

NOTICE OF THE REGULAR MEETING OF THE OAK BAY POLICE BOARD TO BE HELD IN COUNCIL CHAMBERS, OAK BAY MUNICIPAL HALL, 2167 OAK BAY AVENUE, OAK BAY, BC, ON TUESDAY JANUARY 24, 2017 AT 5:00 PM

AGENDA



CALL TO ORDER:

DELEGATIONS:

1. Meet & Greet with the Oak Bay Police Association Executive:
President, Sgt Rob Smith
Vice President, Cst Julie Chanin
Secretary, Cst Sheri Lucas

PRESENTATIONS

2. Oak Bay Emergency Response and Recovery Plan - Eileen Grant,
Emergency Program Manager

APPROVAL OF AGENDA

ADOPTION OF MINUTES:

3. Regular Meeting
[Minutes - November 22, 2016](#)

DEPARTMENT REPORTS:

4. Financial Report
[Rpt. 1 - Financial Report Estimate as of December 31, 2016](#)
[Rpt. 2 - Statement of Expenditures - December 31, 2016 \(est.\)](#)
5. Overtime Reports
[Rpt. 1 - November 2016](#)
[Rpt. 2 - December 2016](#)
6. Chief Constable's Monthly Update
[Rpt. 1 - Chief Constable Brinton, January 10, 2017](#)

7. Oak Bay Police Strategic Plan 2013-2017
[Rpt. 1 - D.Chief Thom, Strategic Plan Quarterly Report December 2016](#)
[Rpt. 2 - Crime Statistics Comparison - 2014-2016](#)
8. High Visibility Policing
[Rpt. 1 - Deputy Chief Thom, October - December, 2016](#)
9. Support Services Report
[Rpt. 1 - Sgt Rob Smith, Fall 2016 Redacted](#)

COMMUNICATIONS:

10. 2017 Meeting Schedule
[Attach. 1 - 2017 Police Board Meetings & Conferences](#)
11. Police Board Orientation at JIBC, January 28, 2017 - Resolution Required for Travel Expenses
12. Canadian Association of Police Governance
[Corresp. 1 - CAPG Committee Call to Action](#)
13. BC Association of Police Boards - 2017 AGM & Conference
[Corresp. 1 - BCAPB Notice of Annual General Meeting](#)
[Corresp. 2 - BCAPB 2017 AGM & Conference Registration Form](#)
[Corresp. 3 - BCAPB AGM Agenda \(Draft\)](#)
[Corresp. 4 - BCAPB Call for Resolutions](#)
[Corresp. 5 - BCAPB Resolutions guidelines](#)
14. Sponsorship Request - 2017 BCAPB AGM & Conference
[Corresp. 1 - Bill Reid, BCAPB, January 16, 2017](#)
15. BC Association of Police Boards
[Corresp. 1 - BCAPB - Appointment of Executive Board](#)
[Attach. 1 - BCAPB Code of Conduct template](#)

CHIEF'S ORDERS (POLICY CHANGES)

16. OH 010
[Attach. 1 - OH 010 Chief Brinton, January 10, 2017](#)

[Attach. 2 - OH 010 Department Issued Firearms DRAFT](#)

[Attach. 1 - OD 240 Chief Brinton, January 10, 2017](#)

[Attach. 2 - OD 240 ViCLAS DRAFT](#)

NEW BUSINESS:

ADJOURNMENT:

That the open portion of the Police Board meeting be adjourned and that a closed session be convened to discuss personnel and contractual issues, which may be dealt with in private under the Police Act.

MINUTES of the open portion of the regular meeting of the OAK BAY POLICE BOARD held in Council Chambers of Oak Bay Municipal Hall, 2167 Oak Bay Ave, Oak Bay, BC, on Tuesday, November 22, 2016 at 5:00 p.m.

PRESENT:	Board Members:	Nils Jensen, Chair Mary Kelly Brian Rendell Sandra Waddington
	Chief Constable Executive Assistant/Recording Secretary	Andy Brinton Laura Lang
ABSENT:	Board Member Deputy Chief Constable CAO & Police Board Secretary	Blair Littler Kent Thom Helen Koning

Chair called the meeting to order at 5:02 p.m.

APPROVAL OF AGENDA:

Agenda approved.

ADOPTION OF MINUTES:

RESOLVED that minutes of the open portion of the regular meeting of the Oak Bay Police Board, held on Tuesday, October 25, 2016, be adopted.

DEPARTMENT REPORTS:

Overtime (October, 2016)

Overtime is still high due to long term absences. There are two new members starting at the end of the month and the Detective Constable position has been moved back to patrol until the end of the year. One of the members who has been off long-term may possibly be returning by the end of December.

Chief Constable's Monthly Report (October 11, 2016)

A general discussion was held regarding the recent opioid overdose issues in BC. The police department has ordered a small amount of Naloxone nasal spray and training will be held in December, prior to members carrying and administering.

Chief Brinton wanted the Board to be aware that some Police Associations have concerns regarding members administering Naloxone as the Independent Investigations Office (IIO) has indicated that they will exert jurisdictional control if a death occurs while police are attempting to save a life, either while administering Naloxone, CPR or by other means. BC Chiefs are currently working through this issue with the IIO prior to the new MOU being entered into. The BC Association of Police Boards are also working towards a change in the IIO getting involved in cases of failed attempts to save lives.

MOVED and seconded: That all of the Department Reports be received.

CARRIED

COMMUNICATIONS:

4. Police Board Appointments – Order in Council

MOVED and seconded: That Order in Council 799, extending the appointments of Mary Kelly until December 31, 2018 and Sandra Waddington until December 13, 2017 be received.

CARRIED

5. Disaster and Emergency Response

Discussion held regarding the municipal process for disaster response and the role that police play in this process. Chief Brinton will forward electronic copies of the municipal Emergency Response and Recovery Plan to all Board members for their review. It was also suggested that Ilene Grant, municipal Emergency Program Manager be invited to attend either the January or February meeting and provide a presentation to the Board.

6. Joint Meeting of Police Board and Council

Items to be covered at a joint meeting to include a question period regarding the 2017 Budget, current Strategic Plan and progress to date as well as the new Strategic Plan process starting in 2017 for 2018-2022. Tentative date set for March 14. Recording secretary will contact Corporate Services to canvas Council regarding confirmation of a date and time.

NEW BUSINESS:

No new business.

ADJOURNMENT:

RESOLVED that the open portion of the meeting be adjourned and that a closed session be convened to discuss personnel and contractual issues, which may be dealt with in private under the *Police Act*.

The open portion of the meeting adjourned at 5:35 p.m.

Certified Correct:

Secretary, Oak Bay Police Board

Chair, Oak Bay Police Board

**Estimate of Expenditures – December 31, 2016
(100.00%)**

POLICE BOARD	112.14%	The purchase of the iPads as well as several unplanned training sessions, have caused this account to exceed budget amounts.
TOTAL ADMINISTRATION	96.82%	Although there are a few areas within the Administration Budget that were exceeded slightly, overall this category remains under budget.
Overtime – Protective	246.52%	Numerous extended sick & Worksafe absences have caused the overtime account to exceed the annual budget.
TOTAL PROTECTIVE SERVICES	97.58%	
TOTAL TRAINING	95.95%	
Repairs & Supplies – Building Exp.	123.37%	Several unexpected building maintenance issues, in addition to extra costs related to the ladies locker room/washroom renovation caused this account to exceed budget.
TOTAL BUILDING EXPENSES	97.88%	
TOTAL SUNDRY AUTO EQUIPMENT	117.29%	\$1,704 for insurance for the new police vehicle #74 was allocated to this account by the Finance Department.
TOTAL AUTO EQUIPMENT #72	127.78%	Four new tires & rotors were needed for car 72 and only two were budgeted for. Fuel consumption exceeded the budget amount by \$1,000.00. Insurance was higher than anticipated.
TOTAL AUTO EQUIPMENT #74	107.50%	Wages & benefits on this car much higher than budgeted. Likely due to the conversion process on the new vehicle.
MYST – Sundry	225.75%	This account appears to be over budget as there is a \$1,000 donation that has been received and not yet journalized to this account.
OTHER EXPENSES	33.06%	The 2016 expenses for the Integrated Units have been processed, not yet journalized to the GL. Still waiting for an invoice for the Undercover Policing program.
TOTAL OPERATIONAL	96.13%	Slightly below the annual budget.

**THE CORPORATION OF THE DISTRICT OF OAK BAY
POLICE DEPARTMENT**

		STATEMENT OF EXPENDITURES AS AT:	16-Dec-31	100.00%		
			Year to Date	Budget	%	Variance
10221100	5900	POLICE BOARD SUNDRY	\$13,457	\$12,000	112.14%	-\$1,457
		TOTAL POLICE BOARD	\$13,457	\$12,000	112.14%	-\$1,457
		ADMINISTRATION				
10221200	1101	SALARIES FULL TIME	\$454,699	\$454,474	100.05%	-\$225
10221200	1201	BENEFITS	\$31,486	\$35,000	89.96%	\$3,514
10221200	2001	LEGAL FEES	\$5,641	\$15,000	37.61%	\$9,359
10221200	2100	CAR ALLOWANCE/TRAVEL	\$28	\$400	7.00%	\$372
10221200	2101	CONFERENCES/MEETINGS	\$9,556	\$17,465	54.72%	\$7,909
10221200	3300	OFFICE SUPPLIES	\$11,209	\$10,700	104.76%	-\$509
10221200	5900	SUNDRY	\$9,102	\$8,827	103.12%	-\$275
10221200	9999	RECOVERIES	-\$16,435	-\$20,000	82.18%	-\$3,565
		TOTAL ADMINISTRATION	\$505,286	\$521,866	96.82%	\$16,580
		PROTECTIVE SERVICES				
10221300	1101	SALARIES FULL TIME	\$2,458,209	\$2,581,679	95.22%	\$123,470
10221300	1103	OVERTIME - MANAGEABLE	\$245,946	\$99,766	246.52%	-\$146,180
10221300	1106	OVERTIME - STAT. HOLIDAYS	\$52,975	\$67,716	78.23%	\$14,741
10221300	1107	OVERTIME - RECOVERABLE	\$7,774			-\$7,774
10221300	1201	BENEFITS FULL TIME-PROTECTIV	-\$39,039			\$39,039
10221300	1906	E.I.	\$31,180	\$30,500	102.23%	-\$680
10221300	1907	C.P.P.	\$65,663	\$62,500	105.06%	-\$3,163
10221300	1908	SUPERANNUATION	\$513,318	\$486,500	105.51%	-\$26,818
10221300	1909	GROUP INSURANCE	\$4,698	\$5,000	93.96%	\$302
10221300	1931	DENTAL	\$38,877	\$40,500	95.99%	\$1,623
10221300	1934	UNIFORM CLEAN ALL'CE	\$8,307	\$9,080	91.49%	\$773
10221300	1935	W.C.B. ASSESSMENTS	\$43,201	\$38,000	113.69%	-\$5,201
10221300	1936	W.C.B. REIMBURSEMENT	-\$73,675			\$73,675
10221300	1939	EHB	\$33,983	\$34,100	99.66%	\$117
10221300	3500	RADIO	\$28,963	\$47,100	61.49%	\$18,137
10221300	3700	CLOTHING, UNIFORMS ETC	\$30,646	\$36,790	83.30%	\$6,144
10221300	3800	TELEPHONE	\$27,530	\$28,960	95.06%	\$1,430
10221300	4200	REPAIRS & SUPPLIES	\$36,787	\$38,550	95.43%	\$1,763
10221300	4500	COMPUTER - PRIME	\$31,894	\$39,802	80.13%	\$7,908
10221300	4602	SMALL EQUIPMENT REPLACEMENT	\$27,382	\$28,950	94.58%	\$1,568
10221300	5901	SAANICH GEN SERV. CONTRACT	\$190,655	\$190,655	100.00%	\$0
10221300	5907	SAANICH DISPATCH	\$141,089	\$142,799	98.80%	\$1,710
10221300	6001	RETIREMENT RESERVE	\$0	\$18,500	0.00%	\$18,500
10221300	6650	IT SERVICES	\$3,806	\$6,825	55.77%	\$3,019
10221300	8800	CAPITAL REPLACEMENT	\$20,000	\$20,000	100.00%	\$0
10221300	8815	OLD MAJOR CRIMES RESERVE	\$0	\$20,000	0.00%	\$20,000
10221300	9999	RECOVERIES	-\$152,528	-\$202,835	75.20%	-\$50,307
		TOTAL PROTECTIVE SERVICES	\$3,777,641	\$3,871,437	97.58%	\$93,796
		TRAINING				
10221500	5904	TRAINING EXPENSES	\$28,065	\$29,250	95.95%	\$1,185
		TOTAL TRAINING	\$28,065	\$29,250	95.95%	\$1,185

**THE CORPORATION OF THE DISTRICT OF OAK BAY
POLICE DEPARTMENT**

STATEMENT OF EXPENDITURES AS AT: 16-Dec-31 100.00%

			Year to Date	Budget	%	Variance
BLDG EXPENSES						
10221600	1102	WAGES HRLY FULL TIME	\$1,284	\$2,278	56.37%	\$994
10221600	1202	BENEFITS HRLY FULL TIME	\$728	\$1,253	58.10%	\$525
10221600	3900	ELECTRICITY	\$7,573	\$8,560	88.47%	\$987
10221600	4000	WATER	\$912	\$1,000	91.20%	\$88
10221600	4100	NATURAL GAS	\$399	\$1,000	39.90%	\$601
10221600	4200	REPAIRS & SUPPLIES	\$17,272	\$14,000	123.37%	-\$3,272
10221600	5600	CUSTODIAL SUPPLIES	\$4,908	\$5,000	98.16%	\$92
10221600	5601	JANITOR SERVICES	\$15,215	\$16,247	93.65%	\$1,032
TOTAL BLDG EXPENSES			\$48,291	\$49,338	97.88%	\$1,047
SUNDRY AUTO EQUIPMENT (bike maintenance, car washing, etc.)						
10221730	4201	GAS & OIL FOR EQUIPMT	\$150	\$150	100.00%	\$0
10221730	4202	EQUIP'T PARTS SUPPLIES	\$3,193	\$2,700	118.26%	-\$493
TOTAL SUNDRY AUTO EQUIP.			\$3,343	\$2,850	117.30%	-\$493
AUTO EQUIPMENT # 71 (2014 Ford Taurus Police Interceptor)						
10221731	4201	GAS & OIL FOR EQUIPMT	\$4,272	\$6,900	61.91%	\$2,628
10221731	4202	REPAIRS, INSURANCE	\$8,074	\$5,432	148.64%	-\$2,642
TOTAL AUTO EQUIPMENT # 71			\$12,346	\$12,332	100.11%	-\$14
AUTO EQUIPMENT # 72 (2015 Ford Explorer)						
10221732	4201	GAS & OIL FOR EQUIPMT	\$5,670	\$4,600	123.26%	-\$1,070
10221732	4202	REPAIRS, INSURANCE	\$5,518	\$4,156	132.77%	-\$1,362
TOTAL AUTO EQUIPMENT # 72			\$11,188	\$8,756	127.78%	-\$2,432
AUTO EQUIPMENT # 73 (2008 Toyota Camry Hybrid)						
10221733	4201	GAS & OIL FOR EQUIPMT	\$130	\$1,150	11.30%	\$1,020
10221733	4202	REPAIRS, INSURANCE	\$4,148	\$3,322	124.86%	-\$826
TOTAL AUTO EQUIPMENT # 73			\$4,278	\$4,472	95.66%	\$194
AUTO EQUIPMENT # 74 (2016 Ford Explorer)						
10221734	4201	GAS & OIL FOR EQUIPMT	\$6,334	\$6,900	91.80%	\$566
10221734	4202	REPAIRS, INSURANCE	\$28,760	\$25,745	111.71%	-\$3,015
TOTAL AUTO EQUIPMENT # 74			\$35,094	\$32,645	107.50%	-\$2,449
AUTO EQUIPMENT # 75 (2014 Ford Taurus Police Interceptor)						
10221735	4201	GAS & OIL FOR EQUIPMT	\$4,098	\$6,900	59.39%	\$2,802
10221735	4202	REPAIRS, INSURANCE	\$4,904	\$5,832	84.09%	\$928
TOTAL AUTO EQUIPMENT # 75			\$9,002	\$12,732	70.70%	\$3,730

**OAK BAY POLICE DEPARTMENT
MONTHLY OVERTIME REPORT
Month of: November, 2016**

Overtime Type	Overtime hours worked	Year to Date (hours)	Previous YTD (hours)
Investigation	2.5	49	83.25
Court	6	36	106
Sick Relief	269.25	2,288	831.75
WCB Relief	-	40	30
Shift Coverage	5	28.5	132
Special Duty *	-	19	33
Training	42	184	75.5
Meetings	10	114.5	187.5
Total	334.75	2,759	1,479
Hours Banked	42.5	830	536
OT Bank balance (hours)	n/a	1,094	955

OT Hours Paid	Current \$ Amt	Year to Date \$ Amount	Previous Year to Date \$ Amount
292.25	\$30,953.90	\$199,048.27	\$87,371.80

**OAK BAY POLICE DEPARTMENT
MONTHLY OVERTIME REPORT
Month of: December, 2016**

Overtime Type	Overtime hours worked	Year to Date (hours)	Previous YTD (hours)
Investigation	6.75	55.75	89.25
Court	6	42	112
Sick Relief	197.5	2,485.5	880.25
WCB Relief	-	40	30
Shift Coverage	54	82.5	134
Special Duty *	-	19	33
Training	78	262	84.5
Meetings	.5	115	188.5
Total	342.75	3,101.75	1,551.5
Hours Banked	15	845	560
OT Bank balance (hours)	n/a	941	926

OT Hours Paid	Current \$ Amt	Year to Date \$ Amount	Previous Year to Date \$ Amount
327.75	\$34,103.87	\$233,152.14	\$90,782.37



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: January 10, 2017
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: Chief's Monthly Update – November and December 2016

District of Oak Bay Mayor and Council Priority Session

I attended this priority session with the other municipalities' managers to assist Mayor and Council as they developed their priorities for the coming year. This was a good opportunity to gain an understanding of the important initiatives currently underway in the District and where the police department fits into these.

Oak Bay Block Watch Appreciation Dinner

This is the annual dinner we host to show our appreciation to the 50 plus block watch captains in this community. This year we decided to include other volunteers and invited members of our Reserve Program along members of the Saanich PD Reserve Program. It was a great evening with a keynote speaker presenting on computer security.

New Human Resource Manager

I formally met with the new District of Oak Bay Human Resource Manager, Bonnie Donnelly. I was able to provide her with an orientation to the department and begin discussions on where she can provide HR support to the department.

South Vancouver Island Integrated Dispatch Centre

A series of meetings took place as we worked towards the consolidated dispatch centre service agreement proposals.

Greater Victoria Police Diversity Advisory Committee Event

I attended a relationship building initiative hosted by DAC at the Victoria Native Friendship Centre along with 2 other members from OBPD. It was a great initiative in which we met with first nation leaders, elders, and youth. Facilitated discussions led to opportunities to hear their concerns and gain feedback on how the police can work better with this part of our community.

Willow Elementary School Remembrance Day Ceremony

I attended this event along with the mayor, MLA, military and school personnel. The students held a very nice ceremony and it was good to show our support. Several seniors from the Oak Bay Lodger were present and appreciated this effort.

Oak Bay Remembrance Day Ceremony

The ceremony is organized by the OB Police and Fire Departments. A committee was struck this year made up of clergy, military and other interested parties with an emphasis on creating a more inclusive theme to the event. Approximately 1500 people attended and we received significant positive feedback on the ceremony and general tone of the ceremony. A debrief was held with the committee afterwards and we anticipate there will be continued improvement each year.

BC Association of Municipal Chiefs of Police

We meet monthly to discuss matters specific to the municipal police agencies. A number of topics were discussed including some committee work being done. Topics discussed included the structure of the BC Police Academy and certain MOU's that are currently being updated in which all agencies will be signing off on.

BC Association of Chiefs of Police

We meet 3 times a year with the November meeting in Victoria. There were a number of topics discussed and committee reports received. Of special interest was a presentation by an ex Toronto Metro Police executive member on Racial Profiling – Lessons Learned which described the Toronto experience and efforts that have been made to improve the situation there. We also had presentations on topics such as supervised injection sites and an update from Police Services on E-Ticketing. I am part of the Crime Prevention Committee and we took the opportunity to meet and discuss the status of the committee and future direction.

Police Awards Night

I attended the annual Police Awards night held at Government House. While there were no Oak Bay PD members receiving awards this year it is important to show the general support of the police community.

Independent Investigations Office (IIO) Presentation

The IIO held an information session in Sidney designed to provide information to the general membership on their mandate and processes. I attended along with a member

of the Oak Bay Police Association. It was informative and it is clear the IIO is reaching out to the police community to clear any misinformation that may exist.

Saanich – Oak Bay Police Service Agreement

A great deal of work has gone into the renewal of the Service Agreement including meetings with Sannich PD and legal reviews.

Budget Presentation to Mayor and Council

The 2017 budget was presented to Mayor and Council. I was able to provide an overview and answer any questions. The budget was accepted and added to the overall 2017 Provisional Budget. The 2017 municipal budget will be approved by May 2017 after a series of Estimate Committee meetings.

Victims of Crime Committee

I am a member of the Victims of Crime Committee through the Canadian Association of Chiefs of Police. The committee meets 3 times a year and I hosted this 2 day meeting in Victoria. Victim advocacy were discussed as well as an overview of the Victims of Crime supports available in BC given. Representatives from Victim Services Alberta provided an excellent presentation on mass victimization based on the fires in Fort MacMurray, the killing of police officers in Mayerthorpe and the 2013 mass flooding in Southern Alberta.

Regional Domestic Violence Unit Open House

The RDVU has recently moved to a new office and undergoing a significant change of personnel. I attended an open house to view the new office and meet with the staff. This was a good opportunity to gain some better understanding of how they can assist with Oak Bay cases and to show support to their staff.

Andy BRINTON
Chief Constable

Quarterly Report – December 2016

Oak Bay Police Department

2013–2017 Strategic Plan

Strategic Direction #1 Reduce Crime and Enhance Public Safety: Elder Crime Prevention

Initiative	Action	Status
1.1.1 Crime Prevention Presentations For Seniors	Scooter Safety Rodeo	Because of vacancy in Community Liaison Officer (CLO) position and unavailability of stakeholders to assist in putting on the event this fall, this has been rescheduled for May 2017.
	Participation in the World Elder Abuse Awareness Day	Due to vacancy in CLO position, we were not able to participate in the annual WEAAD.
	Presentation to Seniors on personal Safety at Senior Centers and Assisted Living Centers	No sessions held thus far in 2016. Will be a priority when CLO position filled
	Relevant contributions to the Oak Bay Volunteer Newsletters	Nothing published this quarter.

<p>1.1.2 In-Service Elder Abuse Awareness Training For Other Service Providers</p>	<p>BCCPA sponsored Abuse of Older Adult presentation to Service Providers</p> <p>Involvement on Regional Coordination of Initiatives on Elder Abuse</p>	<p>Workshop hosted at the Municipal Hall in 2016. Saanich and Central Saanich PD attended along with other service agencies.</p> <p>Attendance at regular Community Resource Network meetings focusing on dementia.</p> <p>The Community Liaison Member presented to Paramedics, North Saanich Fire, and RCMP. Additional programs to be planned when CLO position filled</p>
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Strategic Direction #1 Reduce Crime and Enhance Public Safety: Traffic Safety and Enforcement

Initiative	Action	Status
<p>1.2.1 Speed Watch Program</p>	<p>The Oak Bay Police Department Reserve Program to conduct Speed Watch sessions.</p>	<p>In the last quarter of 2016, Reserve Constables conducted Speed Watch and Cell Watch (Operation Hang-Up) deployments. Several events were also attended by Reserves in this quarter including the Avenue Market and 'Sausage Fest'. Several hours also spent distributing counterfeit awareness information to local merchants and 'Lock it or Lose It' pamphlets throughout the municipality.</p>

<p>1.2.2 Active Transportation to Schools</p>	<p>The School Liaison Officer to coordinate the department’s involvement in a series of school bicycle events such as bike rodeos and bike trains.</p>	<p>School Resource Officer, Cst Lueder, was assisted by parent volunteers in organizing a bike rodeo for Grade 5 students at Willow’s school.</p> <p>Cst Lueder also organized and delivered a bike rodeo at Glenlyon Norfolk School with assistance from school staff.</p> <p>A Bike Train to Willows School took place on May 4 with 5 police officers, 1 police Reserve, the Mayor and two municipal councilors involved. Dozens of students and numerous parents involved as well.</p> <p>School Zone Safety: Due to long term vacancies that had to be filled, Cst Lueder was assigned to Patrol Division for most of the final quarter of 2016 but conducted school zone enforcement and education at various Oak Bay schools each morning and afternoon of each school day when available.</p> <p>Static Speed Reader Boards placed strategically at arterial routes that impact area schools.</p>
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1.2.3 Road Safety

The B.C. Association of Chiefs of Police identifies a Provincial Enforcement Campaign each year. Oak Bay PD has adopted five of the proposed campaigns due to their relevance to this jurisdiction.

March 01 to 31 - Distracted Drivers Campaign / Occupant Restraint Campaign

May 01 to 31 - High Risk Driving Campaign

July 01 to 31 - Summer Impaired Driving Campaign (Alcohol/Drug)

September 01 to 31 Distracted Drivers Campaign / Occupant Restraint Campaign

December 01 to 31 - Winter Impaired Driving Campaign (Alcohol/Drug)

The fifth campaign was the Winter Impaired Driving Campaign involving both alcohol and drug. A summary of that campaign follows:

Total hours committed = 30 hours (approx)

Violation tickets issued = 3

Written warnings = 7

Breath tests=9 (9 passes)

Strategic Direction #1 Reduce Crime and Enhance Public Safety: Youth Crime Prevention

Initiative	Action	Status
1.3.1 Engage with Elementary School Aged Students	<p>Delivery of WITS (Walk away, Ignore, Talk about it, Seek help) program</p> <p>Deliver ERASE (Expect Respect and A Safe Education) Bullying program</p>	<p>Cst Lueder did WITS presentations at Willows and Glenlyon Norfolk Schools in this quarter.</p> <p>Girl Scouts tours of OBPD HQ were performed by Cst Lueder in conjunction with Patrol Division.</p>
1.3.2 Engage with High School Aged Students	<p>Delivery of PARTY (Prevent Alcohol and Risk Related Trauma In Youth) program to Grade 10 students</p> <p>Deliver other presentations to students focused on relevant issues during the school year</p>	<p>Cst Lueder assisted in the delivery of the P.A.R.T.Y. program on October 12. November's program was cancelled.</p> <p>Cst Lueder partnered with the OB Fire Department to provide Halloween safety tips to schools in Oak Bay.</p> <p>Cst Lueder has attended school councilor meetings weekly and specifically reaches out to kids identified as troubled. This involves subtle coffee sessions and meets with select <u>kids needing support</u>.</p>
1.3.3 Student Safety	Work with school staff to update the SAFE Plans (School Action For Emergencies) for area schools	Cst Lueder and other OBPD members participated in an Active Shooter/School Lockdown exercise at OB High in October.

Strategic Direction #1 Reduce Crime and Enhance Public Safety – Police Visibility

Initiative	Action	Status
1.4.1 Police Post and High Visibility Policing	For the 4th quarter of 2016: Police Post: 31 hrs Bike Patrols: 11 hrs Foot patrols: 101 hrs Marine Patrols; 4.5 hrs Static Traffic Enforcement: 83.5 hrs Total: 231 hrs	Ongoing
1.4.2 Mountain Bike Training	To seek out a Police Bike Training Course in 2016.	There have been no training sessions announced in the region as of yet. In progress
1.4.3 Police-Student Sporting Event	To identify a youth bases sporting event.	Several OBPD and OBFD members participated in a Dodge Ball competition at Monterey school in the spring of 2016. Because of his assigned to Patrol Division, Cst Lueder unable to arrange for an event in the fall.

Strategic Direction #2 Integration – Leveraging Area Expertise and Sharing Resources

Initiative	Action	Status
2.1.0 Explore short term secondment opportunities	Seek out opportunities in 2016	OBPD member, Cst Grekul, to be assigned to new Federal policing Integrated Unit (E-INSET) expected to take place in January.
2.2.0 Ensure all members have current Crisis Intervention and De Escalation training	CID Training Requalification for members	Completed - All members have been re-certified for another 3 years.
2.3.0 Integrated Team Familiarization	Presentation to Oak Bay members by one area Integrated Unit.	S/Sgt Andy Walsh and S/Sgt Liz Wipper of the Saanich PD Detective Office finished attending musters to discuss specialized investigative services that SPD provides OBPD through the service contract.

Strategic Direction #3 Community Engagement

Initiative	Action	Status
3.1.0 Building upgrade/replacement planning	To continue the building assessment and facility renewal process with the District of Oak Bay	Ongoing Phase II of Building Assessment-Options discussion took place on June 7.
3.2.0 Media Relations	<p>The Community Liaison Officer to regularly publish to one local publication.</p> <p>In-service training sessions on Media Relations</p> <p>Social Media program</p>	<p>Chief Brinton provided a 'looking ahead' article for the Oak Bay News giving some insight on what the organizational vision is for the OBPD for 2017.</p> <p>All OBPD members received muster training in Media Presentation and Familiarization.</p> <p>Approved and implemented Policy on Social Media in Department policy manual (AF-120). The OBPD currently has Twitter account sending regular "tweets" highlighting noteworthy news and events. Sgt Craib attended social media conference.</p>
3.3.0 Publish overview page on municipal website to inform public of integrated policing involvement	A description of the Integrated Policing Units within the Capital Regional District is currently on the website. To update with the 2016 numbers.	To be completed

3.4.0 School Liaison Officer will meet with the school based Parent Advisory Committees	The School Liaison Officer will continue with the PAC meeting for the 2016/2017 school year.	Cst Lueder attended a PAC meeting at Oak Bay High School this quarter. The School Resource Officers presence was not requested for any other PAC meetings this quarter.
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Strategic Direction #4 Developing Our Employees

Initiative	Action	Status
4.1.0 Member wellness	Deliver the Road to Mental Readiness (R2MR) Program	2 local members trained as trainers in the Road to Mental Readiness program. Training of all OBPD staff and Reserves took place in November. 90% of staff, including civilian support and reserve constables, now trained in R2MR
4.2.0 In-house Expertise	Develop subject matter expertise and in-house instructor capacity, i.e. Use of Force Training	<p>Seconded OBPD member received certification in Standard Use of Force Instructor Course. This member has already been involved in providing Use of Force training to 2016 class of reserves (1 OBPD reserve trained), and regular police officers.</p> <p>All OBPD members began mandatory Use of Force Training in March. Most members trained as of the end of September.</p> <p>6 members qualified in use of Carbine(G36).</p>

<p>4.3.0 Develop integrated training opportunities with other agencies</p>	<p>To seek out training opportunities in 2016 and deliver training at Oak Bay Police Dept. musters.</p>	<p>Cst Klein-Beekman was recognized by the JIBC as a Standard Field Sobriety Test instructor, He provided week long training for Vancouver Island officers in February, and is was scheduled to lecture at the BCJI in October, however the course was cancelled due to low enrollment. Cst Sheri Lucas assisted the Justice Institute staff in training police recruits in the Police Records Information Management Environment (PRIME) database.</p> <p>Royal Canadian Marine Search and Rescue and Integrated Road Safety presentations at daily musters</p>
<p>4.4.0 Develop in-house training sessions for Reserve Constables</p>	<p>The Support Services Sergeant to organize training for the department's Reserve Constables and to seek out training opportunities with the neighbouring agencies.</p>	<p>Reserve Constables participated in Road to Mental Readiness training in November.</p> <p>One Reserve is fully qualified in Crime Prevention Through Environmental Design (CPTED) and we hope to be using him for home security checks in the future.</p>

Oak Bay Police Department
2014-2016 Statistics

Reportable to Stats Canada

Offence	2014 Total	2015 Total	2016 Jan-June	2016 July-Dec	2016 Total
Robbery	4	1	0	0	0
Assaults/Sex Assaults	30	26	14	10	24
Utter Threats	14	10	3	5	8
B&E – business	7	8	4	1	5
B&E – residence	17	45	25	18	43
B&E – other	4	17	8	3	11
Theft of Motor Vehicle	6	3	5	2	7
Theft from Motor Vehicle	86	88	47	48	95
Theft under \$5,000	91	89	46	39	85
Fraud	33	38	26	20	46
Mischief	117	127	78	44	122
Cause Disturbance	11	8	8	3	11
Counterfeit Currency	1	2	1	13	14
Trespass at Night	1	3	2	0	2
Breach/Bail violations	7	10	1	3	4
Drug Possession	48	34	9	11	20
Impaired Drivers (CC and 90 day IRP)	31	35	8	9	17
Fail to Stop (Provincial)	26	19	5	9	14

Non-Reportable to Stats Canada

Category

Bylaws	227	198	112	133	245
Parking Violations	118	133	62	65	127
Collisions	156	189	68	81	149
Assist Public	620	620	374	308	682
Lost and Found	252	297	160	180	340
Suspicious Persons	477	522	223	193	416
False Alarms	460	458	227	209	436
Liquor Offences	72	57	13	15	28
Property Check Program	262	245	88	123	211
Violation Tickets/Warnings Issued	1,543	1,205	701	342	1,043
PRIME FILE COUNT	4,606	4,671	2,313	2,276	4,590



Oak Bay Police Department
High Visibility Policing
Quarterly Report
October – December, 2016

Prepared by:
Deputy Chief Kent Thom

In the fourth quarter of 2016 there were 231 hours of High Visibility Policing initiatives recorded. A summary of each of these initiatives is provided below:

Bike Patrols: There were 11 hours of bike patrols documented during this reporting period. Some of the areas covered during bike patrols were Willows Beach, Glenlyon Norfolk School, Willows School, the Esplanade and Municipal Hall. Bike patrols were able to assist regular patrol members at an intrusion alarm and to conduct vacation home checks throughout the municipality.

Foot Patrols: There were 101 hours of foot patrols conducted during this reporting period. Areas of focus were the Oak Bay Village area, Estevan Avenue, Uplands Park, Oak Bay Marina, Bowker Creek Park, Henderson Rec Centre, Royal Victoria Yacht Club, Anderson Hill Park, Windsor Park and the Chinese Cemetery.

Traffic Enforcement: During this reporting period there were 83.5 hours dedicated to traffic enforcement. Written warnings were given for expired insurance and several Immediate Roadside Prohibitions were given for impaired driving. Roadblocks were conducted at several locations, including Beach and Windsor, Henderson at Uplands Campus and Foul Bay Rd.

Police Posts: There were 31 hours conducted at Police Posts on Oak Bay Avenue and at Cattle Point. The Girl Guides were given a tour of the police station and were shown a car and uniform kit by members on duty that evening.

Marine Patrol/Marine Watch: There were 4.5 hours of Marine Patrols/Marine Watch during this quarter. This included time spent at the Oak Bay Marina on foot as well as two meetings with the RCMP Marine Unit regarding matters of mutual interest.

Hours Dedicated to High Visibility Policing Initiatives

October – December, 2016

Quarterly Totals	Oct	Nov	Dec	TOTAL
Foot	31.5	43.5	26	101
Police Post	12	9.5	9.5	31
Marine Patrols	3	0.5	1	4.5
Bike Patrols	5	2	4	11
Static Traffic	25	20.5	38	83.5
TOTAL	76.5	76	78.5	231



Support Services Section

Monthly Activity Report

Fall, 2016

Admin Sergeant	Sgt Rob Smith
Records /Block Watch	Rebecca
Front Desk	Heather
Community Liaison Officer	Cst Dorothy Junio (Spring 2017)
School Resource Officer	Cst Markus Lueder
Mobile Youth Services Team	Cst Jennifer Gibbs
Reserve Constable Program	R/Cst Taylor, R/Cst Malhotra, R/Cst Blackhall, R/Cst Carrie, R/Cst Marshall, R/Cst Adolf
Support Services Assistance	Cst. Sean Hickey (Temporary Assignment)

Admin Sergeant

I began the month of September with a *Use of Force Community of Practice Meeting* on the 7th at the Justice Institute of BC in New Westminster. This was one of a series of meetings organized by the JI to bring all of the Use of Force Instructors from around the province together to discuss best practices and in this instance, to weigh in on the Provincial Police Standards that are being developed around the subject of Use of Force. A representative from Police Services was in attendance and shared drafts of policies centered on intermediate weapons, Use of Force Reporting and minimum requalification standards.

Mid-month found Dorothy Junio and me speaking with Christine van Reeuyk of the Oak Bay News regarding the amount of found property that the department receives on a regular basis and the hurdles faced in returning that property to its owner. The subsequent article in the September 28th issue of the Oak Bay News can be found here: <http://www.oakbaynews.com/news/395120121.html>

September 14th saw the last of the BIA's Summer Markets on the Avenue and the beginning of a short reprieve from the busyness of the summer and all of the special events that the OBPD participates in. The reprieve was short-lived though as by mid-September, plans were being finalized for the CIBC Run for the Cure at UVic (October 2nd), the Goodlife Fitness Victoria Marathon (October 9th) and sights were being set on Halloween, Remembrance Day and the myriad of Christmas events yet to come.



I took vacation time from the end of September until mid-October and returned to duty on October 18th, just in time for a roll call briefing about the local Royal Canadian Marine Search and Rescue (RCMSAR) and how we might best use their resources.

Several times throughout the year, various local agencies are brought in for roll call training where each of the four patrol watches and support service employees are given presentations on a variety of topics. October and November's roll call training involved the RCMSAR personnel and September/October saw presentations by our representative to the Integrated Road Safety Unit. The roll call training is designed to keep patrol members (especially) up to date on current best practices and often aids in strengthening relations with other agencies so we might best work together.

October 19th saw the Chief, Deputy Chief and me at the range for our annual pistol qualifications and the next week involved the BC Crime Prevention Association's (BCCPA) 38th annual symposium from October 27th to 29th in Richmond, BC.

This year's BC Crime Prevention symposium focused on engaging communities and listening to the voices of the citizens being served by police agencies and crime prevention organizations. Delegates from around the province were treated to numerous presentations and workshops designed to educate and engage. The OBPD was fortunate enough to be able to send four of us to this year's event including myself, Heather (front counter) and two Reserve Constables. Highlights for those of us in attendance

included an introduction to the Garage 529 bike theft solution and a comprehensive guide on how to best work with communities in our efforts to combat Elder Abuse. More on the symposium and on the BCCPA can be found here: <http://bccpa.org/wp-content/uploads/2016/12/BCCPA-News-Winter-2016.pdf>

While away at the symposium, the OBPD Police Association held its regular monthly meeting on October 27th. This meeting saw the election of a completely new association executive with the President, Vice-president and Treasurer all stepping down at the same time. I was fortunate enough to be elected President and look forward to representing the members of the OBPD alongside Julie Chanin (Vice-president) and Sheri Lucas (Treasurer).

All four of the department's "Tasers" (CEW's) were taken in for their yearly testing in October and all four are operating within manufacturer's specifications. Provincial Police Standards regarding CEW testing, storing, reporting, training and the like all continue to be adhered to.

The month of November saw the OBPD hit particularly hard with illness and injury. Strained backs, a broken wrist, blown knee and other ailments contributed to the fact that at points throughout this month, the number of members available for duty at any one time was reduced by as much as 25% of the force. This lack of members available for duty necessitated the re-deployment of Cst Lueder (School Liaison) to patrol indefinitely and many of my days were spent augmenting patrol as well; often just as a third "cover" vehicle but also at times as the watch commander.

November saw the introduction of "Road to Mental Readiness" (R2MR) training and the beginning of fall recertifications in Intermediate Weapons and Use of Force protocols.

Three dates were set aside for the "Road to Mental Readiness" (R2MR) training which is designed to "reduce stigma and increase resiliency in police employees". The importance of this training is rooted in the fact that emergency response personnel are more prone to experiencing various level of mental illness due to the stressors of the job. The training spoke to mental health issues such as stress and PTSD among others and focused on the following tenets:

- If identified and treated early, mental health concerns can be temporary and reversible.
- Employees who understand normal reactions to stress and how to manage these reactions are more resilient. They have the ability to recover from stress, traumatic events, and adverse situations.
- It is possible to train people to recognize changes in their own mental health and become more resilient.

Constables, Reserve Constables and civilian members of the OBPD attended a four hour R2MR course on either the 4th or the 24th of November while the 14th of November was set aside for the 8 hour supervisor's training. Training was conducted in partnership with the Central Saanich Police Service with that agency's instructors joining Oak Bay's instructors, Cst. Mike Martin and Cst. Sheri Lucas.

Use of Force training through the month of November and into December saw sworn members and Reserve Constable alike recertifying in Conducted Energy Weapons (CEW), Bean Bag Shotgun (BBSG) and Use of Force theory. The Reserves were also recertified in hand cuffing, pepper spray, lateral neck

restraint and baton. The training included reality based training scenarios and refreshers on the firing of both the BBSG and CEW and their thresholds for use. Cst Brian Lucas, having completed his Use of Force instructor training last spring, was a very welcome addition to this fall's training. Brian is excited to take on a bigger role upon his return to the OBPD from CFSEU in a year's time.

At least one more training date for both R2MR and Use of Force will be scheduled in the near future to catch those officers who had to miss the fall dates for any number of reasons.

The Remembrance Day ceremony at Oak Bay's cenotaph was well attended and was completed without issue from a policing/security point of view. An Operations Plan was completed well in advance of the event and shared with neighbouring departments and the RCMP and regular conversations were had with all partners, local and provincial, in an effort to best ensure this Remembrance Day was free from any threat that might have undermined the importance of paying tribute to our fallen. Oak Bay Reserve



Constables and regular members were on hand to provide a visible presence and conduct traffic control as required.

On November 25th, I met with the new Program director for the Greater Victoria Police Victim Services (GVPVS), Karyn French. As a director on the GVPVS board, I was part of the discussions had to seek out and hire a new Program Director. Karyn had been involved with the GVPVS in the past and was known to several members of the board for her skills and abilities. The decision was made to reach out to Karyn in Nanaimo

where she had been running a non-profit society and ask if she'd be interested in the position. Needless to say, she agreed. This was the first meeting between Karyn and I and her first visit to the OBPD. I'm looking forward to working with Karyn in the future and am happy that this worthwhile and necessary service is in such good hands. Coincidentally, the homeless GVPVS moved into its shiny new offices on Cadillac Street this same month and are now hosted by the Saanich Police Department.

November 27th saw Oak Bay Avenue shut down for the annual Christmas Light Up, marking the start of the holiday season that would also see the Lighted Truck Parade on December 3rd and the Oak Bay "Merrython" on November 4th. Both the Christmas Light Up and the Truck Parade are fairly major events for Oak Bay and the police department; events that I begin working on with the BIA event planner and other regional partners, months in advance.

December 3rd also saw the start of a five day G36 patrol rifle operator's course that was put on by the Greater Victoria Emergency Response Team. We were able to send four members on that course and now have a total of six members qualified to carry our newest weapons platform including two members who have had the course previously while employed elsewhere and only needed to re-certify. While no new dates have been definitively set just yet, it is hoped that there will be another locally run

course put on sometime this spring and that we'll be able to get more officers trained to deploy with this force option in the near future.

I met with the Canadian representative of Glock (the makers of our pistols) on December 9th, to discuss our future needs regarding pistols and the feasibility of bringing a Glock Armourer's course to Victoria, or at least to British Columbia. I am currently the only armourer that the OBPD has and it would be great to get some help in this department. Cst. Lueder has been selected to receive the training however, there are rarely any courses held in Western Canada and travelling to the US for this course is not without its difficulties. In collaboration with my training counterpart at the Saanich Police and with the help of the Glock Rep, we hope to be able to get enough local interest to have the course in Victoria within the next few months.

December 13th saw me joining the Business Improvement Association and several members of council for the BIA's annual Christmas mixer and I took the week of December 20-27 off for the Christmas holiday.

Upon my return to work on the 27th, I met with two members of the Greater Victoria Emergency Response Team (GVERT) to discuss future training opportunities. Following the success of the Patrol Rifle Course noted above, the GVERT is contemplating hosting more training for our members to enhance their skills in pistol use, building searches and many more possibilities.

Front Counter/Records

As part of her commitment to the Block Watch groups of Oak Bay, Rebecca plans a yearly "Volunteer Appreciation Dinner". This year saw approximately 80 members of our community gathering on November 4th at the Monterey Centre. Attendees included Block Watch Captains, Reserve Constables (from both Oak Bay and Saanich), Oak Bay's Mayor, a counselor, police chief, deputy fire chief and more. Aside from the delicious food we shared, we were also treated to a presentation by Brandon Laur on how to be safe while using the Internet.

Rebecca had the opportunity to attend the MORPHO conference in Vancouver on the 15th and 16th of November. Morpho is the company that provides local police services with digital fingerprinting software and hardware. The two day conference involved training as new software was being rolled out and highlighted the company's innovation; it also afforded Rebecca the opportunity to network with others in the police environment who are tasked with fingerprinting, criminal record checks and the like.

The OBPD now is fully electronic where fingerprints are concerned. Where it used to take up to four years for a criminal record to get on the system (through Ottawa), the entire process now takes 15 minutes. Rebecca has been extremely busy getting convictions and prints of outstanding files onto the system and Oak Bay is now completely up to date.

Heather has remained engaged with the BCAA and their initiative to ensure child seats are installed properly in vehicles. On a regular basis, members of the public will attend Oak Bay PD for an inspection of their child seat installation having come across Heather's contact information as listed as a "Community Contact" on BCAA's website.



As mentioned, Heather was able to attend this year's BC Crime Prevention Symposium. The picture to the left shows Heather being engaged by Matt of *Urban Deception*, a very talented magician who put on a wonderful show at one of the networking opportunities available at the symposium.

Community Liaison Officer

This position has remained vacant since April of 2016 pending the hiring of a new officer to replace Cst. Anthony. While the position has yet to be filled, Cst. Dorothy Junio has been named as the successful candidate to take over this position when resources allow. I'm very excited to be working closely with Dorothy and can't wait to put her enthusiasm and knowledge to good use. In anticipation of Dorothy's role as the community liaison officer, she attended a meeting of the Council to Reduce Elder Abuse (CREA) in Vancouver on October 4th.

Projects/initiatives such as those listed below will continue on with limited administration required due to the fact they are already well established,

- Operation Head Start
- Operation Lumiere
- Marine Watch / "Dock It or Lose It" program

and other initiatives will be forced to wait until a new member is hired or other priorities can be shuffled.

- High Visibility Residential Address project: A proposal to re-visit a 1948 bylaw that requires residents to have visible addresses for the purposes of emergency responders. This bylaw has not been revised or enforced in about 50 years. **ONGOING research**
- Retail Merchant emergency contact info updates (*Reserve Constables have taken this project on as of early September*)
- Scooter Rodeo (*has been taken on by Cst. Stewart with a tentative date of May 2017*)
- Bike Registry (*OBPD and other local police departments are looking into an initiative called [Project 529](#) which has been rolled out successfully in Vancouver and most recently in Nanaimo whereby bikes are registered via a smart phone app*)

School Resource Officer

Due to a number of members being off duty due to illness or injury, Cst Lueder spent most of the fall season assigned to patrol duties. While so assigned, Markus did what he could to maintain his contact with the schools and assisted in problem solving issues that were brought to him by faculty and students alike.

Cst. Lueder also maintained his traffic enforcement presence in the school zones wherever possible.

October 13th saw Cst. Lueder attending the Victoria General Hospital to participate in VIHA's P.A.R.T.Y. program. The Prevent Alcohol and Risk Related Trauma in Youth Program is a dynamic, interactive injury prevention program for teenagers that specifically targets local grade 10 students. The OBPD has participated in this program for many years and we are proud to help provide information to young people that will enable the participants to recognize potential injury producing situations, to make informed choices and to adopt behaviours that minimize injury risk. The purpose of the program is to educate teens about what is safe, taking personal responsibility, and making smart choices.

The period leading up to Halloween was busy for Markus as he presented Halloween safety talks to Saint Michael's and Monterey middle school. He was also present at Oak Bay High's Halloween dance which was both well attended and without incident.

On November 29th, Cst. Lueder, myself, Deputy Chief Thom, Cst. Brett Stewart and Cst. Sandrine Perry attended the Oak Bay High School to assist with the first Lock Down drill in that new building. A Lock Down of the school would be carried out in the event of an active shooter or similar type scenario. The purpose of the procedure is to attempt to minimize the number of potential victims, control the movement of innocents and establish best practices to best ensure the safety of all involved. Classrooms are locked and students and staff are expected to remain out of sight as much as is possible.

It was acknowledged in advance that "locking down" a school that has been purposely built with clear sightlines, huge windows and even garage doors opening from classrooms onto the hallways would be challenging at best. Through careful planning, and with much help from Markus, the school's staff and students did an excellent job especially given the fact that this was the first of these drills to be attempted.

December 12th found Markus at Glenlyon Norfolk School presenting WITS to a group of very engaged



young students. WITS is an "anti-bullying" strategy that the OBPD has been able to bring to local schools for close to 15 years now. The acronym



stands for Walk away, Ignore, Talk it out and Seek help. Not only does the program provide children with some great strategies to deal with conflict, it

also allows our school liaison officer a great opportunity to interact with primary classes in a structured way.

Mobile Youth Services Team (MYST)

Cst. Jennifer Gibbs continues to make a huge difference in the lives of “at risk” youth in the Greater Victoria area.

This fall saw Cst. Gibbs very active in the cultivation of relationships and the provision of trusted support to many of the area’s disadvantaged youth who have few adults in their lives who they trust. Jennifer’s support of the youth may be direct as in taking them for coffee, driving them to school or a doctor’s appointment or it may be indirect, such as the many meetings she has with community services, parents and others engaged in the assistance or care of a particular youth.

Cst. Gibbs was involved in numerous missing youth files from a variety of jurisdictions, including some in the Lower Mainland, and assisted on at least three sexual assault files. On September 19th and November 1st, she presented on *Sexual Exploitation and Gangs* at Royal Roads University.

The scope and breadth of Cst. Gibbs’ interactions continues to underscore just how wide-reaching an impact the MYST position has. Over the last few months, Cst. Gibbs has participated in no less than 15 Intensive Case Management meetings involving youth. These meetings have been called by the Victoria General Hospital, Surrounded by Cedars, the Ministry of Children and Families and a number of schools. Jennifer finds the time to be at each one and generally has more than a casual relationship with the youth being discussed, that person’s challenges and what support might/might not be available to them.

Jennifer is often the first point of contact for any police officer in the area when looking for a missing youth. Further, she is regularly contacted by youths, schools, parents, counsellors and social workers for advice. For instance, in early September, she was contacted by a mother worried about pictures her 15-year-old daughter had taken of herself. The same day she was contacted by another mother worried about her 13-year-old daughter battling depression, cutting and drug use. Still other parents want help rescuing their child from the sex trade and others look to Jennifer for help understanding the allure of drugs, street life and older men. These types of calls occur almost daily and Jennifer is oftentimes still taking the calls into the evening hours, long after she’s left the office.

Reserve Constable Program

I'm very pleased to report that the Oak Bay Reserve Program is now up to six active members with the addition of Reserve Constable Roger Adolf who was sworn in on September 22nd. Roger had been a Reserve Constable with VicPD and brings with him over seven years of experience and service.



The Reserves were very busy throughout the fall of 2016. Events such as the final Summer Market, the CIBC Run for the Cure, the Goodlife Fitness Victoria Marathon, Halloween, Remembrance Day and the Christmas events spoken to earlier kept everyone busy. In the months of September through December, Oak Bay Police Reserves put in 385 hours, over half of the total hours volunteered for all of 2016. Additionally, our friends from the Saanich Police Reserve Program gave 177 hours of their time to help make these Oak Bay events successful and safe.

In total, Reserve Constable hours put into Oak Bay for the 2016 year amounted to 1,135 hours! Oak Bay Reserves contributed 727.5 hours with Saanich Reserves donating 407.5. While most of these hours were amassed assisting with Oak Bay's "special" events, many hours were also put into initiatives such as Speed Watch, Cell Watch, Lock it or Lose it, patrol ride-a-long and business liaison.

September started with the Reserves out on Oak Bay Avenue in response to the unusual number of counterfeit bills local merchants were receiving. Armed with pamphlets from the Bank of Canada, the Reserves attempted to speak to as many businesses as possible to give them some tips on detecting counterfeit money.



On September 14th, I joined two Reserves on Henderson Road for a few hours in support of ICBC's "Operation Hang Up", a campaign to combat the issue of distracted driving. While we didn't find anyone using an electronic device, we did stop a number of speeding drivers.

On September 17th, the Reserves came out to support Oak Bay Fire and the inaugural "Sausage Fest". This event was put on by the Oak Bay Fire Fighters in support of a new playground at Willows School. Due to the number of people expected and the fact that there was a beer garden set up in the middle of Willows Park, the firefighters had asked for our help. Everyone was well behaved and the fun event was quite a success.

As previously mentioned, Rebecca organized a Volunteer Appreciation Dinner that was held on November 4th. During this event, it was my pleasure to ask the Chief to acknowledge two of our Reserve Constables by presenting them with service pins. The Province of BC allows for the acknowledgement of Reserve Constables at the 5, 10, 15... year marks by presenting them with a specially designed pin.

R/Cst Carla Taylor had five years in as of May 2014 and R/Cst Jordan Carrie started with the RCMP's Auxiliary Constable Program in 2004 and so now has over 12 years in.



Follow the Reserve Constables of Oak Bay at their Twitter Account.

[@OakBayPD_RCst](https://twitter.com/OakBayPD_RCst)

Cst. Hickey

Finally, this fall saw the temporary addition of Cst. Sean Hickey to Support Services section.

[REDACTED], Sean has been tasked with some of the administrative tasks that might usually fall to me.

In the last few months, Sean has been instrumental in researching and re-writing several of Oak Bay's policy sections. He has also recently begun a review of the OBPD's Collective Agreement with a focus on cleaning up some of the language in that document that is far too open for interpretation outside of the spirit in which it was written.

Sean was also instrumental in conducting the background checks on the new hires Oak Bay has recently welcomed. This required research and the implementation of a revised system that has proven successful and will likely be used in future hiring processes. He has begun research into the acquisition of a "load bearing" ballistic vest which may be helpful in reducing the strain on an officer's lower back due to the 20+ pounds of a duty vest.

[REDACTED]
[REDACTED]

Respectfully,
Sgt. Rob Smith

Oak Bay Police Board 2016 Meetings & Conferences

Date		Time
January 24	Meeting, Council Chambers	5:00 pm
January 28	Police Board Orientation, JIBC New Westminster	9:30 am
February 28	Meeting, Council Chambers	5:00 pm
March 28	Meeting, Council Chambers	5:00 pm
April 3	Joint Meeting with Council (re: Budget), Council Chambers	5:30 pm
April 6-8	2017 BCAPB Conference & AGM, Vancouver	
April 25	Meeting, Council Chambers	5:00 pm
May 16	Meeting, Council Chambers (a week early, due to stat. holiday May 22)	5:00 pm
June 27	Meeting, Council Chambers	5:00 pm
July 13-16	2017 CAPG Conference, Montreal	
<i>No regularly scheduled meetings in July & August</i>		
Sept 19	Meeting, Council Chambers (a week early, due to UBCM conference, Sept 25-29)	5:00 pm
Oct 24	Meeting, Council Chambers	5:00 pm
Nov 28	Meeting, Council Chambers	5:00 pm

No regularly scheduled meeting in December

Hello CAPG Member,

I would like to graciously invite you to participate in one of CAPG's Committees for the 2016-2017 year. CAPG committees are a great way to get involved with and support our dynamic organization, as well as an opportunity to network with colleagues outside our Annual Conference.

The CAPG values the diverse contributions from our Committee members. Effective committee participation brings together member viewpoints which might not otherwise be heard. As a committee member, you can help the Board create value for our members and achieve the CAPG's strategic goals and directions in a tangible and measurable way.

Benefits of being a CAPG Committee member:

- Exchange information and ideas with your peers.
- Develop professional relationships and strengthen your ties in the police governance sector.
- Establish contact with leading government and sector decision-makers.
- Build your knowledge of the sector through contributing to the work of the committee.
- Gain expertise in new areas or gather new ideas for your current area.
- Contribute to the success and visibility of the CAPG.

Currently, the CAPG is in urgent need of members for the **Governance Committee**. The purpose of the Governance Committee is to provide a focus on governance that will enhance the organization's performance. The Committee assesses and makes recommendations regarding Board effectiveness and ongoing Board Member development, and leads the process for recommending Board Member election/appointment criteria for consideration when electing Members. You can view the [Governance Committee Terms of Reference on our website](#).

I encourage you to engage with a national group of peers, build your network, develop your skills and contribute to the CAPG's mandate. Please take a moment and fill out the CAPG Committee form here: <https://www.surveymonkey.com/r/QFVTXWD>

On behalf of the CAPG Board of Directors, I would like to thank you for your continuing commitment and engagement with the Association.

Sincerely,



Rob Stephanson, FCPA, FCGA, President
Canadian Association of Police Governance



BCAPB Notice of Annual General Meeting

Saturday, April 8, 2017
Fairmont Hotel Vancouver
900 West Georgia Street, Vancouver BC
9:30 am

In accordance with the BC Association of Police Boards constitution and by-laws, notice is hereby given of the **ANNUAL GENERAL MEETING** to be held in conjunction with the 2017 conference. The Annual General Meeting will be held on Saturday, April 8, 2017, 9:30 am at the Fairmont Hotel Vancouver, Vancouver BC.

The draft agenda is attached and the final agenda will be available at the meeting.

Also attached is a call for resolutions along with information regarding submissions of resolutions for your consideration.

Thank you and if you have any questions please contact Stacey Perri by email Stacey.Perri@gov.bc.ca or by telephone at 250-387-6044.

Sincerely,

Bill Reid
President, BCAPB

Attachments

BC Association of Police Boards 2017 Annual General Meeting & Conference

April 6-7-8, 2017
Fairmont Hotel Vancouver
Vancouver BC

The 2017 conference will be held in Vancouver. The overall theme is “Evolving Challenges in Police Governance”. Sessions will focus on such topical issues as addiction and the opioid crisis; mental resilience and PTSD among police; mental health in the community; emerging technology; homelessness, including tent cities and urban camping; and unique challenges in policing diverse communities. These topics all raise important strategy and policy issues for police boards. The venue for the conference is the Fairmont Hotel Vancouver, in the heart of downtown, within easy walking to shops, galleries, and restaurants. This will be an informative and exciting conference, of relevance to both veteran and newly-appointed board members.

Target Audience: Police board members, police executive and community representatives from throughout the Province who have an interest in sharing ideas and building partnerships.

Name of Attendee: _____

Board/Organization: _____

Address: _____

Email: _____

Which day(s) attending:

Thursday, April 6th Meeting Reception
Friday, April 7th Breakfast Conference Banquet
Saturday, April 8th Breakfast AGM

Dietary Restriction: _____

Registration Fee: (payable to: BC Association of Police Boards)

- Registration for Conference - \$250.00 per person (member or non-member) (registration includes banquet)
- Additional Guest(s) for Banquet (Friday, April 7th) # _____ Cost: \$70.00 per guest

Accommodations: Fairmont Hotel Vancouver, 900 West Georgia Street, Vancouver BC V6C 2W6 (accommodation reservations can be made on line at: <https://aws.passkey.com/go/bcpoliceboard> or by calling 604-684-3131, group code 0417BCAS_001. (Room categories to choose from include the Fairmont Room \$199; Fairmont Gallery \$219; Fairmont Deluxe \$229 per night plus tax). **RESERVATIONS SHOULD BE MADE BY: March 1, 2017.**

Additional Information: A full package of information will be forwarded to you in the near future. Regular updates will be posted to the BCAPB website <https://bcapb.jibc.ca>.

MAIL REGISTRATION TO:

BCAPB Attention: Stacey Perri

PO Box 9285 Stn Prov Govt, Victoria BC V8W 9J7

For further information please contact Stacey Perri via email Stacey.Perri@gov.bc.ca or 250 387-6044

Deadline to Register is March 15, 2017

Confirmation will be sent to you once you have registered!

BC ASSOCIATION OF POLICE BOARDS

ANNUAL GENERAL MEETING AGENDA

Saturday, April 8, 2017 (0930 – 1200)
Fairmont Hotel Vancouver, 900 West Georgia Street, Vancouver BC

TIME	#	ITEM	LEAD	PURPOSE	MATERIAL
0930-0940	1	Welcome Introduction of Members	Bill Reid	Information	n/a
0940-0945	2	Agenda: Review, additions, revisions, acceptance	Bill Reid	Overview	Attached
0945-950	3	Business Meeting 3.1 Adoption of the AGM Minutes from May 28, 2016 meeting	Bill Reid	Overview	Attached
0950-1010		3.2 Annual Report from the President	Bill Reid	For Update	Attached
1010-1020		3.3 Ratification of 2016-17 Executive Actions	Bill Reid	Approval	Attached
1020-1030		3.4 Financial Report as of December 31, 2016 - 2016/17 Financial Statements - BCAPB Financial Audit - 2017/18 BCAPB Operating Budget	Roxanne Helme	Discussion/ Approval	Attached n/a Attached
1030-1050		3.5 Proposed Resolution		Discussion / Decision	Attached
1050-1115	4	Old Business			
1115-1200	5	New Business 5.1 Introduction of the 2016/17 Executive Board		Information	Attached
		5.4 2018 BCAPB Conference & AGM Host	Bill Reid / All	Information	
1200	6	Adjournment			n/a

CALL FOR RESOLUTIONS

BRITISH COLUMBIA ASSOCIATION OF POLICE BOARDS ANNUAL CONFERENCE AND MEETING

An important part of each Annual Meeting of the BCAPB is the consideration of Resolutions forwarded by member boards.

To ensure adequate time for review, the BCAPB Board of Directors has set a deadline of January 31, 2017, for all Resolutions to be forwarded to the BCAPB.

Following review by the Resolutions Committee, resolutions will be distributed to members in advance of the General Meeting.

Voting on the Resolutions will take place in Vancouver on Saturday, April 8, 2017 as part of the BCAPB Annual General Meeting.

Please refer to the BCAPB Resolutions Guidelines for assistance in drafting proposed resolutions.

This is your chance to ensure your voice is heard!

Please forward your resolution(s) to Stacey Perri at Stacey.Perri@gov.bc.ca

Resolutions

What is a Resolution?

A resolution is a formal way of stating an intended or desired action/direction/position by a group.

Guidelines for Resolution Writing

1. Choose a topic that is important, relevant and deserving of an official BCAPB position.
2. Identify your Board as the author of a resolution.
3. WHEREAS clauses are factual clauses to support your resolution; they should be concise and to the point. Resolutions that have a page or more of WHEREAS clauses only serve to make the reader less amenable to your idea if he or she has to sort through multiple WHEREAS clauses in order to determine your point. The entire resolution should be no longer than one page.
4. RESOLVED clauses state your proposed policy change or position. Internal resolutions should be directed to the BCAPB (resolved that the BCAPB); external resolutions should be directed to the appropriate level of government or Minister/Ministry. Internal and external intents may not exist within the same RESOLVED clause, rather, separate resolved clauses are necessary if you want the BCAPB to take an action separate from the government. RESOLVED clauses should be only one sentence in length and must be able to stand alone as they are the only part of the resolution that will be debated or considered.

Other helpful tips: If possible have financial implications information in your resolution. Factual information to support your resolution should be available or included as an attachment to your resolution.

Format for a Resolution

- The TITLE identifies the topic/problem or issue or its proposed solution.
- The AUTHOR names the Police Board putting forward the resolution.
- The PREAMBLE is used for factual information that is necessary to support the RESOLVED section. Each PREAMBLE clause should be written as a separate paragraph, beginning with the word Whereas. The first word should begin with a capital letter. The PREAMBLE, regardless of its length and number of paragraphs, should never contain a period. Each paragraph should close with a semi-colon. The next to the last paragraph should close with a semi-colon, after which a connecting phrase such as Therefore or Therefore Be It or Now Therefore, Be It is added.
- The RESOLVED section indicates what action is proposed. There may be more than one Resolved clauses, each stated separately. The word RESOLVED is printed in capital letters, followed by a comma and the word THAT. Each resolved clause must be a separate paragraph and may be ended with a period or a semi-colon and in the case of the next to the last clause, be followed by the word AND,.
- If factual information is available it should be included as an attachment.
- Estimated cost of implementation if available should also be included.

Resolution Strategies

Here are some hints to help you get your resolution passed:

1. Be concise. The delegates will get copies of all resolutions and this means a lot of reading. If your resolution is too wordy, it will not get the attention it deserves. Try and limit your resolution to five "whereas" clauses: choose the strongest five facts and use the others in discussion and debate. Resolutions should not be longer than one page.
2. Be realistic. The resolved statements should include specific actions that are realistic and implementable. Resource availability (both human and financial) will affect the implementability of resolutions.
3. Be positive. A positive approach always works better than a negative one. Write positive statements, and address the issue positively when you are speaking to it.
4. Be knowledgeable. Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.
5. Gather support and assistance. Try to involve other members in supporting your resolution. Share your facts and ask others to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other members to get involved.
6. Use your time on the floor wisely, time is limited. As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses.
7. Be available. Make sure you are available to the Delegates to answer questions. Be on time for all meetings.

Have your documentation handy. Make sure you have at least two copies of your documentation with you – questions may be asked that need further clarification.

January 16, 2017

Mayor Nils Jensen
Chair, Oak Bay Police Board
Via email

Dear Mayor Jensen:

Re: Sponsorship Request – 2017 BCAPB Annual General Meeting and Conference

The BC Association of Police Boards would like to invite you to sponsor one or more of the events associated with the “Evolving Challenges in Police Governance” conference to be held in Vancouver from April 6 to 8, 2017. Sessions will focus on such topical issues as addiction and the opioid crisis; mental resilience and PTSD among police; mental health in the community; emerging technology; homelessness, including tent cities and urban camping; and unique challenges in policing diverse communities. These topics all raise important strategy and policy issues for police boards. There will be opportunities to interact in joint dialogue and information sharing sessions.

The opportunities for sponsorship range from a coffee break at \$475 each, through a breakfast at \$550, lunch at \$700, welcoming reception at \$700 and the plenary dinner at \$900.

In every case sponsors will be acknowledged in the conference program and by display cards at the actual event. However, if you prefer to make a generic contribution in any amount we will be pleased to allocate your funding according to need, again with acknowledgement.

If your board is able to assist in this manner, cheques should be made payable to the BC Association of Police Boards and forwarded to Stacey Perri, BCAPB, PO Box 9285 Stn Prov Gov't, Victoria BC V8W 9J7.

Sincerely,

Bill Reid
President, BCAPB

From: Perri, Stacey PSSG:EX [mailto:Stacey.Perri@gov.bc.ca]

Sent: December-15-16 8:18 AM

Subject: BCAPB - Appointment of Executive Board

Good morning,

In preparation for the upcoming BCAPB conference and AGM, it would be very much appreciated if you could consult with your board as to who will be appointed, or continue on, as your Board's authorized representative and alternate representative of the BCAPB Executive Board, and if at all possible to provide me with your representative's name and contact info by **March 6, 2017**.

APPOINTMENT OF EXECUTIVE BOARD

Part V – Directors and Officers of the BCAPB Constitution and Bylaws:

22 (2) Each Director is the appointed authorized representative of a Full Member ("Full Member" means a police board pursuant to the *Police Act*.)

Director (**authorized** representative)

Police Board

Contact Information (email/phone):

Director (**alternate** representative)

Police Board

Contact Information (email/phone):

The Executive Board will elect the Officers of the Executive Committee at the first Executive Board meeting following the Annual General Meeting of the Association.

Please submit the name of your Board's representative on the Executive Board to Stacey Perri, Administrative Assistant, via return email to stacey.perri@gov.bc.ca .

If you have any questions, please call me directly at 250-387-6044.

Thank you for your assistance.

Stacey



BRITISH COLUMBIA ASSOCIATION OF POLICE BOARDS
(adopted as a resource for Boards May 28, 2016)

CODE OF CONDUCT TEMPLATE

PART 1 - EXPECTATIONS

Effective governance of the (*insert name*) Municipal Police Board requires Board Members to demonstrate the highest standards of conduct in exercising their statutory duties. Examples of the Government of British Columbia's expectation of conduct can be found in the "General Conduct Principles for Public Appointees" which can be found at <http://www.brdo.gov.bc.ca/conduct/index.asp>

This Board embraces the BRDO guidelines as the standard of conduct and has the following particular expectations for members of this Board:

Duty of Integrity:

Members appointed to the Board will act in good faith and with honesty and due diligence. Maintenance of the separation of police governance and police operations must be borne in mind during all deliberations, discussions, and decisions.

Duty of Loyalty:

Police Board members will commit their loyalty to the department. They will act to ensure that there is no perception of any conflict of interest in the Board's decisions or actions. When a majority decision is reached by the Board it will then be the public position of the Board and the Department.

Duty of Care:

Board members will act in a prudent and diligent manner to keep informed of the policies, business and affairs of the department. Members will demonstrate this duty of care through their attendance and thoughtful preparation for, and participation in Board discussions and decisions.

Duty of Skill:

Each Board Member brings unique skill and perspective to the Board table. Each member shall use their knowledge and expertise effectively and candidly in developing policy and dealing with the affairs of the department.

Duty to Inform:

Board Members must inform the Chair and Board of any circumstance that may have a negative or harmful effect on their respective abilities to perform the duties required of their appointment to the Police Board.

PART 2 – OATH OR AFFIRMATION OF OFFICE

On taking office, each member of the Board will make a Police Oath/Solemn Affirmation as specified in the *Police Act* Part 10, Section 70.

PART 3 – ANNUAL CONFIRMATION OF COMPLIANCE

The following shall be reviewed and signed by each Board Member and held by the Board’s Executive Assistant/Executive Director to be available to the public on request:

I, (insert name) acknowledge that I have received and reviewed the (insert name) Police Board’s Code of Conduct and affirm that I am in compliance with the Code’s expectation. I further confirm that I am not aware of any conflicts of interest or perceived conflicts of interest regarding my actions or the Police Board’s activities.

Date:

Name:

Witness:

Signature:

PART 4 – INVESTIGATIVE PROCEDURE IN THE EVENT OF CONFLICT (or perception of conflict)

The British Columbia *Police Act* sets out a clearly defined process for the review and discipline of members of the police department. Given that framework, the Board will use a parallel process to review and discipline Members.

On receipt of a complaint in respect of the conduct of a Board Member the following procedure will be used to investigate:

1. The Chair of the Board will be the Discipline Authority in respect of complaints made against a member of the Police Board
2. Where a complaint is made against the Board or the Chair, the Board will consult with the Chief to select an appropriate Discipline Authority. In the selection of a Discipline Authority the Board and the Chief will take steps to ensure that the review is independent of the Police Board and the Police Department.
3. In processing complaints the Discipline Authority will have regard to the complaints process outlined in Part 11 of the *Police Act*.
4. The Discipline Authority may use the Board Office and Board Counsel as resources to assist in the processing of any conduct complaints against a Board, Board Chair, or Board Member.
5. The Chair shall obtain the approval of the Board before concluding an investigation or imposing any discipline on a Board Member.
6. The Discipline Authority will will consult with the Chief on the legality and appropriateness of any discipline actions proposed against a Board, Board Chair, or Board Member



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: January 10, 2017
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: OH 010 - Department Issued Firearms Policy

The department's firearm policy has been updated to bring it in line with the current legal requirement and policing standards. The policy will include the new use of force options now available to the members.

Current Policy

OH 010 Firearms, Department Issue, effective 1996-05-30

New Policy

OH 010 Department Issued Firearms

Background

The current policy was introduced in 1996 and in need of a full re-write. The current policy is not directly linked to relevant legislation and the BC Poling Standards. The department has discontinued the use of the standard shotgun and has introduced the Beanbag Shotgun and Patrol Rifle as additional use of force options.

New Policy Overview

- This policy is supplemental to the requirements of the Criminal Code and relevant firearm acts which dictate the storage, handling, transportation and possession of firearms. This policy will provide guidance on the compliance to those pieces of legislation.

- The authority to use these force options is linked to the National Use of Force Model which is the standard used for all use of force. It is common language that our members are well versed in.
- The authority to carry the department firearms is established.
- The safe handling and appropriate storage of the department firearms is established.
- The qualification requirements for the department firearms are laid out and in keeping with the standards in B.C.
- The inspection and maintenance of the department firearms is established.
- The deployment of the department firearms, including reporting requirements is established.
- Specific direction is given on the use of the Patrol Rifle as this is a unique piece of equipment with special training and handling requirements.
- Specific direction is given on the use of the Bean Bag Shotgun as this is considered a less lethal use of force option but still with specific training and handling requirements.
- The procurement and administration requirements for the department firearms are in line with legislation.

Sgt. Smith is the department's lead on use of force training and sits on the Provincial Firearms Working Group. He has reviewed the proposed policy to confirm it meets the training and qualification standards.

Andy Brinton
Chief Constable
Oak Bay Police

DEPARTMENT ISSUED FIREARMS

OH 010

Effective Date:
Review Date:
By:
Last Update:

1.0 POLICY

General

- 1.1 The Oak Bay Police Department will develop and adhere to standards of firearms use, storage and transport, which comply with legislation, BC police training standards and demonstrate a commitment to public safety.
- 1.2 The following references and enactments (available online) have been adopted to be included as standards in relation to the storage, handling, transport, possession, and use of police department issue firearms:
- *Criminal Code,*
 - *Firearm Act, including*
 - *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations*
 - *Public Agents Firearms Regulations*
 - *Police Act including*
 - *Police Firearm Regulation*
 - *British Columbia Provincial Policing Standards*
- 1.3 The Oak Bay Police Department will maintain an up to date firearm inventory and remain compliant with all provincial and federal standards or enactments in relation to the storage, handling, transport, possession, use and training in relation to police department issued firearms.

2.0 REASON FOR POLICY

- 2.1 This policy is supplemental to legislated standards and is established as a guideline and reference to standards for police members in relation to the storage, handling, transport, possession, and use of police department issue firearms.

3.0 PROCEDURES

- 3.1 Members shall only carry and use firearms and ammunitions approved by the Chief Constable, in the performance of their duties.
- 3.2 Members who have qualified in the use of a particular firearm may carry and deploy that firearm in accordance with the approved training standards, the Criminal Code, and the National Use of Force Model, taking into consideration the specific circumstances that triggered the deployment.
- 3.3 Firearms that are not issued to a specific officer (eg. Rifle, Beanbag Shotgun (BSG)) shall be *signed out* and *signed back in*, in accordance with the ledger located with the equipment. Any defective “sign out” firearms will be left in the designated storage lockers with a note clearly identifying the specific firearm, the concern and that it is “out of service”. The member will immediately notify the armourer or if unavailable, the Shift NCO who will then forward an explanatory email to the Deputy Chief and any designated armourer specifying the firearm and concern. The armourer will facilitate an assessment and repair as soon as practical.
- 3.4 If a member has a concern regarding the operational integrity of their issue handgun, it shall be immediately delivered to an OBPD armourer for an assessment and repair. If the armourer is not available the Chief Constable, Deputy Chief Constable or NCO will facilitate a replacement before the member can return to full operational duty.
- 3.5 Unless otherwise approved by the Chief Constable, members shall only carry their issued firearm within BC in the following circumstances:
 - while on duty;
 - while enroute to and from their residence; or
 - to and from a firearms range or authorized training facility
- 3.6 A member carrying a firearm in civilian clothes will make efforts to conceal the firearm from public view unless they display a police identification card, a police badge, police raid jacket, are in the immediate exercise of their duty or have verbally identified themselves as a police officer.

- 3.7 Members who are carrying or transporting a firearm while in civilian attire will, if stopped or engaged by any police officer, immediately identify themselves as a police officer and give notification of the presence and location of the firearm.

Firearms Storage

- 3.8 Firearms, which are stored at the OBPD will be:
- Unloaded; and
 - Stored in a designated securely locked gun locker, or
 - In a securely locked locker designated for that firearm and
 - Kept separate from ammunition
- 3.8 Firearms stored at another police or government facility (eg correctional facility) with storage facilities will be stored in accordance with the host facility standards.
- 3.9 All firearms will be loaded and unloaded at the OBPD designated loading/unloading stations.
- 3.10 When an issue firearm is stored at home or a place that does not have designated storage facilities, the firearm shall be stored only if:
- (a)** it is unloaded;
 - (b)** it is
 - (i)** rendered inoperable by means of a secure locking device and stored in a container, receptacle or room that is kept securely locked and that is constructed so that it cannot readily be broken open or into, or
 - (ii)** stored in a vault, safe or room that has been specifically constructed or modified for the secure storage of restricted firearms and that is kept securely locked; and
 - (c)** it is not readily accessible to ammunition, unless the ammunition is stored, together with or separately from the firearm, in
 - (i)** a container or receptacle that is kept securely locked and that is constructed so that it cannot readily be broken open or into, or
 - (ii)** a vault, safe or room that has been specifically constructed or modified for the secure storage of restricted firearms and that is kept securely locked.

- 3.11 When a member is transporting an issue firearm in a vehicle, and the firearm must be left in the vehicle when unattended, the firearm shall be:
- Unloaded
 - Rendered inoperable by a secure locking device
 - Contained in a locked case or container that cannot readily be broken open during transportation
 - Stored in the trunk or similar compartment, if equipped, when the vehicle is unattended

Handgun Qualifications

- 3.12 The OBPD will establish mandatory handgun training/qualification dates. All sworn personnel will be required to attend at least one of the dates and must successfully complete the qualification standards, at least once per calendar year.
- 3.13 If an officer fails to qualify, the officer concerned will receive remedial training until they qualify. When an officer qualifies after receiving remedial training, the firearms instructor may make recommendations regarding whether or not more follow up training is required. Officers who qualify on a training day but show a weakness in firearms handling skills may also be recommended for further training.
- 3.14 Members who attend for firearms qualifications will adhere to the directions of the range officers.
- 3.15 The results of firearm qualifications will be recorded in a member's personnel record.

Annual Inspection

- 3.16 Annual inspections of all OBPD firearms, by the armourer will include:
- An inspection and cleaning in accordance with the manufacturer's recommendations/specifications/guidelines;
 - Completion and retention of a detailed record of the inspection findings;
 - Completion and retention of a detailed record of deficiencies, damages and any repairs.

for each firearm.

- 3.17 OBPD Firearms will not be altered or repaired by any person other than the armourer or other person designated by the Chief Constable.

Drawing and Discharging a Firearm (other than a shotgun designated to discharge a beanbag projectile (BSG))

- 3.18 A member must not draw a firearm in the performance of duty unless there are reasonable grounds for believing it is necessary for:
- The protection of the life of officer or another person or
 - apprehending or detaining a person whom the member believes to constitute an immediate threat of grievous bodily harm or death.
- 3.19 A member shall complete an SBORR when a firearm is discharged as a use of force or displayed with the intent of changing a subject's behaviour.
- 3.20 Any discharge of a firearm as a force option must be in accordance with Section 25 of the Criminal Code and consistent with the National Use of Force Model.
- 3.21 A member of a police force must not discharge a firearm in the performance of duty unless the member has reasonable grounds for believing it necessary for one of the following:
- Defending the life of the officer or another person
 - apprehending a person whom the member has reasonable grounds to believe constitutes an immediate threat of grievous bodily harm or death.
 - destroying a potentially dangerous animal or to humanely end the suffering of an animal that appears to be seriously injured
 - giving an alarm or calling for assistance for an important purpose
 - warning a person in order to gain control of a situation that the member reasonably believes may result, if allowed to continue, in death or serious bodily harm to any person when there is no reasonably foreseeable likelihood of injury or death to an innocent person resulting from the warning shot
- and there is not a lesser means of force readily available that would gain control over a dangerous situation.

- 3.22 Any officer, other than the Chief Constable, who discharges a firearm while on duty must notify their immediate supervisor of the discharge and the circumstances surrounding the discharge and complete the relevant Prime report. (Exception: training, target practice, testing, assessment, or ordinary firearm maintenance).
- 3.23 The notified supervisor will investigate the reason for the discharge and submit a report to the Chief Constable
- 3.24 If the discharge of a firearm, by a member, was a use of force or results in an injury or death to any person, the firearm will be surrendered to the supervisor who will also ensure that the scene is secured. The supervisor will take command of the scene, deploy emergency services as required and contact the Chief Constable who will direct which external agencies will be notified and who will continue with the investigation (eg IIO).
- 3.25 A member will not discharge a firearm from a moving vehicle or at a moving vehicle for the purpose of disabling it.

Patrol Rifle (Carbine)

- 3.26 Members who complete and pass an approved "Patrol Rifle" qualification course are authorized to carry a patrol rifle and deploy it in accordance with the approved training standards, the Criminal Code, and the National Use of Force Model, taking into consideration the specific circumstances that triggered the deployment.
- 3.27 A member must pass an annual requalification in the use of the patrol rifle to remain authorized to carry or deploy a patrol rifle.
- 3.28 A member who fails the patrol rifle course or annual re-qualification will no longer be authorized to carry or deploy the patrol rifle until the proficiency standards have been met.
- 3.29 The patrol rifle shall be stored in the OBPD in accordance with 3.3 and 3.6, unloaded with the bolt action forward.
- 3.30 When carried in the patrol vehicle, the patrol rifle will be secured in the locking rack with the bolt action forward. Magazines inserted but without ammunition in the chamber.
- 3.31 Any deployment of the patrol rifle will be included in any related occurrence report and comply with the "Drawing and Discharge of a Firearm" policy sections.

- 3.32 The deployment of the patrol rifle will be consistent with the approved training standards and may include but are not limited to scenarios involving:
- An active shooter
 - Engaging an armed person
 - Engaging a person suspected of being armed
 - Containing or tracking a person suspected or known to be armed
 - Providing cover for other engaging officers (eg. High risk vehicle stop)
 - Distances, geography, surroundings or other factors suggest that the patrol rifle offers better oversight and less risk to the public than engaging with another use of force
- 3.33 Members are responsible for cleaning the rifle after each practice or qualification session.

Bean Bag Shotgun (BBSG)

- 3.34 The BBSG, while adapted to be loaded with lower velocity bean bag ammunition and to be deployed as a less than lethal force option, shall be treated as a firearm for the purpose of general storage and handling. The BBSG continues to have the ability to be loaded with regular shotgun ammunition and could present a lethal threat if loaded with incorrect ammunition or mishandled. No shotgun ammunition, other than BBSG rounds should be kept in the proximity of a BBSG.
- 3.35 The BBSG's are equipped with an orange high visibility magazine follower, where the ammunition is normally inserted, and will allow the handler to quickly determine if the BBSG is loaded. This does not remove the obligation to conduct a thorough examination of the BBSG when signing it out or returning it.
- 3.36 Only members with current qualification in the use of the BBSG shall sign it out, carry or deploy it.

Administration and Procurement

- 3.37 The Chief Constable, Deputy Chief Constable or their designate will liaise with Registrar of Firearms and/or the Chief Provincial Firearms Officer and adhere to the guidelines of the Canadian Firearms Registry in relation to any acquisition, purchase, sale, import, export, loss, transfer, transport, registration, or record keeping of OBPD firearms and ammunitions.



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: January 10, 2017
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: OD 240 – ViCLAS Policy

ViCLAS is a national database tracking violent offenders and offenses that meet certain criteria. The department's policy has been updated to include new requirements and procedures.

Current Policy

OD 240 ViCLAS last updated 2003-08-26

New Policy

OD 240 ViCLAS

Background

The current policy was introduced in 1999 and last updated in 2003.

Overview

- The definition of ViCLAS and its purpose is explained.
- The department's co-ordinator is identified based on a position rather than an individual.
- The required criteria was provided by the ViCLAS administrators.

- Hold Back evidence is addressed. Hold Back evidence is key evidence kept confidential within a small group in an investigative team to assist in confirming the validity of information received and solving a crime.
- The submission, supervisory review, uploading, and final retention on file are addressed.

Andy Brinton
Chief Constable
Oak Bay Police

ViCLAS

OD 240

Effective Date:
Review Date:
Last Update:

1.0 POLICY

- 1.1 **ViCLAS** is the Violent Crime Linkage Analysis System. It is a national database for tracking violent offenders and the offenses they commit
- 1.2 The Oak Bay Police Department will participate in the RCMP Violent Crime Linkage Analysis System (ViCLAS).
- 1.3 The Detective Sergeant will be the ViCLAS co-ordinator for the department.
- 1.4 The RCMP ViCLAS coordinator contact for the province of BC:

E Div ViCLAS
Mailstop #209
14200 Green Timbers Way
Surrey, British Columbia V3T 6P3
Ph: 778-290-3930
Fax: 778-290-6094
E-mail: ediv_viclas_icsebooks@rcmp-grc.gc.ca

2.0 REASON FOR POLICY

- 2.1 To participate in, and benefit from, the ViCLAS information system as it pertains to violent crimes.
- 2.2 To ensure that all investigations meeting ViCLAS submission criteria are reported in accordance with current ViCLAS standards.

3.0 PROCEDURES

- 3.1 The ViCLAS e-booklet (blank or completed) is not subject to disclosure as it is an RCMP document and all submissions contained within the booklet are done so “in confidence” and subject to federal privacy legislation.
- 3.2 Prior to submitting any Hold Back evidence, the OBPD coordinator should be consulted to ensure compliance with current ViCLAS policies and procedures and if necessary the coordinator may contact the Provincial ViCLAS Centre for assistance.
- 3.3 Investigations requiring a ViCLAS report include:
- All solved or unsolved sexual assaults or attempts except familial/domestic unless there is unique or significant physical, sexual or verbal behaviour.
 - Missing Persons, where foul play is suspected
 - Unidentified Human Remains where foul play is suspected;
 - All non-parental abductions and attempts;
 - False allegations of sexual assault or attempted murder; and,
 - Regardless of the nature of your investigation, you have reason to believe that the offender involved (known or unknown) may have been responsible for other violent crimes or has the potential to offend / re-offend.
- 3.4 ViCLAS submissions will be recorded in the ViCLAS e-Booklet located in the OBPD shared drive at S:\Shared\FORMS. The booklet provides introductory instructions on proper completion and the process for submitting addendums.
- 3.5 Investigators shall complete the ViCLAS e-booklet and store it on the Shared Drive under the ViCLAS folder. The ViCLAS Field Investigator Guide, found on the Shared Drive under FORMS, may assist with completion of the document
- 3.6 The investigator will initiate a text page in the associated PRIME file with the Title “ ViCLAS Documentation” and include text that confirms that the ViCLAS was completed and has been stored in the Shared Drive.

- 3.7 Supervisors will review the completed ViCLAS document for completeness and compliance with ViCLAS standards.
- 3.8 Supervisors, once satisfied with the completeness of the ViCLAS document will verify their approval with a comment on the PRIME file "ViCLAS Documentation" page. The supervisor will then notify one of the Records Clerks that the completed ViCLAS report is ready to be forwarded to the RCMP ViCLAS coordinator.
- 3.9 The receiving records clerk will encrypt the ViCLAS document and forward it by email to ediv_viclas_icsebooks@rcmp-grc.gc.ca for uploading into the RCMP database, make a notation of the submission on the Prime file "ViCLAS Documentation" page and attach or scan a copy of the document to the PRIME file.