 6 classes, continue to have the D.A.R.E. program as part of their curriculum.

In 2013 the DARE officer took on the added responsibility of being one the police service's representative with the HUB. This officer's duties will continue in 2014 and will generate comment in the 2014 Community Programs report.

## **G. Other**

The following are the number of D.A.R.E graduates since 1997.

1997 graduates	288
1998 graduates	496
1999 graduates	698
2000 graduates	645
2001 graduates	968
2002 graduates	913
2003 graduates	1095

2004 graduates	602
2005 graduates	691
2006 graduates	819
2007 graduates	635
2008 graduates	734
2009 graduates	676
2010 graduated	411
2011 graduates	624
2012 graduates	650
<b>2013 graduates</b>	<b>709</b>

---

Total graduates since 1997	11 654
----------------------------	--------



# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report Emergency Response Team**

---

**Report Date: 2014/01/08  
Author: Sergeant M. Hunter**



## **A. Mandate of the Unit**

The Emergency Response Team (ERT) is a 12 person unit created to use special weapons and tactics to respond too and resolve high-risk incidents within North Bay and Callander. The team has been operating for 19 years. ERT works alongside Crisis Negotiators and Incident Commanders, as well as uniform patrol to isolate, contain, evacuate and negotiate incidents to a peaceful conclusion. ERT members work regularly performing standard police duties and respond to incidents as required both in full and partial team functions.

The ERT performs many functions within the Service, which include but are not limited to:

- Witness and courtroom protection and security
- High risk prisoner escorts and mental health patient escorts
- Search Management, Search and Rescue, and searches for evidence
- Deployment of Conducted Energy Weapons
- High risk arrests of violent, dangerous or armed persons
- Barricaded persons
- Execution of arrest warrants and search warrants
- High risk vehicle stops
- K-9 assistance with OPP
- Containment incidents
- Annual mandated training and certified containment training

## **B. Executive Summary**

This report will document the calls for service and training throughout 2013.

The team conducted both spring and fall training sessions, qualifying members to mandated standards on tactics and weapons for the year. In addition, all physical qualifications were completed for members.

The existing ERT truck (Unit #835) was decommissioned and has been replaced with a new Truck (Unit #820) and a new trailer has also been allocated for ERT use.

A review of the training logs was conducted and new training binders were created, which will be maintained by all members going forward.

Two new members were added to the team and trained in 2013. Two additional members submitted their resignation, which will take effect in January, 2014. The new members will receive the requisite ERT training course and will be equipped for active duty in early 2014.

### **C. Activities**

The following chart denotes the calls for service in 2013:

2013 Calls for Service

<b>Date</b>	<b>Type of Call</b>	<b>Details</b>
14.1.13	ERT lecture Algonquin SS	Policing issues
3.2.13	High risk arrest 3 males weapons	NB13002715
28.2.13	CCC search warrant weapons	NB13004785
21.3.13	High-risk offender escort	Prisoner escort
25.3.13	K-9 track ref. robbery	NB13006832
9.5.13	Search missing person	NB13011620
9.6.13	CEW arrest male	NB13013329
13.7.13	High risk veh. stop/CDSA	Street crime
16.7.13	Search missing girl-WNPS	ERT
4.9.13	High risk veh. stop/CDSA	NB13020990
8.9.13	Arrest MHA/suicidal	NB13021344
22.10.13	Project Hope, warrants execution	NB13024959
13.11.13	Arrest attempt homicide x 2	NB13026647
13.11.13	K-9 search-male wanted homicide	NB13026647
15.11.13	High risk arrest male wanted homicide	NB13026819
1.12.13	CEW arrest-assaultive male	NB13027981

### **D. Performance Indicators**

In 2013, the ERT members satisfied the Ministry of Community Safety and Correctional Services standards for training, containment and emergency response. ERT members participated in two (2) separate five (5) day training sessions. All members were successful and were qualified and certified in each specific area of training.

These training areas included:

Firearms qualifications	ERT written test
Containment training	PIN physical test
Task specific physical test	Use of Force Techniques
Breaching	Arrest Techniques
High risk and dynamic vehicle stops	Man Down strategies
Chemical munitions and Distraction Device training	Clearing Techniques
Search and Rescue	Immediate Rapid Deployment training
Arrest and Search Warrant deployment	Observer training
Conducted Energy Weapon training	Arwen Training

The fall session of training involved two members from the Peel Regional Police Tactical Unit. They attended and conducted training along with observation and evaluation of the team's performance in all categories. The training was both instructional and scenario based.

#### **E. Anticipated Issues for the Future**

The replenishment of equipment and supplies for the ERT will be addressed throughout the year as required, especially for items that have expiry dates.

Ideally, the training of two (2) additional Search Masters to increase our qualified members to four (4) will be explored. Additionally, in 2014, attending the Peel Regional Police Service Tactical Containment Course and Annual Training would be invaluable experience and directly benefit the team.

An additional Breacher and Sniper/Observer for the team would also enhance our capabilities as a unit.

#### **F. Performance Objectives for the Next Year**

To ensure the members of the Emergency Response Team are prepared for any type of call for service it is incumbent that members participate in all the mandated training. It is important to take advantage of in-service training with other sworn officers who perform the roles of Crisis Negotiators and Incident Commanders. Cross training with other community partners such as those involved in search and rescue should also be performed.

Anticipated training for next year will include:

- one (1) week in June for maintenance training,
- one (1) week in September for maintenance training with Peel Regional Tactical,
- monthly Sniper Observer training for two (2) members and,
- six (6) members attending Ontario Tactical Advisory Body (OTAB).

**G. Other**

N/A

**H. Appendices**

N/A



# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report Fraud Coordinator**

---

**Report Date: 2014/01/05**  
**Author: Detective Constable Denis Levasseur**

## **A. Mandate**

1. Review and screen fraud complaints, provide advice and assistance on fraud related issues to the general public and other officers.
2. Conduct major fraud investigations. Prepare and execute judicial authorizations to obtain evidence.
3. Liaise with banking institutions, businesses and community organizations to improve fraud prevention policies and procedures.
4. Assist with the seizure of proceeds of crime and offence related property and the preparation of the applications.

## **B. Executive Summary**

The Fraud Coordinator's primary function is to investigate major fraud complaints. This officer is assigned to the Investigative Support Section and has expertise in this area of policing through training and experience.

Fraud complaints received by the North Bay Police Service are initially assigned to the Patrol Section and may be re-assigned to the Fraud Coordinator based on the complexity of the investigation, value of the loss to the victim(s) or the need for expertise in this specialized field.

In 2013, the North Bay Police Service received a total of 193 fraud complaints. Many were related to internal employee misconduct, social assistance claims, automated teller machines, counterfeit cheques, the internet and stolen identities.

As in previous years, there were an increased number of internet fraud complaints in 2013. These included fraudulently placed employment advertisements, advance fee fraud, auction fraud and unsolicited email "phishing". In many cases, there was no loss reported or the amount of the loss was minor. The Canadian Anti-Fraud Centre continues to report that internet based fraud occurrences are under-reported throughout the Province.

Identity Fraud continued to increase from 2012 and often resulted in significant losses to the victims.

### **C. Activities**

The Fraud Coordinator attended the Asset Forfeiture training course to assist with the seizure of fraudulently obtained funds and property.

In 2013, the Fraud Coordinator conducted several major fraud investigations. These investigations are generally very time consuming and often they can take many months to several years to investigate and prosecute.

In one case an employee obtained funds using her position to defraud numerous victims until the matter was discovered by her employer. The loss exceeded thirty-five thousand dollars.

The Fraud Coordinator also concluded an investigation into an employee who managed to defraud their employer of several hundred thousands of dollars.

The Fraud Coordinator was also assigned a number of non-fraud investigations, in order to assist the Investigative Support Section. Patrol officers were assisted with drafting and executing numerous Production Orders related to their ongoing fraud investigations

### **D. Performance Indicators**

There were 24 fraud complaints and 3 non-fraudulent complaints received and investigated by the Fraud Coordinator resulting in 19 criminal charges and 19 Production Orders.(See Appendix A)

### **E. Anticipated Issues for the Future**

A significant increase in Internet Fraud has been identified and continues to increase annually. The anonymity of the internet provides criminals with the ability to target unsuspecting victims with schemes that have been adapted to modern technology. Identity theft continues to be a growing problem. Education and public awareness continues to be the best method in the prevention of these types of fraud.

### **F. Performance Objectives for the Next Year**

1. Respond to and investigate major fraud complaints and prepare cases for successful court prosecution.
2. Recover money and property for victims of fraud.
3. Provide training and direction to other police officers.

4. Liaise with community partners to establish effective fraud prevention strategies and practises.

**G. Other**

N/A

**APPENDIX A**

**Fraud Section Performance Indicators**

	2011	2012	2013
Occurrences	56	43	27
Criminal Code Charges	37	37	19
Fraudulent Use of Credit Card	0	0	0
Fraud under	12	4	2
Other Criminal Code	15	25	2
Criminal Breach of Trust	2	3	0
Utter Forged Document	1	0	0
Forgery	0	0	0
False Pretences	0	0	0
Fraud Over	7	8	15
Attempt Fraud	1	0	0
Laundering Proceeds of Crime	1	0	0
Production Orders	18	8	19
Ongoing Investigations	3	5	4





# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report Near North Crime Stoppers**

---

**Report Date: 2014/01/13  
Author: Jean Lemieux**

## **A. Mandate**

1. Receive information from the public on criminal and other illegal activity while guaranteeing anonymity. Forward the information to the appropriate investigative agencies.
2. Offer monetary rewards and arrange payments to individuals who provide information that contributes to the successful conclusion of a case.
3. Work in cooperation with investigative agencies, the media and the community.
4. Administer and manage the program with a local volunteer board of directors. Raise sufficient funding to support the program.

## **B. Executive Summary**

Near North Crime Stoppers (NNCS) was founded in North Bay in June of 1988 and serves Nipissing and Parry Sound Districts and is a member of the Ontario Association of Crime Stoppers (OACS), Canadian Crime Stoppers Association (CCSA) and Crime Stoppers International (CSI).

The local program works with the North Bay Police Service, the Ontario Provincial Police Northeast Region, West Nipissing Police Service, the Anishinabek Police Service, the Canadian Forces Military Police, the Ministry of Natural Resources and other investigative agencies.

The program is administered by an Executive Director, assisted by two police Coordinators: one from the North Bay Police Service and one from the O.P.P.

The Near North Crime Stoppers had another successful year in 2013, receiving a great number of tips which lead to numerous criminal charges, the recovery of a substantial amount of property and the seizure of a significant amount of drugs.

## **C. Activities**

### Coordinators

The Coordinators received and disseminated information from the tipsters on a daily basis. They maintained regular contact with enforcement agencies to ensure that tip information provided was handled according to policies and that rewards were paid in a timely manner.

The Coordinators attended monthly board meetings, providing statistical data and information to the Board regarding the activities of the program and assisted the Board with reward recommendations, fundraising and promotional activities.

In June 2013, both police Coordinators and Board members attended the annual Legal Issue / Crime Stoppers Provincial Training Conference held in Sault Ste-Marie. Valuable information was exchanged between Coordinators and Board members from other Crime Stoppers Programs in the province. This enabled the Coordinators to stay current with new legal issues and case law, ensuring that the program is operating within the guidelines established by the OACS, CCSA and CSI. The legal adviser to CCSA was also in attendance and provided valuable advice.

During 2013, the Coordinators provided information sessions to several service clubs, secondary schools, colleges and other organizations in the area, to explain and promote the program.

The NBPS Coordinator continued to serve on the Ontario Association of Crime Stoppers Board (OACS) as a Director representing Northern Ontario and as such, attended monthly meetings. He is also a member of the OACS Legal Fund Committee, a provincial committee created to provide assistance to Crime Stoppers Programs in the province of Ontario experiencing legal challenges.

#### Board of Directors:

At present, the Near North Crime Stoppers Board of Directors consists of 15 members, representing all areas of the Near North Region. Three Director positions are presently vacant. The Board is actively looking for volunteers to fill positions in the Mattawa and Burk's Falls area. At the Annual General Meeting in June 2013, Ms. Ginette Cazabon was elected as the chairperson for a one-year term. The Board of Directors also renewed the Executive Director's contract, who oversees the administration, promotion and funding of the program.

As a non-profit organization and without government funding, Near North Crime Stoppers relies on fundraising activities to offset the costs associated to the day-to-day operation of the program. This includes telephone tip lines, computers and software, a vehicle, and reward payments. Board members are active with fundraising activities including bingos, the Annual Crime Stoppers Gala, a Golf Tournament and lottery ticket sales. A telemarketing campaign by 'Community First Funding Group' is planned for the spring 2014.

#### Tri-Town Crime Stoppers:

Near North Crime Stoppers continued to be the call center for the Tri-Town Crime Stoppers Program. In 2013, 68 tips were received for the Tri-Town area. The Temiskaming Shore OPP liaison officer worked closely with the Coordinators

to ensure that tips assigned to the Tri-Town area were properly handled by investigators and that returns are made in a timely fashion.

#### **D. Performance Indicators**

In 2013, 592 new tips were received, which assisted police in the recovery of over \$31,700 in property and the seizure of over \$ 1,531,000 in illegal drugs. Of the tips received, 147 were assigned to the various OPP detachments in our catchment area, 96 to the O.P.P. Drug Enforcement Unit and 252 to the North Bay Police Service. Rewards totalling over \$5,450 were paid to tipsters.

A total of 125 tips were received in 2013 via web/texting, accounting for 21% of all tips received. (See attached Appendix A)

#### **E. Anticipated Issues for the Future**

##### Web/Text Tips:

The Tipsoft 5 software program has enabled Crime Stoppers programs to receive anonymous information via the internet and other electronic means. It is anticipated that "Web-Tips" will continue to increase in popularity.

During the upcoming year, the police Coordinators will continue to promote the use of the "Web-Tips" system, particularly targeting young persons and seniors. It has the advantage of allowing ongoing two-way communication.

##### Fundraising:

The staff and Board of Directors will continue to be very active with the promotion of the program, with several fundraising activities.

#### **F. Performance Objectives for the Next Year**

1. Ensure proper and timely returns from all investigative agencies; by meeting regularly with the liaison officers and investigators to promote the program and ensure that the information provided is handled properly and according to policies and guidelines.
2. Continue with presentations to community groups, organizations and schools, to promote the Crime Stoppers Program as an effective and anonymous means of providing information on illegal activities.

3. Continue to promote the "Web and Text Tip" program, enabling tipsters to anonymously provide information using the internet / wireless communication devices.

**G. Other**

**H. Appendices (see following page)**

## Appendix A

	Total for 2011	Total for 2012	Total for 2013	Since Inception (June 1988)
Tips received	677	664	592	14,624
Cases cleared	36	26	38	2,522
Arrests	37	26	49	1,518
Property recovered	\$ 42,646	\$ 44,500	\$ 31,700	\$ 3,576,230
Drugs seized	\$568,240	\$322,655	\$1,531,360	\$50,725,782
Rewards paid	\$ 4,460	\$ 6,320	\$5,450	\$ 188,193

### Tips Received – 2013

Arson	2	Mischief	2
Assault	2	Missing Persons	21
Breach of Conditions	19	Morality	11
Break & Enter	10	Other	15
Child Abuse	4	Robbery	6
Cruelty to Animals	4	Senior abuse	2
Customs and Excise	2	Sexual Assault	2
Driving	48	Stolen Property	23
Drugs	260	Suspicious Circ.	13
Environment	3	Theft	30
Fish & Wildlife	9	Wanted Person	21
Fraud	59	Weapons Offence	5
Homicide	17		
L.L.A	2		
		<b>Total</b>	<b>664</b>

<u>Agency</u>	<u>TIPS</u>	<u>OPP</u>	<u>TIPS</u>
Anishinabek PS	11	Almaguin Highlands	36
JFO Drug Unit	96	OPP N.E.R.	8
MNR	14	North Bay	69
NBPS	252	West Parry Sound	34
Other Agency	42		
Other CS Program	56		
RCMP	2		
Tri-town CS	68		
West Nipissing PS	38		

***\*\*Please note that some Tips are assigned to multiple agencies.***



# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report**

### **School Liaison Officer**

---

**Report Date: 2014/01/02**

**Author: Det. Cst. Chris Johnson**

**A. Mandate**

1. Liaise with students, teachers, principals and administration associated to all primary, elementary and secondary schools in North Bay and Callander.
2. Investigate youth crime, lay charges and initiate extra-judicial measures pursuant to the *Youth Criminal Justice Act*.
3. Liaise with the Youth Criminal Justice Committee in relation to diverted young offenders.
4. Provide information and presentations to students and staff on school safety issues.
5. Liaise with other community-based organizations to promote safe schools.

**B. Executive Summary**

The School Liaison Officer (SLO) is assigned to the Investigative Support Section and provides a police presence in the schools intended to foster and maintain a safe and non-threatening environment for students, staff and community members. The SLO also provides a visible and positive image of law enforcement in the schools and encourages students to have more direct and personal contact with police.

In 2013, the SLO responded to a variety of school calls and conducted a wide range of investigations. Enforcement action was taken in more serious matters and minor offences resulted in youth cautions or diversions. The SLO also provided advice and direction to school administration and students on school safety and behaviour issues.

Progressive methods such as Restorative Justice and Internal Resolutions were used to deal with negative youth behaviour in the school system.

Restorative Justice was used as a form of school discipline where the offending student(s) agreed to participate in meetings with the involved students, parents and school staff. With the SLO involved, the incident, the impact and appropriate resolutions were discussed.

Internal Resolution was used when the SLO and the school administration determined that it was appropriate to deal with the situation at the school level.



The options available included apologies, in-school suspensions, external suspensions and other consequences. This form of resolution was generally implemented for minor or non-criminal offences.

The SLO continued to work with the schools to ensure that proper reporting procedures for violent and more serious offences were followed.

### **C. Activities**

In 2013, there were two hundred and fifty-four (254) school related calls for service investigated by the SLO. From these calls the SLO issued forty eight (48) criminal charges, eighty-eight (88) verbal cautions/warnings and twenty-eight (28) youth referrals and related to drug possession, assault, threatening criminal harassment (bullying), possession of stolen property, theft, weapons and mischief.

The actions taken by the SLO were dependant on the circumstances of the situation and the seriousness of the offence and resulted in the following outcomes:

- Advice or information
- Internal resolution
- Pre-charge diversion (referral / caution)
- Restorative justice (Youth Criminal Justice Program)
- Criminal or Provincial Offences Act charge(s)

The majority of occurrences did not involve criminal charges. Informal resolutions, referrals, diversions and cautions were the most common and effective option exercised by the SLO as well as other officers responding to school related calls. Youth referrals involved an interview by the North Bay Police Youth Officer to assess the entire situation and consider a referral to the Youth Criminal Justice Program for further assessment and consequences. It should be noted that the option of a criminal charge is maintained throughout the process, should other measures prove to be ineffective.

Other school calls fell within the mandate of the School Liaison Program but due to a heavy case load they were handled by uniformed patrol officers resulting in further charges, verbal cautions/warnings or youth referrals.

There were no drug-trafficking charges laid in 2013, but there were nineteen Youth Referrals served for drug possession and several charges laid for drug possession. A large number of drug occurrences were dealt with at the school level by the administration with suspensions or other school consequences. The

SLO recovered illegal drugs from school officials for destruction where there were no suspects.

The SLO also responded to many calls for service to the schools for a variety of non-enforcement matters including advice and direction to school staff and meetings with students to discuss behavioural issues. Various school safety issues were the subject of educational presentations by the SLO, on topics such as cyber bullying, criminal harassment, drug and alcohol abuse, internet safety and school emergency lockdowns procedures.

As a result of a dramatic increase in calls for service at the schools the SLO received assistance from the Community Resource Officer (CRO) from September to December. This permitted the SLO to be proactive within the schools and due to the unanticipated workload it permitted the SLO to complete investigations in a more timely and efficient manner.

An extensive survey on school safety issues and the role of police in the schools was completed by Nipissing University, Criminal Justice Program. With the assistance of the results of the School Safety Survey, a complete re-examination of the SLO Program and the role of the North Bay Police Service in the schools has commenced. The results clearly confirmed the importance of the SLO program and the need to enhance a police presence in our schools. In collaboration with school administrators, staff and students, police management will be reviewing the current program and seeking strategies to effectively enhance the role of police in the schools.

#### **D. Performance Indicators**

(See Appendices A, B and C)

#### **E. Anticipated Issues for the Future**

##### **Trespass/Unwanted Persons**

Trespass/unwanted persons calls rose considerably in 2013. A number of youth attended other schools and caused problems such as fighting and drug use. This resulted in the SLO charging several youth with various Provincial Statute Offences and Criminal Code Offences.

The SLO will continue to monitor this issue in 2014 and assess the need for an increased police presence at the concerned schools.

## Assaults

Assaults and other associated violent acts will continue to be a concern for the SLO in 2014 as they comprised the second largest number of investigations. The Restorative Justice Process will continue to play an important role in addressing youth criminal behaviour and the outcomes.

Recently, the school/police protocol was revised and updated, clearly outlining the schools' position and responsibility when dealing with assaults. It is anticipated that these changes will result in an increase in the number of assault reports from the schools to police.

The SLO will continue to monitor this trend to assess the need for future presentations on school based violence.

## Drugs

Drug offences appeared to be on the decline in 2013. The SLO noted a decrease in the use, possession and seizure of illicit drugs in the schools.

Drug awareness presentations to educate students on the harmful effects of substance abuse, including the health risks and the legal consequences, will continue in 2014.

## Cyber Bullying/ Internet Harassment

The number of calls relating to cyber bullying and harassment through forms of electronic communication continues to be problematic in the schools today. The increased use of social media and technology has provided bullies an opportunity an avenue to harass others. Tragic events where cyber bullying has lead to suicide have resulted in extensive media coverage and the issue is now a high profile topic of discussion.

Changes to the *Education Act* has increased the responsibility of school administrators to deal firmly with occurrences of harassment and bullying, specifically those involving social media.

In response to the expected increase in cyber bullying, the SLO will to engage in proactive policing with continued information sharing with school staff and education of students.

**F. Performance Objectives for the Next Year**

1. Continue education and awareness presentations on drug and alcohol abuse, criminal harassment, violence, lockdown procedures, cyber bullying and other relevant school safety topics.
2. Continue to work with students and staff on internal resolutions for non-criminal conduct issues within the schools.
3. Ensure referrals to the Youth Officer and the Youth Criminal Justice Program continue in an effective and efficient manner.
4. Take enforcement action by making arrests and laying charges when necessary to enhance school safety and ensure that students are held accountable for their actions.

**G. Appendices**

Appendix "A" – School Liaison Performance Indicators

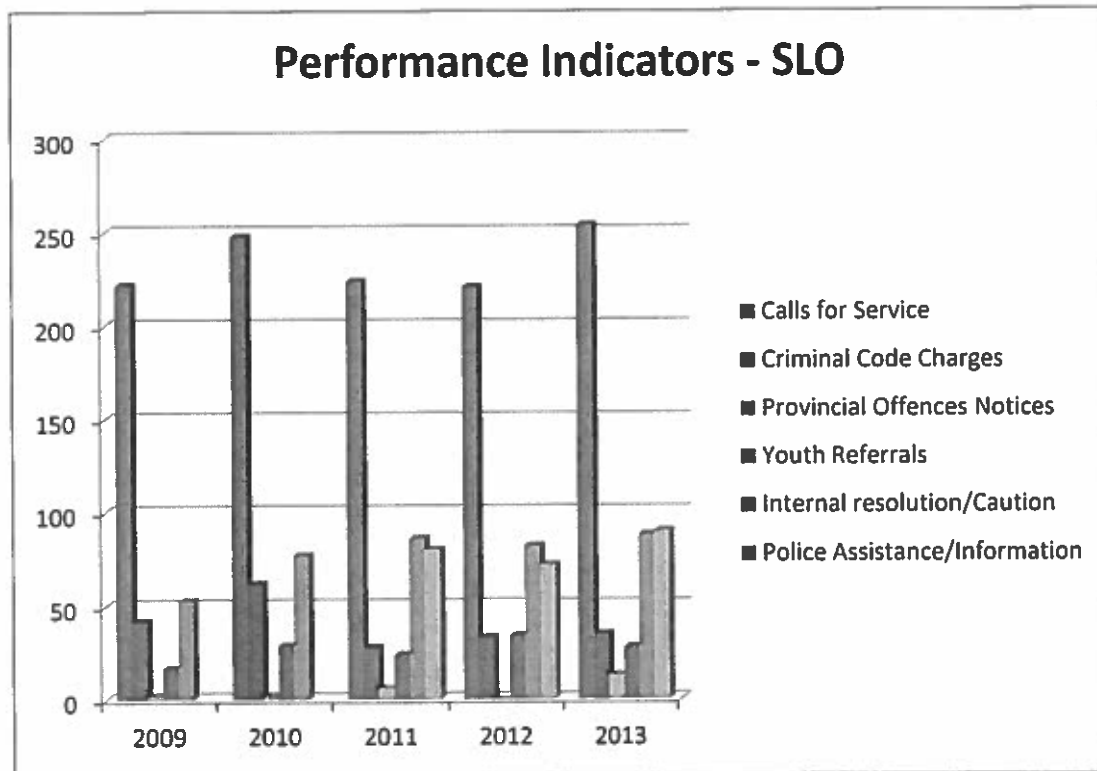
Appendix "B" – Case Load Analysis

Appendix "C" – Charge / Diversion Breakdown

## APPENDIX "A"

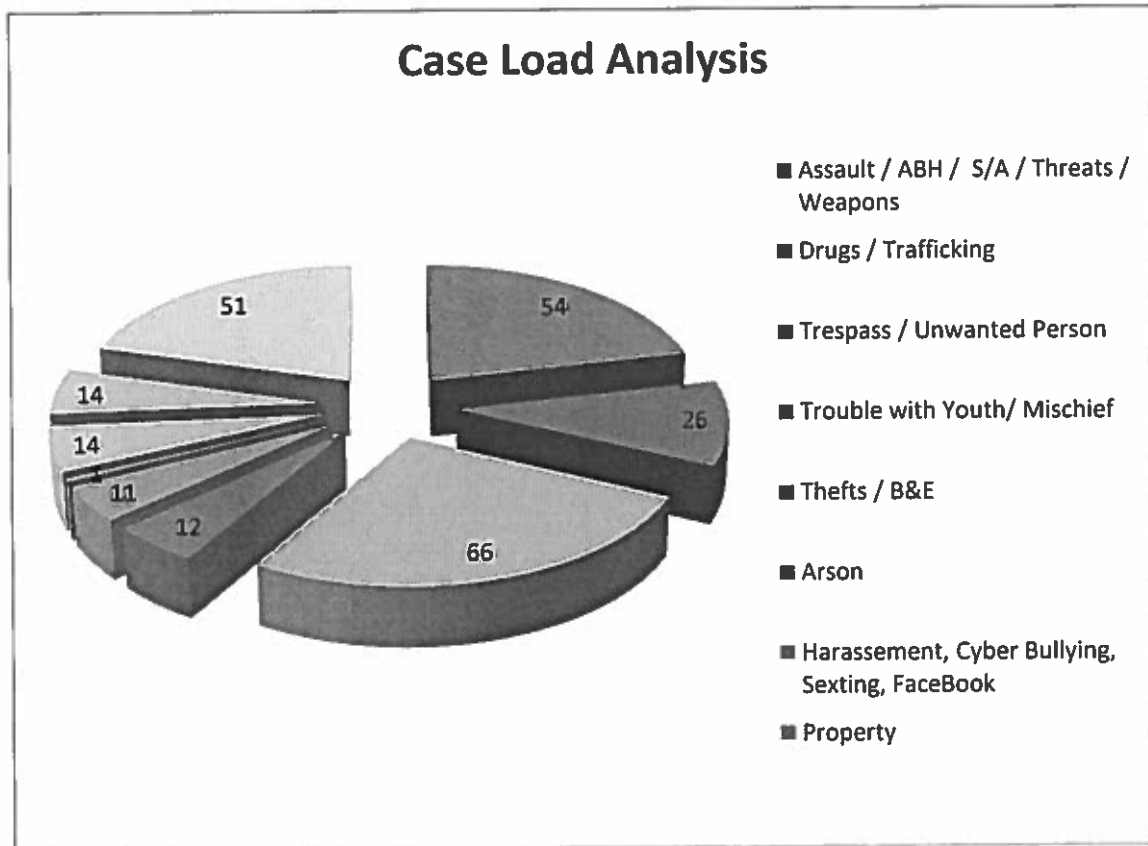
### SCHOOL LIAISON PERFORMANCE INDICATORS

	2009	2010	2011	2012	2013
Calls for Service	222	248	224	221	254
Criminal Code Charges	42	62	28	33	35
Provincial Offences Notices	2	2	6	0	13
Youth Referrals	17	29	24	34	28
Internal resolution/Caution	53	77	86	82	88
Police Assistance/Information			80	72	90



## APPENDIX "B"

### CASE LOAD ANALYSIS



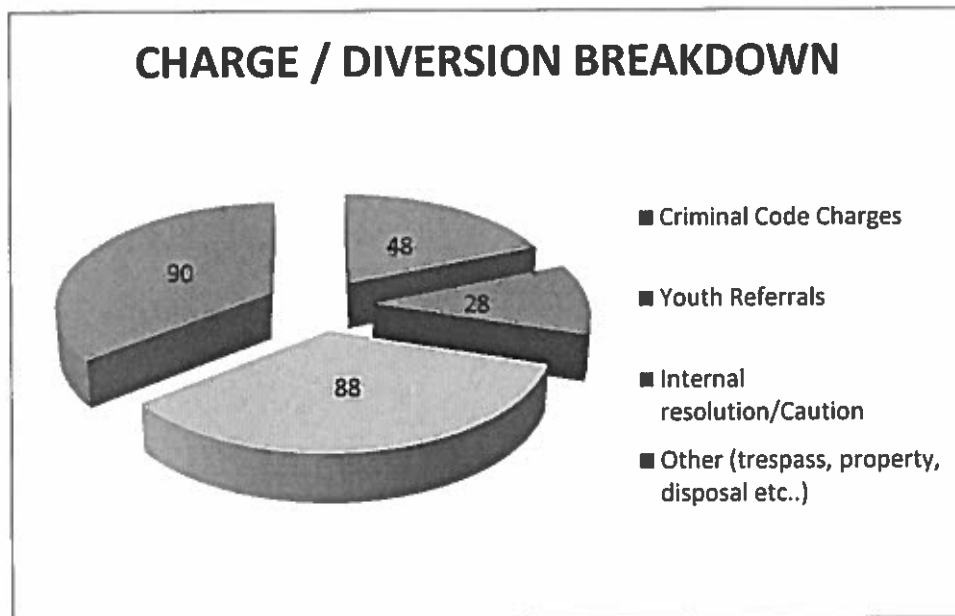
## APPENDIX "C"

### CHARGE / DIVERSION BREAKDOWN

Calls for Service	254
Criminal Code Charges	48
Youth Referrals	28
Internal resolution/Caution	88
Other (trespass, property, disposal etc...)	90

#### **BREAKDOWN**

Criminal Code Charges	19%
Youth Referrals	11%
Internal resolution/Caution	35%
Other (trespass, property etc...)	35%





# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report Traffic Section**

---

**Report Date: 2014/01/09**  
**Author: Staff Sergeant Richard Dubeau**



## **A. Mandate of the Unit**

Ensuring the safety of motorists and pedestrians is a necessary responsibility of the North Bay Police Service. The *Police Services Act* of Ontario mandates that police services establish procedures on traffic management and road safety.

The mandate of the Traffic Section includes, but is not limited to the following:

- a. Oversee enforcement and prosecution of all provincial offences and municipal by-laws;
- b. Conduct and coordinate provincial and local road safety initiatives;
- c. Train and re-qualify personnel in RADAR and LIDAR operation;
- d. Coordinate administration of the 72 hour report program;
- e. Coordinate and report on the administration of the RIDE Program;
- f. Oversee administration and enforcement of the Taxi By-Law and the taxi licensing process;
- g. Advise staff of changes to provincial and municipal legislation;
- h. Oversee investigations of traffic complaints and determine resolutions to those complaints;
- i. Review and approve all motor vehicle collision reports;
- j. Ensure statistical accuracy and reporting of motor vehicle collisions;
- k. Record and report on officer performance measures; and
- l. Coordinate the towing application process and ensure compliance with appropriate Service Standard Operating Procedures (SOP).

## **B. Executive Summary**

The Traffic Section is responsible for education and enforcement of provincial and municipal traffic related legislation and initiatives. Section members respond to traffic concerns of the general public and take both a reactive and proactive approach to traffic enforcement throughout the municipalities of North Bay and Callander.

The Section is responsible for the administration and enforcement of the Taxi By-Law and maintains statistical information relating to a variety of traffic related activities such as collisions, suspensions, issuance of Provincial Offence Notices, including *Liquor Licence Act* infractions and other offences under the *Provincial Offences Act of Ontario*.

Members of the Section continuously liaise with a variety of organizations and community partners including; the Ministry of Community Safety and Correctional Services, the Ministry of Transportation (M.T.O.), area schools, the local taxi and towing companies, municipalities and other police agencies. In addition the Traffic Sergeant is a Board member with MADD and Road Safety Committee.

The *Highway Traffic Act* is not a stagnant piece of legislation. It is common to experience several changes within the *Act* from year to year. Laws related to traffic enforcement are constantly being created and amended to meet or satisfy safety standards attributed to new developing technologies (i.e. e-bikes & cell phone) and to reduce or eliminate the potential for harm to pedestrians, cyclists and drivers.

One of the predominant means of keeping current on new traffic related laws is in the form of All Chiefs Memorandums. These are documents directed to all Chiefs of Police in Ontario that are released by the Ministry of Community Safety and Correctional Services. These documents provide up to date information regarding almost all aspects of change that occurs in the field of policing. With respect to the Traffic Section, the information gleaned facilitates a better understanding of change in provincial laws, which the Section passes on to other members from within the police service and the public.

Traffic Section members are responsible for training and requalification of Service members on speed detection devices and Road Side Screening devices as mandated by the Province.

In addition from traditional traffic duties, the Traffic Sergeant is responsible for the administration and coordination of Special Paid Duties and an Alarm Program.

## **C. Activities**

### Activity Directly Related to Mandate

The Traffic Section continues to deal with public education and enforcement of provincial and municipal legislation, traffic concerns and complaints from the public as well as compiling statistics of enforcement and motor vehicle collisions.

The Police Service used directed enforcement operations and the media to educate the public on legislation regarding seat belts, school buses and safe driving measures. The Service used the following campaigns to educate the public:

- a. Spring and Fall Seat Belt Campaign;
- b. Operation Impact, safe driving measures;
- c. September Traffic Project: School Buses;
- d. Winter Driving Safety Initiative;
- e. Road Safety Week;
- f. R.I.D.E. Program –May and October long weekends as well as the winter/festive time from the end of November to late February of 2014.

As noted in Article B. above, information in the form of "All Chiefs Memorandums" is provided to the Service from the Ministry. Traffic Section members relayed this information to the members of the Police Service through memorandums and/or in-service training. Uniformed or "front-line" officers are re-qualified by members attached to the Traffic Section on the RADAR and LIDAR speed detection devices on a continual basis as mandated by provincial regulations.

The Traffic Section continued to review and approve all motor vehicle collision reports and collected information to determine areas of concern in the city for motor vehicle collisions. The Collision Reporting Centre (C.R.C.) assisted the Service by completing the reporting procedure for the majority of motor vehicle collisions, 1,555 reports that are solely vehicle damage related. The C.R.C. collected data and provided reports to the Service in relation to those areas in the city with the most collisions in order to assist in targeted enforcement for safe driving measures. The Collision reporting centre commenced electronically filling the Services Motor Vehicle Collision reports with the Ministry of Transportation, eliminating the North Bay Police Service from having to mail the reports on a weekly basis. 2,281 reports were sent to the Ministry in 2013.

Changes were implemented to the supervisor and clerical position. Provincial Offence Notices, court documents and motor vehicle accident reports are now being scanned and kept with the occurrence number in the RMS data system.

In addition to the initiatives listed above, our Traffic Section, in conjunction with other uniformed officers, were also involved in directed enforcement operations which included:

- a. the Community Oriented Response Unit;
- b. Snowmobile Joint Forces with the O.P.P.;
- c. Bicycle Enforcement Programs

Training is a vital component to any specialized area. To enhance skills and develop a better understanding of traffic initiatives and legislation members within the Section attended the following training opportunities:

- a. L.I.D.A.R. Instructor Course
- b. Traffic Officer course
- c. Bicycle Officer course

#### **D. Performance Indicators**

The North Bay Police Service Business Plan (2011 to 2013) identified one of our goals in addressing concerns for road safety was to fully implement the Platoon Traffic Officer (P.T.O.) Program. This report recognizes the following as performance measures for the Traffic Section:

- a. Number of traffic collisions reported;
- b. Number of provincial and local road safety initiatives in which the Traffic Section participates in;
- c. Number of officers trained in specific traffic enforcement disciplines;
- d. Number of charges/warnings/equipment notices issued;
- e. Number of drinking and driving arrests;
- f. Person hours of dedicated traffic enforcement by patrol personnel; and
- g. Person hours of directed traffic enforcement by patrol personnel.

The Traffic Section maintains statistical information concerning traffic related issues and enforcement for the entire Service. As a result of utilizing the CRC this year for data collection, the statistics, as it relates to motor vehicle collisions has changed from previous annual reports. Inaccurate data from RMS in previous annual reports have been modified to truly reflect the situation. As the data collection process has been rectified, numbers from this source or data base will be utilized on a going forward basis..

In 2013, 2,281 collisions occurred within the Service's jurisdiction compared to 2,155 in 2012 and 2,168 in 2011. In 2010 and 2009, 2,087 and 2,196 collisions were documented respectively.

In 2013, 726 collisions were investigated by police officers, compared to 802 in 2012, 865 in 2011 and 723 in 2010. It appears these figures have been consistent over the last 4 years.

Injuries sustained by individuals in collisions in 2013 were 163 compared to 234 in 2012 and 229 in 2011. Motor vehicle collisions involving pedestrians were 15 in 2013 compared to 20 in 2012.

There were two pedestrian fatalities in 2013, one that involved an impaired driver that failed to remain and was later arrested and entered a plea of guilt. There was one other motor vehicle collision fatality in 2013 involving a bicyclist, for a total of three fatalities for the year.

It is important to note that the reported collisions versus the investigated collisions numerical values may differ because not all accidents reported are investigated. The *Highway Traffic Act* stipulates that any accident involving personal injury or damage exceeding \$1000.00 must be reported to the nearest police officer. Police also investigate accidents or collisions regardless of dollar amount or person injury amount when any type emergency response vehicle or City of North Bay, Municipality of Callander vehicle or Provincial or Federal vehicles is involved.

In 2013 the Traffic Section processed 4,247 Provincial Offences Notices (PON) issued by uniformed members. The figures in 2012 were 5541 and in 2011 were 5521. Provincial Offences Notices include violations predominantly associated to the *Highway Traffic Act*, *Liquor Licence Act* and By-Law infractions.

In response to our Services commitment to the Platoon Traffic Officer (PTO) program; officers have logged 622.5 hours of enforcement by PTO officers resulting in 642 violations issued. These officers participated in traffic initiatives, education, community programs and enforcement.

The Traffic Section maintained impaired operation of motor vehicle statistics. In 2013, 68 impaired driving charges were recorded. This is compared to 85 for 2012 and 56 for 2011. The R.I.D.E. Program was utilized or implemented 17 times in 2013.

In 2013, the Traffic Section documented 143 Provincial Offence Notices while policing in Callander. These included offences issued in relation to the *Highway Traffic Act*, *Liquor Licence Act*, *Motorized Snowmobile Act*, *Trespass to Property Act* and *Off Road Vehicles Act*.

#### **E. Anticipated Issues for the Future**

*Highway Traffic Act* infractions pertaining to distracted driving and e-bike violations will be a continued focus of the Section in 2014. Both issues continue to be problematic, posing a real threat to the safety of all individuals on our roadways.

As noted earlier in this report many of the changes on how we approach traffic related issues, including training and enforcement are made aware to us through All Chief Memorandums. Keeping pace with the changes, amending our processes and procedures, educating our members and the public will continue to be challenging.

#### **F. Performance Objectives for the Next Year**

The continued development and staffing of the P.T.O. position, in accordance with the identified goals in our Business Plan, would ensure appropriate response to traffic concerns.

The Traffic Section will continue to focus on enforcement priorities as identified by the citizens of North Bay and Callander. This will be measured through the deployment hours of the P.T.O. and the number of Provincial Offence Notices completed.

The Traffic Section will continue to focus on special projects that relate to school buses, speed, distracted driving, unsafe vehicles, unsafe loads and the towing and taxi industry. Targeted enforcement such as the R.I.D.E. program has merit. We will also continue to provide education to the public through presentations, utilizing the media to further enhance road safety.

Maintaining and sharing information of statistical information is a very important function of the Traffic Section. Keeping accurate and meaningful numerical records on an annual basis of the many duties related to traffic enforcement and education answers many questions with respect to the function and the role of the Traffic Section in its mandate.

A continued focus on traffic enforcement and education will guide the Traffic Section in 2014 ensuring the safe and efficient movement of pedestrian and vehicle traffic within the municipalities of North Bay and Callander.



# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report Use of Force**

---

**Report Date: 04 January 2014  
Author: Cst. John Cook**

## A. Overview and Mandate

The *Ministry of Community Safety and Correctional Services' Use of Force Report* (Form 1) assists police services in instituting and/or adapting training to prepare Officers to protect themselves and the public to the highest standard.

The Form 1 reports contain information to assist management in addressing scheduling and equipment issues. For example, identifying peak demand times when it would be strategically ideal to have more officers deployed, or whether a certain Use of Force option (weapon) is or isn't effective. The *Police Services Act* and North Bay Police Standard Operating Procedures dictate when a police officer is required to submit a Use of Force Report.

Mandatory submissions for a Use of Force Report exist when an Officer(s):

- a. Draws a handgun in the presence of a member of the public, excluding a member of the Service, while on duty;
- b. Points a firearm at a person;
- c. Discharges a firearm;
- d. Uses a weapon other than a firearm on another person;
- e. Uses a conducted energy weapon, in the probe mode, drive stun mode or demonstrative mode on another person; and/or,
- f. Uses physical force on another person that results in an injury requiring medical attention

In addition to ensuring training received by members of the North Bay Police Service meet Ministry Standards, the Service's Training Section conducts an analysis of all Use of Force Reports to identify all contents in the submission that may require further analysis. Once completed Use of Force Reports are forwarded through the Chain of Command.

The terms 'occurrence' and 'report' will be referenced throughout this document. For clarification, an occurrence is the call for service that resulted in officers having received a call for service. Report shall refer to the approved Ministry of Community Safety and Correctional Services "Use of Force Report" or Form 1.

It is important to distinguish between the number of occurrences and the number of reports generated by the occurrences because the figure may be misleading. For each Use of Force occurrence a Use of Force Report must be submitted; however, in some instances several officers may have had to utilize force in the same occurrence, which requires separate and additional report(s) to be generated.



## B. Executive Summary

Officers responded to a variety of calls in 2013 that required the Use of Force. Robberies, domestic disputes, attempted suicides, *Mental Health Act* apprehensions, search warrant executions, and licensed establishment disturbances are several examples.

In 2013, the total number of occurrences that required the submission of a Use of Force Report was fifty-five (55). This is an increase from thirty-nine (39) the year before. The fifty-five (55) occurrences generated a total of seventy-four (74) Form 1's.

Sixteen (16) occurrences were in relation to officers utilizing a firearm to euthanize wounded animals leaving thirty-nine (39) occurrences that involved the Use of Force on a member of the public that required a Form 1.

## C. Use of Force Occurrences and Reports

The following chart depicts the number of occurrences involving the Use of Force in 2013. Please note how the number of reports is significantly higher than the occurrences. This was due to the fact in some instances two or more officers had to submit a Use of Force report for the same occurrence.

The chart also illustrates the Use of Force Reports by type and frequency for the past six (6) years.

	2008	2009	2010	2011	2012	2013
REPORT TYPE						
Total Occurrences	55	69	53	46	39	55
Total Reports	57	71	64	50	55	74
Reports submitted to euthanize animals					14	16
Reports involving firearms (public only)	--	19	15	19	23	39
Reports involving Aerosol Weapons	7	6	0	2	1	6
Reports involving Baton	0	1	1	0	2	2
Reports involving Empty Hand Techniques	3	3	3	2	1	0

Reports involving C.E.W. (demonstrative and fired)	15	19	10	16	11	12
Reports involving C.E.W. (fired only)	--	--	3	5	3	4

There were fifteen (15) incidences in 2013 where Use of Force was employed that are not represented in the table above. These were empty hand techniques that were used secondary to more serious Use of Force options during an occurrence and thusly did not require the generation of a separate Form 1.

A notable difference year over year is the increase in the overall number of occurrences involving members of the public (39, up from 23). A second noticeable statistic is the increase in the drawing or pointing of a firearm at or within view of a member of the public (39 reports, up from 23). A review of the reports indicates that the increase is largely due to the NBPS Street Crimes Unit and the Emergency Response Team executing numerous warrants on drug houses and arrest warrants on suspected armed subjects. These occurrences are high risk and there are several officers involved leading to several reports submitted for a single occurrence.

Information from the 2013 Use of Force reports showed that CEW "demonstrative force" was very effective in assisting officers in gaining control of their subjects. Of the twelve (12) times that the weapon was drawn it was only deployed four times.

#### D. Injuries

Based on the information from the Form 1 reports, there were no injuries to officers when Use of Force had been necessary. In 2013, five (5) persons received minor injuries during the course of their arrest. Injuries consisted of bruises and minor lacerations resulting from empty hand techniques.

PERSON INJURED	2008	2009	2010	2011	2012	2013
Police Officer	0	1	1	5	2	0
Subject	2	5	3	3	3	5
Third Party	0	0	1	0	0	0

#### **E. Analysis of Occurrences by Time of Day for 2013**

The Form 1 report also details the date and time that the occurrence transpired. This information is important as it assists management in determining personnel deployment requirements or equipment needs.

TIME	OCCURRENCES INVOLVING USE OF FORCE ON PEOPLE		
	2011	2012	2013
0700-1900	12	9	26
1901-0659	24	16	13
0200-0400	8	1	3

A surprising change in 2013 from the previous two years is the sharp increase in occurrences during the day/early evening hours. The number of violent encounters between the times of 02:00 and 04:00 (closing of licensed establishments) has seemed to fluctuate since 2011.

#### **F. Occurrences by Day of the Week**

The following table depicts the day of the week that occurrences requiring a Form 1 transpired on. The reports used are those that involved the police having to use force on people rather than on an injured animal.

DAY	OCCURRENCES INVOLVING USE OF FORCE ON PEOPLE		
	2011	2012	2013
Mon-Thurs	15	13	22
Fri-Sun	21	12	17

#### **G. Equipment Purchases and Training Accomplishments**

In 2013, the Service purchased a 6'X10' enclosed trailer for the use of the Training Unit. The trailer saw extensive use in the fall during the shotgun requalification session to haul targets, ammunition and other training items. The trailer was also used during the summer months by the Community Oriented Response Unit (COR) to haul the Service's bicycles to various functions throughout the City of North Bay and the Municipality of Callander.

In 2011 it was proposed that all front-line officers receive training on mechanical door-breaching. This type of training could prove life-saving in a time-critical

situation where officers need to force entry into a building and waiting for the Emergency Response Team is not an option (active killer, building fire, medical emergency). The necessary equipment and instructor training was obtained in 2012 and, in the fall of 2013, front-line officers completed mechanical door breach training.

In June of 2012, the Service hosted two courses presented by 'Setcan', a Canadian based company specializing in police training tactics. The first course qualified three NBPS members to be "Spontaneous Knife Assault" training instructors. The second course focused on Rapid Response to Homicide in Progress (Active Killer). Lessons from both training opportunities were taught to all officers in the winter/spring training session of 2013.

In 2013, sworn personnel and Special Constables completed their annual Use of Force/Firearms requalification.

## **H. Conclusion**

2013 was a successful year for the North Bay Police Training Unit as it managed to fulfil all Ministry mandated training and several elective training initiatives.

2014 is anticipated to be busy for the Training Unit as the Service begins plans to expand the use of Conducted Energy Weapons to all front-line officers in addition to the yearly mandated and Service initiated training.



# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report ViCLAS Coordinator**

---

**Report Date: 2014/01/28  
Author: Detective Helen Kent**

## **A. Mandate**

Identify criteria offences and make timely ViCLAS submissions to the Provincial ViCLAS Centre in compliance with the *Police Services Act* of Ontario.

## **B. Executive Summary**

Violent Crime Linkage Analysis System (ViCLAS) is a police program that assists specially trained investigators to identify serial crimes and criminals by focusing on the linkages that exist among crimes committed by the same offender. The system is used Canada-wide as well as in one state in the United States and nine other countries.

Police services across Canada contribute to ViCLAS by submitting information about the violent crime investigations undertaken in their jurisdiction. In Ontario and Quebec, legislation has made it mandatory for police services to submit information to ViCLAS.

Although all Canadian police services contribute information to ViCLAS, only the ViCLAS specialists analyze and interpret the information in the system to find patterns and linkages in the reports of violent crime.

The North Bay Police Service ViCLAS Coordinator monitors all reported calls to police to identify criteria offences and ensure that detailed reports are forwarded to the Provincial ViCLAS Centre for analysis. Identified linkages are reassigned for further investigation.

In September 2013 ViCLAS Regulations were amended to improve the effectiveness of the program. Submissions are no longer required for domestic or familial sexual assaults except if the victim is under the age of 16 or if there is unique or significant verbal, physical or sexual behaviour. Further all child luring investigations solved or unsolved now require a ViCLAS submission. All police investigators are required to promptly follow up and report back within 60 days, on the results of any potential linkages provided by the Provincial ViCLAS Centre.

In November 2013 the electronic ViCLAS submission system was implemented across the province. ViCLAS submissions are now completed electronically using a secure portal to transfer files between the Provincial ViCLAS Centre and individual police services across the province.

## **C. Activities**

In 2013 there were 60 submissions made to the Provincial ViCLAS Centre. There were 84 sexual assaults however 51 of these cases generated a ViCLAS submission. There was 1 homicide, 1 attempt homicide, 4 attempt child luring, 3 child pornography and 9 other submissions for non criteria offences including 1 criminal harassment case. Of the 9 non criteria offences 4 cases involved exhibitionism, 2 cases involved the offence of voyeurism and 2 cases were criminal harassment. There were also 8 sexual assault complaints referred to other police services for their further investigation.

A comparison between 2012 and 2013 indicates that criteria offences have increased slightly from 80 to 93. Although sexual assaults that involve a domestic/familial correlation are no longer deemed to be criteria offences the offence of child luring has been added. In 2013 there was a notable increase in this type of crime as computer/internet technology increased the ease for offenders to solicit relationships with young persons. Several child pornography cases also included elements of child luring and sexual assault.

In 2013 there was one Potential Linkage Report however no further action was required. This linkage related to two cases of exhibitionism, however the offender's identity was unknown and the linkage was not established.

In May 2013 the ViCLAS Coordinator attended a ViCLAS symposium for investigators and coordinators around the province highlighting key speakers from the Tori Stafford homicide. Further training was received relating to the investigative utility of the ViCLAS database, how analysis is conducted and how to complete a ViCLAS booklet efficiently.

In October, the ViCLAS Coordinator attended a conference at the OPP General Headquarters, Orillia. Information concerning new legislation, quality control, best practices and issues arising with the new Pure Edge viewer and e-submissions through the ViCLAS portal was presented.

The electronic submission process to the Provincial ViCLAS Centre has been a somewhat challenging transition for members of the service. The electronic ViCLAS form contains the same questions as the booklet format and requires about the same amount of time to complete. Including victim/accused statements and photographs with e-booklets has been challenging as members of the service learn to use technology. There have been other issues with the Provincial ViCLAS Centre regarding sending and receiving files. The Provincial ViCLAS

Centre is currently working with the RCMP ViCLAS Centre to create a ViCLAS website and an updated ViCLAS submission form.

**D. Performance Indicators**

(See Appendix A)

**E. Anticipated Issues for the Future**

Electronic filing of ViCLAS submissions will continue to require time and training for members of the North Bay Police Service as we make the transition from paper booklets to e-submissions. Training will include complete submissions, which include statements and suspect photographs. These must be emailed to the ViCLAS coordinator in addition to completed e-booklets.

**F. Performance Objectives for the Next Year**

Full compliance with the *Police Services Act* of Ontario as it pertains to ViCLAS submissions.



## Appendix A

<b>VICLAS 2013 – Three Year Statistical Report</b>			
<b>Criteria Offences</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Sexual Assault	62	79	51
Child Luring	1	1	4
Missing Persons	1	0	0
Homicide	0	0	1
Attempt Homicide	0	0	1
Unidentified Remains	0	0	0
Non-Parental Abduction	0	0	0
<b>SUB-TOTAL</b>	<b>64</b>	<b>80</b>	<b>57</b>
<b>Non-Criteria Offences</b>			
Child Pornography	0	0	3
Criminal Harassment	0	1	0
Indecent Act	0	4	0
Other	0	1	0
<b>TOTAL</b>	<b>64</b>	<b>86</b>	<b>60</b>



# **NORTH BAY POLICE SERVICE**

## **2013 Annual Report Victim Services and Domestic Violence Coordinator**

---

**Report Date: 2014/01/16  
Author: Constable Erin Racicot**

## **A. Mandate**

1. Implement and maintain police programs to provide comprehensive and efficient service to victims of crime and tragic circumstances.
2. Provide follow-up assistance to victims by coordinating the police response with involved community agencies.
3. Monitor the response to and investigation of domestic violence occurrences, including compliance with the Service's Standard Operating Procedures.

## **B. Executive Summary**

There was continued progress during the past year, addressing the current and future needs of the North Bay Police Service in the area of victim services and domestic violence investigations.

The Coordinator continued to develop the appropriate knowledge, skills and abilities associated to the mandate of this unit. In doing so, the Coordinator participated in several conferences, seminars and committees, which allowed for learning and professional development, partnerships with other community agencies and an enhanced understanding of victim issues.

## **C. Activities**

### **Domestic Violence Community Coordinating Committee**

The Domestic Violence Coordinating Committee (DVCC) of Nipissing is a multi-disciplinary, advisory committee formed in 1998 to effectively address domestic violence in the District of Nipissing.

The DVCC is a community wide community partnership formed to prevent and respond to domestic violence. The committee has developed and facilitated a coordinated and effective response to the issues related to the identification, assessment and prevention of domestic violence.

The DVCC has maintained a strong focus on the quality of service delivery to victims of domestic violence, including their children and family members. It has improved the community's overall response to domestic violence by developing, implementing and monitoring local policies, procedures and protocols and engaged in ongoing prevention and education efforts.

The Domestic Violence Coordinator attended and participated in the monthly meetings and on-going projects including as a member of a sub-committee have hosted a training seminar of a risk assessment tool called B-Safer which was presented to a wide variety of community partners and agencies within North Bay and surrounding area.

### **Provincial Domestic Violence Coordinators Advisory Committee**

Developed by the Ministry of Community Safety and Correctional Services – Policing Services Division, this committee is comprised of several police services from across the province and was established to provide advice to the Ministry regarding potential areas of concern.

The committee was developed to provide a coordinated, effective police response on a provincial level to domestic violence by facilitating information sharing amongst domestic violence coordinators on best practices and other initiatives. The group discussed provincial issues and engaged in problem solving techniques to enhance services to victims by police and the community. There was also an exchange of information between the attending police services and the Ministry, relating to domestic violence policies. The Domestic Violence Coordinator attended quarterly meetings.

### **Domestic Violence Justice Partners Committee**

This is a working partnership of individuals involved in the justice system in our community, formed to improve the methods of handling domestic violence. This committee also made recommendations on high risk cases presented by police and has proven to be very effective.

### **Seniors at Risk Committee**

This community committee works with the aging population to find solutions for the increasing number of senior issues.

A Recommendations Committee has been formed to bring specific cases forward for discussion and to review and find solutions on identified issues.

### **Other Activities**

In March 2013, the Domestic Violence Coordinator attended a Provincial Domestic Violence Conference in London. The conference included the introduction and training of the new Ontario Domestic Assault Risk Assessment

process to be uniformly used by police agencies across the province to be rolled out this current year.

The Coordinator had ongoing contact with victims regarding court procedures and assisted with updates on court dates and investigations, provided advice, relayed information to investigating officers and provided referrals to other agencies.

The Coordinator also assisted victims with obtaining information relating to Criminal Injuries Compensation claims and provided assistance to complete the necessary documents for these applications.

The North Bay Police Service averages three or four domestic related calls every day. Other service providers assist hundreds of people every year in their individual attempts to flee violent environments. ONE PLEDGE is about all of North Bay supporting the idea that a violence free community is something worth pledging to achieve.

The City of North Bay continues to focus on building a healthy, safe and respectful community. The ONE PLEDGE message is built upon the age old notion that we are stronger together, that individual efforts are the driving force behind moving the goals of the many forward. Domestic violence is a crime and the effects of domestic violence ripple through the community. As a proud partner in this initiative the NBPS acknowledges through this campaign everyone can be a part of the solution. We encourage all members of our community to visit [www.onepledge.ca](http://www.onepledge.ca) to take this pledge

#### D. Performance Indicators

##### 2013

<b>Referrals to Partner Agencies</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Victim Services of Nipissing District	149	105	220	230
VWAP	483	580	443	502
Community Care Access Centre	2	4	6	5
Seniors Mental Health	2	1	7	22
<b>Number of New and Sustained Partnerships</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Sustained	22	22	22	23
New	0	0	0	1

Community Care Access Center (CCAC) is an organization that has direct contact with public access to government-funded home care, community services and long-term care homes through a referral process. In 2013 the Senior Liaison has established a connection with this agency to assist in dealing with the increasing number of senior issues in our community.

#### **E. Anticipated Issues for the Future**

It is expected that the police role in domestic violence will continue to be significant in the upcoming year. The Coordinator will continue to monitor investigations to ensure that procedures are followed and provide advice and assistance where required. Additional and ongoing training for frontline officers has been identified and will be addressed over the coming year.

Involvement with the provincial Domestic Violence Committee will focus on the development of the new risk assessment tool for frontline personnel, which when implemented will assist to ensure the safety of victims of domestic violence.

It is anticipated that in 2014 the Domestic Violence Supplementary Report (DVSR) will be changing and be identified as the Domestic Violence Risk Management Report (DVRMR). This new form will incorporate a section on risk management. In addition, the DVRMR has embedded risk factors from the Ontario Domestic Assault Risk Assessment (ODARA) that can be scored by qualified officers.

Officers will need to be trained on the new form and how to complete the ODARA scoring. This can be done through an e-learning, which will qualify officers to complete the necessary assessments.

Also, senior and elder abuse issues are expected to increase as our population ages. The Coordinator will monitor the impact these issues have on police response and will have to continue and in some circumstances enhance liaising opportunities with other community professionals.

#### **F. Performance Objectives for the Next Year**

1. Continue to provide learning opportunities to frontline officers and their supervisors in on domestic violence issues and investigations.
2. To continue to work with justice partners within the newly developed Domestic Violence Coordinators Advisory Committee on high risk cases and execute it effectively.

3. To review and report ongoing initiatives with outside agencies and community partners.
4. To continue strong partnerships within the community.

**G. Other**

N/A

**H. Appendice**

N/A



## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: February 10, 2014

Date of Meeting: February 18, 2014

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

**Subject: 2013 Operating Budget Surplus**

#### **Recommendation: Information Item**

Find attached a memorandum prepared by Mr. Lalande in relation to the Board's 2013 Operating Budget surplus which, is \$180,861.00. Mr. Lalande's also provides a break down on page 2 of this memo summarizing this surplus for the Board.

In keeping with past practice these funds will be transferred into our General Police Purpose Reserve Account.

I invite any questions or comments from the Board.

Sincerely,

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





## **NORTH BAY POLICE SERVICE**

### **MEMORANDUM**

**DATE:** 2014-02-07  
**TO:** Chief Cook  
**FROM:** Mr. Lalande, EA to Chief  
**SUBJECT:** 2013 Year-end Surplus

---

Chief,

I have finalized our 2013 Year-end accounts and working papers for auditors and wish to advise you of our \$180,861.00 surplus.

At this point it might seem very high from what we would normally expect at year-end over the past few years; however, I have attached a summary sheet outlining where the surplus was derived. The HR and Leave amounts are approximate, but the other numbers are exact from our final budget/actual numbers.

If you have any further questions in relation to this report, please let me know and we can sit down and discuss this further.

Respectfully,

## Factors contributing to the 2013 surplus figure

Solmes resignation	\$ 28,700
Other approximate HR savings from Leaves	\$ 36,053
Less Legal fees	\$ 10,976
Less Civil Suit deductibles	\$ 16,000
Traffic budget underspent	\$ 5,465
Uniform/equipment underspent	\$ 9,364
Fleet fuel underspent & no vehicle write offs	\$ 40,588
Training underspent	\$ 13,589
IT Budget underspent	\$ 6,283
More revenue in Admin fees than estimated	\$ 15,238
Total	<u>\$ 182,256</u>



## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: February 14, 2014

Date of Meeting: February 18, 2014

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

**Subject: Business Plan 2014-2016**

**Recommendation: that the Board hereby resolves to, "accept the Business Plan 2014-2016 as presented by the Chief of Police."**

Find attached a copy of our Business Plan for 2014 to 2016. This document was prepared on behalf of the Board as per the legislative requirements detailed in Section 30(1) of the Adequacy Standards Regulation of the *Police Services Act*. Thanks to our Business Planning Committee for their outstanding efforts in putting together this very important document.

Our Business Plan was developed with invaluable input from our members and the communities we serve. We thank those who provided feedback through our "Town Hall" meetings in North Bay and Callander, one-on-one interviews, and multiple community surveys.


This Plan outlines clear goals and objectives and provides for quantitative and qualitative performance measures that we will use to assess and track our progress over the life of the plan. It will be used to guide our Police Service through the next three years.

Now that the Business Plan has been completed we will be actively involved in communicating the Plan. This will take place through distribution of this document to each of our members and a series of internal meetings within the various sections of our workplace. The Plan will also be added to our Intranet and made available to the community through our website.

As this is a legislated requirement for the Board we require a Resolution accepting this Business Plan as presented.

I invite any comments or questions from the Board on this.

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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: January 22, 2014  
Date of Meeting: February 18, 2014

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

**Subject: Contingency Account – YMCA Strong Kids Campaign**

**Recommendation: That the Board hereby resolves, "to donate \$250.00 from the contingency line in the Board's 2014 Operating Budget to support the YMCA Strong Kids Campaign."**


Find attached an e-mail from Ms. Louise Goulet of the YMCA inviting our members to participate in this year's YMCA Strong Kids Campaign Breakfast on February 4th. We are always well represented in support of this event, which is used to kick off the Strong Kids Campaign.

The Board has provided sponsorship to this worthwhile community initiative in the past and it is recommended that this we provide \$250.00 in financial support again this year.

The balance in the contingency account is currently \$2,159.68.

I invite any comments or questions from the Board.

Sincerely,

  
Paul D. Cook  
Chief of Police


**Paul Cook**

---

**From:** Louise Goulet [louise\_goulet@northbay.ymca.ca]  
**Sent:** Tuesday, January 14, 2014 11:17 AM  
**To:** Paul Cook  
**Subject:** YMCA Strong Kids Campaign Pancake Breakfast Kick-Off

Good Morning Mr. Cook,

We look forward to seeing you at our Strong Kids Campaign Pancake Breakfast Kick-Off.



**Join us for our  
7th Annual YMCA  
Strong Kids Breakfast!**

**Tuesday, February 4th  
7:30 to 9:30am  
YMCA, 186 Chippewa St W**

**Bring your friends.  
Bring your family.  
Treat your staff.**

**Make your donation  
and enjoy breakfast  
with the YMCA!**

**Please RSVP to  
Louise Goulet :**

**705-497-9622 ext. 235  
louise\_goulet@ymca.ca**

**7th Annual Strong Kids Breakfast**

*Building healthy  
communities*

With Best Regards

**Louise Goulet**  
Coordinator of Relationship and Financial Development

YMCA of North Bay  
186 Chippewa Street West North Bay, ON P1B 6G2



## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: February 7, 2014

Date of Meeting: February 18, 2014

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

**Subject: Contingency Account – Maamwi Kindaaswin Festival**

**Recommendation: That the Board hereby resolves, “to donate \$250.00 from the contingency line in the Board’s 2014 Operating Budget to support the Maamwi Kindaaswin Festival.”**

Find attached a letter from Ms. Nancy Potvin, Executive Director of the North Bay Indian Friendship Centre requesting consideration for financial assistance to support this special event again this year.

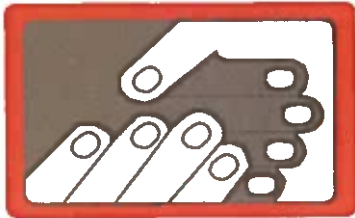
The Board has supported this initiative in the past and it is recommended that we provide \$250.00 in support of this extremely worthwhile community event again this year

The current balance in the contingency account is \$2,159.68.

I invite any comments or questions from the Board.

Sincerely,

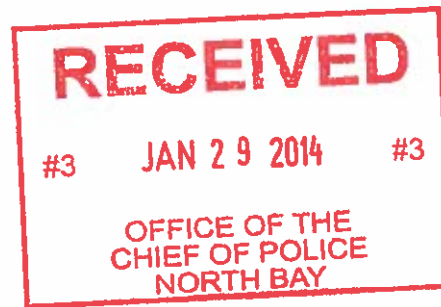
Paul D. Cook  
Chief of Police



**NORTH  
BAY  
INDIAN  
FRIENDSHIP  
CENTRE**

980 cassells street  
north bay p1b 4a6  
tel: (705) 472-2811  
fax: (705) 472-5251

**Chief Paul Cook**  
North Bay Police Service  
135 Princess St W,  
North Bay, ON P1B 6C2



Dear Paul:

**Re: Donation to Maamwi Kindaaswin Festival**

On behalf of the planning committee, I am writing to request your financial support for the Maamwi Kindaaswin Festival, taking place on June 13, 14, 15, 2014 at the North Bay Museum field 100 Ferguson Street. This will be the 6th year for the event, which continues to provide a positive space for Aboriginal people in the Nipissing area to celebrate their culture. This year's celebration will include an Aboriginal Village with displays surrounding the powwow circle. We are very excited that we have included this venue attraction as it will strengthen community ties within North Bay and area.

If you choose to donate to this event the Celebrations committee will be providing a complimentary space for your office to set up a display booth in order to promote your services. "North Bay Police Service" will also be appearing on a banner prominently displayed within the powwow grounds, as well as in an article in the North Bay Nugget's Nijjii circle page, and within the program brochure for the event. Donations by cheque or cash may be made payable to: The North Bay Indian Friendship Centre.

Sincerely,

Nancy Potvin  
Executive Director  
North Bay Indian Friendship Centre



## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: February 11, 2014

Date of Meeting: February 18, 2014

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

**Subject: Contingency Account – Canadian Mental Health Association**

**Recommendation: That the Board hereby resolves, "to donate \$250.00 from the contingency line in the Board's 2014 Operating Budget to support the Canadian Mental Health Association."**

Find attached a letter from Mr. Ted Whittle, sent on behalf of the Canadian Mental Health Association Nipissing Regional Branch and the North Bay Regional Health Foundation requesting sponsorship for their, "stamp out stigma" Celebrity Speaker event.

The Board will note from this correspondence that CMHA Nipissing Regional Branch has arranged for well-known Canadian broadcaster, Ms. Valerie Pringle and her daughter Catherine to speak in North Bay at the Capital Centre on May 29, 2014.

The Board provided similar sponsorship last year and it is recommended that this we provide \$250.00 in financial support again this year.

The current balance in the contingency account is currently \$2,159.68.

I invite any comments or questions from the Board.

Sincerely,

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



February 11, 2014

Mr. Dennis O'Connor  
North Bay Police Services Board  
135 Princess Street West  
North Bay, ON, P1B 8J8

Dear Mr. O'Connor:

**Help Stamp Out Stigma about Mental Illness  
Mental Health Celebrity Speakers: Valerie & Catherine Pringle  
Capitol Centre - May 29, 2014**

Approximately 25% of Canadians will experience a mental illness in their lifetime. In fact, most of us will be touched by mental illness through family, friends and colleagues. Unfortunately, stigma related to mental illness is a major barrier preventing us from seeking the help we need. **The stigma is often worse than the illness itself.**

The Canadian Mental Health Association Nipissing Regional Branch and the North Bay Regional Health Centre Foundation would like your support to "stamp out stigma" by being a sponsor of our 2nd annual Celebrity Speaker event. This year we have extended an invitation to Valerie Pringle, a well-known Canadian broadcaster and her daughter Catherine, to speak about their family's struggles and triumphs on their journey with mental illness.

Valerie Pringle is one of Canada's best known and most respected broadcasters. The Banff Television Foundation selected her as one of the *Fifty Famous Faces of Fifty Years of Canadian Television*. Catherine Pringle is a communications professional and mental health advocate and has overcome severe anxiety and depression.

More progressive and realistic views of mental illness and recovery are needed to eliminate stigma. Valerie and Catherine Pringle can help us make it happen. **And so can you!**

**Please consider being a champion** and become a sponsor for this Celebrity Speaker's Event, scheduled to take place on May 29, 2014. Together, let's stamp out stigma!

Thank you,





## 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](http://www.northbaypolice.on.ca)

Paul D. Cook  
Chief of Police

Shawn E. Devine  
Deputy Chief of Police

### Board Report

Date of Report: February 12, 2014  
Date of Meeting: February 18, 2014

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

**Subject: Contingency Account – Polar plunge for Special Olympics**

**Recommendation: That the Board hereby resolves, "to donate \$250.00 from the contingency line in the Board's 2014 Operating Budget to support our police team, the Copsicles in this year's Polar Plunge for Special Olympics."**

This year we are inviting the community to join us in the first ever Polar Plunge in North Bay in support of Special Olympics. Our 2015 Winter Games Manager, Constable Merv Shantz is organizing this fun-filled event, which is scheduled for March 29<sup>th</sup> at 100 pm at the Lake Nipissing Waterfront Marina.

Persons interested in registering individually or as a team can do so online by visiting [www.polarplunge.ca](http://www.polarplunge.ca).

We have a police team registered, the "Copsicles" and as of the date of this report there are five other local teams registered. I am requesting \$250.00 in sponsorship from the Board from the contingency line in the Board's Budget to support our team. I would also extend an invitation for interested Board members to join or sponsor our team.

The current balance in the contingency account is currently \$2,159.68.

I invite any comments or questions from the Board.

Sincerely,

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