



TOWNSHIP OF MELANCTHON POLICE SERVICES BOARD
WEDNESDAY, DECEMBER 7, 2011 - 4:30 P.M.
TOWNSHIP OF MELANCTHON MUNICIPAL OFFICE - COMMITTEE ROOM

AGENDA

- 1. Call to order**
- 2. Declaration of Pecuniary Interest or Conflict of Interest**
- 3. Approval of Agenda**
- 4. Approval of Minutes - September 14, 2011**
- 5. Issues Arising from the Minutes**
- 6. Presentations/Delegations**
- 7. Correspondence**
 1. Letter from Chris D. Lewis, Commissioner regarding the updated municipal policing Cost Recovery Formula
 2. Copy of a letter from the Township of East Luther Grand Valley to Dufferin Federation of Agriculture regarding ATV's Trespassing on private property
 3. Information from Gudelia Morency, Regional Outreach and Education Advisor regarding a question asked during the OIPRD Session on October 21, 2011
On File
 1. Mono PSB Minutes - June 7, 2011, September 6, 2011
 2. Township of East Garafraxa PSB Minutes - March 23, 2011, June 21, 2011
 3. Amaranth PSB Minutes - February 17, 2011, June 6, 2011, October 3, 2011
- 8. Financial**
 1. 2011 Semi-Annual Contract Policing Costs
 2. 2012 Municipal Policing Cost Estimate Billings
- 9. Detachment Commander's Report**
- 10. Committee Reports**
- 11. Other Business**
 1. Yearly Detachment Commander Performance Monitoring and Feedback Form
 2. Question from Melancthon Resident - How is Dufferin OPP dealing with the issue of trespassing by off road vehicles? Is there any plan in place to combat the problem based on feedback and information from Dufferin Federation of Agriculture and other public sources?
- 12. Public Discussion**
- 13. Date of Next Meeting**
- 14. Adjournment**

Ontario Provincial Police



Police provinciale de l'Ontario

Chris D. Lewis

Commissioner Le Commissaire File #: 614-00

November 14, 2011

Mayors / Reeves
OPP Policed Municipalities

Dear Mayor / Reeve:

The Ontario Provincial Police (OPP) and Ministry of Community Safety and Correctional Services (MCSCS) have completed an updated municipal policing Cost Recovery Formula. The updated formula, with an effective implementation date of January 1, 2012, has been approved by Treasury Board/Management Board of Cabinet (MBC). The formula is the Ontario Government's cost recovery mechanism for policing services provided to municipalities by the OPP. Shortly, the OPP will be delivering to municipalities the 2012 policing cost estimates, which will incorporate the updated Cost Recovery Formula, as applicable.

The 2008 OPP Cost Recovery Formula was used in 2011 to invoice OPP policed municipalities. It was approved by MBC in 2008 and was based on 2006-07 costs. The update to the formula, the 2010 OPP Cost Recovery Formula, is to be implemented in 2012. It is based on 2008-09 costs and will help move us closer to actual cost recovery for policing services provided to municipalities by the OPP. Previously, MCSCS had been directed by MBC to review the formula costs every two years. MCSCS has now been authorized by MBC to update the Cost Recovery Formula annually to ensure cost recovery for services provided to municipalities more closely aligns with actual expenditures associated to OPP policing delivery.

As you are aware, the purpose of the formula is to recover the cost of OPP municipal policing services provided to municipalities policed by the OPP on either a Section 5.1 (non-contract) or Section 10 (contract) basis. Composed of per officer and civilian component costs that meet the legislated requirements of the *Police Services Act*, the formula also includes operational support costs, such as vehicles, telecommunications, office automation and uniforms. As well, the salaries of the officers are reconciled annually based on actual costs incurred. A detailed summary of the 2010 OPP Cost Recovery Formula will be forwarded with each 2012 municipal policing cost estimate.

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Mayors / Reeves
Page two

The OPP recognizes that municipalities are concerned about the cost of policing services. However, the OPP is also confident that OPP policing costs, on a per capita basis, continue to compare favourably to other police services in Ontario. As Commissioner, I can assure you that the OPP will continue to work hard to provide municipalities with cost-effective and professional policing services in order to keep Ontario's communities safe and secure.

Yours truly,



Chris D. Lewis

/cmc

c: Mr. Ian Davidson
Deputy Minister – Community Safety
Ministry of Community Safety and Correctional Services

Municipal CAO/Financial Officer

Provincial Commanders

Regional Commanders



CORPORATION OF
Township of East Luther Grand Valley

P.O. BOX 249, GRAND VALLEY, ONTARIO
LON 1G0

Phone: 1-519-928-5652 Fax: 1-519-928-2275

Jane M. Wilson Clerk-Treasurer /CAO jwilson@eastluthergrandvalley.ca Glen Sterrett Road Superintendent gsterrett@eastluthergrandvalley.ca

John K. Oosterhof, Mayor
joosterhof@eastluthergrandvalley.ca

November 15, 2011

Dufferin Federation of Agriculture
633419 Hwy 10 N.
P.O. Box 101
Orangeville, ON
L9W 2Z5

Attn: Leo Blydorp

Dear Mr. Leo Blydorp

Your letter of concern with the A T V's trespassing on private property has been discussed at a joint police services board held on October the 21st in Grand Valley. The police boards that were represented were, East Luther Grand Valley, Amaranth, Melancthon, Mulmur, Mono and East Garafraxa. As chair I was asked to write a letter in response to yours. I want to thank you for bringing this issue to our attention as some of the police work is done on a notification of infraction basis. Therefore it is important that the general public make us aware of problem situations.

First of all the Police Service Boards and the OPP want the farmers that are having problems to please report them to the Police as soon as possible, preferably when the infraction occurs. The most effective contact number for the OPP in these circumstances is 888-310-1122.

Secondly they would like the federation of agriculture to point out to the police department (OPP) where the hot spots are, i.e, where these infractions occur the most, so that they can watch for these infractions on their patrols.

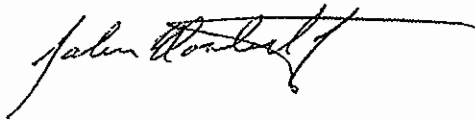
Thirdly, the Joint Police Service Board along with the Dufferin OPP would welcome other solutions or suggestions the Federation of Agriculture may have to curb such activity.

Fourth we want to advise you that it is illegal to operate an ATV on any public roadway in the County Of Dufferin except on Highway 89, Highway 10 and on the township of Melancthon roads.

There are laws on the books that police can use to curb some of this illegal activity and we do not feel that creating a new By-law would solve the problems that you are currently struggling with. But we are of course always open to new suggestions and ideas.

I hope that I have been of some help to you in addressing the problems you are having with ATV's on your properties.

Sincerely yours

A handwritten signature in black ink, appearing to read "John K. Oosterhof", with a long horizontal flourish extending to the right.

John K. Oosterhof

Mayor, East Luther Grand Valley

Denise Holmes, AMCT

From: Sarah Culshaw <sculshaw@eastluthergrandvalley.ca>
Sent: October-24-11 2:12 PM
To: 'Cathy Doherty'; Denise B. Holmes; 'Karen Canivet'; 'Karen Davidson-Lock'; 'Kerstin Shillum'; 'Tess Smith'
Cc: James Jonker; 'John Gansekoele'; 'John Oosterhof'; Steve Sills
Subject: FW: OIPRD presentation to PSB Joint Meeting in Grand Valley ON

Importance: High

From: Morency, Gudelia (JUS) [mailto:Gudelia.Morency@ontario.ca]
Sent: October 24, 2011 1:27 PM
To: sculshaw@eastluthergrandvalley.ca
Cc: Sills, Steven (JUS); Hawkins, Allison (JUS)
Subject: RE: OIPRD presentation to PSB Joint Meeting in Grand Valley ON
Importance: High

Good afternoon Sarah,

RE: OIPRD session on October 21, 2011

I would like to say thank you for the opportunity to have done a presentation to the members of the PSB of Dufferin County during the Joint PSBs Meeting on Friday October 21, 2011. I really enjoyed the discussions and questions.

The purpose of this email is to follow up with a question that was asked. If I recall correctly, the question was: "What are the penalties if the PSBs does not refer public complaints to the OIPRD?".

Under the legislation, it is mandated that police services and police services boards forward all public complaints to the OIPRD within 3 business days after receiving them. The OIPRD hopes to work cooperatively with all police services and police services boards towards an effective and transparent administration of the public complaints system. In the case that the OIPRD has knowledge that a police service or a PSB is not complying with the legislation, the OIPRD has a number of measures it can take. Obviously, a conversation would be the first avenue. If the board continues non-compliance, the Director has the power of audit a police service board in respect to its administration of the public complaints system. The cost of audits is the responsibility of police services boards. The results of audits are made public once completed.

I am copying Allison Hawkins, OIPRD Manager of Communications and Outreach in this email. Please feel free to contact me or Ms. Hawkins, if there may be any questions or comments from a member of the PSBs.

Thank you and have a great day!

Gudelia Morency
Regional Outreach and Education Advisor
Tel: (416) 212-5133
Fax: (416) 325-1874
www.oiprd.on.ca

From: Sarah Culshaw [mailto:sculshaw@eastluthergrandvalley.ca]
Sent: October 3, 2011 3:37 PM

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Business and Financial Services Bureau
Bureau des services opérationnels et financiers

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File Reference 460 20
511-C-1005

September 22 , 2011

CAO/Clerk
Township of Melancthon
157101 Highway # 10
RR #6
Shelburne ON L0N 1S9

Dear Sir/Madam:

Re: 2011 Semi-Annual Contract Policing Costs – Ontario Provincial Police (OPP)

Please find attached the *2011 Semi-Annual Contract Policing Cost Summary*, reconciling your municipality's OPP allocated policing costs for the period of January 1st to June 30th, 2011.

Please note that for this reconciliation municipalities will receive a conservative estimated credit for the greater of either, the *Provincial Services Usage (PSU)*, or a reduction of *Hours Below Minimum*, as set out in the contract, based on rates experienced within the last three years. The actual annual PSU or Hours Below Minimum rate will be applied to the final year end reconciliation. Additional particulars on costing methodologies applied to the semi-annual costing are provided in the notes attached to the summary.

The difference between the billed and semi-annual costs will be credited to the municipality directly by the Ontario Shared Services (OSS) in the next few weeks, where applicable. If you wish to use the credit amount against your current balance (or a future invoice), please clearly indicate this request on your remittance (cheque stub or remittance advice) to OSS to ensure your credit is properly applied on your account. Please note that if the calculated semi-annual costs are more than the billed amount, no invoice will be issued.

If you have any questions regarding the attached *2011 Semi-Annual Contract Policing Cost Summary*, please contact your local Detachment Commander.

Regards,

Andrew Eamer
Bureau Commander
Business and Financial Services Bureau

/cmc

Attachments

c: Chair, Melancthon Police Services Board

ec: Detachment Commander, Dufferin County Detachment
Regional Commander, Central Region

O.P.P. COSTING SUMMARY
Actual Policing Costs for the period
January 1, 2011 to June 30, 2011
(See Attached Notes)

TOWNSHIP OF MELANCTHON

Salaries and Benefits

Uniform Members	(Note 1)	Positions	\$	
Inspector		-	-	
Staff Sergeant-Detachment Commander		0.09	5,400	
Staff Sergeant		-	-	
Sergeant		0.34	17,109	
Constables		2.06	84,187	
Total Uniform Salaries	(Note 2)			106,696
Overtime (Actual)	(Note 2)			9,411
Contractual Payout (Vacation & Statutory Holidays) .	(Note 3)			2,560
Shift Premiums	(Note 4)			284
Benefits (24.7% of Salaries; 2% of Overtime)	(Note 5)			26,542
<i>Total Uniform Salaries & Benefits</i>				<u>145,494</u>
Civilian Members	(Note 1)	Positions	\$	
Court Officer		-	-	
Detachment Administrative Clerk		0.17	4,674	
Data Entry Clerk		0.04	1,032	
Caretaker		-	-	
Communication Operators	(Note 6)		2,023	
Prisoner Guards / Expenses	(Note 7)		864	
Total Civilian Salaries				8,592
Benefits (24.3% of Salaries; 17.46% Part-Time)	(Note 5)			1,807
<i>Total Civilian Salaries & Benefits</i>				<u>10,399</u>
OSS Pay and Benefit Charge	(Note 8)			<u>66</u>
Total Salaries & Benefits				155,959

Other Direct Operating Expenses

	(Note 9)	
Operational Support		801
RHQ Municipal Support		1,720
Vehicle Usage		9,088
Telephone		1,231
Office Supplies		342
Accommodation		173
Uniform & Equipment		909
Cleaning Contract		964
Mobile Radio Equipment Maintenance		705
Office Automation - Uniform		2,352
Office Automation - Civilian		112
Office Automation - Data Entry Clerks	(Note 9 j)	29
Total Other Direct Operating Expenses		<u>18,426</u>
OSS ODOE Fee		<u>212</u>
January - June 2011 Total Gross Policing Cost.		174,597
Provincial Services Usage	(Note 10)	<u>(3,946)</u>

TOTAL JANUARY - JUNE 2011 POLICING COSTS	\$	170,651
TOTAL AMOUNT BILLED		<u>174,688</u>
DIFFERENCE	(Note 11)	<u>\$ (4,037)</u>

O.P.P. COSTING SUMMARY
Actual Policing Costs for the period
January 1, 2011 to June 30, 2011

TOWNSHIP OF MELANCTHON

NOTES TO STATEMENT

- 1) Uniformed salaries used for the reconciliation to actual costs are the January 1, 2011 salaries negotiated with the Ontario Provincial Police Association (OPPA). Civilian salaries are the salaries negotiated with the OPPA effective January 1, 2011. Salaries (uniform and civilian) were prorated for the period January 1 to June 30, 2011 (181/365 days).
- 2) Salary & overtime reconciliation by rank and classification are detailed on the attached Schedule "A".
- 3) Contractual Payouts are calculated using actual costs prorated for January 1 to June 30, 2011.
- 4) Shift Premium is calculated at \$239 per Sergeant and Constable, and prorated for the period January 1 to June 30, 2011 (181/365 days).
- 5) The benefit rates are 24.7% of salaries for uniformed officers, 24.3% for civilian staff, 17.46% for part-time staff and 2% for overtime payments.
- 6) Communication Operator costs are calculated at \$1,638 per uniformed member, and prorated for the period January 1 to June 30, 2011 (181/365 days).
- 7) Prisoner Guards / Expenses are calculated at \$700 per uniformed member, and prorated for the period January 1 to June 30, 2011 (181/365 days).
- 8) Ontario Shared Services (OSS) Payroll and Benefit charge is calculated at \$394 prorated for the period January 1 to June 30, 2011 (181/365 days) per new hire and includes this municipality's portion of 2 shared Constables that started May 5, 2008 and 2 shared Part Time Data Entry Clerks that are prorated for the period April 27 to June 30 (65/181 days).
- 9) Other items are calculated as follows, and prorated for the period January 1 to June 30, 2011 (181/365 days):
 - a) Operational Support is calculated at \$649 per uniformed member.
 - b) RHQ Municipal Support is calculated at \$1,393 per uniformed member.
 - c) Vehicle Usage is calculated at \$7,360 per uniformed member.
 - d) Telephone cost is calculated at \$997 per uniformed member.
 - e) Office Supplies are calculated at \$277 per uniformed member.
 - f) Accommodation is calculated at \$140 per uniformed member.
 - g) Uniform & Equipment is calculated at \$736 per uniformed member.
 - h) Cleaning Contracts are calculated at \$781 per uniformed member.
 - i) Mobile Radio Equipment Maintenance is calculated at \$571 per uniformed member.
 - j) Office Automation is calculated at \$1,905 per uniformed member and \$1,324 per civilian member. Data Entry Clerks hired in 2011 are on the 2008 Formula therefore Office Automation is calculated at \$1,351 per Data Entry Clerk.
 - k) OSS Financial Services Fee is calculated at 1.15% of Total Other Direct Operating Expenses.
- 10) A Provincial Services Usage (PSU) reduction of 2.26% of the actual policing cost is given to the municipality. This PSU compensates the municipality for the deployment of officers to other areas in response to investigations or other occurrences deemed to be provincial responsibilities.
- 11) The difference will appear on a separate credit note which will be forwarded to your municipality by Ontario Shared Services Bureau.

O.P.P. COSTING SUMMARY
Actual Policing Costs for the period
January 1, 2011 to June 30, 2011

TOWNSHIP OF MELANCTHON

Reconciliation of Salaries

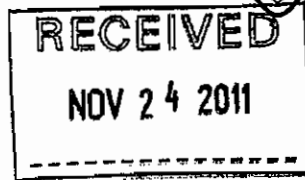
Rank	Contract Positions	2011 Annual Salary	Regular # of Hours Provided (Note 1)	Overtime Hours Provided (Note 2)	FTE Positions by Rank (Note 3)	Actual Salary Dollars (Note 3)	Actual Overtime Dollars (Note 2)
S/Sgt - Det Com 01 0.09							
Staff Sergeant 1- 23+		120,998	61	12.75	0.09	5,400	739
Total - S/Sgt - Det Com 01							
			61	12.75	0.09	5,400	739
Sergeants 0.34							
Sergeant 1- 23+		101,850	176	31.50	0.29	14,604	1,537
Sergeant 1- 17-23		99,345	31	1.50	0.05	2,505	71
Total Sergeants							
			207	33.00	0.34	17,109	1,609
Constables 2.06							
1st Class 1- 23+		90,997	172	11.25	0.27	12,023	490
1st Class 1- 17-23		88,492	206	15.00	0.32	14,010	636
1st Class 1- 8-17		85,988	211	9.75	0.33	13,944	402
1st Class 1- 3-8		83,483	483	93.38	0.75	31,064	3,735
2nd Class		74,304	-	-	-	-	-
3rd Class		66,790	256	56.25	0.40	13,147	1,800
4th Class		58,437	-	-	-	-	-
Part Time Constables							
		66,790					
Total - Constables							
			1,326	185.63	2.06	84,187	7,069
Total - All Ranks			1,594	231.38	2.49	106,696	9,411
Total Hours Worked in Contract					1,594		
Minimum Hours Required in Contract					1,811		
Hours Provided to Municipality Below Required Minimum					(217)		

Notes:

- 1) The number of hours provided includes regular hours only and does not include overtime hours.
- 2) The overtime hours are accumulated by rank and classification and are charged at the appropriate hourly rate.
- 3) The full time equivalent (FTE) number of officers (Staff Sergeant Detachment Commander, Staff Sergeant, Sergeant and Constable) were obtained by dividing the number of regular officer hours provided in each classification by the total number of regular officer hours. That percentage is multiplied by the number of positions in the contract. Actual salary dollars are then obtained by multiplying the FTE number by the annual salary for each classification. Salaries were then prorated for the period January 1 to June 30, 2011 (181/365 days). Overtime is the actual overtime for the period and is not prorated.

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Business and Financial Services Bureau
Bureau des services opérationnels et financiers

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File # 511-C-1005

November 21, 2011

CAO/Clerk
Township of Melancthon
157101 Highway # 10
RR #6
Township of Melancthon ON L0N 1S9

Dear Sir/Madame:

Re: 2012 Municipal Policing Cost Estimate Billings – Ontario Provincial Police (OPP)

Please find attached the 2012 estimated OPP policing costs for your municipality, in accordance with the contract between your municipality and the Ministry of Community Safety and Correctional Services. As per the contract terms, the 2003 OPP Cost-Recovery Formula has been applied to determine the 2012 Estimate.

The estimated salaries are based on the 2012 uniform and civilian salary rates outlined in the 2011-2014 Compensation Framework Agreement, between the Ministry of Governmental Services and the Ontario Provincial Police Association. Current benefit rates have been included in the annual estimate and will be applied to the final year end reconciliation, (25.0% for uniform officers and 24.9% for civilian staff).

The OPP Commissioner has recently advised all OPP-policed municipalities of an approved update to the cost recovery formula used to determine municipal policing costs. A standard cost schedule based on the 2010 Formula rates has been attached for your reference. A municipality transitioning from the 2008 Formula would incur a small overall cost increase, approximately 2%, as result of the implementation of the new Formula. A municipality transitioning from the 2003 Formula this year would incur a cost increase of approximately 9%. The formula recovers costs based on expenditures in 2008-09 and therefore updates the municipal policing costs to more current costs. The OPP is authorized to update the cost recovery formula rates on an annual basis going forward.

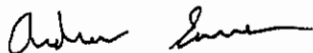
At the August 2011 meeting of the Association of Municipalities of Ontario (AMO), the Ministry of Community Safety and Correctional Services committed to provide each OPP-policed municipality with a summary of the OPP Deployment Model methodology. For your reference a summary of the methodology is attached. The OPP is looking forward to ongoing dialogue on potential options for managing costs and transparency around the cost recovery formula and the deployment model.

A credit for Provincial Services Usage (PSU) has been deducted from the 2012 total estimated policing costs, thereby reducing monthly billings throughout the invoicing year. The PSU credit compensates municipalities for the deployment of officers to other areas in response to investigations or other occurrences deemed to be provincial responsibilities. Municipalities are being credited for one half of their three year average PSU percentage rate, to a maximum of five percent of their 2012 estimate. A final adjustment for actual PSU experience will be reflected in the year-end reconciliation.

Please note, that interest will be charged on overdue accounts and it is applied retroactively to outstanding balances.

If you have any questions regarding this estimate, please contact Catherine McCauley, Acting Manager Contract Policing Financial Services Unit, at (705) 329-6913.

Yours truly,



Andrew Eamer
Bureau Commander
Business and Financial Services Bureau

Attachments

c: Chair, Melancthon Police Services Board
Detachment Commander, Dufferin County Detachment
Manager, Contract Policing Section

ec: Commander, Central Region

O.P.P. COSTING SUMMARY
 Estimated Policing Costs for the period
 January 1, 2012 to December 31, 2012

TOWNSHIP OF MELANCTHON

Salaries and Benefits

Uniform Members	Positions	\$	
Inspector	-	-	
Staff Sergeant-Detachment Commander	0.09	10,706	
Staff Sergeant	-	-	
Sergeant	0.34	33,352	
Constables	2.06	<u>179,714</u>	
Total Uniform Salaries (Note 1)			223,772
Overtime (3 Yr Avg)			20,813
Contractual Payout (Vacation & Statutory Holidays)			5,189
Shift Premium			574
Benefits (25.0% of Salaries; 2% of Overtime)			<u>56,359</u>
Total Uniform Salaries & Benefits			306,707
Civilian Members	Positions	\$	
Detachment Administrative Clerk	0.17	9,425	
Data Entry Clerk	0.12	5,792	
Caretaker	-	-	
Communication Operators		4,079	
Prisoner Guards		<u>1,743</u>	
Total Civilian Salaries (Note 1)			21,039
Benefits (24.9%, 19.5% PT)			<u>4,492</u>
Total Civilian Salaries & Benefits			25,530
OSS Pay and Benefit Charge			<u>193</u>
Total Salaries & Benefits			332,430

Other Direct Operating Expenses

Operational Support		1,616	
RHQ Municipal Support		3,469	
Vehicle Usage		18,326	
Telephone		2,483	
Office Supplies		690	
Accommodation		349	
Uniform & Equipment		1,833	
Cleaning Contract		1,945	
Mobile Radio Equipment Maintenance		1,422	
Office Automation - Uniform (Note 2)		4,743	
Office Automation - Civilian (Note 2)		225	
Office Automation - Civilian (Note 2)		<u>162</u>	
Total Other Direct Operating Expenses			37,262
OSS Financial Services Fee			<u>429</u>
2012 Total Estimated Gross Policing Cost			370,121
Provincial Services Usage			<u>(10,191)</u>

TOTAL ESTIMATED POLICING COST \$ 359,930

O.P.P. COSTING SUMMARY -
Estimated Policing Costs for the period
January 1, 2012 to December 31, 2012

TOWNSHIP OF MELANCTHON

Notes:

- 1) The estimated policing cost for 2012 is based on the 2012 Uniform and Civilian Salary schedules under the 2011 - 2014 Compensation Framework Agreement.
- 2) Office Automation is calculated at \$1,905 per uniformed member and \$1,324 per civilian member. Data Entry Clerks hired in 2011 are on the 2008 Formula therefore Office Automation is calculated at \$1,351 per Data Entry Clerk FTE.

Ontario Provincial Police
2012 Cost Estimate Schedule for Municipal Policing (Based on 2010 Formula)

<u>Item</u>	<u>2012 Estimates</u>
Uniformed Staff Salaries ❶ (Based on 2012 salary rates)	Inspector \$ 129,726 Staff Sergeant \$ 118,951 (Detachment Commander) Staff Sergeant \$ 110,616 (Program Manager) Sergeant \$ 98,093 Constable \$ 87,240 Part-time \$ 66,790
Overtime Rate ❶	8.7% of uniformed staff salaries
Shift Premium	\$600 per uniformed member – sergeant and below
Contractual Payouts Rate ❶ (Vacation and Statutory Holidays)	3.5% of full-time uniformed staff salaries
Civilian Staff Salaries ❷ (Based on 2012 salary rates)	Court Officer \$ 57,255 Detachment Administrative Clerk \$ 55,439 Caretaker \$ 46,961
Benefit Rates ❷	25.0 % uniformed staff 24.9 % civilian staff 19.6 % part-time uniform staff 19.5 % part-time civilian staff 2 % overtime payments
Ontario Shared Services (OSS) Payroll Fee	\$394 per new FTE
Support Salaries and Benefits (cost per uniformed member)	Communication Operators \$5,003 Prisoner Guards \$1,223 Office Automation Support \$666 Telephone Support \$118 Operational Support * \$3,679 (* Includes Training, Forensics, Contract Policing, Recruiting)
Other Direct Operating Expenses (ODOE) (cost per uniformed member, unless otherwise stated)	Communication Centre \$245 Operational Support * \$943 RHQ Municipal Support \$1,776 Vehicle Usage \$8,750 Telephone \$1,206 Office Supplies & Equipment \$464 Accommodation \$481 Uniforms & Equipment \$1,211 Cleaning Contract \$195 Mobile Radio Maintenance \$625 Office Automation - Uniform \$1,707 - Civilian \$1,985 (per civilian member) OSS Financial Services Fee 1.15% of total ODOE

❶ *Municipalities are billed based on actual costs at year-end.*

❷ *Current annual rates, updated as required.*

A 2008 Cost Recovery Formula comparison follows.

**Ontario Provincial Police
Cost Recovery Formula Comparison
2012 Cost Estimate For One Costable**

Expenditure Category	Notes	2010 Formula		2008 Formula		Differential	
		\$	%	\$	%	\$	%
Uniform Salaries and Benefits							
Constables	1.0 FTE						
Total Uniform Salaries	2012 rates	\$87,240		\$87,240			
Overtime	(Provincial Average)	\$7,590	8.7%	\$7,677	8.8%	-\$87	-1.1%
Contractual Payout (Vacation & Statutory Holidays)	(Provincial Average)	\$3,053	3.5%	\$2,512		\$541	21.6%
Shift Premiums		\$600		\$458		\$142	31.0%
Benefits (25% salary and 2% overtime)	2012 rates	\$21,962		\$21,964		-\$2	0.0%
Total Uniform Salaries and Benefits		\$120,445		\$119,851		\$594	0.5%
Support Staff Costs (Salaries and Benefits)							
Communication Operators		\$5,003		\$4,784		\$219	4.6%
Prisoner Guards		\$1,223		\$1,199		\$24	2.0%
Office Automation Support	Note 1	\$666		\$556		\$110	19.7%
Telephone Support	Note 1	\$118		\$133		-\$15	-11.3%
Operational Support**	Note 1 & 2	\$3,679		\$1,049		\$2,630	250.7%
Sub-total Support Staff Costs		\$10,689		\$7,722		\$2,967	38.4%
Other Direct Operating Expenses (ODOE)							
Communication Center		\$245		\$220		\$25	11.4%
Operational Support**	Notes 1 & 2	\$943		\$400		\$543	135.8%
RHQ Municipal Support		\$1,776		\$1,657		\$119	7.2%
Vehicle Usage		\$8,750		\$9,707		-\$957	-9.9%
Telephone	Note 1	\$1,206		\$1,215		-\$9	-0.8%
Office Supplies and Equipment		\$464		\$440		\$24	5.6%
Accommodation		\$481		\$457		\$24	5.2%
Uniform & Equipment		\$1,211		\$1,202		\$9	0.7%
Cleaning Contract		\$195		\$183		\$12	6.7%
Mobile Radio Equipment Maintenance		\$625		\$732		-\$107	-14.6%
Office Automation	Note 1	\$1,707		\$1,947		-\$240	-12.3%
Ontario Shared Services (OSS) Financial Services Fee	1.15%	\$202		\$209		-\$7	-3.3%
Sub-total ODOE Support Costs		\$17,805		\$18,369		-\$564	-3.1%
Total Support Costs		\$28,494		\$26,090		\$2,404	9.2%
Total Estimated Policing Costs		\$148,939		\$145,941		\$2,998	2.1%

Notes:

1) For comparative purposes the 2008 Formula details above list support staff costs (salaries and benefits) separately. In the 2008 Formula these costs were grouped together with other direct operating expenses. They are now detailed separately in the 2010 Formula.

2) Operational Support includes training, forensics, Contract Policing unit, recruiting



OPP Deployment Model

Ontario Provincial Police Deployment Model



November 2011

Introduction

Policing in Ontario is governed by the Ontario Police Adequacy Standards which define core police activities. These standards are enshrined in provincial legislation under section 4(2) of the *Police Services Act* (PSA) which states that "adequate and effective police services must include, at a minimum, all of the following police services":

- Crime Prevention
- Law Enforcement
- Victim Assistance
- Public Order Maintenance
- Emergency Response

The above five categories exemplify the wide array of responsibilities of Ontario's police services. To meet these requirements, the Ontario Provincial Police (OPP) must have a valid and objective means of determining the number of officers needed to provide adequate and effective policing as defined in the PSA. The starting point of assessing staffing needs is the front-line constable. The OPP must be able to determine the number of general law enforcement constables needed to keep Ontario's citizens safe and secure.

The (OPP) Deployment Model has been used by the OPP to adequately and effectively staff detachments since the late 1980s. Originally developed by the Illinois State Police, the computerized model has been significantly refined by the OPP and is used as an important tool to accurately identify the number of front-line constables required to address calls for service.

The OPP has received government approval to use the model to identify workload and apportion OPP costs to municipalities receiving policing pursuant to Section 5.1 of the Police Services Act (PSA), as well as municipalities policed by agreement pursuant to Section 10 of the PSA.

To determine the number of constables required to respond to Calls For Service (CFS) the Deployment Model considers five parameters;

1. Detachment Characteristics
2. Availability Factor
3. Calls for Service/Response Standard
4. Policing Standards
5. Patrol Standards

These five parameters are explained in detail in this document. Note that the OPP Deployment Model *does not* calculate the level of uniform staff required for the supervision of front-line constables, or the level of uniform and civilian staff required to provide operational and administrative support. Supervision and administrative support are determined by both OPP policy and operational requirements for each location.

Deployment Model Parameters

1. Detachment Characteristics

For the purpose of the Deployment Model, OPP detachments are classified as either *Area* or *Linear*.

Area Detachments: provide both provincial (provincial parks and highways, unincorporated areas, waterways) and municipal policing services over a defined geographical area. The Deployment Model takes into consideration the total area, in square kilometres, policed by the *Area* detachment.

Linear Detachments: provide strictly highway patrol functions, particularly in the Greater Toronto Area where the OPP has jurisdiction over provincial highways and municipal policing functions are provided by municipal and regional police services.

2. Availability Factor

If a position were occupied and available for calls at all times (i.e. 8 hours per shift, 365 days per year) an officer would be available 2920 hours a year. However, many aspects of police work, as well as terms of employment, impact on a constable's availability to respond to calls for service. To determine the availability factor these impacts are tabulated annually, using the OPP's Activity Reporting System¹ as an information source, and averaged on a per officer basis.

These include:

Weekends (two days)	= 832 hours
Statutory Holidays	= 88 hours
Vacation Days	= 157 hours
Maternity/parental leave	= 20 hours
Sick leave	= 53 hours
WSIB	= 13 hours
Court	= 123 hours
Training	= 92 hours
<u>Administration</u>	<u>= 75 hours</u>

Total hours unavailable = 1453

An analysis of this information reveals that for each constable position, two constables are actually required because each individual officer is only available to respond to calls for one half of the year

¹ Note: Each officer is required to complete and submit a **Daily Activity Report**. This form captures information, such as the type, location and time spent on each occurrence to which the constable responds. The information is then inputted into a central repository where it can be used to manage OPP resources.

3. Calls for Service/Response Standard

The primary function of constables is to respond to Calls for Service (CFS). The model calculates the number of constables required per detachment to respond to CFS, the bulk of which are criminal or traffic occurrences. The OPP's Daily Activity Report is used to determine the average length of time required to investigate criminal and traffic occurrences (with the exception of homicides which are factored into the model using a different methodology). For both criminal and traffic CFS the total Initial and Follow-Up hours recorded are summed and divided by the total number of occurrences to produce the average Criminal Code (CC) and Motor Vehicle Collision (MVC) values.

Criminal occurrence CFS includes *Criminal Code of Canada* codes 328 to 561, as well as:

- Death / Injury Investigation
- Domestic Investigation
- False Alarms
- Emergency / Compassionate Message
- Missing / Lost / Overdue Persons
- Rescues

Motor Vehicle Collisions (MVC) occurrences include:

- MVC Fatal
- MVC Personal Injury
- MVC Property Damage
- MVC Non-Reportable

Using Activity Report data, the average time² taken to investigate a Criminal or MVC occurrence was calculated at:

Criminal: 4.6 hours

MVC: 2.4 hours

For each detachment and shift the total number of CC and MVC CFS are multiplied by the provincial average time for CC and MVC investigations respectively. The model adjusts the results for each detachment's hours of operation. The result is the total number of hours spent on CC and MVC CFS. The model then calculates, by detachment and shift, the number of constables required.

The model also takes into account the probability of simultaneous CFS and considers the percentage of time an officer will be available to immediately respond to a CFS.

² * Note: Court time and administrative time are not included in this calculation given that they are already included in the Availability Factor.

The optimum situation for a police service is to have a 100 percent *Response Standard*, i.e. officers being able to respond to all CFS immediately. However, this model is cost-prohibitive and unrealistic. To this end, the OPP have adopted a 92 percent *Response Standard*. This standard was adopted to account for the peaks and valleys in the number of active CFS for any given time interval. The reason for this is tied to the fact that the 92 percent *Response Standard* provides for effective and efficient policing for most days when there are an average number of CFS. Officers have available time to provide proactive non-patrol service (e.g., RIDE). They also respond to CFS's that do not require an immediate response. Other factors that impact upon this decision are the vision / mission of the organization, knowledge of local conditions, and public expectations of the police.

4. Officer Safety Standards

To maximize officer safety, OPP policy directs mandatory two constable patrols (when practical) during specific hours of operation and for specific calls for service that require a two member response. Detachments are consequently assigned safety standards. For a detachment that provides daily 24-hour coverage, the following safety standard called Safety and Backup coverage is used.

Constable Positions

- (2 Officers per police vehicle) for 2200 to 0800 hours
- (1 Officer per police vehicle) for 0800 to 2200 hours

Detachments with hours less than 24-hour coverage have *Safety and Backup* calculations adjusted to reflect the hours when constables are available on a call-out basis.

5. Patrol Standards

The model determines the number of officers required for patrol, and patrol-related activities, based on the number of kilometres and traffic volumes of 400 Series and King's highways, as well as rural roads located within the boundaries of each detachment.

The Patrol Standards incorporated into the model include:

400 series highway: patrol interval – 2 hours
400 series highway: (Enhanced Patrol Standard) - patrol interval 75 minutes³
King's Highway: Patrol Interval – 8 hours
Rural roads: Patrol Interval – 1 week

Base (Unadjusted) Patrol Speed

400 Series Highway: 100 km/h
King's Highway: 80 km/h
Rural Roads: 64 km/h

³ Note: The 75 minute enhanced patrol for selected detachments was first tested and implemented in 1992.

Summary

The OPP has provided municipal policing services to Ontario's municipalities under contract since the 1940s. The number of municipalities contracting services from the OPP continues to increase and now stands at 149. A further 173 municipalities receive OPP non-contract policing services (total 322).

Contract Policing Section will continue to support municipal policing in the province of Ontario by providing client-focused costing proposals, pursuant to the PSA, to requesting municipalities as the OPP moves into its second century of policing excellence, proudly serving the people and communities of Ontario.

Part of the mandate of the Contract Policing Section is to develop, in cooperation with detachments, regions and General Headquarters stakeholders, client-focused policing proposals for municipalities and private consortiums who have requested a costing for OPP contract policing services. This is done upon the approval and direction of the Ministry of the Community Safety and Correctional Services pursuant to the PSA.

The OPP Deployment Model is used by the OPP to effectively staff detachments by calculating the number of constables required to adequately and effectively respond to CFS. However, this is only one tool that the OPP utilizes in order to maintain integrity in the staffing of detachments. The analysts also complete an array of consultations with stakeholders such as Police Service Boards, Municipal Councils, Community Policing groups as well as internal OPP stakeholders mentioned previously. It is only after these comprehensive examination and consultative phases that the analyst prepares a costing proposal for the municipality to review. Public safety is paramount and a vital consideration during all phases of the OPP staffing process regardless of whether the municipality is policed under section 5.1 or section 10 of the PSA.

Incidents Included/Not Included in Deployment Model Calculations

Code	Title	DM
328	Aggravated Sexual Assault	Yes
330	Sexual Assault with Weapon	Yes
332	Sexual Assault	Yes
333	Assault- Level 1	Yes
335	Assault with Weapon or CBH – Level 2	Yes
336	Aggravated Assault – Level 3	Yes
339	Unlawfully Causing Bodily Harm	Yes
340	Discharge Firearms with Intent	Yes
341	Assault Police	Yes
343	Assaults – Other Peace or Public Officer	Yes
345	Assaults – Other	Yes
346	Sexual Offences (Not Assaults)	Yes
350	Abduction – Person under 14	Yes
351	Abduction - Person under 16	Yes
352	Abduction – Contravene Custody Order	Yes
353	Abduction – No Custody Order	Yes
356	Robbery – Firearms	Yes
358	Robbery – Other Offensive Weapons	Yes
360	Robbery – Other Robbery	Yes
363	Utter Threats to Person	Yes
371	Break and Enter – Business Premises	Yes
373	Break and Enter – Residence	Yes
375	Break and Enter – Other	Yes
386	Theft of Automobile	Yes
388	Theft of Trucks	Yes
390	Theft of Motorcycles	Yes
392	Theft of Other Motor Vehicles	Yes
403	Theft > \$5000 – Bicycles	Yes
405	Theft > \$5000 – From Motor Vehicles	Yes
407	Theft > \$5000 – Shoplifting	Yes
409	Other Thefts > \$5,000	Yes
420	Theft < \$5000 – Bicycles	Yes
422	Theft < \$5000 – From Motor Vehicles	Yes
424	Theft < \$5000 – Shoplifting	Yes
426	Other Thefts 5000 and Under	Yes
437	Have Stolen Goods	Yes
448	Frauds – Cheques	Yes
450	Frauds – Credit Cards	Yes
451	Frauds – Welfare	Yes
452	Frauds – Other	Yes
463	Prostitution – Bawdy House	Yes
465	Prostitution – Procuring	Yes
467	Prostitution – Other	Yes
478	Gaming – Betting House	Yes
480	Gaming – Gaming House	Yes
482	Gaming and Betting – Other	Yes
493	Off. Weapons – Explosives	Yes
495	Off. Weapons – Prohibited Weapons	Yes
497	Off. Weapons – Restricted Weapons	Yes
499	Off. Weapons – Other	Yes
510	Other Criminal Code – Arson	Yes
512	Other Criminal Code – Bail Violation	Yes
514	Other Criminal Code – Counterfeiting Currency	Yes
516	Other Criminal Code – Disturb the Peace	Yes

518 Other Criminal Code – Escape Custody	Yes
520 Other Criminal Code – Indecent Acts	Yes
522 Other Criminal Code – Kidnapping	Yes
523 Other Criminal Code – Obscene Material	Yes
524 Other Criminal Code – Public Morals	Yes
525 Other Criminal Code – Child Pornography	Yes
526 Other Criminal Code – Obstruct Public or Peace Officer	Yes
528 Other Criminal Code – Prisoner Unlawfully at Large	Yes
530 Other Criminal Code – Trespass by at Night	Yes
532 Mischief (Property Damage) over \$5,000	Yes
534 Mischief (Property Damage) \$5,000 and Under	Yes
535 Criminal Harassment	Yes
536 Other Criminal Code	Yes
538 Heroin Possession	Yes
539 Heroin Trafficking	Yes
540 Heroin Importation	Yes
542 Cocaine Possession	Yes
543 Cocaine Trafficking	Yes
544 Cocaine Importation	Yes
547 Other Drug Possession	Yes
548 Other Drug Trafficking	Yes
550 Other Drug Importation	Yes
553 Cannabis (Marihuana) Possession	Yes
555 Cannabis (Marihuana) Trafficking	Yes
556 Cannabis (Marihuana) Importation	Yes
557 Cannabis (Marihuana) Cultivation	Yes
558 Controlled Drugs Trafficking	Yes
560 Restricted Drugs Possession	Yes
561 Restricted Drugs Trafficking	Yes
750 Fatal MVC	Yes
751 Fatal MVC – Impaired or over 80	Yes
752 PI MVC	Yes
753 PI MVC – Impaired or over 80	Yes
754 PD MVC	Yes
755 PD MVC – Impaired or over 80	Yes
756 Non Rep MVC	Yes
757 Non Rep MVC – Impaired or over 80	Yes
859 Death/Injury Invest.	Yes
872 Domestic Investigation – Non C.C.	Yes
873 False Alarm	Yes
885 Emerg-Compass Message	Yes
924 Miss/Lost/Overdue Persons	Yes
926 Rescues	Yes
302 Murder First Degree	No
304 Murder Second Degree	No
305 Manslaughter	No
307 Infanticide	No
309 Attempted Murder	No
564 Federal Statues – Bankruptcy Act	No
566 Federal Statues – Canada Shipping Act	No
568 Federal Statues – Customs Act	No
570 Federal Statues – Excise Act	No
57 Federal Statues – Immigration Act	No
572 Federal Statues – YCJA	No
574 Other Federal Statues	No
580 Provincial Statues – Mental Health Act (MHA)	No
585 Provincial Statues – Liquor Act	No

587 Provincial Statues – Securities Act	No
589 Other Provincial Statues	No
602 Municipal By-Laws (Ex. Traffic)	No
731 TTCI Fatal Investigation: OPP	No
732 TTCI PI Investigation: OPP	No
733 TTCI PD Investigation: OPP	No
734 TTCI Fatal Investigation: Other Agency	No
735 TTCI PI Investigation: Other Agency	No
736 TTCI PD Investigation: Other Agency	No
737 Reconstructionist OPP	No
738 Reconstructionist Other Agency	No
740 Breath Testing Operator	No
741 RIDE	No
742 Impaired RIDE	No
743 Over 80 – RIDE	No
744 Impaired Regular	No
745 Over 80 – Regular	No
746 12 Hour Suspension – Alert Warning	No
747 Refuse Alert	No
748 Refuse Breathalyser	No
758 PD not investigated at scene for CRC's	No
760 Traffic Escort	No
764 Abandoned Auto	No
766 Traffic Control	No
768 Non-MVC TR Invest.	No
769 Commercial Vehicle Impoundment	No
770 Debris on Highway	No
771 Pedestrian on Highway	No
772 Vehicle Blocking Lane	No
773 Assist Motorist	No
799 Traffic Court, Non MVC	No
800 Firearms Other Applic. Invest.	No
801 Firearms License Applicant Investigation	No
802 DARE	No
804 Firearms License Refusal	No
805 Firearms License Revocation	No
806 Firearms FIP processes	No
808 Photo Lic. Program	No
809 CPIC Comm. And Social Service	No
811 Foreign Visa Work Applic. Invest.	No
813 Process Security Guard/Priv. Invest.	No
814 Process Prov. Gov. Employees	No
816 FOI Processing	No
818 OPP Chorus	No
820 Assist Other Non-Municipal Police Agency	No
821 Assist. Gov. Agency	No
830 Conveyance – Medical	No
833 Conveyance – Non-Medical	No
850 DNA Data Bank – Sampling	No
851 DNA Data Bank – Other Activity	No
852 DNA – Warrant Sampling	No
853 DNA – Warrant Other Activity	No
860 EM- Public Order	No
861 Major Event Occurrence	No
865 Suspicious Package	No
866 Suspicious Vehicle	No
867 Suspicious Persons	No

870 Defibrillators	No
875 Insecure Premises	No
876 Marihuana Eradication	No
877 CPTED	No
897 Lost Property	No
898 Found/Recovery Property	No
899 Recovered Motor Vehicle	No
930 Complaint Investigation – Public	No
931 Complaint Investigation – Internal	No
935 Com. Pol. – Plan Development	No
936 Com. Pol. – Consultation – Non – Planning	No
937 Com. Pol. – Plan Activities	No
938 Com. Pol. – Plan Evaluation	No
940 Com. Pol. – Plan Presentations	No
941 PFR Survey	No
975 Security Detail – Court	No
976 Security Detail – VIP	No
977 Security Detail – Prisoner	No
978 Security Detail – Psych. Fac.	No
979 Security Detail – Property	No
980 Security Detail – YCJA	No
988 Non- Force Process	No
989 Force Process	No
991 Flying Time	No
992 General- Incident	No
993 Multiple Crime-No Clear Hierarchy of Severity	No
994 911 –Hang Up	No
995 Parking Infractions	No
3024 Suicidal Person	No
3263 SOR Sex Offender Registry	No
9001 Media Relations	No