



The following *draft* Minutes of the meeting of the Toronto Police Services Board held on February 10, 2005 are subject to adoption at its next regularly scheduled meeting.

The Minutes of the meeting held on January 24, 2005 previously circulated in draft form were approved by the Toronto Police Service Board at its meeting held on February 10, 2005.

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **FEBRUARY 10, 2005** at 1:30 PM in Committee Room 1, Toronto City Hall, Toronto, Ontario.

PRESENT:

Ms. Pam McConnell, Councillor & Chair
Dr. Alok Mukherjee, Vice Chair
Mr. John Fillion, Councillor & Member
Mr. Hamlin Grange, Member
The Honourable Hugh Locke, Q.C., Member
Mr. Case Ootes, Councillor & Member

ALSO PRESENT:

Mr. Emory Gilbert, Acting Chief of Police
Mr. Albert Cohen, City of Toronto - Legal Services Division
Ms. Deirdre Williams, Board Administrator

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P33. ENFORCEMENT OF ON-STREET PAY-AND-DISPLAY AND PARKING
METERS**

An electronic version of this Minute is not currently available.

A copy of the complete Minute can be obtained by contacting the Toronto Police Services Board office at 416-808-8080.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P34. FOLLOW-UP REVIEW ON THE OCTOBER 1999 REPORT ENTITLED:
"REVIEW OF THE INVESTIGATION OF SEXUAL ASSAULTS –
TORONTO POLICE SERVICE"**

The Board was in receipt of the following report DECEMBER 30, 2004 from Jeffrey Griffiths, Auditor General, City of Toronto:

Subject: FOLLOW-UP REVIEW ON THE OCTOBER 1999 REPORT ENTITLED:
"REVIEW OF THE INVESTIGATION OF SEXUAL ASSAULTS – TORONTO
POLICE SERVICE

Purpose:

The purpose of this report is to address the recommendation in the October 1999 report, entitled "Review of the Investigation of Sexual Assaults – Toronto Police Service" that "the City Auditor be requested to conduct a follow-up audit in regard to the status of the recommendations contained in this report, the timing of such audit to be consistent with the time frame outlined in the report of the Chief of Police. The City Auditor be required to report directly to the Toronto Police Services Board in regard to the results of the follow-up audit."

Financial Implications and Impact Statement :

There are no financial implications resulting from the adoption of this report.

Recommendations:

It is recommended that:

- (1) the recommendations in the attached report be considered by the Chief of Police; and
- (2) the Chief of Police be requested to respond to the Toronto Police Services Board in regard to the implementation of the recommendations prior to June 30, 2005.

Background:

Background information, in relation to the preparation of this follow-up report, is contained in detail in the report.

Comments:

In 1999, the City Auditor (now the Auditor General) issued a report entitled “Review of the Investigation of Sexual Assaults – Toronto Police Service”. This report is available in its entirety on the following Internet Web site: www.toronto.ca/audit/1999/102599.pdf

The report of the City Auditor issued in 1999 contained 57 recommendations. One of the more important recommendations was that:

“The City Auditor be requested to conduct a follow-up audit in regard to the status of the recommendations contained in this report, the timing of such audit to be consistent with the time frame outlined in the report of the Chief of Police. The City Auditor be required to report directly to the Toronto Police Services Board in regard to the results of the follow-up audit.”

The objectives of this follow-up review were essentially to determine the extent of the implementation of the recommendations made in the 1999 report and to recommend further action, if any, to be undertaken by the Toronto Police Service to achieve the substance of the 1999 recommendations.

Conclusions:

It is our opinion that not all recommendations contained in the 1999 report have been implemented by the Toronto Police Service. On the other hand, it is unfair to suggest that no meaningful improvements have been made to the manner in which the Toronto Police Service conducts sexual assault investigations. This follow-up report is our independent evaluation of the extent of implementation of the 1999 audit recommendations. It contains the results of a significant amount of independent analysis, review and evaluation by audit staff who were involved in the preparation of the original 1999 report and its conclusions are based on substantiated findings.

Contact:

Jeff Griffiths, Auditor General
Tel: 416-392-8461, Fax: 416-392-3754
E-mail: Jeff.Griffiths@toronto.ca

Attachment:

The Auditor General’s Follow-up Review on the October 1999 Report Entitled:
“Review of the Investigation of Sexual Assaults – Toronto Police Service”

The Board was also in receipt of the following:

- **report, dated November 01, 2004, from Julian Fantino, Chief of Police, regarding the semi-annual update on the implementation of the recommendations from the October 1999 Review of the Investigation of Sexual Assaults --Toronto Police Service;**

- report, dated January 19, 2005, from Julian Fantino, Chief of Police, containing a response to the Auditor General's October 2004 follow-up review of the October 1999 report on the investigation of sexual assaults by the Toronto Police Service; and
- correspondence, dated February 02, 2005, from Jeffery Griffiths, Auditor General, indicating that he will attend the March 08, 2005 to respond to any questions that the Board may have regarding his report.

Copies of the foregoing documents are appended to this Minute for information.

Mr. Alan Ash, Director, Auditor General's Office, was in attendance and provided the Board with a presentation on the results of the Auditor General's Follow-Up Review on the October 1999 Report Entitled *Review of the Investigation of Sexual Assaults – Toronto Police Service*.

Staff Superintendent Bill Blair, Detective Support, was also in attendance and provided a response on behalf of the Service.

Mr. Ash and Staff Supt. Blair also responded to questions by the Board about the foregoing reports.

The following were in attendance and made deputations to the Board:

- Ms. Beverly Bain, Former Consultant - Sexual Assault Audit
- Ms. Cindy Cowan, Nellie's, and Ms. Carol Latchford, Ernestine's *
- Ms. Wendy Komiotis, Metropolitan Action Committee on Violence Against Women & Children (METRAC) and Ms. Vivien Green, Woman Abuse Council of Toronto *
- Ms. Jane Doe
(Chair McConnell requested that Ms. Doe not be filmed, taped, photographed or identified by name pursuant to court order.)
- Ms. Kara Gillies, Maggie's *
- Ms. Roxanne Bolton and Ms. Kim McCulloch, Assaulted Women's and Children's Counsellor/Advocate Program, George Brown College *
- Ms. Peggy-Gail DeHal-Ramson, Parkdale Community Legal Services *
- Ms. Amanda Dale, YWCA-Toronto
- Mr. Don Kearney, Egale Canada – deputation delivered by Ms. Susan Gapka *

- Ms. Caroline Sand, Barbra Schlifer Commemorative Clinic
- Ms. Lorna Moran, Ontario Coalition of Rape Crisis Centres
- Ms. Huong Pham, Assaulted Women’s Helpline, and Ms. Beth Jordan, Adobe Consulting Services *
- Ms. Katie Scott, African Canadian Legal Clinic
- Ms. Noa Ashkenazi, Women’s Counselling Referral and Education Centre
- Ms. Susan Clancy, Sistering *

* written submission also received; copy on file in the Board office.

The Board was also in receipt of a written submission, dated February 09, 2005, from John Sewell, Toronto Police Accountability Coalition. A copy of the written submission is on file in the Board office.

Following a discussion, the Board approved the following Motions:

1. THAT the Board adopt the 25 recommendations made by the Auditor-General in his report, “The Auditor General’s Follow-up Review on the October 1999 Report Entitled: *“Review of the Investigation of Sexual Assaults - Toronto Police Service.”*;
2. THAT the Board request the Chief to report to the Board in regard to the implementation of the recommendations prior to June 30, 2005 and that this response include an “action plan, along with a specific timetable for the implementation of the recommendations” as described in Recommendation 24 of the Auditor-General’s report;
3. THAT the Board establish a Steering Committee as recommended by the City of Toronto’s Audit Committee and adopted by City Council at its meeting of February 1, 2 and 3, 2000;
4. THAT the Board ensure that the Steering Committee includes a professional facilitator from St. Stephen’s Community House;

cont...d

The following Motion was submitted to the Board:

5. THAT the Board ensure that the Steering Committee also includes at least three senior officers from the Service and an equal number of women from the anti-violence community with knowledge of the audit process and that the Chair and the Vice Chair, in consultation with the Chief, be authorized to select the community members of the Steering Committee;

The Board was asked to consider the following amendment to Motion No. 5:

THAT the reference "... that the Chair and the Vice-Chair, in consultation with the Chief, be authorized to select ..." be replaced by "... that the whole Board, in consultation with the Chief, select ..."

Following a request for a recorded vote, the Board voted as follows to the amendment:

For:

Councillor Case Ootes
The Honourable Hugh Locke, Q.C.

Against:

Chair Pam McConnell
Vice-Chair Alok Mukherjee
Mr. Hamlin Grange
Councillor John Filion

The amendment failed. Motion No. 5, as submitted, passed.

The Board also approved the following Motions:

6. THAT the Board ensure that the Steering Committee has appropriate resources allocated to it and that the community members of the Steering Committee be adequately compensated for their work through a fee-for-service contract that provides for any associated childcare and travel costs as well as compensation not to exceed \$100 per person per meeting and, in total, not to exceed \$5000 per year;
7. THAT the Board request the Auditor-General to conduct another follow-up audit on the investigation of sexual assaults by the Service within the next three years;
8. THAT the Auditor-General be asked to attend the March 8, 2005 Board meeting to answer any questions or concerns that have been raised by the deputants, members of the Service or members of the Board;
9. THAT the deputations and the written submissions be received;
10. THAT the report, dated December 30, 2004, and the correspondence, dated February 02, 2005, from Mr. Griffiths be received; and
11. THAT the reports dated November 01, 2004 and January 19, 2005 from Chief Fantino be received.

A list of the 25 recommendations contained in the Auditor General's Follow-Up Report on the October 1999 Report Entitled: "Review of the Investigation of Sexual Assaults – Toronto Police Service", which were approved by the Board, as noted in Motion No. 1, is appended to this Minute for information.

2004 RECOMMENDATIONS
of the Auditor General's Follow-Up Report on the October 1999 Report Entitled:
"Review of the Investigation of Sexual Assaults – Toronto Police Service"

- 1. The Chief of Police re-evaluate the staffing complement in the Sexual Assault Section of the Sex Crimes Unit in order to ensure that the level of staff is commensurate with the increase in workload experienced since 1999.**

- 2. The Chief of Police, in consultation with the City's Internet Web site administrators, consider enhancing the Internet Web Page of the Sex Crimes Unit to include information relevant to those women who have been sexually assaulted. In particular, the Internet Web site include information on:**
 - the roles and responsibilities of the first-response police officer;**
 - the roles and responsibilities of the divisional investigating police officer;**
 - the roles and responsibilities of the Sexual Assault Section within the Sex Crimes Unit;**
 - the availability of police officers of either gender in the interview and investigative process of a sexual assault;**
 - the availability of translation services to women reporting a sexual assault;**
 - the roles of the Sexual Assault Care Centres, the Victim Services Program and various other community support services; and**
 - the ensuing legal process pertaining to a sexual assault.**

- 3. The Chief of Police direct all first-response officers immediately that policies and procedures must be complied with. Consideration be given to the re-issue of Criminal Investigations Procedure 05-05, Sexual Assault. In particular, first-response officers attending incidents of sexual assault be immediately directed that:**

- (a) officers collect only basic information concerning the assault from the woman who has been sexually assaulted;
 - (b) only those officers with specific training in sexual assault investigations be allowed to conduct detailed interviews with the woman who has been sexually assaulted; and
 - (c) interpretation services be provided by the Multilingual Community Interpreter Services or other police officers.

- 4. The Chief of Police give consideration to amending Criminal Investigations Procedure 05-05, Sexual Assault, to clarify the circumstances during which officers in charge are required to attend the scene of a sexual assault. The amendment outline specific criteria and circumstances in terms of when attendance at the scene of a sexual assault is required. Reasons for non-attendance at any scene where a sexual assault has occurred should be documented in writing and approved by appropriate supervisory staff.

- 5. The Chief of Police ensure that whenever possible, only those officers with specific training in sexual assault investigations be allowed to conduct sexual assault investigations.

- 6. The Chief of Police give consideration to the implementation of a supervisory/monitoring/reporting process to identify areas of non-compliance with published procedures. Instances of non-compliance be appropriately dealt with including the imposition of necessary discipline.

- 7. The Chief of Police direct that all occurrence reports relating to sexual assault be reviewed by supervisory staff at the divisional level upon receipt of the initial reports and at the completion of the investigation. Evidence of the review be appropriately documented in the information system. Incomplete or inappropriate occurrence reports be discussed with the officer concerned and amendments made where necessary. Continued deficiencies in the preparation of occurrence reports be dealt with through existing training, and if necessary, discipline. Occurrence reports prepared by members of the Sex Crimes Unit be reviewed and approved by supervisory staff within the Unit.**
- 8. The Chief of Police direct that all sexual assault occurrence reports be promptly forwarded to the Sex Crimes Unit for review and analysis. The Sex Crimes Unit be responsible for the tracking and detailed analysis of all sexual assault occurrences on a City-wide basis.**
- 9. The Chief of Police ensure that under no circumstances should a first-response officer make a determination as to whether a sexual assault is unfounded. The determination of this matter be reviewed and approved by a sexual assault investigator. The Chief of Police further ensure that all occurrence reports contain an appropriate level of information to substantiate conclusions and that all such reports be approved in writing by supervisory officers.**
- 10. The Chief of Police ensure that divisional investigators are in compliance with Criminal Investigations Procedure 05-05, Sexual Assault, as it applies to maintaining consistent and regular contact with women who have been sexually assaulted. Such contact be maintained throughout the investigative and legal process and be appropriately documented.**

- 11. The Chief of Police revise the internal administrative accounting structure in order to accurately account for all costs relating to sexual assault investigative training activities throughout the Toronto Police Service. The accounting for these costs include training expenditures incurred at the C. O. Bick College, expenditures incurred by the Sex Crimes Unit, including all costs relating to attendance at outside training courses and conferences, and any expenditures incurred relating to decentralised training at the divisions.**

- 12. The Chief of Police be requested to conduct an evaluation in regard to the projected long-term requirements for police officers trained in the investigation of sexual assaults. This analysis take into account potential retirees over the next number of years, as well as the anticipated demands for officers trained in sexual assault investigations. This analysis be used to determine the adequacy or otherwise of the current training schedule and, if appropriate, the training program be amended. Information relating to those officers who have attended the Sexual Assault and Child Abuse Course be brought up to date and maintained.**

- 13. The Chief of Police give consideration to amending the mandate of the Sex Crimes Unit to include a general consultative and oversight role relating to the training of sexual assault investigators. The Training and Education Unit, in designing and delivering training activities relating to sexual assault investigations, consult with the Sex Crimes Unit to ensure that the course content is relevant and practical.**

- 14. The Chief of Police, in consultation with the Sex Crimes Unit and the Training and Education Unit, review the current structure, content, and delivery of the Sexual Assault and Child Abuse Course with a view to:**

 - increasing its relevance to course participants; and**

- involving community organizations who work with women who have been sexually assaulted in the design and delivery of the training program.
15. The Chief of Police direct that a written evaluation of the Annual Sex Crimes Investigations Conference be conducted in order to determine its effectiveness, relevance and costs. Such an evaluation be reviewed by senior staff.
 16. The Chief of Police evaluate the training resources available for the Sexual Assault and Child Abuse Course. Such an evaluation determine whether the effectiveness of the course could be improved by integrating into the training process the expertise of those community organizations who support women who have been sexually assaulted. Compensation to these organizations be provided on the same basis as the compensation provided to other third parties. Participants from the community be required to possess an appropriate level of presentation skills.
 17. The Chief of Police ensure that detailed staffing objectives and projections are developed prior to the expenditure of significant funds on external courses. Such a process take into account individual staffing requirements and longer term officer commitment to the Unit. Staff attending such courses be required to remain with their Unit for a reasonable period of time in order to take advantage of the training received.
 18. The Chief of Police and the City's Commissioner of Corporate Services develop an ongoing protocol and working relationship in order to ensure that:
 - technology developments do not occur in isolation from each other;
 - technology developments are in accordance with the long term objectives of both organizations; and
 - the purchase of any computer hardware and software is co-ordinated.

- 19. The Chief of Police take immediate action to ensure that the Violent Crime Linkage Analysis System (ViCLAS) reports relating to sexual assaults are completed and submitted within the prescribed time limits of the Toronto Police Service (21 days) and the Police Services Act (30 days). The responsibility for ensuring compliance be clearly defined. Monthly status reports on the extent of compliance by division be prepared and submitted to the Chief of Police and appropriate action be taken for instances of non-compliance.**
- 20. The Chief of Police ensure that the project pertaining to the electronic transmission of ViCLAS data to the Provincial ViCLAS Centre in Orillia is expedited as quickly as possible. Staff responsible for this project be required to provide specific deadlines for completion. Periodic updates regarding the progress of the project be reported to the Chief of Police.**
- 21. The Chief of Police, in consultation with the Sex Crimes Unit, ensure that all police officers have a clear understanding of the revised consent procedures relating to the sexual assault medical evidence kit. In particular, women who have been sexually assaulted be provided with detailed explanations pertaining to the consent form by divisional Sexual Assault Investigators only.**
- 22. The Chief of Police ensure that when the required consent forms have been signed by the woman who has been sexually assaulted, medical evidence kits be collected from the Sexual Assault Care Centres immediately.**

- 23. The Chief of Police review the protocol in connection with the issue of general community warnings contained in the Procedure entitled “Community Safety Notification”. Such a review take into account that such warnings by their nature are meant for the community at large and as a result, and in accordance with the mandate of the Sex Crimes Unit, the development and subsequent issue of such warnings be the responsibility of the Sex Crimes Unit. Such a process would ensure that warnings are consistent, appropriate, accurate and complete and should be issued in consultation with Divisional Unit Commanders.**

- 24. The Chief of Police assign responsibility for the review and evaluation of the recommendations in this report to a Senior Officer within the Sex Crimes Unit. The Chief of Police report to the Toronto Police Services Board on an action plan, along with a specific timetable for the implementation of the recommendations.**

- 25. The Toronto Police Services Board be required to forward this follow-up report to the City’s Audit Committee for information purposes.**

The Auditor General's Follow-up Review

on the October 1999 Report Entitled:

**“Review of the Investigation of Sexual Assaults
Toronto Police Service”**

October, 2004

 **TORONTO** Auditor General

**The Auditor General’s Follow-up Review
on the October 1999 Report Entitled:
“Review of the Investigation of Sexual Assaults
Toronto Police Service”**

Jeffrey Griffiths, C.A., C.F.E.
Auditor General
City of Toronto

October, 2004

9th Floor, Metro Hall, Toronto ON M5V 3C6

EXECUTIVE SUMMARY

In 1999, the City Auditor (now the Auditor General) issued a report entitled “Review of the Investigation of Sexual Assaults – Toronto Police Service”. This report is available in its entirety on the following Internet Web site: www.toronto.ca/audit/1999/102599.pdf

The 1999 report was prepared in response to the successful civil case of Jane Doe versus the Commissioners of Police of the then Municipality of Metropolitan Toronto. Madame Justice Jean MacFarland of the Ontario Court of Justice in her judgement of the case, was critical of the way the Toronto Police Service investigated sexual assaults and indicated that “although the police say they took the crime of sexual assault seriously in 1985-1986, I must conclude, on the evidence before me, that they did not.”

The Toronto Police Service in their defence to the civil case attempted to show that steps had been taken to improve the identified problems within the Toronto Police Service. However, Madame Justice MacFarland rejected this evidence and found the status quo had remained. She said that the police had engaged in “impression management” to attempt to improve their public image, but this effort did not represent an “indication of any genuine commitment for change”.

City Council, in response to the judgement of Madame Justice MacFarland, passed a number of motions, including one that directed that no action be taken to appeal Madame Justice MacFarland’s decision. City Council also passed a motion requiring that the City Auditor conduct an audit regarding the handling of sexual assault cases by the Toronto Police Service.

The report of the City Auditor issued in 1999 contained 57 recommendations. One of the more important recommendations was that:

“The City Auditor be requested to conduct a follow-up audit in regard to the status of the recommendations contained in this report, the timing of such audit to be consistent with the time frame outlined in the report of the Chief of Police. The City Auditor be required to report directly to the Toronto Police Services Board in regard to the results of the follow-up audit.”

The objectives of this follow-up review were essentially to determine the extent of the implementation of the recommendations made in the 1999 report and to recommend further action, if any, to be undertaken by the Toronto Police Service to achieve the substance of the 1999 recommendations.

This follow-up report contains detailed commentary on the status of the implementation of each one of the 1999 recommendations. In addition, Appendix 1 to this report contains the original 1999 recommendations, the final responses by the Chief of Police to the recommendations and our summarized observations in relation to the implementation of the recommendations.

This follow-up report is our independent evaluation of the extent of implementation of the 1999 audit recommendations. It represents a significant amount of independent analysis, review and evaluation by audit staff who were involved in the preparation of the original 1999 report and its conclusions are based on substantiated findings. It is clear that not all recommendations contained in the 1999 report have been implemented by the Toronto Police Service. On the other hand, it is unfair to suggest that no meaningful improvements have been made to the manner in which the Toronto Police Service conducts sexual assault investigations.

This Executive Summary does not provide commentary on each one of the recommendations but rather focuses on those issues of importance and substance.

During the preparation of the 1999 report, the general consensus of all parties familiar with the way the Toronto Police Service conducted its investigations of sexual assault was the need to change the mandate of the then Sexual Assault Squad. It was generally recognized that the 1999 mandate was too restrictive and narrow and as a result, the Sexual Assault Squad was involved in a minimal number of investigations. The belief that the seriousness of sexual assaults depended on whether or not there had been “penetration” was an outdated concept and consequently was inappropriate.

The requirement for a mandate change was also acknowledged by the Toronto Police Service and soon after the issue of the 1999 report, the mandate of the Sexual Assault Squad was changed. In 2002, the mandate was revisited and further reviewed and improved. In the same year, the Child Prostitution Section (formerly the Juvenile Task Force) and the Child Pornography Section (formerly the Sexual Exploitation Unit) were formally amalgamated with the Sexual Assault Squad. The name was changed from the Sexual Assault Squad to the Sex Crimes Unit to better reflect its expanded mandate and the amalgamation of the sub-units. The Sexual Assault Squad continues to operate as a separate entity (i.e., the Sexual Assault Section) within the newly established Sex Crimes Unit.

The Sex Crimes Unit currently uses a community risk-based approach in assigning sexual assault investigations to the Unit. It is acknowledged that some of the more serious assaults do not involve penetration. In simple terms, where a sexual assault is considered a risk to the community, responsibility for the investigation of the assault is assigned to the Sex Crimes Unit. The change in the mandate of the Sex Crimes Unit has had two significant impacts:

- it has increased the number of sexual assault investigations conducted by the Sex Crimes Unit; and
- sexual assault investigations assigned to the Sex Crimes Unit are based on criteria which are risk-based, appropriate, and relevant.

While the number of sexual assaults assigned to the Sex Crimes Unit has almost doubled since 1999, the resources available within the Sexual Assault Section of the Sex Crimes Unit has not appreciably increased since that time. In this context, it is important that a further evaluation of the resource capabilities within the Sexual Assault Section be conducted in order to ensure that the staff levels are commensurate with its workload.

While acknowledging the appropriateness of the change in mandate of the Sex Crimes Unit, the Toronto Police Service procedure entitled “Community Safety Notification” is inconsistent with the revised mandate. The need for a Community Safety Notification was issued in response to a recommendation in the 1999 report and to Madame Justice MacFarland’s statement that “the

police have a positive duty to warn potential victims of a serial rapist operating in the community.”

The Community Safety Notification procedure requires that the Unit Commander of the division in which the sexual assault occurred is responsible for determining whether there is a need to issue a community alert. Presumably, this alert is issued within the community because of the potential risk to the community. In accordance with the mandate of the Sex Crimes Unit, if the sexual assault occurrence is deemed a risk to the community, the assault should be reported to and investigated by the Unit. In these circumstances, it would be appropriate and logical for the Sex Crimes Unit to assume responsibility for the Community Safety Notification. The Sex Crimes Unit is the group most familiar with sexual assault occurrences and investigations and as such, is the Unit best equipped to issue appropriate, accurate, complete and consistent Community Safety Notifications.

Certain recommendations in the 1999 report could be implemented immediately without a great deal of deliberation, for example, the recommendation to change the hours of work of the then Sexual Assault Squad. Soon after the issue of the 1999 report, the hours of work of the Squad were expanded to more accurately coincide with the general timing of sexual assaults. Similarly, the recommendation to improve the content of the Internet Web site of the Sexual Assault Squad was a recommendation, which in our view, was one that required minimal effort to implement.

Our follow-up review concluded that for the most part the Web site has not changed significantly since the issue of the 1999 report. In our opinion, one of the purposes of the site should be to provide specific information to women who have been sexually assaulted. This is not the case, as there is little information which would promote the reporting of sexual assaults to the Toronto Police Service. We have been advised that the reason for the lack of any substantive change has been due to inadequate time and resources.

In response to the 1999 report, as well as the 90-Day review initiated by the Chief of Police in mid-2000, a revised Criminal Investigations Procedure 05-05, Sexual Assault (Procedure 05-05) was issued by the Chief of Police in 2002. This Procedure is a comprehensive document which addresses a number of the 1999 recommendations, such as:

- the requirement for first-response police officers to collect only “basic information” during initial interviews;
- the requirement for first-response police officers to request a supervisor to attend the scene of a sexual assault;
- the provision for delaying detailed interviews by investigators with women who have been sexually assaulted;
- instructions for the timely submission of Violent Crime Linkage Analysis System Reports (ViCLAS);
- the need to consider the gender of the police officer when conducting interviews with women who have been sexually assaulted;
- the requirement for minimizing the number of times women have to repeat their interviews to different police officers;
- the requirement for providing to the woman who has reported a sexual assault with ongoing regular contact. This regular contact should be maintained throughout the investigative and legal process;
- the requirement that any unfounded cases are documented, based on an appropriate level of investigation and reviewed and approved by supervisors; and
- the requirement that occurrence reports are reviewed and approved by senior officers.

Each one of the above issues was identified during the 1999 review and although they were operational in nature, the Chief of Police agreed with the recommendations and took steps to ensure that the issues raised were addressed. As indicated, these recommendations were addressed in the current Procedure 05-05.

While the substance of the recommendations was incorporated in Procedure 05-05, our follow-up review has identified instances of non-compliance with Procedure 05-05 by certain police officers.

The requirement that police officers comply with Procedures is, of course, one of the fundamental and basic duties of all officers and is paramount to an effective and efficient police service. Indeed, in the Chief's response to the 1999 report, he indicated that "there is a clear expectation by the Chief that all members of the Toronto Police Service will comply with all Rules, Regulations, Procedures, Directives and Policies of the Service." The Chief further states that the failure of members to comply with directives "shall be deemed to be disobeying, omitting or neglecting to carry out a lawful order, and such members may, if they are police officers be subject of a complaint under the Police Services Act."

Fundamental to the issue of compliance with Procedures is an independent monitoring process providing assurance to the Chief that officers are in fact complying with Procedures. Instances of non-compliance should be identified through an effective supervisory process, which at the present time particularly in regard to Procedure 05-05, is deficient.

To assist the Chief of Police in addressing those areas of non-compliance, Appendix 2 contains a summary of Procedure 05-05 and our assessment of compliance. This information has been submitted to the Chief of Police so that action can be taken prior to the issue of this report. We understand that the Chief has expressed significant concerns in relation to areas of non-compliance and has ordered his senior staff to address this issue immediately.

Our follow-up review identified concerns in connection with the Violent Crime Linkage Analysis System (ViCLAS) reporting requirements. In simple terms, ViCLAS is a Canada-wide crime reporting information system database which has the ability to link criminal occurrences across Canada. There are strict timelines imposed by both the Province of Ontario and the Toronto Police Service requiring the reporting of crimes through ViCLAS. Our review identified that these timelines are not being consistently met by the Toronto Police Service. There is no allowance for less than 100 per cent compliance and concerted effort is required to ensure that the current backlog is addressed and compliance is kept current. The potential consequences of non-compliant ViCLAS reporting are significant and could in certain circumstances result in legal liability to the Toronto Police Service. We have reported this issue directly to the Chief of Police for his immediate attention.

A significant number of recommendations in the 1999 report related to training of police officers in the area of sexual assault investigations. Training has also been a theme throughout the follow-up review. Whenever there are issues or concerns at the Toronto Police Service, the proposed solution inevitably seems to focus on the need for additional training. With ongoing budgetary restraints, this is not always possible and in any event, it is our view that different training, rather than additional training, would improve the way officers conduct sexual assault investigations.

Training of officers in the area of sexual assault investigations is primarily conducted at a relatively basic level for new recruits and at a more in-depth level through attendance at the 10-day Sexual Assault and Child Abuse Course. This course is the main avenue of training for divisional officers assigned sexual assault investigation responsibilities. In our view, the content of the course requires further evaluation, particularly in terms of its relevance to the officers participating. The course is intended for divisional officers who will assume or in fact, already have responsibility for sexual assault investigations. Such investigations, for the most part, involve “known” offenders. The course content, however, seems to focus more on “unknown” offenders even though the investigation of sexual assaults involving unknown offenders, is generally the responsibility of the Sex Crimes Unit. The use of additional external resources in the training process also needs further consideration.

Our 1999 review identified the lack of a formal complaints process available for employees of the Sexual Assault Care Centres or by members of the public for the reporting of inappropriate police conduct towards the woman who has been sexually assaulted. The Chief of Police's response to this recommendation essentially indicated that a legislated complaints system already existed and as such, there was no need for any additional formal complaint process. While we appreciate and understand the current complaints system, it does not adequately address the concerns raised in our report. For example, the current legislation relating to complaints against police officers does not permit third-party complaints.

Consequently, in the circumstances where someone from a Sexual Assault Care Centre or a third-party wished to make a complaint against a police officer, such reporting is not permissible under current legislation. The complaints process is currently under review by the Province of Ontario and the issue of third-party complaints is one aspect of the system which is being analysed in detail.

Many of the findings in this follow-up report have been based on our review of occurrence reports prepared by police officers. Certain issues identified during our review of these reports have also been independently corroborated by individuals who agreed to be interviewed by us concerning their own experience with the Toronto Police Service following their reporting of a sexual assault. Specific information and comments provided during those interviews are summarized in Appendix 3 in this report.

While the 1999 report was an independent evaluation of police management practices, the research for the 1999 report involved communication with and input from both the Toronto Police Service as well as members of the Women's Anti-violence Community. In general terms, with one or two exceptions, both parties acknowledged and accepted the recommendations as a basis to improve the services provided by the police to women who had been sexually assaulted.

At the time the 1999 report was issued, there appeared to be a commitment that the Toronto Police Service and the members of the Women's Anti-violence Community would work together to address the implementation of the recommendations. Despite the initial commitment, this did

not happen and consequently, the issue of community consultation in regard to the implementation of the 1999 recommendations has been a constant theme since the original report was issued.

While the 1999 report recommended a level of community consultation regarding the implementation of seven of the recommendations, the decision as to which should be implemented, and the process for implementation and community consultation, is very clearly the responsibility of the Chief of Police. While City Council, during its deliberation of the 1999 report, specifically recommended a formal structured involvement of the community in the implementation process, this was not endorsed by the Toronto Police Services Board. The Chief of Police initiated an implementation process, which did not involve the extent and the type of community consultation contemplated by City Council and advocated by the anti-violence community, including many of those organizations who support women who have been sexually assaulted. The Auditor General has no authority in terms of how the recommendations are implemented and contrary to certain statements is in no position to “order” public consultation. In any event, there are usually a number of different ways in which recommendations in any audit report may be implemented. The primary concern in this follow-up review is the extent of implementation of the recommendations rather than the way they were implemented.

In this context we were unable to determine whether or not the implementation process would have been more effective, timely and complete with the involvement of the Women’s Anti-violence Community. It is clear however, that the expertise of both parties, working together, would be of significant benefit to those women who have had the misfortune to be the subject of the crime of sexual assault.

In conclusion, this follow-up report contains a number of recommendations, many of which are similar to those made in 1999. In our view, the implementation of these recommendations by the Toronto Police Service will further improve the investigative process in relation to those women who have been sexually assaulted.

Report, dated November 01, 2004, from Julian Fantino, Chief of Police:

Subject: SEMI-ANNUAL REPORT UPDATE ON THE IMPLEMENTATION OF THE CITY AUDITOR'S RECOMMENDATIONS

Recommendation:

It is recommended that:

- (1) the Board receive this report for information, and
- (2) a copy be forwarded to the City of Toronto Audit Committee.

Background :

At its meeting on April 19, 2001, the Board received a comprehensive report responding to the 57 recommendations from the City Auditor's Report entitled "Review of the Investigation of Sexual Assaults – Toronto Police Service." (BM #P121/01 refers).

Current Status:

The Service has addressed all of the recommendations from the City Auditor's Report and has provided the Board with regular status updates. (BM #476/00, BM #P121/01, BM #P289/01, BM #P122/02, BM #P303/02, BM #P111/03, BM #P151/03 and BM #P323/03, BM # P165/04 refers).

On May 27, 2004 the Board received the most recent update report on the status of the recommendations indicating that all recommendations have been implemented with the exception of Recommendation #4. (BM #P323/03).

Recommendation # 4

The City Auditor be requested to conduct a follow-up audit in regard to the status of the recommendations contained in this report, the timing of such audit to be consistent with the time frame outlined in the report of the Chief of Police. The City Auditor be required to report directly to the Toronto Police Services Board in regard to the results of the follow-up audit.

Response: Agree
Status: Ongoing

The Service forwarded a letter dated October 23, 2002, to the City Auditor requesting that he return and conduct a follow-up audit. (BM #P303/02 refers). Jeffrey Griffiths, the City Auditor, responded to the Services correspondence and stated that a follow-up audit is currently ongoing and that he would provide a report to the Police Services Board for its August 3, 2003, meeting. (BM #111/03 refers).

Acting Deputy Chief E. Gilbert, Policing Support Command, will be in attendance to answer any questions the Board may have.

Report, dated January 19, 2005 from Julian Fantino, Chief of Police:

Subject: AUDITOR GENERAL'S REVIEW OF THE INVESTIGATION OF SEXUAL ASSAULTS BY THE TORONTO POLICE SERVICE.

Recommendation:

It is recommended that: the Board receive this report for information.

Background :

The following is submitted for the information of the Board. On Thursday, January 6, 2004, I received a copy of the Auditor General's report "*The Auditor General's Follow-up Review of the October 1999 report entitled: "Review of the Investigation of Sexual Assaults Toronto Police Service."* " This report details the Auditor's findings in his review of the Service's implementation of 57 recommendations put forward to change and enhance Service investigation of sexual assault. I welcome the Auditor's report and his findings. I found the report to be fair and balanced and his most recent recommendations to be constructive.

Since the Auditor's 1999 report, the Service has submitted an initial response report (BP#486/00 refers) and 7 subsequent update reports to the Board, outlining the progress made in this regard (Board Minutes #P121/01, P289/01, P122/02, P303/02, P151/03, P323/03, P186/04 refer). In our initial response, the Service clearly indicated that we were in agreement or partial agreement with 54 of the 57 recommendations. In our latest report to the Board, I reported that all recommendations have been addressed and implemented (BP#186/04). It is important to remind the Board that beginning with the first report, the Service indicated which portions of recommendations we did not agree with and the extent to which the implementation would be taken by the Service. At all times the Board has been kept fully informed of the Service's progress and the status of the various recommendations as indicated in the original report.

It is also important that the Service acknowledges that there is room for improvement. The Auditor General's report identifies specific issues that need to be addressed, among them the need for compliance with existing procedures. The Auditor General has said there is more which can and should be done. We are committed to addressing those areas identified by the Auditor General. We welcome his constructive input. We believe that his recommendations provide clear direction and will help us in our ongoing process of improving the quality of sexual assault investigations and the support we provide to victims of sexual assault.

Likewise, it is equally important to acknowledge that from the onset, there has been an ongoing, sincere effort by the Service to improve our response. Our efforts and meaningful improvements have been recognised in the Auditor's report.

At this time, it is not my intention to fully respond to the Auditor General's report and his subsequent 25 recommendations. A comprehensive response will be brought back to the Board for its March 2005 meeting. However, I would like to advise the Board of a recent, related review and the action taken in response to three of the recommendations put forward in the Auditor General's most recent report.

In the fall of 2004, as part of this Service's constant endeavour to provide the best possible service to the public, and in consultation with the Auditor General, I directed Corporate Planning to review the current version of the Service's Sexual Assault procedure. As a consequence of this review, several recommendations were made to further enhance the procedure. However, the Auditor's report identifies additional issues which must be addressed.

As noted above, a full response will be forthcoming to the Board during its March meeting. However, I am prepared to respond to Recommendation 24 of the Auditor's report, which reads,

“The Chief of Police assign responsibility for the review and evaluation of the recommendations in this report to a Senior Officer within the Sex Crimes Unit. The Chief of Police report to the Toronto Police Services Board on an action plan, along with a specific timetable for the implementation of the recommendations.”

I have designated Staff Superintendent William Blair, Detective Support, to co-ordinate the Service's response and to bring back an implementation plan for action. As the Board knows, the Sex Crimes Unit reports to Staff Superintendent Blair.

The Board is also advised that Recommendations 3 and 19, which the Auditor General recommended required immediate action, have been addressed in part through publication of two routine orders. One routine order reminds officers that all procedures must be complied with (R.O. 2005.01.19 – 0060) and another specifically reminds officers of their obligations in the investigation of sexual assault and the completion of Violent Crime Linkage Analysis System (ViCLAS) reports (R.O 2005.01.18 - 0050). Routine Order R.O. 2005.01.18 – 0050 highlights the particular areas noted in the Auditor General's Recommendations 3 and 19.

Finally, I wish to acknowledge the dedication and hard work of the members of this Service to provide a sensitive, thorough and professional service to victims of sexual violence. The Toronto Police Service will continue to work with the entire community, the Auditor General and our Board to move the Service forward.

Conclusion:

It is recommended that the Board receive this report for information.

I will answer any questions concerning this report.

Correspondence, dated February 02, 2005, from Jeff Griffiths, Auditor General:



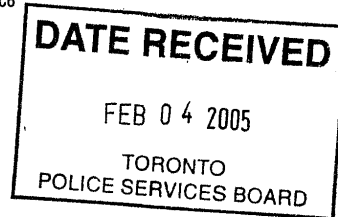
Jeffrey Griffiths, C.A., C.F.E.
Auditor General

Auditor General's Office
9th Floor, Metro Hall
55 John Street
Toronto ON M5V 3C6

Tel: 416 392-8461
Fax: 416 392-3754

February 2, 2005

Councillor Pam McConnell
Chair, Toronto Police Services Board
Ward 28, Toronto Centre-Rosedale
Suite A7
Toronto City Hall



Dear Chair McConnell:

Re: The Auditor General's Follow-up Review on the October 1999 Report Entitled: "Review of the Investigation of Sexual Assaults – Toronto Police Service" dated October, 2004

Further to our recent discussions and as you are aware, I am unable to attend the Toronto Police Services Board Meeting of February 10, 2005. It is my understanding that my report, entitled *The Auditor General's Follow-up Review on the October 1999 Report Entitled: "Review of the Investigation of Sexual Assaults – Toronto Police Service"* dated October, 2004, will be on the Agenda of this particular meeting.

Please extend my apologies to the Board for not being available to present the report personally. It was my intent to present the report at the Board meeting of January 2005. However, as you know, this meeting was cancelled due to the scheduling of a Special Policy and Finance Committee meeting to discuss the City of Toronto contribution to the Tsunami Disaster Relief Fund.

Mr. Alan Ash, Director of my office, is available to make a short PowerPoint presentation on the report. However, as much of the work for this review was conducted by myself or under my direct supervision, Mr. Ash's involvement in the project was minimal. Consequently, Mr. Ash is not conversant with the details contained in the report and likely will not be able to address specific questions.

As we have discussed, I will be available to attend the March meeting of the Toronto Police Services Board and answer any questions, which the Board may have.

Yours very truly,

A handwritten signature in dark ink, appearing to read "Jeff Griffiths".

Jeff Griffiths
Auditor General

cg
c: Chief Julian Fantino, Toronto Police Service

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P35. COMMUNITY EDUCATION & ACCESS TO POLICE COMPLAINTS
DEMONSTRATION PROJECT**

The Board was in receipt of correspondence, dated January 11, 2005, from Lancefield Morgan, Special Projects Developer, Scadding Court Community Centre, confirming a presentation on the Community Education & Access to Police Complaints Demonstration Project for the February 10, 2005 meeting..

Due to time constraints, the Board was unable to receive the presentation at the February 10, 2005 meeting. Mr. Kevin Lee, Executive Director, Scadding Court Community Centre, was in attendance and agreed to deliver the presentation at the March 08, 2005 meeting.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P36. FINAL UPDATE ON THE PROGRESS OF THE RECOMMENDATIONS
CONCERNING VARIOUS ASPECTS OF POLICE MISCONDUCT**

The Board was in receipt of correspondence, dated January 17, 2005, from George Ferguson, Q.C., containing the final update on the progress of the recommendations contained in his report *Review and Recommendations Concerning Various Aspects of Police Misconduct*. A copy of the correspondence is appended to this Minute for information.

The Board was also in receipt of the following report JANUARY 19, 2005 from Julian Fantino, Chief of Police:

Subject: UPDATE ON THE PROGRESS OF THE RECOMMENDATIONS
CONCERNING VARIOUS ASPECTS OF POLICE MISCONDUCT

Recommendation:

It is recommended that: the Board receives this report for information.

Background :

At its meeting of September 23, 2004, the Board received an interim status report with regard to the Service's progress on the implementation of recommendations made by the Honourable Mr. George Ferguson, Q.C. (Board Minute No. P275).

At that time, I informed the Board that many of the recommendations had already been implemented and that the implementation of the other 18 recommendations was ongoing. I further advised that I maintained my commitment to ensure that the outstanding recommendations would be substantially, if not fully, implemented by the end of 2004.

I am pleased to report that, as asserted, we have moved forward on all of the Honourable Mr. Ferguson's recommendations.

Since its inception, the Honourable Mr. Ferguson's report and recommendations and the ensuing implementation process have been groundbreaking. All of the recommendations were practical, progressive in the context of Canadian policing, and achievable.

Considerable interest in His Honour's recommendations has been expressed by police services across Canada and internationally. Many of these services are now engaged in their own implementation processes.

The Honourable Mr. Ferguson and I co-chaired the implementation process and the weekly committee meetings. He was resolute in ensuring that the spirit of his recommendations stayed true.

Never before have the Command, the Toronto Police Association and the Senior Officers' Organization come together to work on such a large-scale project, while maintaining in the fore the interests of their respective members. Consensus between the parties was reached on the vast majority of the recommendations, although the Toronto Police Association and the Senior Officers' Organization have reserved their right to challenge issues as they arise with respect to the few contentious issues (i.e. the psychological assessment, drug testing and financial check programs).

The following report provides a synopsis of the final outcome of each recommendation. At its meeting on September 23, 2004, the Board received a status update with respect to the implementation process (Board Minute No. P275). Excerpts from that report have been included for recommendations that were then identified as 'implemented'. A 'Final Report Status' has been provided for those recommendations that were identified in that report as 'on-going'.

Part I – Disclosure of Police Misconduct

- 1. That, upon written request from the Crown Attorney to the Chief of Police for information regarding acts of misconduct by a member of the Service who may be a witness or who was otherwise involved in a case before the court, the Chief of Police or his designate shall supply the Crown Attorney with the following information:**
 - a. Any conviction or finding of guilty under the Canadian Criminal Code or under the Controlled Drugs and Substances Act for which a pardon has not been granted.**
 - b. Any outstanding charges under the Canadian Criminal Code or the Controlled Drugs and Substances Act.**
 - c. Any conviction or finding of guilt under any other federal or provincial statute.**
 - d. Any finding of guilt for misconduct after a hearing under the Police Services Act or its predecessor Act.**
 - e. Any current charge of misconduct under the Police Services Act for which a Notice of Hearing has been issued.**

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree
Status: Implemented

This process continues to be administered by Professional Standards – Risk Management (Legal). Upon request, a Crown will receive information by way of a template letter. The letter is modified to include details of the case at issue and also provides a comprehensive background regarding the Service's position in providing the information.

Service Procedure 12-08 (Disclosure, Duplication and Transcription) is currently being revised through Corporate Planning in support of this initiative and is expected to be complete before the end of 2004.

Professional Standards, Risk Management (Legal Section) has absorbed the additional workload using existing resources.

- 2. Applications or subpoenas for personnel, employment, complaint, Professional Standards Investigative Unit - Criminal Investigations, or other related information will be contested and will not be produced, unless ordered to do so by a court of competent jurisdiction.**

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree
Status: Implemented

Service counsel continues to administer this recommendation. The workload continues to be addressed within the current resources of Professional Standards, Risk Management (Legal).

The letter to the Office of the Crown Attorney used to disclose records described above in Part I, Recommendation #1, also indicates that it is the position of the Service that additional information, including (but not limited to) personnel, Internal Affairs, complaint and employment files or other related information are third-party records, with access to them governed by the two-stage process set out by the Supreme Court of Canada in *Regina vs. O'Connor*.

- 3. Any member whose records are to be produced to the Crown pursuant to Recommendation #1 above or whose records are the subject of an application or subpoena pursuant to Recommendation #2 above shall be notified in writing.**

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree
Status: Implemented

Officers whose information is released in accordance with Part I, Recommendation #1 above receive a copy of the correspondence by internal mail, marked "confidential".

4. Any information to be produced to the Crown pursuant to Recommendation #1 above shall be obtained through the Toronto Police Service, Professional Standards Information System (PSIS).

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree in principle

Status: Implemented

Because it will take some time for the PSIS database to be populated with all of the appropriate data, the information required under Part I, Recommendation 1 above is being provided fully and accurately through the Human Resource Management System (HRMS), Professional Standards – Risk Management (Prosecutions) and CPIC.

In the long term, PSIS data will be accessed through HRMS to ensure that comprehensive information about *Police Services Act* discipline matters can be fully disclosed along with information about convictions under other legislation.

It is anticipated that PSIS will be populated with all relevant and appropriate data about members' discipline issues within the five-year window initially reported.

Part II – Recruitment & Employment

1. The status of the Employment Unit must be substantially upgraded within the organizational structure of the Service and be provided with additional financial resources and sufficiently skilled personnel.

Final Status Report

Response: Agree

Status: Implemented

In addition to the previously reported developments in this area, the Employment Unit is now working with Corporate Communications to increase its public profile through ethnic and mainstream media outlets. It is also seeking to improve its internal communications by publishing articles in *Badge*, the new Service newsletter.

2. The Employment Unit personnel must develop and implement a professionally targeted and focused recruitment program.

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree

Status: Implemented

Full implementation of this recommendation has staffing, resource and financial implications (see Part II, Recommendation #3 below).

The Employment Unit's Focused Recruiting Plan 2004 outlines the Recruiting Unit's activities, which focus on specific diverse communities and women. For example, aggressive programs are in place to reach out to women and to the Black, South Asian, Asian, Aboriginal and Lesbian, Gay, Bisexual, Transgendered and Transsexual (LGBT) communities.

3. Background investigations of candidates must be expanded by more comprehensive interviews of references and more professional investigations.

Final Status Report

Response: Agree
Status: Implemented

Home visits, including interviews with neighbours, have been expanded to include all candidates who reach the background investigation stage of the hiring process. Further, personal interviews with the candidate's references are now being conducted in place of telephone interviews.

As indicated in the previous update to the Board, portions of the application and hiring process that are within the control of the Service continue to be reviewed, revised and enhanced.

4. The Employment Unit must increase exposure of the Service to students in universities, community colleges, high schools, and other educational institutions who are enrolled in courses relating to law enforcement.

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree in principle
Status: Implemented

The Recruiting Unit has established relationships with most local colleges and universities, including those offering the Police Foundations program, and aggressively pursues recruitment efforts through those partnerships.

Presentations are made on a regular basis and TPS recruiters attend career fairs. Attendance at high schools has increased through contact with guidance counsellors at both the Toronto Separate and Toronto District School Boards. Recruiters provide service seven days a week, in many instances, to reach out to appropriate community organizations to maximize contact with important potential recruitment sources, including educational institutions at the secondary and post-secondary level.

As part of the new recruitment plan, the Manager of the Employment Unit will build in measurement protocols that will help to evaluate which recruitment sources are most productive. It has not been possible to undertake such an exercise before now due to inadequate administrative staffing at the Employment Unit.

Increasing the resources of the Employment Unit will help to ensure that these improved recruiting efforts will continue.

- 5. The Service should explore co-operative or joint programs with universities, community colleges, and other educational institutions that provide courses in law enforcement for the purpose of establishing a priority in recruitment selection.**

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree
Status: Implemented

The response to Part II, Recommendation #4 above is also relevant to this recommendation.

The Recruiting Unit has an ongoing relationship with many coordinators at community colleges and universities. The primary focus of these relationships is recruitment and selection of candidates enrolled in the institution.

Partnerships have been established with Centennial, Durham, Humber and Commercial Business Colleges. Similar relationships also exist with the University of Toronto and York University and with university organizations such as York's Chinese, Korean and Black Students' Associations.

A program to track applicants from these institutions will be established in the coming months.

Discussions are under way with other educational institutions to extend the list of partnerships with post-secondary institutions across Ontario. For example, a meeting has been arranged in late September with Humber College to discuss the ongoing role of the TPS in the College's Foundations Program.

- 6. The Service should employ two full-time, fully qualified psychologists to conduct all psychological testing of potential recruits as well as members of the Service seeking promotion or members of the Service seeking transfer to sensitive or high-risk areas. The psychologists' positions should not be held on a contract basis, as is the current practice.**

Final Status Report

Response: Agree
Status: Implemented

The job description for the corporate psychologist was approved by the Board in September 2004. The position was posted on October 7, 2004 and advertised in the newspaper on Saturday, October 9, 2004.

Interviews for this position are currently being held and it is anticipated that a recommendation for hiring the successful individual will be brought before the Board at its meeting in February 2005.

The hiring of a second psychologist will be considered during the first quarter of 2005, pending budget approval.

- 7. In order to attract a greater number of qualified candidates, including minority groups, the Employment Unit should conduct well-structured seminars or tutorials at various locations in the community to explain the entire recruitment process and employment policies of the Service.**

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree
Status: Implemented

This initiative is already taking place to the greatest extent possible within the current staffing level of the Recruiting Section of the Employment Unit. Within 2004, the estimated number of potential recruits reached through such initiatives is 3,292.

- 8. The Service should establish a new Special Recruitment Committee to act in an advisory capacity to the Employment Unit in developing and maintaining a recruitment strategy.**

The committee should consist of six individuals: two members of the Service, appointed by the Chief; two members of the Service, appointed by the Police Association; and two private citizens who have experience in promotional programs, advertising, and recruitment, to be appointed by the Chief. The private citizens will serve alternatively,

as Chair, for a period of one year. All members of the committee shall be appointed for two years, subject to one renewal appointment for two years. All committee members shall receive an appropriate honourarium from the Service. Representation of minority groups on the Committee should always be a consideration when selecting committee members.

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree in part
Status: Implemented

The Honourable Mr. Ferguson has agreed that the TPS should retain the existing Recruiting Coalition Advisory Committee. During 2004, the Committee's mandate was reviewed and restructured. The members now act in an advisory capacity on recruitment strategies and community outreach. This restructuring was conducted in lieu of establishing a new committee at this time. The Committee consists of eleven representatives from eleven minority communities. All members are considered to be leaders within their communities.

The Committee is an active group. It provided input into the Employment Unit's Focused Recruiting Plan, and its members regularly support the Unit by attending mentoring sessions and graduation ceremonies.

- 9. The position of "Career Development Officer" for uniform members should be re-implemented and moved to the Employment Unit. Having expertise in human resource development, this individual will assist members in assessing and achieving their career paths and promotional opportunities.**

Final Status Report

Response: Agree
Status: Implemented

Approval to staff this position has been given and it is anticipated that it will be filled on or about March 1, 2005.

Part III – Transfers, Promotions, Supervision, Training & Continuing Education

- 1. No member of the Service shall be promoted to a management or supervisory position or transferred to a sensitive or high-risk unit unless he or she has successfully completed psychological testing and assessment, and provided personal financial background information.**

Final Status Report

Response: Agree
Status: Implemented

The implementation of the psychological assessment and financial check programs will be initiated on or about March 1, 2005.

This recommendation has been considered simultaneously with the recommendations pertaining to drug testing.

Through extensive discussion, this recommendation has been interpreted as and will only apply to those promotions involving a concurrent transfer into a high-risk position. Not all members applying for promotion will be subjected to a psychological assessment or financial background check and the promotional system will not be altered as a result of this recommendation.

In all cases where a member is found to be unsuitable for a particular position as a result of one of the testing or assessment programs (i.e. psychological assessment, drug testing and/or financial checks), the only consequence will be that the member will not be selected for the specific position at that time. If mental health issues are identified, these will be addressed as (medically) appropriate and will be subject to medical privilege.

An outline of the parameters of the psychological tests have been identified, and the proposed assessments are similar to those currently used for recruits and applicants to the Emergency Task Force.

Procedures relating to the psychological assessment, drug testing and financial check programs have been drafted, and the list of 'high-risk' positions will be finalized by the end of January.

The Toronto Police Association and the Senior Officers' Organization continue to oppose the implementation of this recommendation and those relating to drug testing. Challenges to these testing programs will be dealt with as they arise.

2. **No member of the Service shall be promoted to a management or supervisory position unless he or she has successfully completed a designated course on management skills required in the higher rank, in addition to training in ethics and integrity.**

Final Status Report

Response: Agree
Status: Implemented

Currently all new sergeants have taken the Level 1 Management training, which is required for both civilian and sworn supervisors.

No new promotions will take place until each candidate has successfully completed the appropriate training.

The Honourable Mr. Ferguson has agreed that the Level 1 Management Course (for first-level civilian supervisors and new sergeants) adequately addresses this recommendation. It has been agreed that since the higher level management training programs are currently under review, it is sufficient, at this time, to provide senior supervisors and management with the prescribed training (including the Leader Course for new staff sergeants) immediately following promotion. The Training and Education Unit has prioritized senior supervisor and management training and will ensure that the members who are on promotional lists will be given the opportunity to take the Ethics and Diversity program prior to being promoted.

3. **Ethics and integrity must be incorporated as important components in all training and continuing education courses provided by the Service.**

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree
Status: Implemented

While every training program delivered to TPS members incorporates components on integrity and ethical values, specific ethics and integrity modules have been incorporated into training for coach officers and supervisors, and into general investigation and interviewing courses. Ethics train-the-trainer programs began through the Training & Education Unit in June 2004 to update instructors on the most up-to-date programs available. The total cost of \$8,200 for the train-the-trainer program was absorbed within the 2004 budget.

A review of *all* training courses will be undertaken through the new Human Relations Training Section (HRTS) within the Training & Education Unit, which is in place to address this recommendation, to determine the best fit for ethics and integrity modules. While this review will take between two and three years to complete the

Training & Education Unit has given priority to integrating ethics and integrity into all police training.

Financial Impact

The total cost of \$8,200 for the train-the-trainer program was absorbed within the 2004 budget.

- 4. All members of the Service shall be required to attend a one-day course on ethics, integrity and corruption. The course should include lectures on the forms, causes and prevention of serious police misconduct and corruption and recognized procedures that may be employed to detect and investigate same and deal with complaints of serious misconduct.**

Final Status Report

Response: Agree
Status: Implemented

All senior officers have now participated in the two-day ethics and integrity training program.

The other training programs, as previously reported to the Board, have been implemented and are on-going.

This recommendation, like many others is dynamic and the Training and Education Unit remains alive to opportunities for further development in this and other areas of training.

- 5. The Service should form a small committee to develop a system for mandatory transfers following a specific term of service in sensitive or high-risk areas.**

Final Status Report

Response: Agree
Status: Implemented

A procedure for mandatory transfers has been drafted and is expected to receive final Command approval by the end of January. It is anticipated that the procedure will be in place on or about March 1, 2005.

Part IV – Professional Standards – Investigative Unit

- 1. Aside from having a representative at Headquarters, the entire operation of Professional Standards Investigative Unit - Criminal Investigations must be moved to a separate, independent location.**

Final Status Report

Response: Agree
Status: Implemented

In October 2004, the Board approved the renovations of the old 21 Division. It is anticipated that construction will be complete and the facility ready to accommodate the Professional Standards Investigative Unit by March 2005.

- 2. Professional Standards Investigative Unit must ensure that a sufficient number of highly skilled investigators are adequately trained to provide prompt, thorough and professional investigations of all complaints and early warnings of serious police misconduct or corruption.**

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree
Status: Implemented

Job-specific profiles have been prepared for the Professional Standards Investigative Unit, and management is currently working to ensure that all members meet the criteria. Investigators who do not meet the criteria will receive supplementary training (which will be identified before the end of 2004), or will be transferred out of the unit.

While the Professional Standards Investigative Unit is currently working at full strength, a review is in progress by which future staffing needs will be identified.

Financial Impact:

Part IV of the Honourable Mr. Ferguson's recommendations increases the role and responsibilities of the Professional Standards Investigative Unit. It has been determined that the current staffing complement within Professional Standards is insufficient to fully address the recommendations included in Part IV of the Honourable Mr. Ferguson's report.

The additional resources required to implement all the recommendations in this part of the report, with the exception of noted additional costs associated with Part IV, Recommendations #1 and #5, include additional staffing of one inspector, one detective sergeant, one detective and three clerks.

Annualized incremental implementation costs are estimated at \$447,100 for salaries and benefits. Furniture and equipment are currently available.

- 3. When warranted, personnel within Professional Standards Investigative Unit - Criminal Investigations must have the capacity to conduct integrity testing of targeted areas in a professional manner that is free from all aspects of entrapment.**

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree
Status: Implemented

This recommendation has been implemented as described above.

The capacity of the unit to conduct integrity testing of targeted areas will be enhanced by the training described under Part IV, Recommendation #2.

- 4. Investigators employed in Professional Standards Investigative Unit-Criminal Investigations shall be transferred out of the Unit after a specific number of years and shall be accorded special recognition for their service in the Unit for the purpose of future promotional opportunities.**

Final Status Report

Response: Disagree
Status: Not implemented

Following in-depth discussions, and with the full support of the Honourable Mr. Ferguson, it was agreed that the recommendation to afford special recognition to members who serve in Professional Standards Investigative Unit will neither be implemented nor considered further.

- 5. PRS Investigative Unit (Criminal Investigations) shall establish independent telephone lines, available to members of the public or members of the Service to report serious police misconduct or corruption on an anonymous basis.**

Final Status Report

Response: Agree
Status: Implemented

An internal telephone line, without call display will be installed and operational when the new Professional Standards Investigative Unit facility opens in March 2005.

It should be noted that after considerable discussion, it was agreed that, at this time, the telephone line will only be available to members of the Service. It was agreed that further consideration of a public telephone line would be suspended until the Honourable Justice Patrick LeSage, Q.C., makes his final recommendations in respect of the public complaints system.

- 6. Professional Standards-Investigative Unit must design and implement a process whereby "whistle-blowers" are provided adequate protection.**

Final Status Report

Response: Agree
Status: Implemented

The 'whistle-blower' procedure, now entitled "Protected Disclosure", has been drafted and will be published by Corporate Planning. The procedure underscores the importance of a fair and impartial complaint process, and each member's duty (under Rule 4.2.3) to report acts of discreditable conduct.

The anonymous telephone line, outlined in Part IV, Recommendation #5, will be the only means by which a member can truly be anonymous when reporting misconduct, since the *Stinchcombe* decision makes it almost impossible to protect the identity of members who report misconduct in person.

All parties have indicated that they are satisfied with the procedure, although the Toronto Police Association continues to reserve its right to raise challenges as issues arise.

It is anticipated that this procedure will take effect in March 2005, to coincide with the move of the Professional Standards Investigative Unit and the implementation of the anonymous internal telephone line.

Part V – Use of Alcohol, Drugs and Other Substances

- 1. The Service must develop and implement a comprehensive policy that incorporates the following elements:**

Members shall not engage in:

- a) the illegal use or possession of any of the substances listed in Schedules I, II, III and IV of the Controlled Drugs and Substances Act;**
- b) the use of any other substance, not named in the Schedules to the Controlled Drugs and Substances Act, to the extent that the said substance may have an adverse effect on the performance of his or her duties as a member of the Service; and**
- c) the consumption of any alcoholic beverage contrary to the policy of the Service.**

Final Status Report

Response: Agree

Status: Implemented

As previously reported to the Board, this recommendation has been built into the new Code of Conduct and its preamble.

It is anticipated that the Code of Conduct will be distributed by the middle of February 2005.

- 2. Members who violate the above policy shall be subject to disciplinary action, up to and including dismissal.**

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree

Status: Implemented

The command and senior officers of the Service have continually reinforced the importance of ethical and professional behaviour by members. Even without substantial change to the existing procedures on substance abuse, members can be subject to discipline for violating rules and procedures covering the use of alcohol and drugs.

I have ensured that Professional Standards, Risk Management (Prosecutions) will continue to seek appropriate disciplinary sanctions against members who violate this and other breaches of discipline.

This fact has been, and continues to be, continuously reinforced by the command and senior officers of the Service. It is also covered in the new TPS Code of Conduct, which is set for release in the coming weeks.

All of the above sources continue to reinforce the fact that serious misconduct, including the abuse of drugs, alcohol and other substances, will, in consideration of the circumstances, invoke the full range of discipline options, from reprimand through dismissal.

- 3. As a condition of transfer, promotion or reassignment, members shall be required to acknowledge, in writing, that they have read and understand the above-mentioned policy.**

Status Previously Reported to the Board (Board Minute No. P275/04)

Response: Agree in part

Status: Implemented

When current members receive the new TPS Code of Conduct later this year, each member will sign for receipt and to indicate that they understand that they are responsible for knowing and complying with the contents.

Similarly, all new members of the Service will be issued with a copy of the Code, and will be required to sign for receipt and to acknowledge the requirement that they understand and comply with the contents of the document.

The acknowledgement form was prepared through Deputy Chief Steven Reesor and Mr. Jerry Wiley, my legal counsel. The form will be considered in the forthcoming legal analysis and opinion on drug testing and related matters that is being obtained by the Honourable Mr. Ferguson, on behalf of the Service.

This solution will cover not only members seeking promotion, transfer or reassignment, but also members currently in all positions across the Service, including sensitive and high-risk positions.

- 4. As a condition of promotion or reassignment to a sensitive or high-risk area (e.g. drug squads, major crime units, Emergency Task Force, Intelligence Services, Mobile Support Unit, Professional Standards, Professional Standards Investigative Unit - Criminal Investigations, etc.), members shall be required to submit to a drug testing program.**

Final Status Report

Response: Agree

Status: Implemented

The drug testing program will be implemented on or about March 1, 2005.

Procedures pertaining to the psychological assessment, drug testing and financial check programs have been completed. The list of 'high-risk' positions has also been completed and is now awaiting final approval.

- 5. Applicants for employment with the Service shall be required to consent to acknowledge, in writing, that they have read and understand the above-mentioned policy.**

Final Status Report

Response: Agree
Status: Implemented

A waiver and consent form has been prepared and is awaiting final approval. The form requires the applicant to acknowledge that he/she has read and understood the applicable Service procedures.

Part VI – Informers and Agents

- 1. The Service should take immediate steps to study and implement the Source Management System now used by the Metropolitan Police Service; London, England.**

Final Status Report

Response: Agree
Status: Implemented

The Covert Operations Unit is now operational.

Following the previous status report to the Board, the staffing requirements for the Covert Operations Unit were revisited. It was decided that once the Unit was operational the Service would be in a better position to determine the staffing requirements, based on the actual workload in the new unit. As such, the Covert Operations Unit has been modestly staffed with seven (7) officers and one clerk. Four (4) of the officers have been redeployed from within Detective Services and three (3) officers have been transferred from the field. An ongoing analysis of the staffing situation will be conducted to ensure that appropriate levels are maintained to handle the workload. However, as previously reported, if additional staff is required, it will have an impact on the budget.

The members currently assigned to the new Unit have received the necessary training. The long-term training needs of the Unit have also been assessed and the Training & Education Unit will assume the responsibility for providing the required programs.

Procedures in relation to the management of informants and agents have been redrafted and will be published by Corporate Planning.

- 2. When the Source Management System has been implemented, the Service shall require an annual audit of the performance of the new system.**

Final Status Report

Response: Agree
Status: Implemented

After a full discussion, the Honourable Mr. Ferguson agreed that annual audits conducted by Professional Standards Risk Management Unit, will satisfy the spirit of his recommendation.

- 3. The annual audit shall be completed by a person who has extensive experience in law enforcement procedure and is totally independent from the Service and the City of Toronto.**

Final Status Report

Response: Agree
Status: Implemented

An independent audit of the new system will be conducted after the Unit has been operational for a period of time (e.g one (1) year). All parties have agreed however that, provided annual audits are conducted in accordance with Part VI, Recommendation #2, the conduct of an independent audit will only be required once to ensure that the system has been adequately implemented.

Conclusion

It is recommended that the Board receives this report for information. The Honourable Mr. Ferguson and I will be in attendance to answer any questions that the Board members may have.

The Honourable George Ferguson, Q.C., was in attendance and delivered a presentation to the Board on the final status of the progress of the implementation of his recommendations. A written copy of his presentation is on file in the Board office.

cont...d

Mr. David Wilson, President, Toronto Police Association, was in attendance and made a deputation to the Board expressing the Association's concerns about Part III Recommendation No. 1 with regard to the implementation of psychological assessments and financial background check programs, and the recommendations contained in Part V – Use of Alcohol, Drugs and Other Substances.

The Board noted that the Chief's report indicated that the abovenoted programs would be implemented on or about March 01, 2005.

The Board expressed its appreciation to Mr. Ferguson for the comprehensive review he conducted during the preparation of his report, and the continuous work that he has done with the Implementation Committee to ensure the timely progress of the implementation of the recommendations.

The Board noted that the policies governing the drug testing program were being developed and that the implementation of drug testing should not begin until the policies have been approved by the Board.

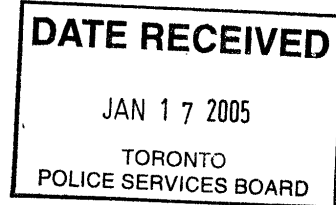
Acting Chief Emory Gilbert advised the Board that he did not believe the Service could proceed with drug testing on March 01, 2005 in the absence of the Board's governing policies.

The Board received the presentation by Mr. Ferguson and the deputation by Mr. Wilson.

The Board also approved the following Motions:

- 1. THAT further consideration of the correspondence from Mr. Ferguson and the report from Chief Fantino be deferred to the March 08, 2005 meeting; and**
- 2. THAT the Chair provide a report containing draft policies pertaining to all the recommendations in Mr. Ferguson's report *Review and Recommendations Concerning Various Aspects of Police Misconduct* for approval at the Board's March 08, 2005 meeting.**

HON. GEORGE FERGUSON, Q.C.
ONE BENVENUTO PLACE, SUITE 405
TORONTO, ONTARIO
M4V 2L1



Delivered by hand

January 17, 2005

Councillor Pam McConnell, Chair
Toronto Police Services Board
40 College Street
Toronto, ON
M5G 2J3

Dear Councillor McConnell:

At its meeting on January 13, 2005, the Implementation Committee agreed to move forward on all outstanding recommendations. The following points accentuate these significant developments:

- The drug, financial and psychological programs will be implemented on or about March 1, 2005.
- The new Source Management Unit will be operational on or about January 21, 2005. Initially, the unit will consist of seven officers, who have already been identified and trained.
- Within the next two weeks, interviews will be conducted to hire the first of two full time psychologists. It is anticipated that the selected individual will be hired on or about March 1, 2005.
- A Career Development Officer will be identified and in place by March 1, 2005.
- Discussions have resumed with Humber College to develop a collaborative, targeted recruitment strategy. A statement of principles or memorandum of understanding is being drafted to arrange a mutually beneficial, non-exclusive strategy. It is intended that this statement of principles or memorandum of understanding may be used as a template for similar arrangements with other post secondary institutions.

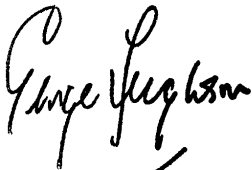
The implementation of the above recommendations will essentially complete the implementation process, which has remained entirely consistent with the spirit of my recommendations.

It is important to note that, to my knowledge, this is the first time that the Toronto Police Association (TPA), the Senior Officers' Organization (SOO) and the Command have worked collaboratively on such a large scale project. As a result of these efforts, the parties have agreed on the implementation of the vast majority of my recommendations. For the few recommendations where consensus was not reached, the TPA and the SOO have reserved their right to raise formal opposition on behalf of their members as issues arise.

In the very near future, I would like the opportunity to address the Board and present my final report on the implementation of my recommendations. My research assistant, Ms. Erin Sweeney, will contact your staff to make the necessary arrangements.

Should you or any member of the Board have any questions or comments, I would invite you to contact me by telephone at (416) 922-2170 or by email at gfergjudge@sprint.ca. Alternatively, Ms. Sweeney can be reached by telephone at (416) 808-7807, by fax at (416) 808-7802 or by email at erin.sweeney@torontopolice.on.ca.

Yours truly,



George Ferguson

cc Dr. Alok Mukherjee, Vice Chair
Councillor Case Ootes, Member
Councillor John Filion, Member
The Honourable Mr. Hugh Locke, Member
Mr. Hamlin Grange, Member

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P37. PENDING AND OUTSTANDING REPORTS - PUBLIC

The Board was in receipt of the following report FEBRUARY 01, 2005 from Pam McConnell, Chair:

Subject: OUTSTANDING & PENDING REPORTS - PUBLIC

Recommendations:

It is recommended that:

- (1) the Board receive the attached list of pending and outstanding public reports; and
- (2) the Board provide direction with respect to the reports noted as outstanding.

Background:

At its meeting held on March 27, 2000 the Board agreed that the Chair would be responsible for providing the Board with a list of the public reports which had previously been requested but which had not been submitted and were, therefore, considered as "outstanding". The Board further agreed that when outstanding reports were identified, the Chair would provide this list to the Board for review at each regularly scheduled meeting (Min. No. C70/00 refers).

I have attached a copy of the current list of all pending and outstanding public reports required from both the Chief of Police and representatives from various departments of the City of Toronto.

A review of this list indicates that there are outstanding reports; these reports are emphasized in bold ink in the attachment.

Mr. Albert Cohen, City of Toronto – Legal Services Division, advised the Board that the report related to Board Minute No. P354/04 – recommendations from the report by The Honourable Sydney Robins, Q.C. - will be provided to the Board for its April 07, 2005 meeting, and the report related to Board Minute No. P298/03 – a fee structure for external legal services – will be provided to the Board for its May 12, 2005 meeting.

The Board received the foregoing.

Public Reports

Requested by the Toronto Police Services Board

Updated: February 01, 2005

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
<p>P111/01 P301/01</p> <p>P340/04</p>	<p>Framework – Governance & Business Plan 2005 – 2007 (now 2006-2008)</p> <ul style="list-style-type: none"> • <u>Issue:</u> submit a report for approval re: 2005-2007 business plan that complies with the <i>PSA & Adequacy & Effectiveness of Police Service Regulation</i> • should also include policing priorities approved by the Board • Board members to participate in the development of the business plan <ul style="list-style-type: none"> • 2002-2004 Business Plan extended to Dec. 31/05 • Board will convene meetings with Chief & Command mid-2005 to develop the 2006-2008 Business Plan 	<p>Report Due: not later than Dec. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P283/02 P315/02 P33/03 P34/03 P35/03 P291/02 P34/03	Race Relations <ul style="list-style-type: none"> Issue: the Board/Service Race Relations Joint Working Group final report will address on race relations issues, some recommend's from the <i>Saving Lives</i> report, third-party complaints & City Council Motions Alternatives to the Use of Lethal Force <ul style="list-style-type: none"> Issue: recommendations from the conference forwarded to Chairman for comments and response Recommend's 1, 2, 4, 19, 20, 21, 22 & 23 have been referred to the Board/Service Race Relations Joint Working Group 	Report Due: . Sept. 23/04 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....outstanding	Joint Working Group
P216/03	Follow-Up Review of Parking Enforcement Unit <ul style="list-style-type: none"> Issue: results of follow-up review of the Parking Enforcement Unit 	Report Due: Oct. 16/03 Extension Reqs'd: Extension Granted: Revised Due Date: Status: matter is still being reviewed by Auditor General (May 2004)	Auditor General, City of Toronto
P407/04	Employment Equity Representation <ul style="list-style-type: none"> Issue: action plan to be developed 	Report Due: June 09/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Vice-Chair, Police Services Board

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P276/03	Conditions of Appointment for Chair, TPSB • <u>Issue:</u> to review conditions of appointment for the Chair, TPSB	Report Due: Mar. 08/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Board Staff
P298/03	Fee Structure for External Legal Services • <u>Issue:</u> to identify a proposed fee structure for the Board to approve with regard to external legal services	Report Due: Jan. 22/04 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....outstanding	City of Toronto – Legal Services
P85/04	Format Guidelines – Board Reports • <u>Issue:</u> report on the changes made to the format for Board reports, including technical improvements	Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status: meetings on-going, new report format will be determined soon.	Chair, Police Services Board
P135/04	Towing and Pound Services Contracts • <u>Issue:</u> to report in a timely manner outlining a process on how to deal with various towing issues prior to the next contract	Report Due: June 09/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	City of Toronto – Legal Services

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
C99/04	<p>Attendance at Public Events - Political</p> <ul style="list-style-type: none"> Issue: develop a policy identifying the specific activities or events, or circumstances, in which the Chief and Deputy Chiefs may participate when the attendance at those activities or events may also involve elected public officials or be sponsored by a specific political group 	<p>Report Due: Aug. 26/04 Extension Reqs'd: Extension Granted: Revised Due Date: Sept. 23/04 Status:.....outstanding</p>	<p>Chair, Police Services Board</p>
P215/04	<p>Mobile Crisis Intervention Team</p> <ul style="list-style-type: none"> <u>Issue:</u> identify the status of the agreement and/or the potential for renewal of the agreement between the Board and St. Michael's Hospital 	<p>Report Due: February 2006 Extension Reqs'd: Extension Granted: Revised Due Date: Status:</p>	<p>Chief of Police</p>

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P134/04 C162/04	Professional Standards – Statistical Analysis of Allegations <ul style="list-style-type: none"> • <u>Issue:</u> provide a report, updated monthly, including a statistical analysis of all allegations of misconduct against members, include open cases, closed cases, cases opened and closed since last reported, and identify the unit conducting the investigation • identify any trends noted by the Service • prepare for public consideration 	Report Due: Each Month Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P284/04	Municipal Freedom of Information <ul style="list-style-type: none"> • <u>Issue:</u> feasibility of assuming the legislated authority for MFIPPA and include all budget implications 	Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chair, Police Services Board

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P212/04	Downloading from Fed. & Prov. Govt. <ul style="list-style-type: none"> Issue: number of responsibilities that have been downloaded from the prov. & fed. gov't. and the impact those have had upon the TPS, including financial equivalent 	Report Due: during 2005 operating budget Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P343/04	Increasing Foot and Bicycles Patrols <ul style="list-style-type: none"> Issue: alternative models that could be implemented, interchange between foot, bicycle and vehicle patrols and whether ratios can be altered 	Report Due: Jan. 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....outstanding	Chief of Police
P354/04	A Police Officer's Duty To Report <ul style="list-style-type: none"> Issue: review the two recommendations contained in <i>Report: Alleged Communication Between Police Services Board Member and Member of the Police Service</i> and develop appropriate guidelines and procedures 	Report Due: Jan. 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....outstanding	City of Toronto – Legal Services Division
P362/04	Community Policing <ul style="list-style-type: none"> Issue: respond to Motions from the Nov. 18/04 PSB meeting regarding consultative committees and foot & bicycle patrols for the Jan. 13/05 meeting. 	Report Due: Jan. 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....outstanding	Chief of Police

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P399/04	Deter Identify Sex-Trade Consumers (D.I.S.C.) Program <ul style="list-style-type: none"> Issue: identify the Service's involvement to date, if any, with the D.I.S.C. program 	Report Due: Mar. 08/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
C10/05	Level of Federal & Provincial Funds <ul style="list-style-type: none"> Issue: quantify specific costs into categories for fed., prov. & municipal issues, identify how other jurisdictions resolve cost-recovery include information in a summary page 	Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P06/05	Destruction of Adult Photographs, Fingerprints & Records of Disposition <ul style="list-style-type: none"> Issue: Board staff to consult with Chief, City Solicitor and IPC Commissioner to develop specific criteria following the review, Chief to provide further report with new recommended policy 	Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P09/05	Purchasing – Tender Process <ul style="list-style-type: none"> Issue: how can the Service reduce the likelihood of having a single bid for consideration in a tendering process 	Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P13/05	Civilianization <ul style="list-style-type: none"> • <u>Issue:</u> provide a detailed year-by-year breakdown of the number of positions that have been civilianized since 1999 	Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P16/05	Professional Standards <ul style="list-style-type: none"> • <u>Issue:</u> provide the questionnaire, methodology and data analysis with regard to the 2003 community survey and a specific breakdown of the penalties imposed as the result of the 29 PSA hearings 	Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

Quarterly Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P529/00 P91/01 P167/01 P119/02 P338/02	<p>CIPS enhancements – Searches of Persons</p> <ul style="list-style-type: none"> • <u>Issue:</u> to provide quarterly reports on the implementation of CIPS enhancements into the new Records Management System and advise the Board if the Service is unable to provide electronic gathering of statistics by the third quarter of 2001 	<p>Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:</p>	Chief of Police
P304/01 P356/01 P121/02	<p>Enhanced Emergency Management</p> <ul style="list-style-type: none"> • <u>Issues:</u> to periodically report to the Board with respect to the Service's role in the City's enhanced emergency management initiative • quarterly commencing Apr. 2002 	<p>Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:</p>	Chief of Police
P208/04	<p>Domestic Violence Training</p> <ul style="list-style-type: none"> • <u>Issues:</u> quarterly submissions on the domestic violence quality control reports • Quarterly in: Jan., April, July & Oct. 	<p>Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:</p>	Chief of Police
P284/04	<p>Municipal Freedom of Information</p> <ul style="list-style-type: none"> • <u>Issues:</u> identify the Service's MFIPPA compliance rate 	<p>Report Due: Feb. 10/05 Extension Reqs'd: Feb. 10/05 Extension Granted: Revised Due Date: Status:</p>	Chief of Police

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
	Special Fund <ul style="list-style-type: none"> Issues: unaudited quarterly reports on the status of the Board's special fund. 	Report Due: Feb. 10/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:outstanding	Chief of Police

Semi-Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P199/96 P233/00 #255/00 P463/00 P440/00 P255/00 P26/01 P27/01 P54/01	Professional Standards <ul style="list-style-type: none"> Issue: interim report (for the period January – July) to be submitted in November each year annual report (for the period January – December) to be submitted in May each year see also Min. No. 464/97 re: complaints see also Min. No. 483/99 re: analysis of complaints over-ruled by OCCPS revise report to include issues raised by OCCPS and comparative statistics on internal discipline in other police organizations note: police pursuit statistics should be included - beginning ... Nov. 2001 rpt. 	Next report Due: May 12/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

Semi-Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P5/01	<p>Legal Indemnification</p> <ul style="list-style-type: none"> • <u>Issue:</u> a report relating to the payment of all accounts for labour relations counsel, legal indemnification claims and accts relating to inquests that are approved by Human Resources and Labour Relations • reports will be submitted in August and February each year 	<p>Next report Due: Aug. 11/05</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Manager, Labour Relations</p>
P5/01	<p>Tracking Implementation of Board Directions</p> <ul style="list-style-type: none"> • <u>Issue:</u> pertains to recommends 17 and 18 in Chief's response to OCCPS • reports will be submitted in August and February each year • <u>Reference:</u> OCCPS Review 	<p>Report Due: Aug. 11/05</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>

Semi-Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P337/98 P491/99 P8/00 P476/00 P121/01 P289/01	Audit – Sexual Assault Investigations <ul style="list-style-type: none"> • <u>Issue:</u> to provide semi-annual updates on the implementation of the City Auditor's recommendations • Report in November (for May to Oct) and May (November to April) 	Report Due: May 12/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P111/03	Follow-Up Audit <ul style="list-style-type: none"> • <u>Issue:</u> a follow-up review of the investigation of sexual assaults will be conducted and reported to the Board 	Report Due: Aug. 14/03 Extension Reqs'd: Extension Granted: Revised Due Date: Status: will be considered at the Feb. 2005 meeting	Auditor General, City of Toronto
P66/02	Grant Applications & Contracts <ul style="list-style-type: none"> • <u>Issue:</u> semi-annual summaries of all grant applications and contracts initiated by the Service and approved by the Chairman • reports will be submitted in April and Oct. 	Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

Semi-Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P394/00 P229/01 P334/01 P209/02	<p>Parking Enforcement Unit – Absenteeism</p> <ul style="list-style-type: none"> • <u>Issue:</u> semi-annual statistics on absenteeism requested by the City of Toronto Policy & Finance Committee • reports should include actual numbers in addition to percentages • also include, if possible, absenteeism data providing comparison with other Service units & City outside workers • also include the average # of sick days per officer • reports to be submitted in Feb. & Aug. 	<p>Next report Due: Aug. 11/05</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police
P342/02 P81/04	<p>“60/40” Staffing Model</p> <ul style="list-style-type: none"> • <u>Issue:</u> semi-annual public reports on the implementation of the “60/40” staffing model in police divisions • reports submitted in conjunction with the confidential reports in Feb. & Aug. • include how the divisional boundary changes will impact staffing divisions 	<p>Report Due: Feb. 10/05</p> <p>Extension Reqs'd: Feb. 10/05</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police
P132/03 P65/04	<p>TPS – Write Offs</p> <ul style="list-style-type: none"> • <u>Issue:</u> semi-annual report identifying all write-offs and the reasons for those write-offs • to be submitted in March & September 	<p>Report Due: Mar. 08/05</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police

Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P156/00 P5/01 P157/03 P166/03	<p>Environmental Scan & Statistics</p> <ul style="list-style-type: none"> • <u>Issue:</u> report crime & traffic statistics annually as part of the annual Environmental Scan • full scan every 3 years: 2002, 2004, 2007, 2010 • update annually – every May • now submitted - in Sept. each year • compare property crime stats to socio-economic factors, if possible 	<p>Next Full Scan Due: Sept. 2007 Next Update Report Due Sept. 08/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:</p>	Chief of Police
P343/93 P344/97 P156/00 P5/01	<p>Victim Services Program</p> <ul style="list-style-type: none"> • <u>Issue:</u> be submitted in June each year 	<p>Next Report Due: June 09/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:</p>	Chief of Police
P200/96 P89/99 P156/00 P5/01	<p>Hate Crime Statistics</p> <ul style="list-style-type: none"> • <u>Issue:</u> to be submitted in Feb. each year • include mechanism to evaluate effectiveness of Service initiatives • report annually now rather than semi-annually – Min. No. 156/00 refers 	<p>Next Report Due: Feb. 2006 Extension Reqs'd: Extension Granted: Revised Due Date: Status:</p>	Chief of Police

Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P156/00 P264/03	Audit Recommendations	Next Report Due: July 12/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
	<ul style="list-style-type: none"> • <u>Issue:</u> tracking implementation status of external and internal audit recommendations • to be submitted in a format suitable for the public agenda, any matters which conform with s.35 of the <i>PSA</i> can be provided in a separate conf report. 		
P333/95 P97/01 P89/03	Training Programs <ul style="list-style-type: none"> • <u>Issue:</u> annual reports which evaluate the effectiveness of internal Service training programs • include results of the review of the Advanced Patrol Training course • to be submitted in June each year 	Next Report Due: June 09/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P292/96	Special Constables - Univ. of Toronto <ul style="list-style-type: none"> • <u>Issue:</u> to be submitted in April each year 	Next Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P39/96	Special Constables – TTC <ul style="list-style-type: none"> • <u>Issue:</u> to be submitted in April each year 	Next Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P414/99	Special Constables – MTHA (now TCHC) <ul style="list-style-type: none"> • <u>Issue:</u> to be submitted in April each year 	Next Report Due: Apr. 07/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P80/02 P249/02 P45/03	Professional and Consulting Services <ul style="list-style-type: none"> • <u>Issue:</u> semi-annual reports on all consulting expenditures, sorted into project categories • include recommendation that the reports be forwarded by the Board to the City CFO & Treasurer • include each consultant contract individually, specific project, total dollar amount, particular company or individual hired and any over expenditures for individual contracts • will now be submitted annually rather than semi-annually – in February 	Report Due: Feb. 10/05 Extension Reqs'd: Feb. 10/05 Extension Granted: Revised Due Date: Status:	Chief of Police
P107/97 P27/01 P350/04	Program Review of R.I.S. (now C.I.S.) <ul style="list-style-type: none"> • <u>Issue:</u> status of staffing changes • financial statement with savings to-date including staffing • report to be submitted in October 	Next Report Due: Oct. 14/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P65/98 P51/01 P195/03 P371/04	<p>CPLC Committees/Divisional Activities</p> <ul style="list-style-type: none"> • <u>Issue:</u> summary of all activities funded by the Board • Chief will be responsible for all requests for funds related to the CPLC annual conference • to be submitted in January each year • now to be submitted in March each year with report on funds for all committees and annual conference <p>CPLC Annual Conference</p> <ul style="list-style-type: none"> • <u>Issue:</u> request for funds for the annual conference to be submitted in March 	<p>Next Report Due: Mar. 08/05</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>
P66/99	<p>“Rules” Changes</p> <ul style="list-style-type: none"> • <u>Issue:</u> changes to existing rules to be submitted annually • policy amended (Min. No. 264/99) so that changes can be submitted on an as-needed basis if necessary 	<p>Next Report Due: May 12/05</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>
P27/01	<p>Community & Corporate Donations</p> <ul style="list-style-type: none"> • <u>Issue:</u> to identify all the donations that were provided to the Service based upon approvals by the Board and Chief of Police. • to be submitted in April each year 	<p>Next Report Due: April 07/05</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>

Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P4/01 P5/01 C31/01	<p>Secondments</p> <ul style="list-style-type: none"> • <u>Issue:</u> annual reporting of all secondments approved by the Chief of Police • to be submitted in February each year • include RCMP-UN Peacekeeping secondments 	<p>Next Report Due: Feb. 2006</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police
P156/00	<p>Annual Review of Reports to be Submitted</p> <ul style="list-style-type: none"> • <u>Issue:</u> to review the quarterly, semi-annual and annual reports submitted to the Board at the first meeting in each new year. 	<p>Next Report Due: Jan. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:.....outstanding</p>	Chair, Police Services Board
P106/96 P450/00 P55/01	<p>Secondary Activities</p> <ul style="list-style-type: none"> • <u>Issue:</u> <i>Police Services Act</i> indicates that annual reports must be submitted re: secondary activities by members • include a preamble describing policy, reporting requirements & criteria 	<p>Next Report Due: Feb. 2006</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police
P173/96 P139/00	<p>Use of Police Image & Crest</p> <ul style="list-style-type: none"> • <u>Issue:</u> a summary of the requests for use of the Toronto Police image that were approved and denied during the year • to be submitted in April each year 	<p>Next Report Due: April 07/05</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police

Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
	<p>Audited Reports</p> <ul style="list-style-type: none"> • <u>Issue:</u> audited financial statements of the Board's Special Fund and Trust Funds • to be submitted in June each year 	<p>Next Report Due: June 09/05</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>
<p>P4/01 P27/01 P74/01 C59/04</p>	<p>Operating & Capital Budgets</p> <ul style="list-style-type: none"> • <u>Issue:</u> annual operating and capital budgets to be submitted for approval • Operating budget to include special activities • Policy & Finance Cttee requested that operating budget be submitted in alignment with business plan and include performance indicators • operating budget to include opportunities for the Board to request funding support from the provincial and federal governments and also at any time during the year as issues arise • beginning 2005 detailed cost element breakdowns to be provided to the Board on a confidential basis when the Board first considers the operating budget request for the next year 	<p>Next Report Due: capital operating 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>

Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
	Operating & Capital Budgets – cont'd <ul style="list-style-type: none"> feature category summaries be made available publicly when the Board first considers the operating budget request for the next year 		
	Human Resources Strategy <ul style="list-style-type: none"> <u>Issue</u>: annual strategy, coinciding with annual operating budget, to be submitted to the Board for approval 	Next Report Due: Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
	Police Services Board – Office Budget <ul style="list-style-type: none"> <u>Issue</u>: to review and approve the operating and capital estimates for the Board's operations 	Next Report Due: Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chair, Police Services Board
	Parking Enforcement Unit Budget <ul style="list-style-type: none"> <u>Issue</u>: to review and approve the Parking Enforcement Unit annual operating budget 	Next Report Due: Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P160/99 P192/00 P83/02 P122/03	Race Relations Plan <ul style="list-style-type: none"> <u>Issue</u>: to report annually on the status of the Service's multi-year race relations plan and adjustments where necessary to be submitted in March each year 	Next Report Due: Mar. 08/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
City Council request	Parking Tag Issuance <ul style="list-style-type: none"> • <u>Issue</u>: annual parking tag issuance statistics 	Next Report Due: Feb. 2006 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P5/01	Organizational Chart <ul style="list-style-type: none"> • <u>Issue</u>: organizational charts on annual basis • to be submitted in February each year or at other times as required 	Next Report Due: Feb. 2006 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P524/00	Toronto Police Service Annual Report <ul style="list-style-type: none"> • <u>Issue</u>: an annual report to the Board report is required under the adequacy standards regulation • to be submitted in June each year • <u>Issue</u>: the Board is required to publish the Governance Plan, listing the Board's goals and accomplishments, as part of the Annual Report • Board to forward to Council through Policy & Finance Cttee. 	Next Report Due: June 09/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police Chair, Police Services Board
P177/02 P198/03	Service Performance Year-End Report <ul style="list-style-type: none"> • <u>Issue</u>: an annual report on the activities of the previous year, results of the measurement of Service priorities and an overview of Service performance - compare data to specific identifiers, if possible 	Next Report Due: June 09/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P106/00 P156/00 P211/00 P486/00 P61/01 P111/03 P151/03	<p>Annual Audit Work Plans</p> <ul style="list-style-type: none"> <u>Issue:</u> annual audit work plan to be approved by the Board <ul style="list-style-type: none"> note: 2002 Audit Workplan to include audits of the enhanced HRMS system and/or PSIS system also include follow-up audit - review of the investigation of sexual assaults 	<p>Next Report Due: under review</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Auditor General, City of Toronto
C30/03	<p>Grievances</p> <ul style="list-style-type: none"> <u>Issue:</u> to provide an annual statistical summary report outlining the status of grievances, costs & successful party for review at the February Board meeting each year 	<p>Next Report Due: Feb. 2006</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Manager, Labour Relations
P136/03	<p>Promotions</p> <ul style="list-style-type: none"> <u>Issue:</u> to provide an annual summary report on all uniform promotions to the ranks of Sgt. or Det. and S/Sgt. or D/Sgt. to be submitted in February each year 	<p>Next Report Due: Feb. 2006</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police
P284/04	<p>Municipal Freedom of Information & Protection of Privacy</p> <ul style="list-style-type: none"> <u>Issue:</u> provide the year-end statistical report so that the Board can forward it to the IPC 	<p>Next Report Due: Jan. 2006</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police

Required every 2 years

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P464/97 P534/99	Complaints – Board's Policy Directive <ul style="list-style-type: none"> • <u>Issue</u>: review policy Directive every two years • policy approved – Dec. 1999 	Report Due: Dec. 15/05 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chair, Police Services Board

Required every 3 Years

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P254/00	Adequacy Standards Compliance <ul style="list-style-type: none"> • <u>Issue</u>: to review and update Board policies and Service procedures and processes at least once every three years in accordance with the Adequacy Standards Regulation 	Report Due: 2006 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chair, in consultation with Chief of Police

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P38. RELOCATION OF THE TORONTO POLICE CONTRACT POUND –
TOWING DISTRICT No. 6 OPERATED BY A-TOWING SERVICE LTD.**

The Board was in receipt of the following report DECEMBER 13, 2004 from Julian Fantino, Chief of Police:

Subject: RELOCATION OF THE TORONTO POLICE CONTRACT POUND, TOWING
DISTRICT No. 6, OPERATED BY A TOWING SERVICE LTD.

Recommendation:

It is recommended that the Board:

- (1) approve the relocation of the towing District No. 6 Contract Pound effective February 01, 2005, to the location described in this report; and
- (2) after the completion of an inspection of the proposed site and upon the recommendation of the Unit Commander of Traffic Services, authorize the Chair to execute an agreement with A Towing Service Ltd. to amend the current towing contract to reflect the change in pound location, in a form approved by the City Solicitor.

Background:

At its meeting of April 21, 2004, the Board approved the awarding of the police towing and pound services contract for towing District No. 6 to A Towing Service Ltd. (Board Minute P135/04 refers). Appended to this report is a proposal by A Towing Service Ltd. to relocate its police pound from the location approved in the towing and pound services contract.

As required by the contract, A Towing has notified the Unit Commander of Traffic Services by letter, dated November 01, 2004, of its intention to change the pound location.

The contract states that:

CHANGE OF POUND LOCATION

42. The Operator shall provide ninety (90) days advance notice in writing to the Unit Commander of its intention to change the location of the Operator's Pound, which change in location shall only be permitted upon approval of the Board.

A Towing Service Ltd. holds the current towing and pound services contract for towing District No. 6 and leases the property that is currently being used for the storage of vehicles that are towed under the contract. A Towing has purchased another pound site and has proposed to move its police pound to this location. The proposed pound site is located at 89 Sunrise Avenue, which is near the main intersection of Victoria Park Avenue and Eglinton Avenue East. This location is within the geographical boundaries of towing District No. 5, which is permitted under the contract, which states:

ADDITIONAL CONDITIONS – DISTRICT 6

- c) In the case of operators bidding on the contract for District 6, their pound must be located within either District 5 or District 6.

The proposed pound site will be inspected by members of Traffic Services to ensure it meets the requirements as stated in the towing and pound services contract.

Staff in the City of Toronto Legal Division has reviewed the contents of this report and is satisfied with its legal content.

Acting Deputy Chief Emory Gilbert, Policing Support Command, will be in attendance at the Board meeting to answer any questions with respect to this report.

The Board noted that it originally considered the foregoing report at its January 24, 2005 meeting and requested a further report from the City Solicitor identifying the Board's contractual discretion in approving the re-location of a pound. This additional report was to be considered at the February 10, 2005 meeting in conjunction with the foregoing report from the Chief of Police (Min. No. P08/05 refers).

The Board considered a report, dated January 31, 2005, from Albert Cohen, Director, Litigation, City of Toronto – Legal Services Division, during its in-camera portion of the meeting (Min. No. C25/05 refers).

Staff Sergeant Gord Jones, Traffic Services, was in attendance and responded to questions by the Board about the specific pound location to which a vehicle would be towed based upon the location at which the tow originated. He advised the Board that vehicles towed from the downtown rush hour tow zones of No. 6 District, and the downtown entertainment area, would continue to be towed by A-Towing to a nearby city-owned pound facility at 10 York Street. A-Towing, as a condition of the Towing and Pound Services contract, must operate the 10 York Street location for the duration of the term of the contract. Any other vehicles that are towed from within No. 6 District for reasons, such as the driver is arrested, or the vehicle is abandoned, would be towed to the proposed new pound facility at 89 Sunrise Avenue.

The Board approved the foregoing.



Your Complete Towing Service

50 Milne Ave.
Toronto, Ontario
Canada M1L 1K3

Tel: **416-656-4000**
Fax: 416-656-3065

November 1, 2004.

Superintendent Steve Grant
Traffic Services
Toronto Police Service

Dear Superintendent Grant:

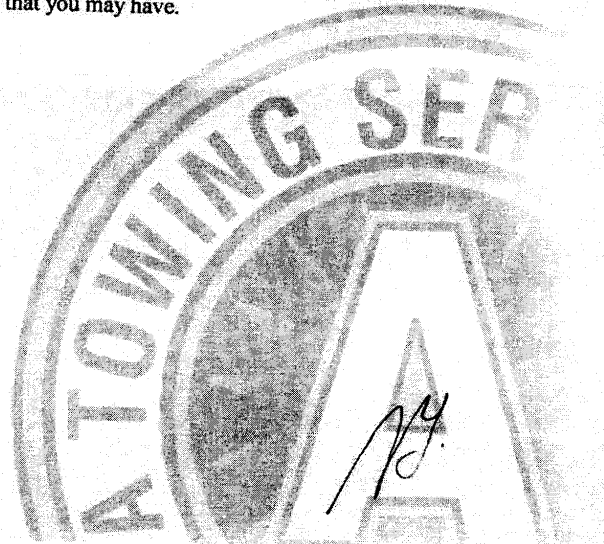
RE: Request to move our current District 6 Police Pound located at 10 Dickens Street to our new property located at 89 Sunrise Avenue.

A Towing Service Ltd. has just purchased a 2.2 acre property located at 89 Sunrise Ave. in North York to serve as our new head office, fleet repair garage as well as the future Police Pound for District 6. We have obtained the necessary permits and licenses and are in the process of preparing the property so that it fully complies with all the Police Pound requirements as set out in the tender documents. We anticipate that the pound will be fully compliant by January 15, 2005 and look forward to making it operational February 1, 2004 pending Toronto Police Services Board approval.

Please feel free to contact me anytime at 416-726-6552 or email me at alex@atowing.ca to discuss this matter or with any concerns that you may have.

Yours truly,

Alex Anissimoff
CEO
A Towing Service Ltd.



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P39. HUMAN RESOURCES STRATEGY – 2005 TO 2009

The Board was in receipt of the following report JANUARY 27, 2005 from Julian Fantino, Chief of Police:

Subject: HUMAN RESOURCES STRATEGY - 2005 TO 2009

Recommendation:

It is recommended that: The Board approve this report.

Background:

The Board at its meeting on November 29th, 2004 (Minute No. P389/04) was in receipt of a report on the Human Resources (HR) Strategy for the period 2005 to 2009. The Board received that report for information as part of the on-going discussions related to the 2005 Operating Budget. The following report is an update on the Strategy, taking into account the additional budget discussions and the contents of a separate report to the Board dated January 17, 2005 submitting the Service's 2005 Operating Budget for approval.

As indicated in the report contained in Min. P389/04, the development of the HR Strategy included review of the following issues:

- 2004 as the final year of the Ontario Municipal Employees Retirement System (OMERS) reduced factor program and the resumption of the 85 Factor for uniform members and the 90 Factor for civilians in 2005
- assessment of previous patterns of retirements and resignations
- planned opening of the new No. 43 Division station
- Justice Ferguson Report recommendations
- Staffing requests for other initiatives

UNIFORM STAFFING

Target Strength

The Service uses a deployment model for the development of the Strategy, whereby new recruits are counted as additions to the uniform strength upon their appointment as 4th Class Constables

and assignment to a division. As indicated on the attached spreadsheet (Appendix "A"), the deployed strength target of the Service at the end of 2004 was 5,260 uniform personnel. Staffing of 7 additional positions is required to implement the recommendations of the Ferguson Report, and these have been added to the deployed target for 2005 accordingly.

Additional staffing of 39 positions for the new No. 43 Division, previously planned for the fall of 2005, have now been re-scheduled to the beginning of 2006, and the deployed target has been further revised to reflect this change in that year.

The Service has also continued to utilize the 60/40 model for staffing the divisional stations. Although a strict fulfillment of the model would involve an increase to the uniform establishment, service requirements are being addressed through a system of prioritized deployment to the stations at this time.

Target Hiring

The Service plans its hiring with the goal of maintaining staffing, on average, at the deployed target level. Projected hiring for 2005 includes 213 new recruits and 11 "lateral entries", i.e. qualified officers from other Services who choose to join the Toronto Police Service. The year 2006 will see 124 hires, including 6 lateral entries.

The Ontario Police College has returned to its three intake system with recruit classes being held in January, May, and September. Constant monitoring of our separation experience allows the Service to make adjustments to its projections to ensure sufficient recruits are hired for these classes and are available for subsequent deployment.

Projected Separations

Separations for 2004 were originally projected to be 200, but this was subsequently revised to 224 during the Operating Budget discussions in the spring, to reflect an increased trend in actual experience at that time. The final number for the year was 239.

For 2005, a total of 200 separations have been projected, a lower rate owing to the resumption of the "normal" 85 Factor for an unreduced OMERS pension for uniform personnel. The conclusion of the OMERS retirement incentive program this year should moderate police retirements throughout the Province in 2005 and beyond. This, in turn, should also reduce the number of officers the Service loses to join other Services who are seeking to replace their retirees.

Year 2004 experience

Hires

The Service hired 228 new recruits in 2004 and 198 new officers were deployed by year end. These deployments included 14 lateral entry officers who received two weeks of training at the C.O. Bick College before being assigned to front-line duties.

Overall Separations

Separations for the year totalled 239, which included 160 retirements, 74 resignations, and 5 deaths. This compares to a total of 148 separations in 2003.

Resignations

Thirty-four of the resignations in 2004 were officers who left to join another Service. This compares with 42 who had joined another Service in 2003, and 92 who had done so in 2002. This downward trend was also proportionate: resignations to other Services made up 74% of total resignations in 2002, 64% in 2003 and 46% in 2004. Although it is rarely possible to predict with certainty that a given trend will continue, a drop in the overall separation rate in the police community may continue to temper these losses.

Retirements

Fewer retirements are expected in the future due to the return of the normal 85 Factor (age + service) for an unreduced OMERS pension. Nevertheless, officers who became eligible during the incentive years remain eligible and will likely keep the Service's retirement experience above the levels that prevailed before the Reduced Factor Program came into effect in 1999 (i.e. the program that has reduced the age + service requirement to receive an unreduced pension). A small pool also remains in the Police Benefit Fund and a majority of these officers is expected to retire over the next two or three years.

CIVILIAN STAFFING

Establishment

The civilian establishment and strength set out in the Strategy pertain to the permanent, full-time complement of the Service, exclusive of certain members who are budgeted for separately: members of the Parking Enforcement Unit; part-time personnel; and temporaries. For the purposes of the Strategy, this means that *hires* include not only external hires, but those appointed to permanent full-time positions from Parking Enforcement, temporary, and part-time positions, and *separations* include not only those who leave the Service, but those who move from permanent full-time positions to Parking Enforcement, temporary, and part-time positions.

For the new Strategy period, the following issues have been taken into account:

New No. 43 Division

As noted above, the new No. 43 Division is scheduled to open in the first quarter of 2006. Civilian support required in this regard includes 7 communications operators and 9 other civilian positions, increasing the Civilian Establishment by 16.

Enterprise Case and Occurrence Processing System

The Enterprise Case and Occurrence Processing system (eCOPS) was rolled out in September 2003 with additional functionality to be implemented in 2004. The phase-in of this system has continued, allowing the reduction of 20 positions in the Civilian Establishment at the beginning of 2004, and another 50 positions by the end of that year. These reductions in the establishment have been implemented.

Automated Vehicle Location System Positions

The Board on October 26, 2000 (Min. No. 477/00) approved an item in the Capital Budget for the installation of an Automated Vehicle Location system. The contract for this system was subsequently awarded to Motorola Canada Inc. (Min. No. P328/01). Staffing support required upon implementation of this project was identified in the original capital item as an Operating Budget impact. As project completion was scheduled for 2004, funding for contracted services was included in the 2004 Operating base budget for this purpose. This funding was sufficient for the hire of one Senior Technician and one Technician, and a determination has now been made that these positions should be filled as part of the permanent civilian complement. As such, funding for the positions will be included in salaries in 2005 and future years, and it is recommended that the Civilian Establishment be increased by 2 positions accordingly.

Centralized Paid Duty Function

The Service receives a large volume of requests for paid duty officers, and a centralized office has been created to administer this function in a fair and efficient manner. The Service receives an administration fee from requesters as part of the operation of this function, which partially offsets its costs. This office has been supported by 6 temporary positions and it has been determined that these should be included in the permanent establishment. As these positions are already being funded there will be no net impact on the budget and it is recommended that the Civilian Establishment should be increased by 6 to account for this change.

New Initiatives in the 2005 Operating Budget Request

Justice Ferguson Report

Implementation of a number of initiatives recommended in the Judge Ferguson report will require additional staffing support. This includes the filling of two corporate psychologist positions, a nurse position in Occupational Health and Safety, and 7 clerical positions for

functions in the Employment Unit, Occupational Health and Safety, and Professional Standards. Approval of these positions will increase the Civilian Establishment by 10.

Court Officer positions

Funding has been provided by the City of Toronto for four Court Officer positions and one Senior Court Officer position, for the period of August 3rd to December 31st, 2004, in connection with the opening of new Provincial Offences Act court rooms at 2700 Eglinton Ave. West. Continued funding for these positions will be included in the Service's 2005 Operating Budget request. In addition, new judges have been appointed to five Toronto court locations to clear a backlog of criminal cases. This will require a further 8 court officer positions to provide security for the increased number of court sittings. This will increase the Civilian Establishment by 13 positions to meet these needs.

Major Case Management

In 1996, Justice Campbell issued his report on the Bernardo investigation which recommended, in part, enhanced exchange of information between police services in regard to such investigations. Since that time, specialized software called PowerCase has been piloted for this purpose by the Toronto Police Service, the Ontario Provincial Police, and several other police services, and has proven to be successful in solving several high profile cases. It is expected that this application will soon be rolled out on a province-wide basis.

During the pilot, it became apparent that due to the complexity of Powercase, data entry and tracking would be best achieved through a centralized unit. It has been determined that 10 positions are required to support this function and this requires 10 positions to be added to the Civilian Establishment accordingly.

Year 2004 experience

Hiring

In response to a request from the City of Toronto, the Service implemented a hiring freeze in late June for certain civilian positions, for the 2004 budget year. In accordance with criteria identified by the City a number of positions were exempted from this freeze, including court officers and document servers, communications operators, station duty operators, monitors and monitor/translators, parking enforcement officers, positions related to eCOPs, and singular administrative functions. Backfills for maternity leave have been limited to six months, and vacancies resulting from other leaves will not be backfilled during this period.

Hiring prior to, or otherwise not affected by the freeze, totalled 116 personnel in 2004. These hires included 20 externals, 27 court officers from part-time court officer positions, and 69 positions filled through appointment from other temporary, part-time, or parking enforcement positions.

Separations

Civilian separations totalled 64 by the end 2004. These included 7 members who became cadets-in-training, and 2 who took part-time positions.

Projected separations for 2005 and the subsequent years of this Strategy reflect a rate modified by the resumption of the OMERS 90 Factor for civilians.

BUDGET IMPACT

The budget impact of the foregoing Strategy will be included in separate submissions to the Board regarding the 2005 Operating Budget.

Charts setting out the statistical changes for the uniform and civilian personnel for this Strategy are attached as Appendices "A" and "B".

It is hereby recommended that the Board approve this report.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to respond to any questions the Board may have.

The Board approved the foregoing.

UNIFORM STAFFING STRATEGY 2005 TO 2007

Appendix A

2004						2005					
	Separations	Deployed Officers	Deployed Target	Deployed Strength	Variance		Separations	Deployed Officers	Deployed Target	Deployed Strength	Variance
Start of year			5260	5282	22	Start of year			5241	5241	-19
JAN	47	39	5260	5274	14	JAN	30	71	5267	5282	15
FEB	19		5260	5255	-5	FEB	22		5267	5260	-7
MAR	13		5260	5242	-18	MAR	18		5267	5242	-25
APR	18		5260	5224	-36	APR	18		5267	5224	-43
MAY	17	66	5260	5273	13	MAY	20	40	5267	5244	-23
JUN	6	8	5260	5275	15	JUN	15	5	5267	5234	-33
JUL	20		5260	5255	-5	JUL	16		5267	5218	-49
AUG	48		5260	5207	-53	AUG	19		5267	5199	-68
SEP	12	82	5260	5277	17	SEP	15	95	5267	5279	12
OCT	12	3	5260	5268	8	OCT	10	6	5267	5275	8
NOV	17		5260	5251	-9	NOV	9		5267	5266	-1
DEC	10		5260	5241	-19	DEC	8		5267	5258	-9
End of year	239	198	5260	5241	-19	End of year	200	217	5267	5258	-9

2004
 OMERS 80 Factor applies this year
 Reduced Factor program closes this year
Cadet Hires

Jan	31	Laterals	Jan	3
Apr	86		June	8
Aug	71		Oct	3
Dec	40		Total	14
Total	228			

Total Hires 242

2005
 OMERS 85 Factor resumes this year
 Est incrsd by 7 re Ferguson
Projected Hiring
Cadet Hires

Apr	95	Laterals	Jun	5
Aug	75		Oct	6
Dec	43		Total	11
Total	213			

Total Hires 224

Prepared on Jan. 27, 2005

UNIFORM STAFFING STRATEGY 2005 TO 2007

2006						2007					
	Separations	Deployed Officers	Deployed Target	Deployed Strength	Variance		Separations	Deployed Officers	Deployed Target	Deployed Strength	Variance
Start of year			5267	5258	-9	Start of year			5306	5298	-8
JAN	17	75	5306	5316	10	JAN	17	36	5306	5317	11
FEB	14		5306	5302	-4	FEB	14		5306	5303	-3
MAR	12		5306	5290	-16	MAR	12		5306	5291	-15
APR	12		5306	5278	-28	APR	12		5306	5279	-27
MAY	13	43	5306	5308	2	MAY	13	36	5306	5302	-4
JUN	10	2	5306	5300	-6	JUN	10	6	5306	5298	-8
JUL	11		5306	5289	-17	JUL	11		5306	5287	-19
AUG	12		5306	5277	-29	AUG	12		5306	5275	-31
SEP	10	46	5306	5313	7	SEP	10	55	5306	5320	14
OCT	7	4	5306	5310	4	OCT	7	6	5306	5319	13
NOV	7		5306	5303	-3	NOV	7		5306	5312	6
DEC	5		5306	5298	-8	DEC	5		5306	5307	1
End of year	130	170	5306	5298	-8	End of year	130	139	5306	5307	1

2006
 OMERS 85 Factor
 Est Incrsd by 39 for 43 Div
Projected Hiring
Cadet Hires

Apr	46
Aug	36
Dec	36
Total	118

Total Hires 124

Laterals

Jun	2
Oct	4
Total	6

2007
 OMERS 85 Factor
Projected Hiring
Cadet Hires

Apr	55
Aug	36
Dec	36
Total	127

Total Hires 139

Laterals

Jun	6
Oct	6
Total	12

Civilian Staffing Strategy 2005 to 2007

	2004					2005				
	Separations	Hires	Target Establishment	Actual Strength	Variance	Separations	Hires	Target Establishment	Actual Strength	Variance
Start of Year			1896	1692	-204			1826	1744	-82
JAN	-19	16	1876	1689	-187	-5	5	1826	1744	-82
FEB	-3	15	1876	1701	-175	-4	4	1826	1744	-82
MAR	-6	9	1876	1704	-172	-4	4	1826	1744	-82
APR	-6	5	1876	1703	-173	-3	3	1862	1744	-118
MAY	-3	8	1876	1708	-168	-3	7	1862	1748	-114
JUN	-3	12	1876	1717	-159	-3	7	1862	1752	-110
JUL	-2	11	1876	1726	-150	-2	6	1862	1756	-106
AUG	-4	10	1876	1732	-144	-2	6	1862	1760	-102
SEP	-6	1	1876	1727	-149	-1	7	1862	1766	-96
OCT	-6	6	1876	1727	-149	-1	5	1862	1770	-92
NOV	-1	18	1876	1744	-132	-1	3	1862	1772	-90
DEC	-5	5	1826	1744	-82	-1	1	1862	1772	-90
End of Year	-64	116	1826	1744	-82	-30	58	1862	1772	-90

2004

OMERS 85 Factor this year
 Reduced Factor program closes this year
 Establishment reduced by 20 positions re eCOPS
 Further reduction of 50 at year end re eCOPS

2005

OMERS 90 Factor this year
 Est incrsd by 36 re Ferguson,
 Major Case & Courts, AVLS, & Cent Pd Duty

Civilian Staffing Strategy 2005 to 2007

	2006					2007				
	Separations	Hires	Target Establishment	Actual Strength	Variance	Separations	Hires	Target Establishment	Actual Strength	Variance
Start of Year			1862	1772	-90			1878	1804	-74
JAN	-5	21	1878	1788	-90	-5	5	1878	1804	-74
FEB	-4	4	1878	1788	-90	-4	4	1878	1804	-74
MAR	-4	4	1878	1788	-90	-4	4	1878	1804	-74
APR	-3	3	1878	1788	-90	-3	3	1878	1804	-74
MAY	-3	3	1878	1788	-90	-3	3	1878	1804	-74
JUN	-3	3	1878	1788	-90	-3	3	1878	1804	-74
JUL	-2	2	1878	1788	-90	-2	2	1878	1804	-74
AUG	-2	2	1878	1788	-90	-2	2	1878	1804	-74
SEP	-1	1	1878	1788	-90	-1	1	1878	1804	-74
OCT	-1	1	1878	1788	-90	-1	1	1878	1804	-74
NOV	-1	1	1878	1788	-90	-1	1	1878	1804	-74
DEC	-1	1	1878	1788	-90	-1	1	1878	1804	-74
End of Year	-30	46	1878	1804	-74	-30	30	1878	1804	-74

2006

OMERS 90 Factor
Est incr'd by 16 re 43 Div

2007

OMERS 90 Factor

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P40. USE OF ADVANCED TASERS BY FRONT-LINE SUPERVISORS

The Board was in receipt of the following:

- report, dated January 18, 2005, from Julian Fantino, Chief of Police;
- report, dated January 31, 2005, from David McKeown, Medical Officer of Health, City of Toronto;
- report, dated February 09, 2005, from Pam McConnell, Chair;
- correspondence, dated November 26, 2004, from David Wilson, President, Toronto Police Association;
- written submission, dated February 07, 2005, from Michael Craig, Amnesty International – Toronto Organization;
- written submission, dated February 08, 2005, from Patti Gillman; and
- written submission, dated February 09, 2005, from John Sewell, Toronto Police Accountability Coalition.

Due to time constraints, the Board was unable to receive a number of deputations that had been scheduled with regard to this matter. The Board was also not able to consider the foregoing reports and written submissions.

The Board agreed to defer this matter to its March 08, 2005 meeting. The Board also reiterated its interest in receiving a report on an implementation plan for a possible pilot project for the use of Advanced Tasers by front-line supervisors in one division, and the need for a protocol for the use of the Taser before there is any expansion of its use (Min. No. P363/04 – Motions 2(a) and (b) refer).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P41. COLLECTIVE AGREEMENT INFORMATION SYSTEM (CAIS)

The Board was in receipt of the following report JANUARY 31, 2005 from Pam McConnell, Chair:

Subject: COLLECTIVE AGREEMENT INFORMATION SYSTEM (CAIS)

Recommendation:

It is recommended that

1. The Board authorize the Chair, to enter into an agreement with the Province of Ontario in order to access the Collective Agreement Information System (CAIS), subject to approval as to form by the City Solicitor.

Background :

At its meeting on November 13, 2003 (Minute P313/03 refers) the Board approved the acquisition of a licence allowing the Board, along with the Ontario Association of Police Services Boards, to access the Province's Collective Agreement Information System (CAIS). For the benefit of members who were not on the Board at the time the Board approved participating in the CAIS system, the following is a brief summary of CAIS and the OAPSB involvement.

Up until 2001, the Ontario Association of Police Services Boards (OAPSB) contracted with a consulting firm to develop and maintain a labour relations database. Difficulties were encountered with this arrangement and the OAPSB Board of Directors ended the contract

In April of 2002 OAPSB became aware of a database for collective agreements called the Collective Agreement Information System (CAIS) under development at the Province. The system was developed by the Management Board Secretariat as an on-line strategic planning and management tool that significantly supports and enhances the collective bargaining process and the development of labour relations' policies. The system is designed to:

- Facilitate information exchange among professionals in Labour Relations and related fields
- Reduce the time spent to research pertinent labour relations and inter-jurisdictional information
- Support and enhance decision-making

The database currently maintains searchable documents such as: collective agreements, labour legislation, human resource-related policies, grievance and arbitration settlements, wage settlement trends, summaries of recent settlements, summaries of compensation surveys, to name just a few. The database allows for custom queries and includes a number of common queries to simplify the search for information.

The system is relatively new, and is continuously growing in terms of capacity. The Management Board Secretariat has welcomed additional partners in this initiative and will allow the system to be customised depending on users' needs. With that in mind, the OAPSB established a working group to partner with Management Board Secretariat and to customise CAIS to make it relevant to a policing environment. The Working Group worked to ensure that CAIS will serve as a useful tool to police employers through tasks such as, compiling uniformed and civilian collective agreements, and assisting in defining the naming standards that will be used by CAIS. The Toronto Police Services Board was represented on the Working Group.

Conclusion

The OAPSB and the Toronto Police Services Board has identified CAIS as a viable, and significantly less costly, alternative to its previous labour relations database and one that would effectively meet the needs of police employers. I therefore recommend that the Board authorize me to execute the necessary agreement to allow access to CAIS.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P42. POLICING STANDARDS ADVISORY COMMITTEE (PSAC)

The Board was in receipt of the following report JANUARY 31, 2005 from Pam McConnell, Chair:

Subject: POLICING STANDARDS ADVISORY COMMITTEE (PSAC)

Recommendation:

It is recommended that

1. The Board authorize the Chair and the Executive Director, or their designates, to represent the Toronto Police Services Board on the Ministry of Community Safety and Correctional Services' Policing Standards Advisory Committee (PSAC).

Background :

The Ministry of Community Safety and Correctional Services is mandated by the Police Services Act to, among other responsibilities: issue directives and guidelines respecting policing matters; develop and promote programs to enhance professional police practices, standards and training; and develop, maintain and manage programs and statistical records and conduct research and studies with respect to policing issues.

To fulfil its mandate the Ministry has established the Policing Standards Advisory Committee (PSAC) to solicit advice with respect to policing practices. PSAC is mandated "To provide advice to the Ministry of Community Safety and Correctional Services regarding professional police practices in Ontario, and to act as a forum where potential areas of concerns can be discussed and recommendations for action made".

The Assistant Deputy Ministry, Policing Services Division, chairs PSAC. Committee members are drawn from the Association of Municipalities of Ontario, the Ontario Association of Chiefs of Police, the Ontario Association of Police Services Boards, the Ontario Provincial Police, the Ontario Senior Officers' Police Association, the Police Association of Ontario, the Ontario Provincial Police Association, the Toronto Police Association and the Toronto Police Service. The Committee meets quarterly, or more frequently, at the discretion of its chair.

On January 10, 2005, Assistant Deputy Minister Ron Bain invited the Toronto Police Services Board to participate as a member of PSAC. In accordance with the Committee's Terms of Reference, the Toronto Police Services Board may nominate a maximum of two members to represent the Board.

Conclusion

I, therefore, recommend that the Chair of the Board, and for continuity, the Executive Director, be nominated to participate on PSAC. Because of the importance of fully participating on the Committee, should either nominee be unable to attend, I recommend that they have the ability to name a designate.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P43. BY-LAW No. 150 – ORGANIZATIONAL CHART

The Board was in receipt of the following report JANUARY 12, 2005 from Julian Fantino, Chief of Police:

Subject: ORGANIZATIONAL CHART

Recommendation:

It is recommended that: the Board approve draft By-law No. 150 to give effect to the new organizational chart for the Service.

Background:

At its meeting on January 25, 2001, the Board requested that all organizational charts be submitted on an annual basis (Board Minute #P5/01 refers). At its meeting on February 26, 2004, the Board approved a new organizational chart (Board Minute #P36/04 refers).

The purpose of this report is to request four amendments to the current organizational chart.

1. Addition of various sections – Dashes along with the section name have been included under Detective Services and Central Field to clarify where these sections fall within the Service. The following sections have been included under Detective Services: Intelligence Services, Special Investigation Services, Toronto Drug Squad and Covert Operations. Centralized Paid Duties and Centralized Special Events have been added to Central Field.
2. Deleting two units and replacing them with one unit – Currently, Corporate Information Services appears on the chart as two units: Corporate Information Services – Information Access and Corporate Information Services – Operations. For consistency, the organizational chart has been amended to accurately reflect Corporate Information Services as one unit. (Board Minute #400/04 refers).
3. The addition of a unit – The Provincial Repeat Offender Parole Enforcement (ROPE) unit has been added to the organizational chart. Although this unit is funded by the Ontario Provincial Police (OPP), it reports to Detective Support and should appear on the chart.
4. The addition of a unit – Customer Service has been added to the organizational chart. This unit was a sub-unit of Police Liaison Services, however, it now reports directly to the Director of Information Technology Services, therefore it has been added to the chart.

Therefore, it is recommended that the Board approve draft By-law No. 150 to give effect to the revised organizational chart.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to answer questions from Board members.

The Board approved the following Motions:

- 1. THAT the Board receive the foregoing report and request a further report detailing changes to the organization, including the creation of any new positions, new units or other changes affecting costs; and**
- 2. THAT, as a future agenda item, the Board consider the threshold for Board approval of hirings, promotions, reclassifications or reorganizations.**

A copy of the proposed By-Law No. 150 is on file in the Board office.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P44. BY-LAW No. 151 – AMENDMENTS TO SERVICE RULES

The Board was in receipt of the following report JANUARY 19, 2005 from Julian Fantino, Chief of Police:

Subject: AMENDMENTS TO SERVICE RULES

Recommendation:

It is recommended that: the Board adopt draft By-law No. 151 regarding amendments to Service Rules attached as Appendix “A” to this report.

Background:

At its meeting of September 28, 2000, the Board approved Board Policy AI-002 Skills Development and Learning Plan to comply with the Adequacy Standards Regulation made pursuant to the Police Services Act (the Board Policy). The Adequacy Standards Regulation requires Police Services Boards to develop policies in six core policing areas and for the Chief of Police to develop one or more procedures to implement the policy.

At the same meeting, the Board requested that every three years the Chief of Police provide the Board with the Service Procedure which implements the Board Policy (Board Minute #416/00 refers).

In compliance with the Board Policy, the Toronto Police Service (TPS) has had a Skills Development and Learning Plan in place since December 2000. The plan is continually reviewed and updated by the Manager of Training and Development to ensure it remains consistent with changing legislation, policy, technology and workforce development needs.

At its September 23, 2004 meeting, the Board received the current Skills Development and Learning Plan, a copy of which is attached to this report as Appendix “C”. (Board Minute #P308/04 refers).

That Skills Development and Learning Plan was updated on August 16th, 2004 to incorporate Section 5.6.0 “First Aid Training” and Section 6.12.0 “Courses, Conference, Seminars, Workshops” currently contained in the Service Rules.

Although the spirit of the Rules has been incorporated into the TPS Skills Development and Learning Plan, the material inserted in the Plan was amended to make it consistent with the City and Toronto Police expenditure policies, the Income Tax Regulations and current practice.

Two fundamental changes have been made to the material in the Plan that are derived from the Rules identified above. First, current Rule 6.12.2 states that members shall obtain reimbursement to the extent of 50% of the cost of tuition fees provided that the course will be of direct benefit to the Service. Rule 6.12.1 does not make it clear that the 50% course reimbursement is dependent on the course being of benefit to the Service, however it has been Service practice to only approve reimbursement if the course benefits the Service. The Skills Development and Learning Plan clearly states this requirement.

Further, course reimbursement funds are treated differently within Income Tax Regulations depending on whether those courses are of direct benefit to the employer. If the reimbursement is for a course that is of direct benefit to the employer, then the reimbursement is not taxable. However, if the reimbursement is for a course that is not of direct benefit to the employer, then the reimbursement is taxable. In clarifying this issue, it makes it easier for the TPS Financial Management unit to report these amounts on the T4 slips.

Second, to be eligible for the course reimbursement, the TPS Skills Development and Learning Plan includes a requirement for prior approval of the course. This prerequisite brings the Service in line with the City and TPS financial policies, which require prior management approval for all expenditures.

The Rules dealing with first aid training have been incorporated unchanged into the TPS Skills Development and Plan.

Process For Amendment of Service Rules

At its meeting held June 24, 1999, the Board revised the reporting format for Rule changes as follows (Board Minute #264/99 refers):

- (a) *Rule changes of a routine nature to be submitted to the Board on an annual basis in the month of April;*
- (b) *Rule changes of an emergent nature to be submitted to the Board as required.*

Also, at its meeting of June 27, 2002, the Board adopted the following recommendation (Board Minute #P183/02 refers):

The Chairman review all Toronto Police Services Board rules to identify those that fall within the Board's purview and that each such rule be re-written in the form of Board policy and forwarded to the Board for its approval. The Chief can then codify the remaining rules as he sees fit.

Since the annual report regarding Rules changes is not due until April 2005, and since the content with respect to course reimbursement contained in the TPS Skills Learning and Development Plan differs from the respective current Rules, amendments to the Rules are requested at this time.

Given the direction provided by the Board at its June 27, 2002 meeting, as the course reimbursement Rules and the first aid rules are operational in nature, and are now contained in the TPS Skills Learning and Development Plan, rather than amending the current Rules, it is recommended that these Rules be deleted.

For the Board's convenience, attached to this report as Appendix "B", is a chart listing the current Rules proposed to be deleted.

It is therefore recommended that the Board adopt draft By-law 151 to formalize the revisions to the Rules identified in this report.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to answer questions from Board members.

The Board approved the foregoing.

APPENDIX "A"

TORONTO POLICE SERVICES BOARD

BY-LAW NO. 151

**To amend By-law No. 99 establishing rules
for the effective management of
the Metropolitan Toronto Police Service**

The Toronto Police Services Board HEREBY ENACTS as follows:

1. By-law No. 99, a by-law “To make rules for the effective management of the Metropolitan Toronto Police Service” (hereinafter called the “By-law”) is amended by deleting sections 5.6.0, 5.6.1, 6.12.0, 6.12.1, 6.12.2, 6.12.3, 6.12.4, and 6.12.5 of the Rules attached as Schedule “A” to the By-law and forming part thereof.
2. This by-law shall come into force on the date of its enactment.

ENACTED AND PASSED THIS 10th day of February 2005.

Pam McConnell
Chair

APPENDIX “B”

Current Rule	Proposed Rule
5.6.0 FIRST AID TRAINING	Delete Rule.
5.6.1 REQUIREMENTS OF MEMBERS	Delete Rule.
<p>Divisional and traffic sergeants, constables, cadets, parking enforcement officers, court officers, summons servers, custodial officers, station duty operators, tow truck drivers, and any other members as required by the Workplace Safety and Insurance Act shall be required to pass any requirements for first aid training as established by the chief of police. Members shall be required to requalify when directed by the chief of police.</p>	
<p>Rationale: Since this Rule has been incorporated into section “First Aid/CPR” of the Toronto Police Service’s Skills Development and Learning Plan, the Rule is redundant and should be deleted. (Skills Development and Learning Plan attached as Appendix “C”).</p>	
Current Rule	Proposed Rule
6.12.0 COURSES, CONFERENCES, SEMINARS, WORKSHOPS	Delete Rule.
6.12.1 GENERAL COURSE REIMBURSEMENT	Delete Rule
<p>Members shall obtain reimbursement to the extent of 50% of the cost of tuition fees for successfully completing:</p> <ul style="list-style-type: none"> - any course of study which may lead to a certificate, diploma, Baccalaureate, Masters or Ph.D. at a recognized post-secondary institution in the Province of Ontario, or - any course at a secondary school or other public educational institution designed to improve communication skills. 	
Current Rule	Proposed Rule
6.12.2 SPECIAL REIMBURSEMENT	Delete Rule.
<p>Members shall obtain reimbursement to the extent of 50% of the cost of tuition fees for:</p> <ul style="list-style-type: none"> - attendance at a conference, seminar or workshop conducted by a public or 	

<p>private educational institution; or</p> <ul style="list-style-type: none"> - successfully completing a course offered by a private educational institution <p>provided that it will be of direct benefit and application to a current or future assignment and for which prior written approval has been obtained from the career development officer.</p>	
<p>6.12.3 ATTENDANCE AT COURSES, WORKSHOPS AND SEMINARS</p>	<p>Delete Rule.</p>
<p>Members shall not be absent from duty at the expense of the Service to attend courses, conferences, workshops or seminars, excepts when otherwise authorized by the chief of police.</p>	
<p>6.12.4 TIME OFF FOR APPROVED COURSES</p>	<p>Delete Rule.</p>
<p>Supervisors shall permit members to take time off to attend approved courses, workshops or seminars referred to in sections 6.12.1 and 6.12.2 of this By-law provided that the operation of their unit will not be adversely affected. Such time off shall be deducted from the member's accumulated lieu time.</p>	
<p>6.12.5 COURSE REIMBURSEMENT APPLICATIONS</p>	<p>Delete Rule.</p>
<p>Application for reimbursement for a course, conference, seminar or workshop fee shall be made on the appropriate form within thirty days of</p> <ul style="list-style-type: none"> - receiving written notification of having successfully completed a course; or - having attended a conference, seminar or workshop. 	
<p>Rationale: Since Section 6.12.0 of the Rules has been incorporated into section “Courses, Conferences, Seminars and Workshops” of the Toronto Police Service’s Skills Development and Learning Plan, this section of the Rules is redundant and should be deleted. (Skills Development and Learning Plan attached as Appendix “C”).</p>	

APPENDIX “C”



Toronto Police Service

Skills Development and Learning Plan

In compliance with the Regulation on Adequate and Effective Police Services (O.Reg. 3/99) Section 33

TABLE OF CONTENTS

Revision History	Pg. 3
Rationale	Pg. 4
The Skills Development and Learning Plan's Objectives	Pg. 6
Appendix A Specific Training Requirements and Recommendations	Pg. 10
Appendix B Training Development and Approval Procedure	Pg. 17
Appendix C Training Records	Pg. 29
Appendix D Measures to Minimize Risk in Training non-Toronto Police Service Members	Pg. 30

Revision History

Date of Revision	Summary of Revision	Person Responsible
2001-11-07	<ul style="list-style-type: none"> • Updated to reflect Ministry accreditation granted to all required courses, • Training allocation priorities added, • Field Training updated to reflect current program, • Accreditation through knowledge and skills updated to reflect current practice, • First aid/CPR re-certification added to Advanced Patrol Training 	Charles Lawrence #87438 Manager of Training & Development
2004-08-16	<ul style="list-style-type: none"> • Updated to incorporate former rules: <ul style="list-style-type: none"> - 5.6.0 'First Aid Training'; and - 6.12.0 'Courses, Conferences, Seminars, Workshops' • Updated to include: <ul style="list-style-type: none"> - Appendix A - Specific Training Requirements and Recommendations; - Appendix B - Training Development and Approval Procedure, T&E Policy #6; - Appendix C - Training Records, T&E Policy #7; and - Appendix D - Measures to Minimize Risk in Training non-Toronto Police Service. 	Charles Lawrence #87438 Manager of Training & Development

Rationale

Section 33 of the Police Services Act Adequacy and Effectiveness Regulation (O. Reg. 3/99) requires every police service to have a skills development and learning plan that addresses:

- the plan's objectives;
- the implementation of a program to coach or mentor new officers;
- the development and maintenance of the knowledge, skills and abilities of members of the police force, including,
 - the police force's criminal investigators,
 - members of the police force who provide investigative support functions, (scenes of crime analysis, forensic identification, canine tracking, technical collision investigation and reconstruction, breath analysis, physical surveillance, electronic interception, video and photographic surveillance, polygraph and behavioural science).
 - members of a public order unit, and
 - members of the police force who provide any emergency response service referred to in sections 21 and 22 (tactical unit, hostage rescue team, major incident commanders, crisis negotiators, police explosive forced entry technicians, explosive disposal technicians, and preliminary perimeter control and containment).

The Adequacy and Effectiveness Regulation also requires that after January 1, 2001 members assigned to specific policing jobs listed in the regulation must:

- have completed required **“training accredited by the Ministry of the Solicitor General”**; OR
- possess specified competencies (knowledge, skills and abilities) **accredited by the Ministry of the Solicitor General.**

to be selected for or remain in those jobs.

The jobs that require Ministry of the Solicitor General accreditation are:

- Crisis Negotiators
- Major Incident Commanders
- Tactical Response Officers
- Hostage Rescue Teams
- Perimeter Control and Containment Teams (Note: These teams are not mandatory and the Toronto Police Service does not have such teams.)
- Scenes of Crime Officers
- Forensic Identification Officers
- Criminal Investigators
- Communicators/Dispatchers
- Communication Supervisors

Other provisions require every Chief of Police to ensure that:

- supervisors have the knowledge, skills and abilities to supervise (s. 10),
- court security personnel have the knowledge, skills and abilities to perform this function (s.16),
- police explosive forced entry technicians and explosive disposal technicians have and maintain the appropriate knowledge, skills and abilities for their work (s. 25).
- persons providing investigative support other than scenes of crime analysis or forensic identification have the knowledge, skills and abilities to provide that support (s. 14)
- members of its public order unit, have the appropriate knowledge, skills and abilities to provide the services of the public order unit (s. 19).
- that a person to whom a supervisor assigns an occurrence listed in the Criminal Investigation Management Plan (required by s. 11) whether or not a criminal investigator, has the knowledge, skills and abilities to investigate that type of occurrence (s, 11).

Other training is mandatory under the following provincial regulations or standards:

1. *Police Services Act Use of Force Regulation*
All police officers must have an annual one-day use of force re-qualification if they are to use force or carry a weapon. As other weapons are issued, officers must be trained in their safe use.
2. *Police Services Act Suspect Apprehension Pursuit Regulation*
Communicators/Dispatchers, Communication Supervisors and police officers must have Ministry accredited Suspect Apprehension Pursuit training.
3. *Ontario Major Case Management Manual*
Investigators/case managers (10 day), multi-jurisdictional case managers (5 day), and software users (10 day) must complete Ministry accredited training.

The following training is mandatory under Toronto Police Service Policy or Procedure:

1. *Police Vehicle Operations (Procedure 15-11):*
All members require a “blue card course” along with specific training on safe operation of a wide range of vehicles, including cars, motorcycles, trucks, trailers, buses, and bicycles.
2. *Criminal Investigation Training:*
Ten-day Sexual Assault and Child Abuse course is mandatory for investigators in that field.
3. *Policing and Diversity Training (Procedure 14-16):*
All police officers and other members must complete this training.

4. *Coach Officers (Procedure 14-03):*
They must complete a four-day course.
5. *Crisis Resolution Training:*
All police officers must complete this training which at present consists of a five-day course.
6. *Ethics Training:*
All members of the Service will attend a course on ethics, integrity and corruption as per Judge Ferguson's report.
7. *First Aid/CPR:*
Designated members must maintain current certification.

In addition to the above listed police-specific training the Toronto Police Service is subject to other legislated training under workplace safety and similar legislation.

The Skills Development and Learning Plan's Objectives

The Toronto Police Service Skills Development and Learning Plan's objectives are to help ensure the highest quality police service for the citizens of Toronto by:

- describing the skills or training requirements for various positions within the Toronto Police Service; and
- assisting members and supervisors to get the skills development and learning opportunities they need to provide high-quality, safe, and effective police service.

The development and maintenance of the knowledge, skills and abilities of members of the police service is the responsibility of each member supported by supervisory and training staff and the skills development and learning system.

The skills development and learning system is a strategic and systematic training and staff development program based on risk management principles, legislated requirements and professional operational needs. Training, educational leaves of absence, developmental job laterals and other learning opportunities are allocated to train the appropriate members to do their job better, or develop them for future probable assignments. Staff development opportunities support the goals of the Toronto Police Service. The skills development and learning system makes use of internal and external police training resources along with the broader educational sector, which includes community colleges, universities, training partnerships and flexible training delivery methods.

The skills development and learning system includes:

- ongoing systematic service wide training needs assessment;
- a training design and approval system to ensure that training needs are addressed by course offerings. All courses must be approved by the Training and Education Unit according to the process set out in Appendix B.;

- a comprehensive and consistent evaluation system for training programs. All training should be evaluated according to the process set out in Appendix B.
- a reporting system to allow management to assess the quantity, value and relevance of all training initiatives. All courses must be on record with Training and Education according to the process set out in Appendix C.

Learning opportunities are allocated according to the following priorities:

Priority	Rationale
1	Required by law or Toronto Police Service Standard
2	Required to ensure member or public safety
3	Training allowing member to perform current duties better, and is cost effective.
4	Training is desirable to develop member for future probable work assignment
5	Personal interest – anything else

Ministry of the Solicitor General Accreditation

The Toronto Police Service jobs that require Ministry of the Solicitor General accreditation are:

- Crisis Negotiators
- Major Incident Commanders
- Tactical Response Officers
- Hostage Rescue Teams
- Scenes of Crime Officers
- Forensic Identification Officers
- Criminal Investigators
- Communicators/Dispatchers
- Communication Supervisors

Toronto Police Service Accreditation

The Manager of Training and Development is responsible for the development of TPS Core Competencies to assist Unit Commanders to ensure that members assigned to jobs with required skills or training other than those requiring Ministry Accreditation have the knowledge, skills and abilities to carry out their roles. The Manager of Training and Development also accredits Toronto Police Service and non-Ministry Accredited external training.

Accreditation through Training

If a member has successfully completed a Ministry or TPS Accredited Training program, he or she is automatically accredited. Successful completion of training means that the member has met the training standards of the course as evaluated by the member and trainer(s) and the member is confident in his or her ability to apply the course material to the current or future job function.

Toronto Police Service courses in the following areas have been granted Ministry accreditation:

- Crisis Negotiators
- Major Incident Commanders
- Tactical Response Officers
- Hostage Rescue Teams
- Scenes of Crime Officers
- Perimeter Control and Containment (The Toronto Police Service provides this training to other Ontario police services.)
- Criminal Investigators
- Communicators/Dispatchers
- Communication Supervisors

The Canadian Police College and Ontario Police College Forensic Identification Courses, are also Ministry accredited.

Accreditation through Equivalent Qualifications and Skills

If a member has not completed a Ministry or TPS Accredited Training program but has demonstrated qualifications and skills to perform any of the above jobs he or she can be accredited as follows:

An experienced field manager with responsibility for the function of 'assessor' will compare the member's qualifications and skills to the *Ontario Ministry of the Solicitor General or TPS Core Competencies*, to decide if the member should be recommended to Training and Education for accreditation. Following this, the assessor will forward a TPS 649, to their Unit Commander that states that the subject member's qualifications and skills have been compared with the core competencies and the member is recommended to be accredited. If the Unit Commander concurs with this he/she should endorse the recommendation and forward it to the Manager of Training and Development, Training and Education Unit.

Upon receipt of the TPS 649, the Manager of Training and Development will:

- if the member is deemed to be qualified, add the accreditation to the appropriate area in H.R.M.S., or
- if the member is not deemed to be qualified assist the member's Unit Commander to arrange for the member to receive the necessary training.

Toronto Police Service Unit Commanders and supervisors have the necessary access to H.R.M.S to enable them to ensure that only accredited personnel are assigned to jobs requiring Ministry or TPS accreditation.

Courses, Conferences, Seminars and Workshops

All Service members attending courses, seminars or conferences other than at Charles O. Bick College are required to submit a written report within 14 days through their Unit Commander to the Unit Commander of Training and Education. Each report shall include an outline of the course content, the benefits derived by the member and to the Service and a recommendation for future attendance.

Members may obtain reimbursement, to the extent of 50% of the cost of tuition/registration fees, for successfully completing an approved learning opportunity such as a course, conference, seminar or workshop. The learning opportunity must be of direct benefit and application to the member's current assignment or intended to develop the member to carry out a future probable assignment with the Toronto Police Service. The learning opportunity must be cost-effective and delivered by an institution approved by Training and Education. Where a learning opportunity is available in the Greater Toronto Area (GTA) and the member requests to take one outside of the GTA, the maximum reimbursement will be the lesser of 50% of the actual cost of tuition or 50% of the cost of a similar program delivered within the GTA.

Members shall not be absent from duty at the expense of the Service to attend learning opportunities reimbursed under this provision except when authorized by the chief of police. Supervisors may permit members to take time off to attend approved learning opportunities provided that the operation of their unit will not be adversely affected. Such time off shall be deducted from the member's accumulated lieu time.

The member must receive prior written approval to participate in the learning opportunity from their Unit Commander and the Manager of Training and Development. Application for reimbursement along with proof of successful completion and fees paid shall be submitted to Training and Education within thirty days of receiving written notification of having successfully completed the learning opportunity. Application for prior approval and reimbursement shall be made for each course separately on the approved form (TPS 625).

The Toronto Police Service Program to Coach or Mentor New Officers

The Toronto Police Service has a Police Recruit Field Training Program, described in TPS Procedures '14-03, Coach Officers', to coach or mentor new officers. This is a process which is designed to produce competent and confident police officers to serve the community by providing law enforcement services in a safe and effective manner.

Recruit training begins with careful selection and orientation, and progresses through classroom, practical, and simulation training at the Ontario Police College and Charles O. Bick College.

The Field Training Program continues the learning process by providing each new constable with the opportunity to apply the attitudes, skills and knowledge they have learned to actual policing situations under the guidance and direction of a trained coach officer. Each division has a training sergeant to be the liaison between the college and the concerned division.

Scope of the Skills Development and Learning Plan

Internal training is provided by co-worker coaches, supervisors, unit trainers and staff from the Training & Education Unit. External training is provided by the Canadian and Ontario Police Colleges, Criminal Intelligence Service of Ontario (CISO), other law enforcement agencies and the broader educational sector. This will help ensure the development and maintenance of the knowledge, skills and abilities of members of the police force. All training assessment and standards are the responsibility of the Training and Education Unit. The required or recommended skills or training for various positions within the Toronto Police Service are referenced in the attached Skills Development and Learning System - Specific Training Requirements and Recommendations. (Appendix A)

Appendix A

Specific Training Requirements and Recommendations

Description of Function	Required Training or Equivalent
Criminal Investigator	<p>Must meet Ministry accreditation for Criminal Investigator through training or equivalent qualifications/skills.</p> <p>Training:</p> <ul style="list-style-type: none">• Ontario Police College General Investigation Training delivered by Training and Education Unit; or• Ontario Police College General Investigative Techniques Course; or• Ontario Police College Criminal Investigation Course. <p>Equivalent: Equivalent qualifications and skills as approved by the Ministry according to assessment process.</p>
Major Case Manager	<p>Must meet Ministry accreditation for Criminal Investigator and the requirements set out in the standards contained in the Ontario Major Case Management Manual.</p> <p>Training: Ontario Major Case Management Course.</p> <p>Equivalent: None.</p>
Major Case Primary Investigator	<p>Must meet Ministry accreditation for Criminal Investigator and the requirements set out in the standards contained in the Ontario Major Case Management Manual.</p> <p>Training: Ontario Major Case Management Course.</p> <p>Equivalent: None.</p>

<p>Major Case File Co-ordinator</p>	<p>Must meet Ministry accreditation for Criminal Investigator and the requirements set out in the standards contained in the Ontario Major Case Management Manual.</p> <p>Training: <u>Ontario Major Case Management Course</u></p> <p>Equivalent: None.</p>
<p>Multi-jurisdictional Major Case Manager</p>	<p>Must meet Ministry accreditation for Criminal Investigator and the requirements set out in the standards contained in the Ontario Major Case Management Manual.</p> <p>Training: Ontario Major Case Management Course.</p> <p>Equivalent: None.</p>
<p>Domestic Violence Investigator</p>	<p>Must meet Ministry accreditation for Criminal Investigator plus the following training or equivalent:</p> <p>Training: Ministry approved Domestic Violence Investigator Course delivered by Training and Education Unit.</p> <p>Equivalent: None.</p>
<p>Sexual Assault Investigator</p>	<p>Must meet Ministry accreditation for Criminal Investigator plus the following training or equivalent:</p> <p>Training: Toronto Police Service Sexual Assault/Child Abuse Course.</p> <p>Equivalent: None.</p>

Child Abuse Investigator	<p>Must meet Ministry accreditation for Criminal Investigator plus the following training or equivalent:</p> <p>Training: Toronto Police Service Sexual Assault/Child Abuse Course.</p> <p>Equivalent: None.</p>
Drug Investigator	<p>Must meet Ministry accreditation for Criminal Investigator plus the following training or equivalent:</p> <p>Training:</p> <ul style="list-style-type: none"> • Toronto Police Service Drug Investigator Course; or • Ontario Police College Drug Investigation Course; or • Canadian Police College Drug Investigation Course. <p>Equivalent: Equivalent qualifications and skills as approved by the Toronto Police Service according to assessment process.</p>
Scenes Of Crime Analysis	<p>Must meet Ministry accreditation for Scenes of Crime Officer through training or equivalent qualifications/skills.</p> <p>Training:</p> <ul style="list-style-type: none"> • Toronto Police Service Scenes of Crime Officer course; or • Ontario Police College Scenes of Crime Officer course. <p>Equivalent: Equivalent qualifications and skills as approved by the Ministry according to assessment process.</p>
Forensic Identification	<p>Must meet Ministry accreditation for Forensic Identification through training or equivalent qualifications/skills.</p> <p>Training:</p> <ul style="list-style-type: none"> • Ontario Police College Forensic Identification course; or • Canadian Police College Forensic Identification course. <p>Equivalent: Equivalent qualifications and skills as approved by the Ministry according to assessment process.</p>

Canine Tracking	Has the knowledge, skills and abilities to provide that support and has completed the Toronto Police Service Basic Canine Training Course.
Technical Collision Investigation And Reconstruction	Has the knowledge, skills and abilities to provide that support and meets the requirements for designation set out in the Toronto Police Service Traffic Services Collision Reconstruction Program – Operations Manual.
Breath Analysis	Has the knowledge, skills and abilities to provide that support and meets the requirements to be designated as a “qualified technician” by the Attorney General pursuant to section 254 of the Criminal Code of Canada.
Physical Surveillance	Has the knowledge, skills and abilities to provide that support.
Electronic Interception	Has the knowledge, skills and abilities to provide that support.
Video And Photographic Surveillance	Has the knowledge, skills and abilities to provide that support.
Polygraph	Has the knowledge, skills and abilities to provide that support and has completed the Canadian Police College Polygraph course.
Behavioural Science	The Ontario Provincial Police provides this investigative support.
Crisis Negotiators	<p>Must meet Ministry accreditation for Crisis Negotiators through training or equivalent qualifications/skills.</p> <p>Training: Toronto Police Service Crisis Negotiator and Refresher course.</p> <p>Equivalent: Equivalent qualifications and skills as approved by the Ministry according to assessment process.</p>

<p>Major Incident Commanders</p>	<p>Must meet Ministry accreditation for Major Incident Commander through training or equivalent qualifications/skills.</p> <p>Training: Toronto Police Service Commander’s Course – Hostage Barricaded Persons.</p> <p>Equivalent: Equivalent qualifications and skills as approved by the Ministry according to assessment process.</p>
<p>Tactical Response Officers</p>	<p>Must meet Ministry accreditation for Tactical Response Officers through training or equivalent qualifications/skills.</p> <p>Training: Toronto Police Service Basic Tactical Orientation course.</p> <p>Equivalent: Equivalent qualifications and skills as approved by the Ministry according to assessment process.</p>
<p>Hostage Rescue Teams</p>	<p>Must meet Ministry accreditation for Hostage Rescue Officers through training or equivalent qualifications/skills.</p> <p>Training: Toronto Police Service Hostage Rescue course.</p> <p>Equivalent: Equivalent qualifications and skills as approved by the Ministry according to assessment process.</p>
<p>Perimeter Control and Containment Teams</p>	<p>The Toronto Police Service does not have Perimeter Control and Containment Teams as described in the Regulation.</p>

Communicators/ Dispatchers	<p>Must meet Ministry accreditation for Communicators/Dispatchers through training or equivalent qualifications/skills .</p> <p>Training: Toronto Police Service Police Communications Operator Course which includes protocols and conflict resolution related to persons who may be emotionally disturbed, or may have a mental illness or developmental disability.</p> <p>Equivalent: Equivalent qualifications and skills as approved by the Ministry according to assessment process.</p>
Communication Supervisors	<p>Must meet Ministry accreditation for Communication Supervisors through training or equivalent qualifications/skills.</p> <p>Training: Toronto Police Service Supervisor Systems Course which includes protocols and conflict resolution related to persons who may be emotionally disturbed, or may have a mental illness or developmental disability.</p> <p>Equivalent: Equivalent qualifications and skills as approved by the Ministry according to assessment process.</p>
Police Officer Supervisors	<p>Toronto Police Service Police Supervisor Course.</p>
Civilian Supervisors	<p>Toronto Police Service Civilian Supervisor Course.</p>
Court Security Officers	<p>Toronto Police Service Court Officer training courses.</p>
Public Order Unit	<p>Toronto Police Service Public Order training courses.</p>
Police Explosive Forced Entry Technicians and Explosive Disposal Technicians	<p>Canadian Forces Explosive Ordinance Disposal Training plus Canadian Police College Basic Explosive Technicians course along with tri-annual re-certification. Canadian Police College Explosives Rescue Training.</p>
Use of Force Training	<p>Toronto Police Service annual Use of Force Re-qualification, which is Ministry approved.</p>

Suspect Apprehension Pursuit Training	Toronto Police Service Suspect Apprehension Pursuit course which is Ministry accredited.
Trainer Training	Instructional Techniques and Adult Education Facilitator training appropriate to their role.
Coach Officer	Ontario Police College Coach Officer Course.
Crisis Resolution Training	Toronto Police Service Crisis Resolution training which includes protocols, conflict resolution and use of force related to persons who may be emotionally disturbed, or may have a mental illness or developmental disability. This is included in the Advanced Patrol and Use of Force annual re-certification programs.
Ethics	All members of the Service shall be required to attend a course on ethics, integrity and corruption. The course should include lectures on the forms, causes and prevention of serious police misconduct and corruption and recognized procedures that may be employed to detect and investigate same and deal with complaints of serious misconduct.
Policing and Diversity Training	Toronto Police Service Uniform or Civilian Policing and Diversity training.
First Aid/CPR	Standard First Aid and Level "C" CPR training for divisional and traffic sergeants, constables, cadets, court officers, parking enforcement officers, summons servers, custodial officers, station duty operators, tow truck drivers and any other members as required by the Workplace Safety and Insurance Act.
Booking Officers	Toronto Police Service Booking Officer Course
Front-line Patrol Officers, Specialised Units, CIB, Alternate Response, Traffic Units	<p>Live-link and Roll Call Training in the Units Ontario Police College Advanced Patrol Training Course delivered by Training and Education Unit which includes:</p> <ul style="list-style-type: none"> • • Crisis Resolution • Uniform Policing and Diversity • Annual Use of Force Re-qualification • Ministry Accredited Domestic Violence Training • Legislative and Procedural Updates • First Aid and CPR Re-certification

Appendix B

Training Development and Approval Procedure

To ensure that the training needs of all members are met in a cost-effective manner, the Toronto Police Service will assess the need for and the value of every training activity. The following questions must be applied in any training plan.

1. Which members need particular training?
2. To what extent do the members need the training?
3. To what extent did the members receive the training they needed when they needed it?
4. To what extent was the training adequate, effective, and appropriate?
5. To what extent was the training cost-effective?

Training resources must be used in a cost-effective manner consistent with Toronto Police Service Priorities. To assist this process, the following *Training Business Case* will be used when developing any new training activity or significantly changing an existing one. Significant change includes any change that affects the financial or human resources required to deliver training, such as:

- the duration of a learning event;
- the content of a learning event;
- the class size;
- the instructor to student ratio; or
- equipment or materials used in delivering the activity.

The training business case will be submitted through the Unit Commander of the developing unit to the Manager of Training and Development for approval.

When the Training Approval Business Case has been approved, a new or revised Course Training Standard and Training Plan must be submitted to the Manager of Training and Development for approval as soon as possible. The Training Activity Business Case, along with examples and templates of Training Standards and other forms, are available on the TPS Intranet site under 'Unit Project Drives'. Select Training and then Course Training Standards to access the documents.

Course Training Standards:

A course training standard is a description of a course, including an outline of the material to be covered, the objectives to be attained, and the criteria that must be met.

The training standard includes:

- Basic descriptive information about the course;
- The purpose of the course;
- The targeted learner group;
- The quantity and quality of the subject matter being taught to the course participants;

- The measurement criteria by which the subject matter/course material will be evaluated; and
- The objectives to be achieved by course participants by the end of the training session.

Questions on how to complete the attached template can be directed to the Training & Education Unit.

Each heading must be completed in accordance with the instructions and samples provided. A sample document showing how each TOPIC should be completed has been appended to this document. The samples are for the user's convenience only and must **not** be submitted with the completed documents. The summary form and syllabus are self-explanatory.

One copy of each section of the document is provided. It may be necessary for the user to copy sections where more than one is needed.

While each course will also have topic lesson plans, they are **not** required to be submitted to Training and Education. A copy of each topic lesson plan must be filed within each training section or unit and be available for review by the Training and Education Unit.

The following terminologies will be used when developing courses:

COURSE: Course name.

COURSE CODE: Assigned by the Co-ordinator, Training Certification & Records once course is approved.

RATIONALE: Explain the reasons for the training. If the training is required by law or by policy, include specific information and a copy of the provision. What service goal does this training help attain, or what risk does it help reduce?

LEARNER GROUP: Whom the training is intended for. Include rank, classification, job function, unit, etc. How many members needing training are included in the learner group?

DURATION: How long is the course. Specify hours, days or periods. If days or periods, specify length.

PRE-REQUISITES: Note any courses that need to be completed prior to this training, minimum rank, minimum service requirements, etc.

OBJECTIVES: A general description of the overall course objectives or what the learner will gain from taking the course.

DELIVERY METHOD: Classroom, Live Link, Rollcall, video, computer-based learning, etc.

EVALUATION STANDARDS: How are the students tested to ensure they meet the standard.

CLASS SIZE: What determines class size? Is it based on instructional method, classroom size, and equipment? How flexible is the class size? If possible, indicate the minimum and maximum number of students per class.

REFERENCES: (Required books or other reference material.)

RESOURCES REQUIRED: Vehicles, chalkboards, PowerPoint, video, flip charts, etc. Cost and budget implications, of all material and resources required.

INSTRUCTORS: Instructional and other staff required to support the training, field instructors, consultants, in house instructors. Specify cost for all external instructors.

Toronto Police Service Training Approval Business Case

Proposal for New Course [™] Proposal to Delete Course [™] Proposal to Change Course [™]

COURSE	SECTION
LEARNER GROUP (<i>rank, position, function, etc.</i>)	NUMBER OF LEARNERS (<i>that require training, time limitations</i>)
EXTENT OF TRAINING REQUIRED (<i>basic, refresher, specialist or advanced, broad awareness or specific expertise, previous skills or training required to take course, etc.</i>)	
RATIONALE FOR TRAINING (<i>why training is required, summary of needs assessment, legal or policy requirements, problem being addressed, risk being reduced, etc.</i>)	
REASON FOR DELETION OR CHANGE (<i>why is the training being changed or deleted, summary of needs assessment, legal or policy requirements, problem being addressed, risk being reduced, etc.</i>)	
DESCRIBE HOW PROPOSED TRAINING ADDRESSES THE NEED (<i>describe program objective, general description of proposed learning objectives</i>)	
COURSE DURATION (<i>hours or days 10 or 8 hr</i>)	CLASS SIZE (<i>minimum to maximum</i>)
FORMAT (<i>classroom, internet, LiveLink, train/trainer, decentralised training, correspondence, etc.</i>)	LOCATION (<i>Charles O. Bick College, other locations, community colleges, field units, etc</i>)
HUMAN RESOURCES REQUIRED FOR DEVELOPMENT (<i>describe who will develop, ie: T & E staff, Service experts, consultants, costing, travel, outside agency, etc</i>)	
OTHER RESOURCES REQUIRED FOR DEVELOPMENT (<i>describe equipment, books, training for staff, costing estimates, etc.</i>)	
HUMAN RESOURCES REQUIRED FOR DELIVERY (<i>describe who will deliver, ie: T & E staff, Service experts, field trainers, consultants, costing estimates, instructor student ratio, etc.</i>)	
OTHER RESOURCES REQUIRED FOR DELIVERY (<i>describe equipment, materials, texts, videos, building modifications, software, purchasing and budgeting implications, etc.</i>)	
SECTION HEAD or UNIT COMMANDER	DATE
TRAINING MANAGER	DATE
UNIT COMMANDER	DATE

EVALUATION STRATEGY:

How will the training be evaluated?

All training should be evaluated on the Kirkpatrick Hierarchy of Evaluation. The four levels are:
REACTION, LEARNING, TRANSFER and IMPACT.

REACTION: Note how the learner's reactions to the training will be measured. Did the participants find the program positive and worthwhile? This question has many sub-parts relating to the training content, format, the approach taken by the facilitator, physical facilities, audio-visual aids, etc.

LEARNING: Did participants learn? Training focuses on increasing knowledge, enhancing skill, and changing attitudes. To answer the question of whether participants learned involves measuring skill, knowledge and attitude on entry and again on exit, in order to determine changes. Note the method to be used to establish that learning has taken place, e.g. pre/post test, exam or project.

TRANSFER: Did the learning translate into changed behaviours in the real world? This question asks if learners have been able to transfer their new skills back to the workplace or community. Often it is in this area of transfer that problems occur. There may not be opportunity or support to use what was learned. This may reflect on the training itself but it may also be due to other variables. Note method to be used to determine whether or not a change in behaviour has occurred in the workplace.

IMPACT: Did the program have the desired impact? Assuming that the training program was intended to solve some organisational problem, this question asks, 'Was the problem solved?' Note the method to be used to determine whether or not the initial problem or reason for training has been addressed.

The four categories of evaluation are carried out at different times during and after the program:

- **Reaction:** occurs during and after the program.
- **Learning:** occurs prior to, during, and at the end of a training program.
- **Transfer:** occurs back in the 'real world' within six or eight weeks.
- **Impact:** cannot be measured for at least six months and may not occur for considerable time after the delivery of a program.

Every training program will be evaluated to at least the first two levels (Reaction and Learning). The information will be used by; training teams, Section Heads and Unit Commanders to continuously improve the programs.

TORONTO POLICE SERVICE

COURSE TRAINING STANDARD



[UNIT/SECTION]

[COURSE NAME]

[COURSE CODE]

COURSE TRAINING STANDARD APPROVAL

Course Co-ordinator:	
<i>Name:</i>	<i>Date:</i>
<i>Unit:</i>	<i>Signature:</i>

Section Head <i>(Other Units leave blank)</i>		
<i>Approved by:</i>	<i>Signature:</i>	<i>Date:</i>

Unit Commander		
<i>Approved by:</i>	<i>Signature:</i>	<i>Date:</i>

Training & Education Unit, Manager, Training & Development		
<i>Approved by:</i>	<i>Signature:</i>	<i>Date:</i>

Accreditation (If Required)		
Accreditation Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ministry of Solicitor General <input type="checkbox"/>	Training & Education <input type="checkbox"/>	Canadian Coast Guard <input type="checkbox"/>
Other (please specify) <input type="checkbox"/>		
Submitted By		<i>Date</i>
Accreditation Received	<i>Date</i>	

Course Calendar Description

Program Name:		
Course Name:		Code:
Duration (Days):		Class size:
Learner group:	.	
Course description:	.	
Evaluation process:		
Topics:	<ul style="list-style-type: none">•••••	
Prerequisites:		
Dress		
Student equipment required:		
Special notes:		
Unit /Section responsible for course:		
Course Co-ordinator:		Phone:
Dates:		

SYLLABUS - Sample
(Agenda format may also be used.)

Date: _____

Room: _____ **Week:** _____

TIME	Day (1) MON 27 NOV	Day (2) TUE 28 NOV	Day (3) WED 29 NOV	Day (4) THURS 30 NOV	DAY (5) FRI 01 DEC
0730 - 0905					
<i>Break</i>					
0925 - 1100					
<i>Lunch</i>					
1200 - 1335					
<i>Break</i>					
1355 - 1530					

TOPIC OUTLINE

(Use a separate topic outline sheet for each topic in the course)

COURSE NAME:	COURSE CODE:
TOPIC NAME:	
DURATION: in hours or periods (specify length)	
LEARNING OBJECTIVES: A general description of what the learner will be able to do following the session. (i.e., the learner will demonstrate an understanding of motivation theory.)	
TEACHING POINTS: List the specific information that will be presented to the learner in order to achieve the objective.	
EVALUATION STANDARD:	
REFERENCES:	
RESOURCES REQUIRED: Chalkboards, PowerPoint, video, flip charts, vehicles, firearms, etc.	

EVALUATION STRATEGY:

REACTION:

	<u>INFORMATION REQUIRED</u>	<u>METHOD(S) OF EVALUATION</u>
1.	<i>Learner's Expectations Met</i>	
2.	<i>Relevance to Learner's Job</i>	
3.	<i>Effectiveness of Instructional Method(s)</i>	
4.	<i>Overall Learning Satisfaction</i>	
5.	<i>Other</i>	

LEARNING:

	<u>INFORMATION REQUIRED</u>	<u>METHOD(S) OF EVALUATION</u>
1.	<i>Were Learning Outcomes Achieved</i>	
2.	<i>Other</i>	

TRANSFER: Record any *Transfer* evaluation initiatives or strategies here.
(if none leave blank)

IMPACT: Record any *Impact* evaluation initiatives or strategies here.

Appendix C

TRAINING RECORDS

The Toronto Police Service must maintain accurate training records. In all cases, it is necessary to know what training was provided, to whom, by whom, and on what date the training occurred.

Therefore, it is the responsibility of each unit to ensure that an electronic copy and a paper copy of the Course Training Standard are sent to Training and Education, Co-ordinator of Training Certification & Records for archiving.

The Skills Development and Learning Plan requires that all training delivered by units of the service be described in a comprehensive course training standard which is approved by, and kept on file at, the Training and Education Unit. Course co-ordinators are required to submit a course report to Training and Education at the end of each training session. This report contains quantitative and qualitative information about the training delivered, and clearly identifies any course participants who were not members of the Toronto Police Service (TPS).

Appendix D

Measures to Minimize Risk in Training non-Toronto Police Service Members

The following measures are intended to minimize risk in providing training to members of other police services, or organizations. The most significant elements, in terms of mitigating exposure are:

- the creation of control mechanisms to ensure a systematic approach to the design and delivery of training programs;
- complete and accurate training records; and
- the use of a written agreement between the Toronto Police Service and the other agencies to specify the scope and limitations of the training to be provided.

All outside requests for training must be in writing from the head of the agency directed to the Chief of Police. They must be approved by; the Unit Commander of the unit delivering the training and Training and Education subject to the following criteria.

- The goals and values of the requesting agency must be consistent with the goals and values of the Toronto Police Service and the course rationale.
- The attendance at a course of a member of an outside agency must not cause any actual or anticipated disruption to the learning of the intended learner group.
- Attendance is subject to availability of space and/or resources with priority given to the training of Toronto Police Service members.

Training Agreements:

All agreements will be between the head of the receiving agency and the Toronto Police Service (TPS).

Scope and Limitation of Training:

The TPS's responsibility is limited to delivering the training set out in the Course Training Standard (CTS) in a competent manner. The TPS will attempt to ensure that the CTS is current as of date of delivery but has no obligation to provide any future update material.

It is the responsibility of the receiving agency to review the CTS to ensure that the proposed training is adequate, effective and appropriate to meet the learning needs of their candidates. The learning and transfer of the material taught and competent performance of candidate's duties is the responsibility of the candidate and the receiving agency.

Course Participants:

The receiving agency will ensure that the candidates' information concerning is provided to the TPS in a timely fashion. In the event a candidate cannot attend training, no substitution can be made without permission of the TPS. The attending students will agree to abide by all the rules and regulations governing students at the Toronto Police Service Training Facility. Failure to abide by these rules and regulations will result in termination of their privilege to attend.

Course participants will be evaluated solely on their ability to meet the learning objectives of the course, during the course. TPS trainers will not participate in any human resource process outside the scope of the training program such as selection, performance appraisal, and discipline. All such issues remain the responsibility of the receiving agency. Reports on participant performance during the training will be as set out in the evaluation strategy of the CTS. The reports will be provided to the head of the receiving agency only.

Fees for Training:

In consultation with Financial Management, a standardized fee structure has been developed to include individuals attending training programs at Toronto Police Service facilities and for Service members to provide training to other organizations. Fees levied by Toronto Police Service for training depend on the cost of delivery for the training. Training costs include, instructor wages for preparation, travel time, and delivery, written training materials, transportation, meals and accommodation.

Travel time is based on specific collective agreement provisions for the Canadian Police College (8 hours) and the Ontario Police College (4 hours). For all other cases the actual travel time is used.

The Unit Commander of the unit delivering the training; may waive all or part of the fees charged where there is a mutually beneficial sharing arrangement between the agency and the Toronto Police Service. All fees for training will be specified in the agreement.

Indemnification and Hold Harmless Provisions:

The receiving agency agrees to hold harmless the TPS according to the above undertakings. The receiving agency agrees to indemnify the TPS for all costs including those arising from: attendance by TPS members at any proceeding, supplying copies of course materials, etc.

Agreements containing the above provisions will be necessary to cover each of the following training situations.

Participant Attends an Approved TPS Training Event:

This is where outsiders attend an approved course or conference run by the TPS and intended primarily for our own members. The CTS will already be on file at Training and Education. The agreement should take the form of an “Application to Attend Training” form signed by the candidate and the head of the receiving agency.

The TPS Delivers a Special Training Course for One or More Agencies:

This is the situation where the TPS delivers an extra session of an approved course or designs and delivers a specially designed course. Either way, Training and Education must approve the course and the CTS will be on file at Training and Education. The agreement should be in the form of a contract between the receiving agency or agencies and the TPS. The agreement should also include the “Application to Attend Training” forms signed by the each candidate and the head of their agency.

The TPS Establishes a Training Partnership with an Outside Agency:

This is the situation where the TPS enters into a partnership to share training resources or deliver a series of courses in conjunction with one or more agencies. The approval and records keeping processes for training delivered under the agreement should generally mirror the TPS training approval process and be specified in the agreement. The agreement should be in the form of a partnership agreement between the agency or agencies and the TPS. It should also include the “Application to Attend Training” forms signed by each candidate and the head of their agency.

Training and Education will retain a copy of any agreements and the Application to Attend/Receive Training.

Training Reports:

All course co-ordinators must complete and submit to Training and Education, an End of Course Report, which clearly identifies any non-TPS students in the class. The Training and Education Unit will record and report on the amount and quality of all training delivered by all units of the Service in the annual report on training programs which is submitted in the second quarter of each year. This report and the other measures will allow the Chief and the Board to monitor the extent of the Service’s role in providing training to members of other police services or organizations and the measures implemented to minimize risk.

Attachment

THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 23, 2004

#P308. ANNUAL REPORT – SKILLS DEVELOPMENT AND LEARNING PLAN

The Board was in receipt of the following report AUGUST 18, 2004 from Julian Fantino, Chief of Police:

Subject: SKILLS DEVELOPMENT AND LEARNING PLAN

Recommendation:

It is recommended that: the Board receive this report as information.

Background:

At its September 28, 2000 meeting, the Board requested that every three years the Chief of Police provide the Board with the Service Procedure which implements Adequacy Standards Regulation Board Policy A1-002 Skills Development and Learning Plan (Board Minute #P416/2000 refers).

The Toronto Police Service (TPS) has had a Skills Development and Learning Plan in place since December 2000. The Plan is continually reviewed and updated by the Manager of Training and Development, Training and Education Unit to ensure it remains consistent with changing legislation, policy, technology and workforce development needs. Attached for the information of the Board is the current Skills Development and Learning Plan (Attachment 1).

It is recommended that the Board receive this report as information.

Mr. Frank Chen, Chief Administrative Officer – Policing, Corporate Support Command, will be in attendance to answer any questions from Board members.

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 28, 2000**

**#416 ADEQUACY STANDARDS REGULATION –
POLICE SERVICES BOARD POLICIES**

The Board was in receipt of the following report SEPTEMBER 11, 2000 from Norman Gardner, Chairman:

Subject: ADEQUACY STANDARDS REGULATION - POLICE SERVICES
BOARD POLICIES

Recommendation:

It is recommended that:

- (1) the Board approve the following Adequacy Standards Regulation Policies: A1-002 Skills Development and Learning Plan, ER-004 Major Incident Command, ER-007 Ground Search, LE-001 Community Patrol, LE-002 Communications Centre, LE-003 Crime, Call and Public Disorder Analysis, LE-004 Criminal Intelligence, LE-005 Arrest, LE-006 Criminal Investigation Management, LE-010 Internal Task Forces, LE-011 Search of Premises, PO-001 Public Order Unit and PO-002 Police Action in Respect of Labour Disputes
- (2) the Chief of Police provide the Board with the Service Procedures which implement the aforementioned policies

Background:

The Adequacy Standards Regulation to the Police Services Act requires Police Services Boards to develop and approve 60 policies in six core policing areas:

- crime prevention
- law enforcement
- emergency response
- victims assistance
- public order maintenance
- administration and infrastructure

Each policy will require that the Chief of Police develop one or more procedures to implement the policy.

The Adequacy Standards Regulation will come into effect January 1, 2001. At that time, the Board will be expected to have approved all 60 policies and to have received the corresponding Service procedures in order to comply with the Regulation. To date, the Board has approved 19 of the 60 policies.

I am recommending that Board approve the following 13 additional policies (appended):

I am also recommending that, to demonstrate compliance with Board policies, the Chief of Police provide the Service's operational procedures that implement these policies, on the confidential agenda for the Board's information, no later than December 14, 2000.

The Board approved the foregoing.

ADEQUACY STANDARDS REGULATION

ADMINISTRATION AND INFRASTRUCTURE

TPSB AI -002 Skills Development and Learning Plan

<input type="checkbox"/>	New	Board Authority:	BM 416/00
<input type="checkbox"/>	Amended	Board Authority:	
<input checked="" type="checkbox"/>	Reviewed – No Amendments		October 2003

BOARD POLICY

It is the policy of the Toronto Police Services Board with respect to skills development and learning that the Chief of Police shall: (Section 33)

- 1) prepare, at least once every three years, a skills development and learning plan that:
 - a) includes the plan's objectives with an overview of the Service's existing and future skills development and learning;
 - b) promotes innovative and effective delivery of skills development and learning, identifying potential partnerships with other service providers;
 - c) supports the implementation of a program to coach and mentor new officers and any other Service personnel as required;
 - d) ensures the development and maintenance of knowledge, skills and abilities of Service members, including:
 - i) criminal investigators;
 - ii) members of the Service providing investigative support, as required;
 - iii) public order unit personnel;
 - iv) members of the Service providing any emergency response services;
 - e) ensures that the plan addresses the training and sharing of information with officers, communications operators and supervisors on:
 - i) protocols; and
 - ii) conflict resolution and use of force related to persons who may be emotionally disturbed, may have a mental illness or a developmental disability; and
 - f) is consistent with the Adequacy Standards Regulation.

REPORTING: At least once every three years.

LEGISLATIVE REFERENCE

Act	Regulation	Section
	Ontario Regulation 3/99, Adequacy and Effectiveness of Police Services	Section 33

SERVICE PROCEDURES

Refer to Service Procedure Index.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P45. SPECIAL CONSTABLES – UNIVERSITY OF TORONTO -
APPOINTMENTS**

The Board was in receipt of the following report JANUARY 26, 2005 from Julian Fantino, Chief of Police:

Subject: APPOINTMENT OF SPECIAL CONSTABLES FOR THE UNIVERSITY OF
TORONTO (U of T) POLICE

Recommendation:

It is recommended that: the Board approve the appointment of the individuals listed in this report as special constables for the University of Toronto (U of T) Police, subject to the approval of the Minister of Community Safety and Correctional Services (the Minister).

Background:

Under Section 53 of the Police Services Act of Ontario (the Act), the Board is authorized to appoint special constables, subject to the approval of the Minister.

Pursuant to this authority, the Board entered into an agreement with the U of T for the administration of special constables (Board Minute #571/94, refers).

At its meeting on January 29, 1998, the Board approved that requests for appointment of special constables, who are not members of the Service, be forwarded to the Board with the Chief's recommendation, for the Board's consideration (Board Minute #41/98, refers).

The Service has received a request from Mr. Dan Hutt, Manager, U of T Police, that the following individuals be appointed as special constables:

1. Jennifer Bowes
2. Robert Mitchener

The U of T Police special constables are appointed to enforce the Criminal Code of Canada, Controlled Drugs and Substances Act, Trespass to Property Act, Liquor Licence Act and Mental Health Act on U of T property within the City of Toronto.

The agreement between the Board and the U of T requires that background investigations be conducted on all individuals recommended for appointment as a special constable. The Service's Employment Unit completed background investigations on the individuals listed in this report and there is nothing on file to preclude them from becoming special constables.

The U of T Police has advised that the applicants meet the U of T Police hiring criteria and have successfully completed the mandatory training program conducted by the U of T for their special constables.

It is therefore recommended that the Board approve the appointment of the individuals listed in this report as special constables for the U of T Police, subject to the approval of the Minister.

Acting Deputy Chief Emory Gilbert, Policing Support Command, will be in attendance to respond to any questions that the Board may have.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P46. SPECIAL CONSTABLES – TORONTO COMMUNITY HOUSING
CORPORATION - APPOINTMENTS**

The Board was in receipt of the following report JANUARY 24, 2005 from Julian Fantino, Chief of Police:

Subject: APPOINTMENT OF SPECIAL CONSTABLES FOR THE TORONTO
COMMUNITY HOUSING CORPORATION (TCHC)

Recommendation:

It is recommended that: the Board approve the appointment of the individuals listed in this report as special constables for the Toronto Community Housing Corporation (TCHC), subject to the approval of the Minister of Community Safety and Correctional Services (the Minister).

Background :

Under Section 53 of the Police Services Act of Ontario (the Act), the Board is authorized to appoint special constables, subject to the approval of the Minister.

At its meeting on January 29, 1998, the Board approved that requests for appointment of special constables, who are not members of the Service, be forwarded to the Board with the Chief's recommendation, for the Board's consideration (Board Minute #41/98, refers).

Pursuant to the Act, the Board entered into an agreement with the former Metropolitan Toronto Housing Authority (MTHA), now called the Toronto Community Housing Corporation (TCHC), for the administration of special constables as a pilot project (Board Minute #414/99, refers).

On May 27, 2004, the Board approved the continuation of the TCHC special constable program for an initial five year term in accordance with the agreement between the Board and the TCHC in respect to the program (Board Minute #P146/04, refers).

The Service has received a request from Terry Skelton, Director, TCHC Community Safety Unit, that the following seventeen (17) individuals be appointed as special constables.

1. Bob Izzard
2. Cesar Jachym
3. Rupert Ammon
4. Trevor Beckford
5. Maria Pestano
6. Fredererick Campbell
10. James Brown
11. William Paquette
12. Joe Gorscak
13. Mike Haslauer
14. Jared Cole
15. Malcolm Gabriel

7. Errol Graham
8. Leonard Garnett
9. Paul Morgan

16. Phillip Fogah
17. Jaqueline Roy

The TCHC special constables are appointed to enforce the Criminal Code of Canada, Controlled Drugs and Substances Act, Trespass to Property Act, Liquor Licence Act and Mental Health Act on TCHC property within the City of Toronto.

The agreement between the Board and the TCHC requires that background investigations be conducted on all individuals recommended for appointment as a special constable. The Service's Employment Unit completed background investigations on the individuals and there is nothing on file to preclude them from becoming special constables.

The TCHC has advised that the applicants meet the TCHC hiring criteria and have successfully completed the mandatory training program conducted by the TCHC for their special constables.

It is therefore recommended that the Board approve the appointment of the individuals listed in this report as special constables for the TCHC, subject to the approval of the Minister.

Acting Deputy Chief Emory Gilbert, Policing Support Command, will be in attendance to respond to any questions that Board members may have.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P47. REQUEST FOR FUNDS – SPECIAL FUND – 2005 UNITED WAY
CAMPAIGN**

The Board was in receipt of the following report JANUARY 11, 2005 from Julian Fantino, Chief of Police:

Subject: 2005 UNITED WAY CAMPAIGN

Recommendation:

It is recommended that the Board approve expenditure from the Board's Special Fund in the amount of \$8,000.00 to support the Toronto Police Service's 2005 United Way Campaign.

Background:

The Toronto Police Service's 2004 United Way Campaign was an outstanding success raising over \$529,000, which again exceeded the set goal. The special incentives offered to participants enabled the Service to achieve another great success.

The United Way Committee is again requesting \$8,000 to cover the operating and incentive costs for the 2005 Campaign. A letter (Attachment 1) has been submitted to Financial Management for the 2005 Campaign requesting that any outstanding balance from 2004 be retained to cover the preparations for the annual Spring Bike Race. Also attached are copies of Committee charts from 2003 to 2004 which show the budget amounts and the actual amounts spend on various Campaign activities (Attachment 2).

Continued financial assistance from the Police Services Board will allow the Service to continue to build on its successes to encourage participation not only from Service members but also from the general public. The high profile of the Service in Toronto's United Way campaign benefits both the citizens of Toronto and the police officers who utilize the services provided by the United Way in their daily duties.

Deputy Chief Steve Reesor has agreed to remain as Chairman of the 2005 Campaign and will be in attendance to answer any questions from the Board members.

The Board approved the foregoing.

(Attachment I)



Toronto Police Service

40 College Street, Toronto, Ontario, Canada. M5G 2J3
(416) 808-2222 FAX (416) 808-8202
Website: www.TorontoPolice.on.ca



Julian Fantino
Chief of Police

File Number:

January 13, 2005

Ms. Sandra Califaretti, Manager
Financial Management
Toronto Police Service
40 College Street, 10th Floor
Toronto, Ontario, M5G 2J3

Dear Sandra:

RE: United Way – Toronto Police Services Board Special Fund

As requested by the Board Office, attached is an accounting of expenditures for the 2003 – 2004 United Way Campaign. The current balance is \$532.43.

As has been the practice in past years, I am requesting that the Committee retain any surplus funds. The Committee holds a debriefing meeting in January to discuss the previous campaign, to tentatively plan for the upcoming campaign, and to set a funding request to support the campaign. The submission of a board report to request funding and subsequent approval of funding (and the level of funding) is not always known before funds are required for the next campaign.

Funds are required to gear up for the Annual Bike Race that is held in the spring each year. Funds are also required on a monthly basis to pay for the use of two pagers by the Campaign Coordinator and the Special Events Planner for inquiries related to the planning of special events and other campaign business.

If you require any further financial information, please contact Kathy LeBarr, United Way Employee Campaign Co-ordinator, at 8-8929.

A handwritten signature in black ink, appearing to read "S. Reesor".

Deputy Reesor
Toronto Police Service 2004-2005 United Way Chair
Policing Operations Command

To Serve and Protect - Working with the Community

(Attachment 2)

2003 UNITED WAY CAMPAIGN BUDGET/ACTUAL EXPENSES – PLCC5ZZ 2999**(Internal Order #1000049)****PLCC5ZZ 9030 (Revenue Account)**

	<u>BUDGET</u>	<u>ACTUAL</u>
Police Services Board Special Fund Request for \$8,000 (March 27 Board Meeting - BM#P77/03)		
2003 OPENING BALANCE (2002 Balance Adj.)	\$140.33	
SPECIAL FUND APPROVAL	\$8,000.00	
TOTAL 2003 BUDGET	\$8,140.33	
Meetings - United Way Committee/Canvassers Briefing	150.00	167.93
Campaign Kick Off (pizza, pop, and banner) – pizza donated by Pizza Pizza – no charge	500.00	222.00
Leadership Campaign (breakfast reception)	250.00	186.09
Pensioners' Campaign (promotion) – hotel package donated by United Way	250.00	No charge
Cheque Presentation/Canvasser Appreciation	1,500.00	1,794.92
Celebration Dinner (2 tables) – January 15/2004 – only 1 table purchased due to retirement event conflict	1,200.00	550.00
Walkathon/CN Tower Stair Climb/Special Events	140.33	62.73
Stationary Bike Race - April 16, 2003 - April 21, 2004 (tentative)	700.00 (850.00) – surplus?	819.30
Miscellaneous (Costco, cell phones, pagers, etc.)	650.00	751.93
Marketing (Increase Donations/Participation)	2,800.00	2,668.72
TOTAL BUDGET/ACTUAL SPENT	\$8,140.33	7,223.61
BALANCE IN ACCOUNT		916.72

2004 UNITED WAY CAMPAIGN BUDGET/ACTUAL EXPENSES – PLCC5ZZ 2999**(Internal Order #1000049)****PLCC5ZZ 9030 (Revenue Account)**

	<u>BUDGET</u>	<u>ACTUAL</u>
Police Services Board Special Fund Request for \$8,000 (February 26, 2004 Board Meeting - BM#P41/04)		
2004 OPENING BALANCE (2003 Balance Adj.)	\$916.72	
SPECIAL FUND APPROVAL (\$8,000.00)	\$8,000.00	
TOTAL 2004 BUDGET	\$8,916.72	
Meetings - United Way Committee/Canvassers' Briefing	200.00	173.24
Campaign Kick Off (pizza, pop, and banner)	300.00	NIL
Leadership Campaign (breakfast reception)	300.00	337.50
Pensioners' Campaign (promotion)	300.00	NIL
Cheque Presentation/Canvasser Appreciation	1,700.00	963.86
Celebration Dinner (2 tables) – January 2005 - only 1 table purchased due to retirement event conflict	600.00	660.00
Special Events (T-shirts for canvassers to promote events)	800.00	756.65
Stationary Bike Race – April 15, 2004	900.00	815.00
Miscellaneous (Costco, cell phones, pagers, etc.)	816.72	1,600.44
Marketing (Increase Donations/Participation)	3,000.00	3,077.60
TOTAL BUDGET/ACTUAL SPENT	\$8,916.72	\$8,384.29
BALANCE IN ACCOUNT		\$532.43

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P48. REVIEW OF SEARCH OF PERSONS PROCEDURE

The Board was in receipt of the following:

- report, dated January 12, 2005, from Albert Cohen, Director, Litigation, City of Toronto – Legal Services Division;
- copies of written submissions from the Toronto Police Accountability Coalition and the African Canadian Legal Clinic, originally provided to the Board for its July 29, 2004 meeting; and
- written submission, dated February 09, 2005, from the Toronto Police Accountability Coalition.

Due to time constraints, the Board was unable to receive a number of deputations that had been scheduled with regard to this matter. The Board was also not able to consider the foregoing report and written submissions.

The Board agreed to defer this matter to its March 08, 2005 meeting for consideration.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P49. IN-CAR CAMERAS – PILOT PROGRAM

The Board was in receipt of the following report JANUARY 18, 2005 from Julian Fantino, Chief of Police:

Subject: IN – CAR CAMERAS – PILOT PROGRAM

Recommendation:

It is recommended that: the Board receive this report for information purposes.

Background:

At its meeting of June 21, 2004, the Board received a report from the Chief of Police outlining the feasibility of establishing a pilot project involving cameras in police patrol cars in the most cost effective manner possible. Additionally, and as requested by the Board, this proposed pilot project has been submitted for approval as part of the 2005 capital budget request process. (Board Minute #P197/04 refers).

At its meeting of December 16, 2004, the Board requested the Chief of Police provide a status update on the implementation of the In-Car Camera Pilot Program.

Status update

The Board, as part of the 2005 capital budget request, supported the In-Car Camera System – Pilot Project, in May 2004. The Business Case document provides the project description and scope, implementation outline and methodology, as well as impacts and costs. There are two recommendations made in the business case based on all of the supporting analyses, they are:

1. That Capital funding of \$562,050 for the fiscal years 2005 and 2006 be approved
2. That implementation of the In-Car Camera System Pilot Project begins on April 4, 2005 and be completed by January 2007.

With respect to capital costs, it is anticipated that capital funding for \$562,050 will be approved and received by the end of February 2005.

The effectiveness of an In-Car Camera System will be measured against objective criteria as previously reported to the Board at its meeting of March 25, 2004 (Board Minute #P82/04 refers). At that time the Service's Corporate Planning unit identified the following potential advantages of an In-Car camera system:

- Increased officer and community safety;
- Improved public perception of police accountability;
- Demonstration of good faith and willingness to address issues of concern;
- Increased officer professionalism;
- Reduction of false complaints;
- Increase in guilty pleas and convictions;
- Training/debriefing tool;
- Record of traffic stop.

Consistent with the project methodology outlined in the business case and in preparation to begin the implementation on April 4, 2005, I have directed Staff Superintendent Kim Derry of Central Field to oversee this project and to chair the Steering Committee. The Steering Committee will set the objectives for the program and establish the criteria against which the ultimate effectiveness of the program will be measured. The Steering Committee will be comprised of:

- The six (6) Staff Superintendents representing their respective Command areas
- The Director of Information Technology
- The Director of Finance
- The Director of Corporate Planning

The project activities and related timelines listed below are subject to change as approved by the Steering Committee:

- Pilot Project Initiation and stakeholder communication (1 week – April 4 to 8, 2005);
- Develop RFP for the Pilot Project equipment and services (3 weeks – April 11 to 29, 2005);
- RFP Released to Bidders – June 6, 2005;
- Board review and authorization to proceed – September 2005 Police Services Board meeting;
- Final pilot implementation and field testing – (3 months - May 2006 to July 2006);
- Evaluation and Impact Report on Provincial Offence Act video disclosures (4-6 months until court proceedings);
- Evaluation on Professional Standards (6 months after pilot start)
- Submit recommendations and final report to the Police Services Board – January 2007.

Additionally, Staff Superintendent Derry has assigned Staff Sergeant Thomas Russell of Central Field Planning to act as interim project manager and to chair the Pilot Program Executive Committee. The Pilot Program Executive will consist of representatives from each of the TPS units that are primary contributors to the pilot. The Executive Committee will work closely with the project manager to ensure tactical support for this program.

The program calls for fifteen (15) vehicles to be equipped with In-Car video camera systems distributed and installed as follows:

- Five (5) marked patrol cars assigned to a Division in Central Field
- Five (5) marked patrol cars assigned to a Division in Area Field
- Five (5) marked patrol cars assigned to Traffic Services

Consideration for divisional selection is being given to those divisions that have historically shown a higher than average number of traffic stops and serve a diverse multicultural community.

Comments:

The Corporate Planning Unit of the Toronto Police Service has just begun to review the final report of the International Association of Chiefs of Police (IACP) In-Car Camera studies. A preliminary scan of this extensive report suggests it will become a useful reference document for the Toronto Police Service In-Car Camera Pilot Project.

The Ontario Provincial Police In-Car Camera studies are still ongoing and findings are not available at this time.

Deputy Chief Steve Reesor, Policing Operations Command, will be in attendance to answer any questions if required.

The Board deferred consideration of the foregoing report to its March 08, 2005 meeting and requested, in the interim, a further report containing revised projected timelines for the pilot project.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P50. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF
PRIVACY ACT COMPLIANCE – INTERIM REPORT**

The Board was in receipt of the following report JANUARY 17, 2005 from Julian Fantino, Chief of Police:

Subject: MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF
PRIVACY ACT COMPLIANCE - INTERIM REPORT

Recommendation:

It is recommended that: the Board receive the following report for information.

Background:

The Ontario Information and Privacy Commission has identified concerns in relation to the Toronto Police Services Board's poor rate of compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Compliance rate refers to the delivery of disclosure through the Freedom of Information (FOI) process within 30 days of receipt of a request for information.

At its meeting on December 16, 2004, (BM #P406/04 refers), the Board was apprised of preliminary measures that have been implemented by Corporate Information Services – Information Access to improve compliance within the 30 day disclosure requirement. These interim measures have been incorporated into three phases. Phase I, which commenced October 2004, addresses staffing issues, internal process change, and recommendations from Professional Standards – Legal Services with respect to administrative streamlining and file management.

Phase II will commence upon the completion of the audit currently being conducted by Professional Standards – Quality Assurance Unit. Subsequently, Corporate Information Services will consult with Professional Standards – Legal Services and representatives from the Ontario Information and Privacy Commission to review and evaluate recommendations contained within this report and develop a more detailed, integrated workplan designed to improve compliance. Phase III incorporates the strategies identified in collaboration with the Ontario Information Privacy Commission with the goal of achieving a significant increase in compliance rates.

Progress to date under the preliminary workplan (Phase I) is outlined below.

Process Change:

In November 2004, a fast track team was established within FOI for the purpose of concentrating solely on straightforward, routine requests that can be processed within the 30 day disclosure period. Incoming requests, with the exception of those designated as contentious or highly complex (as determined by the FOI Coordinator), are assigned to one of three analysts for prompt response.

The retrieval of off site records such as memo books has been identified as a time consuming and labour intensive process that is a major impediment in the timely processing of FOI requests. A survey that was conducted on other police services by Professional Standards – Quality Assurance discovered that the submission of the photocopied memo books, submitted to the FOI Unit within a pre-specified time period, saves the time the analysts utilize on identifying and photocopying the relevant pages. This process change was introduced to our Service in December 2004 with an increased emphasis on the legislated time limit that the Service must adhere to.

Continuous efforts are being made to ensure that all administrative tasks are assumed by clerical support staff to allow analysts to dedicate their time to disclosure functions, such as the requests for photocopies of memo books.

An analyst has been designated to act as a liaison between FOI and Legal Services, specifically to address all contentious and complex requests where legal expertise will facilitate a resolution in a timely fashion. This liaison has been directed to seek guidance and suggestions from Legal Services as to areas where disclosure may be refined in accordance with the legislative requirements. Evaluation is ongoing to streamline the processing of files wherever possible, and to eliminate detailed disclosures not mandated under the legislation as a means of maximizing the utilization of limited human resources.

Preliminary analysis indicates that these process changes and the realignment of staffing functions have impacted positively on the compliance rate, which is reported at 69 percent for November 2004. Of the 204 files received, 140 routine requests were assigned to the fast track team and completed within the 30 day time frame.

Professional Standards – Legal Consultation:

In an effort to determine the factors that impede disclosure within the 30 day requirement, Mr. Frank Chen, Chief Administrative Officer, directed Professional Standards – Quality Assurance Unit, to conduct an audit of the Freedom of Information Unit. (BM#P406/04 refers).

The preliminary workplan developed by Corporate Information Services – Information Access, will include consultation with Professional Standards - Legal Services to review and assess the recommendations contained in this report. Subsequently, meetings will be arranged with Information and Privacy Commission staff to examine the feasibility of these recommendations and their potential impact on compliance rates. This phase of the workplan will commence upon the submission of the pending audit results in April 2005.

Compliance Reporting:

An upgraded and enhanced internal tracking system is urgently required to produce accurate, compliance statistics at any given time. The FOI Coordinator, in consultation with Information Technology Services personnel, is evaluating modifications to the existing system, which was designed specifically to produce annual reports incorporating data requested by the Ontario Information and Privacy Commission.

The current method of statistical reporting requires manual extraction of compliance rates by trained Information Technology personnel. After review of available alternatives, Information Technology Services has recommended that the preferred, most cost efficient option is to enhance the existing tracking mechanism rather than purchase an external proprietary application.

Conclusion:

A further progress report will be submitted to the Board in July 2005 following the submission of the audit currently in progress by Professional Standards - Quality Assurance Unit. This audit will subsequently be reviewed by Professional Standards - Legal Services and representatives from the Ontario Information and Privacy Commission to evaluate the recommendations contained within this report.

It is therefore recommended that the Board receive this report for information.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to answer any questions that the Board member may have.

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P51. STATISTICAL ANALYSIS OF CONDUCT COMPLAINTS

The Board was in receipt of the following report DECEMBER 07, 2004 from Julian Fantino, Chief of Police:

Subject: STATISTICAL ANALYSIS OF CONDUCT COMPLAINTS

Recommendation:

It is recommended that: the Board receive the following report for information.

Background :

At its meeting of April 29, 2004, the Board requested that, as part of the monthly Professional Standards report, it receive a statistical analysis report on all allegations of misconduct against members of the Toronto Police Service. This analysis is to include open cases, closed cases, cases opened and closed since last reported, and should identify the unit conducting the investigation. Further, that the categories of investigations listed must be in a format consistent with the Professional Standards semi-annual report and that such analysis also include any identifiable trends noted by the Service (Board Minute P134/2004 refers).

At its meeting of September 23, 2004, the Board sought to separate the monthly reporting of serious misconduct issues from complaint statistics. Further, the Board directed that the separate monthly complaint statistical report be produced at its regular public meeting (Board Minute C162/2004 refers).

The statistics contained in the monthly reports are extracted from the Complaints Administration database as near as practicable to the Board report submission date, and may not reflect a full calendar month. Because of the holiday period, we have not calculated the usual timeframe.

The comparison figures for the December 2004 complaints, therefore, will be reported along with the January 2005 complaint indicators at the February 2005 regular meeting of the Board. This will provide the Board with a fuller representation of the complaint statistics.

Staff Superintendent Richard Gauthier, Professional Standards will be in attendance to answer questions from Board members.

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P52. RESPONSE TO CITY OF TORONTO REQUEST FOR REPORT – COSTS
RELATED TO POLICING THE CITY’S ENTERTAINMENT DISTRICT**

The Board was in receipt of the following report JANUARY 25, 2005 from Julian Fantino, Chief of Police:

Subject: TORONTO POLICE SERVICE 2005 OPERATING BUDGET – REQUEST
FOR INFORMATION ON THE ADDITIONAL COST OF POLICING THE
ENTERTAINMENT DISTRICT

Recommendation:

It is recommended that:

- 1) The Board receive this report; and
- 2) The Board forward this report to the City’s Budget Advisory Committee.

Background:

At its meeting of January 24, 2005, the Board requested that the Chief report to the City’s Budget Advisory Committee for its meeting of January 26, 2005 on the additional costs of policing the City’s Entertainment District.

A briefing note on Policing the Entertainment District can be found in Attachment A, which responds to the Police Services Board’s request for information. As detailed in the attachment, the total yearly incremental cost of salaries and benefits for policing the Entertainment District is \$1.66M. See attachment A for further details.

It is recommended that the Board receive this report and that the Board forward the report to the City’s Budget Advisory Committee.

Chair Pam McConnell advised the Board that she had provided the City of Toronto – Budget Advisory Committee with a copy of the foregoing report at its meeting held on January 26, 2005.

The Board received the foregoing.

Briefing Note
2005 OPERATING BUDGET
TORONTO POLICE SERVICE

ITEM: Policing The Entertainment District

Issue :

- The Entertainment District is a vibrant downtown area, with a high concentration of large and small night clubs. Each year, more and more licensed premises are added to the mix. This area has been a policing concern for more than 8 years, drawing a disproportionate amount of police resources.
- Mostly young adults in large numbers frequent this District on weekends. Crowds in excess of 10,000 a night are a common occurrence. Busy times include Thursday, Friday and Saturday nights as well as Sunday nights on a long weekend.
- There are many concerns in the Entertainment District, some of which are: traffic, impaired driving, parking problems, disorderly behaviour resulting in fights, vicious assaults and sex related offences, drug activities within and outside of establishments, weapons offences, thefts from coat rooms and theft of and from autos.
- To respond to the demand for service, a plan is in place to provide a high visibility of police officers during peak times that includes Divisional (uniform and plainclothes), Community Oriented Response (COR), Mounted, Parking Enforcement, Traffic and Emergency Task Force Officers.

The Defined Area and Licensed Nightclubs:

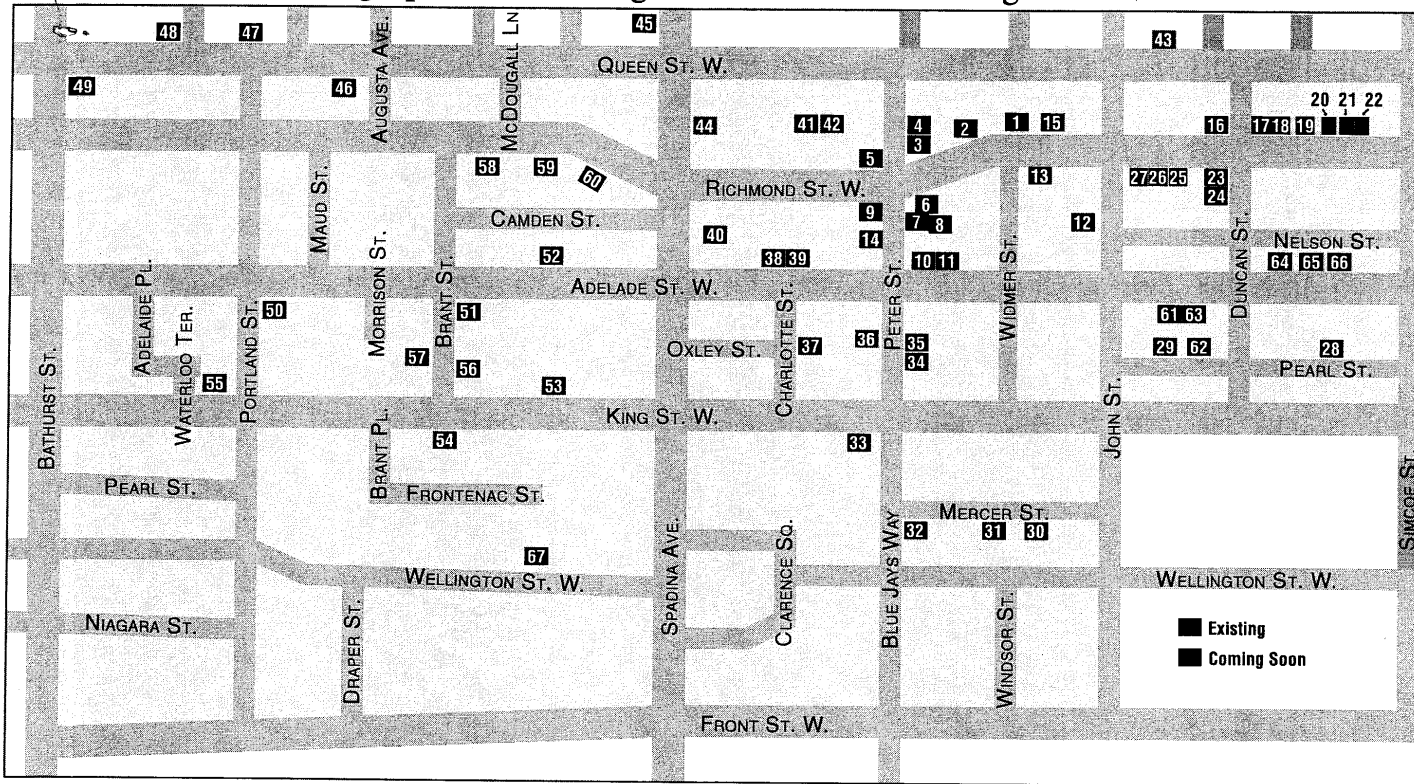
- The area as defined by TPS and Council is surrounded by Queen Street to the north, King Street to the South, Spadina Avenue to the West and University Avenue to the East.
- A map, as produced by the King Spadina citizens group, is attached for information. It should be noted, however, that there are some inaccuracies in location of some nightclubs, that some nightclubs are not listed and the boundaries are different from that defined by Council and TPS (a map of the TPS defined area is not yet available).
- There are approximately 102 licensed nightclubs in the area defined by TPS, with a total capacity of 49,520 people. Given the constant changes to the area, these numbers are subject to change. A list of the night-clubs including the name, address and capacity of each is attached for information.

Incremental Cost of Policing the Entertainment District:

- By comparing the cost of policing the Entertainment District on Thursdays, Fridays, Saturdays and Sundays on a long weekend to normal policing deployment in the same area on a regular night (Monday, Tuesday, Wednesday and a regular Sunday), the incremental cost of policing the area was determined. Also considered was the fact that staffing deployment during summer months (May 1st to October 31st) is greater than deployment numbers in winter months (November 1st to April 30th).
- The total incremental cost of salaries and benefits for policing the Entertainment District is \$1.66M.

<u>Incremental Cost of Policing - Weekends</u>	
Thursday, Friday and Saturday from 9 p.m. to 4 a.m.	\$1,739,600
Less: "normal" policing cost for equivalent time period, regular night	<u>\$163,900</u>
Total Incremental Cost of Policing - Weekends	<u>\$1,575,700</u>
<u>Incremental Cost of Policing - Sundays on Long Weekends</u>	
Long weekend Sundays from 9 p.m. to 4 a.m.	\$90,900
Less: "normal" policing cost for equivalent time period, regular night	<u>\$7,400</u>
Total Incremental Cost of Policing – Sundays on Long Weekends	<u>\$83,500</u>
Total Incremental Cost of Policing the Entertainment District	<u>\$1,659,200</u>

King-Spadina Planning Area — Locations of Night Clubs



- | | | | | | | |
|--------------------|-------------|---------------------|---------------------|-----------------------|----------------|-------------|
| 1 The Joker | 11 DNA | 21 Ice | 31 Bauhaus | 41 This Is London | 51 Cry Baby | 61 Avacodo |
| 2 Lot 332 | 12 Lucid | 22 Inside/Chocolate | 32 Gretzky's | 42 Distrikt | 52 Una Mas | 62 Venue |
| 3 Fez Batik | 13 Republik | 23 Fluid | 33 Underground | 43 East | 53 West | 63 LaRouge |
| 4 Budo | 14 Level/?? | 24 Easy | 34 Hotel | 44 Church Lounge | 54 Touch | 64 Havana |
| 5 134 | 15 Metro | 25 Money | 35 My Apartment | 45 One Sixty | 55 606 | 65 Steam |
| 6 Oxygen | 16 Joe | 26 Therapy | 36 H2O Stereophonic | 46 Kaya | 56 Brant House | 66 Kabin |
| 7 Tonic | 17 Sugar | 27 NYC | 37 Charlotte Bar | 47 Velvet Underground | 57 Roxy Blu | 67 C Lounge |
| 8 System Sound Bar | 18 Pearl | 28 Mynk | 38 Turbo | 48 Zen | 58 Room 471 | |
| 9 Privilege | 19 Mad Bar | 29 Picadilly Circus | 39 Sound Emporium | 49 Reverb/Holy Joe's | 59 Hush | |
| 10 Pulse | 20 Seven | 30 Shmooze | 40 Club 129 | 50 Devil's Martini | 60 Courvoise | |

Entertainment District Nightclubs

	<u>Address</u>	<u>Name</u>	<u>Capacity</u>	
1	194 Queen St.W.	Rex Hotel	212	
2	225 Queen St.W.	Jeremiah's Bullfrog Pub	49	
3	240 Queen St.W.	Beveley Tavern	419	
4	298 Queen St.W.	Black Bull Tavern	324	
5	312 Queen St.W.	Ultra Supper Club	423	
6	326 Queen St.W.	Royal Canadian Legion- Branch 360	479	
7	328 Queen St.W.	Le Select	181	
8	332-4 Queen St.W.	Rivioli	419	
9	335 Queen St.W.	Chicago Diner	164	
10	353 Queen St.W.	Bishop & the Belcher Pub	367	
11	368 Queen St.W.	Horseshoe Tavern	500	
1	372 Queen St.W.	Gorilla Monsoon Pub	40	
12	199 Richmond St W.	Money	1492	
13	205 Richmond St W.	N.Y.C.	600	
14	217 Richmond St W.	Fluid Lounge	646	
15	218-220 Richmond St W.	Inside Entertainment	699	
16	220 Richmond St W.	Chocolate	229	
17	221 Richmond St W.	Fifth	226	
18	221-225 Richmond St W.	Easy & the Fifth	639	
19	222 Richmond St W.	Ice Lounge	208	Revoked
20	224 Richmond St W.	Seven	637	
21	224 Richmond St W.	Yuk Yuk's Comedy Club	368	
22	225 Richmond St W.	Red Drink	180	
23	230 Richmond St W.	Mad Bar	223	
24	240 Richmond St. W.	Pearl Lounge	538	
25	240 Richmond St W.	Sugar Club	288	
26	250 Richmond St W.	Joe.	1002	
27	259 Richmond St W.	Vivid Nightclub	310	
28	287-291 Richmond St W.	Oxygen	920	
29	261 Richmond St.W.	Republik	* U/K	Opening Soon
30	296 Richmond St W.	Metro	1158	Opening Soon
31	304 Richmond St W.	Pussycat Club	140	
32	318 Richmond St W.	Joker	1500	
33	332 Richmond St W.	Lot 332	776	
34	364 Richmond St W.	This Is London	1515	
35	401 Richmond St W.	Loftu's	40	
36	431 Richmond St W.	Courvoisie	90	
37	212 Adelaide St.W.	Tequila Sunrise	74	
38	214-16 Adelaide St.W.	Jai	300	
39	214 Adelaide St. W.	Kabin	328	
40	220 Adelaide St. W.	Milwaukee's	400	
41	230 Adelaide St. W.	Steam & Drink	1040	
42	236 Adelaide St. W.	Café Havana	360	
43	240 Adelaide St. W.	Crocodile Rock	550	
44	240 Adelaide St. W.	Top of the Croc	264	
45	244 Adelaide St. W.	Victory Sports	320	

Entertainment District Nightclubs

	Address	Name	Capacity	
46	250 Adelaide St. W.	Afterlife	1134	
47	254 Adelaide St. W.	254 Bar & Grill	44	
48	257 Adelaide St. W.	EDO on Adelaide	100	
49	257 Adelaide St. W.	La Rouge	544	
50	257 Adelaide St. W.	Avacado	100	
51	270 Adelaide St. W.	Avalon	110	
52	270 Adelaide St. W.	Up & Down	40	
53	280 Adelaide St. W.	Hooters	217	
54	294 Adelaide St. W.	Alice Fazoolies	732	
55	322 Adelaide St. W.	Enjoy Cream	150	
56	326 Adelaide St. W.	Waterfall	52	
57	328-332 Adelaide St. W.	D.N.A.	272	
58	338 Adelaide St. W.	Pulse	758	
59	340 Adelaide St. W.	Peter's Bar & Grill	170	
60	345 Adelaide St. W.	YYZ	238	
61	360 Adelaide St. W.	Sound Emporium	1690	
62	364 Adelaide St. W.	Tutti Matti	125	
63	150 Pearl St.	Mink Nightclub	474	
64	180 Pearl St.	Venue Nightclub	650	
65	184 Pearl St.	Piccadilly Circus	650	
66	14 Duncan St.	RD'S BBQ	212	
67	22 Duncan St.	Vinnies Social Club	888	Closed
68	50 John St.	Monte Cristo	175	
69	86 John St.	Duke of Argyle	191	
70	106 John St.	Fox & the Fiddle	199	
71	117-119 John St.	Club Lucky	325	
72	113-115 John St.	Potato	180	
73	125 John St.	Smokeless Joe's	42	
74	126 John St.	Lucid	2926	
75	132 John St.	Milestones	356	
76	133 John St.	Al Frisco's	908	
77	145 John St.	Montana's	796	
78	168 John St.	Friar & the Firkin	132	
79	77 Peter St.	Hotel Boutique	270	
80	81 Peter St.	My Apartment	835	
81	102 Peter St.	Circus	* U/K	Opening Soon
82	117 Peter St.	Tonic	1040	
83	117 Peter St.	System Soundbar	956	
84	128 Peter St.	Priviledge	466	
85	129 Peter St.	Fez Batik/ B.Side	597	
86	134 Peter St.	Distrikt	1440	
87	134 Peter St.	134 Restaurant & Bar	192	
88	137 Peter St.	Budo	366	

Entertainment District Nightclubs

	<u>Address</u>	<u>Name</u>	<u>Capacity</u>	
89	139A Spadina Ave.	Wide Open	49	
90	212 King St.W.	Big Daddy's Crabshack & Oyster Bar	338	
91	212 King St.W.	Elephant & Castle Pub	470	
92	220 King St.W.	Barootes Restaurant & Bar	337	
93	276 King St.W.	Peel Pub	452	
94	309 King St.W.	Gabby's	226	
95	315 King St.W.	Le Saint Tropez	123	
96	315-317 King St.W.	Marcel's	197	
97	323 King St.W.	Milano Billiards Lounge	343	
98	333 King St.W.	Menage	345	
99	355 King St.W.	Indian Motorcycle	1120	
100	365 King St.W.	Underground Garage	89	
101	370-380 King St.W.	Holiday Inn Bar	1688	
102	401 King St.W.	Shoeless Joes	364	

49520

* The capacity of these two clubs (Republik and Circus) have not yet been determined.

The AGCO indicates they will both be large capacity clubs.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P53. SEMI-ANNUAL REPORT: RESPONSE TO ONTARIO CIVILIAN
COMMISSION ON POLICE SERVICES FACT-FINDING REPORT:
JULY - DECEMBER 2004**

The Board was in receipt of the following report DECEMBER 20, 2004 from Julian Fantino, Chief of Police:

Subject: RESPONSE TO ONTARIO CIVILIAN COMMISSION ON POLICE SERVICES FACT FINDING REPORT – SEMI-ANNUAL REPORT FOR THE PERIOD JULY 01, 2004 TO DECEMBER 31, 2004.

Recommendation:

It is recommended that: the Board receive the following for information.

Background :

In July 1999, the Ontario Civilian Commission on Police Services (OCCPS) issued a report containing a total of 28 recommendations, directed to the Board and the Chief of Police, that required a detailed response to each of its recommendations. In response, a report was submitted in May 2000 containing the 28 recommendations and 11 Board priorities. (BM 156/00 refers). Since many of the recommendations were in the process of being implemented, OCCPS requested that the Board provide periodic updates on results achieved (BM 290/00 refers). The Professional Standards Risk Management Unit was tasked with tracking the 28 recommendations for the Service.

At the October 21, 2004 Board meeting, The Annual Report on the Implementation of Internal and External Recommendations for the period between June 2003 and May 2004, identified three recommendations which remain outstanding (BM P345/04 refers). The purpose of this report is to provide the Board with a status update on these remaining three recommendations.

Recommendation 6

That the enhanced Human Resource Management System system and/or PSIS system be audited once in the year 2001 and once in the year 2002.

Status: Ongoing

The PSIS system has been operational since October 2003. Although the audit of the PSIS system has not yet commenced, the Auditor General has agreed to include it in his future workplan.

Recommendation 9

That the Chief of Police develop guidelines for Unit Commanders to use when they impose discipline.

Status: Ongoing

The guidelines have been developed and reviewed by Unit Commanders and are presently being reviewed by the Staff Superintendents. The guidelines are expected to be finalized in the new year.

Recommendation 13

That the Chief of Police revise the Professional Standards report to include a report on the issues raised by the Ontario Civilian Commission on Police Services.

Status: Implemented

The required revision to the Professional Standards report to include a report on the issues raised by OCCPS has been met. The required comparative statistics on internal discipline in other police organizations, has been met as well; however, reporting is only possible on an annual basis as the data is extracted from a provincial source available each March. This modified reporting structure has become the standard for future reports. In addition, Professional Standards has re-established the senior officer position within Complaints Administration to oversee the classification and disposition portfolio.

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P54. SEMI-ANNUAL REPORT: LABOUR RELATIONS COUNSEL AND
LEGAL INDEMNIFICATION: JULY - DECEMBER 2004**

The Board was in receipt of the following report JANUARY 04, 2005 from Julian Fantino, Chief of Police:

Subject: SEMI-ANNUAL REPORT: JULY 1 – DECEMBER 31, 2004 AND
CUMULATIVE COSTS FOR JANUARY 1 – DECEMBER 31, 2004 FOR
LABOUR RELATIONS COUNSEL AND LEGAL INDEMNIFICATION

Recommendation:

It is recommended that: the Board receive the following report for information.

Background:

At its meeting on January 25, 2001, the Board approved a Policy Governing Payment of Legal Accounts which provides for a semi-annual report relating to payment of all accounts for labour relations counsel, legal indemnification claims and accounts relating to inquests which were approved by the Director, Human Resources and the Manager, Labour Relations (Board Minute No. P5/01 refers).

Semi-Annual Summary: July 1 – December 31, 2004

During the period of July 1 to December 31, 2004, 7 accounts from Hicks, Morley, Hamilton, Stewart and Storie for labour relations counsel totalling \$223,592.28 were approved for payment by the Director, Human Resources and the Manager, Labour Relations.

During the same period 20 accounts relating to legal indemnification were paid totalling \$154,118.73 and 2 accounts relating to civil suits were paid totalling \$5,908.48. There were no payments made relating to inquests during this time period.

Therefore, during the period of July 1 to December 31, 2004, a total of \$383,619.49 was paid in settlement of the above accounts.

Cumulative Summary for 2004

For the period January 1, 2004 to December 31, 2004, legal expenses incurred by Labour Relations totalled \$616,987.96. The breakdown of this cost was as follows:

- (1) There were 11 accounts from Hicks, Morley, Hamilton, Stewart and Storie for legal services rendered totalling \$324,782.10.
- (2) There were 65 legal indemnification claims processed totalling \$273,929.22.
- (3) There were 12 accounts related to civil action claims processed totalling \$18,276.64.

There were no inquest claims processed during the year 2004.

Mr. William Gibson, Director, Human Resources, will be in attendance to respond to any questions the Board may have in regard to this matter.

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P55. ANNUAL REPORT: 2004 PARKING ENFORCEMENT UNIT – TAG
ISSUANCE AND ABSENTEEISM**

The Board was in receipt of the following report JANUARY 13, 2005 from Julian Fantino, Chief of Police:

Subject: ANNUAL REPORT: 2004 PARKING ENFORCEMENT UNIT TAG
ISSUANCE & ABSENTEEISM

Recommendation:

It is recommended that:

- (1) the Board receive the following report for information; and
- (2) the Board forward a copy of this report to the City of Toronto Policy and Finance Committee for its information.

Background:

This report provides information on the Parking Enforcement Unit achievements and activities during the year 2004 (Appendix A refers). Data regarding annual parking tag issuance and unit absenteeism is contained within this report.

Annual Parking Tag Issuance:

On an annual basis, the Parking Enforcement Unit analyses historical parking tag data in order to forecast anticipated parking tag issuance for Parking Enforcement Officers (PEOs) and Municipal Law Enforcement Officers (MLEOs). The City of Toronto for budget purposes uses this information.

Based on historical trends, the total parking tag issuance for the year 2004 was forecasted to be 3,015,000 tags. Total parking tag issuance includes tags issued by PEOs and MLEOs. Actual 2004 issuance is anticipated to be 3,057,508 tags (based on an estimate for MLEO issuance in December 2004). As a result, actual parking tag issuance exceeded the forecast by approximately 42,508 tags which equates to an additional \$895,000 in collectable revenue for the City of Toronto.

Annual Attendance/Absenteeism:

The Parking Enforcement Unit absenteeism report for the year 2004 is provided in table # 1, as well as the actual figures and average number of sick days per officer, as requested by the Board (Board Minute #P334/2001 refers). In order to highlight absenteeism patterns, the reporting is grouped into four categories:

Injured On Duty (IOD) – represents staff members who were injured while in the performance of their duties;

Dependent Sick – represents time taken off to care for ‘eligible’ family members;

Long Term Sick – represents staff who remained sick for two or more months; and

Short Term Sick – represents all other sickness.

The Parking Enforcement Unit had set a ceiling of 4% for short-term absenteeism. The year-end total for 2004 reports 2.6%, which is 1.4 percentage points below the set ceiling. In relation to overall unit absenteeism, the year-end total for 2004 is 4.4%, up by 0.1 percentage points from last year (page 3, Appendix A refers).

A comparison of the absenteeism rate of the entire Toronto Police Service and the Parking Enforcement Unit is provided in table #2. The table provides statistics in relation to sick time taken by members. The calculations are based on a total of 261 working days in a year and show that overall, the percentage of members off per day was 4.4% for the Parking Enforcement Unit in comparison to 4.7% Service wide.

Table 1. Parking Enforcement Unit Absenteeism Year 2004

TYPE	Actual Numbers Days*	Average/Person Days	Rate
Injured on Duty	940	2.3	0.9%
Long Term Sick	611	1.5	0.6%
Short Term Sick	2,757	6.7	2.6%
Dependent Sick	378	0.9	0.4%
Total	4,686	11.4	4.4%

*8 hours are considered as one day

**Table 2. Absenteeism Comparison Year 2004
Toronto Police Service Vs Parking Enforcement Unit**

	Toronto Police Service Uniform and Civilian (7,762 members)	Parking Enforcement Unit All Personnel (395 members)
Average Days Sick per member (Short term, long term, and dependent)	10.7	9.1
Average Days IOD per member	1.5	2.3
Total Days Sick and IOD per member	12.2	11.4
Average members off per Day	363.5	17.9
% of members off per Day*	4.7%	4.4%

Source: TRMS, PINS System.

*Includes: Long-term sick, Short-term sick, Injured on Duty (IOD), and Dependent sick.

It is recommended that the Board receive this information and that this report be forwarded to the City of Toronto Policy and Finance Committee for its information.

Acting Deputy Chief, Emory Gilbert, Policing Support Command, will be present to answer any questions.

The Board received the foregoing.

PARKING ENFORCEMENT UNIT ANNUAL REPORT 2004

MISSION AND SERVICE PRIORITY

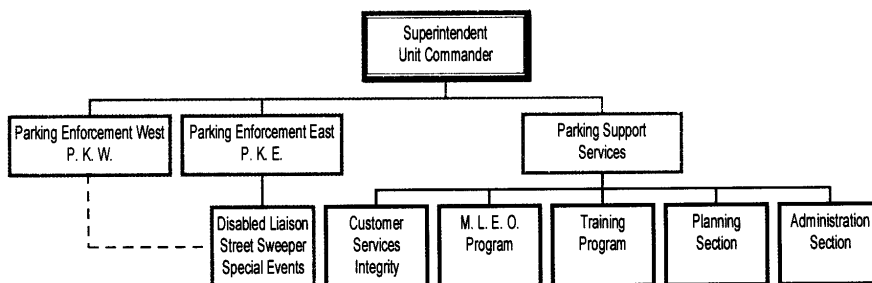


"TRAFFIC SAFETY"

The Parking Enforcement Unit contributes to the overall safety and security of the people of Toronto by focusing on the Toronto Police Service traffic safety priorities. This is achieved through various strategies including enforcement, visibility, public awareness and education programs. Specifically the Unit is charged with:

- Assisting with the safe and orderly flow of traffic;
- Responding to the public and private parking concerns of the community;
- Regulating parking through the equitable and discretionary application of by-laws;
- Providing operational support to the Toronto Police Service; Language interpretation, stolen vehicle recovery, corporate and local community-policing initiatives, emergency support, crime management, and other tasks as required;
- Assisting at special events, ensuring the safe and unobstructed movement of vehicular and pedestrian traffic;
- Fostering crime prevention by providing a radio equipped, highly visible, uniformed presence in our communities.

UNIT STRUCTURE



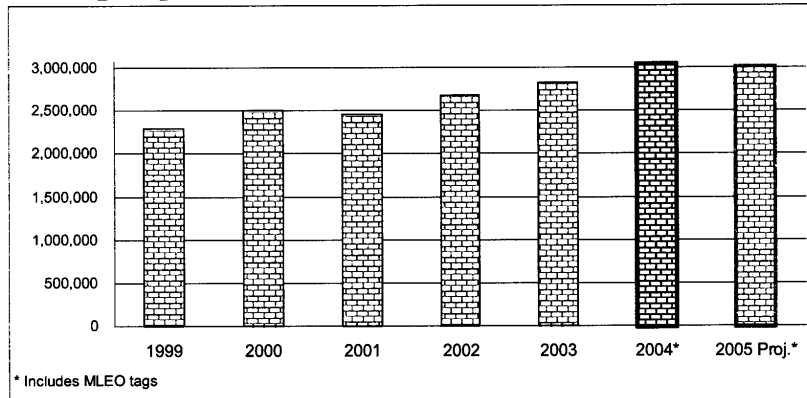
STATISTICAL HIGHLIGHTS

Comparative Tag Issuance and Revenue

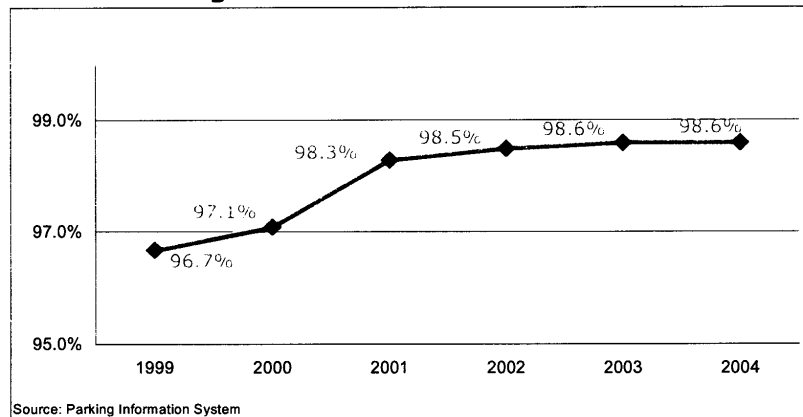
	2004 Projected	2004 Actual	2005 Projected
Total Tags	3,015,000	3,057,508	3,015,000
Collectable Tags@81%	2,442,150	2,476,581	2,442,150
Revenue (Est.)	\$63,495,900	\$64,391,118	\$63,495,900*
Net Expenditures	\$30,933,400	\$30,933,400	\$31,408,900
NET REVENUE	\$32,562,500	\$33,457,718	\$32,087,000

*Does not include anticipated revenue increase from cessation of Voluntary Payment provision.

Parking Tag Issuance (6 Year Comparison)



Processible Tag Profile 1999-2004



Comparative Summary of 2003 and 2004 Achievements

	2003	2004
■ Processable Tag Rate	98.6%	98.6%
■ Absenteeism (Short-term sick)	2.3%	2.6%
■ Arrest Assists	61	60
■ Stolen Autos Recovered	1,874	1,913
■ Unplated Vehicles Towed	1,602	1,590
■ Vehicles Towed	50,108	48,673
■ Calls for service received	115,106	111,238
■ Parking Tag Issuance (PEO/MLEO)	3,058,765	3,057,508*
■ Assist Police Service		
▶ Interpretations	164 (463 Hrs.)	333 (3,645 Hrs.)
▶ Special Events	75 (2,444 Hrs.)	53 (1,372 Hrs.)
▶ Criminal Charges (Disabled Permits)	28	7
▶ Disabled Permit Seizures/ HTA	1,822	1,340

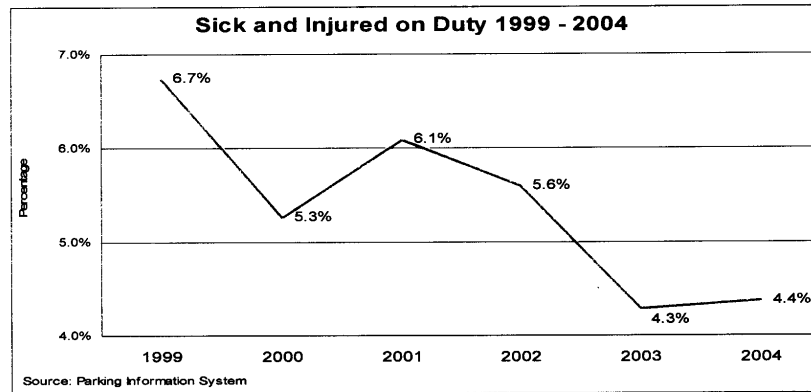
* Estimates for December for MLEOs

Staffing Levels 1999 - 2004

	1999	2000	2001	2002*	2003	2004	2005 Projected
Senior Officer	1	1	1	1	1	1	1
Uniform	4	8	8	8	8	8	8
Unit A	29	29	29	29	29	29	29
Unit C	307	309	309	357*	357	357	357
TOTAL	341	347	347	395	395	395	395

*48 PEO hired in 2002. Staggered Hire Dates 29 PEO May 21/02, 19 PEO Sept.10 /02

Absenteeism Profile: Sick and Injured on Duty



Operating Budget 2003-2005

TYPE	2003*	2004*	2005 Projected**
i. Regular Pay	20,205,200 66.2%	21,204,900 67.2%	21,171,400 66.4%
ii. Special Pay	1,323,900 4.3%	1,373,500 4.4%	1,373,500 4.3%
iii. Fringe Benefit	4,172,200 13.7%	4,211,700 13.4%	4,239,000 13.3%
Total: (i+ii+iii)	25,701,300 84.2%	26,790,100 84.9%	26,783,900 84.0%
Material, Supplies	1,346,100 4.4%	1,036,500 3.3%	1,259,400 4.0%
Equipment	612,000 2.0%	700,000 2.2%	700,000 2.2%
Services and Rental	2,866,800 9.4%	3,010,800 9.5%	3,130,600 9.8%
SUB Total	\$30,526,200	\$31,537,400	\$31,873,900
REVENUE	(604,000)	(604,000)	(465,000)
TOTAL	\$29,922,200	\$30,933,400	\$31,408,900

* Actual budget, With 48 New PEO Hires in 2003

** Hand-Held Project implementation in 2005

SIGNIFICANT 2004 ACHEIVEMENTS

Community Based

- 'Make Toronto Smile Campaign' - An aggressive focus on enforcement and towing on primary transportation routes to ease traffic gridlock.
- 'School Parent Safety Program' expanded to 32 schools, a 45% increase from 2003. In this program Parking Enforcement Officers work with local schools and parents to ensure the safe drop-off and pick-up of children. This program involves a partnership with the schools and the media to raise the profile of Parking Enforcement issues.
- Public Awareness campaign conducted by front-line Parking Enforcement Officers over the Christmas holidays focused on improved traffic flow, safety and discouraging impaired driving by providing parking consideration. The number of pamphlets issued for the Public Awareness Campaign, ended January 3rd, was 3,105.
- The creation of a Parking Enforcement Unit display at the Toronto Police Museum. The display enhances the profile of the Unit by providing an historic overview of Parking Enforcement in the City of Toronto.
- The Unit Commander has met with the various Business Improvement Associations. The Unit Commander is a board member and Service participant of the Police Youth Mentoring program ("Youth-Assisting-Youth")

Awards

- Two members received the St. John Ambulance 'Lifesaving Award'.
- Two members received individual Commendations and Six members received Teamwork Commendations from the Police Services Board.
- Four members received the civilian (20 year) "Long Service Award".
- Area Supervisor James Forde was recognized by the Metropolitan Community Church for his work with the gay-lesbian-transgender community.
- PEO Carl Geddes and Area Supervisor James Forde were recognized by the Unit for volunteering their time to support the Camp Jumoke Walkathon which raises money to assist children with Sickle Cell disease. Since 1994, the Service has had an integral role in fund raising for this cause. The participation of these members has raised the profile of the Unit and the Service.
- During an earlier visit by Chief Fantino to Jamaica, the Chief pledged to assist needy children in Kingston. PEOs Teddy Pichay, Eric Wong, Peter Cockburn, Joanne Gore, David Hemming, Greg Waite and Clerk Yvonne Giedroyc assisted in packaging school supplies and sporting equipment to be hand-delivered by the Chief on a return trip to Jamaica earlier this year. The goods were donated by Toronto's corporate and public sectors. The effort of these members was recognized at the Unit level.
- Three Unit members assisted the Aboriginal Peacekeeping Unit and Recruiting Team at the Canadian Aboriginal Festival Toronto International Pow-Wow. Members assisted with numerous enquiries from potential applicants for employment, represented the Service and fostered positive relationships at this community event.

Human Resources

- ❑ Improved the employee Attendance Enhancement Program by working with the Service's Employment and Medical Advisory Services to accommodate and/or reclassify members unable to perform the duties of a Parking Enforcement Officer.
- ❑ Promoted 13 Parking Enforcement Officers to the rank of Patrol Supervisor to improve employee supervision and support thereby reducing risk to the organization.
- ❑ Realigned the Unit reporting structure.

Training

- ✓ All front-line supervisors were provided with training and problem-solving exercises regarding "Ethics in Law Enforcement".
- ✓ All parking supervisors were provided with training in: "Supervising for Public Trust".
- ✓ Trained and certified 940 MLEOs and 45 MLEO managers on Private Property parking by-laws.
- ✓ Trained and certified 6 TTC Inspectors for enforcement of TTC routes specifically in bus stop zones.
- ✓ Trained and certified 40 City of Toronto employees for enforcement of boulevard parking, front yard parking, and city declared snow emergencies.
- ✓ Trained 33 Division officers on Parking Tag Issuance.

- ✓ Ongoing training of all front line PEO's in relation to training bulletins, policy and legislation updates.
- ✓ The joint Health and Safety Committee developed and initiated training for front-line members in the "Always-Be-Careful" and "Slips, Trips and Falls" accident prevention.
- ✓ All members received complaint abatement training on "Tag Issuance - Safety and Conflict Management".

Technology Projects

- Working with the City of Toronto Finance Department, issued a Request for Proposal for wireless hand-held ticketing devices. Field testing of various proposed solutions was completed in 2004 and recommendations for selection will be made early in 2005.

Projects

- Assisted City Council in developing by-laws related to 'look-alike-tags' and 'invoicing' for parking on several classes of private property.

GOALS FOR 2005

- ◆ Issuance of 3.015M tags (PEO/MLEO).
- ◆ Maintain a tag processable rate in excess of 97%.
- ◆ Maintain a short-term absenteeism rate of less than 4%.
- ◆ Implement wireless hand-held ticketing devices.
- ◆ Increase the number of stolen vehicles recovered.
- ◆ Increase public education regarding parking issues.
- ◆ Reduce assaults on Parking Enforcement Officers.
- ◆ Reduce public complaints.
- ◆ Increase the number of schools participating in the "School Parent Safety Program".
- ◆ Reduce the incidence of abuse regarding Disabled Persons Parking Permits and designated parking spaces through education and enforcement.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P56. ANNUAL REPORT: 2004 SUMMARY OF GRIEVANCES

The Board was in receipt of the following report JANUARY 05, 2005 from William Gibson, Director, Human Resources:

Subject: 2004 SUMMARY OF GRIEVANCES

Recommendation:

It is recommended that: the Board receive the following report for information.

Background:

At its confidential meeting on February 20, 2003, the Board requested that an annual summary report on grievances be provided for the public meeting in February each year (Board Minute No. C30/03 refers). The Board further requested that the public report include the cost of each grievance, the total costs for the year and the number of grievances where the Board, Association or both were successful.

During the year 2004 there were fifty-five (55) new grievances filed. Of this number, fifteen (15) grievances were resolved by the parties, and forty (40) remain ongoing. There were legal costs of \$1,200.00 expended for one (1) of the fifty-five (55) grievances filed in 2004.

In addition to the above, fourteen (14) grievances that were outstanding from previous years were resolved in 2004. Six (6) of these outstanding grievances were resolved through the arbitration process; three (3) by arbitration awards and three (3) withdrawn by the Toronto Police Association. The remaining eight (8) were resolved between the parties outside of the arbitration process. Of the three (3) arbitration awards received in 2004, two (2) were in favour of the Board and one (1) was in favour of the Association.

The Board has been provided with a full copy of the above decisions.

The overall legal costs expended for the above grievances amounted to approximately \$111,500.00 of which approximately \$82,550.00 was expended during 2004. The following is a breakdown of costs by type of grievance:

Number and Type of Grievance	Costs Incurred in 2004	Overall Costs During the Life of the Grievance
4 Transfer Grievances	\$52,195.81	\$69,580.14
1 Promotion Grievance	15,403.61	17,611.94
4 Policy Grievances	13,142.20	18,098.44
1 Benefits Grievance	1,807.91	6,217.91
TOTAL	\$82,549.53	\$111,508.43

The costs included fees for legal counsel, arbitrator fees and disbursements related to the arbitration hearing. The final invoice for legal fees for 2004 has not yet been received.

Ms. Maria Ciani, Manager, Labour Relations, will be in attendance to respond to any questions the Board may have in regard to this matter.

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P57. ANNUAL REPORT: 2004 SECONDARY EMPLOYMENT ACTIVITIES

The Board was in receipt of the following report JANUARY 05, 2005 from Julian Fantino, Chief of Police:

Subject: ANNUAL REPORT: 2004 SECONDARY EMPLOYMENT ACTIVITIES

Recommendation:

It is recommended that: the Board receive the following report for information.

Background :

At its meeting on February 11, 1993, the Board requested that the Chief of Police submit a semi-annual report on Secondary Employment Activities (Board Minute C45/93 refers). At the March 21, 1996 meeting, the Board further requested that all further semi-annual reports on Secondary Employment Activities include the number of new applications for secondary employment, how many were approved or denied on a year-to-date basis, as well as the total number of members engaged in secondary employment at the time of the report (Board Minute No. 106/96 refers). At its meeting on October 26, 2000, the Board passed a motion that future reports regarding secondary activities be provided to the Board on an annual basis rather than semi-annual (Board Minute No. 450/00 refers). At its meeting on February 22, 2001, the Board requested that future annual reports regarding secondary activities include a preamble that describes the Service's policy governing secondary activities (Board Minute P55/01 refers).

The Board approved a secondary activity policy for the Service at its meeting on May 2, 2000 (Board Minute C99/00 refers). Under this policy, members were required to obtain approval from the Chief of Police before participating in a "paid" secondary activity. Approval was also required for an "unpaid" activity where there may be a contravention of the Police Services Act.

On February 27, 2001, the Toronto Police Association filed a grievance with respect to the Service issuing a written reprimand to a member who failed to follow the policy and obtain permission from the Chief of Police to engage in secondary activity. The member was cited as being in breach of Service Rule 6.1.0. The grievance proceeded to arbitration and on March 20, 2003 Arbitrator McLaren found in favour of the Toronto Police Association's position that members only need to apply for the Chief's approval if the member feels he/she may be in conflict with section 49(1) of the Police Services Act. The Arbitrator concluded that Rule 6.1.0 goes beyond the powers that the Act confers on police service boards in controlling secondary activities and moreover, Rule 6.1.0 is inconsistent with the Act.

The Board's application for Judicial Review in this matter was unsuccessful. As a result, the Board filed an application for Leave to Appeal which was also unsuccessful.

Service Rule 6.1.0 has been merged with Service Procedure 14-25. The amended Procedure, which reflects the Arbitration ruling, requires members to submit an Application for Secondary Activity on Form TPS 778 for approval by the Chief of Police if the member believes the activity may place them in a conflict with Section 49(1) of the Police Services Act (P.S.A.). As an aid to members when determining whether to seek approval, Service Procedure 14-25 contains a non-exhaustive list of activities that may be considered to contravene Section 49(1) of the Police Services Act.

Approval is granted provided the secondary activity does not contravene the restrictions set out in Section 49(1) of the Police Services Act (P.S.A.).

Section 49(1) states:

- 49(1) A member of a police force shall not engage in any activity,
- (a) that interferes with or influences adversely the performance of his or her duties as a member of the police service, or is likely to do so;
 - (b) that places the member in a position of conflict of interest, or is likely to do so;
 - (c) that would otherwise constitute full-time employment for another person;
or
 - (d) in which he or she has an advantage derived from employment as a member of a Police Service.

Applications may also be denied for the following reasons:

- (1) Where the applicant has demonstrated a history of poor attendance or poor performance. Reference: P.S.A. s49(1)(a).
- (2) Where the secondary activity might bring discredit upon the member's reputation as an employee or upon the reputation of the Toronto Police Service. Reference: P.S.A. s74(1).
- (3) Where it involves the use of programs, lesson plans, technology, materials, equipment, services or procedures which are the property of the Service. Reference: P.S.A. s49(1)(d).

The Chief exercises his discretion, on a case-by-case basis, to determine whether an application is likely to violate Section 49(1) of the Police Services Act. Members whose applications are approved are required to sign an agreement which outlines the terms and conditions of the approval.

During 2004, there were 71 new applications for secondary activity received from members requesting approval to engage in secondary activities. Of the 71 new applications received, 70 have been approved and 1 has been denied.

The attached 2004 Annual Report on New Applications for Secondary Activity details the type of activities, the number of applications received from uniform and civilian members and the status of the applications. As of December 31, 2004, there were a total of 1226 members of the Service engaged in secondary activities.

Mr. William Gibson, Director, Human Resources, and Ms. Maria Ciani, Manager, Labour Relations, will be in attendance to respond to any questions the Board may have in regard to this matter.

The Board received the foregoing.

**2004 ANNUAL REPORT
ON NEW APPLICATIONS FOR
SECONDARY ACTIVITY**

TYPE OF ACTIVITY	NUMBER OF UNIFORM APPLICATIONS	NUMBER OF CIVILIAN APPLICATIONS
Sales/Service	17	21
Teacher/Lecturer/Instructor	13	3
Clerical/Office		
Driver	3	1
Restaurant/Food Services		1
Business Services		
Arts/Media	2	
Labourer	1	
Cashier	1	
Volunteer Firefighter	1	
Security		3
Writer		
Marketing		
Army/Military	1	3
Counselor		
Paramedic/Medical Services		
Auxiliary P.C.		
Other		
TOTAL	39	32

Of the 71 applications received, 70 were approved and 1 was denied.

A:/112077.doc

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P58. ANNUAL REPORT: 2004 SECONDMENTS

The Board was in receipt of the following report JANUARY 10, 2005 from Julian Fantino, Chief of Police:

Subject: 2004 ANNUAL REPORTING OF SECONDMENTS

Recommendation:

It is recommended that: the Board receive this report.

Background:

At its meeting of January 25, 2001, the Board directed that the Chief of Police report annually on secondments of Service members (Minute No. P5/01 refers). The attached Appendix is a detailed account of Service members on secondment.

In the year 2004, thirty-eight (38) uniform members and two (2) civilian members were seconded to various agencies. The Service received full cost recovery in 2004 for these secondments.

Mr. Frank Chen, Chief Administrative Officer, will be in attendance to answer any questions the Board may have.

The Board received the foregoing.

APPENDIX

No. of Members	RANK	LOCATION	TERM		
				to	
1	Sgt	City of Toronto – Emergency Measures	2003	to	2004
1	D/Sgt	Ipperwash Commission	2004.05.10.	to	2005.03.31.
1	A/Insp	Ministry of Attorney General - Victims of Crime	2001.03.01.	to	2006.02.29.
1	D/C	Ministry Public Safety & Security – Provincial Anti-Terrorism	2003.09.29.	to	2006.09.29.
1	D/Sgt	Ministry of Solicitor General – CISO	2002.01.14.	to	2006.01.14.
1	A/D/Sgt	Ministry of Solicitor General – CISO	2000.03.01.	to	2005.02.28.
1	Det	Ministry of Solicitor General – New York Police Department	2003.03.01.	to	2004.03.01.
1	Insp	Ministry of Solicitor General – Police Quality Assurance Unit	2004.07.05.	to	2006.06.30
1	D/C	Ministry of Solicitor General – VICLAS	2001.12.01.	to	2004.11.30.
1	D/C	Ministry of Solicitor General – VICLAS	2000.02.01.	to	2004.01.31.
1	S/Sgt	Ontario Police College – Basic Constable Training	2004.08.09.	to	2007.08.08.
2	Sgt	Ontario Police College – Basic Constable Training	2004.01.05.	to	2005.12.31.
2	A/Sgt	Ontario Police College – Basic Constable Training	2003.04.28.	to	2005.04.28.
1	A/Sgt	Ontario Police College – Basic Constable Training	2002.10.07.	to	2005.07.27.
1	A/Sgt	Ontario Police College – Basic Constable Training	2004.01.05.	to	2005.12.31.
1	Det	OPP – Illegal Gaming	2002.07.01.	to	2005.03.31.
1	D/C	OPP – Illegal Gaming	2002.07.01.	to	2005.03.31.
1	Insp	Provincial Repeat Offenders Parole Enforcement (R.O.P.E.)	2001.09.01.	to	2006.09.31.
1	D/Sgt	Provincial Repeat Offenders Parole Enforcement (R.O.P.E.)	2002.11.19.	to	2006.09.31.
2	Det	Provincial Repeat Offenders Parole Enforcement (R.O.P.E.)	2001.09.01.	to	2006.09.31.
7	D/C	Provincial Repeat Offenders Parole Enforcement (R.O.P.E.)	2001.09.01.	to	2006.09.31.
2	Civilian	Provincial Repeat Offenders Parole Enforcement (R.O.P.E.)	2001.09.01.	to	2006.09.31.
1	D/C	RCMP - INSET	2002.04.01.	to	2003.04.01.

No. of Members	RANK	LOCATION	TERM		
1	Sgt	RCMP – International Peacekeeping – Amman, Jordan	2004.01.04.	to	2005.01.08.
1	Sgt	RCMP – International Peacekeeping – East Timor	2003.08.17.	to	2004.05.17.
1	PC	RCMP – International Peacekeeping – Amman, Jordan	2004.01.04.	to	2005.01.08.
1	PC	RCMP – International Peacekeeping – Kosovo	2003.09.16.	to	2004.06.15.
1	D/C	RCMP – Toronto Integrated Proceeds of Crime (TIPOC)	2003.11.01.	to	2005.11.01.
1	A/Insp	SARS Commission	2004.01.12.	to	2005.09.30.
1	A/Insp	Toronto Transit Commission	2004.09.13.	to	2006.09.12.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P59. REQUEST FOR EXTENSION OF TIME TO SUBMIT REPORT:
ADVISORY AND CONSULTATIVE COMMITTEES**

The Board was in receipt of the following report JANUARY 20, 2005 from Julian Fantino, Chief of Police:

Subject: CONSULTATIVE COMMITTEES

Recommendation: It is recommended that: the Board approve an extension of two months for the report on Consultative Committees.

Background:

The Board requested that the Service provide a report for the January Board meeting (Board Minute P362/04) providing details on the “various liaison advisory and consultative committees” within the Service.

These committees reside within a number of different areas of the Service and staff require a one-month extension to complete gathering the material so that it can be submitted to the Board in an appropriate format.

Therefore, it is recommended that the Board approve an extension of two months for the submission of the report on Consultative Committees.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P60. REQUEST FOR EXTENSION OF TIME TO SUBMIT REPORT:
ANNUAL REPORT: 2004 PROFESSIONAL AND CONSULTING
SERVICES**

The Board was in receipt of the following report JANUARY 12, 2005 from Julian Fantino, Chief of Police:

Subject: PROFESSIONAL AND CONSULTING SERVICES - 2004

Recommendation:

It is recommended that: the Board approve an extension of one month for the annual report on professional and consulting services.

Background:

The Service is required to report in February of each year (Board Minute P45/03 refers) on the total expenditures, for the preceding year, related to professional and consulting services. This information is also forwarded to the City Chief Financial Officer & Treasurer.

The February Board meeting for 2005 is scheduled for February 10th. Given that the year-end closing of accounts will not be complete until approximately the end of January, the Service is not able to meet the February agenda deadline for board reports.

Therefore, it is recommended that the Board approve an extension of one month for the annual report on professional and consulting services.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command will be in attendance to answer any questions.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P61. REQUEST FOR EXTENSION OF TIME TO SUBMIT REPORT: SEMI-ANNUAL REPORT: UPDATE ON THE "60/40" MODEL AND REQUEST FOR CHANGE TO THE REPORTING PROCESS

The Board was in receipt of the following report JANUARY 11, 2005 from Julian Fantino, Chief of Police:

Subject: UPDATE ON THE "60/40" STAFFING MODEL

Recommendation:

It is recommended that:

- 1) The Board approve a request for a one-month extension to submit the semi-annual report on the "60/40" staffing model for the period of July 1st to December 31st, 2004; and
- 2) The Board approve a request to change the requirement for receipt of the semi-annual reports to its scheduled meetings in March and September.

Background :

At its meeting on October 18, 2001, the Board requested that the Chief of Police provide regular update reports on staffing results in each division following the implementation of the "60/40" model (Board Minute C189/01 refers).

The "60/40" staffing model provides for an allotment of 60% of an officer's time for calls for service (reactive activities) and 40% toward proactive activities within the community. The staffing calculations, for this model, are based on data from a number of sources and affect the number of officers deployed to all Divisions. The purpose of the calculation is twofold. The first is to equalize the workload of officers across the Service by analyzing calls for service and other data and adjusting manpower at the Divisions. An additional objective is to determine the ideal staffing for the Service to provide equal reactive and proactive services to all communities of Toronto based on a 60:40 ratio.

The semi-annual report for the period of July 1st to December 31st, 2004 is due for the February 10th Board meeting. The staffing calculations for this report requires an extensive number of reports being prepared from two databases, i.e. from Intergraph Computer Assisted Dispatch (ICAD) and Time Resource Management System (TRMS). This data will not be available until the middle of January and it will take approximately three weeks to analyse reports from the two systems. For this reason, it is recommended that the Board approve a request for a one-month extension to submit the semi-annual report on the "60/40" staffing model for the period of July

1st to December 31st, 2004. It is further recommended that the Board approve a request to realign the due dates for future semi-annual reports to its scheduled meetings in March and September.

Mr. Frank Chen, Chief Administrative Officer, will be in attendance to respond to any questions the Board may have.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

**#P62. REQUEST FOR EXTENSION OF TIME TO SUBMIT REPORT:
QUARTERLY REPORT: *MUNICIPAL FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY ACT* – COMPLIANCE RATE AND
REQUEST FOR CHANGE TO THE REPORTING PROCESS**

The Board was in receipt of the following report JANUARY 17, 2005 from Julian Fantino, Chief of Police:

Subject: QUARTERLY REPORT SEPTEMBER 2004 – DECEMBER 2004:
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF
PRIVACY ACT

Recommendation:

It is recommended that:

1. The Board approve a request for a one-month extension to submit the first quarterly report on the Service's Municipal Freedom of Information and Protection of Privacy Act compliance rate; and
2. The Board approve a request to change the requirement for receipt of the quarterly reports identifying the Service's Municipal Freedom of Information and Protection of Privacy Act compliance rates to March, June, September and December.

Background :

At its meeting on September 23, 2004 the Board recommended that the Chief of Police provide the Board with quarterly reports identifying the Service's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) compliance rates. The due dates stipulated by the Board for the submission of these reports are February, May, August, and November 2005. (BM #P284/04 refers).

Statistics for compliance rates for the last quarter of 2004 will not be available until February 2005, given that compliance is based on the provision of disclosure within 30 days following receipt of the request. Therefore, compliance in relation to requests received within the month of December 2004 cannot be determined until the expiration of a 30 day period.

The first quarterly report identifying the Service's compliance rates for the last quarter of 2004 will be provided to the Board at its March 2005 meeting. Subsequent quarterly reports reflecting compliance rates for 2005 will be submitted to the Board at the June, September, and December meetings.

It is therefore recommended that the Board approve a request for a one-month extension to submit the first quarterly report on the Service's Municipal Freedom of Information and Protection of Privacy Act compliance rate and change the requirement for receipt of quarterly reports identifying the Service's Municipal Freedom of Information and Protection of Privacy Act compliance rates and approve the request to change the due dates to submit quarterly reports in March, June, September, and December.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to answer any questions that the Board member may have.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

- #P63. MEDALS OF MERIT AWARDED TO:**
- **CHIEF OF POLICE JULIAN FANTINO; and**
 - **DEPUTY CHIEF OF POLICE STEVEN REESOR**

The Board was in receipt of the following report FEBRUARY 09, 2005 from Pam McConnell, Chair:

- Subject: MEDALS OF MERIT AWARDED TO:
- CHIEF OF POLICE JULIAN FANTINO; and
 - DEPUTY CHIEF OF POLICE STEVEN REESOR

Recommendation:

It is recommended that the Board award Medals of Merit to Chief of Police Julian Fantino (222) and Deputy Chief of Police Steven Reesor (6053).

Background:

The Toronto Police Services Board presents a number of awards in recognition of various achievements, acts of personal bravery or outstanding police service. These awards, which can be awarded to police officers or civilian members of the Toronto Police Service, are all individually approved by the Board under the Awards Program.

A Medal of Merit is the second highest award that can be granted to a police officer or civilian member. It can be awarded in response to an outstanding act of personal bravery or in recognition of highly meritorious police service. On the occasions when the Board has approved Medals of Merit for highly meritorious service, the recipients have been concluding active police service with the Toronto Police Service after long and outstanding careers characterized by dedication to providing the best policing service possible.

Chief of Police Julian Fantino and Deputy Chief of Police Steven Reesor:

Chief of Police Julian Fantino has devoted over 27 years with the Metropolitan Toronto Police Force, as it was known when he joined in 1969, and the Toronto Police Service as it is known now. After 22 years in Toronto, Chief Fantino left the Toronto police in the rank of Superintendent to fulfill the responsibilities of Chief of Police with the London Police Service followed by an appointment as Chief of Police with the Regional Municipality of York Police Service. In 1998 Chief Fantino returned to Toronto where he has been Chief of Police for the past five years. In addition to the 36 years he has been a police officer in three jurisdictions in Ontario, Chief Fantino can also be credited for a further five years, 1964 to 1969, during which he was an Auxiliary Police Officer in Toronto.

Deputy Chief Steven Reesor was appointed as a police constable in 1975 and has worked since that time progressing through ranks to his current position as Deputy Chief of Police – Policing Operations Command. In addition to his day-to-day responsibilities, he has been instrumental in encouraging the Toronto Police Service to participate in fund-raising activities for the United Way of Greater Toronto. As team leader for the Toronto Police Service, he has helped to raise thousands of dollars which ultimately support many social and health-care agencies providing vital services to citizens in Toronto.

Awarding the Medals of Merit:

On the occasions of the upcoming retirements of Chief Fantino and Deputy Chief Reesor, and in recognition of their continuous dedication to their duties as police officers and to the citizens of the City of Toronto, I believe that the Board should acknowledge its appreciation by awarding a Medal of Merit to Chief Fantino and Deputy Chief Reesor for their highly meritorious police service. It is a rare distinction of which Chief Fantino and Deputy Chief Reesor are highly deserving.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P64. IN-CAMERA MEETING – FEBRUARY 10, 2005

In addition to the public meeting conducted by the Board today, an in-camera meeting was held to consider a number of matters which were exempt from the public agenda in accordance with the criteria for considering confidential matters set out in s.35(4) of the *Police Services Act*.

The following members attended the in-camera meeting:

Chair Pam McConnell
Councillor John Filion
Mr. Hamlin Grange
The Honourable Hugh Locke, Q.C.
Councillor Case Ootes

Absent:
Dr. Alok Mukherjee

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 10, 2005**

#P65. ADJOURNMENT

Councillor Pam McConnell
Chair