



Police Services Board Meeting

Constable Colin McGregor Building
September 22, 2021 – 8:00 a.m.

AGENDA

CALL MEETING TO ORDER

DECLARATION OF CONFLICT

ADDITIONS TO AGENDA

EXEMPLARY SERVICE MEDALS

Name	Years of Service
Staff Sergeant John Cosby	20 Years
Sergeant Michael Buttinger	20 Years
Constable Darren Congdon	20 Years

NEW HIRES / PROMOTIONS

Name	Position	Start Date
Brianne Graham	Cadet	September 7, 2021
Yasmine Arabi	Cadet	July 12, 2021

MINUTES

Confirmation of the minutes of the meeting held June 23, 2021.

Pages 6-9

DEPUTATIONS

REPORTS

CCTV Update

A verbal update from Inspector Steve Bogart regarding the CCTV project.

Revenues and Expenditures

Pages 10-14

Financial Statements for 2021 as of July 31, 2021.

2022 Capital Budget Requests

Pages 15-19

A report from Chief Herridge re: 2022 Capital Budget Requests including NG911, Drone and ALPR.

Protective Services Report – Summer 2021

Pages 20-32

A report from Communications Coordinator Tanya Calvert dated Summer 2021.

Scanning of St. Thomas Police Documents

A report from Chief Herridge re: scanning project update.

Property Crime Initiative – Foot Patrol

A verbal update from Chief Herridge re: Property Crime Initiative – Foot Patrol.

Police Chaplaincy

A verbal update from Chief Herridge re: Pastor Stephen Brown providing police chaplaincy support for the St. Thomas Police Service.

Animal Welfare – Updates to Legislation – Fire Department Response Permitted

Pages 33-37

A report from Deputy Chief Roskamp re: All Chief's Memo regarding responding to animals let in hot motor vehicles.

PETITIONS AND COMMUNICATIONSOntario Naloxone Program – 1st Quarter

Pages 38

A Ministry of Health and Long-Term Care report dated April 2021 – June 2021.

UNFINISHED BUSINESS**NEW BUSINESS**PSB Meeting – October 2021

A request from Chief Herridge to move the October meeting to October 28, 2021 due to a scheduling conflict.

Shackelton Auctions Inc.

A verbal update from Chief Herridge re: recent police auction.

Crime Stoppers Golf Tournament

A resolution ratifying the donation of \$500.00 to the Crime Stoppers Golf Tournament held August 27, 2021.

St. Thomas Police Services Board – By Law 2-2021

Pages 39-51

Amended By-law 2-2021 Retention and Destruction of Records for Board review and approval.

United Way Elgin-Middlesex 3M Harvest Lunch Support

Page 52

A request from Chief Herridge for the Board to consider purchasing 50 tickets to support this event (\$500.00)

Special Olympics – “Draft and Athlete”

Page 53

A request from Chief Herridge for the Board to consider drafting one athlete for this event (\$250.00)

MOVE TO THE COMMITTEE OF THE WHOLE

ACTIONS OF THE COMMITTEE OF THE WHOLE

ADJOURNMENT

CADET EMPLOYMENT AGREEMENT**BETWEEN:**

**The St. Thomas Police Services Board
AND
BRIANNE GRAHAM**

WHEREAS the St. Thomas Police Service ("the Service") has identified the need for Cadets to assist in the operations of the Service; **AND WHEREAS** an offer of employment in the Service's Cadet Program has been extended to **BRIANNE GRAHAM** ("the Cadet");

THEREFORE, the Service and the Cadet covenant and agree as follows:

- 1) This Agreement will become effective upon the date signed by the Service and the Cadet, for a term of one year, renewable thereafter at the discretion of the Service for a further term not to exceed a period of one year.
- 2) The Cadet understands and agrees that this term of employment is not a guarantee of further employment in a Constable position or otherwise.
- 3) The Cadet understands and agrees that, in order to be considered for a position as a Constable, he/she must be successful in all areas of the St. Thomas Police Service Constable Selection Process, including positive Supervisory evaluations, a recommendation from his/her Supervisor, a positive interview / presentation and subsequent recommendation by a selection board, have a current Fitness Pin (Ontario Police Fitness Award) with a minimum score of 75%, and successful completion of an updated background investigation.
- 4) The Cadet understands and agrees that, in addition to this Agreement, his/her employment with the Service will be governed by the terms and conditions of the Uniform Collective Agreement and any Memorandums of Agreement respective of Cadets therein, between the St. Thomas Police Services Board and the St. Thomas Police Association.
- 5) The Cadet understands and agrees to successfully complete the Police Fitness Testing (PIN test) annually with a score of 75%. The PIN test must be valid when this Agreement is renewed and at the time of any application for the position of Constable.
- 6) The Cadet understands and agrees that they must be employed with the Service for more than six (6) months before they may apply to a Constable Selection Process. This requirement can be waived at the sole discretion of the Service.
- 7) Failure to comply and/or meet the required standards, as set out in this Cadet Employment Agreement could result in termination from the St. Thomas Police Service.
- 8) Any breach of a provincial or federal law may result in immediate dismissal.

Dated this **07** day of **September, 2021** at the City of St. Thomas, in the County of Elgin.

St. Thomas Police Services Board:

Police Chief or Designate:

Cadet

CADET EMPLOYMENT AGREEMENT**BETWEEN:**

**The St. Thomas Police Services Board
AND
YASMINE ARABI**

WHEREAS the St. Thomas Police Service ("the Service") has identified the need for Cadets to assist in the operations of the Service; **AND WHEREAS** an offer of employment in the Service's Cadet Program has been extended to **YASMINE ARABI** ("the Cadet");

THEREFORE, the Service and the Cadet covenant and agree as follows:

- 1) This Agreement will become effective upon the date signed by the Service and the Cadet, for a term of one year, renewable thereafter at the discretion of the Service for a further term not to exceed a period of one year.
- 2) The Cadet understands and agrees that this term of employment is not a guarantee of further employment in a Constable position or otherwise.
- 3) The Cadet understands and agrees that, in order to be considered for a position as a Constable, he/she must be successful in all areas of the St. Thomas Police Service Constable Selection Process, including positive Supervisory evaluations, a recommendation from his/her Supervisor, a positive interview / presentation and subsequent recommendation by a selection board, have a current Fitness Pin (Ontario Police Fitness Award) with a minimum score of 75%, and successful completion of an updated background investigation.
- 4) The Cadet understands and agrees that, in addition to this Agreement, his/her employment with the Service will be governed by the terms and conditions of the Uniform Collective Agreement and any Memorandums of Agreement respective of Cadets therein, between the St. Thomas Police Services Board and the St. Thomas Police Association.
- 5) The Cadet understands and agrees to successfully complete the Police Fitness Testing (PIN test) annually with a score of 75%. The PIN test must be valid when this Agreement is renewed and at the time of any application for the position of Constable.
- 6) The Cadet understands and agrees that they must be employed with the Service for more than six (6) months before they may apply to a Constable Selection Process. This requirement can be waived at the sole discretion of the Service.
- 7) Failure to comply and/or meet the required standards, as set out in this Cadet Employment Agreement could result in termination from the St. Thomas Police Service.
- 8) Any breach of a provincial or federal law may result in immediate dismissal.

Dated this **12** day of **July, 2021** at the City of St. Thomas, in the County of Elgin.

St. Thomas Police Services Board:

Police Chief or Designate:

Cadet



Police Services Board Meeting

Constable Colin McGregor Building

June 23, 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:

None.

MEDIA:

None.

CALL MEETING TO ORDER

DECLARATION OF CONFLICT

NEW HIRES / PROMOTIONS

Moved By: Joe Preston
Seconded By: Jim Herbert

THAT: The Police Services Board approve the hiring of Cadet Nicole Barrett effective June 14, 2021.

Carried.

MINUTES

Moved By: Jim Herbert
Seconded By: Joe Preston

THAT: The minutes of the meeting held May 26, 2021 be confirmed.

Carried.

DEPUTATIONS

REPORTS

Revenues & Expenditures

Once the financial statements for 2021 as of May 31, 2021 have been received from the City of St. Thomas they will be forwarded to the Police Services Board.

2023 Budget Projection

Chief Herridge provided a projection on the 2023 Police Services budget and noted that he will be looking at projections into 2024 as well.

LE-020 Bicycle Collection – Property for Disposal (Auction/Sale)

Dave Warden declared a conflict of interest and abstained from vote.

Moved By: Jim Herbert

Seconded By: Joe Preston

THAT: The Police Services Board approved Dave Warden purchasing two seized bicycle's ready for auction/sale in the amount of \$500.00.

Withdrawn.

Chief Herridge provided addition information in relation to the Police Services Act Part IX Regulations and Miscellaneous (4) Non-Perishable Property. As such, the resolution was withdrawn.

Street Crime Unit – Drug Seizure and Arrest

Moved By: Joe Preston

Seconded By: Jim Herbert

THAT: The verbal report from Chief Herridge re: investigation, drug seizure and arrest by the Street Crimes Unit be received.

Carried.

Board Policy – Body Worn Cameras

Moved By: Jim Herbert

Seconded By: Joe Preston

THAT: The Police Services Board approve the Board Police – Body Worn Cameras as presented.

Carried.

The Board noted that this was a collaborative effort between the Police Services Board, the City of St. Thomas and all Members of the St. Thomas Police Service. This collaboration resulted in the successful launch of this program.

Police Services Board – Scanning of Board Related Documents

Chief Herridge noted that all Board documents located in the Boardroom have been scanned.

Moved By: Dave Warden

Seconded By: Scott Birkby

THAT: The cost of scanning board related documents (\$2,658.06) be expensed to the Board budget.

Carried.

Protective Services Report – April 2021

Moved By: Joe Preston

Seconded By: Jim Herbert

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

Carried.

STEAM Education – Request for Donation of IT Surplus Equipment

Moved By: Jim Herbert

Seconded By: Joe Preston

THAT: The Police Services Board authorizes the donation of surplus computer equipment to the local STEAM organization pending City policy guidelines.

Carried.

PETITIONS AND COMMUNICATIONS

Moved By: David Warden

Seconded By: Scott Birkby

THAT: The following correspondence items be received:

- Letter of Appreciation – London District Catholic School Board (May 26, 2021)

Carried.

UNFINISHED BUSINESS

NEW BUSINESS

Moved By: David Warden

Seconded By: Scott Birkby

THAT: A donation be made in memory of Councillor Mark Tinlin in the amount of \$300.00 (from the auction fund) to the St. Thomas Police Pipe Band

Carried.

ACTIONS OF THE COMMITTEE OF THE WHOLE

Moved By: David Warden

Seconded By: Scott Birkby

THAT: We move to the Committee of the Whole.

Carried.

ADJOURNMENT

Moved By: David Warden

Seconded By: Jim Herbert

THAT: We do now adjourn 9:19 a.m.

Carried.

Dan Reith
Police Services Board Chair

City of St Thomas

For the Seven Months Ending July 31, 2021

	2021 YTD ACTUAL	2021 YTD BUDGET	VARIANCE \$	Variance %	2021 ANNUAL BUDGET	2020 YTD ACTUAL	2020 ANNUAL ACTUAL	
DESCRIPTION								
POLICE SERVICES BOARD								
EXPENSES								
(11201400003010 TO 11201...	Wages	\$4,997	\$5,339	(\$342)	-6%	\$9,152	\$4,576	\$8,646
11-2-01-4-0000-3120	Statutory Benefits	576	344	232	67%	590	388	588
11-2-01-4-0000-4040	Legal Fees & Expenses	2,393	5,833	(3,440)	-59%	10,000	5,903	914
11-2-01-4-0001-4001	Receptions & Public Relations	2,663	1,167	1,496	128%	2,000	550	2,136
	TOTAL EXPENSES	10,629	12,683	(2,054)	-16%	21,742	11,417	12,284
TOTAL POLICE SERVICES BOARD								
		10,629	12,683	(2,054)	-16%	21,742	11,417	12,284

08/18/21

City of St Thomas

For the Seven Months Ending July 31, 2021

	2021 YTD ACTUAL	2021 YTD BUDGET	VARIANCE \$	Variance %	2021 ANNUAL BUDGET	2020 YTD ACTUAL	2020 ANNUAL ACTUAL	
DESCRIPTION								
POLICE SERVICES								
GENERAL OPERATIONS								
REVENUE								
21-2-01-1-0000-9515	Police Recoveries	\$39,731	\$37,917	\$1,814	5%	\$65,000	\$80,468	\$67,119
21-2-01-1-0000-9516	OPC Recoveries	202,146	155,363	46,783	30%	266,337	66,373	220,128
21-2-01-1-0000-9517	Paid Duty Recovery	10,461	5,833	4,628	79%	10,000	3,083	8,301
21-2-01-1-0000-9518	RCMP Prints Recovery	2,130	1,458	672	46%	2,500	1,005	4,570
21-2-01-1-0007-9040	RIDE Grant	15,593	9,241	6,352	69%	15,841	15,841	15,841
21-2-01-1-0008-9040	CSP Grant - Local Priorities	52,500	122,500	(70,000)	-57%	210,000		210,000
21-2-01-1-0009-9040	CSP Grant - Provincial Priorities	291,434	168,586	122,848	73%	289,005	115,156	332,094
21-2-01-1-0011-9040	ICE Strategy Grant	34,517	31,792	2,725	9%	54,500		36,333
21-2-01-1-0014-9040	Project MOST Grant	30,657	15,542	15,115	97%	26,643	79,929	40,171
21-2-01-1-0010-9050	Aylmer Police Dispatching Revenue	38,057	44,622	(6,565)	-15%	76,494	18,654	74,988
TOTAL REVENUE		717,226	592,854	124,372	21%	1,016,320	380,509	1,009,545
EXPENSES								
21-2-01-1-0000-3010	Full-time Wages	5,513,764	5,682,920	(169,156)	-3%	9,742,148	5,244,924	9,229,273
21-2-01-1-0000-3011	Part-time Wages	158,054	180,278	(22,224)	-12%	309,048	99,385	201,236
21-2-01-1-0000-3012	Paid Duty Wages	41,506	5,833	35,673	612%	10,000	5,094	20,686
21-2-01-1-0000-3039	Premium O/T Pay	599	10,981	(10,382)	-95%	18,825	869	19,362
21-2-01-1-0000-3090	Overtime Pay	49,190	75,833	(26,643)	-35%	130,000	86,132	216,716
21-2-01-1-0000-3091	Statutory Holiday Pay	374	58,102	(57,728)	-99%	99,603		
21-2-01-1-0000-3120	All Statutory Benefits	507,386	350,868	156,518	45%	601,488	430,062	539,454
21-2-01-1-0000-3130	All Employer Benefits	681,837	613,301	68,536	11%	1,051,373	617,727	1,073,532
21-2-01-1-0000-3135	OMERS	641,869	642,506	(637)	0%	1,101,438	604,989	1,095,740
21-2-01-1-0000-3210	Car Allowance	11,000	6,417	4,583	71%	11,000	12,000	12,000
21-2-01-1-0000-3211	Clothing Allowance	16,683	9,625	7,058	73%	16,500	12,726	12,976
21-2-01-1-0000-3321	Dry Cleaning Allowance		700	(700)	-100%	1,200		
21-2-01-1-0000-4001	Public Relations	5,294	5,833	(539)	-9%	10,000	3,394	10,566
21-2-01-1-0000-4020	Tuition Reimbursement		2,917	(2,917)	-100%	5,000		4,208
21-2-01-1-0000-4023	Membership Fees	4,980	3,500	1,480	42%	6,000	5,489	7,212
21-2-01-1-0000-4024	Employee Assistance Program	1,732	2,333	(601)	-26%	4,000	2,372	3,726
21-2-01-1-0000-4027	Training	27,235	40,833	(13,598)	-33%	70,000	32,039	66,593
21-2-01-1-0000-4040	Legal Fees & Expenses	82,931	2,917	80,014	2743%	5,000	10,327	166,538
21-2-01-1-0000-4051	Advertising, Marketing & Prom.	800	1,750	(950)	-54%	3,000	(407)	4,164
21-2-01-1-0000-4060	Contracted Services - Temp Agency	1,382		1,382				
21-2-01-1-0000-4075	Contracted Services						6,098	
21-2-01-1-0000-4147	Equipment Maintenance and Repair	819	5,833	(5,014)	-86%	10,000	2,346	2,833
21-2-01-1-0000-4168	OPTIC	49,177	53,083	(3,906)	-7%	91,000	44,998	81,002
21-2-01-1-0000-4176	Equipment Rent/Lease	6,768	5,833	935	16%	10,000	6,304	12,145
21-2-01-1-0000-4249	Communications	38,502	32,083	6,419	20%	55,000	27,168	59,767
21-2-01-1-0000-4257	Regular Postage	2,303	2,625	(322)	-12%	4,500	1,167	3,635
21-2-01-1-0000-4259	Courier	428	875	(447)	-51%	1,500	878	1,177
21-2-01-1-0000-4272	Printing	1,354	2,917	(1,563)	-54%	5,000	6,063	6,063
21-2-01-1-0000-5010	General Supplies	85,917	11,667	74,250	636%	20,000	14,937	64,607
21-2-01-1-0000-5011	Office Supplies	2,672	5,833	(3,161)	-54%	10,000	9,199	10,290
21-2-01-1-0000-5017	Equipment	14,446	14,583	(137)	-1%	25,000	31,758	34,036
21-2-01-1-0000-5018	Major Crime Expenses	5,778	11,667	(5,889)	-50%	20,000	7,048	13,734
21-2-01-1-0000-5019	Forensic Identification Supplies	1,625	5,833	(4,208)	-72%	10,000	5,866	6,180
21-2-01-1-0000-5020	Canine Unit	3,991	2,917	1,074	37%	5,000	2,393	8,424
21-2-01-1-0000-5021	Safety Supplies	4,983	1,750	3,233	185%	3,000	2,266	5,831
21-2-01-1-0000-5026	Uniforms and Footwear	42,795	23,333	19,462	83%	40,000	28,845	35,888
21-2-01-1-0000-5030	Body Armour	3,461	2,917	544	19%	5,000	3,113	6,499
21-2-01-1-0000-5510	Books & Subscriptions	194	583	(389)	-67%	1,000	220	1,459
21-2-01-1-0000-5650	RCMP Prints Expense	1,148	2,042	(894)	-44%	3,500	703	2,208
21-2-01-1-0000-6110	Vehicle Purchases	89,196	81,667	7,529	9%	140,000	128,954	142,429
21-2-01-1-0000-6850	Office Furniture	2,902	2,917	(15)	-1%	5,000	4,705	7,251
21-2-01-1-0000-6910	Computer/IT Systems	72,434	46,667	25,767	55%	80,000	54,180	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)				(215,137)
21-2-01-1-0009-4075	CSP Provincial Priorities Expenditures	101,810		101,810			5,595	20,692

21-2-01-1-0012-4075	Forensic Analyst	4,028	9,333	(5,305)	-57%	16,000	45	13,869
21-2-01-1-0014-5010	Project MOST Expenditures	21,478		21,478				40,171
TOTAL EXPENSES		8,237,619	8,024,405	213,214	3%	13,756,123	7,562,121	13,117,646
TOTAL GENERAL OPERATIONS		7,520,393	7,431,551	88,842	1%	12,739,803	7,181,612	12,108,101

FLEET OPERATIONS**REVENUE**

21-2-01-4-0077-9040	CISO Grant	2,443	4,667	(2,224)	-48%	8,000	8,000	8,000
TOTAL REVENUE		2,443	4,667	(2,224)	-48%	8,000	8,000	8,000

EXPENSES

21-2-01-4-0000-4145	Vehicle Repair & Maintenance	7,182	121,333	(114,151)	-94%	208,000	3,780	14,567
21-2-01-4-0000-5435	Gasoline - Operating	250		250				160
21-2-01-4-0001-4145	Vehicle Repair & Maintenance	336		336				
21-2-01-4-0001-5435	Gasoline - Operating	1,606		1,606				
21-2-01-4-0002-4145	Vehicle Repair & Maintenance	239		239				
21-2-01-4-0002-5435	Gasoline - Operating	2,327		2,327				
21-2-01-4-0003-4145	Vehicle Repair & Maintenance	49		49				
21-2-01-4-0003-5435	Gasoline - Operating	886		886				
21-2-01-4-0004-4145	Vehicle Repair & Maintenance	226		226				
21-2-01-4-0004-5435	Gasoline - Operating	573		573				
21-2-01-4-0005-5435	Gasoline - Operating	490		490				
21-2-01-4-0009-4145	Vehicle Repair & Maintenance						342	1,032
21-2-01-4-0009-5435	Gasoline - Operating						797	989
21-2-01-4-0011-4145	Vehicle Repair & Maintenance							559
21-2-01-4-0011-5435	Gasoline - Operating	73		73			430	740
21-2-01-4-0019-4145	Vehicle Repair & Maintenance						365	365
21-2-01-4-0032-4145	Vehicle Repairs/Maintenance	1,797		1,797			1,788	2,165
21-2-01-4-0032-5435	Gasoline - Operating	1,153		1,153			1,281	2,607
21-2-01-4-0033-4145	Vehicle Repairs & Maintenance						166	918
21-2-01-4-0033-5435	Gasoline - Operating						790	1,067
21-2-01-4-0036-4145	Vehicle Repairs & Maintenance	1,095		1,095			287	1,076
21-2-01-4-0036-5435	Gasoline - Operating	756		756			657	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			42	391
21-2-01-4-0042-4145	Vehicle Repairs & Maintenance						937	1,277
21-2-01-4-0042-5435	Gasoline - Operating	440		440			533	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			3,269	3,794
21-2-01-4-0045-5435	Gasoline - Operating	438		438			3,050	3,120
21-2-01-4-0047-4145	Vehicle Repair & Maintenance						109	218
21-2-01-4-0047-5435	Gasoline - Operating	120		120			105	234
21-2-01-4-0049-4145	Vehicle Repair & Maintenance	4,568		4,568			5,357	11,504
21-2-01-4-0049-5435	Gasoline - Operating	6,034		6,034			8,029	12,359
21-2-01-4-0051-4145	Vehicle Repair & Maintenance	5,023		5,023			1,270	3,691
21-2-01-4-0051-5435	Gasoline - Operating	3,025		3,025			4,115	6,662
21-2-01-4-0052-5435	Gasoline - Operating	35		35			139	181
21-2-01-4-0053-4145	Vehicle Repair & Maintenance							179
21-2-01-4-0053-5435	Gasoline - Operating	59		59			956	1,337
21-2-01-4-0054-4145	Vehicle Repair & Maintenance	1,299		1,299			3,296	6,380
21-2-01-4-0054-5435	Gasoline - Operating	4,992		4,992			7,735	12,136
21-2-01-4-0056-4145	Vehicle Repair & Maintenance	2,819		2,819			3,958	7,280
21-2-01-4-0055-5435	Gasoline - Operating	7,245		7,245			6,771	11,108
21-2-01-4-0056-4145	Vehicle Repair & Maintenance	142		142			287	341
21-2-01-4-0056-5435	Gasoline - Operating	751		751			723	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			735	1,203
21-2-01-4-0058-4145	Vehicle Repairs & Maintenance	7,483		7,483			3,973	7,180
21-2-01-4-0058-5435	Gasoline - Operating	9,401		9,401			8,483	14,793
21-2-01-4-0059-4145	Vehicle Repairs & Maintenance	7,165		7,165			3,370	6,060
21-2-01-4-0059-5435	Gasoline - Operating	8,564		8,564			8,858	15,565
21-2-01-4-0060-4145	Vehicle Repairs & Maintenance						227	227
21-2-01-4-0060-5435	Gasoline - Operating	674		674			932	1,347
21-2-01-4-0061-4145	Vehicle Repairs & Maintenance	734		734			204	2,708
21-2-01-4-0061-5435	Gasoline - Operating	4,177		4,177			914	2,972
21-2-01-4-0062-4145	Vehicle Repairs & Maintenance	2,738		2,738			254	3,181
21-2-01-4-0062-5435	Gasoline - Operating	7,604		7,604			2,010	5,926
21-2-01-4-0063-4145	Vehicle Repairs & Maintenance	2,306		2,306			204	4,991

21-2-01-4-0063-5435	Gasoline - Operating	8,565	8,565				3,476	
21-2-01-4-0064-4145	Vehicle Repairs & Maintenance					263	336	
21-2-01-4-0064-5435	Gasoline - Operating	916	916			327	755	
21-2-01-4-0065-4145	Vehicle Repairs & Maintenance	1,761	1,761			27	76	
21-2-01-4-0065-5435	Gasoline - Operating	870	870			926	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	
21-2-01-4-0066-5435	Gasoline - Operating	605	605				368	
21-2-01-4-0067-4145	Vehicle Repairs & Maintenance	329	329				3,087	
21-2-01-4-0067-5435	Gasoline - Operating	943	943				158	
TOTAL EXPENSES		122,230	121,333	897	1%	208,000	113,737	209,687
TOTAL FLEET OPERATIONS		119,787	116,666	3,121	3%	200,000	105,737	201,687

POLICE STATION - CASO**EXPENSES**

21-2-01-8-1000-4058	Contracted Janitorial Services	49,214	52,500	(3,286)	-6%	90,000	55,764	83,860
21-2-01-8-1000-4063	Contracted Garbage Collection	3,439	2,042	1,397	68%	3,500	2,643	4,570
21-2-01-8-1000-4075	Service Contracts	17,158	14,583	2,575	18%	25,000	21,758	31,890
21-2-01-8-1000-4141	Contracted Building Maintenance	25,451	17,500	7,951	45%	30,000	31,480	43,363
21-2-01-8-1000-4147	Contracted Operating Equipment Repair	581	2,917	(2,336)	-80%	5,000	2,577	6,600
21-2-01-8-1000-4179	Contracted Alarm Systems		583	(583)	-100%	1,000		
21-2-01-8-1000-4249	Telephone Services	205	583	(378)	-65%	1,000	253	402
21-2-01-8-1000-5015	Building Maintenance Supplies		2,333	(2,333)	-100%	4,000	2,228	2,228
21-2-01-8-1000-5410	Electricity (Hydro)	46,003	40,833	5,170	13%	70,000	47,173	83,078
21-2-01-8-1000-5415	Water	20,249	17,500	2,749	16%	30,000	18,811	47,918
21-2-01-8-1000-5421	Natural gas - heating	9,297	4,667	4,630	99%	8,000	3,997	10,447
TOTAL EXPENSES		171,597	156,041	15,556	10%	267,500	186,684	314,356
TOTAL POLICE STATION - CASO		171,597	156,041	15,556	10%	267,500	186,684	314,356
TOTAL POLICE SERVICES		7,811,777	7,704,258	107,519	1%	13,207,303	7,474,033	12,624,144

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

21-2-01-6-0000-9040	(CSPT) Court Security Prisoner Transpo Grant	413,694	431,667	(17,973)	-4%	740,000	178,348	713,393
21-2-01-6-0000-9515	Courthouse Recoveries		12,833	(12,833)	-100%	22,000	(8,738)	(5,946)
TOTAL REVENUE		413,694	444,500	(30,806)	-7%	762,000	169,610	707,447

EXPENSES

21-2-01-6-0000-3010	Full-time Wages	289,815	333,918	(44,103)	-13%	572,430	311,400	554,177
21-2-01-6-0000-3011	Part-time Wages	121,293	140,398	(19,105)	-14%	240,683	129,372	199,579
21-2-01-6-0000-3039	Premium							203
21-2-01-6-0000-3090	Overtime/StatPay	146	5,833	(5,687)	-97%	10,000	1,856	4,272
21-2-01-6-0000-3120	Statutory Benefits	39,476	20,510	18,966	92%	35,161	38,755	50,011
21-2-01-6-0000-3130	Employer Benefits	41,208	35,061	6,147	18%	60,105	38,461	69,700
21-2-01-6-0000-3135	OMERS	35,857	42,153	(6,296)	-15%	72,262	38,501	70,051
21-2-01-6-0000-4023	Membership Fees		292	(292)	-100%	500		348
21-2-01-6-0000-4024	Employee Assistance Program	752	350	402	115%	600		376
21-2-01-6-0000-4027	Training	246	583	(337)	-58%	1,000		380
21-2-01-6-0000-4168	OPTIC		5,833	(5,833)	-100%	10,000	8,304	9,831
21-2-01-6-0000-4176	Equipment Rent/Lease	522	2,333	(1,811)	-78%	4,000	1,948	2,456
21-2-01-6-0000-4247	Mobile Radio		1,458	(1,458)	-100%	2,500		
21-2-01-6-0000-4249	Communications	11,038	12,833	(1,795)	-14%	22,000	10,934	19,839
21-2-01-6-0000-4272	Printing		583	(583)	-100%	1,000	112	403
21-2-01-6-0000-5010	General Supplies	3,466	1,167	2,299	187%	2,000	3,377	4,235
21-2-01-6-0000-5011	Office Supplies	1,679	1,458	221	15%	2,500	1,234	4,633
21-2-01-6-0000-5017	Equipment		2,917	(2,917)	-100%	5,000	2,163	6,453
21-2-01-6-0000-5021	Safety Supplies	1,260	2,158	(898)	-42%	3,700		2,858
21-2-01-6-0000-5026	Uniforms and Footwear	1,962	1,750	212	12%	3,000	7,124	9,419
21-2-01-6-0000-5510	Books & Subscriptions		58	(58)	-100%	100		90

21-2-01-6-0000-6850
21-2-01-6-0000-6910

Office Furniture
Computer/IT Systems

	1,313	(1,313)	-100%	2,250		
2,297	2,917	(620)	-21%	5,000	310	2,154

TOTAL EXPENSES

551,017	615,876	(64,859)	-11%	1,055,791	591,851	1,011,468
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TOTAL GENERAL OPERATIONS

137,323	171,376	(34,053)	-22%	293,791	422,241	304,021
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FLEET OPERATIONS**EXPENSES**

21-2-01-7-0000-4145
21-2-01-7-0039-5435
21-2-01-7-0046-4145
21-2-01-7-0046-5435

Vehicle Repair & Maintenance
Gasoline - Operating
Vehicle Repair & Maintenance
Gasoline - Operating

	4,667	(4,667)	-100%	8,000		
					372	372
995		995			3,764	3,873
379		379			520	712

TOTAL EXPENSES

1,374	4,667	(3,293)	-71%	8,000	4,656	4,957
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TOTAL FLEET OPERATIONS

1,374	4,667	(3,293)	-71%	8,000	4,656	4,957
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TOTAL POLICE - COURTHOUSE

138,697	176,043	(37,346)	-21%	301,791	426,897	308,978
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TOTAL POLICE

7,961,103	7,892,984	68,119	1%	13,530,836	7,912,347	12,945,406
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08/18/21
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Page: 18

DEPARTMENTAL CAPITAL RANKING FOR 2022

Department:

RANKING

01
02
03
04
05
06
07
08
09
10

PROJECT NAME

NG-911 (Phase 3 & 4)
Drone
ALPR

(Rank your capital requests in order of importance, with 1 being the most important and 10 (or beyond) being the least important).

CAPITAL PROJECT FOR 2022

Project Name:

NG 9-1-1

Department:

St. Thomas Police Service

Estimated Gross Cost:

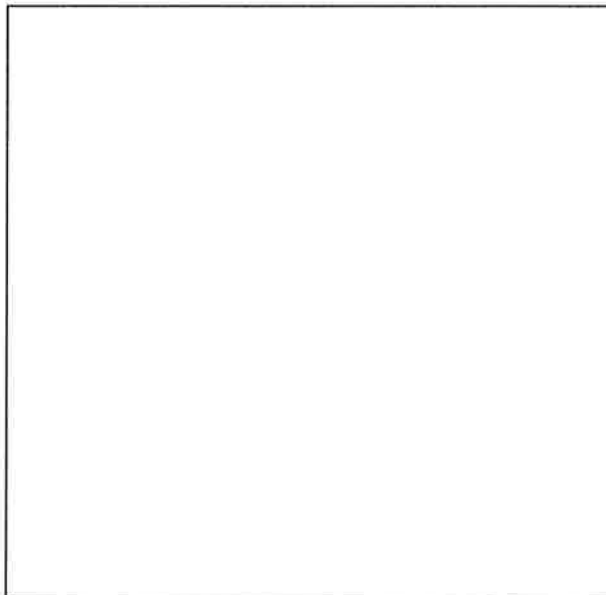
\$130,000

Estimated Project Timeline:

Tender/RFP release: Jan 2022

Project award: Feb 2022

Project completion: Mar 2022



Funding Sources:

SITE MAP IF REQUIRED

Tax	Previously					Debt/	
Funded	Approved	Grant	Gas Tax	Reserve	Reserve	Future tax	Total
							0

PROJECT DESCRIPTION:

On June 1, 2017, the Canadian Radio-television and Telecommunications Commission (CRTC) issued Telecom Regulatory Policy 2017-182, which directed all telecommunications service providers across Canada to make the necessary changes to support a transition to the new NG 9-1-1 system. Once fully transitioned, the legacy 9-1-1 systems will cease to function, and emergency service providers will need to migrate onto the new system in order to be able to continue providing and managing 9-1-1 calls for service.

Next Generation 9-1-1 (NG 9-1-1), mandated by the Canadian Radio-television and Telecommunications Commission refers to an initiative aimed at updating the 9-1-1 service infrastructure in Canada to improve public emergency communications services in a growingly wireless mobile society. In addition to calling 9-1-1 from a phone, it intends to enable the public to transmit text images, video and data to the 9-1-1 center referred to as a Public Safety Answering Point, or PSAP.

2021 Phase 1 & 2: \$135,000 Capital Request

2022 Phase 3: \$130,000

2023 Go Live NG 9-1-1

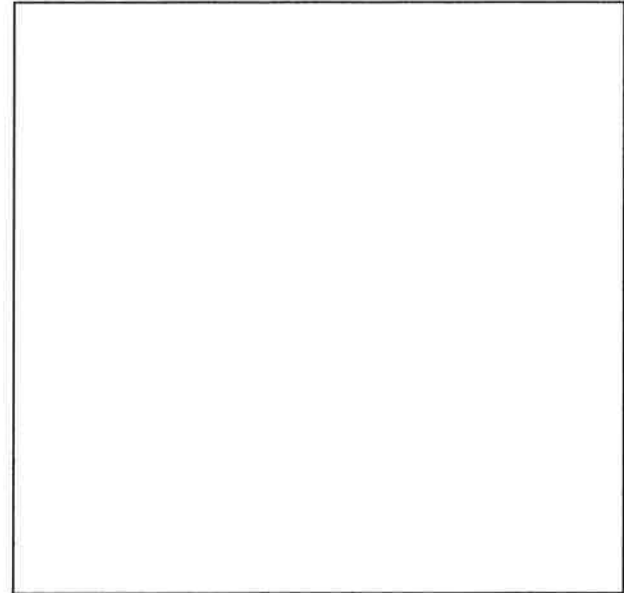
2024 Deadline for go live March 30, 2024

CAPITAL PROJECT FOR 2022

Project Name:
AXON Air Drone
<https://www.dji.com/ca/zenmuse-h20->
Department:
St. Thomas Police Service
Estimated Gross Cost:
\$35,000
Estimated Project Timeline:

Tender/RFP release: *Jan 2022*

Project award: *Feb 2022*

Project completion: *Mar 2022*


SITE MAP IF REQUIRED

Funding Sources:

Tax	Previously					Debt/	
Funded	Approved	Grant	Gas Tax	Reserve	Reserve	Future tax	Total
							0

PROJECT DESCRIPTION:

The primary purpose of the Air Drone resource is to assist our police service by effectively and efficiently enhancing police response through the use of technology and enhanced observational capabilities.

A breakdown of the operational deployments include:

- Motor Vehicle Collision Assistance
- Missing Person Investigations
- Community Service Initiatives
- Perimeter searches
- Criminal Investigations
- Suspect Searches in conjunction with uniform officers and K-9
- Crime Scene Mapping
- Covert Intelligence gathering/preparation for executing search warrants
- Identify and follow moving subjects like people and vehicles, with the auto-zoom function, while continuously acquiring the subject's location.

Deploying drones for operations has proved to be a perfect way to gather intelligence, map crime scenes, tracking suspect movements, while enhancing officer and public safety.

Axon Air subscription includes Air software pilot application, support for live streaming and unlimited storage in Evidence.com, compatible with our current Axon Digital Evidence Management software.

CAPITAL PROJECT FOR 2022

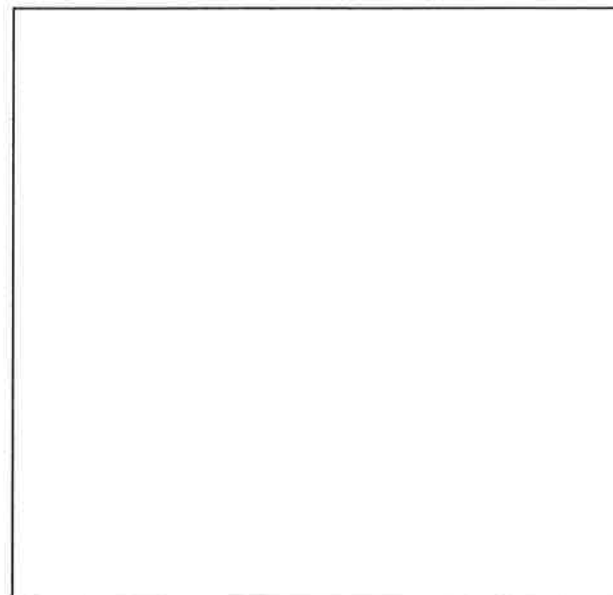
Project Name:
ALPR

Automated License Plate Recognition

Department:
St. Thomas Police Service
Estimated Gross Cost:
\$33,000
Estimated Project Timeline:

 Tender/RFP release: *Jan 2022*

 Project award: *Feb 2022*

 Project completion: *Mar 2022*


SITE MAP IF REQUIRED

Funding Sources:

Tax	Previously					Debt/	
Funded	Approved	Grant	Gas Tax	Reserve	Reserve	Future tax	Total
							0

PROJECT DESCRIPTION:

The Automated License Plate Reader is a high speed computer controlled camera that works to automatically locate license plates and read the plate characters. The cameras can quickly capture large volumes of license plate numbers and match them to those stored in a Ministry of Transportation database or the Canadian Police Information Centre.

The ALPR will alert police to stolen or expired license plates, suspended drivers, plates that are no longer attached to a vehicle or reported destroyed, license plates related to active Amber Alerts and plates that are registered to suspended drivers.

Each camera records two plates per second. The cameras can record license plates on vehicles travelling in multiple directions up to 200 km/hr. The cameras are designed to capture all provincial plates regardless of jurisdiction. Once the plate image is recorded, the characters are analyzed and compared to a database on the in-car computer. If an illegal plate is found in the database an alert will sound to advise the officer.

It is our request to obtain a second ALPR for our Traffic Management Unit. The gross cost includes purchasing the hardware, software, licensing and installation.



Protective Services Report



SUMMER 2021

St. Thomas Police Service

Tanya Calvert

Corporate Communications Coordinator





Officers Prepping For a Busy 2021

Year to date incidents as of Midnight June 30 2021 = 10,453

Year to date incidents as of Midnight July 31 2021 = 12,340

Year to date incidents as of Midnight August 31 2021 = 14,396

Total Incidents for the month of June 2020 - 1,983

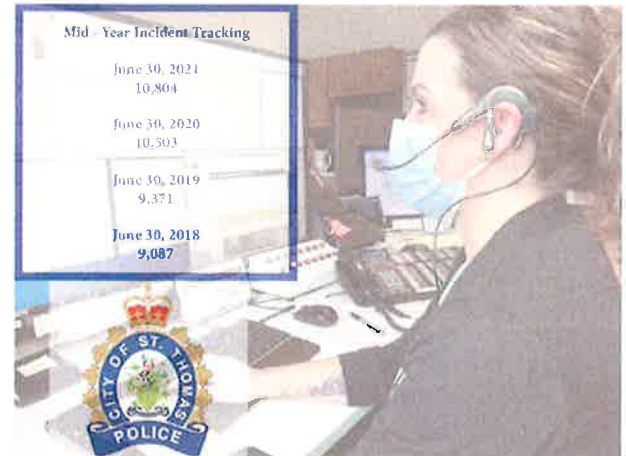
Total incidents for the month of June 2021 – 1,923

Total Incidents for the month of July 2020 – 2,149

Total incidents for the month of July 2021 – 1,887

Total incidents for the month of August 2020 – 2,074

Total incidents for the month of August 2021 – 2,056



Weekend Call Tracker

June 05/06 - 157

June 12/13 - 142

June 19/20 - 155

June 26/27 - 128

July 03/04 - 154

July 10/11 - 130

July 17/18 - 135

July 24/25 - 155

August 31/01 - 148

August 07/08 - 147

August 14/15 - 166

August 21/22 - 176

August 28/29 - 158

Staffing



New Constable
Matthew Willman is officially
sworn in June 2nd



Happy 5th Birthday Axle



New Constable
Regan Pinnell is officially sworn in
June 2nd



Happy Retirement! 🎉

Please join us in wishing all the best to
Constable Lois Hardman and Constable
Brian Kempster as they begin a new
chapter in their lives.

Your work family here at the St. Thomas

Police Service hope you enjoy a happy and healthy retirement full of fun,
family and friends! You both deserve it! Thank you for your dedicated service. You will be missed!





JUNE

STPS Equity, Diversity and Inclusion Team celebrated Pride Month



Equity, Diversity and Inclusion

A diverse police service increases productivity, creativity and enhances community engagement by better reflecting the community we serve. Here, at the St. Thomas Police Service we want all our members to have the opportunity to achieve their full potential. By building a diverse police service and creating an inclusive environment for all members, STPS can champion the values of equality, diversity and social inclusion. The goal is a membership that is representative of the community, and a police service that is supportive and inclusive for all of its members.

D plt members presented 8yr old Abby with a new bike on her birthday today as she had woken up and found her other birthday bike had been stolen overnight. Thanks to St Thomas

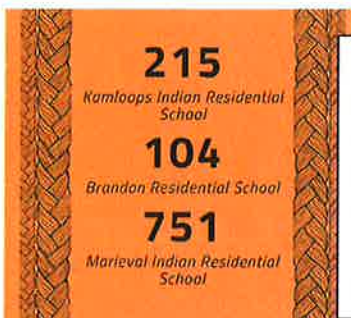
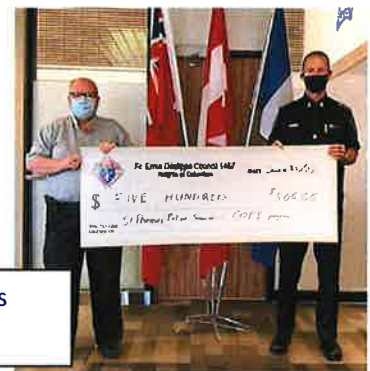
[@CanadianTire](#)

for getting this bike ready so quick



Traffic Calming Signs are back! STPS delivered 150 slow down signs to homes in the community in June to help slow down speeders.

Knights of Columbus generously donates \$500 to the Citizens on Patrol Program



National Indigenous History Month

Members of the St. Thomas Police Service mourn with members of our Indigenous Communities as the number of Indigenous children located in unmarked graves on residential school property continues to grow. A tragedy beyond words.

We would like to share the resources being offered by the National Association of Friendship Centres to members of the community. Please reach out if you are struggling. Help is available.

Working Together to Enhance Public Safety.

Inspector Bogart hosted an information session today for our partners from the Cobourg Police Service. Constable Tobin and Constable Cunningham travelled to St Thomas today to learn more about the Axon Body Worn Camera. We were happy to offer our experience and share our success with the program.





The St Thomas Police Service is embracing Battenburg.

Battenburg is a police cruiser marking scheme that will definitely make you look twice.

The Battenburg marking scheme uses a regular pattern contrasting between yellow and blue, light and dark to increase conspicuity for the human eye. The lighter colour is better for visibility from dawn til dusk and retroreflective at night.

The Battenburg design typically has two rows of alternating rectangles along the sides of the vehicle. The use of these colours in reflective material has been proven to enhance safety for police personnel and the community.

Key objectives in using the markings include:

- Enhanced officer and public safety by reducing the likelihood of road accidents
- Recognizable police vehicles up to a distance of 1,600 ft. in normal daylight
- Supports high-visibility policing to reassure the public and enhance potential deterrent benefits

Equally, it provides for a softer, less intimidating image for policing.

This marking scheme is in use by the majority of emergency services throughout Europe, New Zealand, Australia and China.

STPS is hopeful that the new progressive design will be well received in the community prompting the service to introduce Battenburg to the entire fleet of Community Patrol vehicles.

“During recent years we have strived to connect with the residents of St. Thomas through enhanced media relations and transparency to build a welcoming community partnership with those who we serve in St. Thomas. Police officers need to be leaders, on the street engaging with the public, in an approachable and friendly manner. So why not brighten up our presence even further by having a fleet of high visibility and easily recognizable patrol cruisers. The Battenburg design is just another opportunity for the St. Thomas Police Service to collaborate with our community using the right image and friendly visual messaging. It is a true reflection who we really are and need to be.”

Chief Chris Herridge



16 Firearms seized

As a result of an investigation conducted by the St. Thomas Police Street Crimes Unit a search warrant was executed on Sunday June 6 at a St. Thomas residence. During the search warrant, 16 firearms were seized and 1 male was arrested. The male was charged with possession of a firearm knowing that the possession is unauthorized. The male was lodged into cells at

the STPS and was later released with a future court date.

Drug Warrant



On Tuesday, June 8, 2021, members of the St Thomas Police Street Crime Unit with the assistance of the London Police Service Guns and Drug Section, Crime Gun Task Force, the London Police Service Emergency Response Section and the Ontario Provincial Police USAR/CBRNE Response Team (UCRT) executed two search warrants at residences on Yvonne Crescent in the city of London.

The following items were seized:

- Stolen Smith & Wesson 44 Magnum handgun
- Beretta 9mm handgun with magazines
- Smith & Wesson 40 cal, handgun with magazines
- numerous boxes of ammunition
- 1650.6 grams of Crystal Methamphetamine
- 8.5 grams of Cocaine
- Functioning digital scales
- Bulk Canadian Currency in excess of \$50,000.
- drug packaging materials
- debt lists

As a result of the investigation, 37 year old David Loucks of London is charged with:

- Possession for the purpose of trafficking Cocaine, contrary to section 5(2) of the Controlled Drugs and Substances Act
- Possession for the purpose of trafficking Crystal Methamphetamine, contrary to section 5(2) of the Controlled Drugs and Substances Act
- Possession of Property obtained by crime over \$5000 contrary to section 355(a) of the Criminal Code
- Possession of Property obtained by crime under \$5000 contrary to section 355(b) of the Criminal Code
- Three Counts Careless storage of a firearm, contrary to section 86(1) of the Criminal Code
- Four Counts Possession of firearm or ammunition contrary to prohibition order contrary to section 117.01(1) of the Criminal Code
- Possession of a prohibited device or ammunition, contrary to section 92(2) of the Criminal Code
- Three counts unauthorized possession of a restricted firearm contrary to section 91(1) of the Criminal Code
- Possession of a restricted firearm with ammo, contrary to section 95(1) of the Criminal Code.

David Loucks has been held in custody and is expected to appear in St Thomas Court today, in relation to the charges. The total amount of drugs seized is estimated at \$165 000.



Human Trafficking Charges Laid

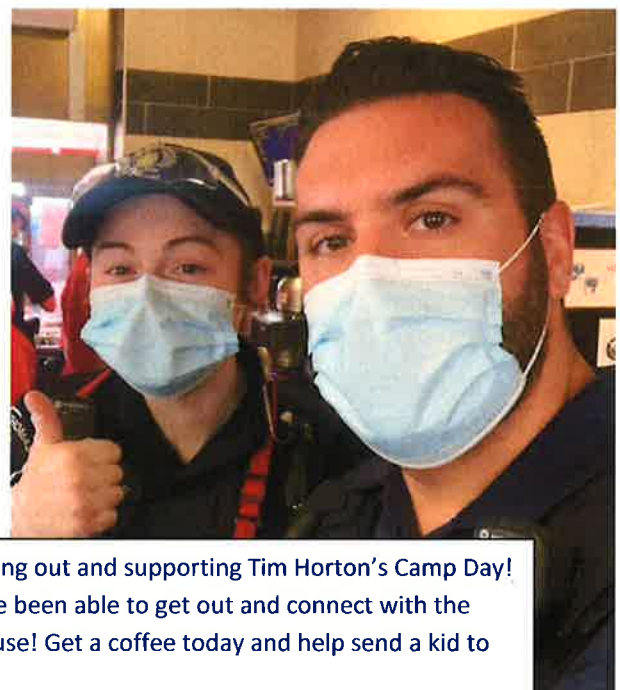
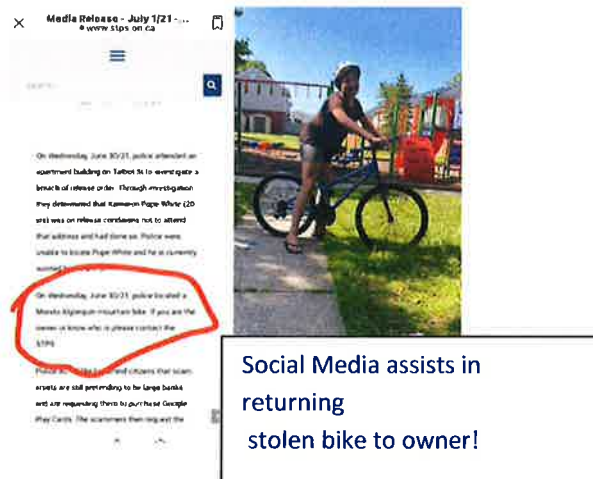
A team of Officers from the St. Thomas Police Service have arrested and charged a local man with several Human Trafficking related offences. Detectives from the Street Crimes Unit, Criminal Investigations Bureau and Internet Child Exploitation Unit worked together for several months investigating after a female victim contacted police. The victim reported that she was trafficked for several months in 2013 by a man she met when she was a minor.

As a result of the investigation, fifty nine year old Eugene Andre Francois of St. Thomas was arrested on May 27th during a search warrant at his Talbot Street apartment. He was taken into custody without incident and charged with the following Criminal Code Offences:

- Sexual Assault
- Sexual Exploitation
- Traffic in Persons Under the age of 18 Years
- Material Benefits Resulting From Trafficking in Persons
- Possession of Child Pornography

Investigators suspect there may be other victims. Eugene Francois is known to have provided music lessons in the city and had regular contact with minors. If you or someone you know is the victim of Human Trafficking please contact the St. Thomas Police Service at 519-631-1224 or submit an anonymous tip online to www.stthomascrimestoppers.ca refer to case #ST21002500

JULY



We are so excited to be back helping out and supporting Tim Horton's Camp Day! It's been a long time since we have been able to get out and connect with the community celebrating a great cause! Get a coffee today and help send a kid to camp!

Canadian Native Flag Raised

The Canadian Native Flag was raised today at the Colin McGregor Justice Building.

The Canadian Native Flag was designed by Kwakwaka'wakw artist Curtis Wilson (1980-2019). His design for the flag is meant to represent First Nations in Canada to the public.

The symbolism of the flag

The two designs on the red side bands are K'utala-Salmon. Salmon seemed the perfect way to convey the importance of family, friendships, and strength in numbers.

Salmon are known for dependability and renewal. Kwakwaka'wakw people think of them as a provider and a symbol of fertility

and good health. The salmon is the source of life for our people and we depend upon the salmon as our main food source in the past, present, and hopefully the future.

The design within the maple leaf is a head of a killer whale in the shape of an oval. The killer whale head is surrounded by some traditional use designs called split "U" shapes.

Learn more about the Canadian Native Flag and the artist who created it here: <https://www.canadiannativeflag.ca/>



Driver Charged Under New Stunt Driving Laws

A twenty year old driving more than 40 kms over the posted speed limit was charged under Ontario's newly revised Stunt Driving Laws. Under the new laws, the driver's licence was immediately seized for 7 days, the vehicle was impounded for 14 days and the driver was issued a summons to court to answer to the charges. The vehicle was travelling 103 km/hr in a posted 60 km/hr zone.





Collisions: A Quick Look at the Numbers

St Thomas Police Service
Collision Statistics
Quarter: 2
April – June 2021

Number of Collisions Reported to Police.....54
Number of Vehicles Involved in Collisions.....100
Number of Collision Related Injuries Reported.....07



Vehicle Collision Breakdown

Other Moving Vehicle	77
Parked Vehicle	11
Pedestrian	03
Cyclist	00
Fixed Object (pole, fence)	04
Skid/Slide off Road	02
Other	01

Collision Numbers by Month

Apr 23 May 11 Jun 20

MOST COLLISIONS occurred on a Friday (16) while
the LEAST amount were on Sunday/Monday (3)

Peak Time for a Collision: 1 pm
No Collisions occurred at 9 am

Collisions Involving Impaired Drivers
By Alcohol: 0 By Drug: 0

Top Accident Locations for the Quarter

Burwell Road at Talbot Street
Dennis Road at Highbury Avenue
Fairview Avenue at Talbot Street

For a comprehensive list of statistical data related to traffic collisions reported to STPS please visit our website at www.stps.on.ca and review the report as collected by Accident Support Services International Ltd.

Sexual Assault

As the result of an investigation by the St. Thomas Police Service Criminal Investigations Branch regarding a historical sexual assault allegation, a sixty nine year old St. Thomas man was arrested Monday afternoon. The man was taken into custody at the Colin McGregor Justice Building without incident and charged with Sexual Assault and Sexual Interference. He was processed and later released on an Undertaking with court date. The victim was a minor at the time of the offence. ^10888



Accidental 911 Leads to Arrest

A thirty five year old St. Thomas man was arrested Tuesday night after 911 was activated on his cell phone. Dispatch Operators made voice contact with the phone owner and were advised there was no emergency however, the caller was asked for an in-person confirmation. He agreed to attend the Colin McGregor Justice Building to speak to an Officer. The man arrived a short time later driving a vehicle with a woman in the passenger seat. Police recognized the man as being wanted on a warrant, a suspended driver and currently at large on conditions not to associate or communicate with the female. He was taken into custody without incident for processing and charged with Breach of Release Conditions x2 and Drive While Suspended. He was held for a court appearance. ^11620

Fraud

A seventy three year old man from Central Elgin was arrested and charged with several fraud related offences following an investigation conducted by Detectives with the STPS Criminal Investigations Branch. The investigation began when the executive members of a service club in the city reported unusual activity in their treasury department. Detectives discovered almost \$70,000 destined to be donated to various community support groups had been stolen by one of the executive members and rerouted to their personal bank account. As a result, the man is facing two counts of Fraud Over \$5000 and one count of Forgery. He was taken into custody at the Colin McGregor Justice Building without incident for processing and later released on an Undertaking with court date. ^7071

August



Welcome New Officers
The St Thomas Police Service is proud to introduce (L-R) Constable Kennedy Fife, Constable Joshua Butler and Constable Jessica Proctor.

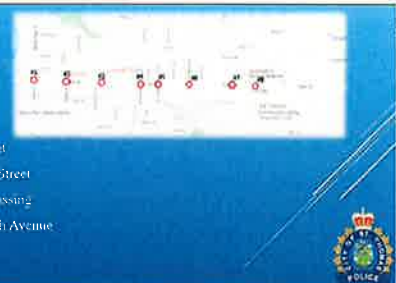


Police use CCTV cameras to help in the investigation of a motor vehicle collision yesterday. A collision occurred at the corner of Talbot St. and Elgin St. involving a city bus. CCTV cameras were viewed and assisted Police in charging the appropriate driver with Red light - fail to stop, showing that these cameras have many uses, and not just for Criminal Investigations.

CAMERA LOCATIONS

The identified eight intersections on Talbot Street are:

- | | |
|---------------------|---------------------|
| 1) St George Street | 5) Flora Street |
| 2) Elgin Street | 6) Manitoba Street |
| 3) Huron Street | 7) CASO Crossing |
| 4) Moore Street | 8) Woodworth Avenue |



Equity, Diversity and Inclusion Team Recognize National Peacekeepers Day August 9th

To all our Police, Military and Veterans. We honour your dedication to peacekeeping.

**Break and Enter**

Thirty nine year old Wayne Gardner of St. Thomas was arrested Monday night after being tracked down by PSD Axle during a building search. The incident began when officers responded to a break and enter alarm at a manufacturing facility located on South Edgeware Road near First Avenue. Security video at the building recorded a male inside the closed facility around 9 pm triggering several motion alarms as he made his way through the factory. Gardiner was located hiding inside the building during a search by the dog and his handler. Gardner was taken into custody without incident and transported to the Colin McGregor Building for processing. He was charged with Mischief to Property Under \$5000, Break and Enter, Possession of Break and Enter Instruments and two counts Breach of Release Conditions. He was held for a court appearance. ^13294

Commercial Theft Investigations - UPDATE

Overnight of August 16, 2021, several thefts from commercial businesses occurred in the east end of St Thomas. As a result, the St Thomas Police Street Crime Unit –property crime team commenced an investigation.

Through investigation, police identified the four suspects involved in these thefts.

As a result, on August 19th, 2021 the St Thomas Police executed a search warrant at a Bloomfield Road address in the City of Chatham. Police recovered a large amount of property taken from these thefts resulting in the following persons being charged;

Bernhard Unger, 41, of no fixed address has been charged with; attempt theft over \$5000 – motor vehicle, theft over \$5000, three counts of theft under \$5000 and two counts of mischief under \$5000. A warrant for his arrest has been sought.

David Unger, 25, of Blenheim has been charged with theft over \$5000, three counts of theft under \$5000, possession of property obtained by crime under \$5000 and two counts of mischief under \$5000. Unger has been arrested and released from custody by the courts.

Cory Forbes, 26, of Ridgetown has been charged with two counts of theft over \$5000, four counts of theft under \$5000 and two counts of mischief under \$5000. A warrant for his arrest has been sought.

Ryan Muller, 40, of Chatham-Kent has been charged with possession of property obtained by crime under \$5000. Muller has been arrested and released from custody on an appearance notice with a future court date.

The St Thomas Police would like to thank the Aylmer Police Service and the Chatham-Kent Police Service for their assistance with this investigation.

From the Traffic Management Unit

Traffic Project: Sunset Drive - to address excessive noise and speed from vehicles travelling Sunset Drive to Port Stanley and back. Officers conducted traffic enforcement at various times throughout their shift.

Reports Submitted: 29

Charges Laid: 65

Traffic Project: Highbury Avenue - to address speeding through construction work zone. Officers conducted traffic enforcement at various times throughout their shift.

Reports Submitted: 31

Charges Laid: 36



Property Crime Unit 2021

Incident	Address	Accused	Charges	Other (search warrant, etc.)
ST21002525		[REDACTED]	Trafficking stolen property	
ST21003459		[REDACTED]	Possession of stolen property (bike from BNE)	Search Warrant
ST20017387		[REDACTED]	2020 incident on Hummingbird – BNE charge	DNA warrant
ST21005154		[REDACTED]	Amazon Theft	
ST21005150		[REDACTED]	BNE charge, poss'n property etc.	
ST21005202		[REDACTED]	Traffic Stolen property breach etc.	
ST21004582		[REDACTED]	possession of stolen property/HTA offences	
ST21004914		[REDACTED]	stolen vehicle, CDSA	
ST21005612	Mabel	[REDACTED]		
ST21006474	Princess St	[REDACTED]	(warrant and CDSA 4(1)x2)	
ST21006730		[REDACTED]	Warrant and breach x 2	
ST21006977		[REDACTED]	Warrant arrest, additional breach x2	
ST21006248		[REDACTED]	Break and enter, mischief	
ST21007487		[REDACTED]	Phone Warrant	
ST21007756	Wilson Avenue	[REDACTED]		Search Warrant
ST21007853	Mabel	[REDACTED]	[REDACTED] possess property obtained by crime	Search Warrant
ST21007446	Metcalfe	[REDACTED]	Possess property obtained, Break and Enter, breach x4, theft	
ST21006903	Elizabeth	[REDACTED]	Theft from motor vehicle	
ST21007650	Dunkirk	[REDACTED]	PCU identified suspects for Break and Enter	
ST21008056		[REDACTED]	Use of stolen credit/debit card from vehicle entry	
ST21008013	Mabel	[REDACTED]	Theft of 2 bicycles	recovered at warrant
ST21008883		[REDACTED]	Break and Enter/Breach of Probation	

Incident	Address	Accused	Charges	Other (search warrant, etc.)
ST21008069		[REDACTED]	Charged Poss'n property obtained by crime	
ST21008611		[REDACTED]	located stolen bonsai tree from previous theft	Assisted in CDSA Warrant
ST21009052		[REDACTED]	Selling stolen property on FB, assisted uniform with further criminal charges	
ST21002355		[REDACTED]	4 th Production order written and signed re: stolen cheques from break and enter	
ST21009677		[REDACTED]	Charged public mischief after reporting vehicle stolen	
ST21009722		[REDACTED]	Charged Poss'n of stolen licence plates	
ST21009925		[REDACTED]	Charged theft of motor vehicle	
ST21009733		[REDACTED]	Charged Poss'n property over \$5000 (stolen vehicle), flight from police, Albert also charged B&E (stolen bicycle)	
ST21009928		[REDACTED]	Charged Poss'n property obtained by crime under \$5000 (identification and compound bow)	
UPDATE – AUGUST 2, 2021				
ST21002355		[REDACTED]	B&E to Green Leaf Productions cleared – Charge Package for 5x accused totaling 21 Criminal Charges (FTC, Fraud Under, Use forged document and Possession property obtained by crime Under)	
ST21012307/ST21012398/12369/12320/12311/12251		[REDACTED]	Several B&E occurrences cleared off to [REDACTED]. Charged B&E x2 and FTC	
ST210012545		[REDACTED]	Recovered stolen bicycle (still under investigation from B&E) and evidence of break and enter's Wesson's warrant.	Search Warrant at [REDACTED] residence



Incident	Address	Accused	Charges	Other
ST21011640			Theft Under \$5,000 (theft of bicycle)	[search warrant, etc.]
ST21011972			Bait Bike deployment – [redacted] [redacted] charged Theft Under	
ST21012100			Warrant Arrest	
ST21010469			Warrant Arrest	
ST21012109			Poss'n property obtained by Crime (stolen RBC debit/visa cards) located in his possession upon his arrest charged FTC, Theft Under and Poss'n	
ST21010817			Property obtained by crime – Vehicle entry and used cards	
ST21012024			Flight from police and dangerous driving – Attempt warrant arrest of [redacted]	
ST21009957			Completed Production Order for stolen <u>cheques</u> – Awaiting results	
ST21010571			Suspect in fraud Investigation (ongoing)	
UPDATE – Sept. 1, 2021				
ST21009557			Use forged document, possession of property obtained by crime (result of Production Order)	
ST21014252			Warrant Arrest – Additional charged 4(1)CDSA and FTC with Release Order x3	
ST21013412			Charged 3x Theft under, FTC, 3x Possession of property obtained by crime (used stolen cards)	
ST21013336			Charged FTC curfew (on video in close proximity to B&E however not enough grounds for charge	
ST21013791	St. Thomas Rent All		Break and enter to St. Thomas Rent All - Charged B&E, possession of break in instrument, possession of property obtained by crime over	
Incident	Address	Accused	Charges	Other
ST21013806/ST21013804/ ST21013798	Canadian Tire, Ambrose Plumbing, <u>Rotostatic</u> and Pioneer		\$5000 (stolen vehicle), 3x FTC Probation Theft, mischief, possession property obtained by Crime Theft under, theft over, mischief	[search warrant, etc.]
ST21014025	Chatham		Charged theft over, theft under, mischief Recovered property stolen from Canadian Tire and Ambrose Plumbing – [redacted] charged possession of property obtained by crime under \$5000	Search Warrant
ST21014379			Vehicle – stolen property recovered from <u>Rotostatic</u> and Ambrose Plumbing	Search Warrant
ST21014722			Warrant Arrest – Additional charges 5(2)CDSA x4, resist arrest, assault peace officer with a weapon and FTC	
ST21013251			Warrant Arrest	



2021 CHARGE ANALYSIS

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
CHARGES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
CRIMINAL CODE	113.00	78.00	175.00	176.00	239.00	205.00	134.00	164.00
CDSA	7.00	5.00	8.00	30.00	30.00	9.00	8.00	11.00
CA	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.00
YCJA	0.00	0.00	2.00	2.00	0.00	0.00	0.00	0.00
HTA	170.00	195.00	444.00	285.00	428.00	317.00	339.00	273.00
LLA	4.00	2.00	8.00	13.00	3.00	9.00	5.00	10.00
CAIA	20.00	20.00	31.00	27.00	26.00	22.00	35.00	24.00
TPA	0.00	12.00	24.00	66.00	35.00	21.00	17.00	16.00
EPA	0.00	0.00	4.00	3.00	1.00	0.00	3.00	1.00
SSA	0.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00
DOLA	1.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00
FCSA	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
POA	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00
SOR	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
SFOA	0.00	0.00	2.00	2.00	1.00	0.00	2.00	0.00
TTA	0.00	0.00	2.00	1.00	2.00	2.00	0.00	1.00
OSPCA	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
CCA	0.00	0.00	0.00	4.00	1.00	0.00	0.00	0.00
CRSOR/2020 (leave quarantine facility)	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00
ROA *	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
MVC - Fatal	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00
MVC - Injuries	2.00	3.00	2.00	5.00	4.00	1.00	2.00	1.00
MVC - No Injuries (not NOR)	13.00	15.00	13.00	16.00	13.00	28.00	16.00	15.00
By-Law (including parking - NOT 3-5)	11.00	11.00	6.00	3.00	10.00	2.00	13.00	5.00
3-5 Parking ONLY	21.00	33.00	10.00	0.00	0.00	0.00	0.00	0.00
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
Arrests	124.00	84.00	125.00	98.00	159.00	183.00	180.00	178.00

Ministry of the Solicitor General

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3Telephone: (416) 314-3377
Facsimile: (416) 314-4037**Ministère du Solliciteur général**

Division de la sécurité publique

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3Téléphone: (416) 314-3377
Télécopieur: (416) 314-4037

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: Responding to Animals Left in Hot Motor Vehicles

DATE OF ISSUE:	August 11, 2021
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	21-0095
PRIORITY:	Normal

As you are aware, the Ministry of the Solicitor General has been undertaking work to enhance the response to animals in critical distress in motor vehicles. I want to take this opportunity to thank you for your submission of occurrence data in response to All Chiefs Memo 21-0058, which has provided further insights into the frequency and outcomes of occurrences involving animals left in motor vehicles across Ontario.

The Ontario government strongly urges everyone to take the necessary precautions to keep their pets safe and protected during the hot summer months, including making sure that pets are not left unattended in a vehicle. Animals can be put at risk of serious illness and possibly death as a result of being left in a vehicle during hot weather

Temperatures inside a vehicle can quickly become much hotter than the temperature outside. The most dramatic rise in temperature occurs within the first 10 minutes that a vehicle is idle. Even at an outdoor temperature of only 25°C, the inside temperature of a car can reach 34°C in as little as 10 minutes and up to 50°C by the time an hour has passed.

The public are advised to call 911 if they see an animal in a hot car and are concerned that the animal's life is in immediate danger. Members of the public are advised not to attempt entering a vehicle in these situations.

Pursuant to the *Provincial Animal Welfare Services Act, 2019* (PAWS Act), police officers, First Nations Constables, and animal welfare inspectors may enter motor

-2-

vehicles to remove animals in critical distress. Where they have reasonable grounds to believe that an animal is in critical distress, police officers and First Nations Constables have the authority under section 29 of the PAWS Act to enter places including motor vehicles. Critical distress is defined in the PAWS Act as "distress requiring immediate intervention in order to prevent serious injury or to preserve life".

Should an animal be removed from a motor vehicle and taken into possession by a police officer or a First Nations Constable, section 60 of the PAWS Act applies and notification to an animal welfare inspector must occur promptly. Police officers and First Nations Constables may do so by contacting the Ontario Animal Protection Centre at 1-833-9- ANIMAL (1-833-926-4625) and requesting to speak with the inspector on call.

You may be aware that the *Fire Protection and Prevention Act, 1997* also provides authority for firefighters to enter motor vehicles to rescue and remove animals in distress, noting that municipal councils set the levels of fire protection services which may include the rescue of animals in motor vehicles.

Firefighters, in accordance with their fire department's Standard Operating Guideline, may contact the local police service of jurisdiction for assistance when rescuing and removing animals from motor vehicles (e.g., assistance in determining if charges should be laid).

I ask that you share this memorandum with police officers and First Nations Constables who may be exercising powers under the PAWS Act and communications and dispatch personnel in your respective public safety answering points regarding 911 calls for service in relation to animals in hot cars.

We appreciate your continued partnership to help safeguard animal welfare in Ontario.

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Fire Marshal's

COMMUNIQUE

du commissaire des incendies

July 8, 2021

No. 2021-06

Responding to Animals Left in Motor Vehicles Training E-Module

Ontario's *Provincial Animal Welfare Services Act, 2019* (PAWS Act) came into effect on January 1, 2020 and allows police, First Nations constables and provincial animal welfare inspectors to enter motor vehicles to remove animals in critical distress. In accordance with the *Fire Protection and Prevention Act, 1997* (FPPA), municipal councils set the levels of fire protection services which may include the rescue of animals in motor vehicles. The FPPA provides authority for firefighters to enter motor vehicles to rescue and remove animals in distress.

To support firefighters in exercising this rescue function, the Ministry of the Solicitor General has developed a new voluntary, training e-module for fire services on responding to animals left in motor vehicles. The training e-module is available at the following link: <https://ofc.cerps.ca/mod/scorm/view.php?id=47233>. If prompted, users should log in as a guest.

The module includes information related to:

- The risks of an animal being left in a motor vehicle, and where the ministry directs the public to report these incidents;
- Authorities and protections under the FPPA related to rescuing animals left in motor vehicles;
- How to assess whether an animal in a motor vehicle is in distress, guidance on handling of the animal and immediate steps that can be taken to relieve the animal's distress; and,
- Who to contact when an animal has been removed from a motor vehicle.

In addition to this Communiqué, a letter is being sent to municipal councils and a copy of this Communiqué is attached to that letter.

For further information, please contact your local Fire Protection Adviser.

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
 Toronto ON M7A 1Y6
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 SOLGEN.Correspondence@ontario.ca

Solliciteur général

Bureau du solliciteur général

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 Toronto ON M7A 1Y6
 Tél. : 416 326-5000
 Sans frais : 1-866-517-0571
 SOLGEN.Correspondence@ontario.ca



132-2021-2894

By email

July 8, 2021

Dear Heads of Council:

With warmer weather underway, it is important to ensure pets across the province remain safe, cool and comfortable. The Ontario government is strongly urging everyone to take the necessary precautions to keep their pets safe and protected during the hot summer months including making sure that pets are not left unattended in a vehicle.

Temperatures inside a vehicle can quickly become much hotter than the temperature outside. The most dramatic rise in temperature occurs within the first 10 minutes that a vehicle is idle. Even at an outdoor temperature of only 25°C, the inside temperature of a car can reach 34°C in as little as 10 minutes and up to 50°C by the time an hour has passed. Pets can be put at risk of serious illness and possibly death as a result of being left in a vehicle during hot weather. If an individual sees an animal in a hot car in distress and is concerned the animal's life is in danger, they should call 911 immediately as it is an emergency. Members of the public are not encouraged to enter a vehicle in these situations.

Pursuant to the *Provincial Animal Welfare Services Act, 2019*, police officers, First Nations Constables, and animal welfare inspectors may enter motor vehicles to remove animals in critical distress. Police officers commonly provide primary response to 911 calls for service across the province related to animals left in motor vehicles.

In addition, the *Fire Protection and Prevention Act, 1997*, provides authority for firefighters to enter motor vehicles to rescue and remove animals in distress, noting that municipal councils set the levels of fire protection services which may include the rescue of animals in motor vehicles.

To support firefighters in exercising this rescue function, the Ministry of the Solicitor General, through the Office of the Fire Marshal, has issued the attached Fire Marshal's Communiqué which provides information about a new, voluntary training e-module available to firefighters. This additional resource may assist fire services to effectively respond to animals left in hot or cold motor vehicles to best safeguard animal welfare.

.../2

Heads of Council
Page 2

Where appropriate, municipal councils, through their fire departments, may wish to work with and share this information with local communications and dispatch personnel to support effective dispatch of 911 calls for service related to animals left in hot or cold motor vehicles.

I appreciate your continued partnership to help protect animals in Ontario.

Sincerely,

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

Sylvia Jones
Solicitor General

Enclosure

c: Chief Administrative Officers

Municipal Clerks

Ministry of Health and Long-Term Care Ontario Naloxone Program

Police and Fire Services Quarterly Reporting Form to Southwestern Public Health

Org. Name:	St. Thomas Police Service	Quarter: (see below)	Q1
Contact:	Deputy Chief Marc Roskamp	Email:	mroskamp@stps.on.ca
		Tel:	519-631-1224 Ext 4230

Key outcomes for the quarter:

Output	Number					
Number of individuals (who are not a member of a police and/or fire service) who were administered naloxone by your organization. Please specify the number of doses each individual received. <u>E.g.:</u> 10 individuals received 1 dose becomes: 10 individuals, 1 dose 8 individuals received 2 doses becomes: 8 individuals, 2 doses	Individual(s)	Dose(s)				
<table border="1" style="margin: auto;"> <tr> <td style="width: 50px; text-align: center;">10</td> <td style="width: 50px; text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">2</td> </tr> </table>	10	1	8	2	0	0
10	1					
8	2					
Number of police and/or fire service members who were administered naloxone by your organization. Please specify the number of doses each individual received. <u>E.g.:</u> 10 individuals received 1 dose becomes: 10 individuals, 1 dose 8 individuals received 2 doses becomes: 8 individuals, 2 doses	Individual(s)	Dose(s)				
<table border="1" style="margin: auto;"> <tr> <td style="width: 50px; text-align: center;">10</td> <td style="width: 50px; text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">2</td> </tr> </table>	10	1	8	2	0	0
10	1					
8	2					
Number of times paramedics came to the scene when a member of your organization administered naloxone.	0					

Please provide any additional information you feel is pertinent to Southwestern Public Health and Ministry of Health and Long-Term Care, including information about drug trends in your community:

2021 First Qtr represents ZERO use of Naloxone by our officers in the field.

Due Dates

Q1 (April – June)	Q2 (July – September)	Q3 (October – December)	Q4 (January – March)
July 5	October 5	January 5	April 5

Your reporting form may be submitted electronically (preferred) to: jvanloy@swpublichealth.ca
 Should you not be able to submit electronically, you may submit via fax at: 519-631-1682



ST. THOMAS POLICE SERVICE
By-law 2-2021

Retention and Destruction of Records
September 22, 2021

St. Thomas Police Services Board By-law 2-2021

A by-law to repeal by-law number 1-2014 and to provide for regulating the retention and destruction of records in the St. Thomas Police.

Whereas a Police Services Board may, by by-law, make regulations for the government of the St. Thomas Police Service for preventing neglect or abuse, and for rendering it efficient in the discharge of its duties under the *Police Services Act*, R.S.O. 1990;

AND WHEREAS it has been found advisable to repeal by-law number 1-2014.

THEREFORE, the City of St. Thomas Police Services Board hereby enacts BY-LAW 2-2021 as follows:

PURPOSE AND DEFINITION

The records retention schedule attached hereto shall form a part of this by-law and be sufficient authority for members of the St. Thomas Police to regulate the retention and destruction of records, as herein after provided.

Indefinite

“Indefinite” means unlimited retention subject to disposal at the completion of a record’s life cycle.

The record retention schedule applies to all Services and Divisions of the St. Thomas Police. It is designed to reduce the volume of active and dormant records and eliminate inactive record holdings. The schedule has been planned with several objectives in mind:

- a) To set standard record retention periods;

- b) To achieve efficiency and economy in the areas of space, equipment and staff through the orderly destruction of records no longer of value and systematic transfer of records to dormant storage;
- c) To ensure the preservation of records of historical or noteworthy value;
- d) To constitute an actual authority for the destruction of records;
- e) To promote efficient storage of records to allow for retrieval of personal information within a reasonable period of time (30 days);
- f) To ensure that reasonable steps are taken in protecting the confidentiality of records containing personal information during their storage, transportation, handling and destruction.

RECORDS

"Record" means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- a) correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, machine readable record, any other documentary material regardless of physical form or characteristics and any copy thereof, and;
- b) any record that is capable of being produced from a machine readable record under control of the St. Thomas Police by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the St. Thomas Police.

I RECORDS GROUPING

When one record is attached to another or grouped together to form an information bank, file or dossier, the retention period for the group is ascertained by the longest period scheduled in such a grouping.

II RESPONSIBILITY

It is the responsibility of any member of the St. Thomas Police who is assigned custody of a record or series of records to apply the retention schedules under the direction of the Chief of Police in accordance with the provisions of this by-law.

III RETENTION PERIODS

Except where otherwise indicated, the retention period is indicated in calendar years. What is implied is simply a period of years, which can be applied at any month of the year. Records may be retained for a longer period than shown in the schedules, but only where a clear requirement for such action can be justified.

“Current” denotes in general circulation or use.

The length of time each type of record shall be retained in the active records area before transfer to dormant storage is indicated in the schedule in the following manner:

- a) 2A + 3D
- b) 5 years - 2A (active) + 3D (dormant)
- c) Retained for specified number of years.

Records, which are scheduled to be destroyed within one year or less, do not have a dormant period scheduled. Within such a short lifetime, it is not worthwhile to transfer such records from active to dormant storage. All records transferred to dormant storage shall be clearly identified to permit accurate retrieval on request by authorized personnel. All boxes must be properly labeled, showing contents, year and retention period prior to transfer to inactive storage.

Unless otherwise specified, the retention period for duplicate copies of records is in accordance with the Records Retention Schedule.

Personal information that has been used by the St. Thomas Police shall be retained by the St. Thomas Police for at least one year after use unless:

- a) the individual to whom the information relates consents to its earlier disposal, **or**;
- b) The record is destroyed in accordance with the Records Retention Schedule.

IV WORKING PAPERS

Working papers consist of rough notes and preliminary drafts, calculations, et cetera, used in the preparation of other records. These become of little value once the finished record has been produced and shall be destroyed as soon as practicable.

V HISTORICAL RECORDS

Historical records are of historical or noteworthy value after their administrative value expires. It is the responsibility of the St. Thomas Police to identify, evaluate, and retain all documents of historical value.

A record is of "historical value" if it concerns:

- a) the policies followed by the St. Thomas Police and various reasons for their adoption;
- b) the organization and administrative history of the St. Thomas Police;
- c) a specific individual transaction which established a legal status of any kind;
- d) documents that may be presumed to have a general or continuing interest;
- e) major changes concerning the issuing of clothing, equipment, or the opening of new buildings;
- f) major criminal cases, which may be of interest in the future.

VI RECORD OF DESTRUCTION

1. The Chief of Police shall maintain a schedule for each record series on an Authority for Schedule of Records. This record will be maintained in central records. The Chief of Police will be responsible for maintaining and/or updating the record and the information found therein;
2. Such record will include:
 - a) brief description of the records;
 - b) period of time the record spans;
 - c) date, location and method of destruction;
 - d) signature of individual authorizing the destruction.

VII SECURITY

1. At no point should records containing personal information waiting for transfer to dormant storage be left unattended in hallways or in unprotected areas.
2. Rooms used for storage of manual and computer records should be locked. Access to storage rooms should be monitored and retrieval of records documented.

VIII DISPOSAL OF RECORDS

The method of destruction for official records shall be by means of shredding. Records shall not be disposed of by sale as waste or salvage. It is the responsibility of the Chief of Police to ensure that the actual destruction of records is carefully supervised.

The Chief of Police shall maintain a record detailing the actual records destroyed and the date of the destruction.

Personal information shall be disposed of in accordance with regulations of the *Municipal Freedom of Information and Protection of Privacy Act, 1989*, and in accordance with the directions and guidelines issued by the Ministry responsible for the *Municipal Freedom of Information and Protection of Privacy Act, 1989*.

IX AUTHORITY FOR SCHEDULE OF RECORDS

Individual record schedules may be approved and amended by motion of the Board.

X EFFECTIVE DATE

This by-law shall come into force and take effect immediately upon final passing thereof.

Read a first and second time on the 22nd day of September 2021.

Read a third time and finally passed on the 22nd day of September 2021.

Chair – Dan Reith
St. Thomas Police Services Board

Secretary – Tiffany Terpstra
St. Thomas Police Services Board

Type of Record	Description	Retention Period
Accidents	Motor Vehicle Collision Reports	3A
Agreements	Property and Service Contracts	1A + 1D
	With other Police Services detailing policing of roads and boundaries including any amendments	Permanent
Annual Reports	To the Police Services Board	Permanent
Appeals and Grievances	By or regarding Police Personnel	13 months unless appealed
Appointments	Elevation of rank or transfer of duties	Permanent
Arbitration		Until superseded or obsolete
Archival files	Records of historical value	Permanent
Audio/Video Recordings	Telephone calls – recorded Video images captured in/around police station	6 months
Awards and Honours	Police Personnel – Civilian and Uniform	Permanent
	Civilian Citations to Members of the Public	1A
Badges	Record of hat and wallet badges issued	Permanent
Beat Book	Daily information record of foot patrol activities	1A + 1D
Budget	Current and Capital Budget	1A + 1D
Bulletins	Circulars issued externally	While active
	Circulars received from other agencies	6 months active 6 months dormant
Bylaws	Police Services Board	Permanent
Body Worn Camera (BWC)	Municipal By-Law Charges – Parking offences	2 Years
	Motor Vehicle Accidents	2 Years, 30 days if no charges
	Traffic Stop – Charges	2 Years
	Traffic Stop – No Charges	30 days
	Other Provincial Charges	2 Years
	Criminal / Federal Evidence – Charges Laid	60 days past the expiry of the last appeal period
	Criminal Investigation – No Charges Laid	30 days
	Major Case – Charges Laid, Solved No Charges, Unsolved	Indefinite
	General Call for Service or Community Interaction	30 days
	Restricted – Used for SIU or Internal Investigation	Indefinite
	Training or Positive Recognition	6 months
Canvassing	Canvassing, charitable soliciting	While active

Type of Record	Description	Retention Period
Clothing & Equipment	Record of items held in stores, and issued to members	See inventory
Canadian Police Information Centre (CPIC)	Audit – every 2 years Zone/Provincial Alerts Message Logs, Narrative Messages, Validation Lists	Until Superseded As per CPIC Regulation
Citizens' Complaints	Complaints against police	As per Public Complaints Policy and Procedure
Collective Bargaining	Agreements, Arbitrations, Letters of Understanding, etc.	Until superseded or obsolete
Communications	Audio recordings of emergency telephone lines and radio channels Audio recordings held of court	6 months Indefinite
Community Relations	Related records and files	1A + 1D
Conferences	Chief of Police Others	1A 1A
Correspondence	General correspondence	1A + 1D – consider removal of 1D this was previously covered in Housekeeping and appears to be a redundant entry – no need for 1D year as captured in Housekeeping
Court attendance	Record of attendance	1A
Court dockets	Copies of Ontario Court of Justice dockets	1A
Court file	Court file packages ref: Young Person Deceased persons	As per Youth Criminal Justice Act Upon official notification of death
Court file and exhibits	Property tags related to physical exhibits	See Property
Court Notification	From Court Officer regarding appearance in court	1A
Court Orders	Probation orders, peace bonds, restraining orders, weapons prohibitions	As per CPIC Policy and retention guidelines
Crime Prevention	Correspondence and related files	1A
Crown Briefs	Federal Statutes Provincial Statutes Municipal By-laws	60 days after disposition
Demonstrations	Strikes, riots, reports	3 years
Daily roster	Daily Assignment Sheet	1A
Destruction of Records Log	Record of Destruction	Permanent, or while record series valid
Directives	Notifications and procedures issued	As per Service Policy

Type of Record	Description	Retention Period
Discipline	<p>Transcripts of disciplinary trials</p> <p>Informal Civilian Informal Uniform Formal Police Act Convictions</p>	<p>Pursuant to Police Services Act</p> <p>-2 years -2 years if no other entries -Permanent</p>
Drug Reports	<p>Drug related occurrence (tasks)</p> <p>Drug destruction reports HPB3515 copies</p>	<p>See Occurrence</p> <p>2A</p>
Electronic Infrastructure Assets (E-Mails)	E-Mail files	1 Year
Equipment	Inventory	See inventory
Events	Correspondence and related materials	1A
Finance	<p>Budget Preparations</p> <p>OCCOPS Reports on Financial or Statistical Information</p> <p>Recovery Correspondence, details of and requests for payment of losses or bills for services rendered i.e. restitution</p> <p>Source documents, all original documents, cheque requests, receipts</p>	<p>1A</p> <p>1A</p> <p>While current</p> <p>1A</p>
Fingerprints	<p>Adult Charged Persons</p> <p>Young Person – Charged</p>	Permanently upon conviction
	<p>Consent Prints</p> <p>Police Personnel</p> <p>Non conviction (withdrawn, dismissed, quashed, absolute discharge, conditional discharge)</p>	<p>As per Youth Criminal Justice Act and Young Offenders Act While active then destroy</p> <p>See Personnel File</p> <p>As per Policy HR-09 Records Keeping</p>
Firearms	<p>Departmental Firearms</p> <ul style="list-style-type: none"> - Inventory - Record of Issue 	Permanent
Freedom of Information	Requests for information and related documentation	1A + 1D
Historical Documents	Any form or record deemed to have historical value	Indefinitely
Housekeeping	Files, general correspondence, personal reference notes	1A

Type of Record	Description	Retention Period
Inquests	Copies of documents pertaining to all Coroners Inquests	Permanent
Inventory	Annual Equipment – Record of quantities, type of clothing, equipment issued to personnel Record of equipment issued by serial number Correspondence relating to equipment and uniforms	When superseded Duration of service + 1A Until superseded 1A
Investigative files	Files that contain accumulated person / general information during the investigation of law enforcement matters	Current
Keyholders	Information regarding keyholders for business premises	While valid
Ledger	Identification Unit Ledgers detailing fingerprints, photos and crime scenes Log of all property received and released	Indefinite 1A + 6D
Ledger	Log of all visitors admitted to police building	1A
Licence & Permits	Licences issued to the Police Service	1A + 1D
	Vehicle Licence & Permits Copies of Special Occasion Permits issued Copies of Liquor Licences issued to licenced premises Taxi Licences	While valid While valid While valid While valid While valid
Maps, Charts	Master copies	While valid
Minutes of Police Services Board meetings Police Services Board Meetings	Originals Agendas and relevant correspondence: Minutes Resolutions Appointment notifications	As per Police Services Board Procedural By-law Permanent Permanent Permanent

Type of Record	Description	Retention Period
Mobile Workstation (MDT) Transmissions	Communication between MDT's and officers using the "SPARK" system	6 months
Newspaper	Newspaper clippings	Permanent
News Releases	Media Releases	1A
Occurrence	Old system (paper reports) original at records dept. with all related correspondence	3A + 4D
	Major criminal cases	Indefinitely
	OMPPAC 1 st generation computer system	As per OMPPAC policy
	Statements and original documents: No charges laid	1A
	Statements and original documents if charges laid	After 60 day appeal period
Officer's notebooks	Officers Record of Activity	15 years
Pardon	All related documentation	Destroy upon notification
Paid Duty Roster	Roster of Personnel	1A
Parades	Correspondence	6 months after completion
Parking tags	Copies	3 months
Payroll	Overtime, court time attendance	1A + 1D
Performance appraisals	Probationary, annual, advancement, special evaluations	5A
Personnel	Fingerprints, promotional exam results, original documentation, awards, honours, termination/retirement training	Permanent
Photographs	Police/Civilian Personnel	Permanent
	Adult charged persons	Indefinitely, most recent photo kept, if withdrawn destroy
	Young person charged persons	As per Youth Criminal Justice Act
	Crime scenes – solved Crime scenes - unsolved	Indefinite or conclusion of court
Prisoner Cell Sheets	Originals	1A
Prisoner Escort Sheets		1A
Probation Orders		As per CPIC Regulations
Procedures	Force Policy & Procedures, Adequacy Standards	Until superseded
Promotions	Details of promotions	Permanent

Type of Record	Description	Retention Period
Property	Reports	As per Niche RMS policy
	Receipts	Current, 1A
	Property Tags	2A
	Property destroyed or auctioned	2A
Quartermaster Stores	All related files	Current
Receipt books	For Committal Warrants, Insurance reports, Police Clearances, Auctions, Freedom of Information Requests	1A
Records	Authority for schedule of records and destruction	Permanent or while record series valid
Recruiting	Rejected Applicants	1 month
Requisitions	Original	1A
Routine Orders	Notifications of Appointments, transfers	While valid
Rules and Regulations	Standing Orders Procedures, Regulations	Until superseded
Statements	Look in occurrence	Look in occurrence
Status Forms	Copies	1A
Statistics	Statistics produced monthly for office use	Current
	Statistics Canada reports	1A + 1D
	Annual statistical reports	Permanent
Suspensions	Copies of notice to suspended drivers	While valid
Suspect Apprehension Reports	Original	1A + 1D
Recordings (new location sorted by alpha)	Video recorded interviews	Duration of Court + appeal
	Audio visual training material	While valid
	CCTV Internal Recordings	6 months unless being held for court
	CCTV External Recordings	72 hours 6 months
	KOMLog Reproducer	
	Communication audio recordings	6 months unless being held for court
	Body Worn Cameras	See BWC policy for retention of video (Evidence.com)
Telephone	Invoices for service	1A
Traffic	All related files	1A

Type of Record	Description	Retention Period
Training	Lesson plans and presentations	While valid
	Course calendars detaining officers required to attend	1A
	Use of Force qualification records	While current
Transfer	Of personnel	Permanent
Trespass notice	Notices of correspondence	While valid
Three / Seven / Twenty One day suspensions	Copies of notices	While the suspension notice is in effect.
Use of Force Reports	Original	1A + 2D
Validation Lists	Automatic Purge Report	Until next CPIC printout received
	Monthly Validation Report	Cover page retained until next audit
Vehicles	Correspondence and records	Current
Wanted Posters	Issued and received	While current
Warrants	Committal	3A
	Outstanding	Returned to Court
	Executed	2A
	Receipts for payments	See Ledger
	Register of Committal Warrants	Until executed or rescinded
	Arrest Warrants	Until executed or rescinded
Wide Load Escorts	Search Warrants	Until executed or rescinded
	Copies of permits, invoices	While current
Workers Compensation	Form and reports detailing claim	Covered under Human Resources Policy at City Hall
Integrgraph CAD information	Under development	
Niche Records Management Reporting System	Under development	

**United Way Elgin Middlesex****@unitedwayemca**

Thank you to @GeerlinksHomeHardware for being a meal match sponsor for this year's #3MHarvestLunch in Elgin county. Geerlink's is matching the next 50 tickets purchased for this year's #3MHarvestLunch, be sure to get your tickets today!

ow.ly/thfJ50G8TAj pic.twitter.com/bTx7uSYbQu

2021-09-13, 14:00

From: Sharon Seepersad <sharons@oacp.ca>
Sent: Tuesday, September 14, 2021 10:28 PM
Subject: APL: Special Olympics - "Draft an Athlete"

[CAUTION] This email originated from outside your organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



DATE: September 14, 2021

TO: All Chiefs of Police
Commissioner T. Carrique, OPP
Assistant Commissioner J. Boudreau, RCMP "O" Division
All Deputy Chiefs of Police
All Deputy Commissioners, OPP

RE: Special Olympics - "Draft an Athlete"

The OACP is pleased to share the following video message from Commissioner Thomas Carrique, Ontario Provincial Police (OPP) and Chief Andrew Fletcher, South Simcoe Police Service with regards to the upcoming Guardians of the Flame half marathon that will take place on October 17th, 2021 at the OPP HQ in Orillia,
<https://twitter.com/OPPCommissioner/status/1437810917903945728?t=OX6eJj-527mF2Bx2JkaOrw&s=09>.

There is an opportunity for people to participate virtually and do their own run locally. Police Services and their members can participate in the run and support Special Olympics by doing so.

Commissioner Carrique and Chief Fletcher would like to challenge all Police Services to "Draft an Athlete". If you are interested in the challenge, please visit <https://guardiansendurance.com/half-marathon/> and follow the steps to register and make a \$250 donation.

We thank you for your continued support for Special Olympics and the Athletes.

Sincerely,

#StaySafe#StayHealthy

Sharon Seepersad

Manager, Administration/Member Service

Ontario Association of Chiefs of Police

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OACP

Voice of Ontario Police Leaders

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