

# **Agenda**

**Leamington Police Services Board Meeting**

**To Be Held on Wednesday, March 26, 2014**

**Commencing at 8:30 AM**

**At the Leamington Municipal Office**

**In the West End Meeting Room #112**

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**Disclosures of Pecuniary Interest:**

**Delegations:**

**Items for Consideration:**

**Public Portion of the Meeting:**

1. Minutes of the Leamington Police Services Board Meeting held January 22, 2013  
Pages 3-6
2. Report FIN 14-03-01 dated March 16, 2014 regarding 2014 Police Budget  
Operating and Capital Requests  
Pages 7-14
3. Council Report CAO/04/14 dated March 4, 2014 regarding Level of Service -  
Ontario Provincial Police - Leamington Detachment
  - Report considered at March 17, 2014 Council Meeting and deferred to a  
Special Council Meeting to be held on March 31, 2014 at 6:00 p.m.Pages 15-24
4. Detachment Commander's Report for the month of January, 2014.  
Pages 25-38
5. Detachment Commander's Report for the month of February, 2014.  
Pages 39-53
6. Windsor and Essex County Crime Stoppers Statistical Report for the month of  
January, 2014  
Pages 54-56
7. Windsor and Essex County Crime Stoppers Statistical Report for the month of  
February, 2014  
Pages 57-59

8. Community Events to date for 2014  
Page 60
9. OPP Briefing Note: Mental Health Response Unit prepared February 18, 2014.  
Pages 61-63

**Questions and Statement Session:**

**Closed Portion of the Meeting:**

1. Discussion on a Personnel Matter

**Date of Next Meeting - May 28, 2014 at 8:30 AM**

JB

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# **Minutes - Leamington Police Services Board Meeting**

**Held Wednesday, January 22, 2014**

**Commencing at 8:30 a.m.**

**in the West End Meeting Room # 112**

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Members Present: John Paterson, Chair  
Joan McSweeney  
Lorraine Hodgson

Regrets: John Jacobs, Vice Chair  
Inspector Glenn Miller

Also Present: Staff Sergeant Mike Beatty  
Staff Sergeant Tim Nyhoff  
Sergeant Darin Rickeard  
Constable Chhieu Seng  
Constable Shawn Beaul  
Secretary Brian Sweet  
Director of Finance and Business Services Cheryl Horrobin  
Recording Secretary Jennifer Bavetta

**Disclosures of Pecuniary Interest:** None.

## **Delegations:**

Staff Sergeant Beatty informed the Board members the OPP document when staff have exhibited exemplary work. He explained two Leamington officers, Beaul and Seng have been assigned to foot patrol in the uptown area for the past three years. In that time, the officers have responded to over 1300 calls for service and made 150 arrests. The OPP have received comments from residents and business owners regarding the improved sense of safety due to the officers' presence as well as the professionalism they express.

Staff Sergeant Beatty congratulated and thanked Constable Seng and Constable Beaul for their exemplary service and noted a copy of the document he read will be placed in each of the officer's files. Staff Sergeant Beatty further noted the two officers will be moved to different areas of the detachment and will be replaced by two new officers, the first of which will receive training from Constable Seng.

## **Business Arising from the Minutes:**

Joan McSweeney noted she inquired about the use of the training room, not John Jacobs as contained in the minutes. The minutes will be amended to include the correct information.

**No. 01-01-14**

Moved by: Joan McSweeney

Seconded by: Lorraine Hodgson

That the Minutes of the Leamington Police Services Board Meeting held September 25, 2013 be approved as amended.

**“Carried”**

Director of Finance and Business Services Cheryl Horrobin reviewed Report FIN-13-10-03, noting the final reconciliation for 2013 is expected to be completed soon. She further noted there were wage adjustments made for 2014.

**No. 02-01-14**

Moved by: Joan McSweeney

Seconded by: Lorraine Hodgson

That the report from the Director of Finance and Business Services/Treasurer regarding the 2013 Police Budget - OPP Semi-annual Cost Reconciliation be received. (FIN-13-10-03)

**“Carried”**

Sergeant Nyhoff reviewed the Detachment Commander’s Report for the month of December, 2013, noting there was a drop in violent crimes for the year from 2012. It was further noted property crimes and drug offences increased in 2013 over the previous year.

Sergeant Nyhoff explained foot patrol hours were consistent with 2012 and contract hours remained above the median. With respect to overtime hours, Sergeant Nyhoff noted there have been significant decreases over the past three years. There were 633 fewer hours in 2013 over 2012 and 1007 fewer hours in 2013 over 2011.

In response to an inquiry from the Board, Sergeant Nyhoff explained “total incidents” indicate calls for service.

**No. 03-01-14**

Moved by: Lorraine Hodgson

Seconded by: Joan McSweeney

That the Detachment Commander's Report for the month of December, 2013 be received.

**“Carried”**

**No. 04-01-14**

Moved by: Lorraine Hodgson

Seconded by: Joan McSweeney

That the Windsor & Essex County Crime Stoppers Statistical Report for the month of December be received.

**“Carried”**

**No. 05-01-14**

Moved by: Joan McSweeney

Seconded by: Lorraine Hodgson

That the Windsor and Essex County Crime Stoppers 2013 Year End Statistics be received.

**“Carried”**

**No. 06-01-14**

Moved by: Joan McSweeney

Seconded by: Lorraine Hodgson

That the Community Events report for 2013 be received.

**“Carried”**

**No. 07-01-14**

Moved by: Lorraine Hodgson

Seconded by: Joan McSweeney

That correspondence from the OAPSB Zone 4 dated December 11, 2013 regarding Section 10 Provincial Police Billing; correspondence from the Ministry of Community Safety and Correctional Services dated December 12, 2013 regarding Termination of Agreement; and correspondence from the Ontario Provincial Police dated December 23, 2013 regarding Conducted Energy Weapons (CEWs) be received.

**“Carried”**

**Questions and Statement Session:**

**Closed Portion of the Meeting:**

**No. 08-01-14**

Moved by:

Seconded by:

That the meeting be closed to discuss a personnel matter.

**“Carried”**

Brian Sweet provided an update to the Board with respect to a personnel matter. As a result of the closed session there were no recommendations to the Board and no direction was given to staff.

**No. 09-01-14**

Moved by:

Seconded by:

That the Board move into public session.

**“Carried “**

**Adjournment:**

**No. 10-01-14**

Moved by: Joan McSweeney

Seconded by: Lorraine Hodgson

That the meeting be adjourned at 9:30 a.m.

**“Carried”**

**Next Meeting: Wednesday, March 26, 2014 at 8:30 a.m.**

/jb

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## Report

**To:** Leamington Police Services Board  
**From:** Cheryl Horrobin, Director of Finance and Business Services  
**Date:** March 16, 2014  
**Re:** 2014 Police Budget Operating and Capital Requests

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### Aim:

To provide the Leamington Police Services Board (the Board) information and estimates for the 2014 Police Operational and Capital Budgets and to obtain the Board's recommendation to Leamington Municipal Council that the estimates be approved and adopted as the 2014 Police Services Budget.

### Background:

In 2010, Leamington Council entered into an agreement under the Police Services Act RSO 1990, section 10, to have police services provided by the Ontario Provincial Police (OPP). Accordingly, the Police Services Board generally determines objectives and priorities for police services after consultation with the detachment commander, or his or her designate. Based on the identified priorities, the Board reviews and recommends the annual Police Operating and Capital Budgets to Council for approval.

Correspondence was received from the OPP Municipal Policing Bureau on November 28, 2013, outlining 2014 estimated OPP policing costs for the Leamington detachment. While the estimates are generally in accordance with the contract between the Municipality of Leamington and the Ministry of Community Safety and Correctional Services, they are based on the revised OPP deployment model for administrative staff positions, implemented by the OPP in mid-2013. The administrative staff deployment changes require a contract amendment and at the time of writing this matter was under consideration by Leamington Municipal Council. The draft budget is based on the OPP cost estimates as provided.

Further correspondence was received on December 16, 2013 advising the Municipality of Leamington that the contract pursuant to Section 30 of the Agreement for the Provision of Police Services under Section 10 of the Police Services Act is being terminated effective December 31, 2014. The termination of the Agreement is to facilitate implementation of a new billing model for OPP policing services, which we are advised will be implemented under a new contract agreement effective January 1, 2015. The impact of the proposed revised billing model is not fully known at this time; however it will not affect 2014 budgets.

## Comments:

The draft 2014 Police Services Budget, as it would appear within the 2014 Leamington Municipal Budget request, is attached. The submission includes a budget cover report, followed by the operational and capital budget requests.

As noted in the attached, at \$6,728,830 (2013 - \$6,903,630) the OPP service contract is the largest component of the budget request (approximately 95.1% of Total Expenditure before Debt). This cost is the estimated gross cost of the OPP contract before the adjustment for the Provincial Services Usage Credit; which for the purposes of budget and tracking is reflected separately as operating revenue. The 2014 service contract includes an 8.55% increase in salary rates for OPP staff, as announced in 2011.

In addition to the OPP contract cost, the budget includes a number of items for OPP operational costs not covered under the purchase of service contract. The budget also includes an estimate for legal services related to an ongoing Leamington Police Service personnel matter.

As noted above, in 2013 the OPP changed their operational model, which affected deployment of administrative staff (civilian) positions for the Leamington OPP Detachment. Under the purchase of service agreement with OPP, there are to be 10 full-time equivalent administrative positions at the local detachment. Under the new model, implemented in mid-2013, there are now 5.49 full-time equivalent positions allocated to the detachment and charged under the contract for 2014. The other 4.51 positions have been redeployed under the new model and are included in allocated OPP administrative costs.

The following items are included in the 2014 draft Capital Budget for consideration, totalling an estimated \$28,000 including net HST:

\$20,000	Court Support - accessible counter
\$ 5,000	Replace Kitchen Counter
<u>\$ 3,000</u>	Office Chairs x 6
\$28,000	

The specified items have been requested by the OPP, with the Court Support counter improvements and 4 office chairs having been requested in 2013 but not completed or purchased. These items are recommended to be funded through a transfer from the Police Reserve account.

## Financial Impact:

The 2013 budget year saw the final settlement of transition costs relating to the move from a local police service to a purchase of service contract; therefore no transition costs are included in the 2014 request. Transition costs were internally financed between 2010 and 2013 to smooth the impact on tax rates year over year. Subject to



finalizing the 2013 fiscal year accounting, it is projected that all transition costs will have been fully funded and all financing 'repaid' by the end of 2013.

As noted above, an allowance for legal costs relating to a personnel matter continuing from the former local police service has been included in the 2014 budget, along with costs relating to pre-transition insurance claims. Aside from those items, all costs under the 2014 budget reflect normal operations under the purchase of service model.

The 2014 budget reflects a net decrease of \$348,298 from 2013. The decrease largely relates to reductions in OPP contract allocations for administrative staffing costs, transition costs and ongoing LPS matter costs, offset by OPP negotiated staff cost increases and reduction in estimated revenue from Provincial Services Usage (PSU) credit.

It is notable that the 2013 year end accounting is in progress and figures shown in the year to date (YTD) column may not be reflective of actual results.

### **Recommendation:**

That 2014 Leamington Police Services Operating and Capital budgets, as outlined in FIN 14/03/01, be recommended to the Leamington Municipal Council for approval and adoption.

Respectfully submitted,

Cheryl L. Horrobin, CPA, CA  
Director of Finance and Business Services

# **Municipality Of Leamington 2014 Police Services Budget**

## **0530 - Police Services**

### **Description**

The Ontario Provincial Police (OPP) provide police services for the municipality under a purchase of service agreement and in accordance with Police Services Act RSO 1990, section 10. The Leamington Police Services Board generally determines objectives and priorities for police services in consultation with the detachment commander or his or her designate. Based on the identified priorities, the Board reviews and recommends the annual Police Services operating and capital budgets to Council for approval.

### **Staffing**

Under the current contract, the Leamington OPP Detachment has 38.94 full-time equivalent (FTE) officers and a number of administrative staff. In 2013, the OPP revised their operational model resulting in changes to civilian staff deployment and cost allocation. As a result there are currently 5.49 FTE positions for administrative staff allocated to the Leamington OPP Detachment, with a related cost reduction for 4.51 FTE positions from the 2013 estimates.

### **Prior Year Performance**

The performance of the Leamington OPP Detachment is reported to the Leamington Police Services (LPS) Board throughout the year and summarized in an annual report. Minutes of the LPS Board meetings are transmitted to Leamington Council.

### **Proposed 2014 Activities**

The 2014 Police Services Budget request includes operational costs for policing under the OPP service contract. In addition, the 2014 budget request includes some allowances for ongoing matters relating to Leamington Police Service (LPS) operations. Finally, there are a number of costs pertaining to OPP operations that are not included in the OPP contract amount and that have been included in the budget request. During 2014 the revised OPP costing model and new contract format will be finalized for operations starting in 2015.

The 2014 budget request reflects a net operational cost of \$6,694,190 (2013 - \$7,093,888). The most significant item in the operating budget is the OPP service contract, estimated at \$6,728,830 (2013 - \$6,903,630) or 95.1% of total expenditures before debt.

The 2013 budget included the final balance of one-time transition costs in the amount \$45,100; and there are no transition costs under the 2014 budget. The 2014 budget request includes estimated legal costs relating to Leamington Police Services operations pending

resolution of a personnel matter. The estimates included in the budget request are based on the best information available at this time and actual cost could vary significantly from these estimates due to influences beyond the control of the Board and the Municipality. Administration will continue to keep the Board and Council apprised of these matters as they progress.

The capital budget request provides for facility repair and maintenance items including: accessible counter improvements in the Court Support area, the purchase 6 new office chairs and replacement of the kitchen counter.

**Police Services**Police Services  
2014 Budget - DRAFT

ACCOUNT DESCRIPTION	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 <u>Actual</u>	2014 <u>Budget</u>	BUDGET CHANGE	
					\$ +/-	% +/-
REVENUE ACCOUNTS						
GRANT REVENUE						
Provincial Grant	(6,878)	(13,700)	(13,756)	(20,600)	6,900	50%
Provincial Grant - R.I.D.E.	(10,201)	(13,000)	(14,820)	(13,000)	-	0%
Provincial Grant - Officer Grant Program	(130,000)	(130,000)	(130,000)	(130,000)	-	0%
	<u>(147,079)</u>	<u>(156,700)</u>	<u>(158,576)</u>	<u>(163,600)</u>	<u>6,900</u>	<u>4%</u>
REPORTS & FEES						
Police Reports	(4,248)	(5,000)	(5,294)	(5,000)	-	0%
Police Record Checks	(20,605)	(19,000)	(22,165)	(21,000)	2,000	11%
Fingerprints	(2,955)	(3,000)	(3,475)	(3,200)	200	7%
Freedom of Information Request	(360)	(500)	-	(500)	-	0%
OPP Provincial Services Usage	(358,970)	(218,500)	(274,429)	(202,000)	(16,500)	-8%
Court Room Rental	(25,560)	(25,000)	(25,787)	(25,000)	-	0%
	<u>(412,698)</u>	<u>(271,000)</u>	<u>(331,150)</u>	<u>(256,700)</u>	<u>(14,300)</u>	<u>-5%</u>
TOTAL REVENUES						
	<u>(559,777)</u>	<u>(427,700)</u>	<u>(489,726)</u>	<u>(420,300)</u>	<u>(7,400)</u>	<u>-2%</u>
EXPENDITURE ACCOUNTS						
WAGES						
Salaried Wages	214,094	84,900	27,330	-	(84,900)	-100%
Part-Time Wage Base Account	123,807	36,285	51,256	-	(36,285)	-100%
Honorarium	8,118	8,860	7,991	8,860	-	0%
Overtime	83	500	-	1,000	500	100%
Vacation Pay	474	-	-	-	-	
<b>TOTAL SALARIES AND WAGES</b>	<b>346,576</b>	<b>130,545</b>	<b>86,577</b>	<b>9,860</b>	<b>(120,685)</b>	<b>-92%</b>
CPP	5,710	2,350	1,467	-	(2,350)	-100%
EI	2,843	1,100	722	-	(1,100)	-100%
EHT	3,102	1,700	689	-	(1,700)	-100%
Extended Health	10,148	5,600	2,129	-	(5,600)	-100%
WSIB	2,902	2,000	302	-	(2,000)	-100%
OMERS	13,723	9,700	3,670	-	(9,700)	-100%
Life & LTD	3,961	2,000	1,879	-	(2,000)	-100%
Retiree Benefits	119,979	114,200	117,211	122,960	8,760	8%
Benefits Part Time	9,995	10,500	3,079	-	(10,500)	-100%
<b>TOTAL BENEFITS</b>	<b>172,363</b>	<b>149,150</b>	<b>131,149</b>	<b>122,960</b>	<b>(26,190)</b>	<b>-18%</b>
	<u>518,939</u>	<u>279,695</u>	<u>217,726</u>	<u>132,820</u>	<u>(146,875)</u>	<u>-53%</u>
RENTS AND SERVICES						
Dues, Memberships and Subscriptions	4,053	2,500	1,270	1,400	(1,100)	-44%
Travel & Mileage	255	500	235	500	-	0%
Training	-	2,000	-	-	(2,000)	-100%
Conferences	276	6,000	1,388	6,000	-	0%
Operational Supplies	1,634	2,000	-	-	(2,000)	-100%
Sundry Expenses	-	1,000	-	1,000	-	0%
Professional Services	33,410	100,000	110,690	50,000	(50,000)	-50%
	<u>39,628</u>	<u>114,000</u>	<u>113,584</u>	<u>58,900</u>	<u>(55,100)</u>	<u>-48%</u>

Police Services  
2014 Budget - DRAFT

OFFICE OVERHEAD						
Telecommunications Usage	906	950	819	780	(170)	-18%
Insurance - Liability	5,832	10,000	11,174	10,000	-	0%
	6,737	10,950	11,992	10,780	(170)	-2%
OFFICE EQUIPMENT						
Office Equipment Rental/Lease	2,582	8,000	2,606	3,000	(5,000)	-63%
Office Equipment Maintenance	3,203	3,500	2,647	3,500	-	0%
	5,785	11,500	5,253	6,500	(5,000)	-43%
BUILDING MAINTENANCE						
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>2,174</b>	<b>-</b>	<b>500</b>	<b>1,650</b>	<b>1,650</b>	
Natural Gas	8,454	10,000	8,140	8,950	(1,050)	-11%
Electricity	34,898	37,000	36,961	40,660	3,660	10%
Water	-	-	2,119	2,330	2,330	
Water Heater Rental	-	-	1,486	1,800	1,800	
Building Maintenance	8,027	17,000	24,819	29,000	12,000	71%
Building Insurance	4,775	5,310	5,540	3,840	(1,470)	-28%
Service Contracts	32,604	34,200	33,119	35,000	800	2%
Garbage Collection	384	420	423	500	80	19%
	91,315	103,930	113,107	123,730	19,800	19%
PROPERTY MAINTENANCE						
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>-</b>	<b>2,500</b>	<b>1,518</b>	<b>2,480</b>	<b>(20)</b>	<b>-1%</b>
	-	2,500	1,518	2,480	(20)	-1%
OTHER RENTS AND SERVICES						
Equipment Insurance	-	-	-	160	160	
Police Community Projects	-	1,500	-	1,500	-	0%
Safety Program Supplies	799	-	-	-	-	
R.I.D.E. Program Expenses	10,200	13,000	14,820	13,000	-	0%
Police Transition Costs	-	45,100	-	-	(45,100)	-100%
OPP Contracted Service	6,308,782	6,903,630	6,145,271	6,728,830	(174,800)	-3%
	6,319,781	6,963,230	6,160,091	6,743,490	(219,740)	-3%
TOTAL EXPENDITURES	6,982,187	7,485,805	6,623,272	7,078,700	(407,105)	-5%
DEBT CHARGES						
Debenture Principal	21,172	21,939	21,939	22,740	801	4%
Debenture Interest	14,553	13,844	13,844	13,050	(794)	-6%
TOTAL DEBT CHARGES	35,725	35,783	35,783	35,790	7	0%
NET OPERATIONAL COST	6,458,135	7,093,888	6,169,329	6,694,190	(399,698)	-6%
RESERVE CONTRIBUTIONS						
Transfer to Reserves	365,500	25,000	644,900	100,000	75,000	300%
TOTAL TO/FROM RESERVES	365,500	25,000	644,900	100,000	75,000	300%
CAPITAL ACCOUNTS						
Contribution from Reserves	-	-	-	(23,000)	(23,000)	
Capital Purchases	17,481	28,600	4,180	28,000	(600)	-2%
NET TO CAPITAL	17,481	28,600	4,180	5,000	(23,600)	-83%
NET DEPARTMENTAL COST	6,841,116	7,147,488	6,818,409	6,799,190	(348,298)	-5%

**MUNICIPALITY OF LEAMINGTON**  
**2014 CAPITAL**  
**POLICE**

2014		FINANCING SOURCE							NET FROM
Description	Budget	Funds/Reserves	Deferred Revenue	Grants	Asset Sales	Sundry	UNFINANCED CFWD	Debt	REVENUE FUND
Office Furniture	3,000	3,000							-
Facility Renovations	25,000	20,000							5,000
	28,000	23,000	-	-	-	-	-	-	5,000
2015		FINANCING SOURCE							NET FROM
Description	Budget	Funds/Reserves	Deferred Revenue	Grants	Asset Sales	Sundry	UNFINANCED CFWD	Debt	REVENUE FUND
Facility Renovations	50,000								50,000
	50,000	-	-	-	-	-	-	-	50,000
2016		FINANCING SOURCE							NET FROM
Description	Budget	Funds/Reserves	Deferred Revenue	Grants	Asset Sales	Sundry	UNFINANCED CFWD	Debt	REVENUE FUND
Facility Renovations	50,000								50,000
	50,000	-	-	-	-	-	-	-	50,000
2017		FINANCING SOURCE							NET FROM
Description	Budget	Funds/Reserves	Deferred Revenue	Grants	Asset Sales	Sundry	UNFINANCED CFWD	Debt	REVENUE FUND
Facility Renovations	50,000								50,000
	50,000	-	-	-	-	-	-	-	50,000
2018		FINANCING SOURCE							NET FROM
Description	Budget	Funds/Reserves	Deferred Revenue	Grants	Asset Sales	Sundry	UNFINANCED CFWD	Debt	REVENUE FUND
Facility Renovations	50,000								50,000
	50,000	-	-	-	-	-	-	-	50,000

## Report

**To:** Mayor and Members of Council

**From:** William J. Marck, Chief Administrative Officer

**Date:** March 3, 2014

**Re:** Level of Service - Ontario Provincial Police - Leamington Detachment

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### **Aim:**

To receive direction as it relates to the level of service and hours of operation for the Ontario Provincial Police (OPP), Leamington detachment.

### **Background:**

As part of the discussions with respect to transitioning from a municipal police service to a contract for service with the Ontario Provincial Police, a number of matters were considered by the previous Council.

Two issues that concerned Council were whether the police station remains open 24 hours a day, 7 days a week (24/7), as it did under municipal police services model, and that civilian employees that were employed by the Leamington Police Services retain their jobs if the service went to OPP, to the extent possible.

As a result of the police review, Council made the decision that for the first five years of the contract with the OPP (expires December 31, 2015) the Leamington detachment would remain open 24 hours a day, 7 days a week. In order to provide 24/7 service the contract for service with the OPP contains a cost centre to staff the detachment with 10 Administrative Clerks.

By correspondence dated April 10, 2013, the OPP advised the costs to pay 4.5 Civilian Data Entry (CDE) Clerks salary (who were administration clerks under Leamington Police Service) would be borne by the Province based on their restructuring and expansion of the use of those resources under the OPP service model. As a result, Leamington's invoices for police services were reduced accordingly effective April 1, 2013. Leamington was paying \$546,619 (\$528,409 net of estimated Provincial Services Usage (PSU) credit) per month for policing and it was estimated the amount would be adjusted to \$528,407 (\$502,571 net of estimated PSU) per month.

The correspondence reflects the OPP “will not be proposing the contract be amended at this time”. The correspondence goes on to note “the CDE costs and resources are under review as part of the restructuring project and as such, municipal costs may be subject to further revisions in the future”.

### **Comments:**

By letter dated February 20, 2014, the OPP advised the Municipality they have reviewed their processes as they relate to the CDE positions and it would be more efficient for them to centralize the CDE function for southwestern Ontario.

Staff at the Leamington detachment who have been reassigned to a CDE position, will remain at the Leamington detachment; however, through attrition the positions will eventually be shifted to a central location. The OPP advised the contract language for 4.5 CDE Clerks will not allow for those positions to undertake reception duties or the duties of an Administrative Clerk.

Effective April 1, 2014, the 5.5 Administrative Clerks would provide counter support at the Leamington Police Station Monday through Friday 8:00 a.m. to 4:00 p.m.

If Council wishes to continue to have the police station open 24/7 after April 1, 2014, then the 4.5 CDE Clerk positions would have to be reclassified to Administrative Clerks and the costs associated with the salary of the Administrative Clerks would be added back into the cost for service with the OPP (2014 estimated at \$339,320).

For information purposes, Leamington is the only OPP detachment in Ontario that is open 24/7. The previous Council indicated it would revisit the level of service prior to the expiration of the contract (December 2015).

The following is provided for Council information:

- 1) Previously, when the station was open 24/7, it was open 24/7 because the Police Services provided dispatch services to the Leamington Police Service and Leamington Fire Service. As a result, those attending the police station during non-business hours were met by a civilian (dispatcher) and if they required police assistance, the civilian would dispatch a police vehicle to the station. Presently, the same arrangements are in place, whereas those attending the police station after hours would be greeted by an OPP civilian who would contact OPP dispatch who would dispatch a vehicle to the station.

If Council were to agree to use the OPP model whereas the building is closed during non-business hours, there is a phone outside the station that the public can use which has a direct line to dispatch who in turn would dispatch a vehicle to the station.



- 2) With respect to civilian jobs, the number of staff working at the police station would remain the same however; through attrition those 4.5 CDE positions would be moved to a centralized location which would support all detachments in Southwestern Ontario. At this time, there is no loss of employment or a need for the existing CDE staff to relocate.

### **Financial Impact:**

The original 2013 OPP cost estimates included salary and benefits for 10 civilian staff at \$1,122,290. The adjusted 2013 OPP cost estimates included salary and benefits for 5.49 civilian staff at \$809,002, for an annual estimated cost reduction of \$313,288 based on 4.51 civilian staff positions being realigned.

Per their letter of February 20, 2014, OPP have advised that should Council decide to have the Leamington detachment open 24/7 after April 1, 2014, the fee for service with the OPP would be increased an estimated \$339,320 per year. This adjustment is equal to the cost reduction of \$313,288 in 2013, escalated at 8.3% to derive the 2014 cost estimate.

### **Conclusion:**

One of the options considered by Council during the police review process was to reduce police costs by using the standard OPP model whereas, the police station would be open during regular business hours Monday to Friday 8:00 a.m. to 4:00 p.m. However, the Council of the day wanted the same level of service that was provided by Leamington Police and the decision was made to have the detachment remain open 24/7. It was agreed the matter of hours of service would be revisited prior to the contract expiring. In order to achieve efficiencies in its processing, the OPP will be centralizing the CDE function, and the CDE duties at local detachments will be phased out.

The OPP have a contractual requirement to provide 24/7 service at the Leamington detachment, however in order to do that after April 1, 2014, the 4.5 CDE's must be reclassified to administration clerks and the cost for the administrative clerks added back to the budget for contracting police services.

The OPP decided to implement a change in their administrative processes during the current contract term. As noted above, the OPP are obligated to continue to provide 24/7 service under the current contract if Council decides to enforce that obligation, which would then require the municipality to pay the costs to have 10 civilian staff. Alternatively, Council could opt to accept the reduction in the cost for service by standardizing the business hours of the detachment to Monday to Friday 8 a.m. to 4 p.m.

This matter was reviewed with OPP staff who advised that after-hour's traffic at the detachment is minimal. Further, the requests received after hours are for services that can be provided during regular business hours and can only be processed by those administrative staff working during regular hours. The ability to speak with a police officer is always available to the public, whether the station is open or closed.

## Report CAO 04/14 - Level of Service - Leamington Ontario Provincial Police

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In summary, there are savings to the Corporation in having the OPP offices open Monday to Friday 8 a.m. to 4 p.m., with minimal reduction in the level of service. Further the public still has the ability to speak with a police officer regardless of the time of day.

### **Recommendation:**

That the Ontario Provincial Police contract for police service be amended to reflect Leamington would be responsible to pay for the services of 5.5 Administrative Clerks at the detachment;

And that effective April 1, 2014 the business hours of operation for the Ontario Provincial Police - Leamington detachment be Monday through Friday 8:00 a.m. to 4:00 p.m. as per the OPP model.

Respectfully submitted,

**William J.  
Marck**

Digitally signed by William J. Marck  
DN: cn=William J. Marck,  
o=Municipality of Leamington,  
ou=Chief Administrative Officer,  
email=bmarck@leamington.ca, c=CA  
Reason: I am approving this document  
Date: 2014.03.13 11:51:05 -04'00'

William J. Marck  
Chief Administrative Officer

kms

File: T:\CAO\CAO 2014\2014 Reports\CAO 04-14-Level of Service-OPP.doc

**Ontario  
Provincial  
Police**

**Police  
provinciale  
de l'Ontario**



**Municipal Policing Bureau**  
**Bureau des services policiers des municipalités**  
777 Memorial Ave. 777, ave Memorial  
Orillia ON L3V 7V3 Orillia (ON) L3V 7V3  
Tel: (705) 329-6200 Fax: (705) 330-4191

File: 460 20  
Reference: W-6066

April 10, 2013

CAO  
Municipality of Leamington  
111 Erie Street North  
Leamington ON N8H 2Z9

Dear Sir/Madam:

**Re: 2013 Policing Costs Reduction – Ontario Provincial Police (OPP)**

The OPP is pleased to announce that effective April 1, 2013 municipal contract costs relative to existing detachment Civilian Data Entry (CDE) operations will be eliminated. The OPP CDE function is undergoing a restructuring and expansion resulting in a broader application of the service across the Province. We have analyzed the costs of current detachment CDE operations and reviewed the costs identified in contract terms in order to determine the cost reduction effective April 1, 2013. We will not be preparing contract amending agreements at this time, however, future cost reconciliations and estimates will account for the change in CDE cost allocation. Please note CDE costs and resources are under review as part of the restructuring project as such municipal costs may be subject to further revisions in the future.

Please find attached an annualized 2013 estimated OPP policing cost summary for the Municipality of Leamington. This Estimate reflects annual contract costs with the removal of all charges related to civilian data entry operations in the Essex County detachment. The costs associated with the civilian staff performing CDE functions (salary, benefits and other direct operating expenses) either specifically identified in contract terms or deemed to be allocated to the municipality have been removed. Please see the notes included in the attached annualized Estimate for further clarification.

CDE costs will be charged for the period January 1 to March 31, 2013, based on the estimate previously provided to the municipality. The Ministry of Community Safety and Correctional Services will forward an invoice in April based on the attached estimate. The monthly billing amount for the remainder of the year will be one-twelfth of the attached Estimate, \$502,571.00.

...2

Page 2  
Municipality of Leamington

If you have any questions regarding this estimate, please contact Audrey Sage, Financial Analyst, in Orillia, at (705) 329-6228.

Yours truly,



R.A. (Rick) Philbin, Superintendent  
Bureau Commander  
Municipal Policing Bureau

Attachments

c: Chair, Leamington Police Services Board

cc: Regional Commander, Western Region  
Detachment Commander, Essex County Detachment

**O.P.P. COSTING SUMMARY****MUNICIPALITY OF LEAMINGTON****REVISÉ/Annualized Estimated Roll Call Cost****Estimated Policing Costs for the period****January 01, 2013 to December 31, 2013****EFFECTIVE AS OF APRIL 1, 2013**

Updated to 2012 Formula

**REVISÉ  
REMOVAL OF  
CIVILIAN DATA ENTRY  
CLERK****Salaries and Benefits**

<b>Uniform Members</b>	<b>(Note 1)</b>	<b>Positions</b>	<b>\$</b>	
Inspector .....		0.21	27,242	
Staff Sergeant .....		0.73	80,750	
Sergeant .....		6.00	588,558	
Constables .....		32.00	2,791,680	
<b>Total Uniform Salaries</b>				<b>3,488,230</b>
Overtime .....				<b>249,191</b>
Contractual Payout (Vacation & Statutory Holidays) ....				<b>132,553</b>
Shift Premiums .....				<b>25,764</b>
Benefits (24.9% of Salaries; 2% of Overtime) .....				<b>873,553</b>
<b>Total Uniform Salaries &amp; Benefits</b>				<b>4,769,291</b>
<b>Civilian Members</b>		<b>Positions</b>	<b>\$</b>	
Detachment Administrative Clerk .....	<b>(Note 1)</b>		304,360	
Communication Operators .....			203,267	
Prisoner Guards / Expenses .....			53,776	
Office Automation Support Salaries & Benefits .....			13,785	
Telephone Support Salaries & Benefits .....			4,673	
Operation Support Salaries & Benefits .....			152,139	
<b>Total Civilian Salaries</b>	<b>(Note 1)</b>			<b>731,999</b>
Benefits (25.3% of Salaries; 19.7% Part-Time) .....				<b>77,003</b>
<b>Total Civilian Salaries &amp; Benefits</b>				<b>809,002</b>
OSS Pay and Benefit Charge .....				-
<b>Total Salaries &amp; Benefits</b>				<b>5,578,293</b>

**Other Direct Operating Expenses**

Communication Centre .....		10,047
Operational Support .....		32,593
RHQ Municipal Support .....		76,128
Vehicle Usage .....		331,355
Telephone .....	<b>(Note 2)</b>	47,818
Office Supplies & Equipment .....		17,445
Accommodation .....		-
Uniform & Equipment .....	<b>(Note 3)</b>	45,443
Cleaning Contract .....		-
Mobile Radio Equipment Repairs & Maintenance .....	<b>(Note 3)</b>	30,607
Auxiliary Officers Per Diem .....		-
Office Automation - Uniform .....	<b>(Note 4)</b>	59,928
Office Automation - Civilian .....	<b>(Note 5)</b>	9,048
<b>Total Other Direct Operating Expenses</b>		<b>660,410</b>
OSS ODOE Fee .....		-

2013 Total Estimated Actual Gross Policing Costs	6,238,704
Provincial Services Usage	(207,853)

<b>TOTAL ESTIMATED POLICING COST</b>	<b>\$ 6,030,851</b>
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**O.P.P. COSTING SUMMARY -**  
**Estimated Policing Costs for the period**  
**January 01, 2013 to December 31, 2013**

**MUNICIPALITY OF LEAMINGTON**

**Notes:**

- 1) The estimated policing cost for 2013 based on the Uniform and Civilian 2013 Salary schedules under the 2011 -2014 Compensation Framework Agreement. This estimate is effective April 1, 2013 and has a reduction of 4.17 Detachment Administration Clerk FTEs as these FTEs are responsible for Civilian Data Entry duties. Civilian Salaries and Office Automation have been adjusted accordingly, please note the municipality will be responsible for these costs for the period January 01 - March 13, 2013 (90 days).
- 2) Vehicle Usage includes an additional Crime Unit Vehicle at an annual cost of \$9,788.
- 3) Accommodation and Cleaning Contract are not calculated as the municipality owned buildings.
- 4) Effective January 1, 2011, the \$300 per Auxiliary Officer will not be charged to the Municipalities.
- 5) Office Automation - Uniform costs are calculated at \$1,316 per uniformed member plus one (1) additional computer for the Staff Sergeant at \$2,503 and three (3) additional laptop computers calculated at \$2,060 per computer.
- 6) Office Automation- Civilian effective April 1, 2013, 4.51 computers at an annual charge of \$1,648 have been pro-rated for the period January 01 to March 31, 2013 (90 Days). After April 1, 2013 there will be no charge for these 4.51 computers under Office Automation - Civilian relating to RMS Data entry duties.



Ontario  
Provincial  
Police

Police  
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de l'Ontario



## ESSEX COUNTY DETACHMENT

1219 Hicks Road,  
Lakeshore, Ont.

P.O. Box 910, Essex, Ont.  
N8M 2Y2

Telephone: (519) 723-2493  
Fax: (519) 723-2133

February 20<sup>th</sup> 2014

File: 1150

Mr. William J. Marck  
Chief Administrative Officer  
The Corporation of the Town of Leamington  
111 Erie Street North,  
Leamington, Ontario. N8H 2Z9

### Impact of the Detachment's Civilian Personnel Reduction

The original municipal policing contract with the Corporation of the Town of Leamington and the Ontario Provincial Police included a total of ten Civilian Detachment Administration Clerks. The majority of these individuals were tasked with staffing the Leamington Detachment reception area, on a twenty-four hour/seven days a week basis.

Their duties expanded to include the responsibility of completing civilian data entry activities and the Leamington Detachment subsequently housed the overall Essex County Detachment's Civilian Data Entry (CDE) Unit.

During 2013, the CDE initiative underwent a restructuring process and expanded to encompass the overall OPP, converting to a Provincial initiative. The costs attributable to CDE functions were then removed from all the OPP's municipal contracts, effective April 1<sup>st</sup> 2013.

As a result of a work load analysis, a total of four and one half Civilian Detachment Administration Clerks were removed from the cost of Corporation of the Town of Leamington's annual municipal contract.

Specifically this amounted to a reduction of \$312,592.80 annually - based on the 2013 salary and benefits rates.

- Civilian Detachment Administration Clerk annual salary (2013 rate)  
\$55,439 + 25.3% (benefits).

This is an overview of the OPP's efforts to actively search for efficiencies and convey these savings directly to the municipalities.

*"Putting Our Community First"*

On April 1<sup>st</sup> 2014, the identified personnel will be exclusively tasked with CDE activities. Based on established labour distinctions and potential wage variances, they will be unavailable for Leamington Detachment reception duties. As a result, the Essex County Detachment Command Staff is formally requesting that Leamington Council consider and communicate their desire to exercise one of the two following options.

Option #1:

Without the availability of these four and one half Civilian Detachment Administration Clerks, the front counter of the Leamington Detachment can no longer be staffed on a twenty-four hour/seven days a week basis.

On weekends, holidays and after 4:00pm and before 8:00am on weekdays, outside telephone service is available at the detachment. This will immediately link anyone needing police assistance with the Communications Centre. An officer will then be contacted to address the needs of the general public. This is the standard operating procedure at OPP Detachments.

Option #2:

If twenty-four hour/seven day a week staffing of the front counter remains the desire of the municipality, a formal request to return these four and one half Civilian Detachment Administration Clerks to the Corporation of the Town of Leamington's annual municipal policing costs will need to be made.

As noted, April 1<sup>st</sup> 2014 is the date on which these Civilian Detachment Administration Clerks are scheduled to convert to Provincial staffing responsibility. The timely decision of Leamington Council will be appreciated.

Please communicate your decision through the Essex County Detachment Command Staff at your earliest opportunity.

Thank you,

*S/Sgt. Tim Nyheff*

Essex County O.P.P. Detachment  
Administrative Support Manager

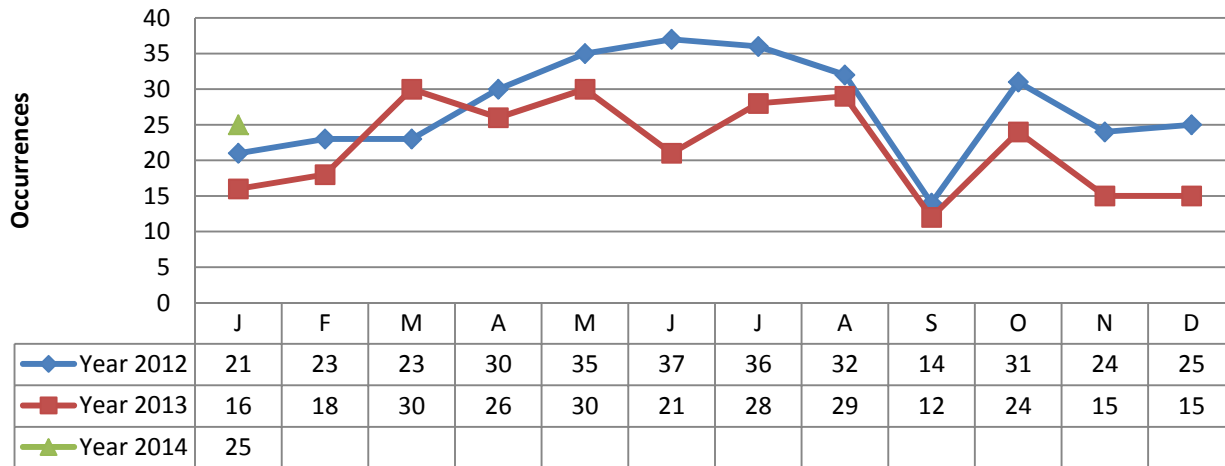


LAKESHORE POPULATION: 34,546  
 TECUMSEH POPULATION: 23,610  
 KINGSVILLE POPULATION: 21,362  
 ESSEX POPULATION: 19,600  
 LEAMINGTON POPULATION: 28,403



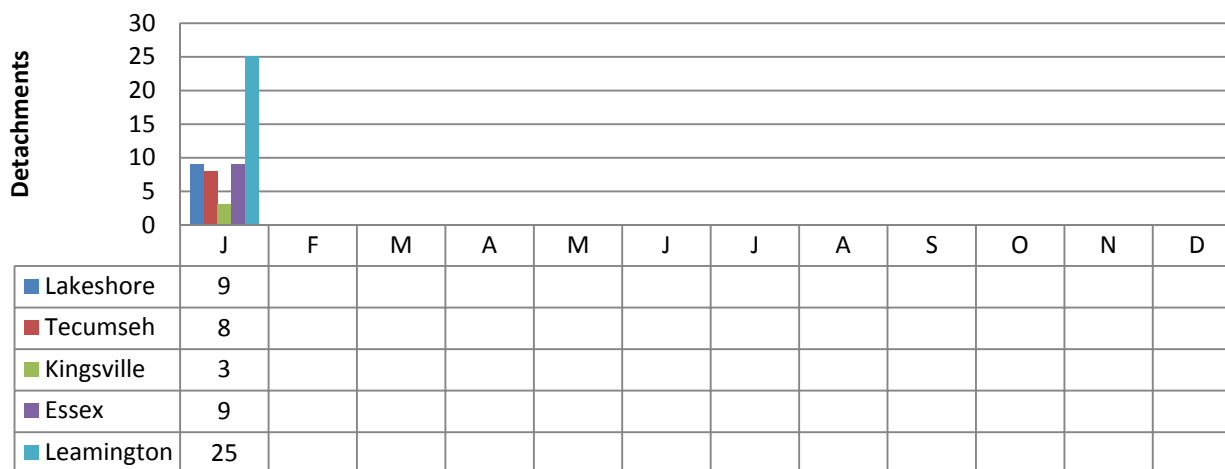
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 WESTERN REGION  
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 JANUARY 2014

## Leamington Violent Crimes



2012 Total                331  
 2013 Total                264  
 2014 Total                25

## Essex County Violent Crimes

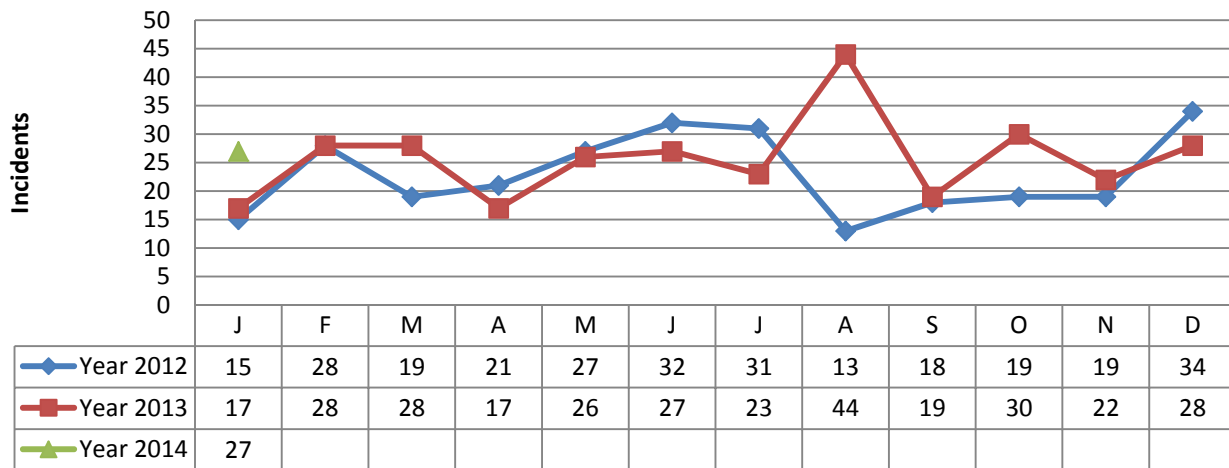


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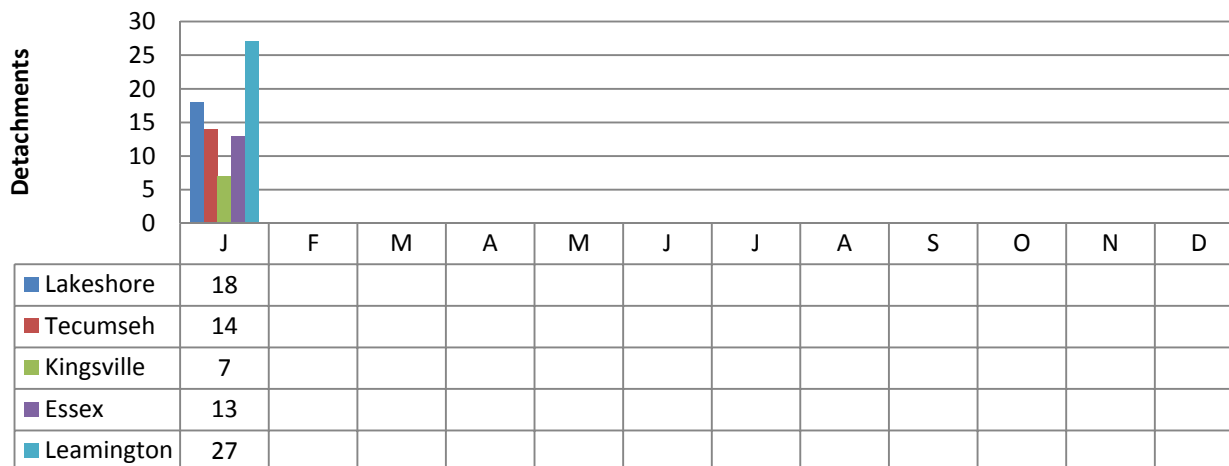
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 JANUARY 2014

## Leamington Domestic Occurrences



2012 Total                276  
 2013 Total                309  
 2014 Total                27

## Essex County Domestic Occurrences

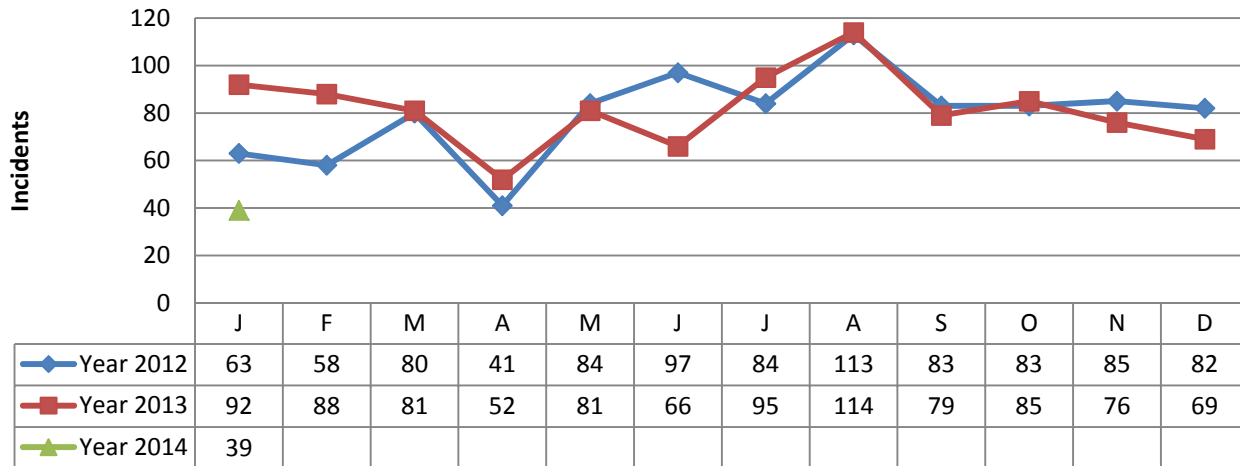


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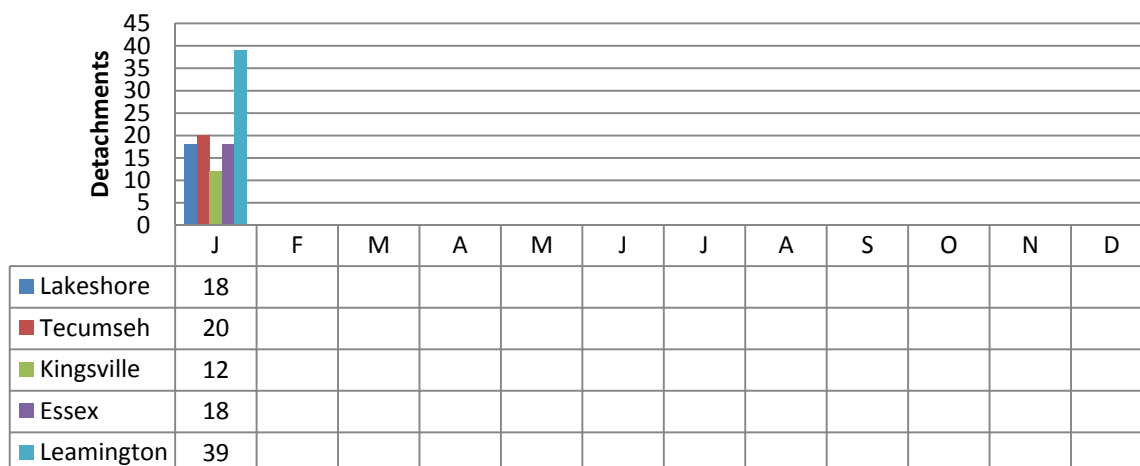
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## Leamington Property Crimes



2012 Total            953  
 2013 Total            978  
 2014 Total            39

## Essex County Property Crimes

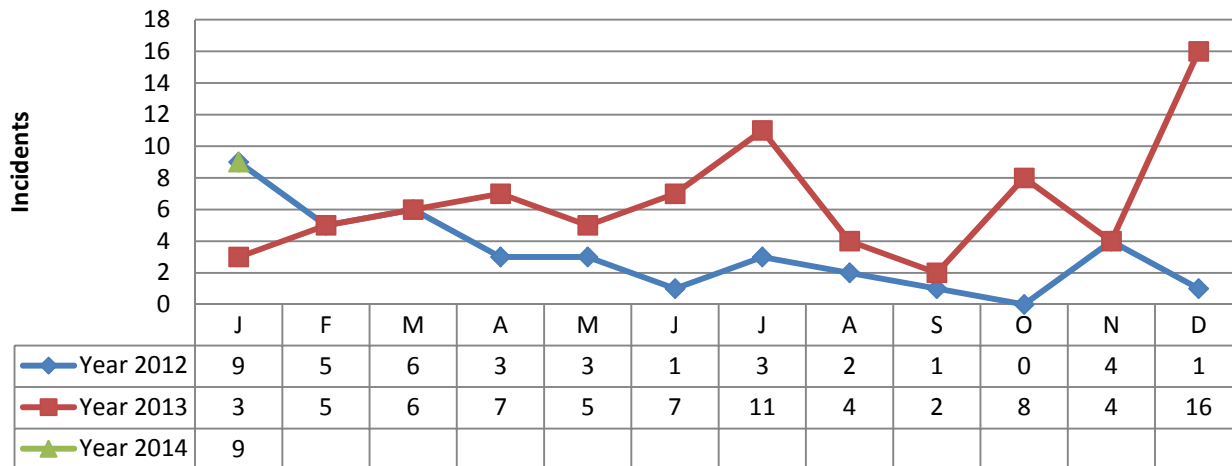


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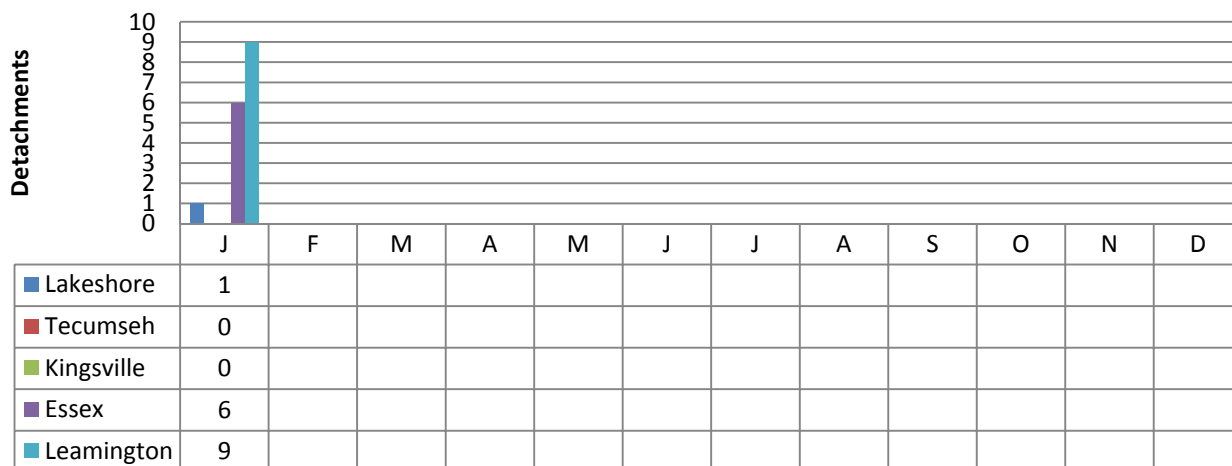
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## Leamington Drugs



2012 Total 38  
 2013 Total 78  
 2014 Total 9

## Essex County Drugs

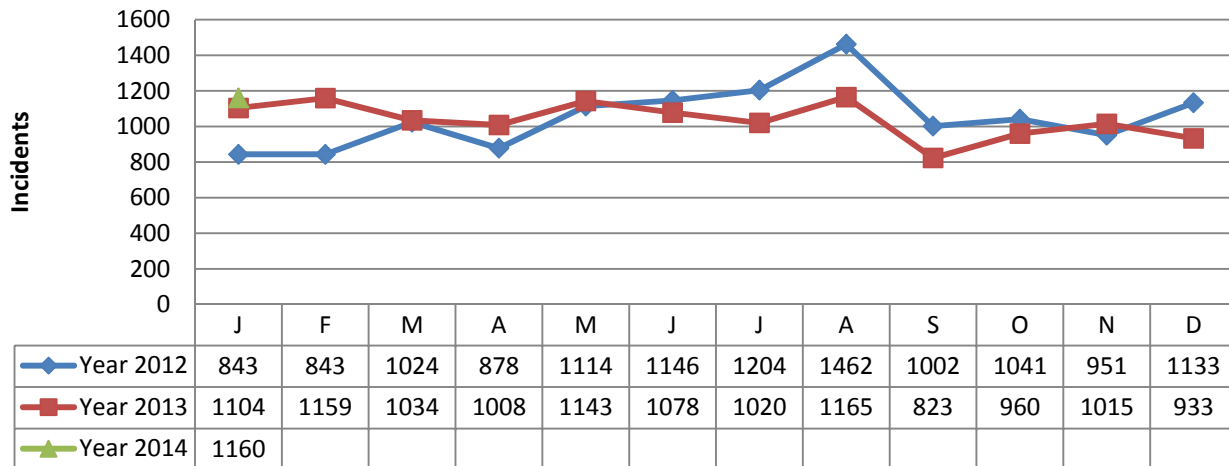


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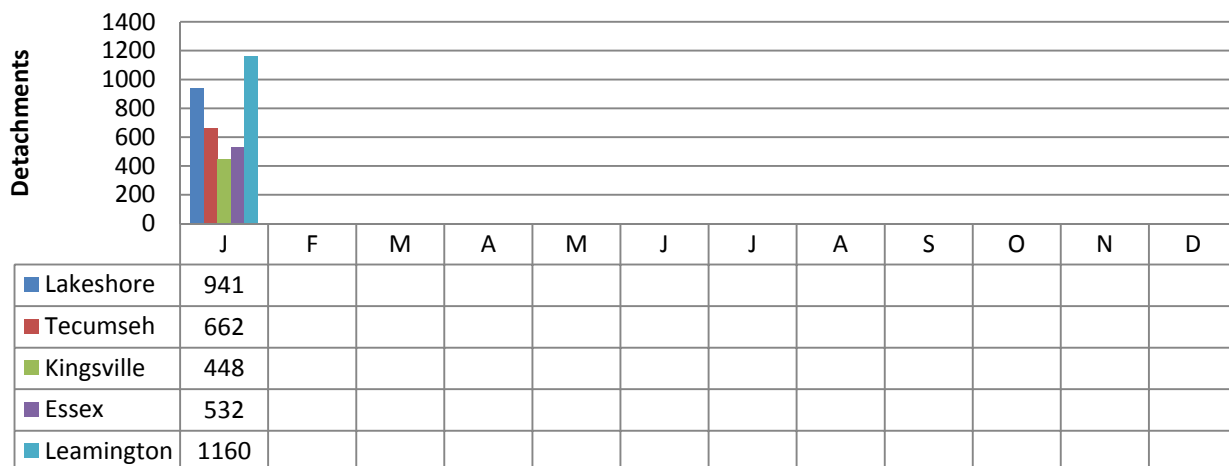
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## Leamington Total Incidents



**2012 Total**                12641  
**2013 Total**                12442  
**2014 Total**                1160

## Essex County Total Incidents

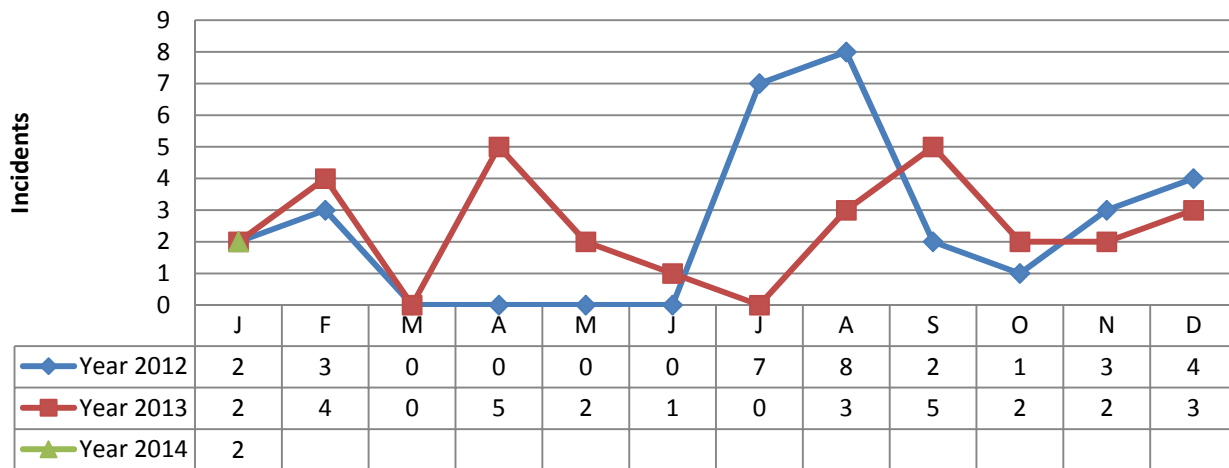


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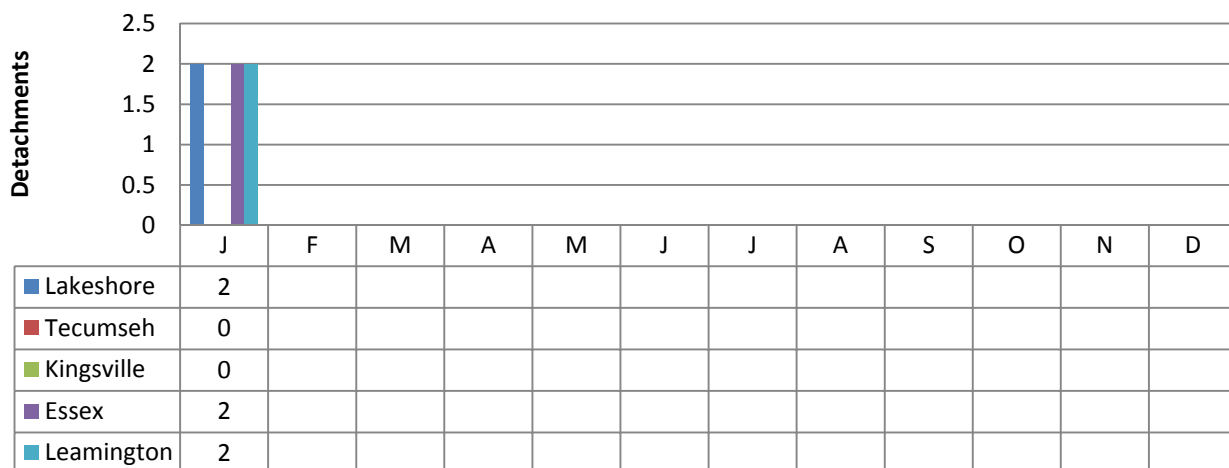
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## Leamington Impaired Drivers



2012 Total 30  
 2013 Total 29  
 2014 Total 2

## Essex County Impaired Drivers

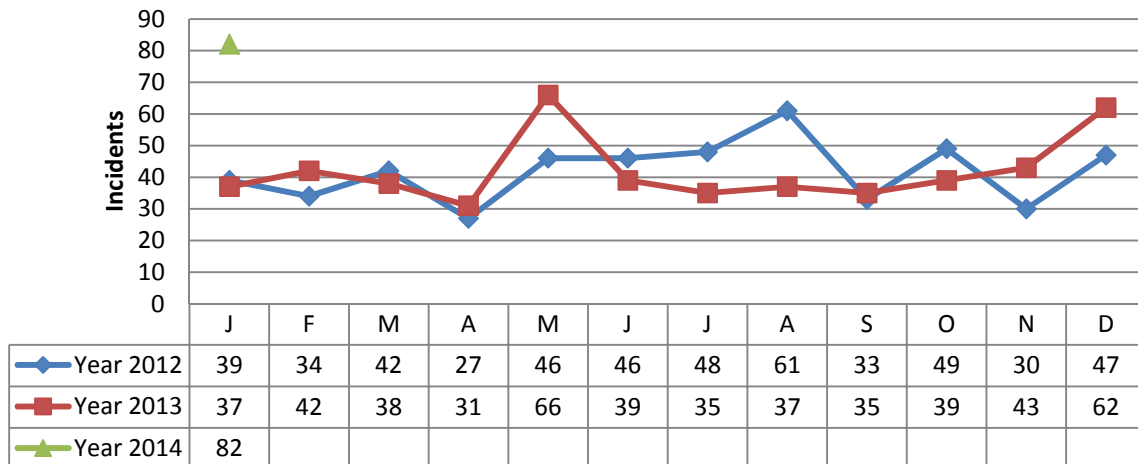


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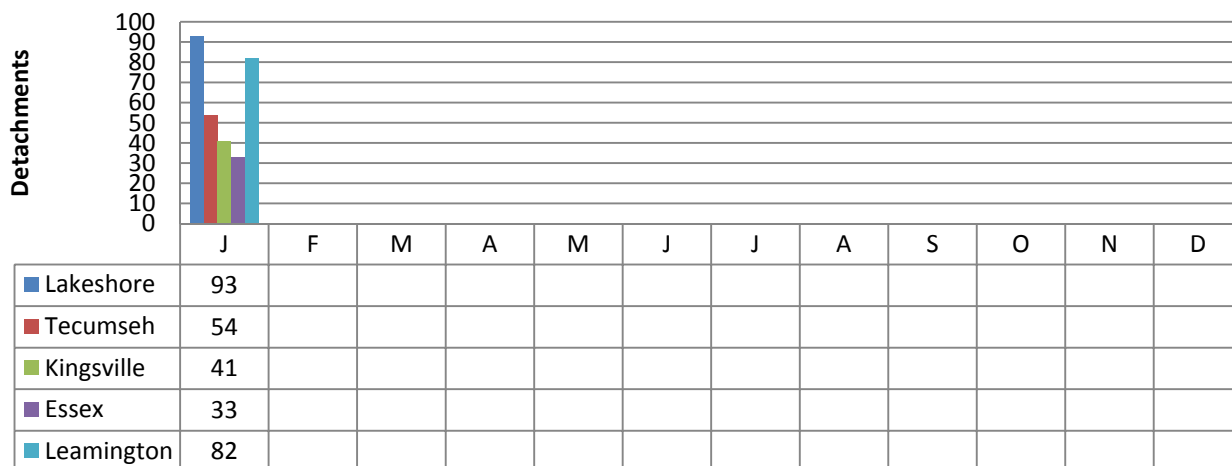
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### Leamington M.V.C.'s



2012 Total 502  
 2013 Total 504  
 2014 Total 82

### Essex County M.V.C.'s



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#### **2011 FATAL MVC'S**

Nil

#### **2012 FATAL MVC'S**

1. 16 July 2012 1:09 hrs – Single Fatality, Car VS Cyclist – Hwy #3

#### **2013 FATAL MVC'S**

1. 15 August 2013 20:45 – Single Fatality, Truck VS Cyclist – Hazelton St.

**Administrative License Suspension** (driving between .05 and .08 Blood Alcohol Content)

**January:** issued – 5 - three day suspension

#### **ADDITIONAL COMMENTS:**

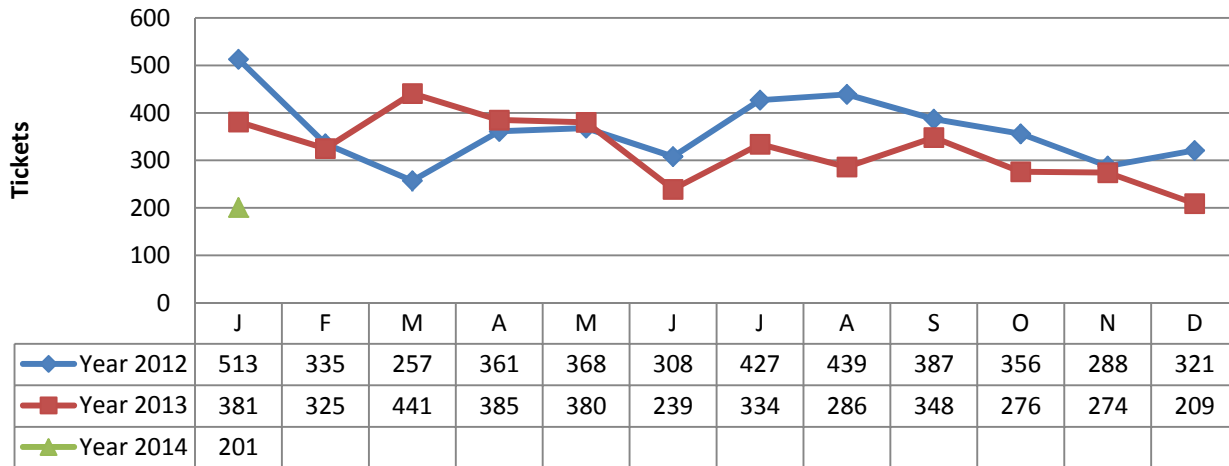


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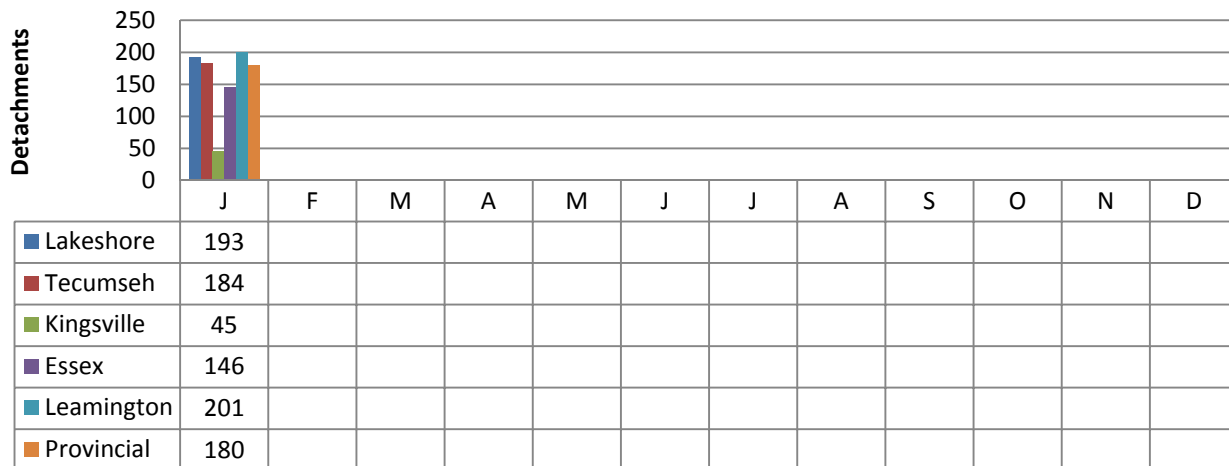
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## Leamington POA Tickets



**2012 Total**                4360  
**2013 Total**                3878  
**2014 Total**                201

## Essex County POA Tickets

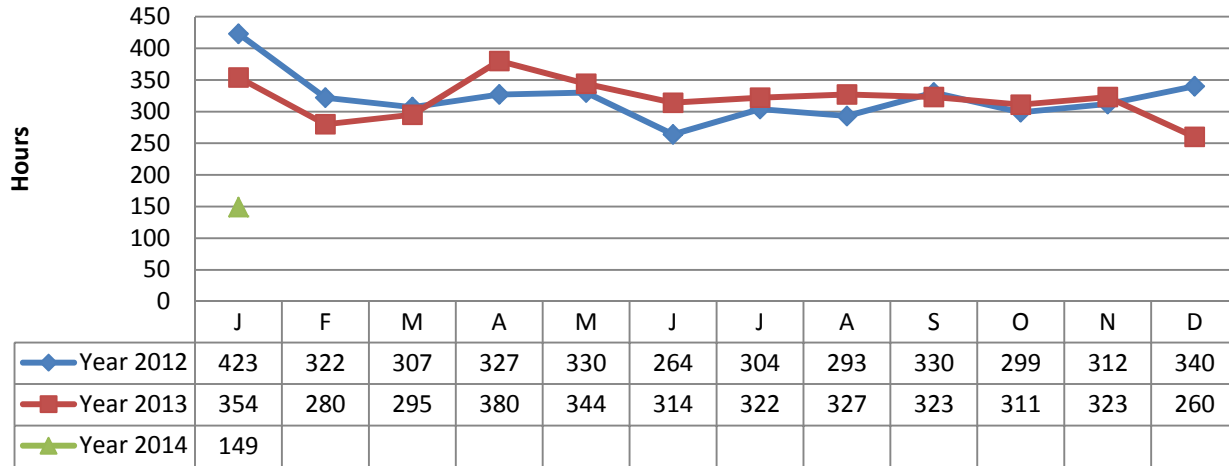


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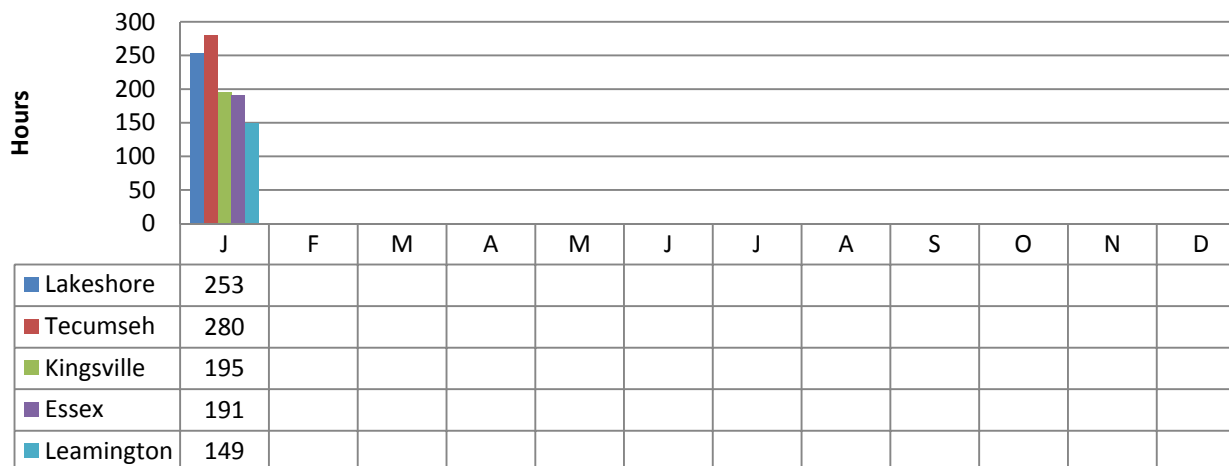
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### Leamington Foot Patrol Hours



**2012 Total**                3851  
**2013 Total**                3833  
**2014 Total**                149

### Essex County Foot Patrol Hours

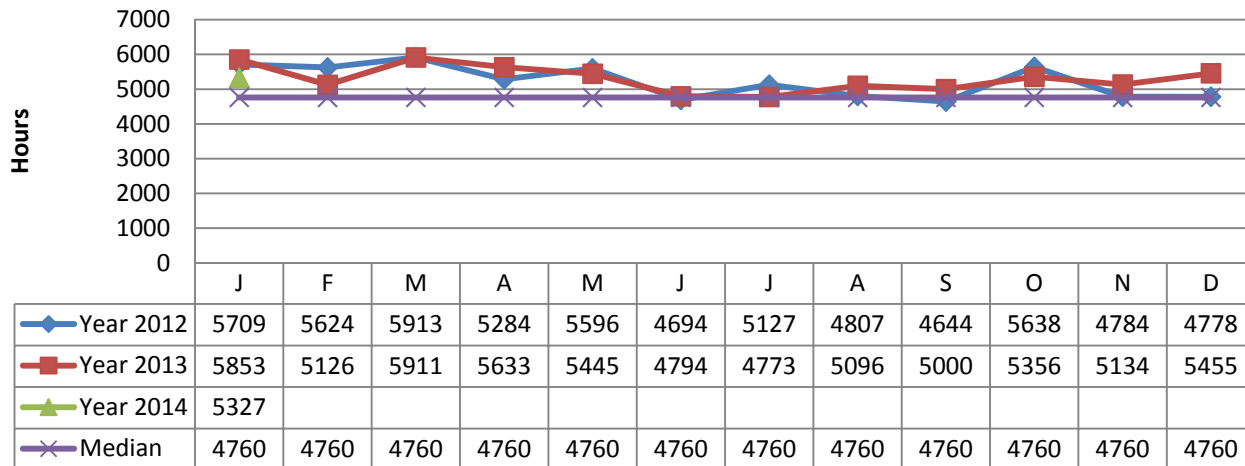


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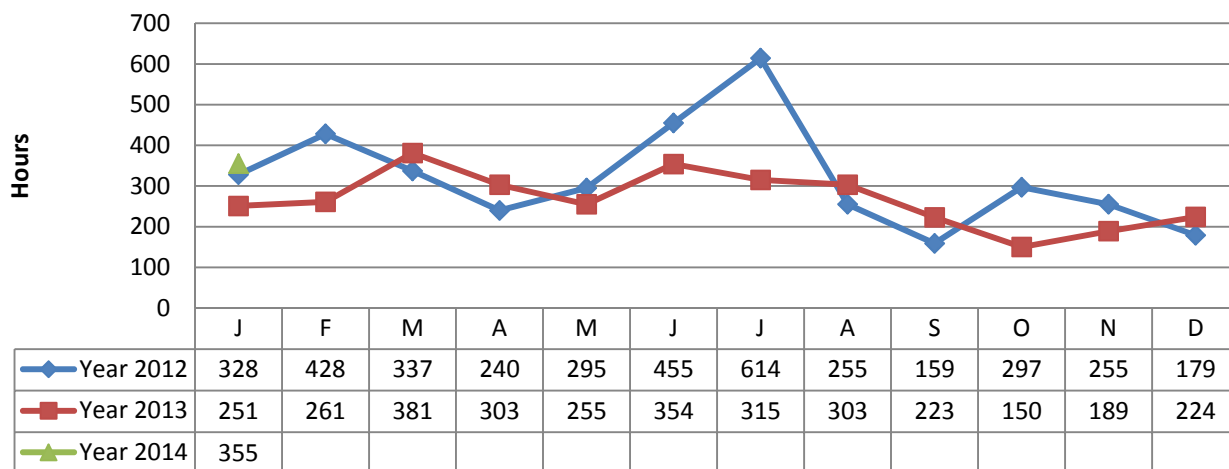
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 JANUARY 2014

## Leamington Contract Hours



2012 Total            62598  
 2013 Total            63576  
 2014 Total            5327

## Leamington Overtime Hours

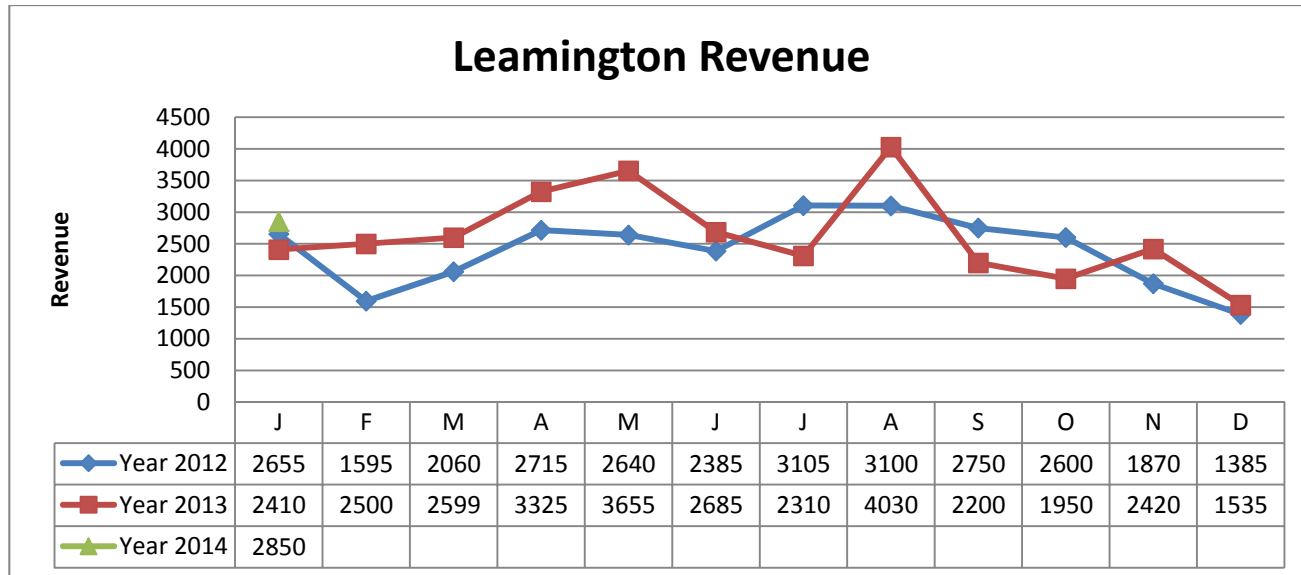


2012 Total            3842  
 2013 Total            3209  
 2014 Total            355

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ONTARIO PROVINCIAL POLICE  
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 JANUARY 2014



**2012 Total**                28860  
**2013 Total**                31619  
**2014 Total**                2850

## COMMUNITY POLICING: JANUARY 2014

Leamington Community Policing Committee:

Community Policing Officer (CPO)

Much of the month of January was spent organizing our annual charity hockey game. In light of the Heinz closure I was pleased to announce that we are dedicating the game to workers and family of Heinz and are promoting it as the OPP are hosting "Leamington Stands Strong Night". Because of the tremendous support we have received we are giving 1,000 tickets free of charge to Heinz workers and their families to come out and enjoy the night.

I was able to finish off VIP for the first part of the school year with the final two classes at Gore Hill Public School. VIP will be starting up again at our next six schools on March 3<sup>rd</sup>.

On January 21<sup>st</sup>, I attended a meeting at the Greater Essex County District School Board office in Windsor to discuss changes to the current Violent Risk Threat Assessment policies and procedures. These are assessments that are done when a student has been identified as a possible threat to the school.

I am pleased to announce the RACE Against Drug is returning and is being held at the Ciciorro Club on April 1<sup>st</sup> and 2<sup>nd</sup>. This is a program that is delivered to grade 5 students. Set with the theme being a race track, students go from pit stop to pit stop spending approximately 8 minutes at each stop. Along the way they learn about drugs, smoking,

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ONTARIO PROVINCIAL POLICE  
LEAMINGTON DETACHMENT  
WESTERN REGION  
STATUS REPORT TO LEAMINGTON P.S.B.  
JANUARY 2014

alcohol and other important issues that they will be confronted with. In the past it has been four days, but only the public school board is participating.

During the month of January I filled in a two different occasions for media and one day as court officer.

#### Community Services Activities – January 2014

Jan 6<sup>th</sup> – Development Services Review committee meeting

Jan 13<sup>th</sup> – Development Services Review committee meeting

Jan 16<sup>th</sup> – Court officer

Jan 20<sup>th</sup> – Meeting in Leamington with CAS, LDSS, Mill St School about 2 young offenders  
WE Care for Kids meeting – Windsor

Jan 21<sup>st</sup> – VIP – Gore Hill Public School  
Meeting Greater Essex County District School Board office – Windsor

Jan 22<sup>nd</sup> – Mayor's Youth Advisory Council meeting

Jan 27<sup>th</sup> – Development Services Review Committee meeting

Jan 28<sup>th</sup> – VIP – Gore Hill Public School

Jan 31<sup>st</sup> – RACE Against Drugs meeting - Windsor

#### **High School Resource Officer: January 2014**

Leamington High School – 4 - hours of patrol  
Cardinal Carter High School – 4 - hours of patrol

#### **COMPLAINTS:**

##### **2011**

**Date Received:** March 31, 2011 (2011-15)  
**Nature of Complaint:** Discreditable Conduct  
**Current Status:** Resolved Informally (Closed April 1, 2011)

**Date Received:** July 25, 2011 (2011-27)  
**Nature of Complaint:** Discreditable Conduct  
**Current Status:** Substantiated (Closed November 28, 2011)

**Date Received:** October 11, 2011 (2011-20)  
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LAKESHORE POPULATION: 34,546  
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KINGSVILLE POPULATION: 21,362  
ESSEX POPULATION: 19,600  
LEAMINGTON POPULATION: 28,403



ONTARIO PROVINCIAL POLICE  
LEAMINGTON DETACHMENT  
WESTERN REGION  
STATUS REPORT TO LEAMINGTON P.S.B.  
JANUARY 2014

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**Current Status:** Deemed Frivolous (Closed October 27, 2011)

## **2012**

**Date Received:** February 27, 2012 (2012-05)

**Nature of Complaint:** Discreditable Conduct

**Current Status:** Withdrawn (Closed April 19, 2012)

**Date Received:** July 13, 2012 (2012-10)

**Nature of Complaint:** Discreditable Conduct

**Current Status:** OIPRD declined to investigate (Closed July 13, 2012)

**Date Received:** July 03, 2012 (2012-12)

**Nature of Complaint:** Discreditable Conduct

**Current Status:** Closed by OIRPD. No breach of PSA (Closed July 20, 2012)

**Date Received:** August 22, 2012 (2012-15)

**Nature of Complaint:** Neglect of Duty

**Current Status:** Closed - Unsubstantiated

**Date Received:** October 1, 2012 (2012-17)

**Nature of Complaint:** Discreditable Conduct

**Current Status:** Closed - Withdrawn

**Date Received:** October 26, 2012 (2012-22)

**Nature of Complaint:** Discreditable Conduct

**Current Status:** Closed – withdrawn February 15, 2013

## **2013**

**Date Received:** April 12, 2013 (2013-01)

**Nature of Complaint:** Discreditable Conduct

**Current Status:** Closed - Unsubstantiated (July 2, 2013)

**Date Received:** August 13, 2013 (2013-03)

**Nature of Complaint:** Fail to Properly Investigate an MVC

**Current Status:** Under Investigation

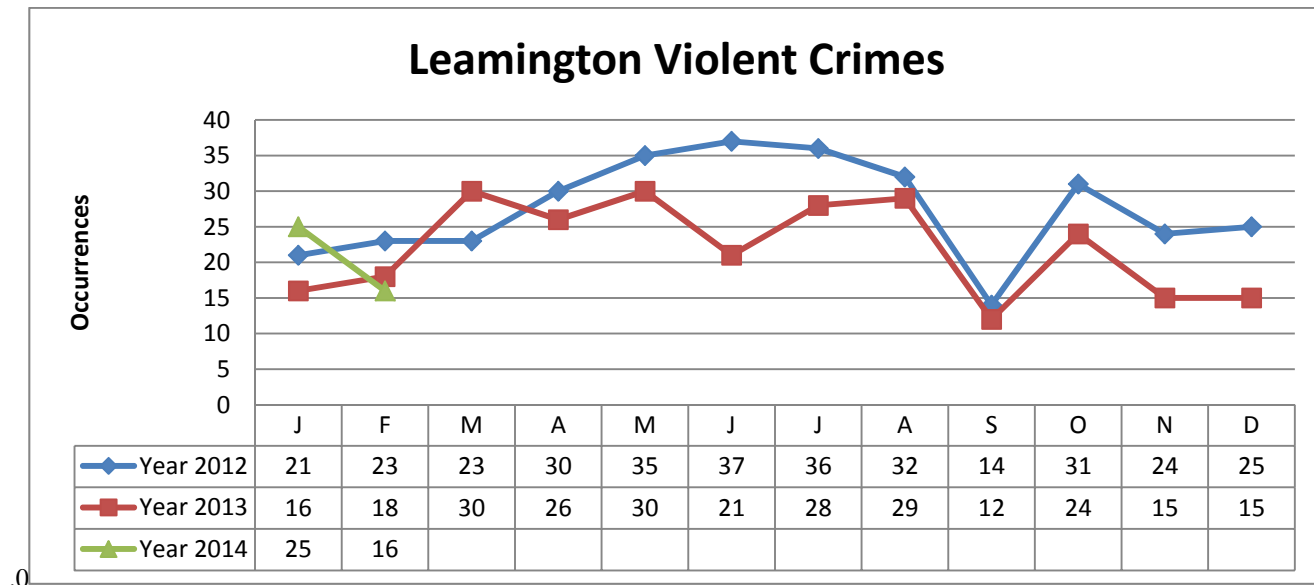
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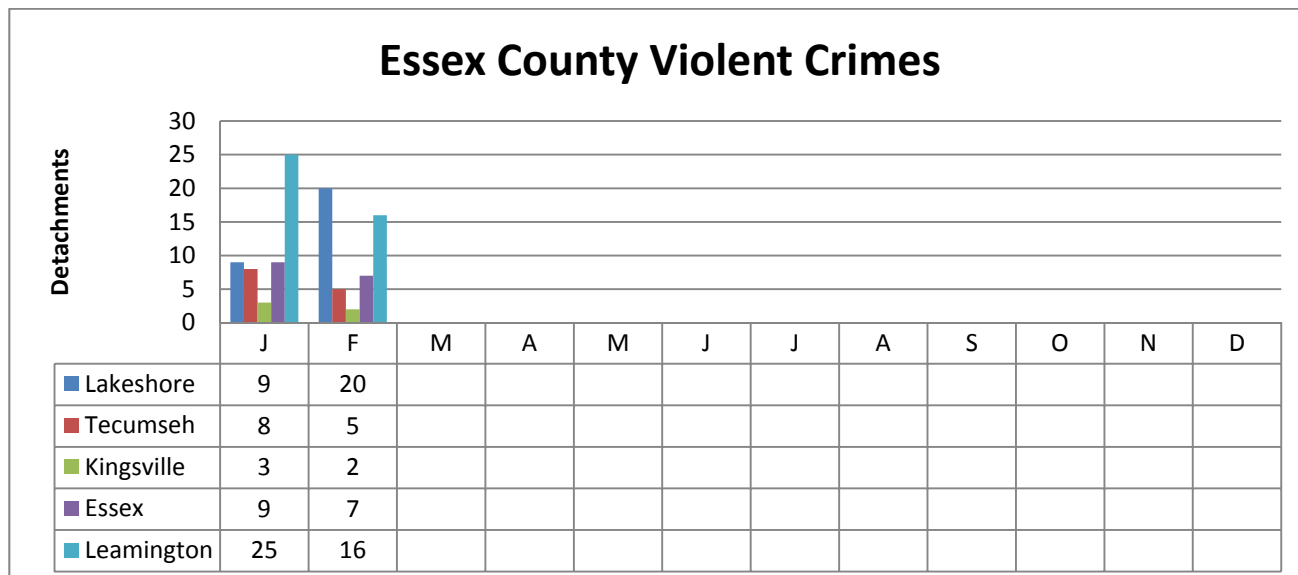
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ONTARIO PROVINCIAL POLICE  
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 STATUS REPORT TO LEAMINGTON P.S.B.  
 FEBRUARY 2014



**2012 Total**                **331**  
**2013 Total**                **264**  
**2014 Total**                **41**

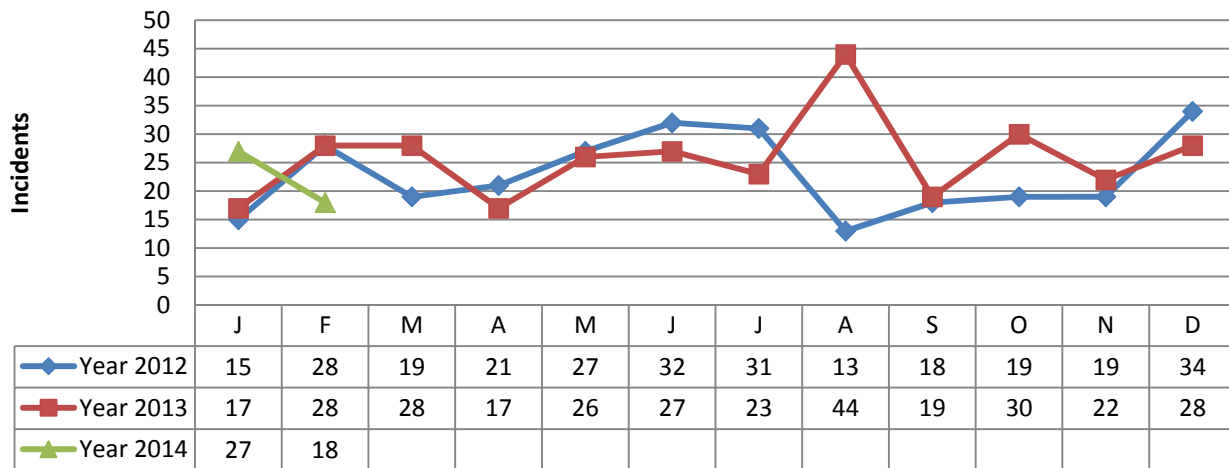


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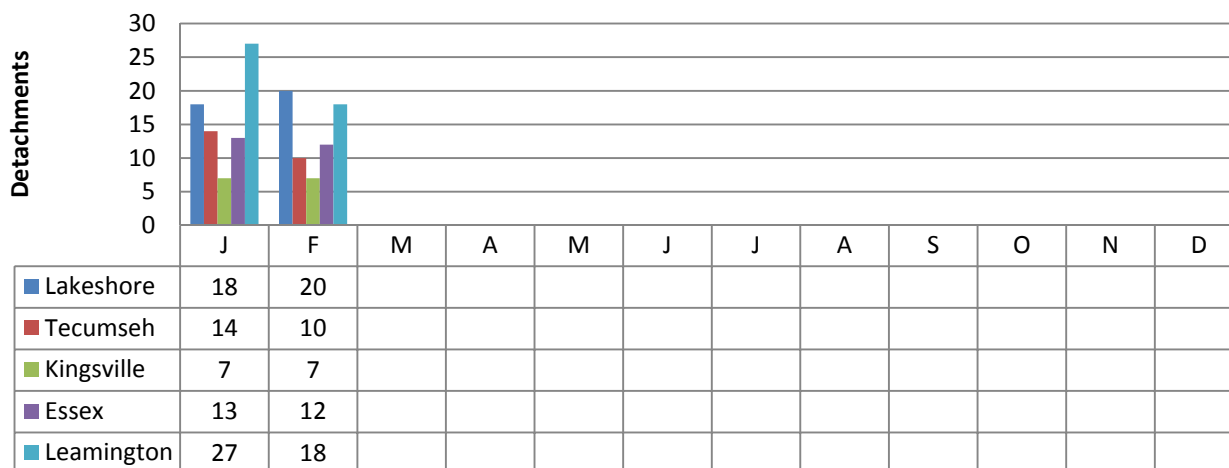
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 LEAMINGTON DETACHMENT  
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## Leamington Domestic Occurrences



2012 Total                276  
 2013 Total                309  
 2014 Total                45

## Essex County Domestic Occurrences



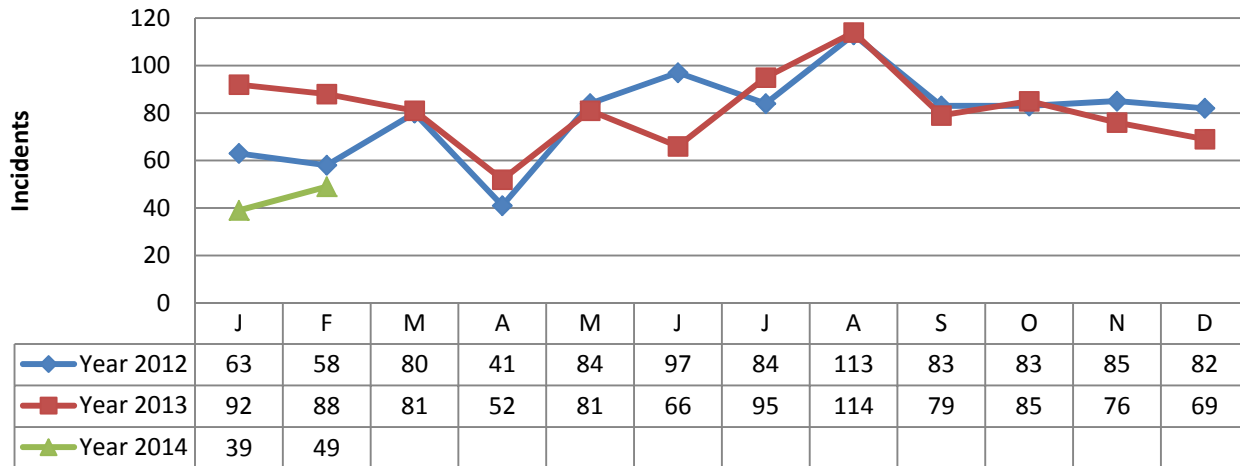


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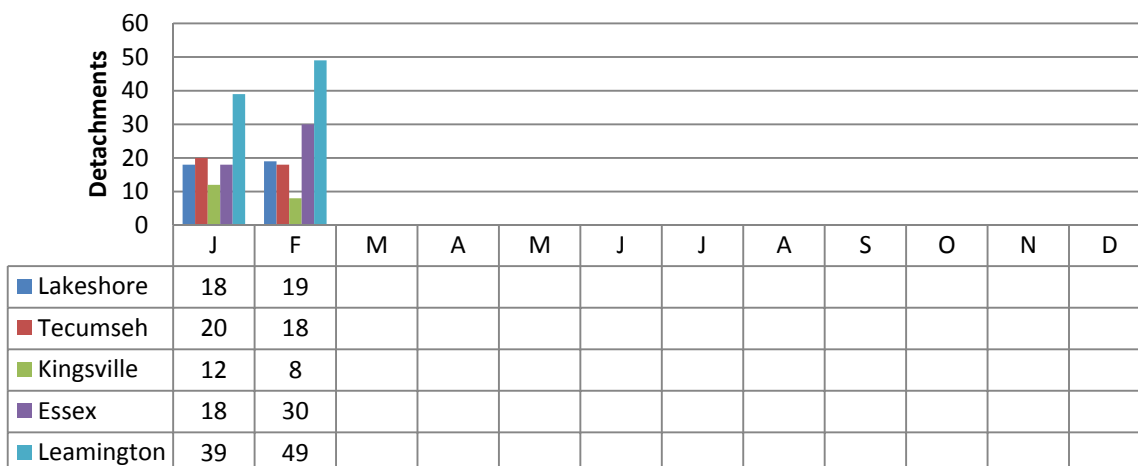
ONTARIO PROVINCIAL POLICE  
 LEAMINGTON DETACHMENT  
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 FEBRUARY 2014

## Leamington Property Crimes



2012 Total            953  
 2013 Total            978  
 2014 Total            88

## Essex County Property Crimes

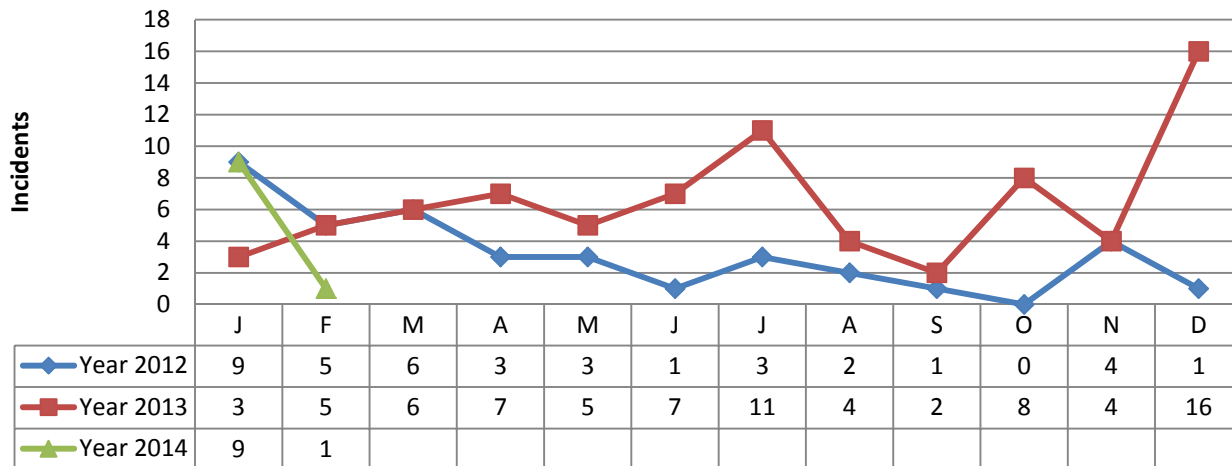


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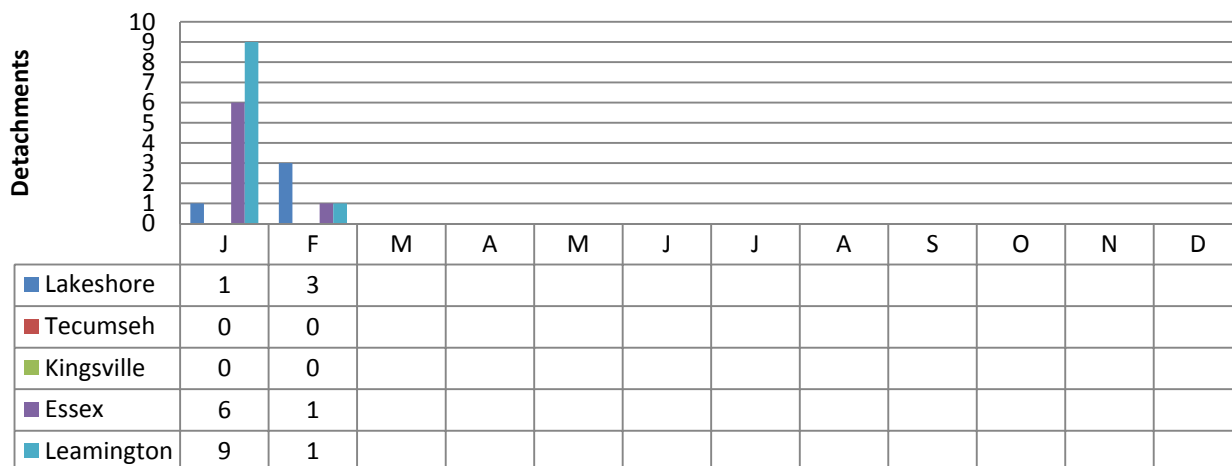
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 STATUS REPORT TO LEAMINGTON P.S.B.  
 FEBRUARY 2014

## Leamington Drugs



2012 Total 38  
 2013 Total 78  
 2014 Total 10

## Essex County Drugs

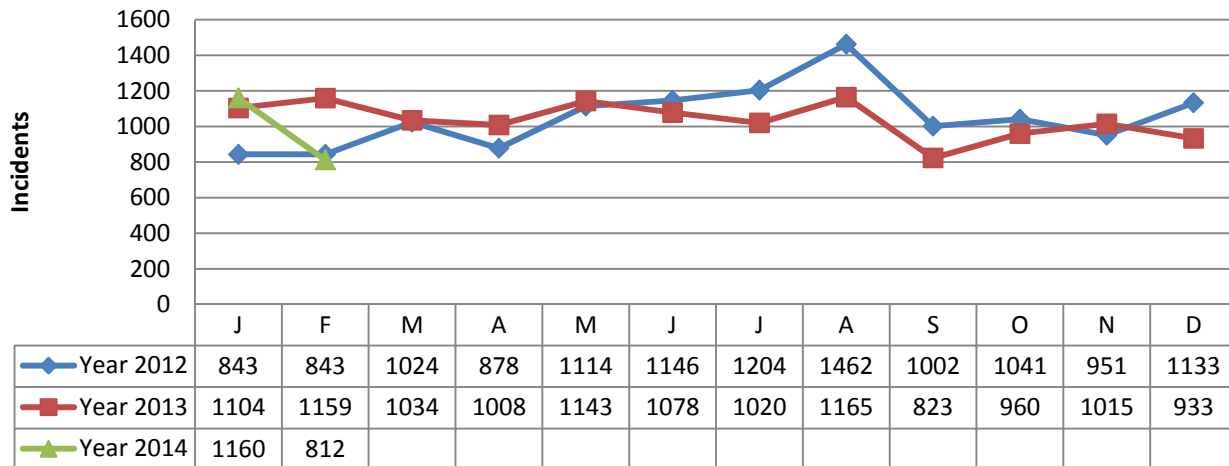


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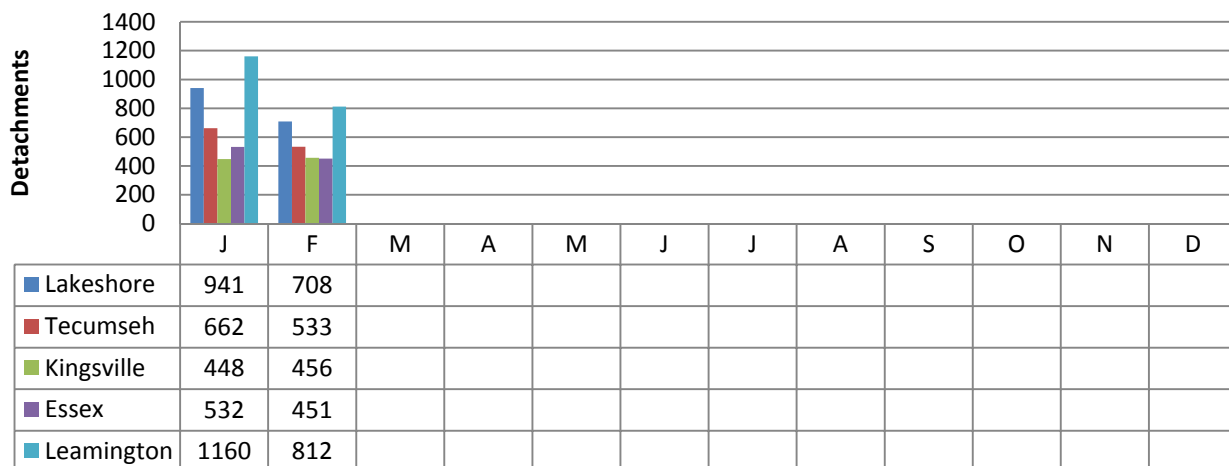
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 FEBRUARY 2014

## Leamington Total Incidents



**2012 Total**            12641  
**2013 Total**            12442  
**2014 Total**            1972

## Essex County Total Incidents

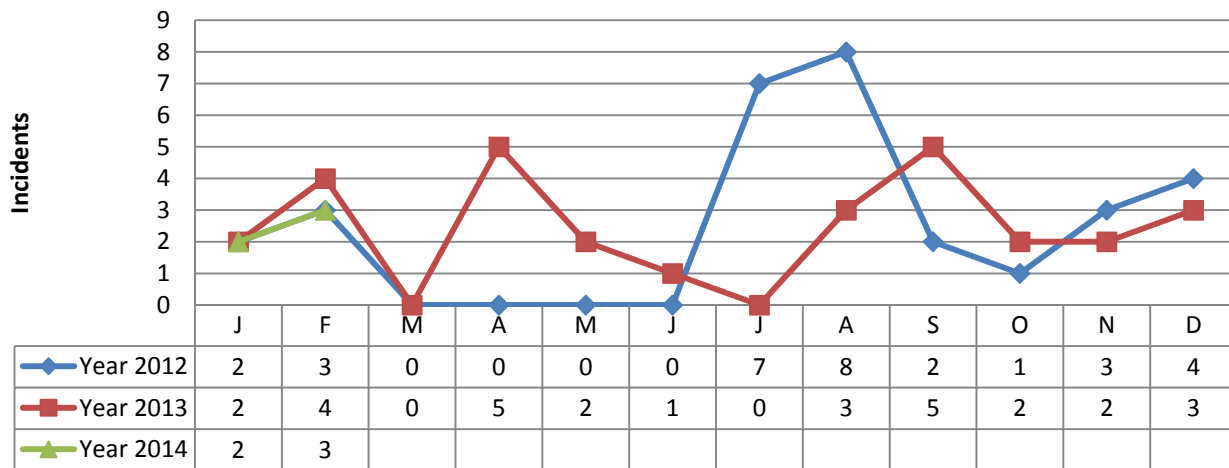


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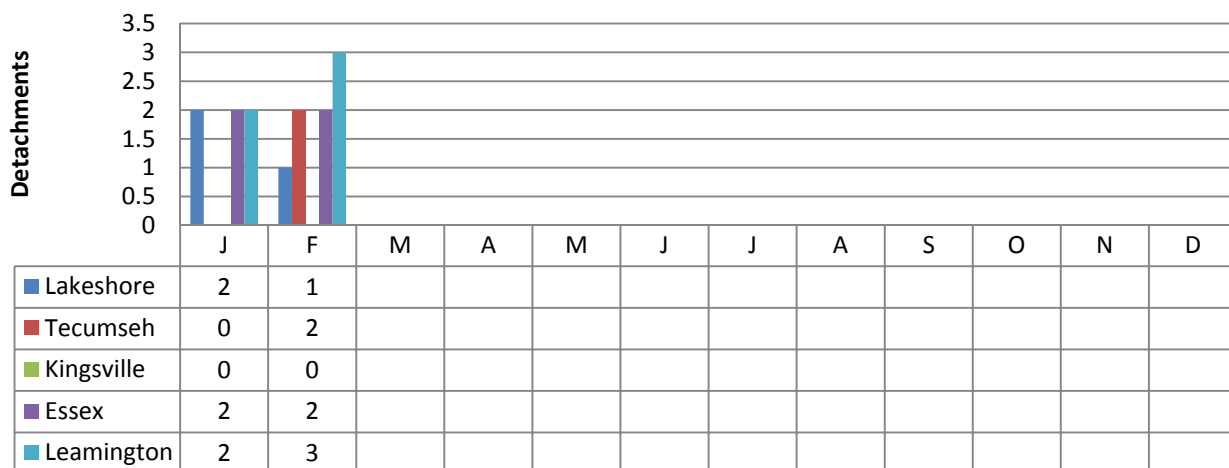
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## Leamington Impaired Drivers



2012 Total 30  
 2013 Total 29  
 2014 Total 5

## Essex County Impaired Drivers

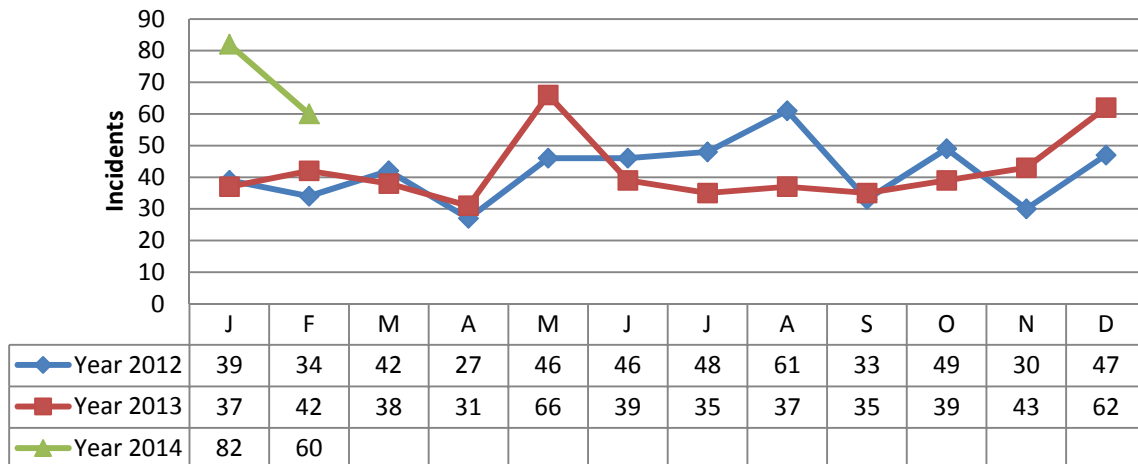


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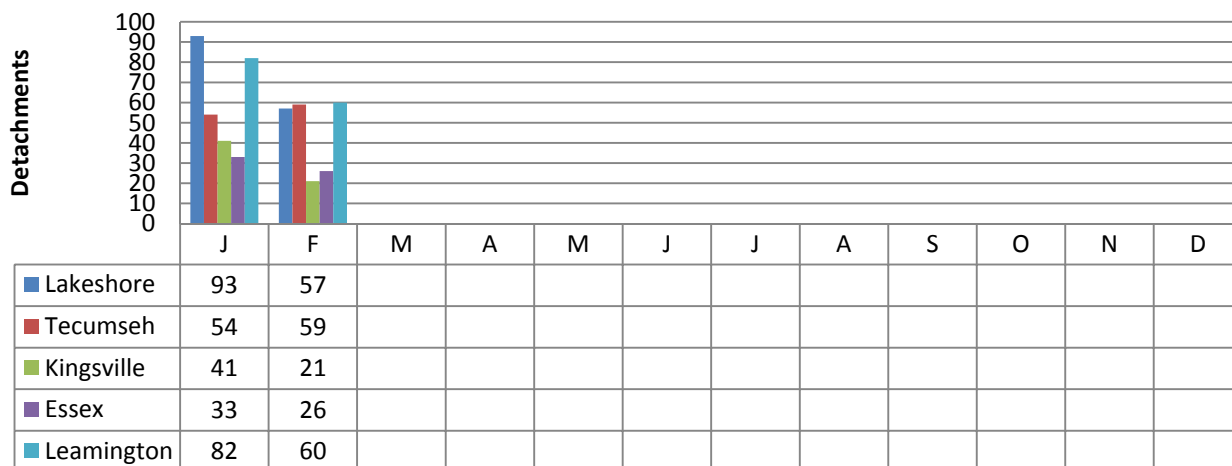
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### Leamington M.V.C.'s



2012 Total 502  
 2013 Total 504  
 2014 Total 142

### Essex County M.V.C.'s



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#### **2011 FATAL MVC'S**

Nil

#### **2012 FATAL MVC'S**

1. 16 July 2012 1:09 hrs – Single Fatality, Car VS Cyclist – Hwy #3

#### **2013 FATAL MVC'S**

1. 15 August 2013 20:45 – Single Fatality, Truck VS Cyclist – Hazelton St.

**Administrative License Suspension** (driving between .05 and .08 Blood Alcohol Content)

**January:** issued – 5 - three day suspension

**February:** issued – 2 – three day suspension

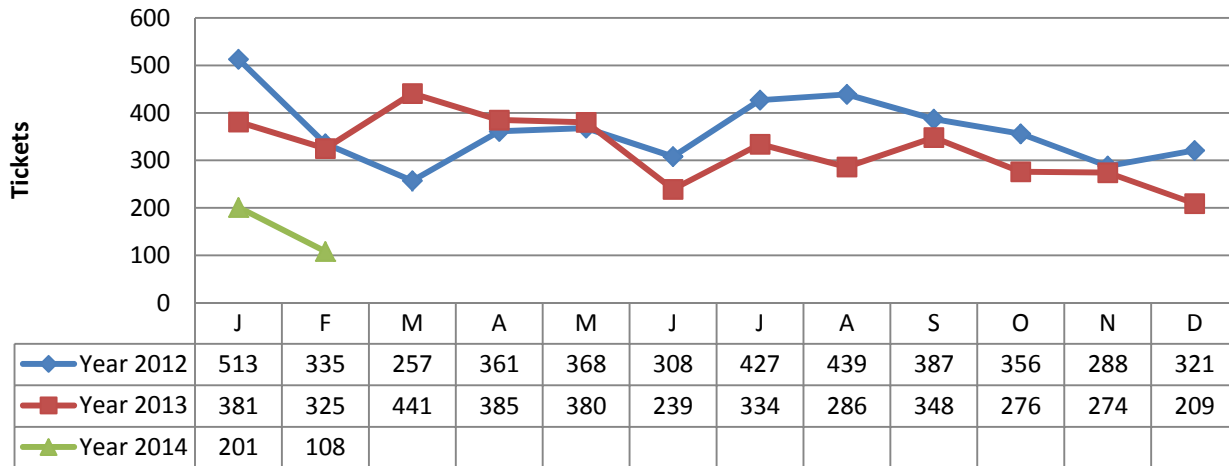
#### **ADDITIONAL COMMENTS:**

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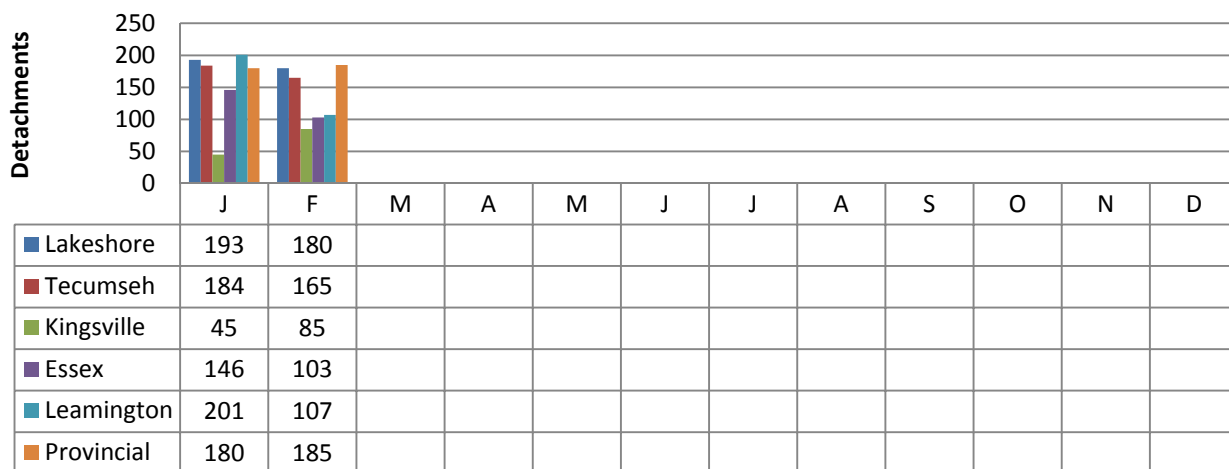
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## Leamington POA Tickets



**2012 Total**                4360  
**2013 Total**                3878  
**2014 Total**                309

## Essex County POA Tickets

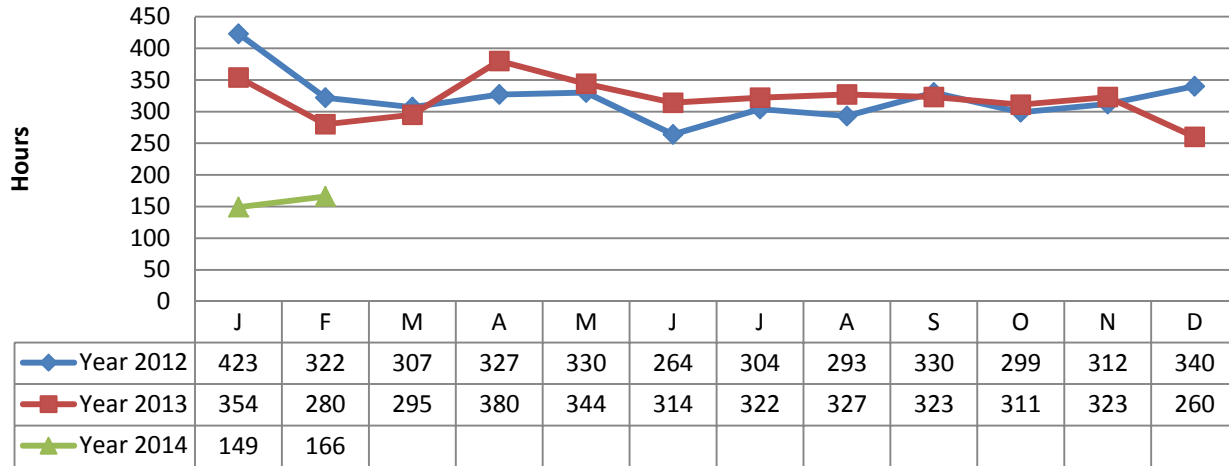


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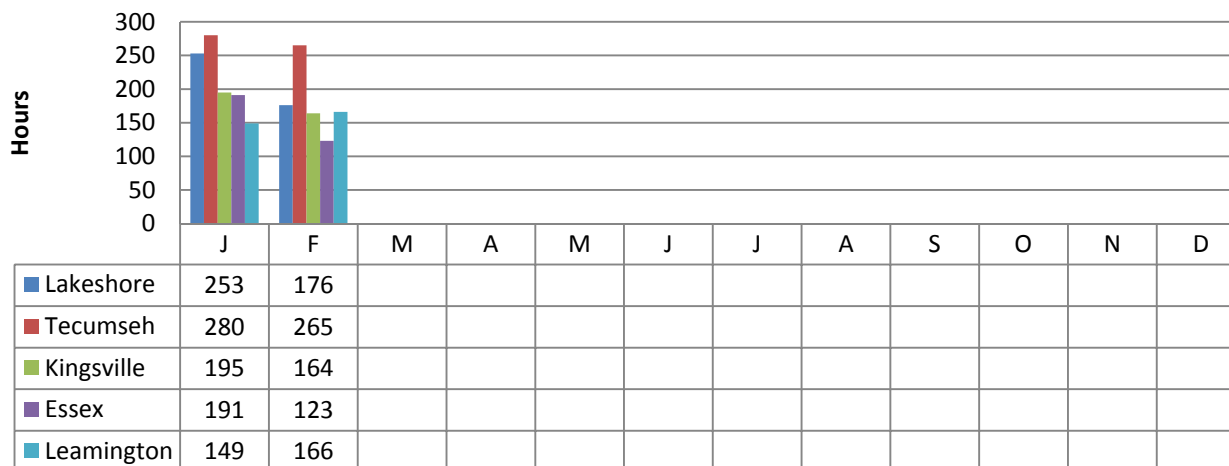
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### Leamington Foot Patrol Hours



2012 Total 3851  
 2013 Total 3833  
 2014 Total 315

### Essex County Foot Patrol Hours



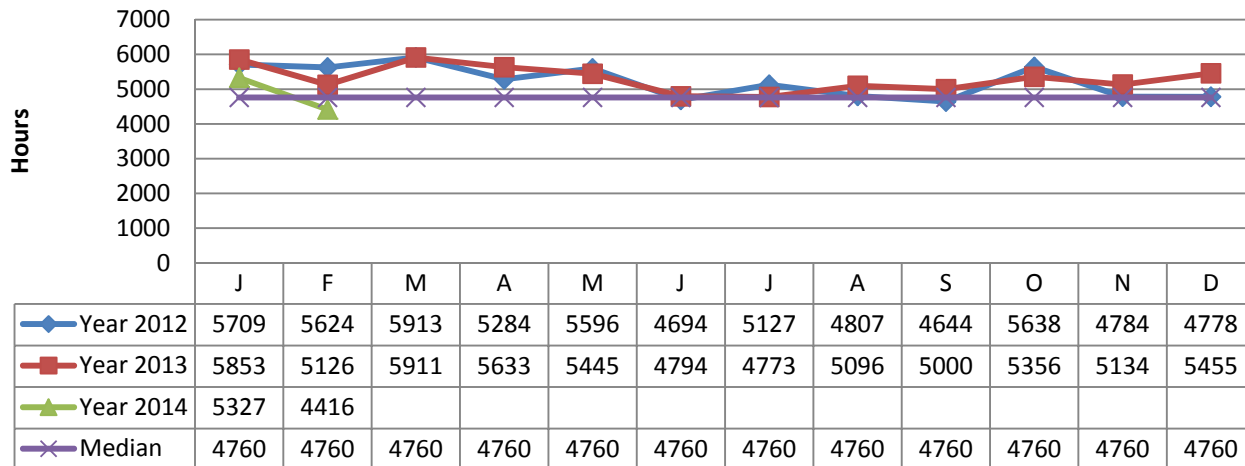


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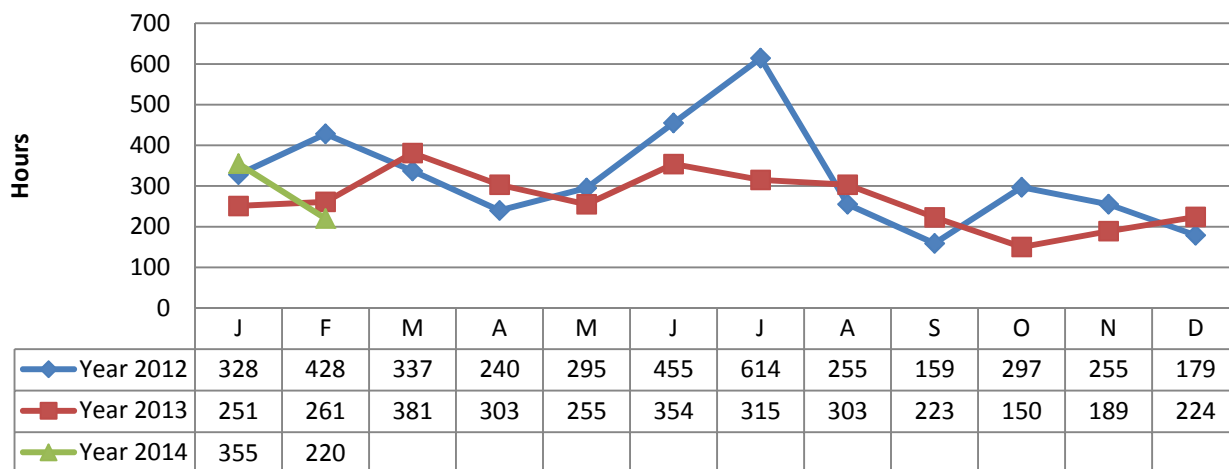
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## Leamington Contract Hours



2012 Total 62598  
 2013 Total 63576  
 2014 Total 9743

## Leamington Overtime Hours



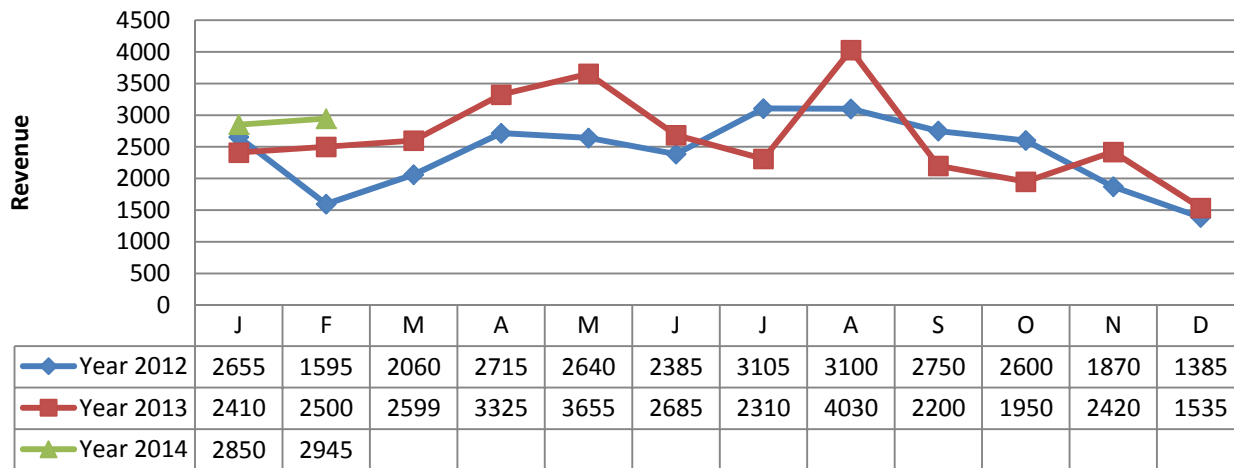
2012 Total 3842  
 2013 Total 3209  
 2014 Total 575

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ONTARIO PROVINCIAL POLICE  
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## Leamington Revenue



**2012 Total**            28860  
**2013 Total**            31619  
**2014 Total**            5795

## COMMUNITY POLICING: FEBRUARY 2014

### Leamington Community Policing Committee:

Most of the month of February was spent working on our annual charity hockey game which was held on February 22<sup>nd</sup>.

### Hockey Game -

I would like to mention that attendance wise, this was probably the biggest crowd we have ever with approximately 2,400 fans in attendance which would make it a sellout. The crowd was by boosted by the 1,000 tickets that were donated to H.J. Heinz employees and their families. I was advised that the tickets were gone in one day. I am not sure how much money we have raised as there is still some to collect from sponsors and businesses that purchased advertising in the program.

It should be noted that this was our 13<sup>th</sup> annual game and as it is a police function I would like to think that over the years it has boosted the image of policing in the community. The game itself was again a tremendous success and I am extremely grateful for the support and cooperation I receive from the community each year.

### B-RAD (Bullying, Relationships, Alcohol and Drugs)

The B-RAD committee is working to secure a grant through the Civil Remedies Grant Program (Ministry of Community Safety and Correctional Services) to purchase the necessary equipment for us to continue with this very worthwhile and important program. We are looking for \$28,000 for 10 new laptops; projector's and sound systems, one each for all municipal police services and OPP Detachments in Essex County. It should be noted that most

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police officers who don't have their own equipment have to rely on schools when they make their presentations. We feel that since the program is updated regularly we should all be using the same equipment.

No police officer or committee member will be handling any cash should our grant application be successful.

V.I.P.

Plans are underway to continue with VIP for the second half of the school year.

Media

During the month of February I covered media for 8 days.

Community Policing Officer (CPO)

#### Community Services Activities – February 2014

Feb 3<sup>rd</sup> – Development Services Review Committee meeting

Feb 7<sup>th</sup> – Community Services Officers meeting – Essex

Feb 10<sup>th</sup> – Development Services Review Committee meeting  
Mayor's Youth Advisory Committee (meet Municipal Council)

Feb 19<sup>th</sup> – Mayor's Youth Advisory Committee meeting

Feb 24<sup>th</sup> – Development Services Review Committee meeting  
B-RAD meeting – LaSalle  
WE Care for Kids meeting – Windsor

Feb 25<sup>th</sup> – B-RAD presentation – Cardinal Carter S.S.

Feb 27<sup>th</sup> – Lock Down drill – Ecole St. Michel

Feb 28<sup>th</sup> – Cops 4 Charity meeting - Essex

#### **High School Resource Officer: February 2014**

Leamington High School – 13.5 - hours of patrol  
Cardinal Carter High School – 7 - hours of patrol

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FEBRUARY 2014

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## COMPLAINTS:

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**Date Received:** March 31, 2011 (2011-15)  
**Nature of Complaint:** Discreditable Conduct  
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**Current Status:** Under Investigation

**SECONDARY EMPLOYMENT APPROVED UNTIL SEPTEMBER 2014:**

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- . PC – Matthew Lupton – Infantry Soldier with the Canadian Military
- . Sgt. Jerry Ribble – Carpet and Upholstery Cleaning



**WINDSOR & ESSEX COUNTY CRIME STOPPERS, INC.**

**MONTHLY STATISTICAL REPORT**

	Jan 2013	Jan 2014
<b>ARRESTS</b>	<b>4</b>	<b>16</b>
<b>CASES CLEARED</b>	<b>3</b>	<b>12</b>
<b>PROPERTY RECOVERED</b>	<b>\$0</b>	<b>\$ 12,250</b>
<b>DRUGS SEIZED</b>	<b>\$ 0</b>	<b>\$ 13,300</b>
<b>REWARDS AUTHORIZED</b>	<b>\$ 1,300</b>	<b>\$ 2,950</b>

*TOTAL POPULATION COVERED – 381,968*

*POPULATION (CITY) – 217,187*

*POPULATION (COUNTY) - 164,781*

<b>STATISTICAL SUMMARY</b>	<b>THIS MONTH</b>	<b>THIS YEAR</b>	<b>*TO DATE</b>
ARRESTS	16	16	5,735
CASES CLEARED	12	12	10,097
PROPERTY RECOVERED	\$ 12,250	\$ 12,250	\$ 10,346,748
DRUGS SEIZED	\$ 13,330	\$ 13,330	\$ 41,651,498
REWARDS AUTHORIZED	\$ 2,950	\$ 2,950	\$ 1,041,360
REWARDS PAID	\$ 1200	\$ 1200	\$ 686,777

<b>SPECIFIC CRIME CATEGORIES</b>	<b>THIS MONTH</b>	<b>THIS YEAR</b>	<b>*TO DATE</b>
MURDER	0	0	21
ATTEMPT MURDER	1	1	2
SEXUAL ASSAULT	0	0	67
ASSAULT	0	0	65
ROBBERY	0	0	200
BREAK AND ENTER	0	0	951
AUTO THEFT	0	0	305
THEFT OVER	0	0	99
THEFT UNDER	1	1	276
POSS. OF STOLEN PROPERTY	3	3	640
MISCHIEF/DAMAGE	0	0	176
DRUGS	5	5	3,028
ARSON	0	0	56
FRAUD	0	0	349
WARRANTS (ARRESTS)	2	2	563
WEAPONS CHARGE	1	1	539
OTHER	8	8	1,491

OTHER INFORMATION	THIS MONTH	THIS YEAR	*TO DATE
CODED CALLS	191	191	33,435
SOCIAL MEDIA POSTS	81	81	2,481

\*starting date of this Crime Stoppers program - 15 May 1985

Remarks:

Police Coordinator attended the St Clair College Media Plex evening of excellence on January 16<sup>th</sup>. We had the privilege of presenting Alice Hewitt the Social Awareness Award for her documentary on Social Media and Policing.

Police Coordinator continue to attend speaking engagements throughout Windsor and Essex. I attended the Center of Excellence on January 28<sup>th</sup> to speak with over 75 new Canadian Citizens.

January was Crime Stoppers month, so I posted “did you know” questions on twitter each day in January. I had plenty of feedback and re-tweets.

Many teachers are already contacting me regarding speaking engagements for the up-coming semester.

---

, W.P.S  
Crime Stoppers Co-ordinator

---

Cst Ryan Burney, O.P.P.  
Crime Stoppers Co-ordinator

Crime Stoppers/file





**WINDSOR & ESSEX COUNTY CRIME STOPPERS, INC.**

**MONTHLY STATISTICAL REPORT**

	Feb 2013	Feb 2014
<b>ARRESTS</b>	<b>11</b>	<b>3</b>
<b>CASES CLEARED</b>	<b>9</b>	<b>5</b>
<b>PROPERTY RECOVERED</b>	<b>\$6,700</b>	<b>\$ 2,530</b>
<b>DRUGS SEIZED</b>	<b>\$ 18,440</b>	<b>\$ 25,600</b>
<b>REWARDS AUTHORIZED</b>	<b>\$ 1,900</b>	<b>\$ 4050</b>

*TOTAL POPULATION COVERED – 381,968*

*POPULATION (CITY) – 217,187*

*POPULATION (COUNTY) - 164,781*

<b>STATISTICAL SUMMARY</b>	<b>THIS MONTH</b>	<b>THIS YEAR</b>	<b>*TO DATE</b>
ARRESTS	3	19	5,738
CASES CLEARED	5	17	10,102
PROPERTY RECOVERED	\$ 2,530	\$ 14,780	\$ 10,349,278
DRUGS SEIZED	\$ 25,600	\$ 38,930	\$ 41,677,098
REWARDS AUTHORIZED	\$ 4,050	\$7,000	\$ 1,042,260
REWARDS PAID	\$ 3,850	\$ 5050	\$ 690,627

<b>SPECIFIC CRIME CATEGORIES</b>	<b>THIS MONTH</b>	<b>THIS YEAR</b>	<b>*TO DATE</b>
MURDER	0	0	21
ATTEMPT MURDER	0	1	2
SEXUAL ASSAULT	0	0	67
ASSAULT	0	0	65
ROBBERY	0	0	200
BREAK AND ENTER	0	0	951
AUTO THEFT	0	0	305
THEFT OVER	0	0	99
THEFT UNDER	0	1	276
POSS. OF STOLEN PROPERTY	0	3	640
MISCHIEF/DAMAGE	0	0	176
DRUGS	2	7	3,030
ARSON	0	0	56
FRAUD	0	0	349
WARRANTS (ARRESTS)	0	2	563
WEAPONS CHARGE	0	1	539
OTHER	3	11	1,494

OTHER INFORMATION	THIS MONTH	THIS YEAR	*TO DATE
CODED CALLS	137	328	33,572
SOCIAL MEDIA POSTS	58	139	2,539

\*starting date of this Crime Stoppers program - 15 May 1985

Remarks:

Police Coordinator has been extremely active continuing speaking engagements at St Angela Elementary School, Leamington High School, St Joe's High School, as well as Season's Senior Complex in LaSalle.

As continue to record at AM800 each and every Monday as well as interviews with CBC Radio and CJAM (University of Windsor).

I also attended a meeting with Shelley Gilbert and Jenifer Cline regarding Human Trafficking.

I attended a very successful Game Dinner at Colosantis Tropical Garden with over 600 people in attendance. Indications are the Crime Stoppers made a profit of over \$15,000.

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, W.P.S  
Crime Stoppers Co-ordinator

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Cst Ryan Burney, O.P.P.  
Crime Stoppers Co-ordinator

Crime Stoppers/file

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## **BRIEFING NOTE: MENTAL HEALTH RESPONSE UNIT**

**Prepared: 18 February 2014**



Update regarding Essex Mental Health Response Unit operations and responsibilities.

### **September 2013:**

A fourth year BSc Nursing Student was accepted for placement With University and hospital supervision she utilized medical knowledge and resources from the International Association of Chiefs of Police to develop an accredited training module on Alzheimer's and Related Dementias. The package includes PowerPoint, video and handouts. This training package remains the intellectual property of the MHRU and as such is available to be delivered throughout the OPP. An agreement is now in place with Windsor University to precept twice a year.

### **October 2013:**

MHRU members were approached by a University Medical School research team wanting to conduct analysis of the Mental Health Response Unit. This has provided a mechanism to conduct an independent research study / review by an "arms-length" agency that operates using the rigid standards of ethics and risk management. The team is prepared to oversee the "roll-out" of the MENTAL HEALTH RISK ASSESSMENT ACTION FORM AND MENTAL HEALTH SAFETY PLAN. The research team will involve research analysts and professors including members of the OPP Operational Policy and Strategic Planning Bureau, Nipissing University and Michelle Dermenjian, M.Ed., Clinical Psychologist, Senior Manager Quality, Research and Evaluation, Psychology - Hands "The Family Help Network", Parry Sound.

### **November 2013:**

Second revised MEMORANDUM OF UNDERSTANDING was signed by the Ontario Provincial Police and Hotel-Dieu Grace Healthcare. Approached by other police departments (ie: LaSalle Police Service) regarding information on programming and expansion.



## BRIEFING NOTE: MENTAL HEALTH RESPONSE UNIT

Prepared: 18 February 2014



### December 2013:

MHRU concentrated on partnerships and efficiencies and were able to provide input and direction into systems change by addressing inefficiencies surrounding Mental Health apprehensions by OPP officers. This was an impetus for a systems transition and a new streamlined protocol is being developed between the OPP and health care providers in Essex County.

MHRU members received diploma from George Brown College in “Training in Partnerships”. This diploma course taught the skills needed for Supervising and Empowering Staff and Building Intra and Inter Agency Capacity.

### January 2014 - Present:

On the 22<sup>nd</sup> of January 2014, OPP West Region Command Staff were updated regarding MHRU operations in Essex County. It was on this date that Chief Superintendent Cain authorized the MHRU to expand within West Region. MHRU members will be meeting with staff from both **Wellington County and Oxford county** detachments to provide guidance and instruction on how to move the program ahead create MHRU units within their respective detachment areas.

On the 13<sup>th</sup> of February 2014, MHRU members updated Hotel-Dieu Healthcare upper management with current operations. It was decided at that meeting that MHRU members will present information on MHRU operations and responsibilities to the **LOCAL HEALTH INTEGRATION NETWORK (LHIN)**. This presentation, which is yet to be scheduled, is intended to provide a clear understanding of the accomplishments, current state and future vision of the MHRU in the community. MHRU has also been approached to work with the integrated health system and LHIN to create solution focused deliverables that model a “new” way of managing mental health calls.

MHRU has is scheduled to present at the 7<sup>th</sup> annual Southern Network of Specialized Care (SNSC). *“The Southern Network of Specialized Care facilitates a unified network of cross-sectoral partners that offer individuals with a dual diagnosis and their families the highest quality of assessment, treatment and support. The SNSC links community partners through collaboration, research, evaluation, knowledge transfer and training, in their quest to continuously improve practice and knowledge in the field. The SNSC works to strengthen the service system by providing a unified voice for specialized services through participation in local, regional and provincial forums.”*

In the near future, the MHRU will be presenting a Webinar on the implementation of the unit for the Canadian Mental Health Association.



## BRIEFING NOTE: MENTAL HEALTH RESPONSE UNIT

Prepared: 18 February 2014



As always the MHRU will continue to:

- provide timely, relevant training to front line officers
- assist the public and community agencies in responding to and navigating mental health crises that occur daily
- address inefficiencies in both the OPP and the local health care systems when dealing with persons suffering from mental health issues (ie: recent protocol and procedures regarding the apprehension of children in Essex County)
- actively and promote expansion throughout the OPP and surrounding communities

### **Management Team**

**The partnership and management of the MHRU is overseen jointly by:**

Dr. Sonja Grbevski, Hotel- Dieu Grace Hospital [Sonja.Grbevski@hdgh.org](mailto:Sonja.Grbevski@hdgh.org)  
Inspector Glenn Miller, Ontario Provincial Police [Glenn.Miller@ontario.ca](mailto:Glenn.Miller@ontario.ca) Family001

**Program Creation, Development and Operations are overseen by:**

Sherry Metivier, Mental Health Clinician [Sherry.Metivier@hdgh.org](mailto:Sherry.Metivier@hdgh.org)  
Byron Hornick, Provincial Constable [Byron.Hornick@ontario.ca](mailto:Byron.Hornick@ontario.ca)