



Police Services Board Meeting

Constable Colin McGregor Building

February 2, 2022 – 8:00 a.m.

AGENDA

CALL MEETING TO ORDER

DECLARATION OF CONFLICT

APPOINTMENT OF CHAIR AND VICE CHAIR FOR THE YEAR 2021

Nominations to elect members to the positions of Chair and Vice Chair for 2022.

APPOINTMENT TO FINANCE/BARGAINING COMMITTEE

Nominations to elect members to the Finance/Bargaining Committee for 2022.

WELCOME GUESTS

Name
MPP Jeff Yurek
MP Karen Vecchio

ADDITIONS TO AGENDA

WELCOME NEW MEMBERS

Name	Position	Start Date
Jessica Piekny	Forensic Identification Civilian Technician (Formally worked as PT Communicator)	November 29, 2021
Mark Schroeter	2 nd Class Constable	January 17, 2022

NEW HIRES / PROMOTIONS

Name	Position	Start Date
Mark Schroeter	2nd Class Constable	January 17, 2022

MINUTES

Confirmation of the minutes of the meeting held November 24, 2021.

Pages 4 - 7

DEPUTATIONS

REPORTS

Revenues and Expenditures

Pages 8 - 12

Financial Statements for 2021 as of November 30, 2021.

2021 COVID Expenses

Page 13

A report prepared by Chief Herridge for Board approval to forward to the City of St. Thomas.

2021 STPS Police Headquarters Building Repair Costs

Pages 14 - 15

A report from Chief Herridge.

Protective Services Report – January 2022

Pages 16 - 26

A report from Communications Coordinator Tanya Calvert dated January 2022.

Annual Reports

Reports provided by Deputy Chief Roskamp including:

- 2021 OT Court Budget
- 2019-2022 Strategic Plan Status Update

Pages 27 – 28

Pages 29 – 33

STEAM Education – Request for Donation of IT Surplus Equipment

A verbal report from Deputy Chief Roskamp re: STEAM Education's request for donation of surplus IT equipment.

By-law 3-2021 Regulations of the STPS (January 2022)

Pages 34 - 67

By-laws have been amended to include 5.15 re: acceptable glove style.

PETITIONS AND COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS

Movember Donation

STPS Member raised \$200.00 for Movember with all proceeds going towards the Tyler Kasstra's Scholarship Fund. The St. Thomas Police Association matched the donation of \$200.00 and has requested the Board to consider matching the donation as well.

Donations – Local Support

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Board Member Dan Reith met with Grace Café, St. Thomas Elgin Food Bank, Christmas Care St. Thomas and Inn Out of the Cold St. Thomas-Elgin and presented them each with a donation from the Board in the amount of \$500.00.

Donation – Sponsor a Family (Social Services)

Page 69

Board Member Jim Herbert along with members of the STPS Administration presented gifts to Social Services for a family in need.

2022 Meeting Dates – Police Services Board

For Police Services Board discussion re: 4th Wednesday of each month – excluding July, August and December.

MOVE TO THE COMMITTEE OF THE WHOLE

ACTIONS OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT



Police Services Board Meeting

Constable Colin McGregor Building

November 24, 2021

MINUTES

ATTENDANCE:

D. Reith	Chair
S. Birkby	Vice Chair
D. Warden	Member
J. Herbert	Member
J. Preston	Member

OFFICIALS:

C. Herridge	Chief of Police
M. Roskamp	Deputy Chief
T. Terpstra	Executive Administrator

GUESTS:

S. Barnes	Inspector, STPS
J. VanWycken	Acting Sergeant, STPS
A. Al-Hjowj	IT Desktop Support Technician, STPS
H. Singh	Constable, STPS

MEDIA:

None.

CALL MEETING TO ORDER

DECLARATION OF CONFLICT

ADDITIONS TO AGENDA

WELCOME NEW MEMBERS

Name	Position	Start Date
Abdullah Al-Hjowj	IT Desktop Support Technician	November 15, 2021
Harmandeep Singh	Constable	November 15, 2021

NEW HIRES / PROMOTIONS

Moved By: J. Herbert
 Seconded By: D. Warden

THAT: The Police Services Board approve the hiring of IT Desktop Support Technician, Abdullah Al-Hjowj effective November 15, 2021.

Carried.

Moved By: J. Preston
Seconded By: S.Birkby

THAT: The Police Services Board approve the hiring of Jessica Piekny for the position of Forensic Identification Civilian Technician effective November 29, 2021.

Carried.

MINUTES

Moved By: J. Herbert
Seconded By: D. Warden

THAT: The minutes of the meeting held October 29, 2021 be confirmed.

Carried.

DEPUTATIONS

REPORTS

Revenues & Expenditures

This item was deferred.

2022 Capital Budget

Moved By: J. Herbert
Seconded By: D. Warden

THAT: The verbal update from Chief Herridge regarding the 2022 Capital Budget be received.

Carried.

2022-2025 Community Safety & Policing Grant

Moved By: J. Herbert
Seconded By: D. Warden

THAT: The verbal update from Chief Herridge regarding the 2022-2025 Community Safety & Policing Grant be received.

Carried.

STPS will be completing an application for the local and provincial streams of the Community Safety & Policing grant.

Discussion occurred re: ratio of Police Officers vs. community members. Chief Herridge noted that data from the Census and Stats Canada help inform the needs of the St. Thomas Police Service.

Protective Services Report – November 2021

Moved By: J. Herbert
 Seconded By: D. Warden

THAT: The Protective Services Report for November 2021 be received.

Carried.

By-Law #3 – Regulations of the St. Thomas Police Service

Moved By: J. Herbert
 Seconded By: D. Warden

THAT: The Police Services Board approve the amendments to By-Law #3 – Regulations of the St. Thomas Police Service.

Carried.

PETITIONS AND COMMUNICATIONSUNFINISHED BUSINESSNEW BUSINESSStaff Recognition Event (2021 Service Recognition)

Moved By: J. Herbert
 Seconded By: D. Warden

THAT: The Police Services Board meeting on February 23, 2022 will be at 10:00 a.m.

Carried.

Donations

Moved By: J. Herbert
 Seconded By: D. Warden

THAT: The Police Services Board donate \$500.00 towards a “Shop with a Cop” initiative in collaboration with Doug Tarry Homes, STPS Association, Reith & Associates and Mayor Joe Preston.

Carried.

Board Members D. Warden and J. Herbert will also be providing a personal donation in the amount of \$100.00.

Moved By:
 Seconded By:

THAT: The Police Services Board donate \$500.00 towards the following:

- Grace Café (\$500.00)
- St. Thomas Elgin Food Bank (\$500.00)
- Christmas Care St. Thomas (\$500.00)
- Inn Out of the Cold St. Thomas – Elgin \$500.00)

Carried.

Destruction of Holsters**Moved By:** D. Warden**Seconded By:** J. Herbert

THAT: The verbal update from Chief Herridge regarding the Destruction of Holsters be approved.

Carried.

STPS Wall of Honour**Moved By:** D. Warden**Seconded By:** J. Herbert

THAT: The verbal update from Chief Herridge regarding the Wall of Honour be received.

Carried.

Chief Herridge noted that this initiative is going to move forward with an electronic museum on the St. Thomas Police Service website in place of the Wall of Honour concept.

Jim Herbert will be the Board volunteer for this committee.

MOVE TO THE COMMITTEE OF THE WHOLE**Moved By:** J. Preston**Seconded By:** S. Birkby

THAT: We move to the Committee of the Whole.

Carried.

ACTIONS OF THE COMMITTEE OF THE WHOLE**Moved By:** J. Preston**Seconded By:** S. Birkby

THAT: We adopt the actions of the Committee of the Whole.

Carried.

ADJOURNMENT**Moved By:** S. Birkby**Seconded By:** J. Preston

THAT: We do now adjourn at 9:49 a.m.

Carried.

Dan Reith
Police Services Board Chair

City of St Thomas

For the Eleven Months Ending November 30, 2021

DESCRIPTION	2021 YTD	2021 YTD	VARIANCE	Variance	2021 ANNUAL	2020 YTD	2020 ANNUAL
	ACTUAL	BUDGET	\$	%	BUDGET	ACTUAL	ACTUAL
POLICE SERVICES BOARD							
EXPENSES							
(11201400003010 TO 11201...							
11-2-01-4-0000-3120							
11-2-01-4-0000-4040							
11-2-01-4-0001-4001							
Wages	\$7,485	\$8,389	(\$904)	-11%	\$9,152	\$6,967	\$8,646
Statutory Benefits	793	541	252	47%	590	588	588
Legal Fees & Expenses	2,393	9,167	(6,774)	-74%	10,000	914	914
Receptions & Public Relations	2,855	1,833	1,022	56%	2,000	2,102	2,136
TOTAL EXPENSES	13,526	19,930	(6,404)	-32%	21,742	10,571	12,284
TOTAL POLICE SERVICES BOARD	13,526	19,930	(6,404)	-32%	21,742	10,571	12,284

City of St Thomas

For the Eleven Months Ending November 30, 2021

DESCRIPTION	2021 YTD ACTUAL	2021 YTD BUDGET	VARIANCE \$	Variance %	2021 ANNUAL BUDGET	2020 YTD ACTUAL	2020 ANNUAL ACTUAL
POLICE SERVICES							
GENERAL OPERATIONS							
REVENUE							
21-2-01-1-0000-9515 Police Recoveries	\$55,560	\$59,583	(\$4,023)	-7%	\$65,000	\$56,217	\$67,119
21-2-01-1-0000-9516 OPC Recoveries	326,294	244,142	82,152	34%	266,337	132,231	220,128
21-2-01-1-0000-9517 Paid Duty Recovery	22,696	9,167	13,529	148%	10,000	8,301	8,301
21-2-01-1-0000-9518 RCMP Prints Recovery	3,785	2,292	1,493	65%	2,500	4,170	4,570
21-2-01-1-0007-9040 RIDE Grant	15,593	14,521	1,072	7%	15,841	15,841	15,841
21-2-01-1-0008-9040 CSP Grant - Local Priorities	210,000	192,500	17,500	9%	210,000	157,500	210,000
21-2-01-1-0009-9040 CSP Grant - Provincial Priorities	291,434	264,921	26,513	10%	289,005	332,094	332,094
21-2-01-1-0011-9040 ICE Strategy Grant	50,867	49,958	909	2%	54,500		36,333
21-2-01-1-0014-9040 Project MOST Grant	32,157	24,423	7,734	32%	26,643	82,929	40,171
21-2-01-1-0010-9050 Aylmer Police Dispatching Revenue	57,276	70,120	(12,844)	-18%	76,494	56,148	74,988
TOTAL REVENUE	1,065,662	931,627	134,035	14%	1,016,320	845,431	1,009,545
EXPENSES							
21-2-01-1-0000-3010 Full-time Wages	8,628,935	8,930,302	(301,367)	-3%	9,742,148	8,237,982	9,229,273
21-2-01-1-0000-3011 Part-time Wages	264,047	283,294	(19,247)	-7%	309,048	179,908	201,236
21-2-01-1-0000-3012 Paid Duty Wages	87,946	9,167	78,779	859%	10,000	15,024	20,686
21-2-01-1-0000-3039 Premium O/T Pay	824	17,256	(16,432)	-95%	18,825	1,289	19,362
21-2-01-1-0000-3090 Overtime Pay	62,122	119,167	(57,045)	-48%	130,000	109,304	216,716
21-2-01-1-0000-3091 Statutory Holiday Pay	1,085	91,303	(90,218)	-99%	99,603		
21-2-01-1-0000-3120 All Statutory Benefits	612,622	551,364	61,258	11%	601,488	523,071	539,454
21-2-01-1-0000-3130 All Employer Benefits	1,048,057	963,759	84,298	9%	1,051,373	976,582	1,073,532
21-2-01-1-0000-3135 OMERS	982,119	1,009,652	(27,533)	-3%	1,101,438	973,936	1,095,740
21-2-01-1-0000-3210 Car Allowance	11,000	10,083	917	9%	11,000	12,000	12,000
21-2-01-1-0000-3211 Clothing Allowance	16,683	15,125	1,558	10%	16,500	12,976	12,976
21-2-01-1-0000-3321 Dry Cleaning Allowance		1,100	(1,100)	-100%	1,200		
21-2-01-1-0000-4001 Public Relations	7,800	9,167	(1,367)	-15%	10,000	8,962	10,566
21-2-01-1-0000-4020 Tuition Reimbursement		4,583	(4,583)	-100%	5,000	778	4,208
21-2-01-1-0000-4023 Membership Fees	5,232	5,500	(268)	-5%	6,000	6,993	7,212
21-2-01-1-0000-4024 Employee Assistance Program	3,243	3,667	(424)	-12%	4,000	3,388	3,726
21-2-01-1-0000-4027 Training	51,135	64,167	(13,032)	-20%	70,000	61,321	66,593
21-2-01-1-0000-4040 Legal Fees & Expenses	82,931	4,583	78,348	1710%	5,000	57,704	166,538
21-2-01-1-0000-4051 Advertising, Marketing & Prom.	800	2,750	(1,950)	-71%	3,000	3,551	4,164
21-2-01-1-0000-4060 Contracted Services - Temp Agency	2,879		2,879				
21-2-01-1-0000-4147 Equipment Maintenance and Repair	819	9,167	(8,348)	-91%	10,000	2,833	2,833
21-2-01-1-0000-4168 OPTIC	60,306	83,417	(23,111)	-28%	91,000	63,763	81,002
21-2-01-1-0000-4176 Equipment Rent/Lease	11,172	9,167	2,005	22%	10,000	11,422	12,145
21-2-01-1-0000-4249 Communications	54,210	50,417	3,793	8%	55,000	52,137	59,767
21-2-01-1-0000-4257 Regular Postage	3,192	4,125	(933)	-23%	4,500	1,970	3,635
21-2-01-1-0000-4259 Courier	747	1,375	(628)	-46%	1,500	1,089	1,177
21-2-01-1-0000-4272 Printing	3,904	4,583	(679)	-15%	5,000	6,063	6,063
21-2-01-1-0000-5010 General Supplies	89,320	18,333	70,987	387%	20,000	18,617	64,607
21-2-01-1-0000-5011 Office Supplies	7,243	9,167	(1,924)	-21%	10,000	9,502	10,290
21-2-01-1-0000-5017 Equipment	25,105	22,917	2,188	10%	25,000	33,029	34,036
21-2-01-1-0000-5018 Major Crime Expenses	10,727	18,333	(7,606)	-41%	20,000	12,465	13,734
21-2-01-1-0000-5019 Forensic Identification Supplies	2,690	9,167	(6,477)	-71%	10,000	6,180	6,180
21-2-01-1-0000-5020 Canine Unit	4,881	4,583	298	7%	5,000	4,697	8,424
21-2-01-1-0000-5021 Safety Supplies	7,519	2,750	4,769	173%	3,000	2,639	5,831
21-2-01-1-0000-5026 Uniforms and Footwear	48,081	36,667	11,414	31%	40,000	34,760	35,888
21-2-01-1-0000-5030 Body Armour	7,067	4,583	2,484	54%	5,000	6,499	6,499
21-2-01-1-0000-5510 Books & Subscriptions	980	917	63	7%	1,000	846	1,459
21-2-01-1-0000-5650 RCMP Prints Expense	2,116	3,208	(1,092)	-34%	3,500	1,466	2,208
21-2-01-1-0000-6110 Vehicle Purchases	75,565	128,333	(52,768)	-41%	140,000	142,429	142,429
21-2-01-1-0000-6850 Office Furniture	6,725	4,583	2,142	47%	5,000	7,251	7,251
21-2-01-1-0000-6910 Computer/IT Systems	109,304	73,333	35,971	49%	80,000	69,256	69,364
21-2-01-1-0000-7490 Service Charges	75		75			150	(753)
21-2-01-1-0000-7000 Transfer from Police Reserve	(67,281)		(67,281)				(127,137)
21-2-01-1-0009-4075 CSP Provincial Priorities Expenditures	109,187		109,187			20,692	20,692

21-2-01-1-0012-4075	Forensic Analyst	7,671	14,667	(6,996)	-48%	16,000	8,069	13,869
21-2-01-1-0014-5010	Project MOST Expenditures	21,789		21,789			39,077	40,171
TOTAL EXPENSES		12,472,574	12,609,781	(137,207)	-1%	13,756,123	11,741,670	13,205,646
TOTAL GENERAL OPERATIONS		11,406,912	11,678,154	(271,242)	-2%	12,739,803	10,896,239	12,196,101

FLEET OPERATIONS**REVENUE**

21-2-01-4-0077-9040	CISO Grant	2,443	7,333	(4,890)	-67%	8,000	8,000	8,000
TOTAL REVENUE		2,443	7,333	(4,890)	-67%	8,000	8,000	8,000

EXPENSES

21-2-01-4-0000-4145	Vehicle Repair & Maintenance	15,116	190,667	(175,551)	-92%	208,000	13,789	14,567
21-2-01-4-0000-4147	Operating Equip. Maint/Repair	9		9				
21-2-01-4-0000-5435	Gasoline - Operating	250		250				160
21-2-01-4-0001-4145	Vehicle Repair & Maintenance	1,225		1,225				
21-2-01-4-0001-5435	Gasoline - Operating	6,516		6,516				
21-2-01-4-0002-4145	Vehicle Repair & Maintenance	728		728				
21-2-01-4-0002-5435	Gasoline - Operating	7,243		7,243				
21-2-01-4-0003-4145	Vehicle Repair & Maintenance	144		144				
21-2-01-4-0003-5435	Gasoline - Operating	1,280		1,280				
21-2-01-4-0004-4145	Vehicle Repair & Maintenance	226		226				
21-2-01-4-0004-5435	Gasoline - Operating	2,051		2,051				
21-2-01-4-0005-5435	Gasoline - Operating	1,004		1,004				
21-2-01-4-0009-4145	Vehicle Repair & Maintenance						1,032	1,032
21-2-01-4-0009-5435	Gasoline - Operating						989	989
21-2-01-4-0011-4145	Vehicle Repair & Maintenance	802		802			559	559
21-2-01-4-0011-5435	Gasoline - Operating	290		290			665	740
21-2-01-4-0019-4145	Vehicle Repair & Maintenance						365	365
21-2-01-4-0032-4145	Vehicle Repairs/Maintenance	2,864		2,864			2,165	2,165
21-2-01-4-0032-5435	Gasoline - Operating	2,554		2,554			2,452	2,607
21-2-01-4-0033-4145	Vehicle Repairs & Maintenance						918	918
21-2-01-4-0033-5435	Gasoline - Operating						1,067	1,067
21-2-01-4-0036-4145	Vehicle Repairs & Maintenance	1,181		1,181			1,076	1,076
21-2-01-4-0036-5435	Gasoline - Operating	1,154		1,154			1,127	1,167
21-2-01-4-0037-4145	Vehicle Repairs & Maintenance						153	153
21-2-01-4-0039-4145	Vehicle Repair & Maintenance						198	198
21-2-01-4-0041-4145	Vehicle Repair & Maintenance						885	885
21-2-01-4-0041-5435	Gasoline - Operating	127		127			328	391
21-2-01-4-0042-4145	Vehicle Repairs & Maintenance	41		41			937	1,277
21-2-01-4-0042-5435	Gasoline - Operating	928		928			834	869
21-2-01-4-0044-4145	Vehicle Repairs & Maintenance						5,733	5,733
21-2-01-4-0044-5435	Gasoline - Operating						5,659	5,659
21-2-01-4-0045-4145	Vehicle Repairs & Maintenance	939		939			3,453	3,794
21-2-01-4-0045-5435	Gasoline - Operating	438		438			3,079	3,120
21-2-01-4-0047-4145	Vehicle Repair & Maintenance	1,024		1,024			109	218
21-2-01-4-0047-5435	Gasoline - Operating	249		249			234	234
21-2-01-4-0049-4145	Vehicle Repair & Maintenance	4,568		4,568			10,651	11,504
21-2-01-4-0049-5435	Gasoline - Operating	6,034		6,034			11,499	12,359
21-2-01-4-0051-4145	Vehicle Repair & Maintenance	5,265		5,265			2,480	3,691
21-2-01-4-0051-5435	Gasoline - Operating	5,154		5,154			6,112	6,662
21-2-01-4-0052-5435	Gasoline - Operating	120		120			181	181
21-2-01-4-0053-4145	Vehicle Repair & Maintenance						179	179
21-2-01-4-0053-5435	Gasoline - Operating	59		59			1,310	1,337
21-2-01-4-0054-4145	Vehicle Repair & Maintenance	2,407		2,407			6,174	6,380
21-2-01-4-0054-5435	Gasoline - Operating	5,381		5,381			11,358	12,136
21-2-01-4-0055-4145	Vehicle Repair & Maintenance	7,111		7,111			7,237	7,280
21-2-01-4-0055-5435	Gasoline - Operating	12,058		12,058			10,143	11,108
21-2-01-4-0056-4145	Vehicle Repair & Maintenance	142		142			287	341
21-2-01-4-0056-5435	Gasoline - Operating	1,152		1,152			1,148	1,252
21-2-01-4-0057-4145	Vehicle Repair & Maintenance	69		69			1,675	1,784
21-2-01-4-0057-5435	Gasoline - Operating	143		143			1,040	1,203
21-2-01-4-0058-4145	Vehicle Repairs & Maintenance	9,890		9,890			5,893	7,180
21-2-01-4-0058-5435	Gasoline - Operating	15,203		15,203			13,611	14,793
21-2-01-4-0059-4145	Vehicle Repairs & Maintenance	10,429		10,429			5,268	6,060
21-2-01-4-0059-5435	Gasoline - Operating	15,318		15,318			14,824	15,565
21-2-01-4-0060-4145	Vehicle Repairs & Maintenance						227	227
21-2-01-4-0060-5435	Gasoline - Operating	1,037		1,037			1,215	1,347
21-2-01-4-0061-4145	Vehicle Repairs & Maintenance	792		792			1,658	2,708
21-2-01-4-0061-5435	Gasoline - Operating	6,215		6,215			2,620	2,972
21-2-01-4-0062-4145	Vehicle Repairs & Maintenance	2,845		2,845			2,020	3,181
21-2-01-4-0062-5435	Gasoline - Operating	10,886		10,886			5,065	5,926

21-2-01-4-0063-4145	Vehicle Repairs & Maintenance	4,713	4,713	4,149	4,991			
21-2-01-4-0063-5435	Gasoline - Operating	13,193	13,193	2,531	3,476			
21-2-01-4-0064-4145	Vehicle Repairs & Maintenance	42	42	336	336			
21-2-01-4-0064-5435	Gasoline - Operating	1,304	1,304	663	755			
21-2-01-4-0065-4145	Vehicle Repairs & Maintenance	1,761	1,761	76	76			
21-2-01-4-0065-5435	Gasoline - Operating	1,113	1,113	1,512	1,563			
21-2-01-4-0065-4176	Vehicle Lease Payment			6,363	6,363			
21-2-01-4-0066-4145	Vehicle Repairs & Maintenance	89	89	1,215	1,215			
21-2-01-4-0066-5435	Gasoline - Operating	925	925	303	368			
21-2-01-4-0067-4145	Vehicle Repairs & Maintenance	509	509	2,365	3,087			
21-2-01-4-0067-5435	Gasoline - Operating	1,326	1,326	96	158			
TOTAL EXPENSES		195,636	190,667	4,969	3%	208,000	191,290	209,687
TOTAL FLEET OPERATIONS		193,193	183,334	9,859	5%	200,000	183,290	201,687

POLICE STATION - CASO**EXPENSES**

21-2-01-8-1000-4058	Contracted Janitorial Services	77,223	82,500	(5,277)	-6%	90,000	76,890	83,860
21-2-01-8-1000-4063	Contracted Garbage Collection	5,080	3,208	1,872	58%	3,500	3,799	4,570
21-2-01-8-1000-4075	Service Contracts	27,535	22,917	4,618	20%	25,000	27,848	31,890
21-2-01-8-1000-4141	Contracted Building Maintenance	34,658	27,500	7,158	26%	30,000	42,091	43,363
21-2-01-8-1000-4147	Contracted Operating Equipment Repair	581	4,583	(4,002)	-87%	5,000	6,600	6,600
21-2-01-8-1000-4179	Contracted Alarm Systems		917	(917)	-100%	1,000		
21-2-01-8-1000-4249	Telephone Services	333	917	(584)	-64%	1,000	381	402
21-2-01-8-1000-5015	Building Maintenance Supplies	312	3,667	(3,355)	-91%	4,000	2,228	2,228
21-2-01-8-1000-5410	Electricity (Hydro)	67,442	64,167	3,275	5%	70,000	73,926	83,078
21-2-01-8-1000-5415	Water	30,498	27,500	2,998	11%	30,000	46,040	47,918
21-2-01-8-1000-5421	Natural gas - heating	11,335	7,333	4,002	55%	8,000	5,595	10,447
TOTAL EXPENSES		254,997	245,209	9,788	4%	267,500	285,398	314,356
TOTAL POLICE STATION - CASO		254,997	245,209	9,788	4%	267,500	285,398	314,356
TOTAL POLICE SERVICES		11,855,102	12,106,697	(251,595)	-2%	13,207,303	11,364,927	12,712,144

POLICE - COURTHOUSE**GENERAL OPERATIONS****REVENUE**

21-2-01-6-0000-9040	(CSPT) Court Security Prisoner Transpo Grant	607,505	678,333	(70,828)	-10%	740,000	535,045	713,393
21-2-01-6-0000-9515	Courthouse Recoveries	5,967	20,167	(14,200)	-70%	22,000	(8,738)	(5,946)
TOTAL REVENUE		613,472	698,500	(85,028)	-12%	762,000	526,307	707,447

EXPENSES

21-2-01-6-0000-3010	Full-time Wages	442,203	524,728	(82,525)	-16%	572,430	497,838	554,177
21-2-01-6-0000-3011	Part-time Wages	189,102	220,626	(31,524)	-14%	240,683	181,174	199,579
21-2-01-6-0000-3039	Premium						10	203
21-2-01-6-0000-3090	Overtime/StatPay	146	9,167	(9,021)	-98%	10,000	1,959	4,272
21-2-01-6-0000-3120	Statutory Benefits	51,291	32,231	19,060	59%	35,161	48,401	50,011
21-2-01-6-0000-3130	Employer Benefits	63,842	55,096	8,746	16%	60,105	61,941	69,700
21-2-01-6-0000-3135	OMERS	53,676	66,240	(12,564)	-19%	72,262	62,298	70,051
21-2-01-6-0000-4023	Membership Fees		458	(458)	-100%	500		348
21-2-01-6-0000-4024	Employee Assistance Program	752	550	202	37%	600	376	376
21-2-01-6-0000-4027	Training	336	917	(581)	-63%	1,000	176	380
21-2-01-6-0000-4168	OPTIC	9,005	9,167	(162)	-2%	10,000	8,304	9,831
21-2-01-6-0000-4176	Equipment Rent/Lease	1,141	3,667	(2,526)	-69%	4,000	2,456	2,456
21-2-01-6-0000-4247	Mobile Radio		2,292	(2,292)	-100%	2,500		
21-2-01-6-0000-4249	Communications	16,786	20,167	(3,381)	-17%	22,000	18,262	19,839
21-2-01-6-0000-4272	Printing		917	(917)	-100%	1,000	403	403
21-2-01-6-0000-5010	General Supplies	5,535	1,833	3,702	202%	2,000	3,792	4,235
21-2-01-6-0000-5011	Office Supplies	2,505	2,292	213	9%	2,500	2,874	4,633
21-2-01-6-0000-5017	Equipment		4,583	(4,583)	-100%	5,000	6,453	6,453
21-2-01-6-0000-5021	Safety Supplies	1,260	3,392	(2,132)	-63%	3,700	2,033	2,858
21-2-01-6-0000-5026	Uniforms and Footwear	2,219	2,750	(531)	-19%	3,000	9,419	9,419

21-2-01-6-0000-5510	Books & Subscriptions	90	92	(2)	-2%	100		90
21-2-01-6-0000-6850	Office Furniture		2,063	(2,063)	-100%	2,250		
21-2-01-6-0000-6910	Computer/IT Systems	2,595	4,583	(1,988)	-43%	5,000	1,508	2,154
TOTAL EXPENSES		842,484	967,811	(125,327)	-13%	1,055,791	909,677	1,011,468
TOTAL GENERAL OPERATIONS		229,012	269,311	(40,299)	-15%	293,791	383,370	304,021
FLEET OPERATIONS								
EXPENSES								
21-2-01-7-0000-4145	Vehicle Repair & Maintenance		7,333	(7,333)	-100%	8,000		
21-2-01-7-0039-5435	Gasoline - Operating						372	372
21-2-01-7-0046-4145	Vehicle Repair & Maintenance	1,481		1,481			3,873	3,873
21-2-01-7-0046-5435	Gasoline - Operating	730		730			680	712
TOTAL EXPENSES		2,211	7,333	(5,122)	-70%	8,000	4,925	4,957
TOTAL FLEET OPERATIONS		2,211	7,333	(5,122)	-70%	8,000	4,925	4,957
TOTAL POLICE - COURTHOUSE		231,223	276,644	(45,421)	-16%	301,791	388,295	308,978
TOTAL POLICE		12,099,851	12,403,271	(303,420)	-2%	13,530,836	11,763,793	13,033,406



Christopher C. Herridge
Chief of Police

Marc T. Roskamp
Deputy Chief of Police

ST. THOMAS POLICE SERVICE
45 CASO Crossing, St. Thomas, Ontario, Canada N5R 0G7
Phone: 519-631-1224 • Fax 519-633-9028 • Website: www.stps.on.ca

January 26, 2022

TO: St. Thomas Police Services Board
FROM: Chief Chris Herridge

SUBJECT: 2021 COVID Expenses

As per our ongoing commitment to keep the Board informed of budgetary impacts, please see the summary below of the ongoing expenses being incurred due to the COVID-19 pandemic.

Item	Cost	Budget Impact
Cost of members required to remain in isolation as per COVID guidelines (salary already budgeted).	\$47,504.66	See Note #1
Costs associated with Guarding, Monitoring and Transportation of Prisoners for Remote Court.	\$95,952.87	See Note #2
Cost of staffing required for call back due to shortages on Platoons related to members in isolation (mostly due to Omicron).	\$17,476.19	YES
Court cost implications related to shut down of other court facilities (London), weekend video court, etc.	\$19,337.88	YES
PPE and other miscellaneous health and safety costs associated with COVID.	\$11,556.20	YES
Lost Revenue (Prisoner Escorts).	\$14,488.39	YES
	\$206,316.19	

NOTE #1: This expense did not have a direct impact to the 2021 budget but we do track lost "working time" due to isolation.

NOTE#2: This expense recovery will be requested through our annual Court Security and Prisoner Transportation (CSPT) grant financial reporting as per a request by the Ministry of Solicitor General dated May 4, 2021 to track offsite remote court staffing requirements during the pandemic. The 2020 submission was \$77,816.76.

The total expenses, including Remote Court, for 2020 due to the COVID-19 Pandemic was **\$250,007.09** and in 2021 - **\$206,316.19**.

Chief Chris Herridge

In Memory of Constable Colin McGregor

Christopher C. Herridge
Chief of Police



Marc T. Roskamp
Deputy Chief of Police

ST. THOMAS POLICE SERVICE

45 CASO Crossing, St. Thomas, Ontario, Canada N5R 0G7
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STRENGTH THROUGH PROGRESS

January 26, 2022

TO: Chair Dan Reith and Board Members
St. Thomas Police Services Board

FROM: Chief Chris Herridge

RE: **2021 STPS Police Headquarters Repair Costs**

Please see the attached list on Page 2 outlining the repairs and associated costs for 2021.

A handwritten signature in black ink, appearing to read 'Herridge', is located above the printed name of the Chief of Police.

Chris Herridge
Chief of Police

In Memory of Constable Colin McGregor

Building Area	Service Type	Cost	Vendor	Date
Fence	Fence - Brake Assembly Replace	\$ 1,884.16	Simpson's Fence London	10-Mar-21
Cell Doors	Cell Doors	\$ 2,039.65	Steelgate Security Products Ltd.	29-Mar-21
Fence	Supply and replace all brake assemblies, preventative maintenance - all 4 gates	\$ 1,884.16	Simpson's Fence London	9-Apr-21
Elevator	Elevator - Access Required due to Sewer Back Up to elevator pit	\$ 534.04	Kone	27-Apr-21
Fence	Repairs to west yard gate. Cable vault located just inside the gate is full of water. There are connections in this vault for the access control & camera systems. The vault was never properly installed to provide adequate drainage. As a result, water is shorting out connections. For this repair, we found some spare dry conductors to switch over to. Any future repairs will need the vault pumped and connections re-done with water proof enclosures. It will just be a matter of time when this will be required.	\$ 328.83	Control Access	16-Jun-21
Generator	Fan Coil Filter	\$ 3,717.69	HTS (HST included)	8-Jul-21
HVAC	HVAC Preventative Maintenance	\$ 2,048.13	HTS (HST included)	10-Aug-21
Fence	Fence - Wire Connections to be made water resistant	\$ 548.05	Control Access	7-Sep-21
Women's Locker Room	Conduit Pipe Repair - Rain/Ground Water Leak	\$ 380.81	HIRA	30-Nov-21
		\$ 13,365.52		

In Memory of Constable Colin McGregor

Protective Services Report



JANUARY 2022

St. Thomas Police Service
Tanya Calvert
Corporate Communications Coordinator





Officers Prepping For a Busy 2021

Incidents as of midnight November 30 2021 = 1,748

Incidents as of midnight November 30th 2020 = 1,598

Year to date incidents as of midnight December 31st 2021 = 21,924

Year to date incidents as of midnight December 31st 2020 = 22,007

Weekend stats

Nov 06/07 – 144 incidents

Nov 13/14 – 129 incidents

Nov 20/21 – 121 incidents

Nov 27/28 – 114 incidents

December 04/05 – 141 incidents

December 11/12 – 150 incidents

December 18-19 – 143 incidents

December 25/26 - 128 incidents

Another Record Breaking Year Predicted

A quick look at the call tracker indicates the St. Thomas Police Service is going to surpass the 2020 year end numbers. It's safe to say we are once again outpacing record numbers of incidents that have been on a steady incline year after year.

At midnight on December 7th 2020 STPS recorded 20,788 incidents

At midnight on December 7th 2021 STPS recorded 21,015 incidents



Our Team



Please join us in welcoming our newest member to the STPS Information Technology Department! We are excited to introduce Abdullah Al-Hjowj as our new Help Desk Support Technician! Congratulations on your new position here at STPS and welcome to the work family! 🚓💙💻

Please join us in welcoming Constable Harman Singh to the St. Thomas Police Service! Constable Singh joins our team as an Experienced Officer bringing with him an extensive skill set from the Moose Jaw Police Service in Saskatchewan. Congratulation Harman and welcome to your new work family! 💙🚓💙





Staff Sergeant Kim Manuel, St. Thomas Police Service, goes above and beyond in her law enforcement role, one of many reasons why she is our first honoree for this award. Not only does she protect her community, Staff Sgt. Manuel serves as our Law Enforcement Torch Run Coordinator and has organized numerous events over the years. She has even assisted in replacing an Olympian's stolen bike. We are proud and grateful to have her on our force. We recognize your exceptional service and thank you for all you do to keep our communities safe and secure.



Congratulations Officer Smith and Officer Armstrong!

Please join us in congratulating Constable Derek Smith and Constable Nick Armstrong!

They might look familiar to you as these two officers began their career with the St. Thomas Police Service as Cadets. Through hard work and dedication both were successfully selected to attend the Ontario Police College and were sworn into active duty today!

We are very proud to have Constable Smith and Constable Armstrong representing our service.

Crime Prevention



For one week in November we celebrate Crime Prevention Week across the province of Ontario!

Crime Prevention is a priority each and every day however, this week, we collaborate with the Ontario Chiefs of Police Services and the Ontario Government to specifically raise public awareness of the many outstanding crime prevention initiatives that are being done by our organization along with our community partners.

The theme for this year is "Safer Communities, Stronger Ontario" This year's theme enables police services to promote the benefits of not only law enforcement response to criminal activity but also a holistic community approach to addressing criminal incidents and issues related to safety and well-being.

Fraud on the Rise During the Holiday Season

Fraud

Police are investigating after a seventy eight year old St. Thomas woman reported being scammed out of \$5000 during several unregulated bingo games hosted via Facebook. To check the authenticity of an online gaming/gambling site contact the Alcohol and Gaming Commission of Ontario or iGaming Ontario. Please be careful when gaming online and check the sources of the site. <https://www.igamingontario.ca/en> ^19043



Fraud

A sixty five year old St Thomas woman has been scammed out of \$9000 by fraudsters posing to be from Microsoft. The woman was instructed to go buy several gift cards and send the PIN numbers to an unknown male named "Steve". Staff at Walmart warned the woman however, she continued with the purchase. For more information on scams and how to protect yourself please visit www.antifraudcentre.ca ^18909

Rental Fraud

A quick thinking St. Thomas woman avoided being defrauded after realizing the rental ad she answered was a scam. The woman was looking for a new apartment and answered an ad on Kijiji for a listing in St. Thomas. After answering the ad, the woman was sent several messages with excuses as to why the property owner could not meet her at the unit but she was able to secure the apartment by e-transferring first month's rent of \$1500 and she would be sent the keys. The woman realized this was a scam and contacted police. For more information on scams and tip on how to protect yourself and your money visit www.antifraudcentre.ca ^19705

Scam

A St. Thomas man is out \$1000 after falling victim to online fraud. The man received an email asking for help from what he thought was a friend's account, not realizing the email address had been spoofed. In the email, the friend requested one thousand dollars in Apple Play gift cards to be sent with access codes off the back. Staff at Staples tried to warn the man however, he bought the cards anyway and sent the codes through. He called the friend after completing the transaction to discover it was all a scam. For more information on scams and how to protect yourself and your money go to www.antifraudcentre.ca ^19830Fraud

An eighteen-year-old St. Thomas man has been scammed out of \$3000 over a dating app. The teen was cat fished after someone posing to be a female from the Philippines engaged with the teen online eventually moving the relationship over to Instagram and WhatsApp. Several personal images were exchanged between the two when suddenly the online interest ended the relationship and threatened to send the intimate images of the male to his contact list. He sent a total of \$3000 before calling police. To learn more about dating scams go to www.canadianantifraudcentre.ca ^20093

Puppy Scam

A St. Thomas woman has been scammed out of \$500 after sending an online deposit to a fraudster claiming to be selling French Bulldogs.

STPS urge online shoppers and puppy lovers to educate themselves and seriously consider adopting animals in person. Do your research on the breeders to ensure they are reputable. Do not pay by sending cash, money transfers, or money orders.

Some tips to help you avoid scammers:

If you are in the market for a pet, consider adopting one from a reputable rescue organization or contacting a registered breeder and whenever possible going to meet the breeder and puppies.

If the person is claiming to be a breeder, ask for the breeder registration information and verify the information.

If someone is selling a purebred dog at a price that's too good to be true, it is likely a scam.

If an ad says the poster is giving a dog away free but then asks you to pay for travel and other additional costs, it is likely a scam.

If the person is selling an animal, ask for the pet's veterinarian clinic and call to confirm that the pet is a patient there.

Ask for the seller's phone number. Call and ask specific questions about what the person is selling. If they don't give a phone number, it could be a sign of a scam.

Ask for multiple photos of the puppy. Compare them to ensure the dog is the same in all photos and that they are not stock photos.

For more information on "The Puppy Scam" and how to protect yourself and your money visit www.antifraudcentre.ca



Mobile Outreach Support Team Receives Some Support of Their Own.

A gift keeps on giving. The St. Thomas Police Service would like to thank The Sweet grass Fund within Elgin-St. Thomas Community Foundation for their generous donation of \$1500 towards supports for the STPS Mobile Outreach Support Team. The team is comprised of one police officer and two clinicians from the Canadian Mental Health Association who offer frontline services and support to the vulnerable. Your support is greatly appreciated.



From the Traffic Unit

The Speed Data Collection Sign was deployed on Fairview Avenue monitoring north and southbound traffic from mid to late October. Data collected indicated that a total of 66,546 vehicles passed the sign (one way southbound). The highest traffic flow was between 4pm to 5pm with 5,994 vehicles passing the sign in one hour (one direction southbound).

The speed average was recorded at 58 km/hr however, the roadway is an ongoing concern for speeding and will remain a focus as part of regular traffic enforcement by the STPS Traffic Unit and Officers on Community Patrol.

From the Traffic Unit - November Traffic Projects

Traffic Project to address excessive speeds along Elm Street – both directions between First Avenue and Fairview Avenue.

Results: Reports: 36 Charges: 29

Traffic Project addressed excessive speeds on Southdale Line in the 60km/hr. zone - eastbound from Fairview Avenue.

Results: Reports: 36 Charges: 9



BWC Enhances Community Trust

Body Worn Camera footage recorded during a public interaction has been used to bring a quick conclusion to a citizen complaint of Officer Conduct. The St. Thomas Police Service was notified of the complaint filed with the Office of the Independent Police Review Board in October.

The interaction had been recorded on BWC and footage was submitted back to the OIPRD for consideration. As a result of the body worn camera footage, the complaint was immediately withdrawn after the complainant had an opportunity to view the video footage. In the past, such investigations have proven to be costly to taxpayers, a drain on resources both locally and by OIPRD staff and stressful to everyone involved.

Our partnership with AXON proves itself repeatedly to be an excellent investment both financially and for the overall wellness of our organization and community.





National Day of Remembrance and Action on Violence Against Women December 6th

The St Thomas Police Service was honoured to be part of the outdoor memorial ceremony to commemorate the lives of 14 young women whose lives ended in an act of gender-based violence on December 6th, 1989 at L'école Polytechnique in Montreal.

Sergeant Jackie Van Wychen paid tribute to one of the victims, Maud Haviernick by reading her name aloud and sharing some details about her life.

Thank you to Second Stage Housing for organizing this very meaningful ceremony.

CCTV – 2021 Results

It's been one year since Closed Circuit Television video surveillance was installed along Talbot Street in the downtown

core of St. Thomas. Since that time, Police have utilized recorded footage to assist with investigations on twenty-three separate occasions. In each case, the footage has expedited investigations allowing for a timely conclusion. In the last twelve month, the CCTV system has

assisted with the following investigations:
JAN- Suspicious male approaching females,
Assault during home invasion

JUL- 2 Arsons, Assault

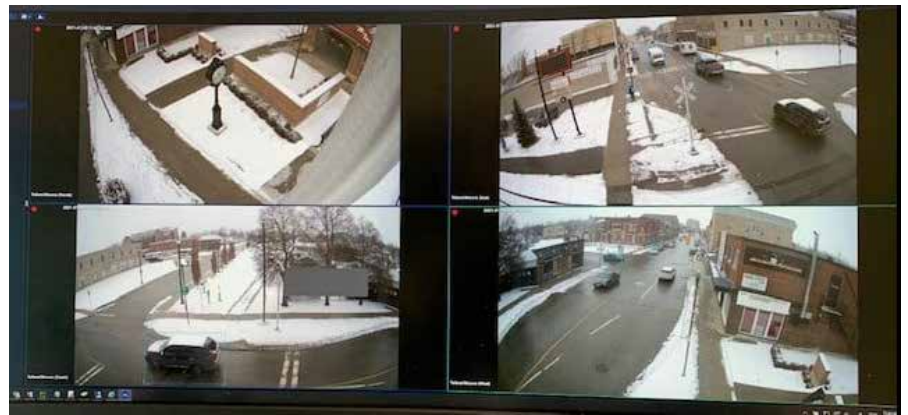
AUG- 2 Arsons, 2 Motor Vehicle Collisions,
2 Mischiefs, 2 Assaults

SEP- Missing person, Robbery, Break & Enter, Arson

OCT- Motor vehicle collision, Mental Health Apprehension

NOV- Road Rage, Theft, Mischief, Cyclist struck by vehicle.

The network of cameras along the downtown is an efficient means for increasing safety in the city's core.



In the Media

St Thomas Police Service
Published by Stps Officer · November 15, 2021 ·

Thank you to @ianscityscope for sitting down with Deputy Chief Marc Roskamp to discuss the STPS School Resource Officer position and the recent pause put on the program.

IANSCITYSCOPE.COM
There is 'huge value' to keeping school resource officers – St. Thomas Police Service Deputy Chief Marc Roskamp
It's been under the microscope for over a year and last month Thames Valley District School Board trustees continued with their collective finger on the pause button while dealing with the fu...

<https://ianscityscope.com/2021/11/13/there-is-huge-value-to-keeping-school-resource-officers-st-thomas-police-service-deputy-chief-marc-roskamp/?fbclid=IwAR32Gk2x8DqMPgW75ZRM1CtXPZDbPOINFugcDi-wSBtatv2fhwy1rHsHBbc>



Incidents of Note

CCTV Identifies Suspect

Twenty nine year old David Smith of St Thomas was arrested early Sunday morning around 2 am on Talbot Street near Moore. He was wanted by police after being identified as the suspect recorded on security video stealing a garden cart from the front of Peavy Mart and towing it away from the store behind his bike. The stolen garden cart was recovered behind a building on Talbot Street, it had been repainted to avoid detection. Review of the downtown CCTV system identified David Smith as the suspect. Smith was taken into custody without incident and transported to the Colin McGregor Building for processing. He was charged with Theft Under \$5000, two counts Mischief to Property Under \$5000 and later released on an Undertaking with court date. ^19194

Arrests Made in Armed Robbery

As a result of an investigation conducted by Detectives with the Criminal Investigations Branch of the St. Thomas Police Service in conjunction with Elgin OPP and with the assistance of the London Police Service Emergency Response Unit, three people have been arrested and charged in connection to the armed robbery at the Circle K Variety Store on Fairview Avenue on November 15th and a second at Village Variety in Sparta on November 21st.

Thirty nine year old James Boyd of St. Thomas was arrested Monday morning around 9 am on Talbot Street during a traffic stop. He was taken into custody without incident and transported to the Colin McGregor Justice Building for processing. He was charged with two counts of Armed Robbery and Prohibited Driving and held for a court appearance.

Later the same day STPS Officers with the assistance of London and Elgin OPP units then conducted a search warrant at a home on Wellington Street.

Twenty two year old Alexander MacMillan was taken into custody and charged with Robbery Using a Firearm x2, Wearing a Disguise with Intent x2, Pointing a Firearm x2, Possession of a Firearm Contrary to Prohibition Order x2, Possession of Property Obtained by Crime Under \$5000 x2 and Breach of Probation x4.

Thirty five year old Jessica MacMillan was taken into custody and charged with Possession of Stolen Property, Breach of Release Order and Drug Possession after Officers discovered she was in possession of twenty-one grams of Crystal Methamphetamine with a street value of \$2,170.

All three were transported to the Colin McGregor Building for processing and held for court.

The St. Thomas Police Service would like to thank members of the Emergency Response Unit from the London Police Service for their assistance executing the high-risk warrant and Elgin OPP for their coordinated efforts.

Cyclist Struck by Vehicle

A thirty five year old St. Thomas man has been charged with failing to stop for a red light under the Highway Traffic Act after striking a cyclist on Talbot Street Thursday evening. The driver was eastbound on Talbot. The cyclist was crossing northbound the the intersection of Talbot at Manitoba when the collision occurred. CCTV footage from the downtown core was reviewed and confirmed the witness recounts to police reporting that the vehicle had run a red light. The cyclist was transported to hospital with minor injuries. ^20305



Beat Patrol Unit Gets Support From Special Constables

As part of our commitment to the City of St. Thomas, the Police Service has temporarily assigned Part-Time Special Constables to assist in foot patrol in the Downtown Core. There will be one Special Constable assigned per week that will work alongside PC Katherine McNeil.

PC McNeil remains a steady presence in the downtown and has built strong community relationships with our stakeholders to address many social issues associated with homelessness, mental health, and addictions. Adding the Special Constables to this approach will only strengthen the opportunity to work with CMHA - both Mobile Outreach Support Team and Street Outreach teams, the City Social Services department, and numerous community groups. PC McNeil's partner, PC Spicer has been temporarily assigned to assist the needs of front-line patrol staffing and will return to the downtown core duties assigned to the Foot Patrol Unit when staffing permits.

Community Wellness and connecting those in need with available services will always be an important part of the Downtown Beat Patrol Unit. We will continue to support our community partners, business owners and citizens in the core to help address the issues many municipalities in the province are facing.



St Thomas Police Service

Published by Stps Officer · November 16, 2021 ·

STPS Battenberg Cruiser wins third prize in Blue Line Magazine's "Best Dressed Police Vehicle" Awards.

Click the link to view all the winners!

<https://www.blueline.ca/congratulations-to-canadas-2022.../>

Subscribe

2021+ FLEET VEHICLE CONSOLE SOLUTIONS

BRIDGE DAMAGER

BRIDGE CHARGER

GAMBER JOHNSON

Third Place: St. Thomas Police Service

Community Relations category

First Place: Aldershot Police Department

Second Place: Saanich Police Department

Blue Line's February/March 2022 issue will feature more on each winner, so stay tuned.

Thank you to everyone who submitted a vehicle this year and thank you to Dave Brown and Ryan Simpson, Blue Line's Best Dressed Police Vehicle.

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BLUE LINE THE PODCAST

LAURIER

RUGGED. RELIABLE. RESPONSIVE.

CHEVROLET TRAX

FORD F-150

GAMBER JOHNSON



Our Giving Spirit

Well That's a WRAP!

Thank you ST THOMAS! We are overwhelmed by your generosity again this year at our "Stuff the Cruiser" event to support CHRISTMAS CARE!

It is our wish that every family enjoys this Christmas with the ones they love free from the financial stress this holiday can cause.

You can still leave a donation for Christmas care inside a box located inside the front doors of Walmart and Superstore

Thank you for the support you give us each day as a Police Service and as members of this caring community. ❤️🚓🎁🎄



Shop With a Cop 2021!

If you were in Walmart around 6 pm last night, you might have thought something big was going down.....AND IT WAS! We had twenty volunteers from the St. Thomas Police Service out for our first ever SHOP WITH A COP event.

Forty tweens were nominated by our Community Partners to take part in this magical shopping spree. Each tween was given a one hundred dollar gift card to spend at Walmart. Officers were partnered with the youth to help them shop and spread some holiday cheer!

This night was made possible thanks to a generous donation from our major sponsor Doug Tarry Homes along with support from Wendy's, Reith and Associated Insurance and Financial Services, St. Thomas Police Services Board, St. Thomas Police Association, Mr. Lonnie McIntyre, Mr. Dave Warden, Councilor Jim Herbert, St. Thomas Police Administration





STPS Office staff raised \$350 for the St Thomas-Elgin Food Bank by hosting Dress Down December! Staff donated \$25 to wear casual clothes for the entire month, the group decided that the food bank would be the charity of choice this year! Thank you Karen McDade (L) for all the amazing work that you do in the community and Business Office Manager Tammi Bechard (R) for organizing! 🌲

The St Thomas Police Services Board made several donations to just a few organizations that help make St Thomas the most caring and compassionate city in South Western Ontario!

Chair Dan Reith presented a cheque to:

The St Thomas-Elgin Food Bank-Karen McDade

Grace Cafe-Ginny Trepanier

Inn Out of the Cold-Margaret Barrie

And

Christmas Care-Pat Connor & Worth Chisholm

Thank you so much to the individuals who work tirelessly to keep these supports running. You are the city's unsung heroes ❤️



November was Women Abuse Prevention Month in Ontario. The STPS Board honoured the month with a donation to Violence Against Women Services Elgin County



2021 CHARGE ANALYSIS

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
CHARGES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
CRIMINAL CODE	113.00	78.00	175.00	176.00	239.00	205.00	134.00	164.00	140.00	149.00	160.00	120.00	1,853.00
CDSA	7.00	5.00	8.00	30.00	30.00	9.00	8.00	11.00	4.00	19.00	7.00	6.00	144.00
CA	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	1.00	4.00
YCJA	0.00	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
HTA	170.00	195.00	444.00	285.00	428.00	317.00	339.00	273.00	341.00	301.00	319.00	179.00	3,591.00
LLA / LLCA	4.00	2.00	8.00	13.00	3.00	9.00	5.00	10.00	6.00	4.00	1.00	2.00	67.00
CAIA	20.00	20.00	31.00	27.00	26.00	22.00	35.00	24.00	21.00	22.00	33.00	15.00	296.00
TPA	0.00	12.00	24.00	66.00	35.00	21.00	17.00	16.00	8.00	18.00	34.00	39.00	290.00
EPA	0.00	0.00	4.00	3.00	1.00	0.00	3.00	1.00	2.00	1.00	1.00	0.00	16.00
SSA	0.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	3.00	2.00	0.00	8.00
DOLA	1.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
FCSA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FLA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POA	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
SOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ORVA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SFOA	0.00	0.00	2.00	2.00	1.00	0.00	2.00	0.00	0.00	1.00	0.00	4.00	12.00
TTA	0.00	0.00	2.00	1.00	2.00	2.00	0.00	1.00	0.00	0.00	1.00	0.00	9.00
OSPCA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RSA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CCA	0.00	0.00	0.00	4.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	6.00
CRSOR/2020 (leave quarantine facility)	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
ROA *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL POA	195.00	230.00	518.00	404.00	497.00	371.00	401.00	325.00	378.00	350.00	391.00	240.00	4,300.00
MVC - Fatal	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
MVC - Injuries	2.00	3.00	2.00	5.00	4.00	1.00	2.00	1.00	2.00	6.00	2.00	4.00	34.00
MVC - No Injuries (<i>not NOR</i>)	13.00	15.00	13.00	16.00	13.00	28.00	16.00	15.00	16.00	15.00	15.00	21.00	196.00
By-Law (including parking - NOT 3-5)	11.00	11.00	6.00	3.00	10.00	2.00	13.00	5.00	11.00	4.00	5.00	4.00	85.00
3-5 Parking ONLY	21.00	33.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	66.00
Incidents	1,566.00	1,110.00	1,869.00	2,009.00	1,976.00	1,923.00	1,887.00	2,056.00	2,021.00	1,978.00	1,748.00	1,781.00	21,924.00
Arrests	124.00	84.00	125.00	98.00	159.00	183.00	180.00	178.00	174.00	153.00	152.00	148.00	1,758.00

Christopher C. Herridge
Chief of Police



Marc T. Roskamp
Deputy Chief of Police

ST. THOMAS POLICE SERVICE
45 CASO Crossing, St. Thomas, Ontario, Canada N5R 0G7
Phone: 519-631-1224 • Fax 519-633-9028 • Website: www.stps.on.ca

STRENGTH THROUGH PROGRESS

January 26, 2022

To: Chair Dan Reith - St. Thomas Police Services Board
Chief Chris Herridge - St. Thomas Police Service

From: Deputy Chief Marc Roskamp

RE: **Financial Performance – OVERTIME/COURT Budget – FINAL 2021**

The following report details our Overtime/Court Budget performance for 2021.

\$130,000.00	2021 OT/Court Budget line (\$100K OT; \$30K COURT OT)
<u>\$220,554.62</u>	YTD OT/COURT COSTS
\$ 90,554.66	ACTUAL YTD OVER BUDGET
\$ 74,075.22	*COVID RELIEF FUNDING from City to reimburse for staffing <u>paid duties</u> – Property Crime Initiative/Foot Patrols in downtown core (April 1 – Dec 1). This Initiative was commenced with funding as per City Manager as a result of increased criminal activity/social disorder issues due in large part to Covid pressures in the community.
\$ 17,476.19	*POTENTIAL COVID RELIEF FUNDING from City to reimburse for call backs due to staffing shortages from Omicron isolations (Dec 2021).
<u>\$129,003.21</u>	FINAL YTD for OT/COURT Budget (ONCE ALL COVID RELIEF FUNDING RECEIVED)
\$ 996.79	2021 Final OT/COURT Budget line (remaining – under budget)

In Memory of Constable Colin McGregor

***Call volume in 2021**

- Total incidents = 21,924
2020 = 22,173

- 1 % DECREASE

- -249 incidents

***2021 OPERATIONAL OT/COURT BUDGET (\$130,000)**

- **2021 = \$129,003.21 (ACTUAL)**
- **2020 = \$135,780.43 (ACTUAL)**
- **5% DECREASE in OT/Court expenditures in 2021**

**SNAPSHOT DATA - Primary Overtime Implications – 2021****Late Investigations** = \$39,535.17 (2020 = \$50,131.36)**- 21% DECREASE****Callbacks** = \$90,638.17 (2020 = \$78,923.65)**+ 15% INCREASE**

- Increase due in large part to Covid isolation implications.

Internal Paid Duties = \$82,092.10 Total Expense\$74,075.22 minus Property Crime Initiative/Foot Patrol (Covid Relief Funded)

\$ 8,016.88 TOTAL PAID DUTIES

Court Attendance OT = \$7,511.71 (2020 = \$6,725.42)**+ 12% INCREASE**

Marc Roskamp
Deputy Chief of Police

In Memory of Constable Colin McGregor

Christopher C. Herridge
Chief of Police



Marc T. Roskamp
Deputy Chief of Police

ST. THOMAS POLICE SERVICE

45 CASO Crossing, St. Thomas, Ontario, Canada N5R 0G7
Phone: 519-631-1224 • Fax 519-633-9028 • Website: www.stps.on.ca

January 26, 2022

To: Chair Dan Reith - St. Thomas Police Services Board
Chief Chris Herridge - St. Thomas Police Service

From: Deputy Chief Marc Roskamp

RE: Strategic Plan – 2021 Year-End Status Report

Please find the attached comprehensive analysis of our development and performance for year three (3) of our 2019-2022 Strategic Plan.

Our approaches have focused on aligning the Board's high-level direction to our day-to-day activities and services delivered to the community. Reaching a destination efficiently and effectively requires forethought, commitment and planning, along with broad collaboration and teamwork – both internally and externally. The overall purpose of the organizational Strategic Plan is to support the organization's business through continuous quality improvement. Our plan serves as the guiding roadmap for all internal and external strategic objectives including responsibility assignments, performance measurements and evaluation.

The plan addresses both quantitative and qualitative performance objectives and indicators, priorities and core functions of the police service including how it will provide adequate and effective police services to the community.

I am pleased to report that the Strategic Plan is serving our community well. It has enhanced the capacity of STPS members to deliver high quality and innovative services. In the process of executing this long-range plan, some objectives have been met and others are witness to ongoing progress throughout the life of the plan.

A handwritten signature in black ink, appearing to read 'M. Roskamp', is located below the text of the letter.

Marc Roskamp
Deputy Chief of Police

2019-2022 STRATEGIC PLAN - Objectives / Performance Measures Completion Chart

1 - COMMUNITY SATISFACTION		
2 - COMMUNITY-BASED CRIME PREVENTION AND COMMUNITY PATROL		
OBJECTIVES	STATUS	
2B - Increase the number of registrants utilizing the Vulnerable Persons Registry.	COMPLETED 2020	
2K - Implement a new service delivery model for Corporate Communications, replacing the Media Relations Officer.	COMPLETED Jan 2019	
2L - Implement a new service delivery model for the School Support Officer, replacing the Community Resource Officer.	COMPLETED Jan 2019	
2M - Explore ways to re-introduce and revitalize the Neighbourhood Watch Program in St. Thomas.	COMPLETED 2020	
3 - EMERGENCY CALLS FOR SERVICE		
OBJECTIVES	STATUS	
3A - Enhance differential response methods to increase availability of officers.	COMPLETED December 2021	Similar to Objective 2C. A number of organizational restructuring moves have taken place. We have civilianized the following roles: Court Services Supervisor, Digital Forensic Analyst, Crime Stoppers Liaison, Forensic Identification Officer. These changes have transitioned sworn personnel back to priority public safety duties. This is extremely important in today's policing environment to ensure police officers are tasked with public safety responsibilities. This Objective is now complete.

3B - Explore viability of analytics and predictive policing methods to relieve demands on frontline officers and deploy resources according to the actual needs.	COMPLETED March 2020	
3C - Use technology such as Mobile Data Terminals, Computer Aided Dispatch and Global Positioning Systems to more effectively deploy officers.	COMPLETED February 2021	All systems are in place. NEW GPS system was implemented in February 2021 (Cypress Solutions). The Cypress GPS has offered an improved system for officer and community safety. The system is used by Dispatchers and Supervisors to deploy resources more effectively. This Objective is now complete.
3G - Conduct Active Shooter Training.	COMPLETED December 2021	This scenario-based Training Objective was completed in the Fall 2021 In-Service Training. This Objective is now complete.
4 - ROAD SAFETY		
OBJECTIVES	STATUS	
4A - Commit to road safety education and enforcement utilizing a fulltime STPS Traffic Management Unit.	COMPLETED Jan 2019	
5 - CRIMINAL INVESTIGATIONS		
OBJECTIVES	STATUS	
5B - Continue to enhance our Child Pornography and Internet/Web investigative capacity.	COMPLETED 2021	2021 - Organizational pressures have prompted an operational strategy change for the ICE role at STPS - paused indefinitely. This Objective is now complete.
5M - Explore new and innovative approaches to the traditional use and setup of Crime Stoppers that best fits the circumstances of our organization and community.	COMPLETED Spring 2021	The Crime Stoppers program was shifted to a function of the Corporate Communications Coordinator in 2021. This Objective has been completed.

5N - Assist with the development of an Alcohol and Drug Strategy for St. Thomas.	COMPLETED June 2021	STPS involvement on this committee was active until 2021. In June - this committee paused and moved to the final stages - which was to include an outside consultant to implement/complete the final recommendations/strategy plans. This Objective is now complete.
6 - ASSISTANCE TO VICTIMS OF CRIME		
7 - VIOLENT CRIME		
8 - PROPERTY CRIME		
OBJECTIVES	STATUS	
8A - Establish a Citizens On Patrol (C.O.P.) strategy to involve our community in the shared responsibilities of community-based crime prevention.	COMPLETED 2019	
8G - Develop a new Bicycle Registry system to assist in the recovery of stolen bicycles and return to rightful owners.	COMPLETED 2019	
9 - YOUTH CRIME		
10 - INFORMATION TECHNOLOGY		
OBJECTIVES	STATUS	
10B - Research, develop and implement an Officer Performance Tracking Tool to assist in maintaining individual and organizational performance standards and expectations.	COMPLETED 2019	
10C - Continue to explore the viability of expanding the options for on-line registries to incorporate such things as: Bicycle Registry, Vulnerable Persons, and Surveillance Camera Registry.	COMPLETED 2019	
10E - Explore the viability of broadening Communications Centre Operations as a Primary Public Safety Answering Point (PPSAP).	COMPLETED 2020	
10J - Provide the most efficient and user friendly website for the public to navigate, seek out information, and learn more about the STPS and the services that we deliver.	COMPLETED 2019	
10L - Explore the viability of implementing the use of electronic scheduling software to support Human Resource Management and Duty Rostering.	COMPLETED 2021	Aladtec scheduling/HR software implemented in 2021. *The completion of this Objective represents a major modernization advancement for our police service.

11 - RESOURCE PLANNING		
11J - Research viability of implementing Scheduling Software to assist with human resource coordination, deployment and to provide for general overall organizational efficiencies.	COMPLETED in 2021	This Objective was completed in 2021.
11L - Develop recruitment video and media campaign materials to attract new candidates to apply to our service.	COMPLETED in 2019	
12 - POLICE FACILITIES		

REGULATIONS OF THE ST. THOMAS POLICE SERVICE



PASSED AND ENACTED AT THE CITY OF ST. THOMAS
THIS 26TH DAY OF JANUARY, 2022
REVISED JANUARY 26, 2022

Chair, Police Services Board

ST. THOMAS POLICE SERVICES BOARD

BY-LAW #3

Being a by-law to regulate the duties, dress, discipline and deportment of the members of the St. Thomas Police Service.

By-law number 1-2001, passed by the St. Thomas Police Services Board on November 19, 2018 is hereby repealed.

WHEREAS the Police Services Board of St. Thomas are responsible for the policing and maintenance of law and order in the City of St. Thomas, and the members of the Police are subject to the government of the Board, and shall obey its lawful directions, pursuant to the *Police Services Act*, 1990.

WHEREAS the Police Services Board may by By-law make regulations not inconsistent with the regulations under the *Police Services Act* for the government of the Police for preventing neglect or abuse, and for rendering it efficient in the discharge of its duties.

NOW, therefore the Police Services Board of the City of St. Thomas enacts as follows:

Chapter One

Definitions

1.1 In this by-law, the following definitions shall apply unless the context otherwise requires:

- | | | |
|----|-------------------------------------|--|
| a) | BOARD | means Police Services Board for the City of St. Thomas. |
| b) | BRANCH | is a functional unit of one or more employees, organized to perform a specific task and the most subordinate as set out in the organizational chart. |
| c) | SERVICE | means the Police Service of the Corporation of the City of St. Thomas. |
| d) | MEMBER | means every employee of the Service. |
| e) | PATROL AREA | Is a confined area of patrol for one patrol unit. |
| f) | REGULATIONS | means the regulations contained in this by-law. |
| g) | SENIOR OFFICER | is a member who has attained the rank of Inspector or higher and includes members acting in their capacity. |
| h) | ADMINISTRATIVE
PROCEDURE | means a mandatory course of action for all members of the Service. |
| i) | OPERATIONAL
PROCEDURE | means a course of action prescribed for all members of the Service which may be varied when circumstances permit. |

Chapter Two

General

- 2.1 Failure by a member of the Service, without lawful excuse, to comply with any of the provisions of this by-law shall be deemed to be disobeying, omitting, or neglecting to carry out a lawful order, and such member may, if he or she is a police officer, be charged accordingly, under the Code of Offences in Regulations made pursuant to the Police Services Act, 1990 as amended. If the member is a civilian employee, he or she will be subject to discipline, which may include suspension and/or dismissal.

Revision effective **JANUARY 26, 2022** at the City of St. Thomas.

Chair, Police Services Board

Chapter Three

Rank and Duty

3.1 CHIEF OF POLICE

The Chief of Police shall, as the Chief Executive Officer, be responsible for the general administration, direction and discipline of the Service, subject to the authority of the Board. He is responsible for enforcing the Regulations of the Service for the good government and discipline of the Service. He may also issue, from time to time, such routine orders and policy and procedures, as he deems necessary, in conformity with the Regulations of the Service, to deal with particular matters or duties as they arise. The Chief shall ensure that all Statutes that apply, both Federal and Provincial, in addition to Municipal by-law that apply, are enforced within his jurisdiction.

The Chief shall provide such reports, estimates and statistics as to apprise the Board of the administrative and operational performance of the Service and its members.

3.2 DEPUTY CHIEF OF POLICE

The Deputy Chief of Police shall assist the Chief of Police in the performance of his duties. He shall command all operations and activities within the area of his responsibility, including the good order, efficiency and discipline of the members under his command.

3.3 SUPERINTENDENTS - STAFF INSPECTORS - INSPECTORS

Superintendents. Staff Inspectors and Inspectors shall supervise personnel and activities and shall be responsible to their Command Officers as described in the organizational chart, for activities, efficiency and discipline with the Service.

3.4 STAFF SERGEANTS

Staff Sergeants shall carry out supervisory duties within the Service as designated. They will be responsible to their Command Officers as described in the organizational chart, for the activities, efficiency and discipline within the Service.

3.5 SERGEANTS

Sergeants assigned to supervisory duties shall be responsible for the efficient performance of police duty personnel under their supervision and shall advise, instruct, and assist them in their duties in a constructive, helpful manner and be responsible for their appearance, good conduct and discipline. They shall report for duty in advance of the designated parade time in order to prepare their platoons for their tour of duty.

Sergeants assigned to investigative, identification and special functions or tasks, shall be responsible for the efficient performance of duties within their branch as set out in the Service regulations and operational procedures and shall be responsible for the appearance, good conduct and discipline of themselves and members under their supervision.

3.6 CONSTABLES

Constables shall report for duty shortly before the designated parade time, properly dressed in accordance with the dress regulations, clean and fit for duty. Constables shall carry out duties assigned to them consistent with the Police Services Act and its regulations, regulations of the Service, general orders, supervisory directives and procedures of the Service.

Members shall not use a private vehicle at any time unless authorized by their Supervisor or other Senior Officer. Members shall familiarize themselves with their patrol area and when on night duty or other times when business premises are closed, shall make checks of those premises for illegal entries or other circumstances

that would require investigation.

3.7 ACTING RANK

Any member assigned to perform the duties of another rank shall be governed by the orders and regulations of that rank.

3.8 CONTROL OF PERSONNEL

For communications purposes, all radio equipped Officers and radio transmissions shall come under the direct control of the, Communications Radio Operator (CRO). Radio communications shall be restricted to operations and administration police business. Improper use of the police radio communication network is an offence.

Chapter Four

Terms and Conditions of Service

- 4.1 All members of the Service, while in the employ of the Service, shall abide by and be subject to such regulations of the Service as may be laid down from time to time by the Board for the government and control of the Service.
- 4.2 Every member of the Service shall carry out all lawful orders and shall, at all times, punctually and promptly perform all appointed duties and attend to all matters within the scope of their office.
- 4.3 The Chief of Police or the Deputy Chief of Police may, if expedient in the public interest establish tours of duty consistent with the needs of the Service. Supervisors will ensure the majority of general patrol officers commence their shift at 0700hrs and 1900hrs to ensure adequate staffing during shift changeover.
- 4.4 Members of the Service shall attend and remain on duty as directed.
- 4.5 Unless otherwise provided in these regulations, a member of the Service shall be detailed or assigned to such duties as directed by the Chief of Police.
- 4.6 Members of the Service shall submit written reports in the prescribed manner as directed by the Chief of Police.
- 4.7 Members shall attend court when subpoenaed or notified by a member of the Court Branch or the member's Supervisor. Members will provide testimony in court proceedings as required by law. An officer's testimony may be presented in person or by other electronic audio/video means at the discretion of the residing judge or justice.

- 4.8 Members shall observe strict order and decorum in and about the Courts.
- 4.9 Officers, both on and off duty, are required to wear their uniforms when attending Court. Officers that normally wear civilian clothes are not required to wear uniforms. The presence of extra uniformed officers in Court and around the halls should produce a more secure feeling for the Court staff and general public. As you are no doubt aware, the Service has been given the responsibility of Courtroom Security. This measure should assist us greatly in complying with our additional responsibility.
- 4.10 All Shift briefings commencing at 0600/0700 hours and 1800/1900 hours will take place in the main floor Briefing Room. Officer(s) arriving later for duty (i.e. ATO at beginning of shift) can be briefed in the Staff Sergeant's office or the Briefing Room.

Chapter Five

Uniforms and Equipment

- 5.1 Articles of uniform and equipment shall be issued to members of the Service from time to time as authorized by the Board.
- 5.2 Articles of uniform and equipment shall be issued to members only for official use while in the Service and shall be surrendered by the member upon termination of employment or as a condition of a suspension. Any articles lost or damaged through carelessness shall be made good at the expense of the member to whom it was issued.
- 5.3 Members of the Service shall not exchange any uniform or equipment without the permission of the Chief of Police.
- 5.4 Members of the Service shall not wear distinguishable police uniform on the street in conjunction with civilian clothes.
- 5.5 Members of the Service are responsible for the good care, proper maintenance and serviceable condition of property issued for or assigned to their use and shall promptly report to their supervisor the loss of, damage to, or unserviceable condition of any property issued for or assigned to their use. No member shall alter police equipment by changing it in any way except in cases of emergency or with the consent of the Chief of Police or Deputy Chief of Police.
- 5.6 When a member of the Service resigns or is dismissed from the Service, a portion of the salary due to him/her shall be withheld until specific articles of uniform or equipment are returned in good order and condition.

- 5.7 Supervisors shall ensure that members of the Service under their supervision are properly dressed in accordance with the dress regulations.
- 5.8 Medals, ribbons or decorations received for service in the Armed Forces, Merchant Navy or for Police Duty may be worn in accordance with dress regulations.
- 5.9 Every member while on duty shall carry a warrant card bearing his or her name, a photograph and an authorized badge. The card and/or badge shall be produced whenever required to establish the identity of the member and shall not be used to obtain favour or private advantage.
- 5.10 Plain clothes members, while on street duty, shall carry all issued Use of Force Options.
- 5.11 Members shall use notebooks issued by the Service and no other for note taking. Notebooks shall be stored in accordance with Adequacy Standard LE-022.
- 5.12 All entries into any books or other documents connected with the duties of the Service shall be electronically entered or made in ink.
- 5.13 Erasures in authorized books or documents are prohibited. If corrections are necessary, the person making such corrections shall draw a single ink line through the incorrect matter ensuring that it is legible and the correction shall be made and initialed in ink.
- 5.14 Equipment issued on temporary basis, i.e. portable radio or emergency supplies, shall be returned to their place of issue no later than the conclusion of the member's tour of duty unless otherwise directed by a Supervisor.
- 5.15 Assault style gloves with reinforced/harden knuckle plating are prohibited. All non-issued gloves being worn by members shall be approved by the Chief of Police or his/her designate.

Chapter Six

Officer and Civilian Dress

Our goal is to allow employees to work comfortable in the workplace; however, we still need to project a professional image for new employees and community members. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed during Friday's declared as 'dress down days'.

6.1 SENIOR OFFICER'S DRESS

6.1.1 To be worn for ceremonial parades, guards of honour, church services, funerals, investitures, social occasions, civil functions, Ontario Police College graduations:

- Tunic, Senior Officer Pattern Collar badges, gold
- Rank insignia Lanyard, Gold
- Trousers, Senior Officer Pattern Belt, Waist, Gilt
- Shirt, white Tie, black
- Socks, navy blue or black Shoes, black Oxford Forage Cap
- Gloves, white nylon Nameplate
- Topcoat, blue gabardine or Melton clothcoat during inclement weather; 1/4 Wellington
- Medals

6.1.2 To be worn for normal tours of duty:

- Collar badges, gold
- Rank insignia
- Trousers, Senior Officer Pattern; Belt, Waist, Cloth
- Shirt, midnight blue; Tie, black

- Socks, navy blue or black; Shoes, black Oxford
- Forage Hat or Ball Cap
- Name Plate
- Coat during inclement weather

6.1.3 To be worn for normal tours of duty during warm weather:

- Shirt, midnight blue
- Tie, black (optional)
- Rank insignia
- Name Plate
- Trousers, officer's pattern
- Belt, waist, black leather
- Socks, navy blue or black
- Shoes, black Oxford
- Forage Hat or Ball Cap

6.1.4 To be worn for evening attire:

- Mess jacket
- Trousers, navy blue overall
- Tie, black bow
- Boots, black
- ¼ Wellington
- Forage Hat
- Medals, miniature

6.2 STAFF SERGEANT'S, SERGEANT'S AND CONSTABLE'S DRESS

6.2.1 To be worn for ceremonial parades, guards of honour, church services, funerals, investitures, social occasions, civil functions, Ontario Police College graduations:

- Tunic, issue pattern

- Collar badges, chrome
- Trousers, issue pattern
- Forage Cap, issue pattern
- Shirt, white
- Tie, black
- Socks, navy blue or black
- Shoes, black
- Belt, Waist, Cloth
- Gloves, white
- Lanyard, white cotton
- Medals
- Name plate

6.2.2 To be worn for normal tours of duty:

- Jacket nylon uniform
- Trousers, issue pattern
- Ball cap, Forage Hat – Funeral Escorts
- Shirt, midnight blue
- Sweater blue /black V neck pullover type (with flashes)
- Soft body armour as issued
- Tie, or dickie black (*optional*)
- Socks, navy blue or black
- Shoes, black Oxford or boots
- Whistle
- Name plate
- Medal ribbons
- Pistol, issue
- Magazines, in leather pouch

- ASP Baton, Handcuffs
- Notebook and pen
- Inclement weather - raincoat
- Gloves, black leather or insulated mitts
- Toque in place of Ball cap
- Boots, black

6.2.3 To be worn for normal tours of duty during warm weather:

- Shirt, midnight blue
- External soft body armour as issued
- Tie, black (optional)
- Trousers, issue pattern
- Ball Cap, Forage Hat – Funeral Escorts
- Socks, navy blue or black
- Shoes, black Oxford or boot
- Whistle
- Name plate
- Pistol issue
- Magazine, in leather pouch ASP Baton
- Handcuffs
- Notebook and pen
- Inclement weather: Raincoat

6.3 BUSINESS OFFICE, IT, PROPERTY MANAGEMENT, FIS, DFE AND POLICE COMMUNICATORS DRESS

6.3.1 BUSINESS OFFICE

Business Office Guidelines:	Appropriate	Inappropriate
Slacks, Pants and Pant Suits	<ul style="list-style-type: none"> • Docker style pants • Wool pants • Dress pants • Capris 	<ul style="list-style-type: none"> • Sweatpants • Exercise/yoga pants • Short shorts • Leggings/Tights • Low cut/revealing waist lines • Jeans (torn or tattered)
Skirts, Dresses and Skirted Suits	<ul style="list-style-type: none"> • Casual dresses and skirts • Split at or below the knee 	<ul style="list-style-type: none"> • Short skirts • Skorts • Sun dresses
Shirts, Tops, Blouses and Jackets	<ul style="list-style-type: none"> • Dress shirts • Sweaters • Tops • Golf shirts • Turtlenecks • Suit jackets/Blazers • Sport jackets 	<ul style="list-style-type: none"> • Spaghetti straps • Midriff tops • Halter tops • Off the shoulder tops • Low cut/revealing tops • Hooded sweatshirts/sweaters
Shoes and Footwear	<ul style="list-style-type: none"> • Walking shoes • Loafers • Clogs • Boots • Flats • Dress heels • Dress sandals 	<ul style="list-style-type: none"> • Rubber or plastic flip flops • Slippers • Crocs
Hats and Head Coverings	<ul style="list-style-type: none"> • Head covers that are required for religious purposes or to honor cultural tradition 	<ul style="list-style-type: none"> • Hats of any other kind

6.3.2 IT, Property Management, FIS, DFE

- Black issued cargo pants
- Black issued golf shirt
- Black issued zip up sweater

- Black issued shoe/boot

6.3.3 POLICE COMMUNICATORS (CRO)

- Black issued golf shirt (short / long sleeve options)
- Black issued button down shirt (short / long sleeve options)
- Black issued sweater (full zip / half zip options)
- Appropriate pants and footwear as referenced in business office attire chart

6.4 STAFF SERGEANT'S, SERGEANT'S AND CONSTABLE'S DRESS

6.4.1 Members are responsible for the neatness, cleanliness and deportment of their person and shall always, when on duty, appear in the prescribed dress.

6.4.2 Members shall be properly shaved and well groomed.

6.4.3 Sideburns on male members shall be well trimmed. Such sideburns shall be no wider than one inch and shall not extend downward lower than the auditory opening of the ear. Beards and goatees may be worn providing that approval be obtained from the Chief of Police and subject to the following:

- Beards and goatees shall be evenly trimmed, neat in appearance and worn with a moustache.
- Beards and goatees shall be fully developed when worn in uniform and shall be no longer than
- 2.5 centimeters in length and shall not extend below the Adam's apple. The remainder of the neck shall be clean shaven.
- Variations such as van dykes and muttonchops are unacceptable.
- If, in the opinion of the Chief of Police, a member's beard or goatee is not neat and clean in appearance, the Chief of Police may order the member to be clean shaven and the member shall comply

- 6.4.4 Moustaches shall be neatly trimmed and shall not extend beyond one quarter inch over the corners of the mouth.
- 6.4.5 All members' hair shall be neat, tidy and trimmed around the ears. The hair at the back of the head of male members shall be neat and well-trimmed so that it does not extend lower than one half inch above the collar. All female members, while in uniform, shall maintain their hair in a neat, well- groomed fashion and it shall not extend lower than one half below the shirt collar. Ringlets, ponytails, afros and any other fad styled hair shall not be worn while any member is in uniform.
- 6.4.6 Members, while in uniform, shall not wear jewelry other than a wristwatch, wedding and/or engagement rings, or medic alert bracelet nor shall they wear excessive facial make-up. Notwithstanding the foregoing, members with pierced ears may wear one pair of gold or silver coloured ball type stud (post) earrings provided that the diameter of the ball does not exceed 6 millimeters and that only one stud earring is worn in each earlobe. Members may wear a necklace provided it is not clearly visible or noticeable.

Articles of jewelry referred to in this section which are damaged or destroyed shall not be repaired or replaced at the expense of the police service except when authorized by the Chief of Police.

- 6.5 Only articles of uniform and equipment, issued by the Service, shall be worn as prescribed by the order of dress unless otherwise authorized by the Chief of Police or the Deputy Chief of Police.
- 6.6 Deviation from this dress regulation shall be made only with the consent of the Chief of Police or Deputy Chief of Police.

6.7 Short sleeve order shall be worn at the discretion of the officer.

6.8 Long sleeve order shall be worn at the discretion of the officer.

Chapter Seven

Miscellaneous Regulations

7.1 SALUTING

7.1.1 Members, when in uniform shall salute members of the Royal Family, the Governor General, Lieutenant Governors, the Prime Minister of Canada, the Premier of a province of Canada, or a Head of State. Members of the Service shall also salute during the playing of the National Anthem, the raising or lowering of a National Flag, and/or the passing of a funeral procession.

7.1.2 Members of the Service shall not salute when inside a building except on ceremonial occasions.

7.2 DETACHED DUTIES

Members of the Service assigned to detached duties, either permanently or temporarily, shall continue under these regulations. Orders issued under the authority of the regulations are applicable. Without limiting the generality of this section, detached duty shall include attendance at a Police College, liaison with other Police Services or Agencies, and any special assignments which remove a member from normal physical contact with the service

7.3 TESTIMONIALS AND ADVERTISEMENTS

Members shall not authorize the use of any photograph of themselves in uniform in connection with any testimonial or advertisement, nor shall any member, in their official capacity endorse or subscribe any such testimonial or advertisement, nor shall any member authorize any mention to be made of their official title, rank or membership in the Service in connection with any testimonial or

advertisement.

7.4 RELEASE OF NEWS INFORMATION

All members shall treat as confidential the official business of the Service. Members shall not talk for publication, nor be interviewed, nor make public speeches on public business, nor shall they impart information relating to the official business of the Service to anyone, except:

- a) Under the due process of the law, or,
- b) As directed by, or with the permission of the Chief of Police or Deputy Police Chief.

Members designated by the Chief of Police are authorized to give representatives of the news media items of news relating to accidents, arrests or other occurrences, but in cases when by publication of information, the ends of justice are likely to be prejudiced, information shall be withheld and nothing in this paragraph shall authorize the giving of information which:

- a) May be of assistance to criminals or suspected persons, or
- b) May cause unnecessary pain or distress to individuals, or,
- c) Is of a confidential nature.

The identity of any person giving confidential information to the police must never be disclosed to the public.

7.5 PERSONAL LIABILITIES

All members shall promptly pay their just debts and shall not incur liabilities, which they are unable or unwilling to discharge.

7.6 GAMES OF CHANCE AND GAMBLING

Members shall not engage in any game of chance or gamble in the building of the Service.

7.7 REPRESENTATIONS TO THE BOARD

Members shall not make complaints or other representations to the Board or members of the Board except through the Chief of Police.

Nothing in this section shall be applicable to the recognized association of the Service when approaching the Board with a view to discuss matters as provided under the provisions of the Police Services Act 1990 or the terms of a Collective Agreement.

7.8 RESIDENCE

Members shall have a telephone number listed within the member's personnel file.

7.9 CHANGE OF ADDRESS OR TELEPHONE NUMBER

Any member, who has any change of address and/or telephone number, shall notify the Chief of Police or Deputy Chief of Police in writing within forty-eight (48) hours following such change.

7.10 TELEPHONE ANSWERING

Any member of the Service, when answering a police telephone, shall promptly respond by giving the caller the rank or position of the member and the surname of the member.

7.11 MARITAL STATUS

Any member, who has any change in marital status, shall notify the Chief of Police or Deputy Chief of Police in writing within fifteen (15) days following such change.

7.10 ASSOCIATION WITH UNDESIRABLE PERSONS

Members shall not create doubt as to their ability to fulfil the conditions of their Oath of Office by living or associating with persons, through which association, discredit upon the reputation of the member or the Service is likely to result.

7.11 SICKNESS OR INJURY

- a) When it becomes apparent to any member that sickness or injury will prevent the member from reporting for duty, the member shall report such sickness or injury to the Duty N.C.O. or other supervisor:
 - i. On the night shift, at least three (3) hours prior to the commencement of the member's tour of duty, or
 - ii. On the day shift, at least one (2) hours prior to the commencement of the member's tour of duty.
- b) Any member absent through sickness or injury shall report to the Duty N.C.O., giving reasonable notice of the member's intention to return to duty.

7.12 TIME OFF DUE TO S.T.D., L.T.D., WORKER'S COMPENSATION, MATERNITY, PATERNITY, OTHER APPROVED LEAVE, SUSPENSION AND APPROVED UNPAID LEAVE

Should any member be off duty for any of the above mentioned reasons, they shall be considered to be on duty, Monday to Friday, 0800 hours to 1600 hours, for administrative purposes, until such time as they are fit to return to regular duty. Should they be required to attend court, the Court Officer shall issue a subpoena.

7.13 REPORTING ABSENCE FROM WORK

When any member is reporting any absence from work (including calling in sick prior to shift, booking off sick while at work, in all cases of injury whether injured on duty or at home, or if hospitalized). Any absence will be reported to the officer in charge who will update the electronic staffing calendar and notify the Administrator. The officer in charge will advise a senior officer of all absentee members for briefing purposes.

7.14 UNCONDITIONAL RELEASES

When a person is taken into police custody and after a thorough investigation has been made and there is not sufficient evidence to substantiate laying a charge, such person shall be released immediately and restored as closely as possible to the same conditions that existed prior to the person's detention.

7.15 LIQUOR

A member, while on duty, shall not consume or possess intoxicating liquor, except as required on official business of the Service.

7.16 CANNABIS

A member shall not:

- a) While on duty consume cannabis and/or cannabis products.
- b) Consume cannabis and/or cannabis products within 8 hours prior to commencement of duty.
- c) possess cannabis and/or cannabis products,

Except as required on official business of the Service or as prescribed by a medical practitioner.

7.17 FIT FOR DUTY AND DUTY TO REPORT

Pursuant to sections 7.17 and 7.18 it is expected that at all times members are to report Fit for Duty. Fit for Duty means that a member is mentally, emotionally, and physically able to safely and competently perform assigned duties, without any limitations attributable, but not limited to, illness, injury, fatigue, mental stress or the use and/or after effects of alcohol or drugs. Members have a responsibility to disclose to their supervisor when they are not fit for duty, resulting from medication, substance use, physical injury/illness and/or psychological injury/illness.

7.18 CITIZEN'S COMPLAINT

Any member shall forthwith notify their Supervisor when receiving a complaint from a citizen against any member of the Service. The Supervisor shall forthwith interview the complainant and shall document the complaint. The documentation of the complaint shall be forwarded to the Deputy Chief of Police or his designate. **SEE PROCEDURES.**

The aforementioned does not preclude the Supervisor from taking immediate and necessary action if illegal or undesirable conditions deem it necessary.

7.19 SMOKING AND CHEWING

A member, when in uniform, shall not smoke, chew tobacco, gum or other substance in view of the public.

The St. Thomas Police Service facilities are a non-smoking facility. Members of the Service and members of the Public are not allowed to smoke within the facility or in accordance with the Ontario Smoke-Free Ontario Act.

7.20 LITIGATION

When a writ is served upon a member in a legal proceeding arising out of action taken in the discharge of policy duty, notification or such, together with a statement of the facts giving rise to the proceedings, shall immediately be forwarded to the Chief of Police.

The Chief of Police shall notify the Board Solicitor for such preliminary action, as the Solicitor may deem desirable pending formal instructions from the Board.

7.21 ACCEPTANCE OF GIFTS

No gratuity, present, reward or any free personal service, including gifts offered at Christmas or any other time of the year by a person or company, shall be taken or accepted by any member.

Nothing in this regulation prohibits a donation to the St. Thomas Police Association or their functions, upon the approval of the Chief of Police.

7.22 OVERTIME AND CALLBACK SLIPS

All slips will be completed and submitted upon completion of shift. There will be no remuneration unless this procedure has been followed.

7.23 COMPLETION OF DUTY ROSTER

Supervisors are to ensure that ALL members are included on the electronic duty roster complete with their scheduled shift, time off reason, time off was granted, zone and all other pertinent information.

7.24 SOFT BODY ARMOUR USAGE

- All sworn operational personnel in uniform SHALL wear their soft body armour while performing their duties outside police headquarters and /or in the court buildings.
- The wearing of soft body armour within the police building is optional.
- All sworn operational personnel assigned to plain clothes (criminal investigations branch, old clothes details, etc.) SHALL have their body armour readily available for use when performing their duties and shall wear the body armour when responding to high-risk incidents.
- It shall be the responsibility of each member of the St. Thomas Police Service to ensure their body armour is maintained in accordance with the manufacturer instructions and report any deficiencies immediately to their supervisor.
- These regulations apply to members of the St. Thomas Police Service while working extra paid duties.
- ALL members of the St. Thomas Police share the responsibility of ensuring that this regulation is adhered to.

7.25 MEMO BOOK RETENTION

In the event that a current member requires a notebook for court purposes, etc., the officer shall have access to their archived notebooks from the Property Officer. (Policy LE-022 Adequacy Standards).

Chapter Eight

Prisoners

8.1 SEARCH

Prior to any prisoner being placed in a cell, a search of such prisoners shall be conducted under the supervision of the duty N.C.O. and any property located shall be placed in the prisoner's property locker. A prisoner search shall be conducted by the same gender of police officer in which case another member shall be within calling distance to verify property removed from the prisoner.

8.2 Prior to any prisoner being placed in a police vehicle, the arresting officers shall search both the prisoner and the police vehicle.

8.3 No person, other than a member of the Service, shall be allowed to remain in any room where a prisoner is being searched.

8.4 INJURED OR ILL PRISONERS

Unconscious, semi-conscious or apparently injured or ill persons who are in police custody, should be taken immediately by ambulance to the nearest hospital and an incident created outlining the reason why medical attention is required.

8.5 PRISONER'S USE OF TELEPHONE

Persons under arrest shall, as soon as circumstances permit, be allowed the reasonable, private use of a telephone. Where an accused person telephones his/her lawyer, the telephone in the security room shall be used. Prior to this call being placed, the escorting police officer shall ensure the audio recording device is turned off.

8.6 LUNCHES IN CELLS

When prisoners are given lunches, communication staff should be notified to monitor the cells. Uneaten food and garbage is to be removed at the first opportunity. In the past, uneaten lunches were left in the cells and used by a prisoner to plug the toilet and food was smeared on the walls. In those circumstances where this type of mischief can be proven, charges shall be laid.

8.7 CARE OF PERSONS IN CUSTODY

Prisoners may be interviewed only under the direction of, or with the permission of the Officer in Charge, or the Officer in Charge of the case. If required, only lawyers or qualified para-legal will be allowed access to the secure areas of the St. Thomas Police Service, for the purposes of receiving instructions from their clients. It is appropriate to place the lawyer in the cell area, provide them with a chair and allow the interview to take place in the cell area. It is recommended that an Interview cell be used to allow for as much privacy as possible.

8.8 Prisoners in cells shall be visually checked by a member of the Service at least every fifteen (15) minutes and spoken with or examined as to their condition.

8.9 Any member who is directly involved with the arrest, detention or release of a person who has visible signs of or complains of an injury, shall note such injury or complaint on an occurrence report or supplementary report as the case may be and forthwith deliver the report to his/her supervisor.

8.10 Every cell is to be locked when prisoners are confined.

8.11 BASIC RIGHTS

The basic rights of a person who has been arrested is to retain a lawyer. They must also be allowed to discuss their case in private either in person or on the telephone with a lawyer.

8.12 PRISONER ESCORT TO COURT

All prisoners in custody (City or OPP), either as a result of remand or a recent court appearance, may be released from the holding area of the Police Service or from court (Elgin County Courthouse) as directed by the sitting Justice.

The prisoner escort log is in place to provide up to date information to the Officer in Charge. This log will give the status of ALL prisoners held in the cells.

The Court Office is responsible for the initial completion, and emailing this log to the N.C.O. at STPS HQ.

The escort officer will maintain the log on all prisoners in the cells. It is this officer's responsibility to update the status of ALL prisoners so that the ECC Supervisor has up to date pertinent information.

Chapter Nine

Police Vehicles

- 9.1 No member shall operate a police vehicle unless licensed by the Ministry of Transportation of Ontario.
- 9.2 Members, whose assignment involves the operation of the Police Service's vehicles, shall be subject to the Police Service's testing procedures to ascertain their ability to operate such vehicles.
- 9.3 Members are accountable for the vehicles assigned to them and shall, prior to each tour of duty, examine such vehicle for cleanliness, mechanical defects, damage and all necessary equipment.
- 9.4 Members shall operate only the vehicles that have been assigned to them.
- 9.5 Members shall always lock the ignition switch and remove the keys from any unattended vehicle. The doors and windows shall also be secured except in an emergency. Officer's coming on shift are to ensure they have a complete set of keys. Lost or missing keys MUST be reported to the N.C.O. immediately.

It is the responsibility of the officer going off duty to ensure that the keys are returned in the proper condition to the proper location.

The duty N.C.O. upon receiving a report that keys are missing will call the officer who went off duty at home, and that officer will return to the station and account for the keys.

All police vehicles shall be shut off when being left unattended or parked at the police station. The 'idling parked vehicles' is not permitted without extenuating circumstances or reasonable justification for doing so. Service repair technicians have advised the constantly "idling" of a vehicle (unnecessarily) is hard on the engine/parts. Breakdowns are more apt to occur if this continues increasing potential downtime and preventative costs.

- 9.6 Police vehicles shall be used for police purposes only, unless permission has been granted from a senior officer to use the vehicle(s) in other special circumstances.
- 9.7 When a vehicle becomes unserviceable in any way, the operator of such vehicle shall report immediately to the operator's supervisor and radio dispatcher and shall act upon their instructions.
- 9.8 Members operating motor vehicles shall drive in a cautious manner at all times and obey the Highway Traffic Act of Ontario, its regulations and traffic by-laws of the City of St. Thomas. However, when emergency necessitates exceeding the limitations of those laws, or by-laws, the operator of such vehicle shall drive in a defensive manner and exercise extreme care.
- 9.9 When a police vehicle is involved in a motor vehicle collision with another vehicle, person or object, an officer of supervisory rank shall investigate the accident forthwith and submit a motor vehicle collision report. The driver involved in the collision shall submit an internal Police Service Accident report. The Supervisor responding to the accident, shall upon completion of the investigation submit a report to their Superior outlining the circumstances and include the Supervisors opinion of any negligence or violations on the part of any of the drivers involved.

- 9.10 Damage to any police vehicle by means other than described in Section 9.9 shall be reported forthwith by such vehicle operator to their supervisor and an occurrence report prepared and submitted by such vehicle operator. The supervisor of the reporting member shall submit a report to their supervisor explaining the details of the matter.
- 9.11 When practicable, it shall be the responsibility of the off-going driver to ensure that the police vehicle is gassed and serviced for the oncoming shift.
- 9.12 Unauthorized person(s) in police vehicles are prohibited.
- 9.13 The wearing of seatbelts in police vehicles is mandatory as required by the Highway Traffic Act.

Chapter Ten

Police Building

- 10.1 Strict order, discipline and cleanliness are to be observed in the Police station and all other buildings. Members shall not litter any room. Refuse shall be deposited in appropriately placed receptacles.
- 10.2 No person shall be permitted to enter or remain in any part of the police building, other than public areas, without permission of the officer in charge; this section does not include members of the Service or authorized persons on official business.
- 10.3 No person shall be allowed to visit the cells without the permission of the officer in charge.
- 10.4 On a regular basis, building maintenance deficiencies are encountered within our building. Occasionally, they are not promptly addressed or repaired because they are not reported to the appropriate office. To remedy this, any deficiencies encountered by our members are to be reported immediately via email to the attention of the Deputy Chief of Police. In the event of an emergency situation such as water leaks, gas smells, etc., the building superintendent or his designate will be contacted at any time day or night in order that they may assess and minimize any potential damage. It shall be the responsibility of Sunday night shift N.C.O. to ensure that all areas of the security section of the building are searched for contraband including tobacco, matches, drugs, etc. This search will include all cells and washrooms. A report shall be forwarded to the Deputy Chief of Police upon locating any contraband during these searches outlining the items located, location discovered, the time and date of the find and any other relevant information.

Police Services Board Donation



