



NORTH BAY POLICE SERVICES BOARD

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



OPEN SESSION AGENDA September 9, 2014 1100 hours

- | | | |
|----|---|--|
| 1. | Approval of Agenda | Chair |
| 2. | Approval of Minutes of Open Session meeting of June 10, 2014 | Chair |
| 3. | Business Arising: | Chair |
| 4. | Correspondence | A/Chief |
| 5. | Taxi Business:
Taxi Licences | A/Chief |
| 6. | Reports:
Chief's Monthly Report
Stats – May/June Revised
Quarterly Budget Report
2013 Crime Severity Index Report
Liquor Audit
General Property Audit | A/Chief
A/Chief
A/Chief
A/Chief
A/Chief
A/Chief |
| 7. | New Business:
Contingency – 10 th Annual Police Memorial Run | A/Chief |
| 8. | Association Report: | NBPA Designate |



**MINUTES OF OPEN MEETING
North Bay Police Services Board
June 10, 2014**

Present:

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

Police Service: A/Chief Shawn Devine

Board Solicitor: Peter Leckie

Association: Carole Wolfe

Communications Coordinator: Mary Lugli

Guests: The Media

Secretary: Carol Miller

Regrets: Chief Paul Cook

The Chair, Dennis O'Connor, called the meeting to order at 1103 hours.

Approval of Agenda:

Resolution: #091-2014:

Moved by Tiziana Silveri, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Accept the Agenda as amended for the Open Meeting to be held on June 10, 2014".

Carried

Note: An additional request for a donation from the Ride for Dad group was included with this agenda.

Approval of Minutes:

Resolution: #092-2014:

Moved by Allan McDonald, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Adopt the Minutes of the Open Meeting held on May 13, 2014".

Carried

Business Arising:

A/Chief Shawn Devine updated the Board on the events leading up to the hospitalization of Chief Cook. Currently in Sudbury Regional Hospital, Chief Cook will be undergoing tests to deal with cardiac issues.

Presentations- OACP President's Election Video

The video was presented to bring the Board up to date on the proposed changes to the Ontario Police Services Act to address current issues on accommodation and suspension with pay. Discussion for clarification took place.

Correspondence:

Correspondence this month included letters of thanks for: visit by Cst. Bell and Sgt. Brewer to the Callander Public Library Raising Readers program; YMCA Strong Kids Campaign Newsletter; donation of toilet paper to Les Dragons de l'Ecole publique Heritage for the Food Bank; Cst. Brown's support during the NNSO Starlight Film Fest; assistance of members with traffic control in regard to a suspicious object from Petty Officer 2nd Class S.E. Hitchon, 22 Military Police Flight; Chief and Deputy attending the O.P.P. Change of Command C; Csts. Warner and Chris Johnson for their assistance in recovering a stolen vehicle; and attendance and support of Chief Cook at the Change of Command ceremony from Paul Pedersen newly appointed Chief of Police for Greater Sudbury.

Resolution: #093-2014:

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

Carried

Taxi Business:**Resolution: #094-2014:**

Moved by Tiziana Silveri, Seconded by Allan McDonald
The North Bay Police Services Board hereby resolves to:
"Approve one (1) Taxi Drivers Licence Application for May 2014 as recommended by the Chief of Police in his letter dated May 30, 2014".

Carried

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

The Chief outlined the monthly activities either he and/or Deputy Chief Devine attended since the last Board meeting. The local events reported were: Cop Talk; Ontario Special Olympics Winter Games Committee; DVCC Meeting; Drive Safe Campaign Launch; Funeral Service for Cst. Keating; Meeting with North Bay Fire Department; Ontario Special Olympics Winter Games; Urban Aboriginal Action Plan Meeting; Small to Mid-Size Police Services Meeting; Retirement Luncheon for Ms. Ransom; Gateway HUB Lunch; Stamp Out Stigma Speakers Series; Joint Health and Safety Meeting; Annual Army Cadet Review; Armed Forces Day Committee Meeting; Tim Horton's Camp Day; and Armed Forces Day.

Out of town events included: Funeral Service for Cst. Prevett in Thunder Bay; Gateway HUB Presentation at OAPSB; OACP Court Security Meeting; and OPTIC Board Meeting all held in Toronto; OACP Provincial Election Video in Brampton; 2014 Law Enforcement Torch Run Final Leg in York Region; OACP Committee Chairs Meeting in Alliston.

Since the last Board meeting there has been an amendment to Standard Operating Procedures for Stolen or Smuggled Firearms. Also amended was the Protocol with the Crown Attorney's Office and the Children's Aid Society on Child Abuse and Neglect.

Personal Expenses

Resolution: #095-2014:

Moved by William Hagborg, Seconded by Tanya Vrebosch

The North Bay Police Services Board hereby resolves to:

"Acknowledge receipt of the Chief's personal expenses from February 15 to April 9, 2014".

Carried

Statistical Reports

A/Chief, Shawn Devine, presented the Condensed Monthly Statistical Reports for the month of April and April 2014 (Revised). He noted that criminal offences are down this month although the number of calls for service and police activity has increased. Motor vehicle accidents continue to be a concern with the 102 accidents reported for in the month of April. There were 21 people involved in these accidents with 14 experiencing significant injuries.

Resolution: #096-2014:

Moved by Tanya Vrebosch, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Accept the Condensed Monthly Statistical Reports for the month of April 2014 and April (Revised) 2014 as presented".

Carried

Quarterly 2014 Budget Report

An information item, presented by the A/Chief, outlined where we are in relation to projected amounts.

Business Plan 2013 Year End Annual Report

An information item, presented by the A/Chief, provided the Board by identifying policing priorities over the past five years. This Plan is a report card on how the police service is performing.

Strategic Plan 2013 Year End Annual Report

An information item, presented by the A/Chief, which provided the Board with assistance in identifying policing priorities over the past three years. This is the last year for this plan and a new Business Plan will be developed to identify strategic issues, effective January 2015.

New Business:

OACP Community Mobilization Award

The A/Chief requested Inspector Rob Jerome inform the Board about the Gateway HUB Project being the recipient of the OACP Community Safety Crime Prevention Award. Awarded to communities with less than 500 police officers this honour is very beneficial to the entire community. The OACP Conference presentation, by Brent Kalanowski and Chief Cook, was an excellent venue to showcase this unique program. Inspector Jerome was instrumental in obtaining a grant to support this initiative and in bring this program to our community. Chair, Denis O'Connor congratulated Inspector Jerome and the entire service for bringing the community to the forefront with this program.

Contingency Account – Police Auction

Resolution: #97-2014:

Moved by William Hagborg, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Deposit \$3,450.12 into the contingency line of the Board's 2014 Operating Budget".

Carried

Contingency Account – ACCESS Program

Resolution: #98-2014:

Moved by Tanya Vrebosch, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Donate \$250.00 from the contingency line in the Board's 2014 Operating Budget to support the ACCESS program".

Carried

Note: Tiziana Silveri declared a conflict on this resolution.

Contingency Account

Resolution: #99-2014:

Moved by Tiziana Silveri, Seconded by William Hagborg

The North Bay Police Services Board hereby resolves to:

"Donate \$250.00 each in sponsorship to support the annual JDRF Walk, Patrick4Life and the Relay for Life from the contingency line in the Board's 2014 Operating Budget".

Carried

Contingency Account – Nipissing Lakers Hockey Team

Resolution: #100-2014:

Moved by Allan McDonald, Seconded by Tiziana Silveri

The North Bay Police Services Board hereby resolves to:

"Provide \$150.00 in sponsorship to support the Nipissing Lakers Hockey Team from the contingency line in the Board's 2014 Operating Budget".

Carried

Contingency Account

Resolution: #101-2014:

Moved by Tiziana Silveri, Seconded by Tanya Vrebosch

The North Bay Police Services Board hereby resolves to:

"Provide \$250.00 in sponsorship to support the Annual Easter Seals Kids Golf Tournament from the contingency line in the Board's 2014 Operating Budget".

Carried

Contingency Account

Resolution: #102-2014:

Moved by Tiziana Silveri, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Provide \$250.00 in sponsorship to support the Annual "Ride for Dad – Fight Against Prostrate Cancer" from the contingency line in the Board's 2014 Operating Budget".

Carried

Association Update:

Four members of the Association attended the PAO Conference in Niagara Falls, Ontario. The Association is aiming to have more active participation in the community and will be bringing back the Cops for Fishing program in the future.

Adjournment:

Resolution: #103-2014:

Moved by William Hagborg, Seconded by Allan McDonald

The North Bay Police Services Board hereby resolves to:

"Adjourn the Open Portion of the meeting held on June 10, 2014 at 1142 hours".

Carried

Chair

June 10, 2014

Secretary

14 August 2014

Dear Sargeant Killroy,

Just a note to say congratulations on your recent promotion to sargeant.

You personally helped us in the 2000's when our children were being teenagers and we needed intervention. We will always remember and be grateful for your kindness and understanding.

We are happy to report that all 3 of our children have graduated from College/University & are living happy & productive lives. Your caring & professionalism will always be remembered. Thank you, & abundant blessings in your future endeavours.

Gratefully,

**Ministry of Community Safety
and Correctional Services**

**Ministère de la Sécurité communautaire
et des Services correctionnels**

Office of the Minister

Bureau du ministre

25 Grosvenor Street
18th Floor
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Télééc.: 416 325-6067



July 2014

Chief Paul Cook
Past President
Ontario Association of Chiefs of Police
c/o North Bay Police Service
P.O. Box 717
135 Princess Street West
North Bay ON P1B 8J8

Dear Chief Cook: *Paul*

On behalf of the Ministry of Community Safety and Correctional Services, I would like to offer our sincere appreciation for your service to community safety in your role as President of the Ontario Association of Chiefs of Police (OACP) during the past year.

As you are well aware, the OACP is a valued partner with this ministry in our shared goal of making all of Ontario's communities safer. Your advice and support have been invaluable, especially as we advance the goals and vision of the Future of Policing.

Again, please accept my gratitude for doing an excellent job as President alongside your regular duties as Chief of the North Bay Police Service. Please also accept my best wishes on a speedy recovery and return to good health.

Sincerely,

A handwritten signature in black ink, appearing to read "Yasir Naqvi".

Yasir Naqvi
Minister

Hello,

June 26th / 14

I feel like I owe you a great big thank you. I went through some really tough times in my younger years but it seems like you were always around to respond. You were always great to me unless I was being a jerk, in which case you had all rights to put me in my place. I remember walking down main street late at night and you pulling over to make sure I was okay. You really changed my outlook on police officers and I truly thank you for that. It seems to me that you're a big part of why I want to be a police officer as you were always there to help even if I was pushing all of the limits.

I had always wondered if you were still an officer and then I had read an article the other day and you were in it as a detective! I was so excited for you! It took me a little while to build up the nerves to call you as I was almost positive you wouldn't remember me but I was overjoyed when you did.

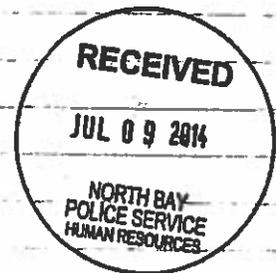
I really am doing well now! Staying out of the handcuffs and obeying the law. I have a little P, his name is _____ and he turns _____. I'm in my 2nd year of Police Foundations starting in the fall and will be going to Nippising to get a degree in Criminal Justice. I work as a _____ and I also _____ at _____. I have been doing a few things with the OPP over the summer which has all been great experience! Also, volunteering with _____. I am a busy person but I like it that way. Being almost _____, I am still young but I don't feel it. I occasionally have to tell myself to slow it down.

My parents aren't really around unfortunately. My mom is intensely unstable, I try not to talk with her much and my dad is just immature. My grandparents are a big help though, they watch _____ if I _____.

have to work and he's not with his dad, I live on my own, I prefer it that way as I'm in control of my whole life now, finally!

Well, seeing as you're still around, I thought I would give you a positive update! I'm very proud of how far I have come and I am also very determined to achieve my goals and I will keep working towards them. Hopefully I can come show off a flashy badge to you one day!

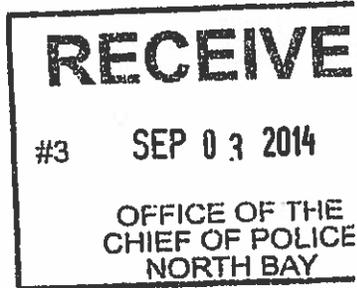
I hope all is well,



August 26, 2014

North Bay Police Service
136 Princess St W
P O Box 717
North Bay, ON P1B 8J8

Re: Constable Seth Dinsmore NB14018932



Dear Sir:

On behalf of [REDACTED] we just wanted to thank you and commend your staff for the kind, efficient and professional way in which they performed their duties when in response to the 911 call related to the passing of our neighbour [REDACTED] on Sunday August 24, 2014.

In particular we would like to say thank you to Constable Seth Dinsmore, for the kind, patient and caring manner he demonstrated in dealing with a very difficult situation. His thorough explanation of what was happening, presenting various scenarios and choices that had to be made by [REDACTED] enabled her to get through a most trying time, especially in her distraught state. And he did this with empathy and kindness and patience, qualities that are lacking in society today, but qualities that make such a difference in helping our neighbour.

In conclusion, the manner in which Constable Dinsmore conducted himself is an evidence of a caring and kind man and is definitely a credit to the North Bay Police Department.

Sincerely,

[REDACTED SIGNATURE]

[REDACTED ADDRESS]

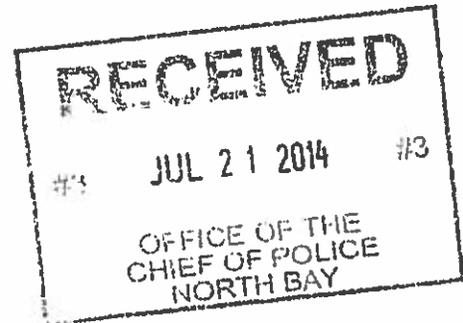
Attorney General
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Fax: 416-326-4016

Procureur général
Édifce McMurtry-Scott
720, rue Bay
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Tél.: 416-326-4000
Télééc.: 416-326-4016



July 9, 2014

Chief Paul Cook
North Bay Police Service
P.O. Box 717
North Bay, ON P1B 8J8



Dear Chief Cook:

Please accept my heartiest congratulations for your superb efforts over the past year as President of the Ontario Association of Chiefs of Police.

In my former capacity as Minister of Community Safety and Correctional Services, it was an honour to work with you on issues of mutual concern. You always brought forward sound policy proposals on behalf of your fellow officers. Together, I believe we have helped make Ontario a safer and more secure place for both citizens and those who protect us.

Thank you for your service as OACP President. Your integrity and strength of character have sustained the highest respect from all those who have worked with you.

Sincerely,

A handwritten signature in cursive script, appearing to read "M. Meilleur".

Madeleine Meilleur
Attorney General

To provide quality services to
citizens with an intellectual disability
and their families. We are
committed to our role in creating a
supportive and accepting
community.

OUR MISSION

Offrir des services de qualité aux
citoyens et citoyennes qui vivent
avec une déficience intellectuelle
ainsi qu'à leurs familles. Nous nous
engageons à créer et à appuyer
une communauté accueillante.

NOTRE MISSION

Merci

Thank you



**INTÉGRATION
COMMUNAUTAIRE**
North Bay
Inspirant des possibilités

COMMUNITY LIVING
North Bay
Inspiring Possibilities

www.communitylivingnorthbay.org



Marie Lengli,

Thank you so much for your time and great tour of the station and the cruiser! The youth really enjoyed learning about what happens behind the scenes and what is available to them regarding safety and protection! We look forward to working with you in the future!

-Community Transition Services.



North Bay Police Service

P.O. Box 717, 135 Princess Street West, North Bay, ON P1B 8J8
705-497-5555 FAX 705-497-5591
Website: www.northbaypolice.on.ca

Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

June 30th, 2014

CHAIR AND MEMBERS

North Bay Police Service Board

Re: Taxi Driver Licence Applications – June 2014

Dear Sir:

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

No.	Name	Company
183	Ernesto Lauer	5-0 Cab
185	Krysta McEwen	5-0 Cab
106	Carmen Lebeau	5-0 Cab

Sincerely,

S. Devine

Acting Chief of Police

/kp



North Bay Police Service

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Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

July 31st, 2014

CHAIR AND MEMBERS

North Bay Police Service Board

Re: Taxi Driver Licence Applications – July 2014

Dear Sir:

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

No.	Name	Company
133	Frank Salesio	UNAC
186	Stephen Mason	5-0 Cab
187	Serge Ruel	5-0 Cab
188	Cindy Diver	UNAC
189	Kelly Drinkwalter	Union

Sincerely,

S. Devine
Acting Chief of Police

/pr



North Bay Police Service

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Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

August 31st, 2014

CHAIR AND MEMBERS

North Bay Police Service Board

Re: Taxi Driver Licence Applications – August 2014

Dear Sir:

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

No.	Name	Company
107	John Mattias (Renewal)	UNAC
190	Jeffrey Mahoney-Sunstrum (New)	5-0 Cab
191	Gilles Lebeau (New)	5-0 Cab

Sincerely,

S. Devine
Acting Chief of Police

/kp



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Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

Board Report

Date of Report: September 2, 2014
Date of Meeting: September 9, 2014

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

**Subject: Acting Chief's Monthly Activities Report –
June/July/August/September**

Recommendation: Information Item

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

June 4

- Special Olympics Ontario High School Host York Police Service

June 5

- Attended the North Bay Regional Health Centre for the opening of a Youth Mental Health Unit

June 8

- Environmental Committee Clean up at Thompson Park

June 16

- Opening remarks – Victim Assistance Conference Hampton Inn

June 17

- Callander Annual report presentation to Council

June 18

- Opening remarks – CISO General Annual Meeting Host North Bay Police Service

June 20

- Swearing in Sergeant Kilroy North bay Police Service

June 22 - 26

- Ottawa OACP General Annual Conference

June 28

- Unable to attend /Constable Sproule presented NBPS plaque to Clara Hughes at Mental Health Fund Raiser

July 8

- Planning meeting with DIA CEO Jeff Serran regarding YIP! Ambassador Program

July 15

- Media release – DIA/YIP! Ambassador program launch

July 19

- Special Olympics/Nipissing Wild Football Fund Raiser, remarks at Opening Ceremonies

.../2

July 21

- Introduction of four (4) candidates being offered Cst positions

July 22

- Change of Command 22 Wing CFB North Bay

July 23

- Participated in Sudbury Police Inspector Promotional Panel

Aug 14

- OACP Teleconference – Roadside Drug and Alcohol Survey Development

Aug 15

- Bail Review meeting – North Bay Provincial Court

Aug 15

- Funeral North Bay Fire Service for Fire Fighter Thor Davis

Aug 18

- CIBC Run for the Cure – Flag Raising at City Hall

Aug 23 - 27

- CACP conference, Victoria, B.C.

Since the last Board meeting, we have amended our Standing Operating Procedures in relation to Reporting of Attendance and Rank Structure related to the General Investigation Training course.

I invite any comments or questions from the Board.

Sincerely,



Shawn Devine
Acting Chief of Police



North Bay Police Service

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

705-497-5555 FAX 705-497-5591

Website: www.northbaypolice.on.ca

Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

Board Report

Date of Report: September 02, 2014

Date of Meeting: September 09, 2014

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

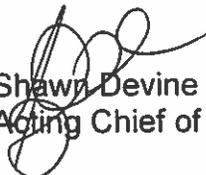
Subject: Statistical Reports

Recommendation: The Board resolves to, "Accept the Condensed Monthly Statistical and Revised Statistical Reports for the month of May 2014 as presented."

Find attached the Condensed Monthly and Revised Monthly Reports for the month of May 2014.

I invite any questions or comments from the Board.

Sincerely,


Shawn Devine
Acting Chief of Police

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

MONTH OF MAY

During the month of May 2014, police activity for the North Bay Police Service resulted in 2245 calls as compared to 2296 calls in 2013.

Of these calls, 98 were to investigate motor vehicle accidents. Thirteen of these accidents involved injuries, with 18 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2013.

			Year to Date		Cleared to Date	
	2014	2013	2014	2013	2014	2013
Homicide	-	-	-	1	-	1
Sexual Offences	3	5	15	26	14	19
Assault	16	39	148	171	144	156
Robbery	-	2	4	11	1	3
Break, Enter & Theft	12	18	66	63	8	13
Stolen Vehicles	2	-	9	15	1	4
Stolen Bicycles	7	9	11	18	-	1
Recovered Bicycles	-	5	7	13	1	-
Theft Under	62	76	294	331	96	102
Theft Over	2	-	11	2	5	-
Mischief	23	40	114	148	21	34
Drug Charges	4	13	43	73	44	81
Criminal Offences Total			967	1189		
Calls for Service			9473	8846		
Police Activity			10777	10365		

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

2014-06-27

*** R E V I S E D ***
 NORTH BAY POLICE SERVICE
 CONDENSED MONTHLY STATISTICAL REPORT

MONTH OF MAY

During the month of May 2014, police activity for the North Bay Police Service resulted in 2245 calls as compared to 2296 calls in 2013.

Of these calls, 98 were to investigate motor vehicle accidents. Thirteen of these accidents involved injuries, with 18 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2013.

			Year to Date		Cleared to Date	
	2014	2013	2014	2013	2014	2013
Homicide	-	-	-	1	-	1
Sexual Offences	4	5	18	26	17	19
Assault	18	39	151	171	144	156
Robbery	-	2	4	11	1	3
Break, Enter & Theft	14	18	69	63	7	13
Stolen Vehicles	5	-	12	15	2	4
Stolen Bicycles	13	9	18	18	1	1
Recovered Bicycles	10	5	17	13	2	-
Theft Under	74	76	317	331	97	102
Theft Over	2	-	7	2	4	-
Mischief	27	40	119	148	21	34
Drug Charges	5	13	46	73	46	81
Criminal Offences Total			1023	1189		
Calls for Service			9423	8846		
Police Activity			10778	10365		

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



North Bay Police Service

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705-497-5555 FAX 705-497-5591

Website: www.northbaypolice.on.ca

Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

Board Report

Date of Report: September 02, 2014

Date of Meeting: September 08, 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 June 2014 as presented."

Find attached the Condensed Monthly and Revised Monthly Reports for June 2014.

I invite any questions or comments from the Board.

Sincerely,



Shawn Devine
Acting Chief of Police

Board Report

Date of Report: September 02, 2014

Date of Meeting: September 08, 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 June 2014 as presented."

Find attached the Condensed Monthly and Revised Monthly Reports for June 2014.

I invite any questions or comments from the Board.

Sincerely,

Shawn Devine
Acting Chief of Police

2014-07-07

NORTH BAY POLICE SERVICE CONDENSED MONTHLY STATISTICAL REPORT

MONTH OF JUNE

During the month of June 2014, police activity for the North Bay Police Service resulted in 2610 calls as compared to 2366 calls in 2013.

Of these calls, 95 were to investigate motor vehicle accidents. Eighteen of these accidents involved injuries, with 24 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2013.

	Year to Date		Cleared to Date			
	2014	2013	2014	2013	2014	2013
Homicide	-	-	-	1	-	1
Sexual Offences	2	4	18	30	16	21
Assault	31	43	180	214	171	201
Robbery	-	5	4	16	1	7
Break, Enter & Theft	16	17	84	80	10	18
Stolen Vehicles	7	3	18	18	3	5
Stolen Bicycles	24	7	42	25	2	2
Recovered Bicycles	11	5	28	18	3	-
Theft Under	73	86	387	417	119	122
Theft Over	-	3	7	5	4	-
Mischief	28	45	146	193	27	42
Drug Charges	11	12	57	85	58	94
Criminal Offences Total			1260	1475		
Calls for Service			11735	10913		
Police Activity			13388	12731		

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

2014-08-11

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

MONTH OF JUNE

During the month of June 2014, police activity for the North Bay Police Service resulted in 2610 calls as compared to 2366 calls in 2013.

Of these calls, 95 were to investigate motor vehicle accidents. Eighteen of these accidents involved injuries, with 24 persons injured.

The following is a list of some of the criminal occurrences investigated during the month, with comparative figures for 2013.

	Year to Date		Cleared to Date			
	2014	2013	2014	2013		
Homicide	-	-	-	1	-	1
Sexual Offences	2	4	23	30	18	21
Assault	41	43	197	214	175	201
Robbery	-	5	4	16	1	7
Break, Enter & Theft	17	17	87	80	13	18
Stolen Vehicles	9	3	22	18	5	5
Stolen Bicycles	22	7	40	25	2	2
Recovered Bicycles	11	5	28	18	3	-
Theft Under	101	86	430	417	120	122
Theft Over	-	3	7	5	4	-
Mischief	40	45	165	193	27	42
Drug Charges	13	12	64	85	61	94
Criminal Offences Total			1388	1475		
Calls for Service			11702	10913		
Police Activity			13388	12731		

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



North Bay Police Service

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

705-497-5555 FAX 705-497-5591

Website: www.northbaypolice.on.ca

Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

Board Report

Date of Report: September 2, 2014

Date of Meeting: September 9, 2014

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

Subject: Quarterly 2014 Budget Report – Third Quarter

Recommendation: Information Item

During the Board meeting held on December 14, 2004 the Board resolved to, "Submit updated accurate budgets on a quarterly basis for information purposes to City Council commencing with the 2005 fiscal year."

Find attached a report prepared by Mr. Lalonde, which outlines the status of the Board's Budget as of August 31, 2014.

The Board will see from this report that the overall budget balance is \$11,315,076 or 68%. Although some budget lines are over or nearing budget overage and will continue to be monitored, the overall budget at August 31st is on target with 8/12ths of the year completed.

The Board may wish to note that the overtime lines are approaching budget overage; however, the Regular and Temporary Salaries are considerably lower due to staff shortages. This trend will continue to be managed until recruits return from OPC and staff shortages are filled.

The only other area of concern within the budget at this time is the Building Maintenance section due to ongoing infrastructure failures related to aging heat and air units failing.

If the Board is satisfied with this report, a copy of it will be forwarded to City Council as per the Board's Resolution.

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

Sincerely,



Shawn E. Devine
Acting Chief of Police

	14 BUDGET	COLLECTED/SPENT AT ABOVE DATE	BUDGET BALANCE
REVENUE	\$ (1,994,428)	\$ (1,060,112)	\$ (934,316)
TOTAL EXPENSES	\$ 18,627,590	\$ 12,375,188	\$ 6,252,402
NET BALANCE	\$ 16,633,162	\$ (11,315,076) ***	\$ 5,318,086



*** board contingency amount removed
 **** municipal levy amount removed

REVENUE	\$	(1,060,112)	
PAYROLL COSTS	\$	10,998,399	
BOARD COSTS	\$	25,581	*** board contingency amount removed
ADMINISTRATION	\$	168,323	
EMERGENCY LAW	\$	49,338	
TRAFFIC	\$	10,557	
COMMUNICATIONS	\$	107,081	
BUILDING MAINT	\$	195,005	
UNIFORMS & EQUIP	\$	118,562	
FLEET	\$	384,918	
TRAINING	\$	68,545	
COMPUTERS	\$	248,879	
TOTAL EXPENSES	\$	<u>12,375,188</u>	
NET	\$	<u>11,315,076</u>	68%

Clarification Notes on Line Items:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
100-7001-362.04-05	TAXI LICENSE	33,250-	31,092-	0	31,092-	2,158-	.94
100-7001-362.04-20	COURT FINES	55,000-	0	0	0	55,000-	.00
100-7001-362.04-23	COURT SECURITY UPLD	421,627-	421,627-	0	421,627-	0	1.00
100-7001-362.04-50	SALE OF SURPLUS EQUIPMENT	0	0	0	0	0	.00
100-7001-362.04-70	TSF FROM RESERVE FUND	0	100,687-	0	100,687-	0	.00
100-7001-362.04-74	REFUNDS	0	0	0	0	0	.00
100-7001-362.04-80	SUNDRY REVENUE	500-	832-	0	832-	332	1.66
100-7001-362.04-91	GEN FUND SURPLUS/DEFICIT	0	0	0	0	0	.00
100-7001-362.05-24	SAFER COMMUNITIES GRANT	280,000-	79,317-	0	79,317-	200,683-	.28
100-7001-362.05-36	R.I.D.E. PROGRAM	15,400-	0	0	0	15,400-	.00
100-7001-362.05-38	COMMUNITY POLICING GRANT	270,000-	7,022-	0	7,022-	262,978-	.03
100-7001-362.05-39	FEDERAL RECRUITMENT PROGR	0	0	0	0	0	.00
100-7001-362.07-04	MUNICIPAL LEVY	0	0	0	0	0	.00
100-7001-362.08-47	OFFICE SPACE LEASE/RENT	1,865-	1,859-	0	1,859-	6-	1.00
100-7001-362.08-50	ADMINISTRATION FEES	110,000-	35,470-	0	35,470-	74,530-	.32
100-7001-362.08-56	RETURN CHECKUE CHARGE	0	0	0	0	0	.00
100-7001-362.08-69	OTHER ADMINISTRATION FEES	182,200-	100,603-	0	100,603-	81,597-	.55
100-7001-362.09-67	RECOVERY OF WAGE COSTS	138,586-	34,597-	0	34,597-	103,989-	.25
100-7001-362.09-92	CONTRACT POLICING	478,400-	239,198-	0	239,198-	239,202-	.50
100-7001-362.09-95	DONATIONS / GRANTS	7,600-	7,808-	0	7,808-	208	1.03
REVENUE		1,994,428-	1,060,112-	0	1,060,112-	934,316-	.53
** POLICE REVENUES		1,994,428-	1,060,112-	0	1,060,112-	934,316-	.53

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
100-7002-472.10-01	REGULAR SALARIES	10,988,757	6,999,132	0	6,999,132	3,989,625	.64
100-7002-472.10-02	TEMPORARY SALARIES	858,262	518,046	0	518,046	340,216	.60
100-7002-472.10-03	SHIFT PREMIUM	5,810	50	0	50	5,760	.01
100-7002-472.11-01	OVERTIME CIVILIAN F/T	24,000	23,780	0	23,780	.99	.85
100-7002-472.11-02	OVERTIME - CIVILIAN P/T	49,800	42,541	0	42,541	7,259	.85
100-7002-472.11-03	SMORN FULLTIME	365,000	301,888	0	301,888	63,112	.83
100-7002-472.12-02	VACATION	46,123	30,673	0	30,673	15,450	.67
100-7002-472.12-05	STATUTORY SMORN	270,000	170,914	0	170,914	99,086	.63
100-7002-472.12-06	STATUTORY CIVILIAN	3,360	0	0	0	3,360	.00
100-7002-472.12-08	VESTED SICK LEAVE	0	0	0	0	0	.00
100-7002-472.12-98	RETIREMENT PAYOUTS	0	178,764	0	178,764	0	.00
100-7002-472.13-01	MSIR LEAVE	0	0	0	0	0	.00
100-7002-472.14-02	SERVICE PAY SMORN	0	0	0	0	0	.00
100-7002-472.14-03	SERVICE PAY CIVILIAN	0	6,600	0	6,600	0	.00
100-7002-472.14-05	INCENTIVE PAY	3,950	0	0	0	3,950	.00
100-7002-472.14-06	BREATHALYZER PAY	8,000	0	0	0	8,000	.00
100-7002-472.14-07	ACTING RANK PAY	35,000	19,992	0	19,992	15,008	.57
100-7002-472.14-08	COACH OFFICER PAY	9,000	2,534	0	2,534	6,466	.28
100-7002-472.14-09	OFF DUTY PAY	100,000	45,140	0	45,140	54,860	.45
100-7002-472.14-11	COMMISSIONER OF OATHS	3,250	0	0	0	3,250	.00
100-7002-472.14-12	EMERG. RESPONSE TEAM	4,800	0	0	0	4,800	.00
100-7002-472.14-13	NEGOTIATOR	3,000	0	0	0	3,000	.00
100-7002-472.14-14	CIVILIAN COACH TRAINING	2,560	1,190	0	1,190	1,370	.46
100-7002-472.14-14	OTHER EMP ALLOWANCES	17,000	10,281	0	10,281	6,719	.60
100-7002-472.18-01	FRINGE BENEFITS-FULLTIME	3,045,837	2,134,683	0	2,134,683	911,154	.70
100-7002-472.18-02	FRINGE BENEFITS-PARTTIME	172,318	113,309	0	113,309	59,009	.66
100-7002-472.18-10	PAST SERVICE AGREEMENTS	0	3,644	0	3,644	0	.00
100-7002-472.18-98	RETIREMENT BENEFIT PAYOUT	0	1,534	0	1,534	0	.00
100-7002-472.51-15	TSP TO RESERVE FUND EXPENDITURE	16,015,827	10,597,407	0	10,597,407	5,418,420	.66
** ADMINISTRATION		16,015,827	10,597,407	0	10,597,407	5,418,420	.66

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
100-7003-472.10-01	REGULAR SALARIES	433,912	252,277	0	252,277	181,635	.58
100-7003-472.10-02	TEMPORARY SALARIES	170,799	51,432	0	51,432	119,367	.30
100-7003-472.10-03	SHIFT PREMIUM	1,190	0	0	0	1,190	.00
100-7003-472.11-01	OVERTIME CIVILIAN F/T	1,000	114	0	114	886	.11
100-7003-472.11-02	OVERTIME - CIVILIAN P/T	10,200	3,803	0	3,803	6,397	.37
100-7003-472.12-02	VACATION	9,446	2,925	0	2,925	6,521	.31
100-7003-472.12-06	STATUTORY CIVILIAN	840	0	0	0	840	.00
100-7003-472.14-03	SERVICE PAY CIVILIAN	0	900	0	900	900-	.00
100-7003-472.14-14	CIVILIAN COACH TRAINING	640	0	0	0	640	.00
100-7003-472.18-01	FRINGE BENEFITS-FULLTIME	126,910	77,832	0	77,832	49,078	.61
100-7003-472.18-02	FRINGE BENEFITS-PARTTIME	35,253	11,709	0	11,709	23,584	.33
* EXPENDITURE		790,230	400,992	0	400,992	389,238	.51
** 911 FIRE DISPATCH		790,230	400,992	0	400,992	389,238	.51

WORKSHEET NAME POLICENTD

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
100-7004-362.04-10	SEIZED FUNDS/BIKE AUCTION	0	6,367-	0	6,367-	6,367	.00
* REVENUE		0	6,367-	0	6,367-	6,367	.00
100-7004-472.10-04	HONOURARIUMS	4,323	2,266	0	2,266	2,057	.52
100-7004-472.18-04	FRINGE BEN-HONOURARIUMS	270	169	0	169	101	.63
100-7004-472.26-01	OFFICE SUPPLIES	200	6	36	42	158	.21
100-7004-472.30-12	CELLULAR SERVICE	0	0	0	0	0	.00
100-7004-472.30-55	MEETING COSTS	900	393	0	393	507	.44
100-7004-472.30-65	MEMBERSHIPS	3,800	2,614	0	2,614	1,186	.69
100-7004-472.30-70	TRAINING	15,000	14,064	0	14,064	936	.94
100-7004-472.30-80	ADVERTISING & PROMOTION	500	130	0	130	370	.26
100-7004-472.30-83	BOARD CONTINGENCY	0	5,750	0	5,750	5,750-	.00
100-7004-472.30-95	CNB ADMINISTRATIVE SERVIC	0	0	0	0	0	.00
100-7004-472.31-05	LEGAL FEES	30,000	5,607	0	5,607	24,393	.19
100-7004-472.36-55	POLICE DEPT DEDUCTIBLES	16,000	0	0	0	16,000	.00
100-7004-472.39-65	Y/E BALANCE FORWARD	0	0	0	0	0	.00
100-7004-472.39-99	MISC SERVICES & RENTS	5,538	296	0	296	5,242	.05
* EXPENDITURE		76,531	31,295	36	31,331	45,200	.41
** POLICE BOARD OF COMM		76,531	24,928	36	24,964	51,567	.33

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
100-7005-472.26-01	OFFICE SUPPLIES	26,000	12,182	2,190	14,372	11,628	.55
100-7005-472.26-85	PHOTOCOPY SUPPLIES	5,000	2,188	0	2,188	2,812	.44
100-7005-472.30-05	COURIER, DELIVERY, POSTAGE	8,500	5,882	452	6,334	2,166	.75
100-7005-472.30-25	PHOTOCOPY EXPENSES	11,000	10,554	2,995	13,549	2,549	1.23
100-7005-472.30-27	INTERVIEW EXPENSES	4,000	5,852	0	5,852	1,852	1.46
100-7005-472.30-65	MEMBERSHIPS	4,200	5,339	0	5,339	1,139	1.27
100-7005-472.30-80	ADVERTISING & PROMOTION	500	326	0	326	174	.65
100-7005-472.30-99	MISC ADMIN EXPENSES	13,360	7,473	0	7,473	5,887	.56
100-7005-472.31-01	AUDIT & ACCOUNTING FEES	73,998	0	0	0	73,998	.00
100-7005-472.34-60	BRINKS COURIER	1,600	939	0	939	7,879	.59
100-7005-472.36-01	INSURANCE PREMIUMS	49,500	57,379	0	57,379	7,879	1.16
100-7005-472.39-61	HEALTH & WELLNESS	10,000	3,361	0	3,361	13,361	.34
100-7005-472.39-65	Y/E BALANCE FORWARD	0	0	0	0	0	.00
100-7005-472.41-01	BANK CHARGES	0	5-	0	5-	5	.00
100-7005-472.41-10	CASH OVER / SHORT	0	24	0	24	24-	.00
100-7005-472.41-15	FOREIGN EXCHANGE	0	245	0	245	245-	.00
100-7005-472.50-15	OFFICE FURNITURE/EQUIPMEN	10,000	1,629	1,040	2,669	7,331	.27
100-7005-472.51-15	TSF TO RESERVE FUND EXPENDITURE	55,000	55,000	0	55,000	0	1.00
** ADMINISTRATION		272,658	161,646	6,677	168,323	104,335	.62

PREPARED 08/28/14
WORKSHEET NAME POLICFTD

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
100-7006-472.30-30	TRAVEL	20,000	15,973	0	15,973	4,027	.80
100-7006-472.30-60	MEALS	7,560	4,047	2,825	6,872	688	.91
100-7006-472.31-60	WITNESS FEES	8,000	8,704	0	8,704	704	1.09
100-7006-472.32-05	VEHICLE LEASE/RENTAL	0	0	0	0	0	.00
100-7006-472.33-07	EQUIPMENT MAINTENANCE	3,000	3,835	0	3,835	835	1.28
100-7006-472.39-99	MISC SERVICES & RENTS	16,000	13,321	633	13,954	2,046	.87
100-7006-472.50-14	SPECIALIZED POLICE EQUIP. EXPENDITURE	0	0	0	0	0	.00
**	EMERG LAW ENFORCEMENT	54,560	45,880	3,458	49,338	5,222	.90

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
100-7007-472.26-01	OFFICE SUPPLIES	600	65	0	65	535	.11
100-7007-472.26-35	BOOK & RESOURCE MATERIAL	800	0	0	0	800	.00
100-7007-472.29-10	POLICE SUPPLIES	1,476	1,059	0	1,059	417	.72
100-7007-472.33-15	VEHICLE MAINTENANCE	2,035	739	0	739	1,296	.36
100-7007-472.33-23	POLICE RADAR/BREATH EQUIP	3,500	91	0	91	3,409	.03
100-7007-472.50-10	MACHINERY & EQUIPMENT	8,000	8,603	0	8,603	603-	1.08
*	EXPENDITURE	16,411	10,557	0	10,557	5,854	.64
**	TRAFFIC SECTION	16,411	10,557	0	10,557	5,854	.64

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
100-7008-472.30-10	TELEPHONE	41,200	16,614	7,502	24,116	17,084	.59
100-7008-472.30-12	CELLULAR SERVICE	38,000	26,089	0	26,089	11,911	.69
100-7008-472.33-01	RADIO MAINTENANCE	7,000	2,334	0	2,334	4,666	.33
100-7008-472.33-07	EQUIPMENT MAINTENANCE	48,700	46,200	0	46,200	2,500	.95
100-7008-472.34-99	MISC CONTRACTS	8,975	4,274	4,068	8,342	633	.93
100-7008-472.50-50	RADIO UPGRADES	0	0	0	0	0	.00
*	EXPENDITURE	143,875	95,511	11,570	107,081	36,794	.74
**	COMMUNICATIONS	143,875	95,511	11,570	107,081	36,794	.74

WORKSHEET NAME POLICETD

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
100-7010-362.04-60	TRANSFER FROM CAPITAL	0	0	0	0	0	.00
* REVENUE		0	0	0	0	0	.00
100-7010-472.26-15	JANITORIAL SUPPLIES	13,380	7,597	0	7,597	5,783	.57
100-7010-472.27-01	HYDRO	103,000	67,055	0	67,055	35,945	.65
100-7010-472.27-05	NATURAL GAS	13,000	7,989	0	7,989	5,011	.61
100-7010-472.27-15	WATER	6,000	3,550	0	3,550	2,450	.59
100-7010-472.27-30	CABLE/FIBRE OPTICS	794	507	0	507	287	.64
100-7010-472.33-05	BUILDING MAINTENANCE	56,500	1,122	58,236	59,358	2,858-	1.05
100-7010-472.34-01	GARBAGE CONTRACT	5,678	3,020	3,920	6,940	1,262-	1.22
100-7010-472.34-17	PEST CONTROL	530	537	0	537	7-	1.01
100-7010-472.34-45	SNOW REMOVAL CONTRACT	8,000	7,900	0	7,900	100	.99
100-7010-472.50-10	MACHINERY & EQUIPMENT EXPENDITURE	0	33,572	0	33,572	33,572-	.00
		206,882	132,849	62,156	195,005	11,877	.94
** MAINTENANCE OF QUARTERS		206,882	132,849	62,156	195,005	11,877	.94

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
100-7012-472.26-50	CLOTHING / UNIFORM	60,000	25,677	20,668	46,345	13,655	.77
100-7012-472.29-10	POLICE SUPPLIES	25,500	16,465	1,261	17,726	7,774	.70
100-7012-472.29-15	GUN SUPPLIES	30,000	17,179	6,440	23,619	6,381	.79
100-7012-472.29-20	POLICE TECH SERVICE SUPP	10,000	3,123	478	3,601	6,399	.36
100-7012-472.33-50	DRY CLEANING/MAINT	18,100	7,733	7,063	14,796	3,304	.82
100-7012-472.50-45	ERT	10,000	11,340	1,135	12,475	2,475-	1.25
*	EXPENDITURE	153,600	81,517	37,045	118,562	35,038	.77
**	UNIFORMS/EQUIPMENT/MISC	153,600	81,517	37,045	118,562	35,038	.77

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
100-7014-362.04-81	INSURANCE REVENUE	0	1,949-	0	1,949-	1,949	.00
*	REVENUE	0	1,949-	0	1,949-	1,949	.00
100-7014-472.24-01	GAS	175,000	106,848	0	106,848	68,152	.61
100-7014-472.24-20	TIRES	30,000	9,847	0	9,847	20,153	.33
100-7014-472.33-07	EQUIPMENT MAINTENANCE	75,000	67,285	771	68,056	6,944	.91
100-7014-472.33-15	VEHICLE MAINTENANCE	145,000	116,536	5,015	121,551	23,449	.84
100-7014-472.33-55	CAR WASHES	3,650	1,270	0	1,270	2,380	.35
100-7014-472.36-01	INSURANCE PREMIUMS	73,000	78,768	0	78,768	5,768-	1.08
100-7014-472.36-55	POLICE DEPT DEDUCTIBLES	20,000	527	0	527	19,473	.03
*	EXPENDITURE	521,650	381,081	5,786	386,867	134,783	.74
**	MOBILE EQUIPMENT	521,650	379,132	5,786	384,918	136,732	.74

WORKSHEET NAME POLICETD

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
* 100-7018-362.08-20	REGISTRATION FEES	0	0	0	0	0	.00
* REVENUE		0	0	0	0	0	.00
* 100-7018-472.30-70	TRAINING	85,000	66,705	1,840	68,545	16,455	.81
* EXPENDITURE		85,000	66,705	1,840	68,545	16,455	.81
** TRAINING		85,000	66,705	1,840	68,545	16,455	.81

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2014 BUDGET	Y-T-D ACTUALS	CURRENT ENCUMBRANCES	TOTAL ACTUALS	LEFT TO SPEND	% SPENT TO DATE
100-7020-472.26-99	MISC GENERAL SUPPLIES	25,000	12,730	0	12,730	12,270	.51
100-7020-472.32-20	COMPUTER EQUIPMENT LEASE	12,700	0	0	0	12,700	.00
100-7020-472.33-07	EQUIPMENT MAINTENANCE	5,150	2,452	536	2,988	2,202	.58
100-7020-472.34-30	SERVICE CONTRACT	1,526	1,526	0	1,526	0	1.00
100-7020-472.39-99	MISC SERVICES & RENTS	124,000	94,882	67,461	162,343	38,343-	1.31
100-7020-472.50-30	COMPUTER H/WARE	55,000	16,938	4,105	21,043	33,957	.38
100-7020-472.50-33	SOFTWARE UPGRADING	65,950	48,249	0	48,249	18,701	.72
100-7020-472.51-15	TSF TO RESERVE FUND EXPENDITURE	0	0	0	0	0	.00
		290,366	176,777	72,102	248,879	41,487	.86
**	COMPUTER SYSTEM	290,366	176,777	72,102	248,879	41,487	.86
***	POLICE	16,633,162	11,113,789	200,670	11,314,459	5,318,703	.68
		16,633,162	11,113,789	200,670	11,314,459	5,318,703	.68



North Bay Police Service

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Website: www.northbaypolice.on.ca

Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

Board Report

Date of Report: September 02, 2014
Date of Meeting: September 09, 2014

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

Subject: 2013 Crime Severity Index (CSI)

Recommendation: Information Item

As the Board is aware the Canadian Centre for Justice Statistics prepares a report each year in relation to the Crime Severity Index (CSI) values for a number of police services in Canada who police at least one urban area with a population over 10,000 persons.

I have provided a copy of a report prepared by Sgt Webber of our Quality Assurance Section that outlines the 2013 Crime Severity Index and Crime Rate Report as it relates to North Bay. I have also included a copy of "Crime Severity Index- Frequently Asked Questions" prepared by the OACP as an aid to the many fact and figures of the Crime Severity Index.

The CSI was designed in collaboration not only with police, but also with provincial and territorial justice partners and academics from across Canada. A working group was given the mandate to create a measure that would provide a more meaningful indicator of change in police-reported crime from year to year, and which would enhance the comparability of crime statistics at the provincial, territorial and municipal level by taking into account the relative seriousness of each offence.

The principle behind the CSI was to have more serious crimes carry a higher weight than less serious crimes. As a result, changes in more serious crimes would have a greater impact on the Index than on traditional crime rate.

This would reduce the impact of high-volume, less serious offences and allow the Index to better reflect changes in the incidence of more serious crimes. It would also minimize the impact of differences in the way the public and police in various jurisdictions report, high-volume, less-serious crimes, thereby improving comparisons among provinces and municipalities.

There are in fact, three indexes – an overall CSI, a Violent Crime Severity Index and a Non-violent Crime Severity Index. The overall CSI includes all Criminal Code and federal statute offences. The Violent Crime Severity Index includes all violent offences, while the Non-violent Crime severity Index includes everything that does not fall into the category of violent offences.

By design the specific CSI value in a given jurisdiction depends on its mix of crimes and their relative seriousness. If a jurisdiction has a high proportion of less serious, and hence lower-weighted offences, it will have a lower Index value. Conversely, a jurisdiction with a high proportion of more serious crimes will have a higher Index value.

This past year the Board will see that our Police Service continues to rank favorably to the provincial and national violent crimes figures even though there was an increase in the violent crime CSI for communities with a population over 10,000, in Canada.

Our Overall CSI value was 60.78 compared to 68.72 in Canada while our value for Violent Crime was 73.38 compared to 73.70 nationally; our Non-violent Crime was 56.06 compared to 66.76 in Canada. This means that we were lower than most areas within the country when it came to reporting serious and non-violent crimes. Our Violent CSI saw an increase of 10 percent driven in some part by the continued issue of Domestic violence in our Community.

Tragically the North Bay Police Service investigated two (2) Murders and three (3) Attempted Murders in 2013. These crimes having the most serious statistical value impacted the 2013 Violent Crime Severity Index as both crimes had zero charges in 2012.

With the weighted scores attributed to severity of overall crime reported in North Bay our community ranked 145 out of the 304 reporting Police Services. It should be noted that a ranking of 1 represents a community that reported the most amount of serious crime within the reporting timeframe and 304 represents the community that reported the least amount of serious crime.

North Bay remains a safe place live, work and play with a low frequency in most areas of violent crime and a high solvency rate in all areas.

I invite any questions that the Board may have concerning this report.

Sincerely,



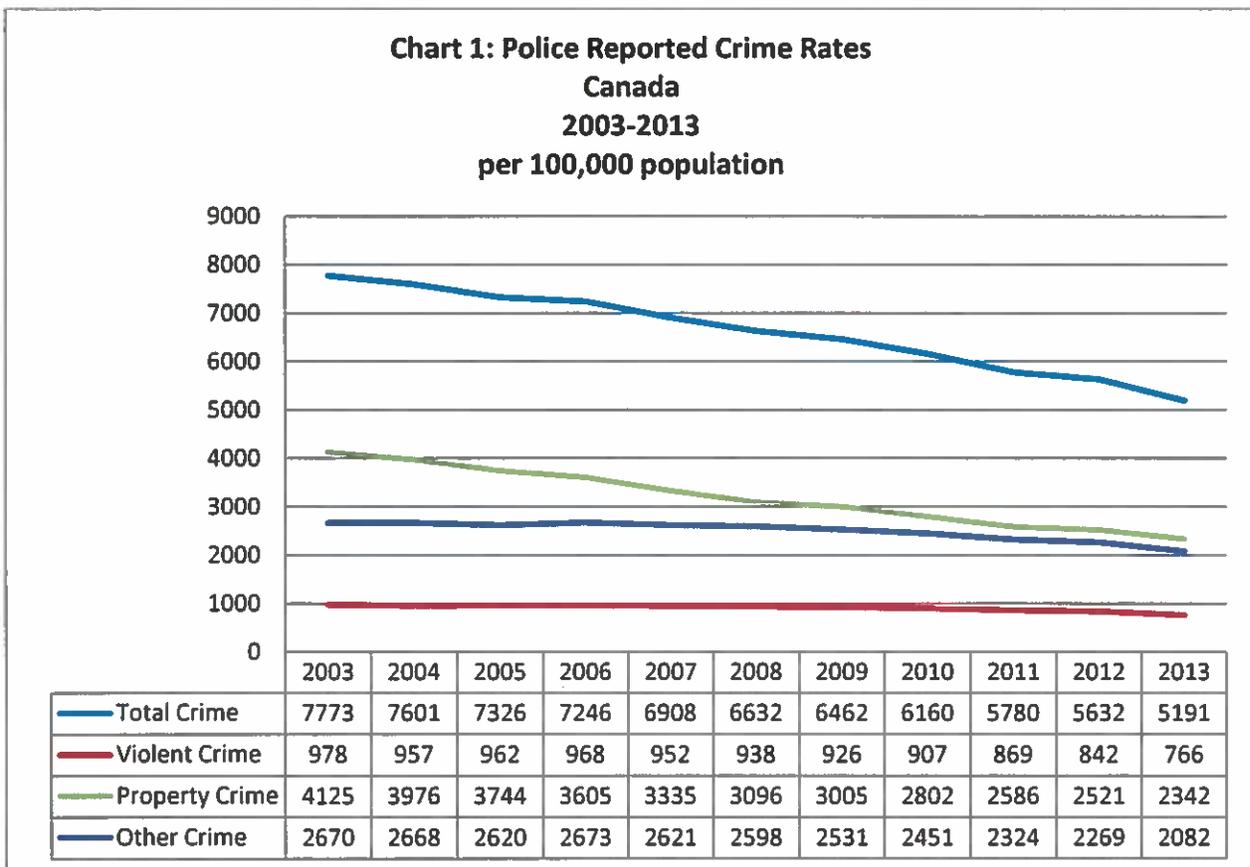
Shawn Devine
Acting Chief

2012 Crime Severity Index and Crime Rate Report

Crime Severity Index and Crime Rate

Statistics Canada describes Crime Rates and the Crime Severity Indexes (CSI) as complementary measures of police-reported crime. Crime rates measures the volume of crimes reported to the police per 100,000 population, while the CSI measures both the volume and severity of crimes.

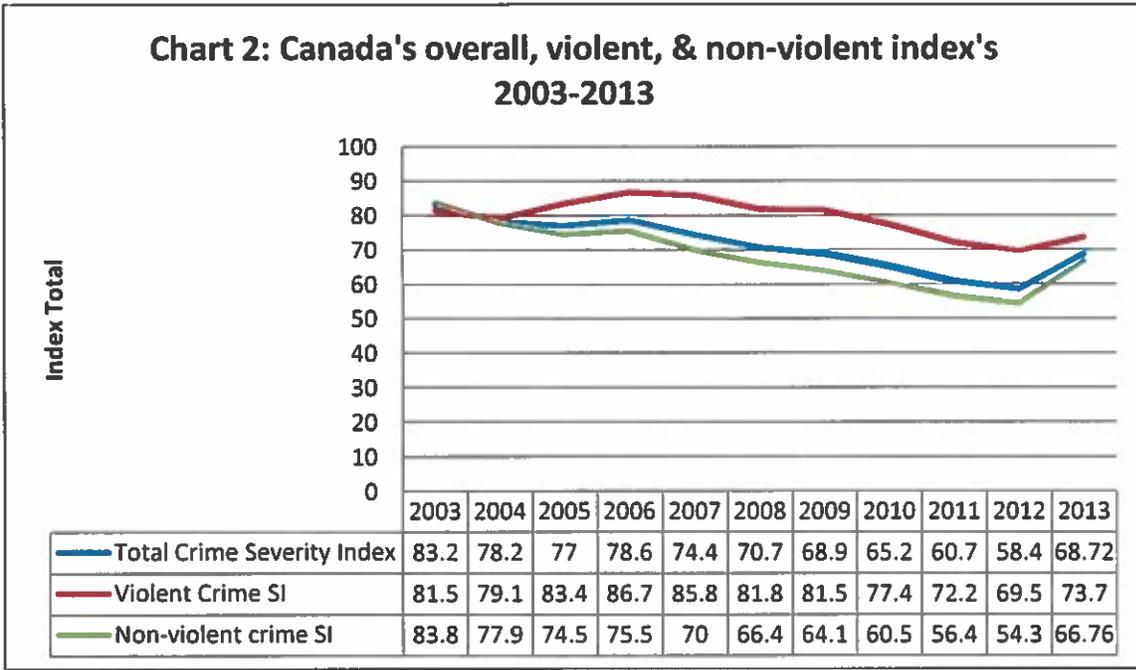
To calculate the CSI, each offence is assigned a weight based on the average sentence handed down by criminal courts for this offence. The more serious the average sentence, the higher the weight for that offence. To calculate the CSI, the weighted offences are summed and then divided by the population. The following chart depicts a ten (10) year examination of Canada's Crime Rates



In 2011 Statistics Canada reported there were 2,275,917 criminal incidents reported across Canada. In 2012, there was a -2.9% drop in total criminal incidents down to 2,235,325 across Canada. In 2013 that number again dropped by 8%.

The same proportional downward shift is noted nationally for 2012 in terms of total adults and total youths charged with offences. In 2012, 556,563 adults and 68,160 youths were charged with criminal offences, which represent a 0.14% and 6.1% drop respectively. In 2013 these figures declined as

533,360 adults were charged along with 58,508 youths. North Bay experienced a similar trend. In 2012 946 adults and 111 youths were charged criminally while in 2013, 906 adults and 84 youths were charged or a decrease of 4.2% and 24.3% respectively.



2013 Overall Crime Severity Index Rank

The police-reported crime statistics in Canada, 2013 report released by Statistics Canada on July 23, 2013, provides information attributed to indexes pertaining to Overall Crime Severity as well as Violent and Non-Violent Crime Severity. The report reflects on the information sent to Stats Can from 304 police services policing communities with a population of at least 10,000 persons. In 2013 Overall the Canadian CSI Index was 68.72. North Bay received an Overall Crime Severity Index score of 60.78, for a rank of 145 out of 304, Violent Crime Severity Index score of 73.38, for a rank of 78 out of 304 and with respect to non-violent crime scored 60.06 for a rank of 181 in the category of Non-Violent Crime.

**North Bay
(3 year figures)**

YEAR	Overall Crime Severity Index (Canadian average in bold)	Rank out of 279 **Rank out of 304 in 2013 only**	Violent Crime Severity Index	Rank/279 **Rank out of 304 in 2013 only**	Non-violent Crime Severity Index	Rank/279 **Rank out of 304 in 2013 only**
2011	68.4 (77.6)	125	54.4	134	73.7	128
2012	68.44 (75.0)	143	63.38	131	70.15	143
2013	60.78 (68.72)	145	73.38	78	56.06	181

*in relation to the chart above - the lowest rank (i.e. 1 out of 304) would have reported the most frequent and serious offences, the highest rank (i.e. 304 out of 304) would have the fewest reports of frequent/serious offences. A high ranking is desirable in terms of lower index values. Alternatively put: low score=high rank.

North Bay Comparison

2013 Locale	Overall CSI	Violent CSI	Non-Violent CSI
North Bay	60.78	73.38	56.06
Ontario	52.5	61.9	49.0
Canada	68.72	73.7	66.76

In 2013 it is evident that North Bay ranks favorably to the provincial and national violent crime figures even though there was an increase in the violent crime CSI. The overall Crime Severity Index figure is inflated with offences that fall outside of the purview of the violent crimes severity index. Overall North Bay compares favorably to national averages.

2012-2013 Violent Crime

According to Statistic Canada – “In 2013, the police reported 4,232 incidents in the "sexual violations against children" category, 279 more than in 2012. This was one of the only violent crime categories to increase in 2013. The "sexual violations against children" category includes five specific offences under the Criminal Code: luring a child via a computer, sexual exploitation, sexual interference, invitation to sexual touching and making sexually explicit material available to a child. However, this category excludes sexual assaults against children, which are classified with all other sexual assaults, including those against adults. Of the sexual violations against children, luring a child via a computer showed the greatest increase, rising 30% in 2013, followed by sexual exploitation (+11%). In contrast, invitation to sexual touching decreased 5%.

Similarly in 2013 North Bay experienced increases in the reporting of reports of Child luring to 4 occurrences up from 1 the year previous and 3 reports of child pornography up from 0 in 2012. Weights attributed to CSI values have been explained in paragraph 2 of this report. In 2013 the North Bay Police Service investigated 1 homicide, 1 attempted homicide and 1 fail to remain motor vehicle/pedestrian collision that resulted in the pedestrian’s death and criminal charges being laid. These reports coupled with the CSI values attributed to sexual crimes against children in variably drove up our violent Crime Severity Index. There was however a decrease from 79 reports of sexual assaults in 2012 to 51 in 2013. ****this includes sexual assaults on children****

2012-2013 Non-violent Crime

Traditionally most crimes reported by the police are non-violent. Police reported just over 1.4 million non-violent incidents in 2013, or nearly four crimes in five, of which 1.1 million were property crimes. The non-violent CSI decreased 8% compared with 2012, the 10th consecutive decrease in this index. The non-violent CSI was 40% lower than a decade earlier.

While most non-violent offences declined in 2013, the decrease in the Non-Violent CSI was mainly due to a large drop in the number of incidents of breaking and entering, theft of \$5,000 or under and mischief. However, some offences in the non-violent category rose in 2013, specifically counterfeiting, child pornography and identity fraud.

Similar to the rest of Canada there was a decrease in the number of reports of property crime. In fact there was a reduction in the reports of break and enters from 395 reports in 2012 to 275 in 2013 or 30.3%. In total there were 2,407 occurrences of property crime reported in 2012 versus 1250 in 2013 or 48%.

Conclusion

According to the available information from Statistics Canada, it appears over the past decade overall crime figures; both rates and indexes are continuing the decline both locally and nationally. Issues with statistics such as over/under reporting remain, however with the index values shown in this report, there remains many traditional and novel means for evaluating police progress and community safety in relation to the municipality, province, and country. These figures provide a numerical assessment of measures of criminality while providing our 'location' in reference to other populations.

Crime Severity Index: Frequently Asked Questions

July 2014

What is the Crime Severity Index?

The Crime Severity Index is a measure of police-reported crime that reflects the relative seriousness of individual offences and tracks changes in crime severity. It was first introduced in 2009 and was developed at the request of the policing community to address limitations to the traditional Crime Rate. It is available back to 1998.

It complements two other measures of crime: the police-reported Crime Rate, which measures the volume of crime, and victimization survey data, which measure Canadians' experiences of crime.

In fact, three Crime Severity Indexes exist: one for overall crime, one for violent crime and one for non-violent crime. Other measures available include Indexes for police-reported youth accused, and weighted clearance rates.

What are the benefits of having another measure of crime?

The problem of crime in Canada can be viewed through multiple lenses. There is no one measure that can adequately summarize all of the information desired on the extent and characteristics of crime. Different approaches serve different purposes, yet together, they provide a more comprehensive picture of crime than any one approach alone.

The police-reported Crime Rate tells us about the volume of crime coming to the attention of the justice system. It is not a measure of all crime occurring in Canada. But, it adds to our understanding of police workload and demands on the justice system.

The victimization data, for the offence types included, tell us about Canadians' experiences of crime, whether or not they are reported to the police.

The Crime Severity Index provides a different way of looking at crime in Canada. It adds to our understanding of crime because it takes into account the relative seriousness of individual offences.

The Crime Severity Index was introduced to address many of the limitations associated with the traditional police-reported Crime Rate so it provides a clearer picture of trends in crime.

For example, the offences making up the majority of the traditional police-reported Crime Rate are high-volume, less serious offences, such as mischief, minor thefts and disturbing the peace.

Due to their high volume, trends in these less serious offences actually drive the trend in the overall police-reported Crime Rate, whereas trends in more serious crimes have less impact on the rate simply because they are less

numerous. For example, one incident of homicide is equal to one incident of mischief in terms of the impact on the overall Crime Rate.

For the Crime Severity Index, each crime is assigned a weight depending on its seriousness and as such, serious crimes have more impact on fluctuations in the Index. For instance, weights used in the Crime Severity Index range from 6 for gaming and betting to over 7,000 for murder.

Victimization surveys have shown us that less serious crimes are less likely to come to the attention of police. Variation in reporting for less serious crimes impacts the comparability of police-reported statistics for jurisdictions. Because less serious crimes have less impact on the Crime Severity Index, its trends are more comparable.

With the Crime Severity Index, we see that serious offences have more impact than they did with the traditional Crime Rate.

For example, for the overall Crime Severity Index, break-ins account for about one-quarter (24%) of the Index, compared with about 8% in the Crime Rate.¹ On the other hand, mischief accounts for about 6% of the Index, instead of 14% in the rate.

In terms of the Violent Crime Severity Index, robberies account for about 32%, rather than just 7% in the Violent Crime Rate. However, common assault accounts for only 9%, instead of 41% in the violent crime rate. Homicide, a very serious and relatively low-volume offence, accounts for 8% of the Violent Crime Severity Index as opposed to 0.1% of the Violent Crime Rate.

How is the Crime Severity Index calculated and are the weights updated regularly?

The seriousness of each offence is determined by using objective sentencing data from the nation's courts. Each individual offence is "weighted" according to the severity of the sentences handed down by judges. Sentencing data come from Statistics Canada's Adult and Youth Courts Surveys. Weights for the Index are based on the average of five years of courts sentencing data and they are updated every five years, using the most recent data available from the courts. It should be noted that outliers (atypically very long and unique sentences for a given offence) are not included in the average.

Weights are updated to reflect recent sentencing practices and to account for any new *Criminal Code* offences. The updated weights were last updated in 2012 and applied to the 2011 revised data and subsequent data releases moving forward until the next update to the weights. Updated weights are not used to revise historical crime statistics.

The release of 2012 data in 2013 marked the first year of UCR data requiring updated weights. The updated weights also applied to revised 2011 data that were released in 2013. The updated weights are based on court data from 2006 to 2010.

¹ Note that these percentages are based on 2012 unrevised crime statistics as this document is being distributed prior to the release of revised 2012 and 2013 crime statistics.

To calculate the actual weight for an offence, the incarceration rate for that offence – that is, the percentage of all convictions receiving a jail sentence – is multiplied by the average length of the prison sentence in days.

Incarceration rates and average prison sentences are calculated at the national level using five years of courts data.

For example:

	% of those convicted who are sentenced to prison		Average number of days sentenced		WEIGHT
Robbery	70.0%	x	746	=	523
Disturb the peace	30.1%	x	34	=	10

Those weights are then multiplied against the volume of each offence to determine what their impact will be in the Crime Severity Index.

For example:

	Weight		Number of incidents		WEIGHTED TOTAL (Contribution to the Index)
Robbery	523	x	33,304	=	17,417,992
Disturb the peace	10	x	116,978	=	1,169,780

The results are then totaled, and divided by the population. The index is standardized to 100 nationally to facilitate comparisons. The base year is 2006.

In addition, a linkage factor is applied to data that use the updated weights (i.e. 2011 revised data and onwards) to ensure comparability of CSI values using the old and new weights (similar to the way factors are applied to spending amounts over time to ensure constant, comparable dollars that control for inflation).

What is the impact of the updated weights?

The Crime Severity Index is designed as a measure of the severity of police reported crime. If a change is made to the seriousness of a particular crime, by the introduction of a mandatory minimum sentence or other legislative change, it will and should be reflected in the Crime Index at the next regular revision of weights.

However, the degree to which the Crime Severity Index is affected by new legislation alone is not significant. In order to see a significant impact on the Index, a large change in both the volume of an offence and the weight of an offence would have to occur at the same time.

Due to their volume and severity, the top five contributors to the national Crime Severity Index are breaking and entering, robbery, fraud, mischief and theft \$5,000 or under. With the updated weights, breaking and entering and fraud are contributing more to the overall Crime Severity Index than with the previous weights, and the robbery, mischief and theft \$5,000 and under are contributing less.

For the Violent Crime Severity Index, the top five contributors are robbery, sexual assault level 1, assault level 1, assault level 2, and uttering threats to a person. With the new weights, sexual assault level 1, assault level 1 and assault level 2 all have a greater contribution to the Violent Crime Severity Index than with the previous weights. Both robbery and utter threats have a lesser contribution that with the previous weights.

For more information on how to calculate which violations are contributing to your Crime Severity Index, please contact the Canadian Centre for Justice Statistics at ccjscssj@statcan.gc.ca or at 1-800-387-2231.

What can the Crime Severity Index be used for?

The index gives us a different view of crime and allows us to answer questions that were not easily answerable previously, such as: Is police reported crime in Canada more serious than it was last year? Is police reported crime in my jurisdiction more or less serious than in another jurisdiction? Has police reported crime become more serious over time?

What does the Crime Severity Index tell us?

The Crime Severity Index tells us if police reported crime was relatively more or less serious than in previous years. For ease of interpretation, the index is converted to 100 for the base year, which is 2006.

For jurisdictions, the Crime Severity Index is particularly useful in determining if police reported crime has become more or less serious over time, or if police reported crime is more or less serious in one area than another.

An example of how a jurisdiction can compare itself to Canada:

In 2006, Canada's Index is 100
If Province X has an Index of 113
Then, compared to Canada overall, Province X's police reported crime is more serious by 13 %

A jurisdiction can also use the Crime Severity Index to determine if its own police reported crime has become more or less serious over time:

Province X has an Index of 113
Five years ago, its Index was at 122
So, crime severity in Province X has decreased by 7% over the past 5 years

The Crime Severity Index can also be used to compare the level of crime severity in one jurisdiction to the level of crime severity in another jurisdiction, in a given year:

Province X has an Index of 113
In the same year, Province Y has an Index of 85
So, crime severity in Province X is 33% higher than in Province Y

What is the jurisdictional impact of the index?

The value of the index in a given jurisdiction is determined by its mix of crimes; the higher the proportion of serious crimes in a jurisdiction, the higher the index.

Let's say that two jurisdictions, Province A and Province B, have roughly the same populations and number of crimes. These areas will have the same crime rate. Their Index values will differ, however, depending on their mix of crimes. For example, if Province A experiences mostly less-serious, and hence lower-weighted, crimes such as disturbing the peace and mischief, their Index value will be quite low. If Province B experiences mostly serious, higher-weighted offences, such as homicides, break-ins and robberies, their Index value will be higher.

Further, less-serious crimes, such as disturbing the peace and mischief, tend to be subject to reporting differences both by the public and by the police in various jurisdictions. The Crime Severity Index decreases the impact that these less-serious crimes have on trends, thereby improving comparisons among provinces and municipalities.

Who was involved in the development of the Crime Severity Index?

The index was created by the Canadian Centre for Justice Statistics at Statistics Canada in collaboration with numerous stakeholders. Representatives from provincial and federal justice departments as well as the policing and academic communities sat on a Working Group to guide the development of the Index.

Specifically, the Working Group was made up of members from the following organisations:

- Statistics Canada: CCJS UCR Survey and Courts Survey staff, methodologist
- Police Services: RCMP, OPP, Sûreté du Québec, Royal Newfoundland Constabulary, Toronto, Ottawa, Winnipeg, Victoria and Saint John
- Federal/provincial Justice Liaison Officers: Justice Canada, New Brunswick, Quebec, Ontario and Alberta
- Academics: Universities of Ottawa, Waterloo and Manitoba

Do the weights take into consideration “time served” in remand?

The length of time served in remand is not available from the Courts Survey, and therefore cannot be accounted for in the Crime Index weights. However, it is known to be a factor in sentencing.

Where can I obtain more information?

For more information on the Crime Severity Index and other police-reported crime statistics, please contact the Canadian Centre for Justice Statistics at ccjscssj@statcan.gc.ca or at 1-800-387-2231.

Data tables at various geographic levels are also available free of charge through the Statistics Canada website at www.statcan.gc.ca.

The following are methodological reports available either through the Statistics Canada website or by calling the Canadian Centre for Justice Statistics (internal reports):

Babyak, Colin, Aidan Campbell, Rose Evra and Sarah Franklin. 2013. *Updating the Police-Reported Crime Severity Index Weights: Refinements to the Methodology*. Statistics Canada. Working paper HSMD-2013-005E.

Babyak, Colin, Asma Alavi, Krista Collins, Amanda Halladay and Dawn Tapper. 2009. *The Methodology of the Police-Reported Crime Severity Index*. Statistics Canada Catalogue no. HSMD-2009-006E/F.

Wallace, Marnie, John Turner, Colin Babyak and Anthony Matarazzo. 2009. *Measuring Crime in Canada: Introducing the Crime Severity Index and Improvements to the Uniform Crime Reporting Survey*. Statistics Canada Catalogue no. 85-004-X.



North Bay Police Service

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Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

Board Report

Date of Report: September 02, 2014

Date of Meeting: September 09, 2014

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

Subject: Liquor Audit

Recommendation: that the Board hereby resolves to, "accept the 2014 Liquor Audit Report as presented by the Chief of Police."

Board By-law LE-020 directs me to ensure that an annual audit takes place of all property/evidence held by our Police service and the results are reported to the Board. As a matter of practice these audits are conducted bi-annually.

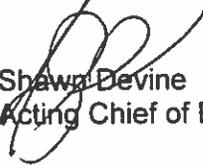
Enclosed is a copy of our 2014 Liquor Audit Report as prepared by Sergeant Webber of our Quality Assurance Section.

This Liquor Audit was unremarkable with no inconsistencies identified.

There were no recommendations made in this report.

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

Sincerely,


Shawn Devine
Acting Chief of Police



North Bay Police Service

Quality Assurance

Audit Report

Liquor

June 17, 2014

Prepared by Sgt. D. Webber

Executive Summary

The auditors were tasked to inventory all liquor exhibits seized under the *Liquor Licence Act* and other statutory authorities as well as review the processes in place for dealing with such exhibits. This was done pursuant to the Standard Operating Procedures on the Collection, Preservation and Control of Evidence and Property (LE-020).

As part of this audit, the team has conducted an inventory of all liquor in our possession to ensure that they are subject of an entry on OPTIC RMS.

Introduction

The procedures for processing liquor exhibits are outlined in SOP LE-020. The SOP has been reviewed to ensure accuracy. Changes, if required, will be submitted to the Chief of Police by the Quality Assurance Officer.

The findings and recommendations contained in the following pages are intended to assist the Service in developing an efficient system that clearly meets the needs of the organization, without impacting in a significant manner on the resources available.

On June 17, 2014 the audit was conducted on the inventory in the RMS Niche system. A total of forty seven (47) occurrences with a varying amount of exhibits were in the Service's inventory. Exhibits from twenty five (25) occurrences were identified as completed. A request for authority to dispose of these exhibits has been submitted, granted and the disposals have been completed.

Audit Objective

To determine if all liquor exhibits were properly documented and accounted for, in compliance with the *Police Services Act* and Service Procedures.

Audit Scope

The purpose of this is to inventory all exhibits under the *Liquor Licence Act* or other legislative Authority and review the procedures surrounding those seizures.

Methodology

The audit was conducted by first obtaining OPTIC/RMS entries for all liquor exhibits on the computer system and comparing them to the items that had been secured in the Exhibits Section for evidence purposes.

Audit Findings and Recommendations

Finding:

Forty five (45) items cited on RMS Niche as liquor were located in the Exhibit section and two (2) were located in the Forensic Identification Section. There was no difficulty locating these items and segregating those items that were no longer required for retention purposes from those that still were required for evidentiary purposes.

Recommendation:

1. There are no recommendations at this time.

Management Response:

Accepted

Conclusion

No inconsistencies were identified. The procedures in place at this time appear to be meeting our needs and meet the requirements of the *Police Services Act*

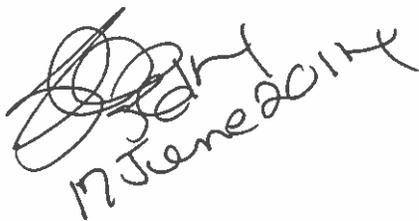
Respectfully submitted;



K. Kelusky, Inspector
Operations



D. Webber, Sgt.
Quality Assurance





North Bay Police Service

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Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

Board Report

Date of Report: September 02, 2014

Date of Meeting: September 09, 2014

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

Subject: General Property Audit

Recommendation: The Board hereby resolves to "accept the general property audit report for the year 2014 as submitted by Chief of Police."

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

Attached is a copy of a General Property Audit report for the year 2014 as prepared by Sergeant Webber of the Quality Assurance Section.

During this audit, Sergeant Webber noted that we currently are in possession of property assets to 3,549 occurrences. Random sampling of 25 occurrences was taken and all items of property were readily located and documented on our Records Management System.

In October 2012, the Greater Sudbury Police Service conducted a review of our property section. We continue to implement these recommendations, including a Bar Code Data Entry program. Stores Clerk Mrs. Major has been trained as the Exhibits Relief Clerk with the anticipation that she will provide assistance in returning property once the summer vacation period is over.

The findings of these audits and recommendations have been shared with our command staff and we will be moving forward as recommended in this report.

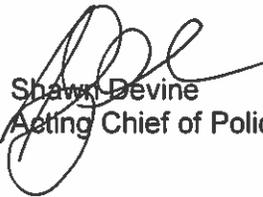
Page 2
Board Report

Date of Report: September 02, 2014
Date of Meeting: September 09, 2014

Subject: General Property Audit

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

Sincerely,



Shawn Devine
Acting Chief of Police



North Bay Police Service

Quality Assurance

Audit Report

General Property

July 7, 2014

Prepared by Sgt D. Webber

Executive Summary

Auditing a public business has two primary principles. First, auditing should be conducted in a way that it identifies the best possible use of public funds and second, those who conduct public business should be accountable for the prudent and effective management of the resources entrusted to them. Both of these principles are achieved by means of providing unbiased assessments of findings.

The purpose of the audit of "General Property" is to provide an objective examination of items secured under the care of the North Bay Police Service and to provide an assessment on its control and continued retention. The secondary purpose of an audit is to assist the organization by identifying and evaluating significant exposures to risk and contributing to the improvement of risk management.

An audit of general property in the control of the North Bay Police Service is a requirement as set forth in the Standard Operating Procedure on the Collection, Preservation and Control of Evidence and Property (LE-020). General property includes, articles seized as contraband, evidence in an investigation, found property, and articles turned over for destruction. The handling of these items by Service personnel is outlined in the procedure. Other legislative requirements also impact the requirements for proper property control.

On June 20, 2014 an audit of three thousand five hundred and forty nine (3,549) occurrences with associated property items in the control of the North Bay Police Service was conducted. The audit examined seized articles such as contraband, evidence in an investigation, found property, and articles turned over for destruction. The handling of these items by Service personnel is outlined in Standard Operating Procedures on the Collection, Preservation and Control of Evidence and Property (LE-020).

This audit focused on the accuracy of records with respect to the inventory and the requirements in paragraph 132(6) (1) of the *Police Services Act*, which reads: "The description and location of every item of property shall be recorded."

Introduction

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

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

As well this same section provides direction on the sale of items at auction. Previous audits have dealt with other issues in relation to property. Future audits will focus on other

areas of these requirements. In the case of this audit, the requirements outlined in section 132 (6) 1. of the *Act* were given particular attention.

The findings and any recommendations contained in the following pages are intended to assist the Service in developing an efficient system that clearly meets the needs of the organization, without impacting in a significant manner on the resources available and to ensure the tenements of the Victim's Bill of Rights are adhered to.

Audit Objective

To determine if records of property retained by the Service meet with the requirements of the *Police Services Act* and whether there was compliance with SOP LE-020.

Audit Scope

The purpose of this audit is to ensure that when property is retained by the Service, the associated records kept meet the requirements of the *Police Services Act* and to assess whether the further retention of items is necessary.

Methodology

The audit was conducted in the following manner:

1. A detailed printout was generated with respect to all General Property in the possession of the North Bay Police Service.
2. A random sample of twenty-five (25) occurrences and associated property items was selected from the Records Management System. The items selected for audit were identified by dividing 3,549 by 25. Therefore an item was chosen in 142 increment intervals.
3. Once identified by printout the items were located in stores with the assistance of the Exhibit Clerk, Mrs. Brogan.
4. While conducting the first phase of the audit described as above, an item adjacent of that selected item was then identified. These twenty-five (25) additional occurrences were then examined as per steps noted above.
5. Each property item was researched as accuracy in its' documentation into the section and to the current disposition of the associated occurrence. i.e. charges pending, withdrawn, conviction, etc.,

Audit Findings and Recommendations

Finding

The number of occurrence related property reported in General Property Audits from 2009 until this year are described below. After removing the low and high values it is evident the number of occurrence related property has been somewhat consistent.

Over the last five (6) years property related occurrences that were subject to retention by the Exhibits Section were as follows:

2009 – 3,042 occurrences
2010 – 3,042 occurrences
2011 – 3,245 occurrences
2012 – 3,629 occurrences
2013 – 3,347 occurrences
2014 - 3,549 occurrences

****occurrence related property means all the property in the Exhibit Section that is attributed to a specific occurrence. In some instances many pieces of property may be attributed to a single occurrence.*****

Although the Exhibits Clerk has returned, 2,733 pieces of occurrence related property from since the last audit it appears to have had little impact on total reduction of articles associated to occurrences ending up within the confines of the Exhibit Section.

The consistency in the number of occurrence related property in the Section is not a reflection on the abilities of the Exhibit Clerk, however it is more of a systemic issue due to the fact that one person is responsible to deal with all the property entering and exiting the Section.

On October 23 and 24, 2012 a Property Clerk and Property Supervisor from the Greater Sudbury Police Service conducted a site visit of the North Bay Police Service Exhibits Section. Their purpose was to observe, assess and offer suggestions to streamline and/or improve effective management with the functionality of the Section. A report was presented to our Service in January 2013. Some of the recommendations have resulted in amendments to our Standard Operating Procedure LE-020, Collection, Preservation and Control of Evidence and Property, which was released on April 5, 2013.

Unnecessary and prolonged property retention has been addressed several previous General Property Audits. The timelines in the audits depicted the following timelines from: 0 to 6 months, 6 to 12 months, 12 to 24 months, 24 to 60 months and over 60 months. It is apparent the Section is still plagued by the volume of occurrence related property that still remains in the Section.

The following excerpt has been cited from the Victim's Bill of Rights:

Victims' Bill of Rights, 1995

S.O. 1995, CHAPTER 6 As amended in 2006

Principles

2. (1) The following principles apply to the treatment of victims of crime:

6. A victim's property that is in the custody of justice system officials should be returned promptly to the victim, where the property is no longer needed for the purposes of the justice system. 1995, c. 6, s. 2 (1).

Recommendations

1. Inspector of Administration should prepare a report outlining what areas of the report from the Greater Sudbury Police Service have been addressed, will be addressed in the future or that are impracticable for implementation with our Service.
2. Commence a pilot program whereby platoon supervisors choose two officers from their platoon to review their entire property list. Their task shall be to either return property that is not required for further retention or provide the Clerk with written confirmation that certain property is no longer required and an order of destruction can be requested from the Chief of Police.

Office Manager, Ms. Cousineau, has advised that she will be able to assist in this endeavour.

Management Response

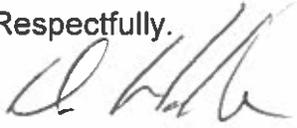
Acknowledged

Conclusion

Property that had been submitted to the Exhibit Section was properly documented, logged and was easily located.

The report and recommendations identified by the Greater Sudbury Police Service coupled with the Service's commitment of working towards returning unnecessary retained property should have a positive impact on the amount of items that are not required for further retention.

Respectfully,

A handwritten signature in black ink, appearing to read 'D. Webber', written in a cursive style.

D. Webber, Sergeant
Quality Assurance



North Bay Police Service

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705-497-5555 FAX 705-497-5591

Website: www.northbaypolice.on.ca

Paul D. Cook
Chief of Police

Shawn E. Devine
Deputy Chief of Police

Board Report

Date of Report: September 02, 2014

Date of Meeting: September 09, 2014

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

Subject: Contingency Account – 10th Annual Police Memorial Run

Recommendation: That the Board hereby resolves, “to donate \$150.00 from the contingency line in the Board’s 2014 Operating Budget to support Ms. Major’s participation in the 10th Annual Police Memorial Run.”

Find attached a memorandum forwarded to me by Ms. Aline Major our Quartermaster seeking financial support from the Board in relation to her involvement in the 10th Annual Police Memorial Run.

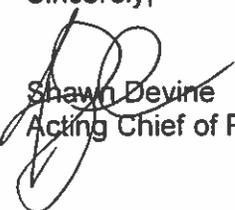
As indicated, Ms. Major has made the necessary arrangements to register and participate with members of the Peel Regional Police Service. Ms. Major represented our Police Service last year as well.

I am requesting the above Resolution be passed to provide support to Ms. Major as she will be representing our Police Service in this run, which honours fallen police officers.

The balance in the contingency account at this time is \$617.00; there are no expected future deposits until the May 2015 auction.

I invite any comments or questions from the Board.

Sincerely,


Shawn Devine
Acting Chief of Police

MEMORANDUM

DATE: August 29, 2014
TO: Police Services Board
FROM: Aline Major
RE: 10th ANNUAL POLICE MEMORIAL RUN - September 24-27

I am most excited and honoured to be participating on behalf of our Service in the upcoming 10th Annual Police Memorial Run in September. My total expenses for this adventure totals approximately \$500. Any assistance the North Bay Police Services Board can provide would be greatly appreciated. I have already approached our Police Association and they have agreed to cover half the cost.

\$100 Accommodations
\$100 transportation to Peel Region
\$300 Registration (includes \$100 donation to the Memorial Trust fund)
\$500

This 'Run to Remember' is a 460 km relay that makes it's way through many communities between the start at the Ontario Police Memorial site in Toronto to the end at the National Memorial on Parliament Hill in Ottawa. The primary objective of the run is to raise awareness and focus attention on the annual Police and Peace Officers' Memorial Service. For the runners that participate in the three-day relay it is their way of fulfilling that pledge, that promise, that they will not forget those who have made the ultimate sacrifice in service of their community, their province and indeed their country.

Respectfully,

Aline Major