

REPORT OF THE POLICE SERVICE
TO
THE CHATHAM-KENT POLICE SERVICES BOARD

Board Report Number: 4.1 (Regular)
Date of Report: May 5th 2020
Date of Board Meeting: May 12th 2020

Reference:

New Hires

As a result of a hiring process, it is recommended that Aric Roy be hired as Cadet, Level 1, effective Monday April 06, 2020.

As a result of the hiring process, it is recommended that Jessica Mallory to be hired as a permanent part-time Emergency Communication Operator, Grade 7b Level 1, effective Monday April 06, 2020.

Promotions

Cadets Grant Renders, Tyler Bergsma and Sydnye Gagner recently graduated from the Basic Constable Training Program at OPC and it is recommended that they be promoted to the rank of Fourth Class Constables effective April 09, 2020.

As a result of a promotional process, it is recommended that First Class Constable Doug Cowell be promoted to the rank of Sergeant effective June 01, 2020.

As a result of a promotional process, it is recommended that Sergeant Greg Cranston be promoted to the rank of Staff Sergeant effective June 01, 2020.

Reclassification

It is recommended that Part-Time ECO Keely Smith be elevated to Full-Time ECO effective March 05, 2020. Her immediate supervisor supports this elevation.

It is recommended that Third Class Constable Scott Nevills be elevated to Second Class Constable effective April 13, 2020. He successfully obtained his 2020 fitness pin and his immediate supervisor supports this elevation.

AGENDA
CHATHAM-KENT POLICE SERVICES BOARD MEETING
(REGULAR)

Boardroom
Chatham-Kent Police Headquarters
Electronic Meeting-Skype for Business-Due to Corvid-19 Restrictions

May 12, 2020
Time: 10:00 A.M.

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1. Call to Order
 2.
 - a) Declaration of Conflict of Interest
 - b) Approval of Agenda
 - c) Approval of Minutes of March 10, 2020
(Note: Meeting cancelled in April due to Covid-19 Restrictions)
 3. Business arising from previous Minutes:

January 21, 2020 Meeting a Motion was passed for support for the MADD Message Yearbook”
Moved by Councillor Crew and seconded by M. Darlene Smith
***“MOTION TO RECEIVE THE CORRESPONDENCE AND TO PURCHASE THE HONOUR ROLL LISTING
ADVERTISEMENT IN THE MADD MESSAGE YEARBOOK IN THE AMOUNT OF \$169.00, FROM THE
AUCTION ACCOUNT”*** #2701
Carried

Inadvertently, the Motion did not include HST; the invoice is for \$169.00 plus HST of \$21.97 for a
grand total of \$190.97.
**A Motion will be required to correct the total amount owing of \$190.97, to be paid from the
Auction Account.**
 4. Reports from Chief of Police:
 - 4.1 New Hires, Promotions, Reclassification, Elevations, Retirements
 - 4.2 Insurance Coverage and Claims Costs-2019 and Reserve Transfers
Presented by: David V. Taylor, Manager, Legal Services
 - 4.3 2019 Year End Report Administration Support Branch
 - 4.4 4th Quarter of Board Auction Account-2019
 - 4.5 Reconciliation of Board Auction Account-2019
 5. Reports from Deputy Chief: None
 6. Acknowledgement letters:
 - 6.1 Thank you Letter/Email from Paula Ehlers dated April 7, 2020
 7. Consent Agenda: None
 8. Financial Assistance Request to the Kent Athletic Youth Organization (KAYO)

9. Non-agenda items:
10. Date and time of next meeting scheduled for June 9 at 10:00 a.m.

Board Resolution re: Next Closed Session Meeting- MOTION
THE BOARD WILL CONVENE IN CLOSED SESSION TO DISCUSS MATTERS THAT IT IS OF THE OPINION FALLS UNDER SECTION 35 (A) OR (B) OF THE POLICE SERVICES ACT AND THAT THE NEXT CLOSED SESSION MEETING WILL BE HELD TUESDAY, JUNE 9, 2020.

11. Adjournment

It is recommended that Third Class Constable Aitken, Corey be elevated to Second Class Constable effective April 13, 2020. He successfully obtained his 2020 fitness pin and his immediate supervisor supports this elevation.

It is recommended that Third Class Constable Craig Zink be elevated to Second Class Constable effective April 13, 2020. He successfully obtained his 2020 fitness pin and his immediate supervisor supports this elevation.

It is recommended that Third Class Constable Kyle Bakker be elevated to Second Class Constable effective April 14, 2020. He successfully obtained his 2020 fitness pin and his immediate supervisor supports this elevation.

Elevations

It is recommended that First Class Constable Doug Cowell be elevated from 15 years' experience to 23 years' experience effective April 26, 2020.

It is recommended that Grade 6 Lvl 1 Financial Clerk Kaley Veldboom be elevated to Grade 6 Lvl 2 effective May 21, 2020.

It is recommended that Grade 6 Lvl 1 Data Entry Clerk Jenn Pauwels be elevated to Grade 6 Lvl 2 effective June 10, 2020.

Retirements

ECO Supervisor Carrie Alward has tenured her retirement notice, effective May 29, 2020. She will have completed over 35 years of service with CKPS.

Recommendation:

A Board resolution approving the above mentioned new hires, promotions, reclassifications, elevations, and retirements.

Recommended by:


Chief Gary Conn

**REPORT OF THE POLICE SERVICE
TO
THE CHATHAM-KENT POLICE SERVICES BOARD**

Board Report Number: 4.2 (Regular)
Date of Report: April 28, 2020
Date of Board Meeting: May 12, 2020
Reference: Insurance Coverage/Claims Costs and Reserve Transfers
Recommendation: Receive the report from Mr. John Norton and Mr. David Taylor for information purposes

Overview:

Please see the attached report drafted by Mr. John Norton and Mr. David Taylor in regards to police insurance coverage and claims costs associated to 2019.

Prepared by:


Chief Gary Conn

Municipality Of Chatham-Kent

Community Development

Legal Services

To: Chatham-Kent Police Services Board
From: David V. Taylor, Manager, Legal Services
Date: March 4, 2020
Subject: Insurance Coverage and Claims Costs – 2019

Recommendation

It is recommended that:

1. The Board approve receipt of \$126,917.39 from the Municipal Insurance Reserve to the Chatham-Kent Police Services Board based on a net overpayment of claims costs occurring in 2019.

Background

The Municipality's insurer is the Frank Cowan Company.

Legal Services manages the insurance and claims reserve for the Municipality, including all boards and committees of Council. This includes the Chatham-Kent Police Services Board ("CKPSB").

Legal Services manages the relationships with external legal counsel assigned to defend CKPSB in litigation. CKPSB's usual litigation defence counsel is McCall Dawson Osterberg Handler LLP, based out of London. This law firm has extensive experience handling civil police claims. They also have a long relationship with Frank Cowan Insurance. Their hourly billing rates are considered reasonable and are monitored by Legal Services.

In most instances, in order to provide better service and at no cost to CKPSB, Legal Services will defend claims on behalf of CKPSB rather than send claims out to external legal counsel.

Insurance Coverage

Insurance is the transfer of risk from one entity to another. CKPSB transfers the risk of future unknown litigation to its insurance company. The cost of purchasing this transfer of risk is the insurance premium that is paid annually to the insurance company.

Not all risk is covered by insurance. Some claims against CKPSB, such as punitive damages or Human Rights complaints, are not covered by the insurance policy.

Insurance Coverage and Claims Costs -2019

Insurance for these types of claims cannot be purchased in the marketplace. These types of claims remain the risk of CKPSB but can be handled internally by Legal Services on behalf of CKPSB. This is similar to the service provided by Legal Services to the Municipal Corporation.

The two main areas of litigation risk for CKPSB are (i) general liability and (ii) fleet auto. These areas of risk are protected through the purchase of insurance, within limits. Building fire insurance is provided through the Municipal building maintenance insurance program.

CKPSB transfers the liability risk for claims above \$250,000 and below \$50 million to the insurance company, through the payment of the insurance premium. The risk for the first \$250,000 and above \$50 million belongs to CKPSB.

CKPSB transfers the fleet property risk to the insurer subject to two levels of deductibles. If fault of the collision is due to another driver, the deductible is \$1,000. If the fault of the collision from the police driver, the deductible is \$100,000, (which essentially makes the cost of repairs and write-offs for vehicles a self-insured expense for almost all vehicles).

CKPSB also carries a further form of insurance, aviation insurance, to cover a recently purchased drone. This has a premium of approximately \$6,500.00. The deductible for this insurance policy is \$400 per occurrence in respect of liability and 10% of the loss claimed in respect of physical damage. The policy provides coverage up to \$10,000,000 in respect of liability and \$100,000 in respect of physical damage.

Claims

Claims against CKPSB are paid from one of two sources.

The first source for paying claims is the insurance company, which pays all claims covered under the insurance policy for liability between \$250,000 and \$50 million. Insurance also currently pays all fleet property claims for damage to police vehicles above \$1,000 which are the fault of another driver.

The second source for paying claims is the insurance reserve, which pays all liability claims as follows: (a) below \$250,000 or the first \$250,000 on claims above that amount and (b) all claims which are not covered by the insurance policy.

Current Claims

Legal Services maintains a database wherein it tracks all claims and litigation files. In Closed Session, CKPSB members will receive a copy of the current files, and those that closed in 2019, on this database against CKPSB.

Insurance Coverage and Claims Costs -2019

Claims and Insurance Expenses 2019

In 2019, CKPSB paid \$102,501.42 in insurance premiums. This consists of Liability, Property and Drone premiums (\$46,946.42) as well as Fleet premiums (\$55,555.00).

\$134,026.14 CKPSB Insurance Reserve allocation was paid into the Municipal Insurance Reserve. This consists of allocations for liability claims (\$49,216.05) and fleet claims (\$84,810.09).

In 2019 \$7,108.75 was paid out of the Municipal Insurance Reserve on behalf of CKPSB for Liability related claims.

Therefore \$126,917.39 is being transferred from the municipal reserve to the Chatham-Kent Police Services Board for 2019. The approval in this report is to effect this transfer of funds back to the Chatham-Kent Police Services Board.

Consultation

Financial Services was consulted in the preparation of this report.

Prepared by:

Reviewed by:

David Taylor

Dave Taylor
Manager, Legal Services

John Norton

John Norton
General Manager, Community
Development

Consulted and confirmed the content of the consultation section of the report by:

Matthew Smith

Matthew Smith, CPA, CGA
Financial Analyst

c Police Chief Gary Conn

REPORT OF THE POLICE SERVICE**TO****THE CHATHAM-KENT POLICE SERVICES BOARD**

Board Report Number: 4.3 (Regular)

Date of Report: April 27, 2020

Date of Board Meeting: May 12, 2020

Reference: 2019 Year End Report – Administrative Support Branch

Recommendation: Receive the report for information purposes

The administrative support portfolio is comprised of a team of sworn and civilian members that collectively keeps the Police Service functioning from behind the scenes. The branch consists of Quartermaster/Drug Exhibits, Property Coordinator, Information Technology Services, Building and Fleet Logistics, Firearms/Property, Records Management, Court Services and the Emergency Communications Center.

A more complete and detailed breakdown of services provided by these sections is encompassed in the attached individual reports. An executive summary outlines the services provided by each section and the impact they have on the business of policing. While each section has their own individual mandate of service level expectations, collectively they are dependent upon each other to ensure success.

Quartermaster – Katie Eagen

Katie is instrumental in researching the equipment and uniforms needs of the front line officers. This is no small task as she not only has to interact with vendors insuring quality and delivery to the Police Service but she also has to manage the individual clothing and equipment needs of each officer making sure that safety and quality standards are met. In addition to this, Katie is responsible for the drug exhibits that are seized and found by police officers. There is a very specific chain of evidence with the seizure and storage of drugs that must be aligned with Health Canada and judicial requirements.

Property Coordinator – Colleen Stonehouse

Colleen is responsible for the storage, retention and destruction of property that is either recovered, seized or found by members in the course of their duties. A key role is to ensure the chain of evidence rules are followed. Failure to do so could result in the exclusion of evidence at trial and subsequent acquittals in some of those cases. In addition to this, Colleen is responsible for the destruction of property. The property that is not returned to victims and identified by property owners is sold through an on-line auction process. This initiative was researched and implemented by Colleen and continues to this day.

Information Technology Services – Anita Scott, Quentin Sprik and Michael Cox

With the increase use of computers and software the IT Section was forced to grow. In 2018 there was a realignment of resources, as such Michael Cox was added to the IT Team from the Records Management Position in our Records Section. This group has continued to perform at a high level and are frankly the unsung heroes of the section. Members in IT are responsible for all computer related issues as well as software management, equipment upgrades and project management. With the addition of Mobile Data Terminals over the last few years, this is essentially 30 new bodies for an IT Section. The demands have put the IT Section to the test and the team members have stepped up to exceed all expectations. In keeping with our goal to maintain a close working relationship with our Municipality, the Service continues to operate under a Service Level Agreement with the Municipal ITS section. This SLA assists with networking challenges and identified gaps with project requirements. It is a seamless partnership that has proven to be mutually beneficial to the Police Service and Municipal ITS staff.

Building and Fleet Logistics – Keith Cooper and now, Jeff Hopman

The value of work provided by Keith is difficult to assess, Keith is a jack of all trades and called on continuously to solve and manage problems. With his retirement Jeff Hopman was selected as his replacement, if he can be replaced. He not only managed all the services fleet requirements, he insures that all building required needs are met in a timely manner. He does this through; not only years of experience and expertise in the field but also and more importantly through his networking and people skills. Keith is always ready to assist no matter what the challenge may be. Keith is a constant professional and his skillset has led to a first class fleet of vehicles, recognized by services across the Province, and no doubt Jeff will excel in this role with Keith as his mentor.

Firearms/Property – Dwayne June

Dwayne June took over this position in 2019 and his primary role is to insure all needs in respect to seized weapons meet storage and safety needs but also is called upon for expert testimony in respect to firearms offences. While this may be Dwayne's primary role he also plays an instrumental role in assisting the Quartermaster, property coordinator as well as Building and Fleet Logistics. Dwayne will also be an active trainer for the service assisting with use of force and firearms training for our front-line members.

Records Management Team – Team Lead: Staff Sergeant Jason Chickowski

The Records Management staff is truly the behind the scenes group that insures all matters involving records management are completed in an efficient and accurate manner. These functions include Service level collection of crime stats, CPIC maintenance, freedom of information requests, court preparation through SCOPE, Court information preparation, purging of records according to Ministry guidelines, police records checks and data entry. The records office has undergone significant changes over the last few years and the dedicated staff has proven that despite the challenges of learning new processes and software they are up to the task. It is important to know that each job function in this section is interdependent upon each other and the end product produced is always high quality.

Court Services – Team Lead: Acting Sergeant Ken Lauzon

The Court Services Staff are those dedicated Constables and Special Constables that insure the safe and effective management of all courthouse proceedings. This includes; domestic violence coordinator, prisoner management, courthouse security and safety, public safety and the seamless flow of judicial documents. This is no small task as more than 2300 prisoners were processed through the Courthouse in 2018. Further to this they insure that a proactive and engaged relationship exists with Provincial Court Staff, the Crown Attorney's office, Victim-Witness Assistance and Defense Counsel. The Court Services Sergeant Manages all of these functions and also provides monthly security reports to the Judiciary and addresses safety needs concerning the staff and building as they arise.

Communications – Team Lead: Sheri Sommerville

The true first line of communication with victims of crime and lifeline to the officers and fire services within our Municipality. These dedicated men and women receive in excess of 184,000 telephone calls to the center annually and are responsible for dispatch and communications for Chatham Kent Fire Services as well as the Police Service. In addition to the safe and efficient dispatch of officers and fire fighters, they are responsible for

event records management as well as CPIC after hour's entry. They are truly a lifeline for those they encounter daily. The 911 communicator position is a true calling and our members are professional, empathetic and efficient under tremendously stressful circumstances. They are true professionals in every sense of the word and tremendous ambassadors for the Police Service.

This brief summary of the various sections provides a snapshot into the various roles within the Administrative Support Branch and is in no way a complete accounting of their job functions. The one constant with all members of the Administrative Support Branch, is their commitment, compassion and professionalism that has become synonymous with the Chatham-Kent Police name. We are very fortunate to have this dedicated team of professionals.

Quartermaster / Exhibit Coordinator

The Chatham-Kent Police Service has one civilian assigned on a full-time basis as Quartermaster / Drug Exhibit Coordinator. That position is currently held by Ms. Katie Eagen. Katie also reports to the Branch Commander of Administrative Support.

Katie has two separate areas of responsibility as the Quartermaster & Drug Exhibit Coordinator with duties including;

- Managing and purchasing all equipment & clothing for the Service including product research, purchasing, shipping and receiving, managing inventory levels, forecasting requirements based on budget, personnel and changing policing trends.
- Manage distribution of equipment and clothing to members, maintain employee records and organization of sizing dates.
- Deal directly with all suppliers, cleaners and alteration stores for repairs, cleaning and maintenance of QM inventory.
- Conduct face fitting of N95 masks for all members & volunteers of CKPS for pandemic planning. Assisting in planning of & ordering of special pandemic supplies: face fit kits, N95 masks, biohazard response supplies, nitrile gloves, cleaning stations, etc.
- Processing and management of drug seizures; security, continuity, storage and disposal of drug exhibits and drug related property; entry of exhibits on RMS property management; maintain all drug inventory and destruction records and assist with external audits.
- Continuity of drug samples for analysis a very important part of the everyday work: collection, packaging, shipping records; recording of analyst result on RMS property management; issuing Health Canada Certificate of Analyst and Drug Offence and Disposition Forms and Exhibit Envelopes, packaging for drug exhibits (needle containers, paper bags).
- Katie also trains members regarding drug property submissions: paperwork, safety and packaging, Health Canada guidelines, policy and procedures.

There were 108 purchase orders submitted in 2019 to various suppliers for equipment and supplies.

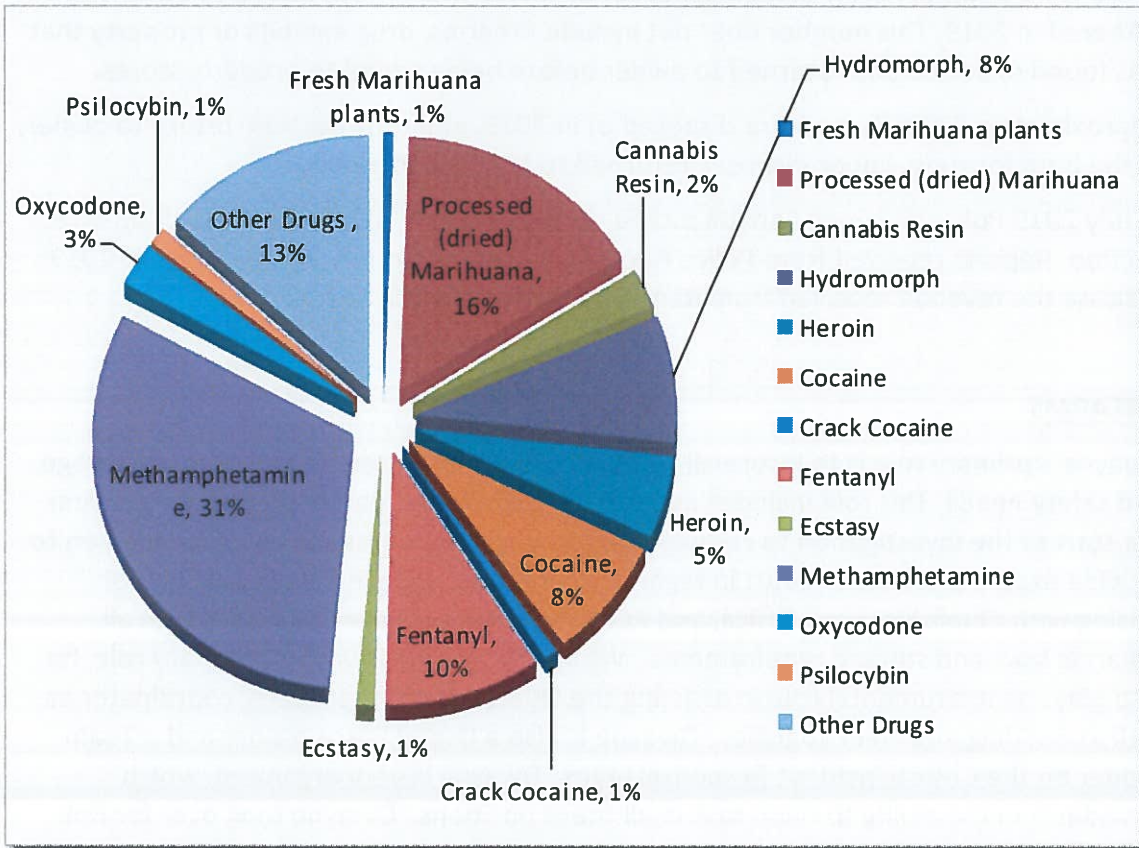
May 11th, 2019, marked the annual Prescription Drop off date, organized by Sgt. Jim Lynds. All medications turned over on this date were destroyed during a regular scheduled trip to Stericycle in Brampton.

2019 saw two trips made to "Stericycle" in Brampton to destroy drugs, related property, as well as general property from Property/Exhibit Manager. Disposal of Marihuana plants seized during annual eradication was coordinated cooperatively by Katie and the Intelligence Section.

The Chatham-Kent Police Service consistently has in its possession several hundred drug occurrences with several exhibits attached to each. In 2019 there were 359 occurrences where drugs were seized, and submitted as evidence or under other circumstances.

In 2019, there were 98 incidents in which drug paraphernalia was seized. Prescription medication was seized for disposal under 68 occurrences.

The chart below is a breakdown of the number of incidents and variety of drugs seized. Other drugs includes a variety of drugs including Hydromorphone.



Property Coordinator

Colleen Stonehouse is the Property Coordinator for the Service, a position which carries numerous areas of responsibility including;

- The management, security, continuity and safe storage of all exhibits and found property for the Chatham-Kent Police Service.
- The disposal of all seized and found property for the Chatham-Kent Police Service.
- Oversees the accurate & consistent property data entry and inventory of all property entered into the property file of the Niche Records Management System.
- Organize & number each piece of property to go to Police Auctions Canada for auction
- Train new officer recruits on the Policy & Procedures and best practices regarding property packaging, documentation and temporary storage of property.
- Receive general public inquiries regarding property matters.
- Maintain inventory of evidence packaging and evidence property tags.

There were approximately 2,250 entries for property which were seized or otherwise gathered in 2019. This number does not include firearms, drug exhibits or property that was found or seized and returned to owner before being added to property stores.

Approximately 3,600 items were disposed of in 2019, either by auction, return to owner, at the burn location, liquor disposal, returned to MTO, or to garbage.

In July 2019 Police Auctions Canada picked up the property to be sold through on-line auction. Reports received from Police Auctions Canada from July 2019 – October 2019 indicate the revenue received from items sold so far total \$7,832.36.

FIREARMS

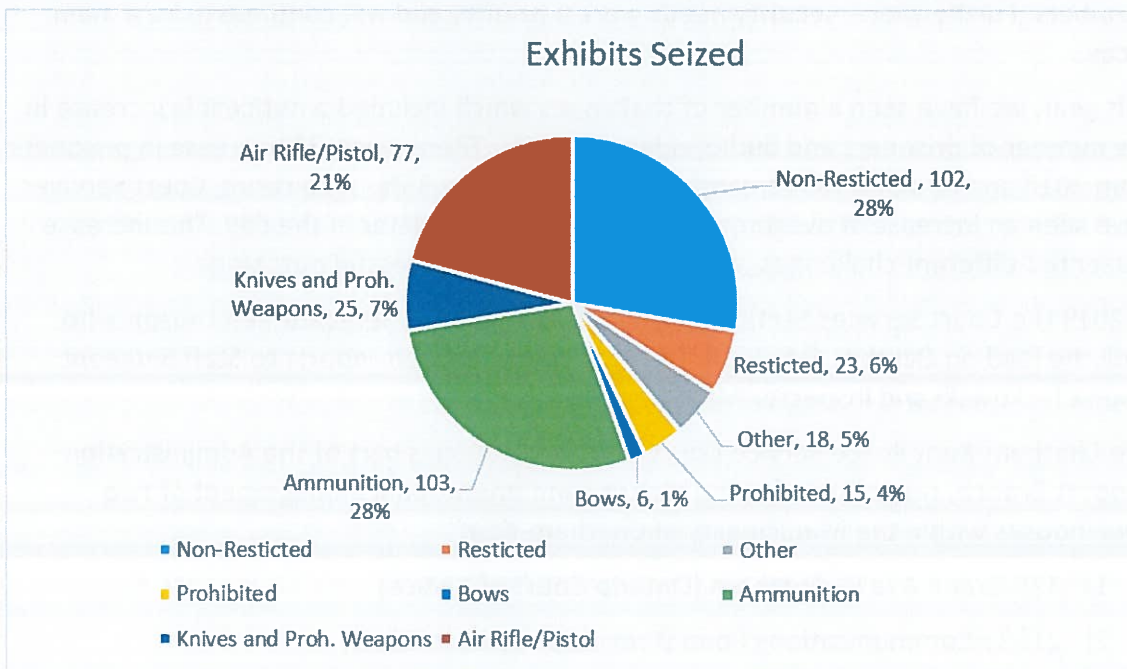
Dwayne's primary role is to insure all needs in respect to seized weapons meet storage and safety needs. This role includes assisting officers with firearms investigations from the start of the investigation to completion in the court process. Dwayne is called on to provide expert evidence in court in regards to firearms. Dwayne is responsible for liaising with Chiefs Firearms Office, and RCMP to ensure we are up to date with all firearms laws and storage requirements. While this may be Dwayne's primary role, he also plays an instrumental role in assisting the Quartermaster, property coordinator as well as Building and Fleet Logistics. Dwayne is also a Use of Force trainer and a Team Leader on the Critical Incident Response Team. Dwayne is very organized, which provides him the ability to multi task in all these positions. Dwayne took over for Rob Tobin on 19 September 2019.

The firearms section consists of one constable designated as a Firearms Examiner. The examiner is responsible for examining, classifying and legislated reporting of all firearms

that come into possession of the police service. The firearms section is also responsible for managing the firearms inventory (returning firearms to lawful owners, destroying weapons ordered disposed of by the courts, etc.) and for the testing of firearms involved in criminal investigations. The examiner is also a resource for the local crown attorney, other officers and the citizens of Chatham-Kent for navigating the sometimes-complicated regulations involving weapons. The firearms section also assists with in-service training for CKPS officers.

Other duties regularly performed by the firearms examiner include assisting with the property management, logistics, information services, drug exhibit and Quartermaster sections. During Dwayne's time in 2019, a significant amount of time was spent revamping the firearms section. Dwayne was able to streamline the process of firearms coming into the service, and ensure all firearms information was properly documented. Dwayne has changed the firearms section over to have everything added and stored electronically instead of on paper.

In regard to firearms, duties there were 369 exhibits processed in 2019; relatively the same as 2018, which had 381 exhibits, which included a Gun Amnesty in 2018. Exhibits include non-restricted firearms (long guns), restricted firearms (handguns), prohibited firearms (certain classes of handguns and military weapons), prohibited devices (conducted energy weapons, mace/pepper spray, brass knuckles) and ammunition. There are several reasons that contribute to this. With the training for MDT's complete, there appears to be more seizures as front line officers have faster access to information when conducting investigation. This number has stayed the same, as gun crimes seem to be on the rise throughout the province, along with property crime.



The breakdown of 2019 exhibits processed is as follows;

- 77 pellet/BB rifles, pistols and replica firearms
- 102 non restricted long guns (rifles/shotguns)
- 23 restricted firearms (handguns)
- 15 prohibited
- 6 bow/crossbows
- 103 ammunition exhibits (various amounts and calibres)
- 18 other exhibits (prohibited devices – over capacity mags, pepper spray/mace, miscellaneous items)
- 25 Knives or Prohibited Devices, Weapons

Several prohibition hearings were applied for and completed through the courts for public safety reasons throughout the year. One firearms/ammunition destruction was completed in July of 2019. The destruction only occurs when ordered by the courts or firearms/weapons are surrendered to the police for destruction. In total 193 lbs of ammunition, 11 canisters of pepper spray, 63 large weapons (long guns/swords) and 246 small weapons (handguns/knives) were destroyed.

COURT SERVICES SECTION

The Court Services Section has worked hard towards enhancing its working relationship with all partners including the Crown Attorney's Office, Victim Witness Assistance, Chatham-Kent Domestic Violence Community Coordinating Committee, John Howard Society, Civilians, Judiciary, Defense Counsel and other Court Administration staff members. Furthermore, security needs were a priority and will continue to be a main focus.

This year, we have seen a number of challenges which included a noticeable increase in the number of prisoners and audio/video remands. There was a 7% increase in prisoners from 2018 and audio/video remands have increased by 35%. As a result, Court Services have seen an increase in overtime due to courts running later in the day. This increase presented different challenges, which were met with successful outcomes.

In 2019 the Court Services Section was overseen by Acting Sergeant Ken Lauzon who took the lead on October 1st, 2018. Acting Sergeant Lauzon reports to Staff Sergeant Jason Chickowski and Inspector Mike Domony.

The Chatham-Kent Police Service Court Services Section is part of the Administration Support Branch, responsible for the security and operational management of two Courthouses within the Municipality of Chatham-Kent:

- 1) 425 Grand Ave W Chatham (Ontario Court of Justice)
- 2) 21633 Communications Road (Provincial Offence Court)

The Court Services Section consists of the following specialized Units:

- Domestic Violence / Bail Safety Officer
- Court Administration
- Bail Officers
- Court Security

In 2019, staffing compliment for the Court Services Section consisted of the following:

- 1 - Acting Sergeant/Constable
- 3 - Constables (Bail Officers, Security, Prisoner Transport)
- 1 - Constable (POA Court Security / POA Case Management)
- 1 - Constable (Domestic Violence / Case Management / Bail Safety Officer)
- 7 - Special Constables (Security, Prisoner Transportation)
- 1 - Administrative Clerk (Crown Brief Management)

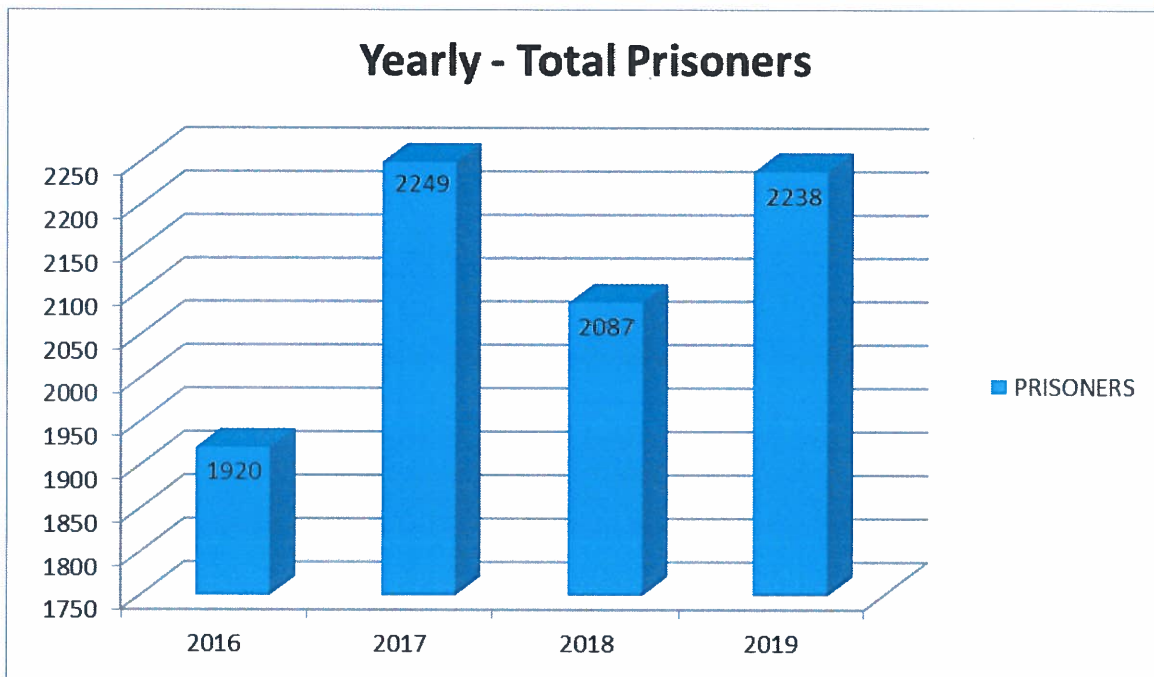
Members of the Court Services Section are responsible for the following duties:

- Security for Courthouses / Staff / Judiciary / Patrons / Prisoners
- The management, escorting and transferring of prisoners
- Preparing Judge's orders and other documents necessary for Federal, Provincial and Youth institutions where prisoner court attendance is required.
- Court Case Management
- Bail Hearings (case preparation, testifying and assisting the Crown Counsel)
- Intake Court (swearing to information, affidavits, 810 applications, and warrants).
- Prepare Fail to Appear briefs, warrants, 810's and other information ensuring the orderly flow of documents through court.
- Liaise as necessary between Court Services, Crown Attorney, Victim Witness Assistance Program, Probation and Parole, Canadian Mental Health Association, and Municipal Staff re: Provincial Offences Court, Provincial Prosecutor, and Court Administration.
- Domestic Violence (assist in administering and managing the domestic violence policy for the Chatham-Kent Police Service).

- Assist as needed with all aspects of the day-to-day operations within the Court Services Section.

Prisoner Handling

In 2019, members of the Court Services Section were responsible for the processing, monitoring and accommodating over 2,200 prisoners. Below are the updated stats from the last 4 years.



	2016	2017	2018	2019
Total Prisoners Processed	1920	2249	2087	2238
Adult Males	1655	1893	1761	1819
Adult Females	233	307	255	391
Youth Males	32	43	64	26
Youth Females	0	6	7	2

Additional Statistics

Audio/Video Bail Hearings	1422	1831	1767	2386
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Wash Court Prisoners	Included in total prisoners above	Included in total prisoners above	260	250
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DNA Samples Collected	200	267	283	271
Fingerprints Collected	N/A	N/A	316	268

Court Security Issues

There has been a push to improve security at the two courthouses locations. The effort continues and will be a priority. In 2019 the following improvements were made:

- 1) Ontario Court of Justice - 425 Grand Ave West
 - Upgrade in Surveillance cameras (Both internal and external)
 - Addition of two carbine rifles – for emergency situations
 - In the process of bringing this Courthouse to a one egress building

- 2) Provincial Offences Court - 21633 Communications Road
 - All security improvements were completed in 2018

As part of the duties of the Court Services Section, members are responsible for screening all patrons that enter the building as well as monitoring those that have been identified as a threat to staff and the Judiciary.

This process has resulted in the seizure of a large amount of items, such as weapons that pose a threat to those in the building. Below are the stats from 2018 and 2019 along with photographs of some of the items that were seized:

*** Items seized are done so for the safety of staff and patrons of the building. Items in most cases are returned to owner upon leaving the premise without incident ***

	2018	2019
Total Items / Weapons Seized	413	394



DOMESTIC VIOLENCE SECTION

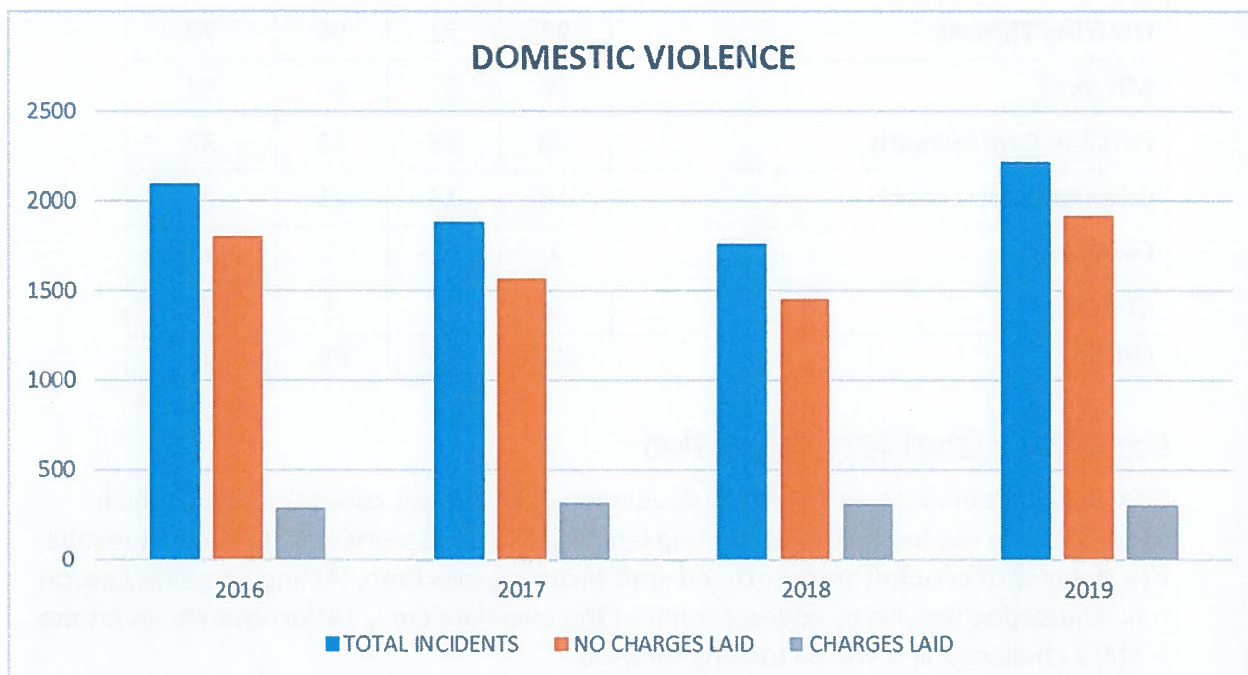
Domestic violence is any use of physical or sexual force, actual or threatened, in an intimate relationship between partners, including emotional and psychological abuse and/or harassing behavior. These relationships vary in duration and legal formality, and include current and former dating, common-law and married couples.

These crimes are often committed in a context where there is a pattern of assault and / or controlling behavior. This violence may include physical assault, emotional, psychological and sexual abuse. It can include threats to harm children, other family members, pets or property. The violence is used to intimidate, humiliate or frighten victims, or to make them feel powerless.

Domestic violence may include a single act of abuse. It may also include a number of acts that may appear minor or trivial when viewed in isolation, but collectively form a

pattern that amounts to abuse. (Source: Policing Standards Manual (2000), guideline on Domestic Violence Occurrences, LE-024)

Domestic Violence - 2019 Statistics



	2016	2017	2018	2019
Domestic Occurrences	2096	1882	1760	2219
Resulted in Charges Laid	292	314	310	305
Resulted in No Charges Laid	1804	1568	1450	1914

2019 Domestic Violence Charges

	2016	2017	2018	2019
Assault	310	270	338	377
Assault	248	192	263	292
Assault with a Weapon / Bodily Harm	58	64	73	79
Aggravated Assault	4	1	2	6
Sexual Assault	9	13	16	20

Sexual Assault	9	13	15	16
Sexual Assault with a Weapon	0	0	1	4
Aggravated Sexual Assault	0	1	0	0
Breaches	249	216	201	201
Uttering Threats	93	71	98	78
Mischief	79	67	69	84
Forcible Confinement	20	23	32	37
Criminal Harassment	16	14	21	27
Firearms	2	2	3	13
Choking	0	0	2	5
Other	104	93	99	52

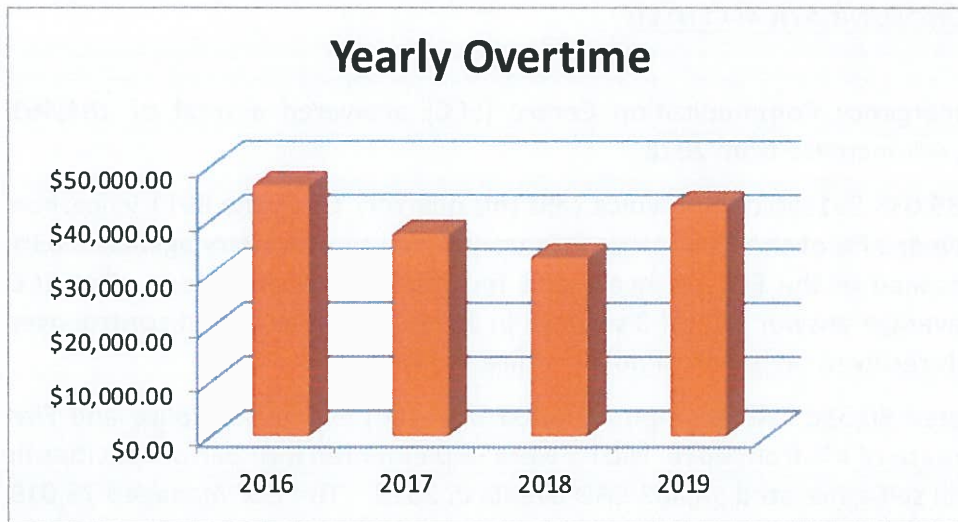
Overtime – Court Services Section

There is a continuing trend that has developed over the last couple of years, which unfortunately has led to courts running late several times per week. Late court results in a delay with prisoner transport and staff incurring overtime. Acting Sergeant Lauzon has adjusted schedules to address some of the overtime cost. Unfortunately, overtime is still a challenge and will be moving forward.

The goal in 2019 was to find ways to address this issue. Below are the stats from the last four years. The increase in overtime this year can be contributed to the following:

- Later courts (Courts ensuring matters are addressed, not carried over)
- Down staffing from previous years (down 2 officers from 2017)
- Increased number of prisoners and audio remands – Extends court hours

2016	2017	2018	2019
\$46,467.05	\$37,355.92	\$33,067.03	\$42,732.18



Escorts

It is important to note that a large amount of overtime results from prisoner transports/ escorts across the Province. In these cases, The Chatham-Kent Police bills the Ministry of Attorney General (MAG) for cost incurred as a result. Not all escorts are billable to MAG however, they do cover some of the costs. In 2019, MAG was billed for 47 escorts.

Cost Recovery for 2019 resulting from escorts - \$15,676.20

The Court Services Section will continue to make improvements moving forward and have identified areas that need to be addressed in 2019. Security, active shooter training, transform the building into a one egress, and update CHUBB mapping system. Operationally the section will review how we currently deal with administration of Justice Charges and with the ever-changing technological environment we will need to review how we manage digital evidence.

GOALS FOR 2020 YEAR END REPORT

The Court Services Section is an Administrative Support Branch responsible for providing security and operational management. This Unit will continue to make improvements moving forward and have identified areas that need to be addressed in 2020.

- Security
 - Transforming building into a one egress building
 - First Aid training for all members / CEW / Carbine rifle Training
 - Update CHUBB mapping system – Does not include new addition
- Operational management
 - Improving how we deal with Administration of Justice charges
 - Overtime issues / Scheduling

EMERGENCY COMMUNICATION CENTER

In 2019 the Emergency Communication Centre (ECC) answered a total of 184,461 telephone calls; 4 % increase from 2018.

ECC dealt with 35,033 E911voice/non-voice calls this quarter. Of all the E911 voice/non voice calls received; 37% of the E911 calls were transferred to secondary agencies; 63% of the calls remained in the ECC to investigate for police or fire services. The ECC maintained an average answer rate of 8 seconds in 2019. ECC maintained control over 22,030 E911 calls received on behalf of police or fire services.

The ECC generated 60,536 CAD (Computer Aided Dispatch) events for Police and Fire services, an increase of 4% from 2018. MDT's were implemented into patrol activities in June 2017; Patrol self-generated 14,483 CAD events in 2018. The ECC managed 75,019 events in 2018.

Next Generation 911 – NG911

CKPS is actively preparing to transition some of our hardware/software applications to be conducive for the NG911 platform. There will be phases of enhancement as we progress through this process. The traditional 911 service is to be decommissioned in favour of an IP platform by June 2023.

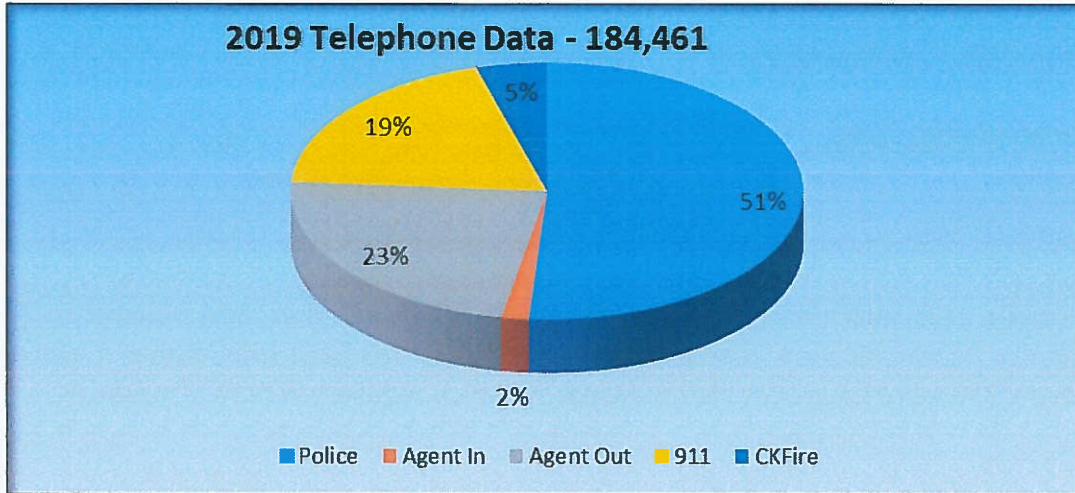
ECC Statistical Data and Resource Information

The following is the compilation of operational statistics for the Emergency Communication Centre for the year 2019.

Telephone

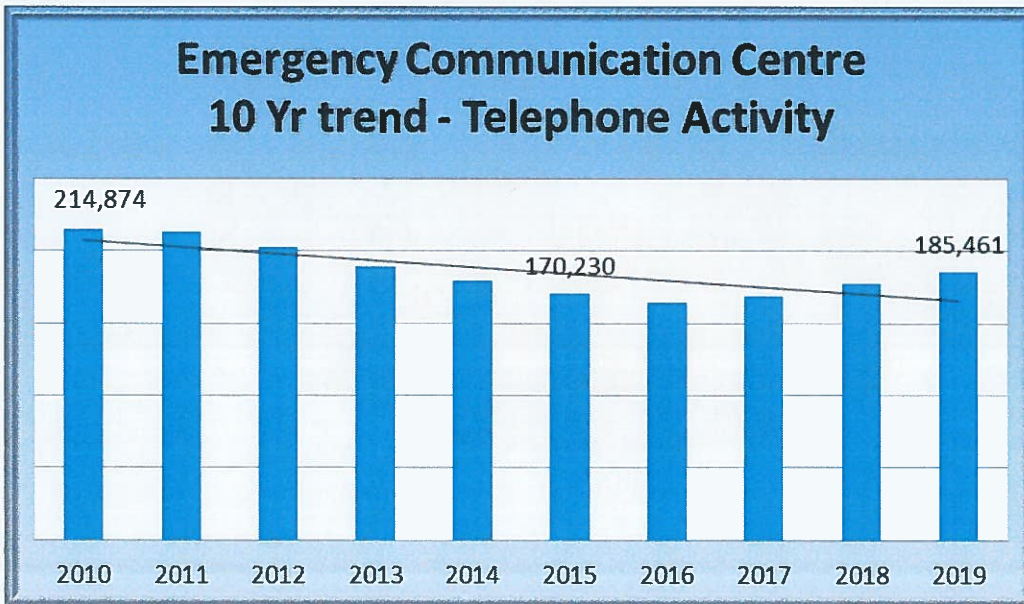
The ECC had a 4% increase in volume in comparison to 2019 from 2018, answering 184,461 telephone calls.

Telephone	2019												Year to Date			
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2019	2018	Difference	Variance%
Police	7,804	6,465	7,538	7,907	8,133	8,441	8,450	8,493	8,218	8,053	7,649	7,666	94,817	92,638	2,179	2.30
Agent In	220	249	258	262	254	238	272	307	277	284	294	260	3,175	2,916	259	8.16
Agent Out	2,791	3,040	3,189	3,528	3,545	3,618	3,996	4,046	4,186	3,792	3,693	3,760	43,184	40,194	2,990	6.92
911	2,549	2,214	2,700	2,747	2,988	3,251	3,239	3,343	3,185	3,016	2,853	2,948	35,033	33,674	1,359	3.88
CKFire	694	527	801	1,040	891	636	651	598	630	560	579	645	8,252	8,464	-212	-2.67
Total	14,058	12,495	14,486	15,484	15,811	16,184	16,608	16,787	16,496	15,705	15,068	15,279	184,461	177,886	6,575	3.56



10 Year Trend

Looking at the data over a ten-year period from 2010-2019 indicates a steady decline in overall telephone activity in the ECC. Although the phone trend has steadily decreased over the years, the time ECO’s spend on the phone has increased dealing with social disorder/mental health issues and 911 call back procedures requiring lengthy telephone conversations to satisfy policy/legislative requirements for certain calls for service.



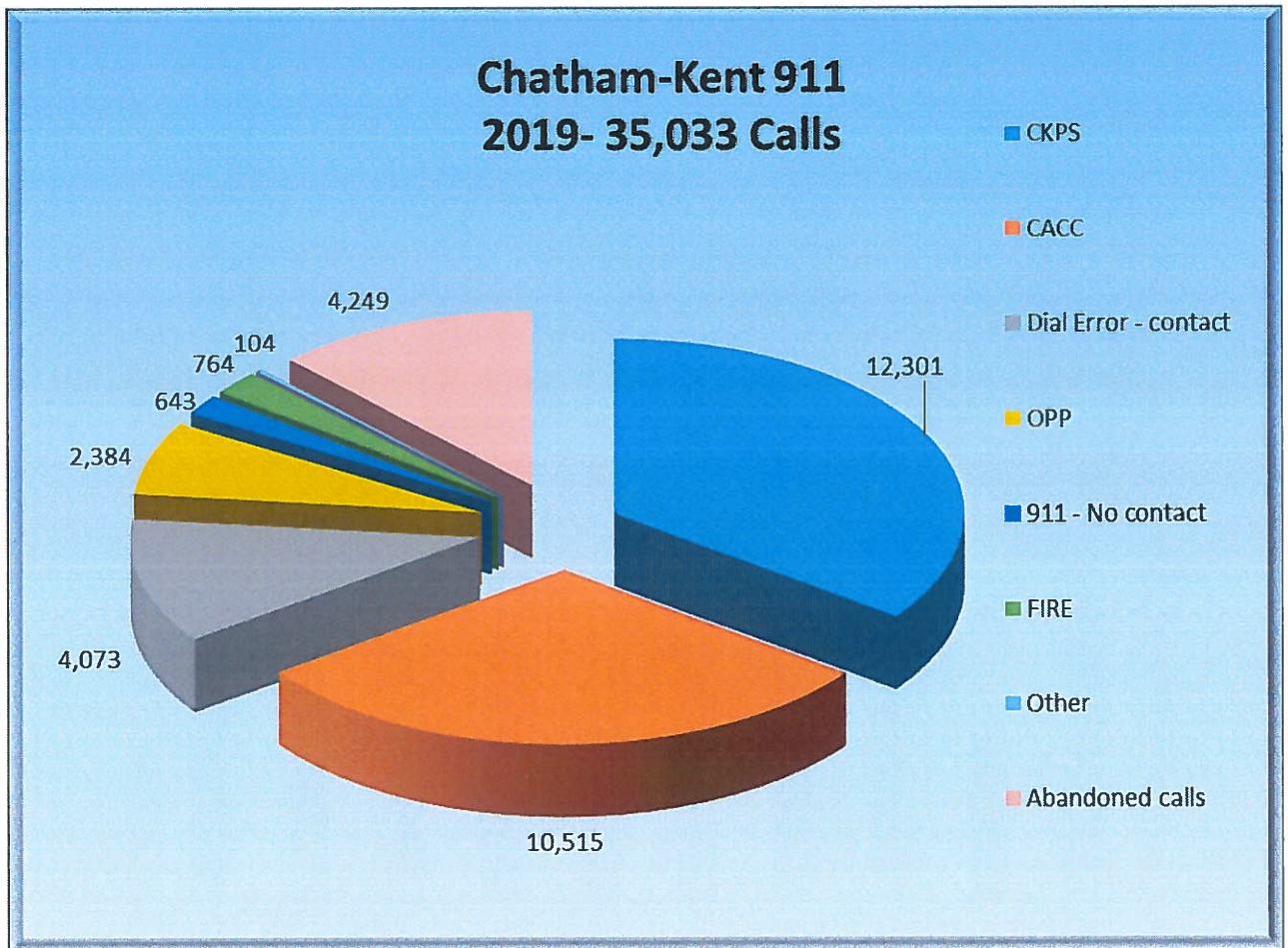
911 Call Data

The ECC receives 911 calls in two formats, live calls that ring into the Emergency Communication Centre for answer and calls classified as abandoned in the network and delivered through the Bell network portal. These notifications consist of any phone/device which dials the 9-1-1- emergency number and have hung up before a full

connection is made at the PPSAP. These E911 notifications are manually retrieved by ECO's through a web application.

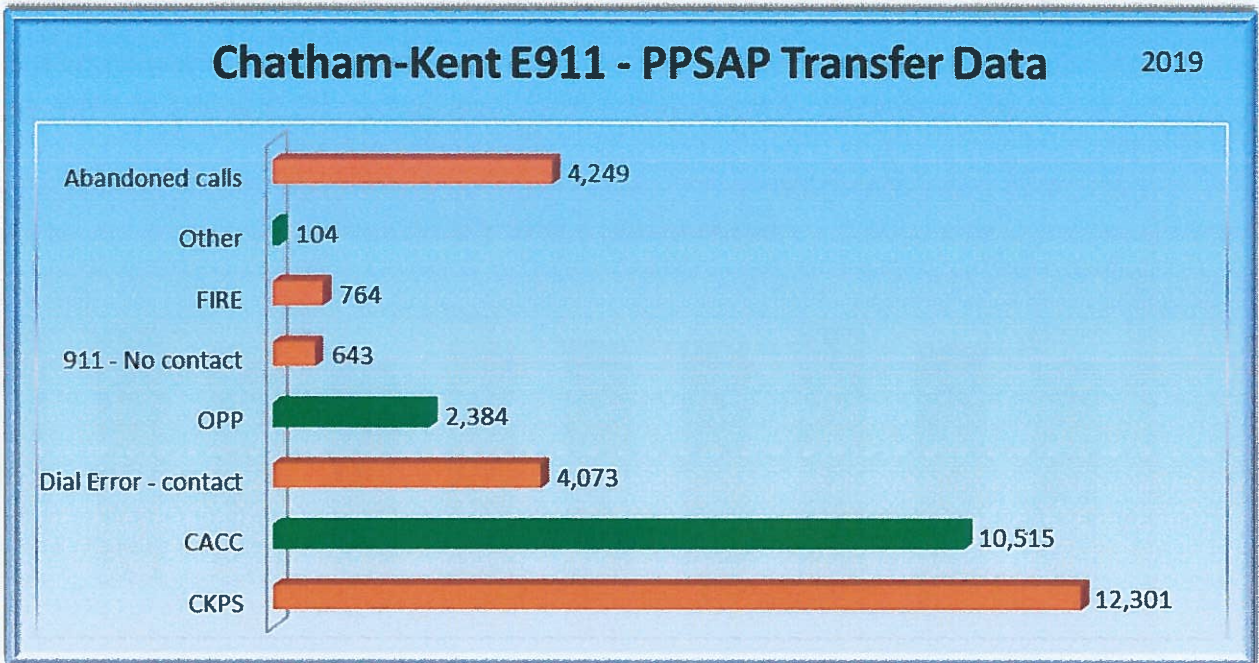
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Answered E911	2,236	1,906	2,391	2,455	2,649	2,880	2,884	2,943	2,767	2,639	2,483	2,551	30,784
Abandoned E911 AQS	313	308	309	292	339	371	355	400	418	377	370	397	4,249
E911 Calls/Notifications	2,549	2,214	2,700	2,747	2,988	3,251	3,239	3,343	3,185	3,016	2,853	2,948	35,033

E911 voice calls and non-voice data represent 19.4% of the total volume in the Emergency Communication Centre in 2019. Of the 35,033 E911 calls/notices received; of those 4,249 were hang-up calls/notifications, which require call back procedures.



E911 – PPSAP Transfer Data

Of all the 35,033 E911 voice/non-voice calls received; 37% of the data shown in green below were transferred to secondary agencies; 63% of the data shown in red were managed by the ECC relating to police, fire services or E911 hang up call back services.



E911 Answer Rate

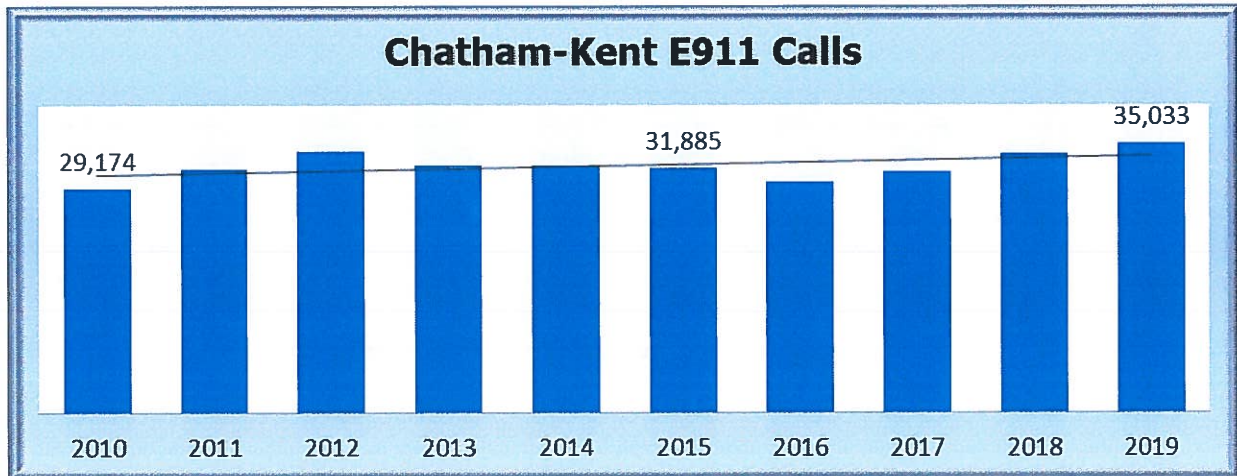
E911 calls have priority answer within the ECC and we strive to meet Bell’s guidelines to answer an E911 call within 2 ring cycles once it has reached the ECC for answer. Based on the ECC’s performance in 2018, the quickest call answered within 2 seconds, the longest wait for answer was 107 seconds; our monthly average was within 8 seconds.

A typical ring cycle takes 6 seconds. Call answer stats have been maintained since 2002. The ECC has maintained an average answer rate of 9 seconds or less.

Stats in seconds	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Average Answer	7.78	7.68	7.74	7.78	8.05	7.96	8.01	8.01	7.98	8.01	8.19	8.38	8.0
Min Seconds	2	2	2	2	2	2	2	2	2	2	2	2	2.0
Max Seconds	52	71	102	80	66	76	58	71	68	56	71	74	70.4

10 Year Trend:

911 calls have steadily increased over the past 10 years; the major difference is the resources and technology changes requires more investigation for dropped or hang up calls.



PSAP Transition to NG911 IP Network

The traditional 911 network is being decommissioned by June 2023 in favour of an IP based network to support multi-media voice/data transactions. Many technological changes are being implement to support CKPS's ability to deliver PSAP services in Chatham-Kent.

Currently 83% of Chatham-Kent's 911-call activity originates from cellular device as opposed to the traditional landline service. The IP platform is conducive to the next generation of technology to support and grow with multi-media data options.

Landlines vs Wireless	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Landline	495	358	590	523	570	525	458	428	352	419	378	367	5,463
Wireless	1741	1548	1801	1932	2079	2355	2426	2515	2415	2220	2105	2184	25,321
% of Wireless	78	81	75	79	78	82	84	85	87	84	85	86	82

Events

The ECC generated 60,356 CAD events in 2019. The ECC experienced an 8.3% increase in event volume in 2018.

Events	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2019	2018	Difference	Variance%
Comm Centre - CAD	3,784	3,570	4,288	4,302	4,638	4,589	4,840	5,054	4,733	4,541	4,394	3,859	52,592	50,162	2,430	4.62
CKFES - CAD	546	463	666	775	722	712	669	663	646	690	629	583	7,764	7,522	242	3.12
Total	4,330	4,033	4,954	5,077	5,360	5,301	5,509	5,717	5,379	5,231	5,023	4,442	60,356	57,684	2,672	4.43

MTD Events:

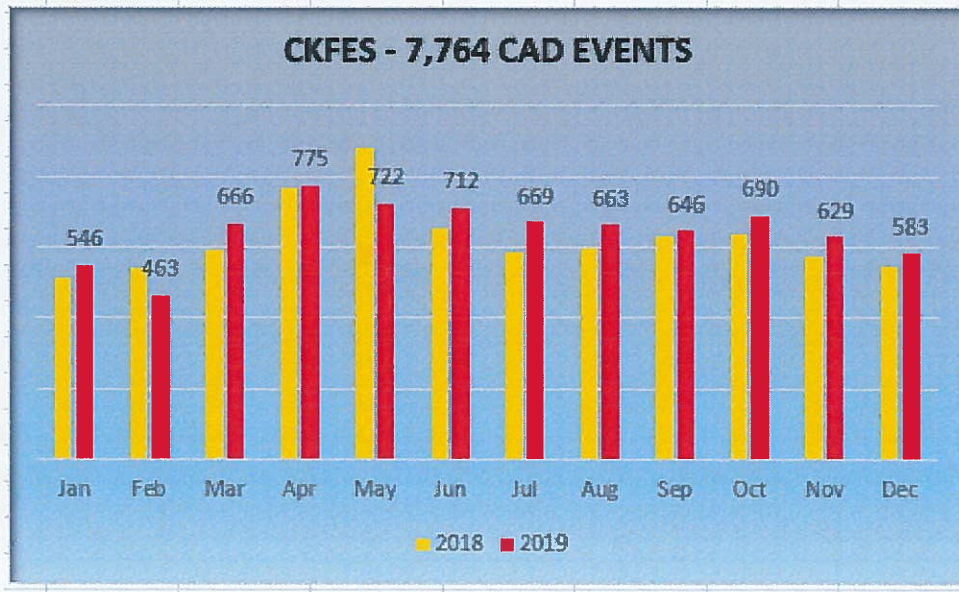
Mobile Data Terminals were implemented into the patrol division mid-2017. There was 20% increase in MDT activity compared to 2018.

Patrol Events	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2019	2018	Difference	Variance%
MDT	1,187	1,152	1,786	1,361	1,292	907	1,180	1,291	1,103	1,121	866	1,237	14,483	11,453	3,030	20.92

Whether events are generated in the Communication Centre or via MDT, the Communication Centre is responsible for the management and monitoring all events on the dispatch queue; 74,839 CAD events were generated in 2019.

Fire Dispatch

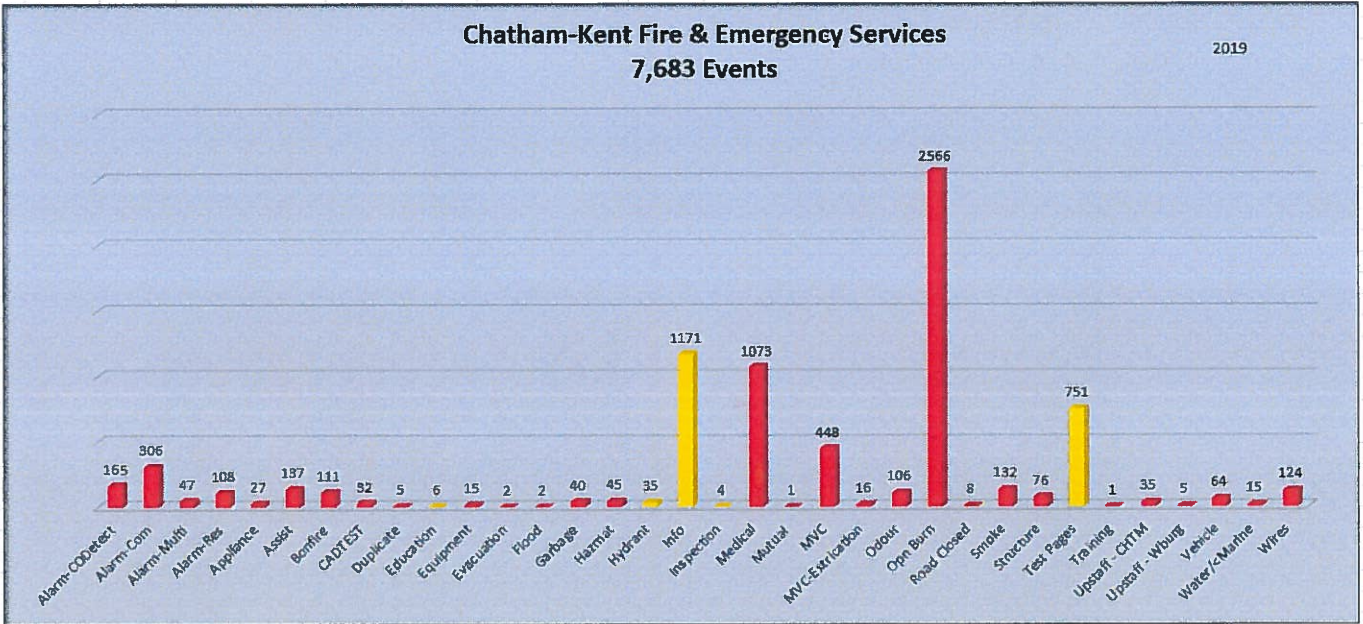
In 2019, the ECC generated 7,764 events for Chatham-Kent Fire Emergency Service activities. A 3% increase to events generated in 2018. The ECC is generating events to log activities/responsibilities that relate to CKFire but do not necessarily necessitate an active Station response.



The ECC dispatched 3,144 active events for CKFES. Active events are classified as events where CKFES stations are dispatched for fire services. Fire dispatch services are measured based on the 90 second 90% of the time standard; (90/90 Standard). A call is answered, interrogated and toned out to a responding station within 90 seconds, 90% of the time. The average ECC performance measure for 2019 remains consistent from 2018 with 42.03 seconds to answer a call and activate a voice page for CKFES response.

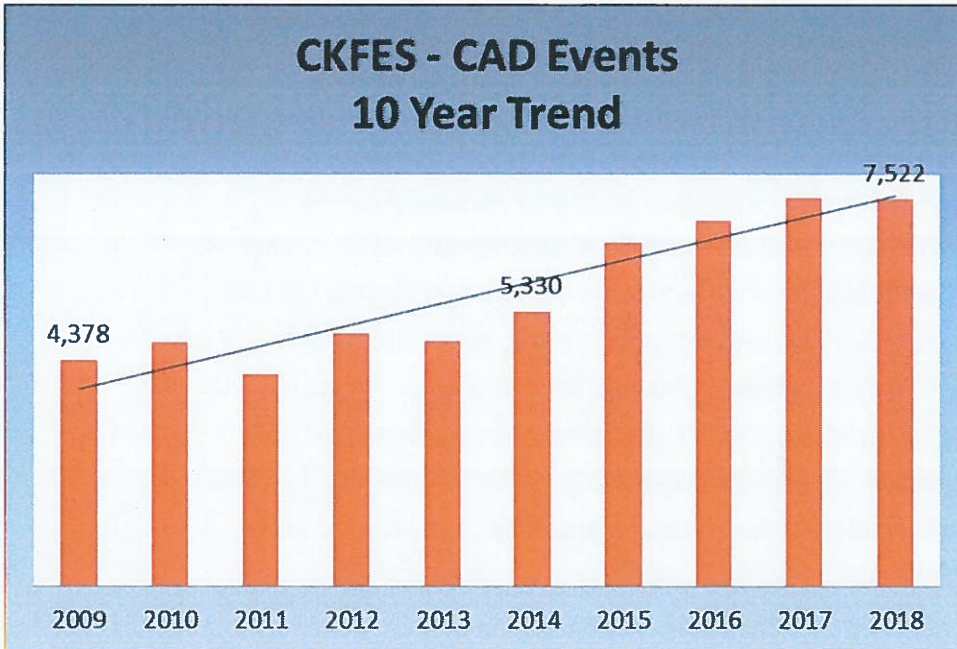
ECC Fire Dispatch - Performance Measures											Telephone Data	
2019	ECC Performance			Event Creation #		Active	% of Month	Total CAD	Total Time	Total % of	Non-	E911
Month	Event Create	Event Dispatch	90 sec Standard	Dispatched Active Events	Info - Tracking Events	Events - Time Allocation	ECC Time Active Fire Monitoring	Events	Allocation - Fire Dispatch	Month for Fire Dispatch	Emerg CKFES lines	Fire
January	24.33	20.47	44.79	249	214	177.21	23.82	463	207.26	27.86	694	52
February	27.68	10.67	38.35	216	247	119.23	16.03	463	277.50	37.30	527	57
March	25.97	12.02	37.98	241	427	135.37	18.20	668	172.74	23.22	801	57
April	26.12	14.66	39.55	241	534	138.82	18.76	775	207.03	27.98	1040	51
May	26.84	20.34	47.26	254	468	163.93	22.03	722	218.88	29.42	891	62
June	26.82	14.00	40.82	282	430	177.78	24.69	712	221.54	30.77	636	70
July	29.77	15.62	45.39	300	369	211.15	28.38	669	243.74	32.76	651	82
August	28.33	12.49	40.83	264	399	171.60	23.06	663	226.15	30.40	598	67
September	25.98	10.53	36.51	245	401	146.13	20.30	646	179.43	24.93	630	66
October	30.06	29.31	50.68	304	386	225.06	30.25	690	263.91	35.47	560	72
November	26.80	13.39	39.99	283	346	189.41	26.31	629	222.44	30.89	579	65
December	30.00	12.20	42.21	265	318	180.21	24.22	583	217.30	29.21	645	63
	27.39	15.48	42.03	3,144	4,539	169.66	23.00	7,683	2,657.92	360.21	8,252	764

The ECC logged an additional 4,539 events, which reflect other monitoring work done on behalf of each CKFES Station as well as fire information events for logging of fire alarm tests, open burns or any other relevant information required in order to facilitate the fire dispatch service.



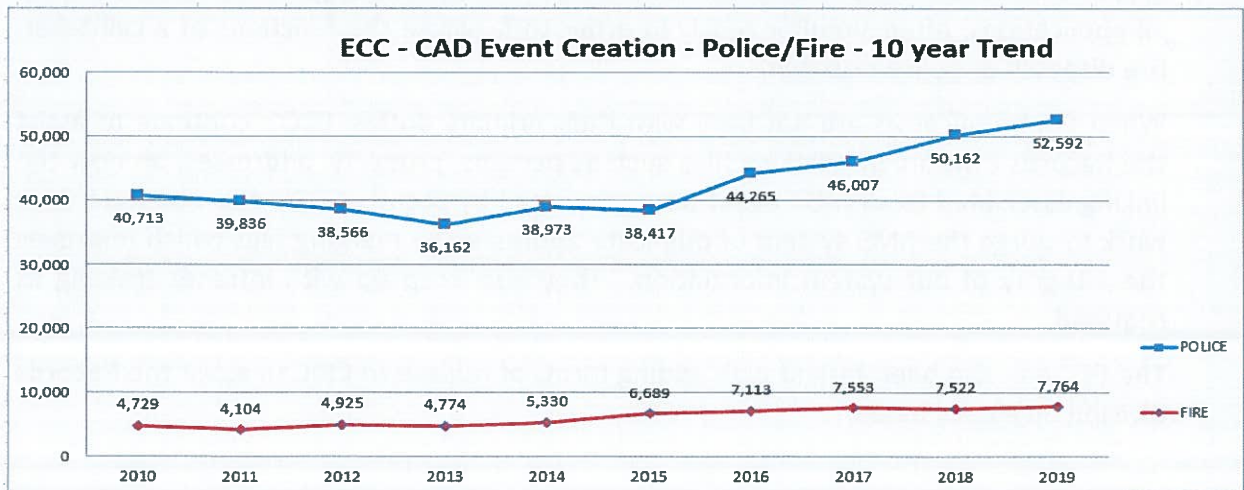
10 Year Trend

CKFES has changed Administrative direction in the past ten years. Additionally the ECC has transitioned it's tracking of CKFES activities to better reflect the ECC time allocation associated to facilitating this dispatch service. As a result, event generation for such tracking activities and active event generation have increased significantly over the span of ten years.

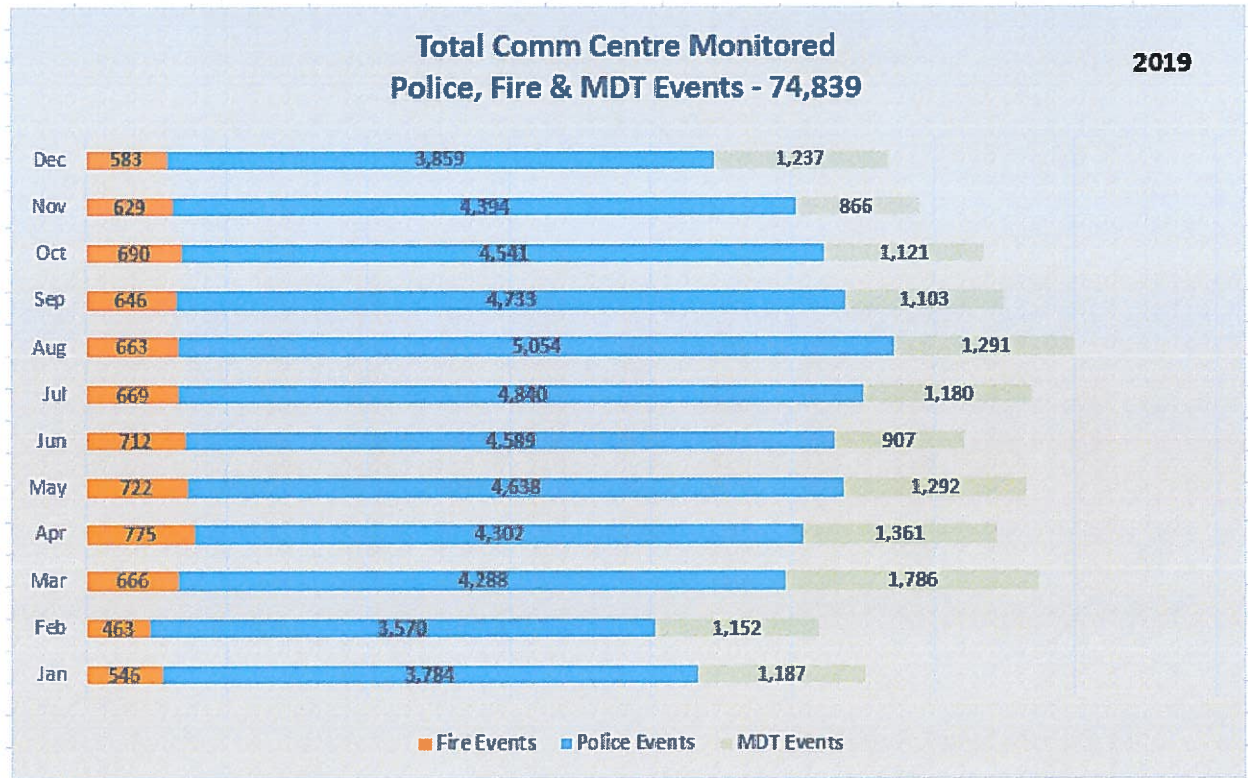


Police & Fire Event Activities

Over the last 10-year period, there has been a steady increase in fire event activity, going from 4,104 events to 7,764 last year for an increase of 3,660 events. While in policing there has been a fall/rise pattern of event generation during that same period with a steady increase over the past 6 years, going from 36,162 events to 52,592 last year for an increase of 16,430 events. The Emergency Communication Centre generated 14,914 more events than a decade ago for police and fire activities.



With the addition of monitoring requirements in the Communication Centre for MDT activity, this has increased the dispatch workload significantly over the past couple of years; 74,839 CAD events generated in 2019.



Supplemental Activities

Communications continues to be a complex role within the Service. When an ECO reports for duty, they are required to sign into 14 different software applications in order to function in their role as a communicator during their tour. They must have a great deal of technical and cognitive knowledge in order to navigate flawlessly between all applications, often simultaneously in order to facilitate the functions of a call taker, fire dispatch or police dispatch.

When Communicators are not busy with their primary duties, ECO's continue to assist the Records division with linking files such as persons, property, addresses, and now the linking associated to all MDT event data generated by patrol. ECO's also continue their work to purge the RMS system of duplicate addresses by merging files which improves the integrity of our system information. They also keep up with intranet training as required.

The ECC has also been tasked with adding forms of release to CPIC to assist the Records division on a daily bases.

Personnel

The ECC continues the attrition plan to support a 4-member platoon structure supported with part time ECO resources to facilitate all leave requirements. This attrition plan was achieved in mid-2019 and is being reassessed due to the increase in

volume of work for the Communications Centre. Part Time Communicators remain a mission critical resource to our Operations and supplement the absence of our full time members.

ECC report prepared by ECO Manager Sheri Somerville.

Prepared by:



Inspector Mike Domony

Approved by:



Chief Gary Conn

REPORT OF THE POLICE SERVICE
TO
THE CHATHAM-KENT POLICE SERVICES BOARD

Board Report Number: 4.4 (Regular)

Date of Report: March 25, 2020

Date of Board Meeting: May 12, 2020

Reference: 4th Quarter of Board Auction Account - 2019

The following is a breakdown of the Police Services Board Auction account as of December 31, 2019.

Recommendation: Receive the report for information.

Submitted by:



Chief Gary Conn

**Chatham-Kent Police Services Board - Auction Account
from October 1, 2019 to December 31, 2019.**

Revenue:

Police Auction Revenue (Oct, Nov, Dec)	\$	2,585.14	
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TOTAL REVENUE:	\$	2,585.14	
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Deductions:

CK Women's Centre - walk a mile in her shoes	\$	500.00	
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Salvation Army Toy Drive	\$	800.00	
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The Royal Canadian Legion Ont. Command	\$	470.00	
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Secret Santa Initiative (gift cards)	\$	1,000.00	
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Special Olympics Ontario (polar Plunge)	\$	1,000.00	
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TOTAL DEDUCTIONS:	\$	3,770.00	
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Sub-total		\$	-1,184.86
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Balance carried forward		\$	23,306.13
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Auction Account balance as of September 30, 2019		\$	22,121.27
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**REPORT OF THE POLICE SERVICE
TO
THE CHATHAM-KENT POLICE SERVICES BOARD**

Board Report Number: 4.5 (Regular)

Date of Report: March 25, 2020

Date of Board Meeting: May 12, 2020

Reference: Reconciliation of Board Auction Account - 2019

Please find attached the Reconciliation Report of the Board Auction Account for 2019, prepared by Administrative Assistant Larissa Jackson.

The report indicates a total of \$9,253.45 in funds generated from Police Auctions Canada Inc. with disbursements of \$8,024.33, for an ending balance of \$22,121.27.

Our budget lines reflect an unaccounted \$100.60 overage. Confirmed by Ms. Murphy, we are assuming that somewhere in the next bank statement a cheque will be deposited therefore rectifying this overage in our account.

Recommendation: Receive the report for information.

Submitted by:



Chief Gary Conn

**Chatham-Kent Police Service Board - Auction Account
2019 YEAR END REPORT**

Revenue:		
Auction Revenue	\$	9,253.45
		\$ 9,253.45
Deductions:		
MADD	\$	168.37
Knights of Pythias -xmas parade	\$	100.00
Ont. Association of Police Service Boards	\$	1,000.00
Easter Eggstravaganza	\$	300.00
2019 CKPS Public Safety Scholarship Video - Abigail Thompson	\$	1,000.00
Scholarship Video - Kayla Coates	\$	1,000.00
Municipality of CK- Rec. Department - Public Skating Sponsor	\$	535.96
Mocha Shriners Holiday Magic Show Program Sponsor	\$	150.00
CK Women's Centre - walk a mile in her shoes	\$	500.00
Kris Herfst - Salvation Army Toy Drive	\$	800.00
The Royal Canadian Legion Ont Command	\$	470.00
Secret Santa Initiative - payable to Kaley who gave money to Kirk to purchase gift cards to be distributed	\$	1,000.00
Special Olympics Ontario (Polar Plunge)	\$	1,000.00
		\$ 8,024.33
Sub-total	\$	1,229.12
Balance carried forward 2018	\$	20,892.15
Auction Account balance as of December 31, 2019	\$	22,121.27

PSB - Regular
Acknowledgment Letters
Max. 12, 2020

20 Larissa Jackson

From: Paula Ehlers <paula.ehlers@gmail.com>
Sent: April 7, 2020 8:15 PM
To: Larissa Jackson
Subject: Thank you!

Dear Chatham-Kent Police Services,

I am writing this letter to express my heartfelt thanks and gratitude to you for the assistance that you gave me recently in a situation that could have affected my home. I have never before been in any situation where I would have felt that calling the police was necessary, but on the day that I placed the call, I was truly very worried. Your timely assistance was of great help to me because the troubles that I feared could have escalated, were in the end prevented. I would like to express my special thanks to Constable Charron, who was extremely kind and patient with me on the phone, and who made a difficult phone call for me when I did not feel calm about making it myself. I also would like to express a special thanks to Constable Neal Iles, who came to my address two days later, and whose presence and patience were of enormous help in preventing any escalation of what might have been a conflictual situation. Your patience and your kindness are truly appreciated. I am sorry that the current Covid-19 situation is making it impossible for me to thank you in person, but I hope that you are well and I would like you to know that I am truly grateful to you for your help. Thank you very much!

Yours truly,

Paula Ehlers
16 West Street, Chatham, ON

April 29,2020

For consideration at the May 12, 2020 Police Services Board Meeting

In partnership with our local CK Police Association,

I, Marjorie Crew, move that that the Police Service Board match \$1500.00 in financial assistance to the Kent Athletic Youth Organization for rental assistance. These funds will be supplied through the Auction Account.

I was made aware of a challenge last week to a local youth organization, Kent Athletic Youth Organization, known as KAYO Boxing club. The youth are from ages 6-18 and have 25 members in that age group at this time.

KAYO raises money through Riverview Bingo and some smaller fundraisers. The money that is raised through the bingo assignments is enough to cover the rent and other minor expenses. Very little is left to save for a rainy day.

Since the Covid-19 restrictions have come into effect, the funding that supports the organization was eliminated. They are not eligible for any funding that they have been able to secure. Many grants have been quickly rolled out. However, it is not clear now if they will be eligible for any of them. They need support to assist them in facility rental of aprx. \$3000 assistance. This would get them through until hopefully restrictions are lifted and can begin to be self-sustaining again.

I approached the CK Police Association last week to gain support for this youth organization. They committed to support the youth organization with \$1500 payable to the property owner directly toward rent.

I am respectfully submitting a motion to match the donation generously made by the CK Police Association to support this small group that may not make it without community support.

Sincerely

Councillor Marjorie Crew

Vice-Chair CK Police Association