



Cobourg Police Services Board

Tuesday, November 17, 2020

9:00 A.M.

CPS Corporate Services Board Room, 2nd Floor

	Pages
1. <u>MOTION TO OPEN PUBLIC MEETING</u>	
2. <u>DISCLOSURE OF PECUINARY INTEREST</u>	
3. <u>CHAIRS OPENING REMARKS</u>	
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5. <u>ADDITIONS TO THE AGENDA</u>	
6. <u>PRESENTATIONS</u>	
7. <u>COMMUNICATIONS / CORRESPONDENCE</u>	
7.1. Correspondence received from D Malowney of the Hamilton Township Police Services Board, regarding support the impacts of PTSD on the Service. <u>Action Recommended:</u> THAT the Board receives the correspondence for informational purposes.	9
8. <u>CHIEF'S REPORT</u>	
8.1. Communications Report	10
8.2. OIPRD Annual Report (2019-2020)	14
8.3. Property Audit	46
8.4. Crime Stat Report - Q3 <u>Action Recommended:</u> THAT the Board receives the Chief's Report, items 8.1 through 8.4, for informational purposes.	51
9. <u>CHAIR'S REPORT</u>	
10. <u>DATE OF NEXT MEETING</u> Date of next regular meeting: Tuesday, December 15th, 2020, at 9:00a.m., at 739 D'Arcy St. Cobourg, Venture 13, in the CPS Corporate Services Board Room (2nd floor).	

11. CLOSED SESSION

Action Recommended:

THAT the Board meet in closed session, pursuant to Section 35(4)(a) of the Police Services Act, R.S.O. 1990, c. P.15

Matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

Section 35(4)(b) Police Services Act, R.S.O. 1990, c. P.15

Intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

1. Litigation matters
2. Financial matters
3. Personal matters


Action Recommended:

THAT the Board return to open session.

Action Recommended:

THAT the Board approve on all matters agreed upon, during closed session.

12. ADJOURNMENT

	COBOURG POLICE SERVICES BOARD
	DRAFT Meeting Report
	October 20, 2020 10:00 a.m. 739 D'Arcy Street, Cobourg, Venture 13 CPS Corporate Services Board Room, 2nd Floor

A public meeting of the Cobourg Police Services Board was held on October 20, 2020 at 739 D'Arcy Street, Cobourg, Venture 13 in the CPS Corporate Services Board Room, 2nd Floor. The following persons were in attendance:

Members present: Dean Pepper, Chair
Ronald Kerr, Vice Chair
Mayor John Henderson
Councillor Aaron Burchat (*joined meeting at 10:31a.m.*)
Sean Graham

Staff present: Paul VandeGraaf, Chief of Police
Katie Darling, Executive Assistant to the CPSB

MOTION TO OPEN IN PUBLIC MEETING

Moved by: Member Graham, seconded by: Mayor Henderson THAT the Board begin the public meeting. (9:05a.m.) Carried

DECLARATION OF CONFLICT OF PECUNIARY INTEREST

There were no declarations made by the Board members.

CHAIR'S OPENING REMARKS

Chair Pepper provided opening remarks (attached).

APPROVAL OF PREVIOUS MINUTES

Approval of minutes dated September 15, 2020

Moved by: Member Kerr, seconded by: Member Graham, THAT the minutes dated September 15, 2020, be adopted. Carried

ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

PRESENTATIONS

There were no presentations in the public meeting.

COMMUNICATIONS/CORRESPONDENCE

There was no correspondence received by the Board.

CHIEF'S REPORT

Communications Report

Presented by Communications Coordinator, Lisa Munday. Upon completion of this presentation, Lisa was excused from the meeting (9:22a.m.)

Absence Report – Q3

Auxiliary Report – Q3

Public Complaints – Q3

Requests for public reports (FOI, MVC, CICB, CL, CSC) – Q3

OSOR – Annual Site Assessment

Moved by: Member Kerr, seconded by: Member Graham THAT the Board receives the Chief's reports, for informational purposes. Carried

CHAIR'S REPORT

2021 Board meeting schedule

Minutes item: Schedule will remain status quo, with public Board meetings taking place on the 3rd Tuesday of every month.

CPSB Operational Budget

Moved by: Member Graham, seconded by: Member Kerr THAT the Board receives the Chair's report, for informational purposes. Carried

DATE OF NEXT MEETING

Next regular meeting: November 17, 2020, at 9:00a.m. at 739 D'Arcy Street Cobourg, 2nd Floor Board Room – Venture 13

CLOSED SESSION

Moved by: Member Graham, seconded by: Member Kerr THAT the Board move into closed session at 10:01a.m., pursuant to **Section 35(4)(a) of the Police Services Act, R.S.O. 1990, c. P.15**

Matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

Section 35(4)(b) Police Services Act, R.S.O. 1990, c. P.15

Intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

1. Litigation matters

2. Financial matters

3. Personal matters Carried

Councillor Burchat joined the meeting, during closed session. He declared no conflicts of interest. (10:31a.m.)

Moved by: Member Kerr, seconded by: Member Graham THAT the Board return to open session. Carried

Moved by: Councillor Burchat, seconded by: Mayor Henderson THAT the Board approve all matters agreed upon in closed session. Carried

ADJOURNMENT

Meeting adjourned at 12:06p.m.

COBOURG POLICE SERVICES BOARD



Opening Remarks, October 20, 2020

Welcome to the Cobourg Police Services Board Meeting.

September has been a busy month for everyone. As families worked to get back to a new routine, members of the Cobourg Police Service focused on keeping community school zones safe through education and enforcement with a Back to School Blitz. September also saw another successful Walk a Mile campaign. Cobourg Police Service brought awareness to the vital work of Cornerstone Family Violence Prevention Centre through virtual participation in the Walk a Mile and also participation in Orange Shirt day; Cobourg Police Service wore orange to remember survivors and their families of Canada's Indigenous residential school system and promote reconciliation.

As part of our continued commitment to excellence in policing, Cobourg Police Service members participated in a number of training and development opportunities, partnering with other Services and partner organizations locally and around Ontario. Specifically, CPS actively participated in Use of Force training, Crime Prevention Through Environmental Design certification training, which educates homeowners and businesses on how to harden their homes and reduce the opportunity for theft and break-ins, Major Incident Command Scribe training, and presentations from the Crown Attorney's Office and Rebound Child and Youth Services on updates to important programs and services. The Cobourg Police Services Board supports the continued expansion of these types of initiatives for all our members.

The V13 Policetech Accelerator continues to drive innovation and entrepreneurship to improve community safety. Throughout the pandemic, collective efforts among Northumberland Community Futures

Development Corporation, Cobourg Police Service

and the V13 Policetech Accelerator maintains a focus on the development and implementation of innovative policing technologies and best practices for community safety. Many exciting projects are in the works. ThermaScans' technology has been installed in the cell block, helping to ensure that individuals at the time of booking are triaged appropriately, preventing further community transmission and protecting the justice system beyond the walls of the Cobourg Police Service.

As we head into the fall season, the Cobourg Police Services Board will be busy setting our goals and objectives in the form of our 2021 annual budget. This budget will focus on key objectives that are consistent with our current Strategic Plan or Business Plan as the Police Act refers to it as. In the budget we will be focusing on 4 areas as the plan refers to. Number one, *A Safe and Secure Community*. Using our tiered policing model, we are able to deploy our personnel in a more efficient manner to focus on criminal activities such as drug enforcement. With our Controlled Drug and Substances Act Search Warrants, we strive to keep these dangerous drugs off our streets. Number two, *A Supportive and healthy Workplace*. Our employees are our best asset. The Cobourg Police Services Board believes that all of its members should have the opportunity to achieve their full potential. By building a diverse police service, and creating an inclusive environment for all members, the Cobourg Police Service can champion the values of equality, diversity and social inclusion. Number three, *Community Engagement and Partnerships*. As we continue to engage our community with Town Hall Meetings and Coffee with Chief, etc., we will gain important feedback through these interactions. As far as partnerships are concerned, the Cobourg Police Service is very fortunate to have a number of valuable partners to help us serve our collective community. Rebound Child & Youth Services, Cornerstone Family Violence Prevention Centre, Northumberland Community Futures Development Corporation, and Northumberland Hills Hospital, just to mention a few. And Number 4, *Service Quality & Value*. By focusing on this, we will maintain public trust and satisfaction by delivering quality policing services.

Finally, thank you to our front line members who continue to do tremendous work in the community under this pandemic and all its uncertainties. With shorter days and cooling weather upon us, we wish everyone a safe and healthy month.

Dean Pepper

Chair, Cobourg Police Services Board



**THE CORPORATION OF THE
TOWNSHIP OF HAMILTON
POLICE SERVICES BOARD**

Chair Dean Pepper
Cobourg Police Service Board
107 King St. W.
Cobourg, Ont., K9A 2M4

October 22, 2020

Dear Chair Pepper:

At a recent Hamilton Township Police Services board meeting, Mayor Cane advised board members that the Cobourg Police Service has been experiencing some issues with an increase in the number of officers on WSIB leave. Our board members along with leadership from the Northumberland OPP discussed how PTSD is also an ever increasing concern that our officers face every day, along with its detrimental effects not only to the police services, but to officers' families as well.

The board discussed the pro-active steps that the Northumberland OPP has taken in assisting their officers that are experiencing PTSD and the effects on their mental health. The board requested that I contact you directly and offer any help or assistance to you, or should you have any questions on the services that are offered to our officers. Please don't hesitate to contact us or the Northumberland OPP detachment directly.

Hamilton Township Police Services board would like to extend to all the members of your service the best of health and take care.

Sincerely,

D Malowney,
Chair, Hamilton Township Police Services Board

c.c. Mayor Bill Cane, Hamilton Township
Dispatch Commander Jeff Martin, Northumberland Detachment OPP



Cobourg Police Service

Paul VandeGraaf
Chief of Police

Board Report:

In Camera Session: No

Date of report: November 11, 2020

Date of meeting: November 17, 2020

Mr. Dean Pepper, Chair
and members of the Cobourg Police Services Board

Subject: Communication

Chief's Recommendation: "That the Cobourg Police Services Board review and file for information."

Background:

This report shows a snapshot of how the Cobourg Police Service is managing its social media, and the media coverage earned for the month of October.

Report:

Media Releases sent out by Cobourg Police Service in October:

Positive Stories	Media Invitations	Crime-Related
4		21

Media coverage earned by local news in October:

News Source	Positive (6)
Cobourg Now	2
My Broadcasting Corporation	2
Northumberland News	2

News Source	Neutral (53)
Global	8
My Broadcasting Corporation	11
Northumberland News	15
Today's Northumberland	19

News Source	Negative (0)
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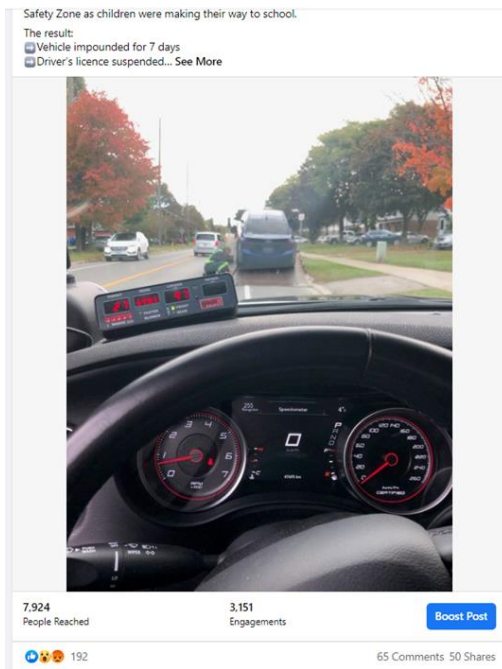
Social Media Activity in October:

Account	Post Made	Top Post	Reach	Mentions	New Page likes/Follows	Profile Visits
Facebook	80	<p>This driver was stopped by Cobourg Police going 57 km/h OVER the speed limit in a Community Safety Zone as children were making their way to school.</p> <p>The result:</p> <ul style="list-style-type: none"> → <input type="checkbox"/> Vehicle impounded for 7 days → <input type="checkbox"/> Driver's licence suspended → <input type="checkbox"/> Driver charged accordingly. <p>A bad start to the day for the driver, but it could have been much worse should they have lost control or hit a pedestrian or another vehicle. Speeding and aggressive driving behaviour puts everyone at risk.</p> <p>#SLOWDOWN Town of Cobourg, Ontario</p>	7,924	23	53	8,341
Twitter	71	<p>Stopped by #CobourgPolice going 57km/h OVER the speed limit in a #CommunitySafetyZone The result:</p> <ul style="list-style-type: none"> → <input type="checkbox"/> Vehicle impounded for 7 days → <input type="checkbox"/> Driver's licence suspended → <input type="checkbox"/> Driver charged It could have been much worse should the driver have lost control or hit a pedestrian/vehicle. #SLOWDOWN <p>pic.twitter.com/mNqOvrXJNw</p>	2,862	50	4	1,025

Some highlights for the month of October:

- Operation Impact
- Participation in Rebound Child & Youth Services Northumberland Kilometers for Kids
- Cobourg Police Service Civilian member Christine Zealand and Special Constable Detlor completed Major Incident Command Scribe
- Chief VandeGraaf and Sergeant Curr presented a plaque of appreciation to Breakers on the Lake owner John Lloyd for opening up the motel to first responders for respite and quarantine.
- V13 Policetech Accelerator release – Health Canada approved ThermaScans hardware
- Safe Halloween Campaign in partnership with the Town of Cobourg
- Participation in the Royal Canadian Legion - Cobourg Br. 133 raising of the Poppy Flag at the Cobourg Police Station with Legion President Bob Robison and Sergeant at Arms Don Ramsey.

Comments from the community:



Brodie Hutton

I saw the way he was driving and cannot tell you how happy I was to see the police officer coming up behind them! Great work officer! It was a very busy time of the morning!



Like · Reply · Message · 5w



Shawn Axhorn

Bravo. We moved here in March and noticed a lot of people do drive way too fast in our neighbourhood as well. Nice to see, good job Cobourg Police



Like · Reply · Message · 5w

Cobourg Police Service is at Canadian Tire (Cobourg).

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Our @CobourgPolice #Auxiliary officers ran another FREE #CarSeatClinic today! Educating families on safe car seat installation and use. #CarSeatSafety

Stay tuned for more information on our next clinic coming up in December. Thanks to @canadiantire #cobourg for their support on this initiative.



Ron Pidwerbecki

John Turner Great use of their Aux unit! You can tell they're well respected!

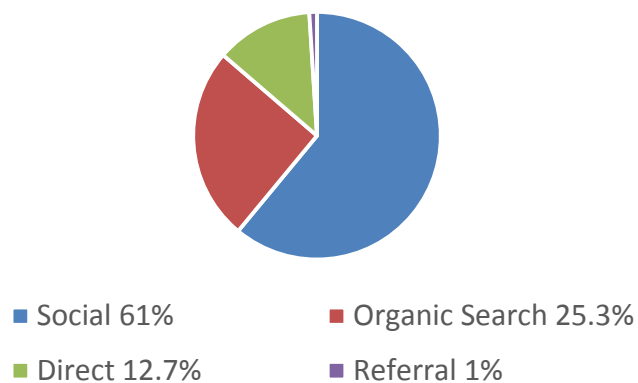
Like · Reply · Message · 5w

Online Reporting and Bike Registration Stats

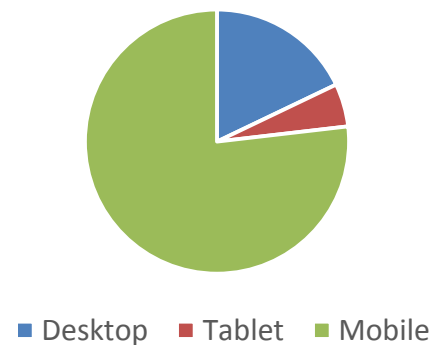
	Online Reports (excluding bike registration)	Online Bike Registration
May	3	3
June	4	5
July	11	16
August	8	2
September	4	3
October	8	1

Cobourg Police Service Website Activity in October

Traffic



Device



Top 3 sources

1. Facebook
2. Google
3. Direct

Top three pages visited in October:

Homepage
Media Releases
Careers

Respectfully Submitted,

Paul VandeGraaf
Chief of Police

October 16, 2020

Chief Paul VandeGraaf
Cobourg Police Service
107 King Street West
Cobourg ON K9A 2M4

Dear Chief VandeGraaf:

I am pleased to announce the release of the Office of the Independent Police Review Director's Annual Report 2019–2020.

The accessible Annual Report in English and French may be found on our website at: www.oiprd.on.ca.

Sincerely,



Stephen Leach
Independent Police Review Director



Annual Report

April 1, 2019 – March 31, 2020

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Director's Message

All but two months of the period covered by this annual report was before I was appointed Director on February 1, 2020. Accordingly, my message is brief and forward looking.

The OIPRD has a significant work backlog resulting in parties to complaints waiting inordinate periods before investigations are completed. Accordingly, I'm leading a restructuring of the OIPRD with the overall goals of eliminating the work backlog and ensuring investigations are completed within 120-days.

Thanks to the dedication, hard work, and innovation of the OIPRD's staff, I'm pleased to report that in just a few weeks of my arrival, significant positive changes are occurring, and the work backlog is being steadily reduced.

Going forward, I'm confident that a restructured OIPRD will not only be more efficient, it will have greater capacity to enhance its role in policing oversight for the benefit of all stakeholders.

Stephen Leach
Independent Police Review Director

Vision, Mission, Values

The Office of the Independent Police Review Director (OIPRD) is an independent civilian oversight agency mandated to receive, manage and oversee all public complaints about the police in Ontario. It provides a system for members of the public to make complaints about the conduct of an officer, the policies of a police service, and the services a police service provides. The OIPRD is an arm's-length regulatory agency of the Ontario Ministry of the Attorney General (MAG). The agency receives its legislative authority from Part II.1 and Part V of the *Police Services Act* (PSA).

The OIPRD ensures that public complaints about police are effectively dealt with in a manner that is transparent and fair to both the public and the police by:

- Overseeing public complaints through to their conclusion.
- Investigating complaints and overseeing police service complaint investigations.
- Encouraging meaningful resolution of complaints.
- Conducting systemic reviews.
- Delivering education and outreach to the public and police.

All OIPRD decisions are independent of the government, the police and the public.

The OIPRD's **vision** is to enhance confidence in the public complaints system through excellence in the independent and impartial oversight of police.

The agency's **mission** is to provide effective management and oversight of public complaints, promote accountability of police services across Ontario and increase confidence in the public complaints system.

In fulfilling its mandate, the OIPRD is guided by the **principles and values** of:

- **Accountability:** improving transparency and accountability of the police complaints system and maintaining accountability for actions to stakeholders.
- **Integrity:** providing professional, objective, timely services to all stakeholders, respecting the privacy and dignity of stakeholders and treating them fairly.
- **Independence:** overseeing investigations by police services in a fair, transparent and effective manner and conduct independent investigations thoroughly and fairly.
- **Accessibility:** delivering a modern, accessible system for the public to lodge complaints about police and building public awareness about the complaints system.
- **Diversity and Inclusion:** being responsive to, and inclusive of, diversity in delivering OIPRD services.

The OIPRD's mandate aligns with the government's priority of promoting fairness and access to justice, with MAG's vision of an innovative, sustainable and responsive justice system that inspires public confidence and upholds the rule of law. The OIPRD's mandate also aligns with the ministry's strategic plan priorities, including:

- People can access modernized and streamlined client-centred programs and services supported by technology.
- Support, protect and advocate for people who are victims or vulnerable, including those with mental health and addiction issues.
- Develop and retain a diverse, skilled and engaged workforce.
- Promote accountability across justice system partners.

Organizational Structure

The head of the OIPRD, the Independent Police Review Director (IPRD/Director), is appointed by the Lieutenant Governor in Council on the recommendation of the Attorney General. The PSA requires that the Director cannot be a former or current police officer.

All OIPRD employees are civilians and cannot be serving police officers.

As of March 31, 2020, there are 52 full-time equivalent (FTE) staff members. Staffing has been reduced by approximately 15% from the previous year due to natural attrition.

The OIPRD is divided into the following operational units:

- **Executive Office**
 - Provides direction and makes decisions in accordance with the OIPRD mandate, powers and role regarding investigations, public hearings, police policy and service reviews.
 - Acts as the public face of the OIPRD.
 - Provides strategic and operational direction for the agency.
 - Liaise with police services boards and the chiefs of police.
- **Case Management**
 - Provides front-counter and electronic access to filing of complaints.
 - Provides public liaison and complaints assistance in English and French.
 - Undertakes intake screening and tracking of complaints through to completion.
 - Creates and maintain records and case management reporting processes.
 - Oversees alternative dispute resolution processes for the agency.
- **Investigations**
 - Undertakes independent investigations of police conduct complaints.
 - Takes over investigations from police services when instructed by the Director.
 - Oversees investigations conducted by an outside police service.
 - Conducts reviews of investigations performed by police services as part of the request for review process.
 - Assists in conducting systemic reviews as required by the Director.
- **Legal Services**
 - Provides integrated legal advice and associated services to the Director and other OIPRD staff.

- Provides legal support to investigators concerning legal rights, scope of power and statutory interpretation of legislation/regulations.
- Appears on behalf of the OIPRD at the Ontario Civilian Police Commission, Superior Court of Justice, Divisional Court and other proceedings.
- Assists with legal/policy work and liaises with MAG and other ministries.
- **Business Operations**
 - Provides financial, human resources, controllership, knowledge management, records management and retention, strategic planning, asset management and administrative functions for the agency.
 - Provides information technology and management required to support the IT-based case management system, the OIPRD-to-police correspondence system, network-accessible complaint filings, specialized IT for intake call centre and base infrastructure to support office productivity (including network services, voice/telecom and desk-side support).
 - Manages facilities and safety and security related matters.
 - Leads training, education, risk management and internal communications.
 - Oversees freedom of information requests from the MAG and privacy breach related matters.
 - Leads initiatives targeted towards process efficiencies and continuous improvements to enhance service delivery.
 - Develops policies and procedures, performance measures and engagement strategies.
- **Communications and Outreach**
 - Raises public and media awareness of the agency through a variety of channels, including evolving web and social media content, media relations, announcements, events and presentations to a broad range of community organizations.
 - Positions the agency and the Director as a national and international leader in policing oversight.
 - Provides timely responses to media enquiries about complaints and investigations.

Financial Expenditures

The below tables outline the OIPRD budget allocation and financial expenditures for the 2019-20 fiscal year.

Financial expenditures 2019-20	
Initial Allocation	\$6,464,900
Adjusted Allocation*	\$6,780,700
Expenditures	\$6,931,749

*The OIPRD's allocation was increased to accommodate the costs resulting from the winding down of activities after the revocation of the Safer Ontario Act.

In the 2019-20 fiscal year the OIPRD undertook several initiatives to improve efficiency and reduce costs for the agency. These initiatives resulted in significant savings across the agency especially regarding transportation & communication and supplies & equipment.

Year-end expenditures 2019-20	
Salaries and Wages	\$5,585,259
Benefits	\$642,988
Transportation & communications	\$81,486
Services**	\$585,512
Supplies & equipment	\$36,504
Total	\$6,931,749

**Services expenditures include, but are not limited to, information technology, mediation services, fleet services and training costs.

New Legislation: Bill 68 Proclamation Impacts

On March 26, 2019 the *Comprehensive Ontario Police Services Act, 2019* (Bill 68) received royal assent. Once proclaimed, Bill 68 will have a significant impact on the operations of the OIPRD. These impacts include, but are not limited to:

- Changing the name of the agency to the Law Enforcement Complaints Agency (LECA) and the title of the Independent Police Review Director to the Complaints Director.
- Receiving conduct complaints regarding police officers, special constables of Niagara Parks Commission and Peace Officers of the Legislative Protection Service.
- First Nations Police Services will have the opportunity to opt-in and be within the purview of LECA's jurisdiction.
- The Complaints Director will be able to initiate an investigation into a matter even when there has been no public complaint.
- LECA will be required to publish de-identified summaries of unsubstantiated complaints.
- Shortened timelines for investigations from 180-days to 120-days.
- LECA will retain complaints in the public interest and complaints regarding the Chiefs or Deputy Chiefs. All other conduct complaints will be referred to their respective services or to a third service.
- Policy and service complaints will be forwarded to the Inspector General.

The full impacts of this new legislation will not be known until the proclamation of the legislation and the drafting of the regulations. At this time no proclamation date has been set for Bill 68. Once the proclamation has occurred and the impacts are in effect, the agency may require additional resources to fully achieve its new mandate. These impacts and any required resources will be addressed in future business plans.

Accomplishments and Key Activities

❖ Onboarding interim and appointed Independent Police Review Director (IPRD/Director)

- ✓ In April 2019, OIPRD welcomed the interim Director, the previous Deputy Director, Sylvana Capogreco.
- ✓ In February 2020, OIPRD welcomed the newly appointed Director, Stephen Leach.
- ✓ In preparation for onboarding, the Executive Office, Business Operations and the Communications and Outreach Unit took the lead on the following initiatives: drafted internal and external communication, prepared a list of stakeholders to receive personal introductions via email and phone, planned and attended the Director's media training, prepared transition materials and the Director's schedule for the first two weeks.

❖ Development of Regulations under the *Community Safety and Policing Act*

- ✓ Represented the Director at technical and engagement round table discussions with Solicitor General lawyers and policy advisors, police association lawyers, and police services board representatives for the development of new Code of Conduct regulations and related provisions.

❖ Transition under the *Community Safety and Policing Act*

- ✓ All units across the agency developed new and improved existing processes and procedures in preparation for the new legislation, in order to enhance program efficiency.
- ✓ Initiatives include: Revising forms related to the screening process, implementing new and revised strategic and operational plans, streamlining the Alternative Dispute Resolution (ADR) processes, restructuring the investigations process to ensure timely resolution of retained investigations, and refining systems to provide more timely responses to the media.

❖ OIPRD Policies and Procedures

- ✓ Created new and updated existing OIPRD policies and procedures to establish clear boundaries, guidelines and best practices that help guide decisions, activities and actions across the agency.

❖ Case Management Triage Pilot

- ✓ Worked to develop a streamlined complaint intake process to reduce bottlenecks and decrease case screening turnaround time. Significant

process changes include: forming a triage team of Case Coordinators and Team Leads to make weekly decisions on processing cases files. This initiative will be implemented in the next fiscal year.

❖ **Caseload Reduction Project**

- ✓ The Case Management Unit began the 2020 calendar year with a backlog of 861 complaints. In Q4, we received 560 new complaints which brought the total number of cases to 1421. We were able to screen 807, ending the fiscal year with 614 complaints. This is an overall reduction of 28.7%.
- ✓ Several strategies were implemented to help reduce the backlog, such as: increased support from the Intake and Inquires staff, working overtime hours and streamlining intake and screening processes.

❖ **Request for Review (R4R) Pilot Project**

- ✓ The Request for Review (R4R) process has been streamlined, realizing a massive reduction of backlogged files and the efficient processing of new files as they are received.

❖ **Early Resolution Process**

- ✓ The OIPRD began reviewing and rebranding the early resolution program to fall in line with the provincial standard protocol being developed by police chiefs through the Ontario Association of Chiefs of Police (OACP).

❖ **I&IT Needs Assessment Project**

- ✓ To streamline processes between units and external stakeholders, the OIPRD has begun to create process-maps of all the phases of the complaint process to determine IT needs. With the assistance from a third-party consultant, the OIPRD will endeavour to procure a more effective and efficient case management file system. This work will continue to the new fiscal year.

❖ **One-Year Report Back of Thunder Bay Broken Trust Systemic Review**

- ✓ In February 2020, OIPRD released the [One Year After Broken Trust: Report on Implementation](#). This report gives an update on the work completed by the Thunder Bay Police Service to implement the recommendations made in [Broken Trust: Indigenous People and the Thunder Bay Police Service](#).

❖ **Race-Based Data Collection Program**

- ✓ As of April 1, 2020, the [Anti-Racism Act, 2017 \(ARA\)](#) and the [Ontario Regulation 267/18](#) authorizes the OIPRD to collect self-identified race and

identity based information from members of the public who make a complaint. Race and identity questions include: 1) Indigenous identity, 2) ethnic origin 3) race and, 4) religion.

- ✓ In preparation for the race-based data collection, the agency implemented requirements under the [Data Standards](#), operational tasks included: community engagement and stakeholder consultations, developed collection, use and management policies and procedures, developed a data analysis guide, implemented training for front-line staff, updated online and paper-based complaint forms, and released a public announcement.

❖ **Stakeholder Relations**

- ✓ The OIPRD looked for new ways to reach Ontarians. The agency held public presentations at local libraries, connected with service providers through online communities, and hosted information booths at stakeholder conferences, including Nishnawbe Aski Nation Community Justice Symposium.
- ✓ The Communications and Outreach Unit reached out to youth organizations, 2SLGBTQ+ organizations, and Indigenous organizations, to offer in-person presentations to staff and the communities they serve. OIPRD staff and senior leadership delivered more than 115 presentations.
- ✓ The Investigations Unit continued to improve working relationships with police services with the following planned presentations by the Senior Manager of Investigations:
 - Presentation at the Ontario Police College Recruit Course*
 - Presentation at the OACP Professional Standards Conference*

**Postponed due to COVID-19 pandemic.*

❖ **Freedom of Information, Records Management and Privacy Matters**

- ✓ The OIPRD updated the corporate policy on protection of personal information and record-keeping to further enhance privacy breach prevention and unit protocols on protection of personal information.
- ✓ The agency received and processed 15 freedom of information requests from the Ministry of the Attorney General. As of March 31, 2020, all matters have been closed with the exception of two (2) in-year requests that are currently under appeal to the IPC and one (1) request carried over from 2018 that is currently under appeal to the IPC.

❖ **Diversity and Inclusion Initiatives**

- ✓ Continue to support and promote diversity and inclusion through all-staff training, such as: Anti-Racism Competency and Cultural training,

Indigenous Justice training, 2SLGBTQ+ Gender Neutral Language training, and Ontario Human Rights Commission (OHRC) Racial Profiling training.

- ✓ Updated OIPRD Accommodation Policy and Procedures as part of the agency's commitment to meet the accessibility requirements under both the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).

❖ **Safety and Security**

- ✓ Updated office security systems and emergency safety protocols to improve the safety of OIPRD employees.
- ✓ The agency activated its Continuity of Operations Plan in response to the COVID-19 pandemic. All staff members were able to work from home with complete network access.

Making a Complaint

Formal OIPRD Complaint

The OIPRD's jurisdiction includes municipal and regional police services and the Ontario Provincial Police (OPP). Currently, the OIPRD does not have jurisdiction over RCMP officers, First Nations police officers, provincial offences officers or special constables, including TTC Special Constables, GO Transit police, court officers and campus police. Under the *Comprehensive Ontario Police Services Act, 2019*, the OIPRD's jurisdiction will expand to include receiving conduct complaints regarding police officers, special constables of Niagara Parks Commission and Peace Officers of the Legislative Protection Service. First Nations Police Services will also have the opportunity to opt-in and be within the purview of LECA's jurisdiction.

The OIPRD accepts complaints about:

- The conduct of an officer: how a police officer behaves
- Policies of a police service: the rules and standards that guide an officer in delivering police services
- Services of a police service: how effectively and efficiently a police service performs its duties

Any member of the public can make a complaint with the OIPRD; however, the OIPRD can screen out a complaint if the complainant is not:

- The directly affected person
- A witness who was physically present
- Someone in a personal relationship with the directly affected person AND suffered loss, damage, distress, danger or inconvenience
- A person who has knowledge of the conduct, or has possession of something that the Director feels is compelling evidence establishing misconduct or unsatisfactory work performance

If a member of the public has a complaint about a police officer, they have two options for resolving the matter outside the formal OIPRD complaint process.

1. Conversation

A complainant can go to a police station and have a conversation directly with the officer in charge to clear up a question or issue. These conversations are not tracked by the OIPRD and are outside the public complaints system.

2. Local Resolution

A complainant can go to a police station to have a minor issue addressed. A local resolution allows the police service to solve, explain, or settle a matter that is considered less serious directly with the complainant.

If a complaint is successfully resolved through local resolution, the complainant cannot make a formal complaint with the OIPRD about the same incident. The police service must send the completed local resolution form, signed by the complainant and the chief or the chief's designate, to the OIPRD. In 2018 – 19, there were 63 local resolutions completed by police services in Ontario.

Complaints Workload

The OIPRD had a total complaints workload of 4,964 complaints in 2019 – 20, which included 3,756 complaints received between April 1, 2019, and March 31, 2020, and 1,208 complaints carried over the previous year.

Complaints Workload in 2019 – 20	
Carried over from a prior fiscal year	1,208
Received during the fiscal year	3,756
Total complaints workload	4,964
Conduct complaints	3,845
CSR	116
Service complaints	161
Policy complaints	47
Not yet screened	795

Complaints received in 2019 – 20	
Paper files	696
E-File complaints	3,060
Total Complaints Received	3,756

Alternative Dispute Resolution

The OIPRD offers several ways to resolve complaints, usually less serious, throughout the complaints process.

Customer Service Resolution (CSR)

CSR provides an opportunity for complainants and respondent officers to voluntarily resolve complaints before the complaint has been screened. Case coordinators review complaints and recommend appropriate complaints for CSR. In 2019 – 2020, 547 complaints were considered for CSR.

Customer service resolutions by outcome	
Withdrawn during CSR	26
CSR Declined	39
CSR Unsuccessful	260
Not suitable for CSR	31
Sent to screening	30
IPRD deemed resolved	20
Resolved	95
In progress, carried into next fiscal year	46
Total	547

Mediation

In 2019 – 20, 5 complaints were successfully resolved by mediation. Mediation is an effective means to resolve public complaints about police conduct. It provides an opportunity for the complainant and the police officer to discuss and learn from their interactions. With the help of a trained mediator, the parties explore resolution options and may be able to avoid a potentially lengthy investigation process.

Complaints considered for mediation	
Successfully resolved	5
Terminated/unsuccessful	6
Abandoned	0
Other (declined or withdrawn)	3
Open cases	6
Total	20

Enhanced Mediation Program (EMP)

In 2019 – 20, the OIPRD continued to offer EMP, initially piloted in 2017. The program aimed to encourage informal resolution through mediation after a complaint has been screened in, but before the start of the investigation.

In the EMP process, the OIPRD recommends cases for mediation to the police service and offers complainants and respondent officers the opportunity to participate. Participation in the program is voluntary.

This fiscal year, 10 complaints were successfully resolved through EMP.

Enhanced mediation program	
Successfully resolved	10
Terminated/unsuccessful	8
Open cases (carried into 2020 – 21)	3
Total	21

Screening Decisions

The OIPRD screened in a total of 1,596 complaints in 2019 – 20. Complaints are presumed to be screened in for investigation, provided there is no reason to screen out the complaint under section 60 of the PSA. The Director can exercise their discretion to screen out a complaint based on the criteria in the PSA. When a complaint is screened out the matter is closed, and a letter is sent to the complainant and the police chief or Commissioner with reasons why the matter was not sent to investigation.

Complaints screened in 2019 – 20			
	Screened In	Screened Out	Total
Conduct complaints	1,467	1,937	3,404
Service complaints	107	34	141
Policy complaints	22	18	40
Total	1,596	1,989	3,585

Conduct complaints screened out	
Bad faith	0
Better dealt with under another act/law	243
Frivolous	312
No jurisdiction under section 58	162
Not in the public interest	862
Over six months and other criteria	120
Prior to proclamation	51
Third-party criteria not met	42
Vexatious	20
Other	125
Total	1,937

Service and Policy Complaints

The OIPRD receives and screens complaints about the services and policies of a police organization but does not investigate them. The PSA requires that all policy and service complaints be sent to the appropriate chief or the OPP Commissioner for a response. If a complainant is not satisfied with the outcome of a policy or service complaint, a request for review may be made to the appropriate police services board.

Service Complaints

Service complaint outcomes 2019 – 20	
Withdrawn	38
Action taken	15
No action taken	51
Informally resolved	4
Screened out	34
Open and carried into the next fiscal year	19
Total	161

Service complaints screened out reasons	
Bad Faith	0
Better dealt with under another act/law	0
Frivolous	4
No jurisdiction under section 58	0
Not in the public interest	20
Over six months and other criteria	2
Prior to proclamation	0
Third-part criteria not met	3
Vexatious	0
Other	5
Total	34

Policy Complaints

Policy complaint outcomes	
Withdrawn	5
Action taken	5
No action taken	13
Informally resolved	3
Screened out	18
Open and carried into the next fiscal year	3
Total	47

Service policy screened out reasons	
Bad Faith	0
Better Dealt with under another act/law	0
Frivolous	3
No jurisdiction under section 58	7
Not in the public interest	7
Over six months	0
Prior to proclamation	0
Third-part criteria not met	0
Vexatious	0
Other (i.e. duplicate complaint)	1
Total	18

Explanatory Notes

The OIPRD has the legislative discretion to screen out complaints for any reason outlined under section 60 of the PSA:

Bad faith: Complaints where there is clear evidence that it was made for an improper purpose or with an improper motive.

Better dealt with under another act or law: Complaints that should clearly be dealt with by another legal authority (e.g., a complaint about the validity of a traffic ticket for speeding).

Frivolous: A complaint that does not reveal any allegation of misconduct or breach of the Code of Conduct, or is trivial, or lacks substance or an objective air of reality.

No jurisdiction under section 58: The complaint is not about a policy, service, or the conduct of a police officer. The person whose conduct is complained of does not fall under the jurisdiction of the OIPRD; or the complainant is not someone who is permitted to make a complaint.

Not in the public interest: A broad range of factors are considered. The Director may consider the nature of the misconduct alleged, whether the action appears to be a proper exercise of police discretion, the circumstances under which the conduct occurred, whether the conduct could bring the police service into disrepute, the effect of the decision to investigate a complaint, or not, on the public's confidence in the accountability and integrity of the complaints system, whether issues are of systemic importance and/or there is a broader public interest at stake. This list is not exhaustive.

Over six months and other criteria: The Director may decide not to deal with a complaint if it is made more than six months after the occurrence of the final incident cited in the complaint, or when the incident was discovered by the complainant. In determining whether to deal with a complaint older than six months, the Director may exercise her discretion and must consider:

- Whether the complainant is a minor or a person with a disability within the meaning of the Accessibility for Ontarians with Disabilities Act
- Whether the complainant is or was subject to criminal proceedings in respect of the events underlying the complaint
- Whether, having regard to all the circumstances, it is in the public interest for the complaint to be screened-in If a complaint is received after six months, the OIPRD may ask the complainant to provide a reason for the delay in filing. The

Director will consider all the circumstances, including when the complainant first learned of the alleged misconduct, the reason for delay and the severity of the allegations contained in the complaint.

Prior to proclamation: The OIPRD can only deal with complaints about incidents that happened on or after October 19, 2009.

Third party criteria not met: The complainant is too remote from the incident. A complainant must fit into one of the categories outlined under section 60(6) of the PSA.

Vexatious: A vexatious complaint may be one that was made out of anger or the desire to merely seek retribution. These complaints may lack a reasonable purpose or be made with the intention to harass or annoy.

Other: Includes the following:

- Consolidated complaint: If we receive more than one complaint from different complainants about the same incident, we will consolidate the complaints if they are being screened in. When the complaints are investigated, only one investigation report will be issued, and each complainant will receive a copy.
- Duplicate complaint: A complaint made by the same complainant for the same incident more than once.

Withdrawn Complaints: A complainant can withdraw their complaint at any time prior to a disciplinary hearing. If a complainant wants to withdraw their complaint after a hearing has begun, they must receive consent from the Director and the police chief or Commissioner, otherwise the hearing will continue.

Conduct Complaint Investigations

Conduct complaints that are screened in may be investigated by the OIPRD, the police service in question or another police service. It is the Director's decision who will investigate, but OIPRD oversight continues throughout the process.

Referred

The Director can refer a complaint to the same police service or to a different police service for investigation. When a complaint is referred to a service it is investigated by an officer from the service's professional standards branch or by an officer designated by the police chief.

The OIPRD oversees investigations conducted by police services. Following an investigation, the investigative report with the chief's decision is sent to the complainant, the respondent officer and the OIPRD. The OIPRD reviews the investigative report and if issues are identified the Director will instruct the police service appropriately.

Retained

When the OIPRD retains a complaint for investigation, an OIPRD investigator informs the complainant about the investigative process. Investigations are reviewed by an investigation's manager.

Total conduct complaints sent for investigation in 2019 – 20	
Referred to the same police service	1,307
Referred to a different police service	26
Retained by the OIPRD for investigation	52
Total	1,385

Decisions Issued

The Code of Conduct for police officers, contained in Ontario Regulation 268/10, identifies 10 classes of misconduct for investigation and possible discipline:

- Discreditable conduct
- Insubordination
- Neglect of duty
- Deceit
- Breach of confidence
- Corrupt practice
- Unlawful or unnecessary exercise of authority
- Damage to clothing or equipment
- Consumption of drugs or alcohol in a manner prejudicial to duty
- Conspiring, abetting or being an accessory to misconduct

Substantiated and Unsubstantiated

At the end of an investigation, the allegations in a complaint are determined to be substantiated or unsubstantiated. The Police Services Act states that in order to substantiate there must be reasonable grounds to believe that misconduct occurred. If the complaint is substantiated, it will be classified as serious or less serious.

Section 85 of the PSA includes prescribed outcomes for discipline of violations of the Code of Conduct. If the complaint is unsubstantiated because there are no reasonable grounds to conclude a violation of the police Code of Conduct occurred, the complaint is closed, subject to a request for a review of the chief's decision. If the OIPRD investigates the complaint, the only means to review the decision is by a judicial review.

Conduct complaints decisions issued, by main finding 2019 – 20	
Unsubstantiated	1927
Substantiated less serious	97
Substantiated serious	41
Total	2,065

Conduct complaints sent for investigation – closed for other reasons	
Informally resolved	289
Mediation successful	5
Withdrawn	434
Total	728

Requests for Review

Where a conduct complaint was referred to a police service for investigation and the chief has either found no misconduct or less serious misconduct, the complainant has 30 days to submit a request for review to the OIPRD.

Once the request for review is received, the investigative file is reviewed and evaluated by an internal review panel that includes the Director or the Deputy Director, an investigations manager and legal counsel.

Upon completion of the review, the Director may confirm the chief's decision, or overturn or vary the misconduct decision and direct that a disciplinary hearing be held if the misconduct is deemed serious. If deficiencies are found in the way the investigation was conducted, the Director may send the matter back to the police service with directions to the chief for further investigative steps, or the OIPRD can take over the investigation. There is no request for review process for investigations conducted by the OIPRD. The Director's decisions are final, subject to an application for judicial review in the Ontario Superior Court.

Requests for Review 2019 – 20	
Requests for review received	
Received during 2019 – 20	132
Received during a prior fiscal year	113
Total managed	245
Requests for review criteria not met	5
Requests for review withdrawn	3
Completed and closed	
Assign second investigation to same police service	7
Chief's decision confirmed	183
OIPRD takes over investigation	3
Panel varied decision	7
Total completed and closed	200
Outcomes	
Unsubstantiated	164
Substantiated less serious	22
Substantiated serious	4
Total outcomes	190
Total R4R's open and carried over into 2020 – 21	37

Disciplinary Hearings

Under the PSA, disciplinary hearings are conducted by police services. The prosecutor and the hearing officer are both designates of the chief. The complainant is a party at the hearing, but the Director is not.

At a disciplinary hearing, the hearing officer must decide whether the allegations of misconduct have been proven on clear and convincing evidence. This is a higher threshold than that of reasonable grounds, which is the threshold required to substantiate misconduct at the investigative stage.

In 2019 – 20, the OIPRD received a total of 16 disciplinary hearing decisions from the police services, involving a total of 22 officers. For further information on the hearing results please refer to the [OIPRD website](#).

Performance Measures

Police service performance measures 2019 – 20	
Performance measures	Percentage that achieved target
7-day local resolution	56%
45-day customer service resolution	46%
60-day report for policy/service complaints	53%
120-day investigative report – referred	41%

Explanatory Notes

7-day local resolution

Police services have seven days after the completion of a Local Resolution to send the completed “Local Resolution Complaint Summary and Local Resolution Agreement” form to the OIPRD. The form must be signed, dated and include a description of the resolution. The OIPRD case management system tracks this process electronically.

45-day customer service resolution (CSR)

The CSR process is intended to provide a timely resolution to complainants and should be completed in 45 days. This PM is measured from the date that all parties have agreed to participate to the date that the CSR is completed. This PM captures CSR files whose 45-day deadline falls within the fiscal year.

60-day report for policy/service complaints

Police Chiefs are required to complete a report responding to policy and service complaints within 60 day of referral from the OIPRD. The OIPRD case management system tracks receipt of the 60-day report and alerts the case coordinator of upcoming due dates. This PM includes reports that were due within the fiscal year.

120-day conduct complaint investigation – Referred

Investigators endeavour to ensure that the investigation of a conduct complaint is concluded within 120-days of its commencement. To ensure compliance with the 120-day investigation report completion, the OIPRD case management system tracks investigation report due dates.

This PM is measured from the date a complaint file was referred to the police service until the date the chief makes their decision. The PM includes files where the deadline date falls within the fiscal year.

OIPRD performance measures 2019 – 20	
Performance measures	Percentage that achieved target
2-day intake	41%
30-day screening	55%
47-day requests for review	45%
120-day investigative report – retained	10%

Explanatory Notes

Two-day intake

The OIPRD endeavours to complete the intake process for new complaints within two business days. This is measured from the time that an official complaint form is received to the date the intake process is completed.

30-day screening

Once a complaint file received is by the agency, the case coordinators endeavour to complete a full screening of a complaint within 30 calendar days of its receipt. This measures the time the file spends with the Case Coordinator until the file is screened in or out, it excludes the time the file spends for review with other units in the agency. If a complaint is missing information which requires staff to contact the complainant, the period of time it takes to gather this information is excluded from the 30-day screening period. This PM includes files where the 30-day screening deadline falls within the fiscal year.

47-day request for review

The complainants have a right to request OIPRD for a review of Chief of Police decision related conduct complaints that were investigated by police services. Once the OIPRD receives a Request for Review, the agency endeavours to complete a review in a timely manner. All Requests for Review are to be ready for presentation to the review panel within 47 calendar days of the file being assigned to the investigator. This PM includes files where the 47-day deadline date falls within the fiscal year.

120-day conduct complaint investigation – Retained

Investigators endeavour to ensure that the investigation of a conduct complaint is concluded within 120-days of its commencement. To ensure compliance with the 120-day investigation report, the case management system measures from when the office retains the file for investigation, until the Director signs off on the decision. Occurrences of non-compliance are escalated to the Independent Police Review Director. The PM includes files whose 120-day deadline date falls within the fiscal year.

Complaints retained by the OIPRD are often more complex. As a result, investigations take longer to complete for a number of reasons including:

- Reliance on third parties and parties to the complaint for disclosure of information necessary to begin investigations may cause unavoidable delays.
- The requirement to pause investigations until related criminal investigations or proceedings are concluded, including police and Special Investigations Unit investigations.
- The nature and complexity of the complaint, for example allegations of negligent investigation in homicide or sexual assault matters, where there is a large amount of material to review as part of the investigation.
- OIPRD investigators also review all investigative reports prepared by police services, review police service investigative files for requests for reviews and conduct systemic review investigations, when required.



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ADDRESS ALL CORRESPONDENCE TO THE CHIEF OF POLICE

Cobourg Police Service

Paul VandeGraaf
Chief of Police

Board Report:

In Camera Session: NO

Date of report: November 11, 2020
Date of meeting: November 17, 2020

Mr. D. Pepper, Chair
And members of the
Cobourg Police Services Board

Subject: Property Audit

Chief's Recommendation: "That the Cobourg Police Services Board receives the following for information."

Motion: "That the Cobourg Police Services Board receives the report."

Background:

Subject to the Police Services Act of Ontario and associated regulations it is incumbent on the Chief of Police to ensure at the minimum audits are completed of all property in the custody of the Service. By property this is evidence and seized/found property. Specifically, Section 133 and 134 of the Police Services Act refers directly to money and firearms. Further, Ontario Regulation 3/99 Adequacy and Effectiveness of Police Services, specifically subsection 13-14 and 29 provide guidance for the development of local procedures.

Report

The attached report details the outcomes of this audit. At this time, the direction for the audit was to complete the high-risk areas of the property/evidence vaults. In 2021 a complete audit of everything will be completed.

The report outlines the excellent work being performed by everyone at the Cobourg Police Service in relation to the processing of money, drugs and firearms. This is truly a team effort in that the Special Constables who manage the property process have developed systems that ensure compliance from the point of seizure all the way through to disposal. In each circumstance, there are different requirements, different processes and several different forms.

The recommendations for the purchase of equipment will be forwarded for budgeted deliberations. There is not one recommendation that is essential and would impede the effective workings of the unit. These are all efficiencies.

The recommendations in relation to process change, will be implemented prior to the end of 2020 and the corresponding procedures updated.

The only issue that will not be moving forward, unless directed by the Cobourg Police Services Board, is number 4 in the final conclusion of the report. *The "Internal master cage system within the property vault to supplement the job entry as a second means of safety (i.e. gain entry via the job system to main vault, secondary cage system interior of property vault acting as a second master system)."* This would require some renovation of the lower level of the building which will be quite expensive due to other related issues to the building. The current system meets the needs and requirements of a property vault.

Conclusion

The property audit is very positive and provides direction for both technical and process improvements that will be addressed.

Respectfully Submitted,

Paul VandeGraaf
Chief of Police

Cobourg Police Service Property Audit 2020

10th of November 2020

This property audit consists out of a complete audit of Cash, Drugs and Firearms. It was scheduled for a maximum of two days, but due to unforeseeable circumstances it was staggered over a period of four days. The total duration of this audit was 10 hours.

The audit was conducted by Specialist Assistant Sabrina Veltkamp and Senior Management-Administrative Assistant Christine Zealand. Special Constable Alex Wilson and Forensic Identification Officer Vicky Darbyshire assisted only in updating the NICHE Property Management log and relabeling the currency evidence bags.

The following headings will be used in this report to provide detail how this audit was conducted, the conclusion and the recommendation stemming from this:

1. Cash
2. Drugs
3. Firearms

CASH

A total of 70 cash exhibits were audited that were stored in different locations within the property vault. This consists 13.6% out of the total property audit.

The cash exhibits were audited on their packaging and location within the property vault. The cash was recounted, witnessed, repackaged and re-labelled. The new evidence bag with their associated number used for repackaging was updated in the NICHE Property Management Log to maintain the continuity of evidence. Let it be noted that the Cash portion of the audit took up most of the time.

Conclusion:

- All cash exhibits were accounted for and found in their assigned Stores-location.
- Only one exhibit was counted in-correctly and was short \$0.20. A nickel was possibly mistaken for a quarter.
- Only one exhibit bag was not initialed and dated by two members of the Service.
- Only one bag had the wrong denomination written on the bag, but the total was correct.
- A few labels didn't have the denomination specified, which means that that information is not in NICHE.
- Two exhibits of Counterfeit money were found, which should have been send off to the RCMP. Vicky Darbyshire was notified at the time.

Recommendation:

- Purchase a digital currency counter and sorter- large stacks of bills and coins were seized from Drug Warrants that had to be recounted.
- Purchase money bags with denomination broken down for banknotes as well as broken down for coin – we only have them for banknotes with a total for the coins only.
- Place tags or write the tag number on the outside of the bag - Overall the exhibits were easily found in their Stores-location, however at times several exhibits were placed in one bag with no tags on the outside of it.

DRUGS

A total of 417 drug exhibits were audited that were stored in different locations within the property vault. This consists 81.1% out of the total property audit.

The active drug exhibits were audited on their packaging and location within the property vault. Every drug for disposal exhibit was disposed of via incineration by the Property management team, a week prior to this audit, therefor not included in this audit.

Conclusion:

Every active drug exhibit was packaged according to the Health Canada guidelines, accounted for and found in their assigned Stores-location.

Recommendation: None

FIREARMS

A total of 27 firearm exhibits were audited that were stored in one designated location within the property vault. This consists 5.3% out of the total property audit.

The firearm exhibits were audited on their location within the property vault. Every firearm for disposal exhibit was disposed of via incineration by the Property management team, a week prior to this audit, therefor not included in this audit.

Conclusion:

Every firearm exhibit was accounted for and found in their assigned Stores-location.

Recommendation: None

Conclusion

I would still recommend the following outstanding from the previous audit:

1. Firearm proving station for the basement.
2. Computer Workstation on Wheels (COW), preferably a laptop configured with barcode reader and access to NICHE/RMS that can moved throughout the property vault system and Cobourg Police Service facility in the case of an extraordinary large property/evidence seizure that would occupy an entire room or area within the building.
3. Upon the return of property/evidence to the rightful owner the ability to “Digitally Sign” for return of property/evidence (similar to custody module in Niche).
4. Internal master cage system within the property vault to supplement the fob entry as a second means of safety (i.e. gain entry via the fob system to main vault, secondary cage system interior of property vault acting as a second master system).
5. Areas separate within cage system for Active Drugs, Drugs for Disposal, Drug Paraphernalia (Awaiting court disposition and for Destruction), Documents Section (Evidence, statements, DVDs, certificates, quotes for damages, restitution etc.), Securities – Cash Currency Safe, Firearms, Ammunition, Other Weapons, Evidence area to include any property or evidence linked to a case, Items for Auction, Property/Evidence for Ident including Ident Fridge or Freezer, Items for Disposal/Destruction, Property/Evidence awaiting court appeal disposition.
6. An inventory should be conducted to compare property/evidence associated to outstanding warrant files to determine the reasonable prospect of conviction, are witnesses still available for court, and would the Crown consent to rescinding or vacating any outstanding warrants once appropriately analyzed. Items could then be disposed of within existing retention periods.
7. Diagrams and explanations of “how to” properly file exhibits.

Respectfully submitted,

Sabrina Veltkamp



Cobourg Police Service

Paul VandeGraaf
Chief of Police

Board Report:

In Camera Session: No

Date of report: November 10, 2020
Date of meeting: November 17, 2020

Mr. Dean Pepper, Chair
and members of the Cobourg Police Services Board

Subject: 2020 Criminal and Non-Criminal Statistic Report: Quarter 3

Chief's Recommendation: "That the Cobourg Police Services Board review and file for information."

Report:

The 2020 Criminal and Non-Criminal Statistic reporting for the third quarter are attached to this report. You will note the comparison for quarter three for 2019 is included as a reference for year-over-year comparison.

The "Crime Statistic" is that number of specified criminal events that are reported to Statistics Canada monthly. These are the typical criminal offences, including certain criminal traffic matters. These numbers are used to determine crime rates.

The "clearance rate" represents the proportion of criminal incidents solved by the police. Police can clear an incident by charge or by means other than the laying of a charge. For an incident to be cleared by charge, at least one accused must have been identified and either a charge has been laid, or recommended to be laid, against this individual in connection with the incident. For an incident to be cleared otherwise, an accused must be identified and there must be sufficient evidence to lay a charge in connection with the incident, but the accused is processed by other means for one of many reasons.

HOMICIDES

There have been no homicides reported to date in 2020.

ROBBERIES

2020

There was one robbery reported in the 3rd quarter that was cleared by charge.

reported = 1 victim

2019

There were four Robbery incidents reported in the 3rd quarter of 2019 with one deemed unfounded, one insufficient evidence and two where victims declined to proceed.

reported = 3 victims

ASSAULTS

2020

Reported = 64, Unfounded 6 for an actual of 58.

Broken Down:

Assault with Weapon of Cause Bodily Harm = 6 with a clearance rate of 50%.

Assault – Level 1 = 56 with a clearance rate of 91%.

Assault Peace Officer = 2 with a clearance rate of 100%.

2019

Reported = 64, Unfounded = 4 for an actual of 60.

Broken Down:

Assault with Weapon of Cause Bodily Harm = 5 with a clearance rate of 60%

Assault – Level 1 = 53 with a clearance rate of 94%

Assault Peace Officer = 2 with a clearance rate of 100%

SEX OFFENCES

2020

There were five Sexual Offences reported during the third quarter of 2020, one deemed unfounded, three victims declined to proceed, one cleared by charge with a clearance rate of 100%.

2019

There were seven Sexual Offences reported in the third quarter of 2019 with a clearance rate of 43%.

CRIMINAL HARASSMENT

There were nine reported incidents of Criminal Harassment in the third quarter of 2020 with a clearance rate of 100%.

There were 11 Criminal Harassment incidents reported in the third quarter in 2019 with a clearance rate of 82%.

INDECENT/HARASSING COMMUNICATION

There were five reported Indecent/Harassing Communications in the third quarter of 2020 with a clearance rate of 80%.

There were six reported Indecent/Harassing Communications in the third quarter of 2019 with a clearance rate of 83%.

UTTER THREATS

There were 23 incidents of Utter Threats reported (6 unfounded) in the third quarter of 2020, five cleared by charge, five victims declined to proceed, four cleared departmental discretion, three insufficient evidence, for a clearance rate of 87%.

There were 16 incidents of Utter Threats reported in the third quarter of 2019 with five insufficient evidence, three cleared by charge, seven cleared departmental discretion one victim declined to proceed for a clearance rate of 69%.

Property Crimes

BREAK AND ENTERS

There were eight reported (two unfounded) in the third quarter of 2020 for an actual of six incidents all cleared insufficient evidence.

There were 18 break and enters reported (two unfounded) in the third quarter of 2019 for an actual of 16 incidents with a clearance rate of 33%.

MOTOR VEHICLE THEFTS

There were two theft of motor vehicle reported incidents in the third quarter of 2020, one cleared insufficient evidence, one where the victim declined to proceed.

There were three theft of motor vehicle reported in the third quarter of 2019 with two insufficient evidence and one cleared by charge for a clearance rate of 33%.

FRAUDS

There were 10 reported cases of Fraud during the third quarter of 2020, three cleared by charge, two cleared departmental discretion, four cleared insufficient evidence and one where the victim declined to proceed, for a clearance rate of 50%.

There were 51 reported cases of Fraud (three deemed unfounded) during the third quarter of 2019, nine cleared by charge, 33 cleared insufficient evidence, two cleared other, one victim declined to proceed and three still open/under investigation. Clearance rate of 29%.

DRUG OFFENCES

There were 10 drug incidents reported in the third quarter of 2020 with a clearance rate of 100%.

There were 42 drug incidents reported during the third quarter of 2019 with nine insufficient evidence, eight cleared by charge, 22 cleared complete/solved non-criminal, and a clearance rate of 20%.

ARSON

There were no Arson incidents reported in the third quarter of 2020.

There were three incidents of Arson reported in the third quarter of 2019 all deemed insufficient evidence.

Respectfully Submitted,

Inspector Jeff Sheils

Paul VandeGraaf
Chief of Police



Cobourg Police Service

Paul VandeGraaf
Chief of Police

Board Report:

In Camera Session: No

Date of report: November 10, 2020
Date of meeting: November 17, 2020

Mr. Dean Pepper, Chair
and members of the Cobourg Police Services Board

Subject: 2020 Criminal and Non-Criminal Statistic Report: Quarter 3

Chief's Recommendation: "That the Cobourg Police Services Board review and file for information."

Report:

The 2020 Criminal and Non-Criminal Statistic reporting for the third quarter are attached to this report. You will note the comparison for quarter three for 2019 is included as a reference for year-over-year comparison.

The "Crime Statistic" is that number of specified criminal events that are reported to Statistics Canada monthly. These are the typical criminal offences, including certain criminal traffic matters. These numbers are used to determine crime rates.

The "clearance rate" represents the proportion of criminal incidents solved by the police. Police can clear an incident by charge or by means other than the laying of a charge. For an incident to be cleared by charge, at least one accused must have been identified and either a charge has been laid, or recommended to be laid, against this individual in connection with the incident. For an incident to be cleared otherwise, an accused must be identified and there must be sufficient evidence to lay a charge in connection with the incident, but the accused is processed by other means for one of many reasons.

Domestic Disturbance

There were 28 reported incidents of domestic disturbance in the third quarter of 2020.

There were 35 reported incidents of domestic disturbance in the third quarter of 2019.

911 Calls/Hang ups

There were 109 incidents in the third quarter of 2020.

There were 129 incidents in the third quarter of 2019.

Missing persons (located under 12)

There were two incidents of missing persons located under the age of 12 in the third quarter of 2020.

There were five incidents of missing person located under the age of 12 in the third quarter of 2019.

Missing persons (located age 12 and older)

There were two incidents of missing persons located over the age of 12 in the third quarter of 2020.

There were 30 incidents of missing persons located over the age of 12 in the third quarter of 2019.

Traffic Complaints:

<u>Traffic Complaints:</u>	<u>3rd Quarter -- 2019</u>	<u>3rd Quarter -- 2020</u>
<u>ADLS (90 DAY)</u>	<u>0</u>	<u>0</u>
<u>3 Day Traffic Suspension</u>	<u>0</u>	<u>1</u>
<u>DL Suspension (7 day) racing</u>	<u>0</u>	<u>0</u>
<u>Traffic Complaint HTA</u>	<u>46</u>	<u>61</u>
<u>Traffic Complaint Charged HTA</u>	<u>35</u>	<u>57</u>
<u>Traffic Complaint Warned HTA</u>	<u>6</u>	<u>16</u>
<u>HTA Racing all 172(1) offences excluding speed over</u>	<u>1</u>	<u>0</u>
<u>Cell Phone/Distracted Driver</u>	<u>0</u>	<u>0</u>
<u>Total PONS Issued</u>	<u>253</u>	<u>268</u>

Mental Health Act:

There were 57 incidents of mental health act in the third quarter of 2020;

Broken down:

Attempt Suicide: 3
Threat of Suicide: 4
Voluntary transport: 10
Placed on form: 9
MHA: 31

There were 67 incidents of mental health act in the third quarter of 2019;

Broken down:

Attempt Suicide:	4
Threat of Suicide:	19
Voluntary transport:	11
Placed on form:	18
MHA:	15

Police Assistance:

There were 281 incidents of Police Assistance in the third quarter of 2020;

Broken down:

Assist Gas Stn - Unpaid Fuel Non-Crim	17
Advise Given Re: Court/Custody Orders	4
Advise Given Re: Civil Matters	25
Advise Given Re: Parental Issues	1
Mental health/EDP - Non-MHA	49
Harassment - Non-Criminal	14
Police Assistance – Other	171

There were 188 incidents of Police Assistance in the third quarter of 2019;

Broken down:

Assist Gas Stn - Unpaid Fuel Non-Crim	4
Advise Given Re: Court/Custody Orders	12
Advise Given Re: Civil Matters	36
Advise Given Re: Parental Issues	5
Mental health/EDP - Non-MHA	22
Harassment - Non-Criminal	22
Police Assistance – Other	87

Police Information:

There were 213 incidents of Police Information in the third quarter of 2020;

Broken down:

Traffic	19
Drugs	14
Warrants - CPS Unable To Return	5
Fraud Scams - Non-Criminal	31
Police Information – Other	144

There were 99 incidents of Police Information in the third quarter of 2019;

Broken down:

Traffic	5
Drugs	23
Warrants - CPS Unable To Return	2
Fraud Scams - Non-Criminal	8
Police Information – Other	61

Community Service:

There were 365 community service incidents in the third quarter of 2020;

Broken down:

Presentations	0
Other - CMU Related Etc.	5
Lockdown Drills	0
Foot Patrols	355
Breakfast Club	0
Voucher	0
Other	5

There were 165 community service incidents in the third quarter of 2019;

Broken down:

Presentations	8
Other - CMU Related Etc.	0
Lockdown Drills	1
Foot Patrols	145
Breakfast Club	5
Voucher	0
Other	6

Other:

There were 28 “Other” incidents in the third quarter of 2020;

Broken down:

Calls Cancelled By The Public	26
Calls/Foot Patrols Unable To Attend	2
Occurrences Made In Error	0

There were 13 “Other” incidents in the third quarter of 2019;

Broken down:

Calls Cancelled By The Public	3
Calls/Foot Patrols Unable To Attend	0
Occurrences Made In Error	10

Respectfully Submitted,

Inspector Jeff Sheils

Paul VandeGraaf
Chief of Police