

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 APRIL 26, 2016 AT 3:00 PM

AGENDA



CALL TO ORDER:

APPROVAL OF AGENDA

ADOPTION OF MINUTES:

1. Regular Meeting
[March 31, 2016](#)
2. Joint Meeting with Police Board & Council
[March 21, 2016](#)

DEPARTMENT REPORTS:

3. Financial Reports
[Attach. 1 - Memorandum, Chief Constable Brinton, 2015 Financial Year End](#)
[Attach. 2 - 2015 Financial Year End Report - Statement of Expenditures, March 31, 2016](#)
[Attach. 3 - GL Report - March 31, 2016](#)
4. Overtime Reports
[March 2016](#)
5. Chief Constable's Monthly Update
[Report - Chief Constable Brinton, April 15, 2016](#)
6. Support Services Report
[Report - Sgt. Smith, March 2016](#)
7. Strategic Plan Quarterly Report
[Report - Chief Constable Brinton, March 2016](#)

COMMUNICATIONS:

CHIEF'S ORDERS (POLICY CHANGES):

8. AC 000, AF 100, AF 120
[Attach. 1 - Memorandum, Chief Constable Brinton, April 19, 2016](#)
[Attach. 2 - AC 000 Use of Telephones and Cellular Phones \(Draft\)](#)
[Attach. 3 - AF 100 Intra Internet and Voicemail Usage \(Draft\)](#)
[Attach. 4 - AF 120 Social Media \(Draft\)](#)

OLD BUSINESS:

9. Alternate Position on BCAPB Executive Board - Tabled from March 31 meeting

[Attach. 1 - Appointment of Executive Board](#)

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 legal 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 Thursday, March 31, 2016 at 3:00 p.m.

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

Chair called the meeting to order at 3:07 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, February 23, 2016, be adopted.

DEPARTMENT REPORTS:

Chief Brinton advises that the 2015 year-end figures are not yet finalized and there was very little to report regarding the budget year to date for February.

Overtime Report (January, 2016)

Sick time has been a little higher for the first few months of the year than anticipated. Chief Brinton to investigate further to determine the cause.

Chief Constable's Monthly Report (February 10, 2016)

The Road to Mental Readiness training is taking place during the first week of April, with two members selected to be instructors – Constable Sheri Lucas and Constable Mike Martin. The plan is to roll it out to all members of the department during the mandatory training sessions in the fall.

Support Services Monthly Report (Sgt Smith, February 11, 2016)

The Chair acknowledges comments from the Support Services report regarding the level of service provided by the front desk staff at the police department. The front desk positions are more than reception, providing answers and information on a wide range of police issues, without the assistance of operational members, who are otherwise engaged. The level of service provided at the front counter is reflective of the level of service the citizens of Oak Bay want.

Deputy Chief Thom would like to acknowledge the time and effort put in by Restorative Justice Victoria related to the issue covered by the media regarding the high school junior boys

basketball team. All sixteen team members participated in a “Closing Circle” through Restorative Justice Victoria, along with one school counsellor and a former Oak Bay High School rugby player who is now a current facilitator with Restorative Justice. Both facilitators spent an entire week preparing for the closing circle by holding a number of interviews prior to the meeting. It was a very strategic process, with a very positive end result. The Restorative Justice facilitator attended the police department and provided an overview of the process and the result. School counsellors will take the outcome of any restorative justice process to help determine how it may benefit the entire school body. The Chair requests that thanks and acknowledgement be passed on to Restorative Justice Victoria.

Chair Jensen questioned as to when the planned scooter rodeo for seniors was to be held. Date is still to be determined. It was recommended by the Chair that this event would be a good one for available Board members to attend. No name tags have been issued to the Board members, such as the ones that Council wear at public events. Police Department staff to make some enquiries with municipal staff regarding ordering name tags.

RESOLVED that all of the Department Reports be received.

COMMUNICATIONS:

6. Request for Additional Capital Funding

The total amount requested is \$20,500, which is above and beyond existing contingencies that have already been depleted.

MOVED and seconded: That Chief Brinton request that council include this amount, which is an additional request than previously approved by Council, in the police provisional budget and take to the estimates meeting in April.

CARRIED

7. Special Municipal Constables Complaints Regulation

Any departments with staff holding Special Constable status are being encouraged to examine their employee list closely to determine if any of the Special Constable status can be eliminated. Oak Bay does not currently have any positions holding Special Constable status.

RESOLVED that the correspondence regarding the Special Municipal Constables Complaints Regulation be received.

8. Integrated Policing Initiatives Working Group

This initiative is likely to be dormant for a period of time until legal issues are resolved.

RESOLVED that the correspondence regarding the Integrated Policing Initiatives Working Group be received.

9. BC Association of Police Board Executive

Sandra Waddington wishes to remain on the BCAPB Executive for one more year and then turn it over to another member during her last year so that there is some continuity before Sandra's term on the board ends.

RESOLVED that the correspondence regarding the appointment of the BCAPB Executive Board be received, and the issue be TABLED until the April meeting to determine an alternate representative.

10. 2016 BCAPB Annual General Meeting and Conference

MOVED and seconded: That the Oak Bay Police Board will sponsor a coffee break at the BC Association of Police Boards 2016 Conference and AGM.

CARRIED

11. Oak Bay Police Board Manual – Draft #2

The Freedom of Information and records management sections are still under development, with research ongoing as well as a few editorial changes to be made.

On page twelve (12) of the manual in the "Guidelines for Conduct" section, the phrase "Duty of Loyalty" was brought into question. After discussion regarding the intent, it was determined that it should be reworded to read "*To give one's loyalty to the board in its role as civilian oversight when acting on behalf of the board.*"

MOVED and seconded: That the manual be approved, subject to editorial changes, changes to the records management section and rewording of the "Duty to Loyalty" from page 12, Guidelines for Conduct.

CARRIED

CHIEF'S ORDERS: (Policy Changes)

- AC 000 – Use of Telephones and Cellular Telephones
- AF 100 – Intra/Internet and Voicemail Usage
- AF 120 – Social Media

AC000

Two existing policies updated and one new piece of policy presented. Discussion held regarding the proper use of cellular phones and personal use of work cellular phones. Chief Brinton advises that section 3.9 of Policy AC 000 states that "*personal calls, although not prohibited, are discouraged.*" The use of the departmental cellular phones will be monitored and any excessive personal use would be dealt with on a case by case basis.

The department wants to discourage the use of personal cellular phones for investigational purposes due to the potential for those phones to be seized as exhibits under investigative authority by the Independent Investigations Office (IIO). By providing departmental cellular

phones for investigative purposes, the potential for the seizure of personal cellular phones is mitigated.

Section 3.33 of Policy AC 000 requires more clarity as to the intention of the wording. Chief Brinton to investigate further and return to the Board. The wording throughout the policy often referred to both “employees” and “members”, the suggestion was made that one or the other of the terms be used throughout, rather than a mixture of both. To be changed for consistency.

Section 3.14 it was suggested that the word “real” prior to “expectation” be removed.

MOVED and seconded: That policy AC 000 be reviewed for consistency, editorial changes and changes to section 3.33 and 3.14 as noted and returned to the Board.

CARRIED

AF 100

In section 7.0 of policy AF 100, the Chair suggests that there be more clarity regarding the personal use of email. In particular when members are sending a personal email from work that their position as a police officer not be used to their advantage or to reflect back upon the department. This could be prevented by prohibiting any personal emails sent from the departmental email or that there be no indication of their position, rank or authority within the email. Chief Brinton agrees that there should be policy in place to prevent an expectation of preferential treatment when using departmental email for personal reasons. Chief Brinton feels that the better option would be to prohibit the personal use of departmental email.

MOVED and seconded: That Chief Brinton consult with Sergeant Smith and return policy AF100 with required changes.

CARRIED

AF 120

Discussion held regarding the supervision of departmental use of Twitter. Chief Brinton advises that sections 2.2 to 2.4 repeat the point stated in section 1.4 of Policy AF 120 and suggests section 1.4 be removed entirely. Members may be allowed to have a personal Twitter or other social media account, but must remain cognizant that whatever is published may run the risk of reflecting negatively on both the member and the department. There should be clarity regarding the difference between personal use of social media and departmental use of social media within policy AF 120.

MOVED and seconded: That section 1.4 be removed and that changes be made and brought back to the Board after further review by the police department.

CARRIED

MOVED and seconded: That all three Policies be reviewed, amended and returned to the Board for further review and/or approval.

CARRIED

NEW BUSINESS:

The Board feels that the joint meeting with Council on March 21 went very well and support holding annual joint meetings. Police Board and Council both agree that this would improve visibility for the Police Board in the community.

MOVED and seconded: That the Oak Bay Police Board and Oak Bay Municipal Council meet on an annual basis.

CARRIED

ADJOURNMENT:

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

The open portion of the meeting adjourned at 4:22 p.m.

Certified Correct:

Secretary, Oak Bay Police Board

Chair, Oak Bay Police Board

MINUTES of the joint meeting of the OAK BAY POLICE BOARD and the OAK BAY MUNICIPAL COUNCIL held in the Council Chambers, Oak Bay Municipal Hall, 2167 Oak Bay Avenue, Oak Bay, BC, on Monday, March 21, 2016 at 5:30 pm.

PRESENT:	Police Board Members:	Mary Kelly Brian Rendell Sandra Waddington
	Council:	Hazel Braithwaite Tom Croft Michelle Kirby (Acting Mayor/Chair) Kevin Murdoch Tara Ney
	Staff:	Administrator, Helen Koning Chief Constable Andy Brinton Deputy Chief Constable Kent Thom Laura Lang (Recording Secretary)
ABSENT:	Mayor Councillor	Nils Jensen Eric Zhelka

The Chair called the meeting to order at 5:32 p.m.

APPROVAL OF AGENDA:

MOVED and seconded that: The agenda be approved.

CARRIED

1. Introductions, Sandra Waddington

Introductions were conducted around the table for all Police Board, Council and staff members present.

2. Department Overview, Chief Brinton

Chief Brinton gave a Power Point presentation that provided an overview of the Police Department with some points as noted below:

Governance

Oak Bay Police Board

Department Mandate

Organization of the Police Department (various sections, programs and staff)

Strategic Plan

Community Partnerships (Block Watch, Reserve Program, website, community events)

*Joint meeting of the Oak Bay Police Board & Oak Bay Council - Minutes
March 21, 2016*

Service Agreements (Dispatch, Forensics, Crime Analysis, Police Dog Service, Keep of Prisoners, Computer Forensics, Serious Crime Investigations, IT Services, Court Liaison and several integrated units within the CRD)

Integration (Domestic Violence Unit, Mobile Youth Services Team, Integrated Mobile Crisis Response Team, Emergency Response Team, Crisis Negotiators, Crowd Management Unit, Integrated Road Safety Unit, Combined Forces Special Enforcement Unit, Vancouver Island Major Crime Unit)

3. Strategic Directions for Police Department and Police Board, Sandra Waddington & Chief Brinton

Chief Brinton spoke about the current 2013-2017 Strategic Plan and the process involved in creating it. The crime rates in Oak Bay are low and there is a strong sense of safety within the community. There is a high ratio of seniors in the community and a low youth crime rate. The School Liaison is critical in engaging youth and families, while the Community Liaison works more closely with the business community and seniors. There is a strong sense of “no call too small” within the department and that is evident in the service that is provided to the community. The community survey that was done prior to creating the Strategic Plan indicated strong community support for an independent police force.

The strategic priorities of the current plan include continued reduction of crime and enhancement of public safety, integration, community engagement and staff development. Each year initiatives are brought forward that relate to the priorities of the plan. Some carry forward from year to year, and sometimes the priorities change according to current needs. A progress report is provided to the Board and posted to the municipal website quarterly.

At the start of 2017 the process will begin again, starting with community consultation and an environmental scan to develop the next Strategic Plan for 2018-2022. Some feedback that the Board has received and that they will endeavour to improve upon for the next Plan are more of a focus on north Oak Bay/Henderson area, a component for Board-specific initiatives and keeping initiatives concrete & measurable.

There was discussion and a variety of questions regarding the structure of the board, governance, and processes. The Board is responsible for hiring the Chief Constable and the Chief Constable is responsible for hiring all other members and staff. The appraisal process for the Chief Constable and the use of municipal human resource staff by the police department for hiring, personnel and contract issues was also discussed.

The Block Watch Program was discussed. Oak Bay has a large number of Block Watch groups in relation to the size of the municipality. Both Council and the Board feel that the program is very worthwhile and strengthens the sense of community. The Speed Watch program is separate from routine traffic enforcement by members and is currently in the process of being revived. When concerns from the community are received regarding problem traffic and speed zone areas, the signs are mounted on poles by the Public Works Department.

4. Police Board Visibility in the Community and Community Engagement, Mary Kelly

*Joint meeting of the Oak Bay Police Board & Oak Bay Council - Minutes
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Board member Mary Kelly suggested that the Board have more visibility and presence in the community and welcomed any suggestions from council. Some suggestions put forward by Council were: the Youth & Family Justice Committee, the Y.E.S. Awards, riding in the school bike trains, partaking in some of the BIA events on Oak Bay Avenue. Board member Mary Kelly is open to any further suggestions being emailed to her directly.

5. Budgets – Now and in the Future, Brian Rendell

Police Board member Brian Rendell advises that the Board reviews, discusses and approves the Police provisional budget prior to it being presented to Council. The Board perspective is that of a civilian oversight of the police department and their role is to keep in mind both what the police department does and what the public expects of a balanced and fair budget.

One or more members of the Board used to regularly attend the November Council meeting with the Chief Constable when the provisional budget is being presented. Both the Board and Council feel that this practice should resume.

Policy is also a primary responsibility of the Police Board. All policy changes are reviewed prior to changes being adopted.

6. Future Meetings, Sandra Waddington

Consensus was met with both Board and Council that joint meetings are beneficial and should be an annual occurrence, in either January or February, when setting priorities and directions. There may be two joint meetings held in 2017, at the beginning of the year and closer to the end of the year, due to the development of the Strategic Plan.

ADJOURNMENT:

MOVED and seconded that: The joint meeting of the Oak Bay Police Board and the Oak Bay Municipal Council be adjourned at 6:22 p.m.

CARRIED

Certified Correct:

Secretary, Oak Bay Police Board

Acting Mayor/Chair



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: 2016-04-18
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: 2015 Financial Year End

Final:

2015 Police Operational Budget - \$4,666,263
2015 Actual Spent - \$4,464,037

Surplus - \$202,228 (-4.33%)

Analysis:

The following is an overview of where the significant surpluses occurred.

Police Board

\$4876 - No board members attended the 2015 CAPG Conference as planned. There are plans for attendance in 2016.

Protective Services

\$71,131 – Salaries. There was a new sergeant promoted with a lower pay rate during the year. There was a sergeant on Worksafe for the last 2 months of the year.

\$48,368 - Overtime Manageable. When members work overtime they can claim pay or banked time off. We have to be prepared should members wish to claim pay for the full amount of overtime worked.

\$9442 - Overtime Stats. Similar to above.

\$18,400 – Radio. We budgeted for increased CREST costs but the roll out of the new equipment did not occur in 2015 as planned. We anticipate the implementation to begin the second half of 2016.

\$14,082 – Clothing. We had less kit and clothing requests in 2015 than expected. One significant order went undelivered until 2016 so not invoiced in 2015.

Training

\$7933 – There were some higher cost courses planned that involved travel. These did not materialize due to course availability and member availability.

Building Expenses

\$5983 – There were less repairs to the building done than anticipated. We still need to be prepared and are on track for higher usage this year. Utility costs also fluctuate.

Police Automobiles

\$15,662 – There was less fuel and maintenance costs than expected. The fleet is relatively new so repair costs are down. We also changed some plans for the fit out of new vehicles which left a surplus.

Andy Brinton
Chief Constable

THE CORPORATION OF THE DISTRICT OF OAK BAY

**2016 ESTIMATES BUDGET
Operating Fund**

			2015 Budget	2015 Actual	2016 Budget
POLICE PROTECTION		"A"			
POLICE BOARD					
10221100	5900	SUNDRY	12,000	7,124	12,000
		TOTAL POLICE BOARD	12,000	7,124	12,000
		% CHANGE		-40.63%	0.00%
ADMINISTRATION					
10221200	1101	SALARIES FULL TIME	446,030	454,658	454,474
10221200	1201	BENEFITS	29,190	33,431	35,000
10221200	2001	LEGAL FEES	10,000	8,841	15,000
10221200	2003	CONSULTING - NEEDS ASSESSMENT	12,500	12,500	
10221200	2100	CAR ALLOWANCE/TRAVEL	400	39	400
10221200	2101	CONFERENCES/MEETINGS	22,990	13,454	17,465
10221200	3300	OFFICE SUPPLIES	10,700	10,457	10,700
10221200	5900	SUNDRY	9,251	8,793	8,827
10221200	9999	RECOVERIES	(20,000)	(18,674)	(20,000)
		TOTAL ADMINISTRATION	521,061	523,499	521,866
		% CHANGE		0.47%	0.15%

THE CORPORATION OF THE DISTRICT OF OAK BAY

**2016 ESTIMATES BUDGET
Operating Fund**

		2015 Budget	2015 Actual	2016 Budget
PROTECTIVE SERVICES				
10221300	1101 SALARIES FULL TIME	2,585,645	2,514,514	2,581,679
10221300	1103 OVERTIME - MANAGEABLE	99,776	51,408	99,766
10221300	1106 OVERTIME - STAT. HOLIDAYS	67,724	58,282	67,716
10221300	1107 OVERTIME - RECOVERABLE		(5,269)	
10221300	1201 BENEFITS - FULL TIME		(17,614)	
10221300	1906 E.I.	30,500		30,500
10221300	1907 C.P.P.	62,500	61,578	62,500
10221300	1908 SUPERANNUATION	486,500	508,429	486,500
10221300	1909 GROUP INSURANCE	5,000	4,463	5,000
10221300	1931 DENTAL	40,500	37,663	40,500
10221300	1934 UNIFORM CLEAN ALL'CE	9,080	8,392	9,080
10221300	1935 WORKSAFE BC ASSESSMENTS	38,000	39,469	38,000
10221300	1936 WORKSAFE BC REIMBURSEMENTS		(6,488)	
10221300	1939 EHB	34,100	31,370	34,100
10221300	3500 RADIO	46,500	28,100	47,100
10221300	3700 CLOTHING,UNIFORMS ETC	36,790	22,708	36,790
10221300	3800 TELEPHONE	28,960	27,419	28,960
10221300	4200 REPAIRS & SUPPLIES	36,650	35,170	38,550
10221300	4500 COMPUTER - PRIME, SOFTWARE, ETC.	39,013	40,276	39,802
10221300	4602 SMALL EQUIP. REPLACE	2,950	1,217	28,950
10221300	5901 CONTRACT - SAANICH GEN. SERVICE	190,655	190,655	190,655
10221300	5907 CONTRACT - SAANICH DISPATCH	145,250	138,323	142,799
10221300	6001 TRANSFER TO RES. FOR RETIREMENT	13,000	13,000	18,500
10221300	6650 IT SERVICES	4,825	4,815	6,825
10221300	8800 CAPITAL REPLACEMENT - COMPUTERS	20,000	20,000	20,000
10221300	8815 RESERVE FOR OLD MAJOR CRIMES	20,000	20,000	20,000
10221300	8888 CLOSE TO RES. FUTURE EXP.			
10221300	9999 RECOVERIES	(202,848)	(182,342)	(202,835)
	TOTAL PROTECTIVE SERVICES	3,841,070	3,675,609	3,871,437
	% CHANGE		-4.31%	0.79%
TRAINING				
10221500	5904 TRAINING EXPENSES	25,400	17,467	29,250
	TOTAL TRAINING	25,400	17,467	29,250
	% CHANGE		-31.23%	15.16%

THE CORPORATION OF THE DISTRICT OF OAK BAY

**2016 ESTIMATES BUDGET
Operating Fund**

		2015 Budget	2015 Actual	2016 Budget	
BLDG EXPENSES					
10221600	1102	WAGES HRLY FULL TIME	2,233	1,732	2,278
10221600	1202	BENEFITS HRLY FULL TIME	1,228	952	1,253
10221600	3900	ELECTRICITY	6,400	11,211	8,560
10221600	4000	WATER	1,297	1,091	1,000
10221600	4100	NATURAL GAS	1,578	741	1,000
10221600	4200	REPAIRS & SUPPLIES	14,000	8,012	14,000
10221600	5600	CUSTODIAL SUPPLIES	5,000	3,958	5,000
10221600	5601	JANITOR SERVICES	15,698	13,754	16,247
		TOTAL BLDG EXPENSES	47,434	41,451	49,338
		% CHANGE		-12.61%	4.01%
POLICE AUTOMOBILES					
SUNDRY AUTO EQUIPMENT (ICBC Van, Ferry reservations, bicycle program, car washing, etc.)					
10221730	4201	GAS & OIL FOR EQUIPMT	150		150
10221730	4202	EQUIP'T PARTS SUPPLIES	2,700	1,906	2,700
		TOTAL SUNDRY AUTO EQUIPMENT	2,850	1,906	2,850
		% CHANGE		-33.12%	0.00%
AUTO EQUIPMENT # 71 (2014 Ford Taurus)					
10221731	4201	GAS & OIL FOR EQUIPMT	8,125	4,380	6,900
10221731	4202	EQUIP'T PARTS SUPPLIS	4,501	6,620	5,432
		TOTAL AUTO EQUIPMENT # 71	12,626	11,000	12,332
		% CHANGE		-12.88%	-2.33%
AUTO EQUIPMENT # 72 (2009 Ford Escape hybrid)					
10221732	4201	GAS & OIL FOR EQUIPMT	7,375	409	4,600
10221732	4202	EQUIP'T PARTS SUPPLIES	2,533	19,191	4,156
		TOTAL AUTO EQUIPMENT # 72	9,908	19,600	8,756
		% CHANGE		97.82%	-11.63%

THE CORPORATION OF THE DISTRICT OF OAK BAY

**2016 ESTIMATES BUDGET
Operating Fund**

		2015 Budget	2015 Actual	2016 Budget
AUTO EQUIPMENT # 73 (2008 Toyota Camry Hybrid)				
10221733	4201			
		GAS & OIL FOR EQUIPM'T	1,250	409
10221733	4202			
		EQUIP'T PARTS SUPPLIES	3,131	1,647
		TOTAL AUTO EQUIPMENT # 73	4,381	2,056
		% CHANGE	-53.07%	2.08%
 AUTO EQUIPMENT # 74 (2011 Ford Crown Victoria - to be replaced in 2016)				
10221734	4201			
		GAS & OIL FOR EQUIPM'T	8,125	5,568
10221734	4202			
		EQUIP'T PARTS SUPPLIES	19,001	5,088
		TOTAL AUTO EQUIPMENT # 74	27,126	10,656
		% CHANGE	-60.72%	20.35%
 AUTO EQUIPMENT # 75 (2014 Ford Police Interceptor)				
10221735	4201			
		GAS & OIL FOR EQUIPM'T	8,125	4,381
10221735	4202			
		EQUIP'T PARTS SUPPLIES	4,501	4,561
		TOTAL AUTO EQUIPMENT # 75	12,626	8,942
		% CHANGE	-29.18%	0.84%
 AUTO EQUIPMENT # 76 (2007 Toyota Camry - replaced in 2015)				
10221736	4201			
		GAS & OIL FOR EQUIPM'T	1,500	1,129
10221736	4202			
		EQUIP'T PARTS SUPPLIES	2,479	3,098
		TOTAL AUTO EQUIPMENT # 76	3,979	4,227
		% CHANGE	6.23%	1.66%

THE CORPORATION OF THE DISTRICT OF OAK BAY

**2016 ESTIMATES BUDGET
Operating Fund**

		2015 Budget	2015 Actual	2016 Budget
AUTO EQUIPMENT # 79 (2011 Mazda 3)				
10221739	4201			
		1,250	358	1,150
10221739	4202			
		2,023	2,362	2,215
		3,273	2,720	3,365
			-16.90%	2.81%
10282191	6217			
		35,000	35,000	35,000
		111,769	96,107	116,197
COMMUNITY PROGRAM				
10221800	5900			
		21,104	17,686	20,937
		21,104	17,686	20,937
			-16.20%	-0.79%
MOBILE YOUTH SERVICES TEAM				
10221850	1101			
		96,768	99,254	98,708
10221850	1201			
		24,740	23,708	23,690
10221850	1103			
		1,000		1,000
10221850	2101			
		1,500	1,805	2,000
10221850	3700			
		1,070	1,070	1,070
10221850	3800			
		1,000	884	1,000
10221850	3805			
		5,000	6,532	5,000
10221850	4201			
		3,500	1,134	3,500
10221850	5900			
		350	11	700
10221850	9999			
		(127,383)	(126,853)	(129,944)
		7,545	7,545	6,724
OTHER EXPENSES				
10221900	5706			
		22,328	22,328	22,739
10221900	5900			
		2,400	992	2,400
10221900	5901			
		3,183	3,182	2,965
10221900	5903			
		31,379	31,379	32,713
10221900	5914			
		14,430	14,430	14,660
10221900	5919			
		5,160	5,238	5,469
		78,880	77,549	80,946
			-1.69%	2.62%
		4,666,263	4,464,037	4,708,695
			-4.33%	0.91%

**Statement of Expenditures as at March 31, 2016
(25.00%)**

EI	52.59%	These deductions are front loaded, so figures will appear high until later in the year when they start to level off.
CPP	51.07%	
Uniform Cleaning Allowance	100.06%	The cleaning account is managed by the Police Association. The entire amount is paid at the beginning of the year, with seconded members allowance being credited back quarterly.
Clothing & Uniforms	5.39%	Very little kit and clothing items purchased to date.
Replacement Small Equipment	88.19%	New PC's purchased in March.
Car #73 (Detective car)	.94%	No repairs and very little fuel used for car to date. Detective Sgt has been off on extended sick leave.
Car #74 (Patrol car)	4.99%	Very little in the way of repairs or fuel consumption to date. As vehicle is to be replaced this year, it has likely not been driven much.
Car #76 (Admin car)	42.50%	Unplanned for repairs & maintenance in early part of the year.
Car #79 (Comm. Services car)	7.20%	Vehicle is not used extensively as patrol vehicles. Very low maintenance & fuel costs to date.
Community Program	3.41%	Most line items in this account will be expensed later in theyear.
MYST	433.79%	This account will show high until all of the recoveries from the other area police departments.
Other Expenses	0.00%	All of these will be expensed later in the year.
Overall Operational Budget	24.21%	

**DISTRICT OF OAK BAY
GL Department Report**



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Date : *March 31, 2016*

Year : 2016
Period : 3

Budget : BUDGET VALUES

Account No.	Description	Year To Date	Committed	Budget	Variance	% Used
POLICE DEPARTMENT						
EXPENSES						
POLICE						
21100 POLICE BOARD						
10-2-21100-5900	SUNDRY-POLICE BOARD	2,343.33	0.00	12,000.00	9,656.67	19.53
21100 POLICE BOARD		2,343.33	0.00	12,000.00	9,656.67	19.53
21200 ADMINISTRATION						
10-2-21200-1101	SALARIES FULL TIME-POL ADM	106,155.07	0.00	454,474.00	348,318.93	23.36
10-2-21200-1201	BENEFITS FULL TIME-POL ADM	7,325.55	0.00	31,348.00	24,022.45	23.37
10-2-21200-2001	LEGAL FEES-POL ADMIN	660.73	0.00	15,000.00	14,339.27	4.40
10-2-21200-2100	CAR ALLOW'CE/TRAVEL-POL A	0.00	0.00	400.00	400.00	
10-2-21200-2101	CONFERENCES/MEETINGS-PO	2,993.44	0.00	17,465.00	14,471.56	17.14
10-2-21200-3300	OFFICE SUPPLIES-POL ADMIN	1,703.03	0.66	10,700.00	8,996.31	15.92
10-2-21200-5900	SUNDRY-POL ADMIN	765.60	0.37	8,827.00	8,061.03	8.68
10-2-21200-9999	RECOVERIES-POL ADMIN	-3,970.00	0.00	-20,000.00	-16,030.00	19.85
21200 ADMINISTRATION		115,633.42	1.03	518,214.00	402,579.55	22.31
21300 PROTECTIVE SERVICES						
10-2-21300-1101	SALARIES FULL TIME-PROTEC	590,369.97	0.00	2,581,679.00	1,991,309.03	22.87
10-2-21300-1103	OVERTIME-PROTECTIVE	36,028.60	0.20	99,766.00	63,737.20	36.11
10-2-21300-1106	OVERTIME - STAT HOLIDAYS - I	4,609.80	0.00	67,716.00	63,106.20	6.81
10-2-21300-1107	OVERTIME - RECOVERABLE - F	407.68	0.00	0.00	-407.68	
10-2-21300-1906	E.I.-PROECTIVE	16,038.72	0.00	30,500.00	14,461.28	52.59
10-2-21300-1907	C.P.P.-PROTECTIVE	31,918.80	0.00	62,500.00	30,581.20	51.07
10-2-21300-1908	SUPERANNUATION-PROTECTI	121,252.08	0.00	486,500.00	365,247.92	24.92
10-2-21300-1909	GROUP INSURANCE-PROTECT	1,206.33	0.00	5,000.00	3,793.67	24.13
10-2-21300-1931	DENTAL POLICE-PROTECTIVE	9,939.60	0.00	40,500.00	30,560.40	24.54
10-2-21300-1934	UNIFORM CLEAN ALLCE-PROT	9,085.20	0.00	9,080.00	-5.20	100.06
10-2-21300-1935	W.C.B. ASSESSMENTS-PROTEI	13,961.70	0.00	38,000.00	24,038.30	36.74
10-2-21300-1936	W.C.B. REIMBURSEMENTS-PR	-15,474.80	0.00	0.00	15,474.80	
10-2-21300-1939	POLICE EHB -PROTECTIVE	8,197.55	0.00	34,100.00	25,902.45	24.04
10-2-21300-3500	RADIO-PROTECTIVE	6,912.00	0.00	47,100.00	40,188.00	14.68
10-2-21300-3700	CLOTHING, UNIFORMS ETC.-PF	1,980.90	0.70	36,790.00	34,808.40	5.39
10-2-21300-3800	TELEPHONE-PROTECTIVE	6,463.10	3.00	28,960.00	22,493.90	22.33
10-2-21300-4200	REPAIRS & SUPPLIES-PROTEC	4,044.20	1.04	38,550.00	34,504.76	10.49
10-2-21300-4500	COMPUTER-PROTECTIVE	8,927.68	0.50	39,802.00	30,873.82	22.43
10-2-21300-4602	REPL SMALL EQUIPMENT - PR	25,531.54	0.34	28,950.00	3,418.12	88.19
10-2-21300-5901	CONTRACT - SAANICH GEN. SE	47,663.67	1.00	190,655.00	142,990.33	25.00
10-2-21300-5907	SUNDRY CONTRACTS-PROTEC	35,272.23	0.50	142,799.00	107,526.27	24.70
10-2-21300-6001	RESERVE FOR RETIREMENT-P	0.00	0.00	18,500.00	18,500.00	
10-2-21300-6650	IT SERVICES-PROTECTIVE	1,203.75	0.00	6,825.00	5,621.25	17.64
10-2-21300-8800	CAPITAL REPLACEMENT-PROT	0.00	0.00	20,000.00	20,000.00	
10-2-21300-8815	OLD MAJOR CRIMES RESERVE	0.00	0.00	20,000.00	20,000.00	
10-2-21300-9999	RECOVERIES	0.00	0.00	-202,835.00	-202,835.00	
21300 PROTECTIVE SERVICES		965,540.30	7.28	3,871,437.00	2,905,889.42	24.94
21500 TRAINING						
10-2-21500-5904	TRAINING EXPENSES	1,709.61	0.20	29,250.00	27,540.19	5.85

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GL Department Report**



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Date : *March 31, 2016*

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Budget : BUDGET VALUES

Account No.	Description	Year To Date	Committed	Budget	Variance	% Used
POLICE DEPARTMENT						
	21500 TRAINING	1,709.61	0.20	29,250.00	27,540.19	5.85
21600 BLDG EXPENSES						
10-2-21600-1102	WAGES HRLY FULL TIME-BLDG	270.24	0.00	2,278.00	2,007.76	11.86
10-2-21600-1202	BENEFITS HRLY FULL TIME-BLI	153.22	0.00	1,253.00	1,099.78	12.23
10-2-21600-3900	ELECTRICITY-BLDG EXP	772.69	0.10	8,560.00	7,787.21	9.03
10-2-21600-4000	WATER-BLDG EXP	0.00	0.00	1,000.00	1,000.00	
10-2-21600-4100	NATURAL GAS-BLDG EXP	142.65	0.33	1,000.00	857.02	14.30
10-2-21600-4200	REPAIRS & SUPPLIES-BLDG E)	450.08	0.00	14,000.00	13,549.92	3.21
10-2-21600-5600	CUSTODIAL SUPPLIES-BLDG E	1,141.90	1.50	5,000.00	3,856.60	22.87
10-2-21600-5601	JANITOR SERVICES-BLDG EXP	2,588.34	0.50	16,247.00	13,658.16	15.93
	21600 BLDG EXPENSES	5,519.12	2.43	49,338.00	43,816.45	11.19
21730 SUNDRY AUTO EXPENSES						
10-2-21730-4200	REPAIRS & SUPPLIES-SUNDRY	138.25	0.09	0.00	-138.34	
10-2-21730-4201	GAS & OIL FOR EQUIP'T-SUNDI	0.00	0.00	150.00	150.00	
10-2-21730-4202	EQUIP'T PARTS SUPPLIES-SUN	0.00	0.00	2,700.00	2,700.00	
	21730 SUNDRY AUTO EXPENSES	138.25	0.09	2,850.00	2,711.66	4.85
21731 AUTO EQUIPMENT # 71						
10-2-21731-1102	WAGES HRLY FULL TIME-AUTO	477.32	0.00	0.00	-477.32	
10-2-21731-1202	BENEFITS HRLY FULL TIME-AU	270.04	0.00	0.00	-270.04	
10-2-21731-4200	REPAIRS & SUPPLIES-AUTO EC	62.39	369.09	0.00	-431.48	
10-2-21731-4201	GAS & OIL FOR EQUIP'T-AUTO	1,202.15	0.00	6,900.00	5,697.85	17.42
10-2-21731-4202	EQUIP'T PARTS SUPPLIES-AUT	0.00	0.00	5,432.00	5,432.00	
	21731 AUTO EQUIPMENT # 71	2,011.90	369.09	12,332.00	9,951.01	19.31
21732 AUTO EQUIPMENT # 72						
10-2-21732-1102	WAGES HRLY FULL TIME-AUTO	480.06	0.00	0.00	-480.06	
10-2-21732-1202	BENEFITS HRLY FULL TIME-AU	272.19	0.00	0.00	-272.19	
10-2-21732-4200	REPAIRS & SUPPLIES-AUTO EC	15.20	0.09	0.00	-15.29	
10-2-21732-4201	GAS & OIL FOR EQUIP'T-AUTO	1,272.67	0.00	4,600.00	3,327.33	27.67
10-2-21732-4202	EQUIP'T PARTS SUPPLIES-AUT	0.00	0.00	4,156.00	4,156.00	
	21732 AUTO EQUIPMENT # 72	2,040.12	0.09	8,756.00	6,715.79	23.30
21733 AUTO EQUIPMENT # 73						
10-2-21733-4200	REPAIRS & SUPPLIES-AUTO EC	0.00	0.09	0.00	-0.09	
10-2-21733-4201	GAS & OIL FOR EQUIP'T-AUTO	41.80	0.00	1,150.00	1,108.20	3.63
10-2-21733-4202	EQUIP'T PARTS SUPPLIES-AUT	0.00	0.00	3,322.00	3,322.00	
	21733 AUTO EQUIPMENT # 73	41.80	0.09	4,472.00	4,430.11	0.94
21734 AUTO EQUIPMENT # 74						
10-2-21734-1102	WAGES HRLY FULL TIME-AUTO	181.07	0.00	0.00	-181.07	
10-2-21734-1202	BENEFITS HRLY FULL TIME-AU	102.67	0.00	0.00	-102.67	
10-2-21734-4200	REPAIRS & SUPPLIES-AUTO EC	39.40	0.09	0.00	-39.49	
10-2-21734-4201	GAS & OIL FOR EQUIP'T-AUTO	1,307.36	0.00	6,900.00	5,592.64	18.95
10-2-21734-4202	EQUIP'T PARTS SUPPLIES-AUT	0.00	0.00	25,745.00	25,745.00	
	21734 AUTO EQUIPMENT # 74	1,630.50	0.09	32,645.00	31,014.41	4.99

**DISTRICT OF OAK BAY
GL Department Report**



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Budget : BUDGET VALUES

Account No.	Description	Year To Date	Committed	Budget	Variance	% Used
POLICE DEPARTMENT						
21735 AUTO EQUIPMENT # 75						
10-2-21735-1102	WAGES HRLY FULL TIME-AUTO	456.95	0.00	0.00	-456.95	
10-2-21735-1202	BENEFITS HRLY FULL TIME-AU	259.09	0.00	0.00	-259.09	
10-2-21735-4200	REPAIRS & SUPPLIES-AUTO E	116.46	0.09	0.00	-116.55	
10-2-21735-4201	GAS & OIL FOR EQUIPT-AUTO	987.84	0.00	6,900.00	5,912.16	14.32
10-2-21735-4202	EQUIPT PARTS SUPPLIES	0.00	0.00	5,832.00	5,832.00	
21735 AUTO EQUIPMENT # 75		1,820.34	0.09	12,732.00	10,911.57	14.30
21736 AUTO EXPENSE # 76						
10-2-21736-1102	WAGES HRLY FULL TIME-AUTO	68.06	0.00	0.00	-68.06	
10-2-21736-1202	BENEFITS HRLY FULL TIME-AU	38.60	0.00	0.00	-38.60	
10-2-21736-4200	REPAIRS & SUPPLIES-AUTO E)	137.26	0.09	0.00	-137.35	
10-2-21736-4201	GAS & OIL FOR EQUIPMT-AUT	149.28	0.00	1,380.00	1,230.72	10.82
10-2-21736-4202	EQUIPT PARTS SUPPLIES-AUT	0.00	0.00	2,665.00	2,665.00	
10-2-21736-4700	INSURANCE-AUTO EXP 76	1,326.00	0.00	0.00	-1,326.00	
21736 AUTO EXPENSE # 76		1,719.20	0.09	4,045.00	2,325.71	42.50
21739 AUTO EQUIPMENT # 79						
10-2-21739-1102	WAGES HRLY FULL TIME- AUT	102.09	0.00	0.00	-102.09	
10-2-21739-1202	BENEFITS HRLY FULL TIM - AU	57.89	0.00	0.00	-57.89	
10-2-21739-4200	REPAIRS & SUPPLIES-AUTO E)	0.00	0.09	0.00	-0.09	
10-2-21739-4201	GAS & OIL FOR EQUIPT-AUTO	82.25	0.00	1,150.00	1,067.75	7.15
10-2-21739-4202	EQUIPT PARTS SUPPLIES-AUT	0.00	0.00	2,215.00	2,215.00	
21739 AUTO EQUIPMENT # 79		242.23	0.09	3,365.00	3,122.68	7.20
21800 COMMUNITY PROGRAM						
10-2-21800-5900	SUNDRY-COMMUNITY PROGR/	714.57	0.00	20,937.00	20,222.43	3.41
21800 COMMUNITY PROGRAM		714.57	0.00	20,937.00	20,222.43	3.41
21850 MOBILE YOUTH SERVICES TEAM						
10-2-21850-1101	SALARIES FULL TIME - MYST	22,625.57	0.00	98,708.00	76,082.43	22.92
10-2-21850-1103	OVERTIME - MYST	-695.40	0.00	1,000.00	1,695.40	
10-2-21850-1201	BENEFITS FULL TIME - MYST	5,309.76	0.00	23,690.00	18,380.24	22.41
10-2-21850-2101	CONFERENCES - MYST	903.77	0.00	2,000.00	1,096.23	45.19
10-2-21850-3700	CLOTHING - MYST	535.02	0.00	1,070.00	534.98	50.00
10-2-21850-3800	TELEPHONE - MYST	187.02	0.00	1,000.00	812.98	18.70
10-2-21850-3805	SURPLUS CONTRIBUTIONS - M	0.00	0.00	5,000.00	5,000.00	
10-2-21850-4201	GAS & OIL FOR EQUIPT - MYS	302.00	0.00	3,500.00	3,198.00	8.63
10-2-21850-5900	SUNDRY - MYST	0.00	0.00	700.00	700.00	
10-2-21850-9999	RECOVERIES - MYST	0.00	0.00	-129,944.00	-129,944.00	
21850 MOBILE YOUTH SERVICES TE		29,167.74	0.00	6,724.00	-22,443.74	433.79
21900 OTHER EXPENSES						
10-2-21900-5706	DOMESTIC VIOLENCE UNIT	0.00	0.00	22,739.00	22,739.00	
10-2-21900-5900	SUNDRY-OTHER EXPENSES	0.00	0.00	2,400.00	2,400.00	
10-2-21900-5901	CROWD MANAGEMENT UNIT-C	0.00	0.00	2,965.00	2,965.00	
10-2-21900-5903	EMERGENCY RESPONSE TM-C	0.00	0.00	32,713.00	32,713.00	
10-2-21900-5914	MOBILE CRISIS RESPONSE TE	0.00	0.00	14,660.00	14,660.00	

**DISTRICT OF OAK BAY
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Date : *March 31, 2016*

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Budget : BUDGET VALUES

Account No.	Description	Year To Date	Committed	Budget	Variance	% Used
POLICE DEPARTMENT						
10-2-21900-5919	UNDERCOVER POLICING UNIT	0.00	0.00	5,469.00	5,469.00	
	21900 OTHER EXPENSES	0.00	0.00	80,946.00	80,946.00	0.00
	POLICE DEPARTMENT	1,130,272.43	380.66	4,670,043.00	3,539,389.91	24.21

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

Overtime Type	Overtime hours worked	Year to Date (hours)	Previous YTD (hours)
Investigation	5.25	16.75	30.5
Court	8	22	22
Sick Relief	102	345.5	238.5
WCB Relief	-	-	-
Shift Coverage	19	21	15
Special Duty	-	-	-
Training	-	20	8.5
Meetings	19.5	27.5	45
Total	153.75	452.75	359.5
Hours Banked	56.75	167.75	111
OT Bank balance (hours)	n/a	1,067.25	1,064

OT Hours Paid	Current \$ Amt	Year to Date \$ Amount	Previous Year to Date \$ Amount
97	\$9,299.00	\$27,409.12	\$23,605.32



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: April 15, 2016
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: Chief's Monthly Update – March 2016

Absent on Leave

I was on vacation for the first portion of March.

BC Association of Municipal Chiefs of Police Meeting

I attended the monthly BCAMCP meeting in Delta. A number of updates of ongoing matters were made as well as a presentation from Police Services.

Reserve Constable Swearing In / Graduation Ceremony

I attended the swearing in ceremony for the Saanich PD Reserve class. Oak Bay PD had one reserve member in this class. This was followed up by the graduation ceremony later in the month. Two Oak Bay Police Board members attended, which was appreciated.

Police Board / Municipal Council Meeting

I attended and presented at this meeting. Some pre work was completed to prepare for this meeting. It was a good opportunity for both bodies to meet and become familiar with the mandate and governance structure. It was generally felt these should continue in the future.

Victoria Native Friendship Centre

The Greater Victoria Police Diversity Advisory Committee invited the area chiefs to a totem pole raising event. This pole was carved by a member of the Nuu-Chan-Nulth Nation from the west coast of Vancouver Island. This is the third pole installed at the

Friendship Center and all Vancouver Island nations are now represented. This corresponded with a large weeklong conference of First Nations Youth being held in Victoria. This was a good opportunity to show the support of the police community and Oak Bay to this initiative.

Woman's Washroom / Locker Room Renovation

This project is near completion and a number of final meetings were held with the contractor to conclude the process.

Municipal Managers Meeting

I attended this regular meeting with the other managers in the District of Oak Bay. A significant amount of time was spent discussing the municipalities' strategic plan as it pertains to the current budgeting process. This was a good opportunity to ensure I am aware of the other financial pressures within the municipality and work towards some common direction.

Andy BRINTON
Chief Constable



Support Services Section

Monthly Activity Report

March 2016

Admin Sergeant	Sgt Rob Smith
Records/Block Watch	Rebecca
Front Desk	Heather
Community Liaison Officer	Cst Rick Anthony
School Resource Officer	Cst Markus Lueder
Mobile Youth Services Team	Cst Jennifer Gibbs
Reserve Constable Program	R/Cst Taylor, R/Cst Malhotra, R/Cst Carrie

Admin Sergeant

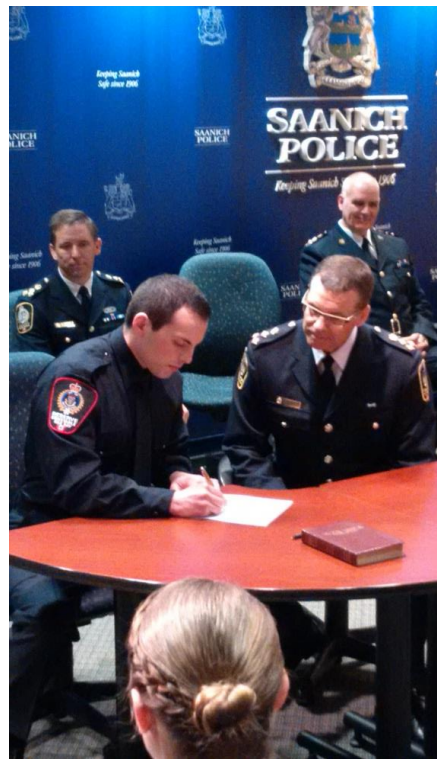
March began with me completing the Use of Force “Tactical Module” over two days at CFB Esquimalt. The tactical module covered such points as high risk vehicle stops, high risk arrests, building containment and active shooter scenarios. The information gained now qualifies me to teach to these specific aspects of engagement in addition to the other components already taken. Cst. Brian Lucas completed the three week Standardized Use of Force Instructor Course at the same time, allowing for two of us to now be certified instructors. Cst. Lucas is already enthusiastically preparing to share his new knowledge with the membership of Oak Bay and I am looking forward to mentoring him.

A 45-minute training session on the new provincial Missing Persons standards has been prepared and has been delivered to two of the four platoons in March.

Spring firearms training has been scheduled with patrol members attending this training while on duty and calls for service being dealt with by members of support services and Detective Constable Martin. The administrative downloads of the Taser’s have been completed and the annual inspection (maintenance) of our Glock pistols was begun but not continued in light of other pressing matters.

I was on leave during the first week of Spring Break, but attended the Reserve Constable swearing in ceremony on March 16th.

On March 26th, I attended the Reserve Constable graduation ceremony in the company of the Chief and two members of our police board. The event was impressive with a couple dozen Reserves from Oak Bay, Saanich and Central Saanich completing their 5 month training program to qualify as Special Municipal Constables. R/Cst Rob Marshall is eager to get out on the road now and contribute to the municipality of Oak Bay in his volunteer capacity in support of the OBPD.



Community Liaison Officer

Cst. Anthony covered a number of patrol shifts in the month of March, both to facilitate firearms training for other members and to bolster numbers in response to sick time being taken.

On March 15th, the residents of Goodwin Manor were spoken to about building security and March 22nd saw Cst. Anthony at the Greater Victoria Victim Services Board Meeting. Attendance at the Community Resource Network meeting was made on March 23rd where practitioners gathered to discuss best practices in supporting the elderly in various stages of care.

On the evening of March 22nd, Cst. Anthony attended the Wain Road Fire Hall in North Saanich and presented on Elder Abuse to an audience of about 40 people. These people were from various walks of life including firefighters, paramedics and police.

One of the Community Liaison Officer's main roles is to identify and assist in the resolution of habitual issues within the municipality. An example of such an effort is documented in file 16-815 which details the ongoing problems being suffered by the residents of a tiny South Oak Bay street. One particular residence there has become the source of weekend parties, noise disturbances and vandalism. Police have attended to roughly 20 calls to this neighbourhood in the recent past and the residents have had enough. The problems have not been going away. Cst. Anthony has worked with the residents, the municipality, the occupants of the home and the home owner in Vancouver and plans have been made to try and ameliorate the situation.

Ongoing projects and files being monitored are as follows:

- 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**
- Operation Head Start:
- Operation Lumiere:
- Retail Merchant emergency contact info updates (*will resume in the spring due to a shortage of Reserve Officer resources*)
- Marine Watch / "Dock It or Lose It" program

School Resource Officer

Cst. Lueder spent much of the month of March focused on the production of SAFE Plans for local public and private schools. Photographs showing 360degree views of classrooms, hallways and meeting areas within the schools were taken during Spring Break while the schools were empty. These photos have been catalogued and cross referenced to blueprints of the schools and will be made available to all officers from within their cars – invaluable information if one was to be attended a volatile call at a local school.



On March 3rd, Cst. Lueder attended a “Youth Radicalization” workshop presented by the RCMP and hosted by CFB Esquimalt and School District 61. He spent the day of March 10th on Marine Patrol with the RCMP in local waters.

Prior to Spring Break, Cst. Lueder delivered 8 formal drug lectures to the grade 9&11 students at the Oak Bay High School. He continues to work on building connections with school staff and students at the various schools and responds to school issues and creates files as needed.

Road safety around schools also continues to be a focus of the school liaison officer especially during arrival and departure of students at the schools. Speed enforcement with radar and laser is frequent.

Cst Lueder also regularly fills in patrol as needed and tries to work within the school liaison role during those times as well.

Mobile Youth Services Team (MYST)

Cst. Gibbs was as busy as ever in the month of March. She began the month with a trip to Vancouver and further training in the new Missing Persons legislation on March 1st. Each department in the province is required to have personnel designated as the “Missing Persons Coordinator” and while that role will fall to the detective office at OBPD, given Cst. Gibbs’ constant interaction with missing and at-risk-youth, it was agreed that she could benefit from any extra training in this regard.

On March 3rd, Cst. Gibbs also attended the “Youth Radicalization” workshop presented by the RCMP and hosted by CFB Esquimalt and School District 61.

March 8th involved a Capital Region Action Team meeting at Victoria City Hall and an intensive case management (ICM) meeting with the Ministry of Children and Family Development. Other ICM’s were held on March 16th and March 30th and a “Reconnect” meeting was attended at the Kiwanis Youth Shelter on March 17th.

Cst. Gibbs’ role with at-risk-youth can be emotionally demanding work. Her success depends on her ability to build relationships with young people who often have little regard for adults in general and the police in particular. Getting to know these young people and becoming invested in their success (and indeed survival) makes the work that Cst. Gibbs does more personal than that of many other roles in the police environment. Her connection to many of the youths she works with makes their successes and their failures that much more poignant and while success stories make the investment worthwhile, Cst. Gibbs also has to deal with the losses as was the case this month when one of the youth she worked with passed away from an apparent overdose.

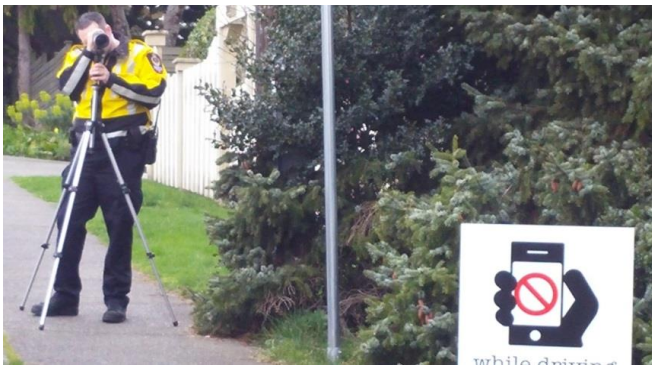
Cst. Gibbs met with many, many youths over the month of March. These meetings ranged from locating 13-year-old runaways to meeting with at risk girls and getting them to school. She attended youth court in support of one of her “clients”, assisted a sexual assault victim through DNA samples and interviews, visited other youths at Ledger House, and spoke to youths on the street who were in danger of being exploited. Cst. Gibbs is also called on to speak with and give advice to parents and guardians of these youth; adults who are at their wits end and need help dealing with the children they care for. Cst. Gibbs offers an experienced ear and connections to various community resources that might be available.

Another of Cst. Gibbs perhaps unanticipated roles is that of a “Confidential Source Handler”. The rapport that she is able to build with the youth she interacts with sees her coming into possession of many forms of intelligence. This information needs to be handled appropriately and discreetly and then shared with the proper investigative bodies. The detective section of VicPD has been working closely with Cst. Gibbs to ensure that those who are providing information are protected and that the trust afforded Cst. Gibbs is not seemed to be betrayed. This is done while also ensuring that the information is dealt with in such a way as to further investigations and be useable in future court proceedings.

Reserve Constable Program

Members of the Reserve Program deployed on two separate initiatives in the month of March. Both of these deployments were “cell watch” initiatives whereby reserves watch for and report on the number of driver’s found using an electronic device while operating a vehicle. These stats are then sent back to ICBC. The Speed Reader board, used for the Speed Watch program was still out for extended repairs in March.

March 11th saw R/Cst’s Taylor and Carrie out with me participating in ICBC’s “Operation Hang Up”. Armed with “Don’t Text and Drive” signs and a powerful spotting scope, we watched Foul Bay Road approaching Lansdowne and the Henderson/Cedar Hill Cross Road intersection throughout the afternoon. The visibility and message were apparently well received and just three motorists were found to be distracted by an electronic device while driving.



And finally, as mentioned previously, March saw the completion of 220 hours of Reserve Constable training for R/Cst Rob Marshall who was officially sworn in on March 16th and participated in his graduation ceremony on March 26th. We are really looking forward to working with Rob in the near future and already have had the pleasure of his service on a couple of occasions.



Quarterly Report – March 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	<p>Scooter Safety Rodeo</p> <p>Participation in the World Elder Abuse Awareness Day</p> <p>Presentation to Seniors on personal Safety at Senior Centers and Assisted Living Centers</p> <p>Relevant contributions to the Oak Bay Volunteer Newsletters</p>	<p>This is currently being organized. Planned for June.</p> <p>In progress. Waiting for date to be set.</p> <p>No sessions held thus far in 2016.</p> <p>Currently working with the volunteer coordinator for a June newsletter submission.</p>

<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>There was a workshop hosted at the Municipal Hall in January. Saanich and Central Saanich PD attended along with other service agencies.</p> <p>There was attendance at regular Community Resource Network meetings focusing on dementia.</p> <p>The Community Liaison Member presented to Paramedics, North Saanich Fire, and RCMP in February.</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>The Support Services Office to coordinate the deployment of the Fixed Speed Reader Board</p>	<p>Discussions continue with ICBC regarding the Reserve Constable involvement in road safety initiatives. Our older Speed Watch board was been found to be inoperative and has been repaired as of the end of March. The first deployment of “Speed Watch” is scheduled for the first week in April.</p> <p>In the meantime, Reserves have been out conducting “Cell Watch” checks at various locations throughout the Municipality. Numerous drivers have been warned about their use of electronic devices while driving.</p>

1.2.2 Active Transportation to Schools

The School Liaison Officer to coordinate the department's involvement in a series of school bicycle events such as bike rodeos and bike trains.

To take part in the annual Oak Bay Bike Festival.

Two bike rodeos planned for next quarter.

A Bike to School initiative planned for next quarter.

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 first campaign was the Distracted Driving / Occupant Restraint Campaign that ran from March 01 – 31 inclusive. A summary of that campaign follows:

Number of person hours expended - 38 hours & 20 minutes

Number of Violation Tickets for Distracted Driving - 02

Number of Written Warnings for Distracted Driving - 03

Number of Violation Tickets for Occupant Restraints - 04

Number of Written Warnings for Occupant Restraints - 03

In addition to the 12 tickets issued, there were approximately 12 other tickets issued not related to this campaign but observed during the course of enforcement.

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

Initiative	Action	Status
1.3.1 Engage with Elementary School Aged Students	Deliver of WITS program Deliver ERASE Bullying program	WITS is planned for the Fall. ERASE is planned for the Fall.
1.3.2 Engage with High School Aged Students	Delivery of PARTY (Prevent Alcohol and Risk Related Trauma In Youth) program to Grade 10 students Deliver other presentations to students focused on relevant issues during the school year	The PARTY Program is planned for October. The SLO completed 13 drug lectures to grade 9 and 11 students. The SLO has attended school councillor meetings weekly and specifically reach out to kids identified as troubled. This involves subtle coffee sessions and meets with select kids needing support.
1.3.3 Student Safety	Work with school staff to update the SAFE Plans (School Action for Emergencies) for area schools	There has been significant work in obtaining floor plans and compiling photographs from all area schools. These are organized in an electronic file. Further work is being done including member familiarization.

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 1st quarter of 2016: Police Post: 89.5 hours Bike Patrols: 14.5 hours Foot Patrols: 256 hours Marine Patrols: 43 hours Static Traffic Enforcement: 161 hours Total: 564 hours.	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.	A dodge ball game planned for Monterey School in April.

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	Ongoing A new reserve constable recently completed the reserve program training with the Saanich and Central Saanich reserve class.
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.	Underway

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 Awaiting results of the municipal wide building assessment review
3.2.0 Media Relations	The Community Liaison Officer to regularly publish to one local publication. In-service training sessions on Media Relations Social Media program	All OBPD members received muster training in Media Presentation and Familiarization in January. No articles submitted. Policy on Social Media has been drafted and is before the Police Board. The OBPD currently has two Twitter accounts. Regular “tweets” are sent out highlighting noteworthy events and news. Upon the noted policy being approved, at least one more Twitter account will be created to be administered by the Reserve Constables to highlight the Special Events and other initiatives that they spearhead.
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.	The SLO has gone to a Willows PAC meeting in March. Plans under way for other schools.
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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 planned for the R2MR Trainer course planned for April 2016.
4.2.0 In-house Expertise	Develop subject matter expertise and in-house instructor capacity, i.e. Use of Force Training	<p>Second 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).</p> <p>All OBPD members began mandatory Use of Force Training in March.</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>A local member was recognized by the JIBC as a Standard Field Sobriety Test instructor, He provided week long training for Vancouver Island officers in February.</p> <p>All OBPD members received muster training in Media Presentation and Familiarization in January</p> <p>All OBPD members received muster training by Residential Tenancy Branch SME in February</p> <p>All OBPD members received muster training in Missing Person Policy and Procedure in March.</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>One new Reserve Constable has recently graduated following the five month (220 hour) Special Municipal Constable training as hosted by the Saanich Police Department.</p> <p>Ongoing training for all Reserve Constables is in the planning stages with updates to use of force and other subjects to begin in the next quarter.</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 MEMORANDUM

DATE: April 19, 2016
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: AC 000 - Use of Telephones and Cellular Telephones
AF 100 - Intra/Internet and Voice Mail Use
AF 120 - Social Media

The three noted policies were presented to the Police Board at the meeting on March 31, 2016. Certain modifications were made. Please find the original Covering Memo attached for reference.

New Policy

AC 000 - Use of Telephones and Cellular Telephones
AF 100 - Intra/Internet and Voice Mail Use
AF 120 - Social Media

Changes

AC 000 - Use of Telephones and Cellular Telephones

3.14 used the terminology 'no real expectation of privacy'. The word 'real' was removed as it seemed redundant.

3.33 required some clarification as the original version appeared to require members issued a Blackberry to take calls and messages at all times including while off duty. There are no provisions for this in the Collective Agreement so this was corrected to simply ask for checking the device on a regular basis. 3.1 to 3.4 have been reworded to remove that requirement and to ensure the same

requirements for the issued cellphones stand for the Blackberry devices otherwise.

The term 'employee' and 'member' were used throughout the original version. This has been corrected for consistency.

AF 100 - Intra/Internet and Voice Mail Use

7.3 was added to address the issue raised by the Police Board of using departmental email for personal use with the fingerprint left either by way of signature block or email address. The Board felt there should be no personal use to remove any potential for a perceived expectation of preferential treatment or material reflecting negatively on the department.

AF 120 – Social Media

1.4 was redundant as the same content was established in parts 2.2 to 2.4 of the original version. 1.4 was removed for clarity.

Andy Brinton
Chief Constable
Oak Bay Police Department

USE OF TELEPHONES and CELLULAR TELEPHONES

AC 000	Effective Date: 97.03.19 Review Date: 00.12.19 By: Last Update:
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[INDEX](#) [TABLE OF CONTENTS](#) [ALSO SEE COMMUNICATIONS OO 010](#)

See also: AF 100 Intra/Internet Usage and Voice Mail
 AF 120 Social Media

1.0 POLICY

- 1.1 — All members must strive to use good manners and courtesy when using the telephone, and must constantly remember that politeness, promptness and tone of voice used when answering a telephone instills confidence in the Department and promotes good Police – Community relations.
- 1.2 — Under no circumstances are private telephone numbers of a sworn member, civilian member or reserve constable of the Department to be conveyed to a person without express permission of that member.
- 1.3 — If a person deems a message important and it is during a member's off-duty time, personnel will refer the matter to the duty supervisor decision on calling the member at home.

1.1 All employees of the Oak Bay Police Department are expected to be polite, courteous and professional at all times when using department telephones and cellular telephones.

1.2 The Oak Bay Police Department recognizes the need for members and employees to be able to communicate with the public and with each other through the use of telephones often and conveniently.

1.3 The Oak Bay Police Department recognizes that there will be instances where using a “smart phone” for investigative purposes (picture taking, statements, internet searches) will be the most convenient and sometimes only way to immediately obtain and document needed information.

- 1.4 Personal cellular telephones are not to be used for investigative purposes including, but not limited to, the taking of pictures, statements or communication involving sensitive material.
- 1.5 Use of a personal cellular telephone for those purposes noted in 1.4 above may make that telephone susceptible to rules governing disclosure and may see such personal cellular telephones seized where necessary.

2.0 REASON FOR POLICY

- 2.1 To promote good Police-Community relations.
- 2.2 To ensure Departmental member's an Oak Bay employee's right to privacy.
- 2.3 To document guidelines on the use of Department telephones and cellular telephones.

3.0 PROCEDURE

~~Telephone Answering – Emergency~~

~~(Also see [COMMUNICATIONS OO 010, 4.0](#))~~

- ~~3.1 Members must answer the Emergency Telephone in strict accordance with guidelines established in the CRD 9-1-1 Operating Procedures Manual.~~
- ~~3.2 If the call is obviously of a non-emergency nature, the caller must be advised politely to call back on the non-emergency number; or,~~
- ~~3.3 The Member has the option of transferring the call from the 9-1-1 system to the regular phone lines.
(BACK TO [COMMUNICATIONS OO 010](#))~~

- 3.1 Callers contacting the Oak Bay Police Department to report an Emergency or crime-in-progress event shall be directed to dial 9-1-1 directly.
- 3.2 9-1-1 calls received by Dispatch are given priority over non-emergency calls and will be dispatched that much quicker.

Telephone Answering – Non-Emergency

~~(ALSO SEE [COMMUNICATIONS OO 010, 5.0](#))~~

- 3.3 Non-emergency calls to the Oak Bay Police Department shall be answered in such a way as to ensure the caller that they have reached the Oak Bay Police Department.
- 3.4 Calls received to report a matter for which a file may be generated can be forwarded through to the Dispatch Call Centre using the instructions at the front counter.
- 3.5 Calls received for an on-duty employee (or an off-duty employee's voicemail) may be forwarded to the appropriate local (voicemail box) using the instructions at the front counter.
- ~~3.3 All members should answer the non-emergency telephone in accordance to the following procedure:~~
- ~~▪ Upon answering the non-emergency telephone, the following phrase should be used: "Oak Bay Police Department, how may I help you"? The public's first contact with the department may be this phone call. The member's response will set the tone of that contact. [\(BACK TO COMMUNICATIONS OO 010\)](#)~~

Calls For other Agencies

- 3.6 When a call is received for any other local agency, the member **employee** should obtain the telephone number of that agency and provide it to the caller in order that the caller may have direct contact with the agency requested.

Long Distance Calls

- ~~3.5 Before making a long distance phone call that may be lengthy, every effort should be made to use the CPIC Narrative System.~~
- ~~3.6 Personal long distance phone calls are restricted to **urgent** matters unless the member is using a calling card and the charges are being billed to his or her own number.~~
- ~~3.7 If a personal long distance phone call is made on the department phone system at the department's expense, the time, date and phone number called must be forwarded to the Administrative Secretary for billing purposes.~~

Long Distance Fax

- ~~3.8 Personal long distance fax transmission are restricted to **urgent matters**. The time date and phone number called must be forwarded to the Administrative Secretary for billing purposes.~~
~~Member's private or personal Telephone Numbers~~

Confidentiality

- 3.7 Under no circumstances are private telephone numbers **or private cellular telephone numbers** of a sworn member, civilian ~~member~~ **employee** or reserve constable of the Oak Bay Police Department to be conveyed to a person without the express permission of that ~~member.~~ **employee.**
- 3.8 In cases of **a** purported emergency need to contact an OBPD employee, the matter must be referred to the duty supervisor for decision.

Cellular Telephones INDEX

- 3.9 Cellular telephones are provided for members use to facilitate investigations and duties while outside the department building. Personal calls, although not prohibited, are discouraged.
- 3.10 Each regular member sworn officer of the department shall be issued a cellular telephone. Only members officers fulfilling specific roles within the department will have telephones linked to data plans with mobile access to the Internet and to the Blackberry Enterprise Server and departmental email.**
- 3.11 All department cellular telephones shall be protected by a password.**
- 3.12 All cellular telephones will be wifi compatible allowing access to the Internet where wifi is available.**
- 3.13 Members will be held responsible for their personal issued cellular telephone including its maintenance, use and availability as intended.**
- 3.14 Personal issued cellular telephones remain the property of the Department and, as such, members should have no real expectation of privacy with regard to the contents and data created by or held by the phone.**

3.15 OBPD policies at AF 100 (Intra/Internet and Voice Mail) and AF 120 (Social Media) are to be used as guidelines as they apply to the use of department issued cellular telephones.

3.16 Employees who plan to travel outside of BC for business purposes must make arrangements for a temporary update to their specific plan to ensure that costs are reduced.

3.17 ~~Telephones equipped with a data package~~ All issued cellular telephones shall have their "roaming" capabilities turned off when travelling outside of the country unless expressly authorized by the Deputy Chief or his designate to maintain such connectivity.

3.18 Employees must be aware that messages sent by cellular telephone are not secure with the exception of email sent through the Blackberry Server. Sensitive information shall not be sent by SMS text messages, Blackberry PIN, etc.

~~3.12 In an attempt to keep costs reasonable, remember that:~~

- ~~* All outgoing calls cost on a per minute basis~~
- ~~* Calls received from any source except Telus Mobility cell phones cost on a per minute basis.~~
- ~~* Calls received from other Telus Cell phones are billed to the caller, not the receiver.~~

~~[Go To CELLULAR PHONE INDEX](#)~~

Intended Use (Smartphone other than Blackberry)

3.19 There is no expectation that patrol members will carry their department issued cellular telephones off duty.

3.20 Carrying a department issued cellular telephone off duty is not prohibited in instances where a member feels a need to be connected via that number.

3.21 There is no provision granted for the reimbursement of time that a member may put in to the answering of work related calls off duty except in special circumstances and with the prior approval of the Deputy Chief or designate.

- 3.22 The number assigned to a department issued cellular telephone may or may not be provided to a member of the public at the discretion of the member employee. Members Employees may still default to continued communication through the regular office number and voice mail as the case may be.
- 3.23 Notwithstanding section 3.22, and in the spirit of enhanced communication between the public and members employees of the Oak Bay Police Department, members employees are encouraged to provide their department issued cellular telephone number to clients encountered in the course of duty and where continued conversation is expected.
- 3.24 Members Employees shall endeavour to ensure that their department issued cellular telephones remains charged and available for use.
- 3.25 Associated voicemail should identify the responsible user and offer a timeline for expected call back.
- 3.26 Voice mail shall be checked on a regular basis and no less than once per shift.
- 3.27 Members Employees are not expected to continuously respond to calls from a member of the public who has acquired their department issued cellular telephone number and wishes to communicate about anything other than a related, relevant call. Chronic or nuisance callers may be professionally asked to cease and desist. A notation to this effect should be made on the associated file or otherwise documented.
- 3.28 The download and installation of "apps" should be done with the best interest of the Department in mind.
- 3.29 Members Employees are responsible for creating and maintaining their own "play store" account for access to applicable, desired apps.
- 3.30 The Department will not be held liable for any payment associated to a downloaded app.

Intended Use (Blackberry)

- 3.31 Points 3.19 to 3.30 above also apply to the use of Department Blackberry devices.
- 3.342 Blackberry devices offer secure access to the Department's Blackberry Enterprise Server (BES).
- 3.323 The BES allows for secure access to a member's employee's MS Outlook account including email, contacts and calendar.
- 3.33 In addition to, or as an exception to, points 3.19 to 3.30 above, those members assigned a Blackberry agree to be available to respond/reply to calls, texts and email on duty and off as required.
- 3.34 An employee's member's issued Blackberry shall be checked on a regular basis for communication requiring immediate response.
- 3.35 The Department acknowledges that not all communication received by members employees on Blackberry will require a response that cannot wait until the next duty shift.

Data Retention

- 3.36 All records and corporate information received as it pertains to the business of the Department, must be retained and secured in accordance with the Office of the Information and Privacy Commissioner guidelines.

3.37 Definitions:

- Record: any information contained in any physical medium that is capable of being preserved. This includes audio/visual records, photographs, maps, drawings, film, sound recording, videotape, microform, magnetic tape, paper or electronic files and any other documentary material;
- Corporate Information: is information required to control, support or document the delivery of programs, to carry out operations, to make decisions, or to account for activities of the department. Examples include:
 - E-mails that contain information pertaining to operational and/or investigative decisions, actions and transactions are a legitimate source of evidence. Such as summaries of statements, summaries of surveillance, direction(s) or decision(s) given regarding an investigation.

- Transitory Information: is information required only for a limited time to complete a routine action. Transitory Information does not have to be retained, examples include:
 - casual communications;
 - versions of documents that were not communicated beyond the individual who created the document;
 - copies of documents used for information, reference or convenience only;
 - annotated drafts where the additional information is found in a subsequent version;
 - Emails used only to forward attachments to the File Coordinator where the attachment is retained;
 - Emails used to advise of unit meetings or other types of meetings.

~~INTRA & INTERNET USAGE~~

Intra/Internet and Voicemail Usage

AF 100	Effective Date: 00.02.22 Review Date: 2011-07-20 By: Sgt. I. Craib C/Cst. Fisher Last Update: 2011-08-05
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[INDEX](#) [TABLE OF CONTENTS](#) [TO DISTRICT OF OAK BAY POLICY](#)

See also: AC 000 Use of telephones and Cell Phones
 AF 120 Social Media

1.0 POLICY

- 1.1 The Oak Bay Police Department will provide computer, email, internet, intranet and voice mail access to its employees to enhance:
- service delivery
 - information gathering and transmission, and
 - research capabilities
- 1.2 The Oak Bay Police Department shall provide member employee access to the Internet by means of a service provider.
- 1.3 All e-mail and associated system resources are the property of the Department.

2.0 REASON FOR POLICY

- 2.1 To provide access to information available through the Internet for investigative and developmental purposes.
- 2.2 To define the rules governing the use of the Oak Bay Police Internet and Intranet service.
- 2.3 To recommend best practices for the use of Department Voicemail and Email.

3.0 PROCEDURES

- 3.1 All access to the Internet and external e-mail systems by ~~members~~ **employees** of the Oak Bay Police Department through equipment provided by the Oak Bay Police Department shall be governed by this policy, **associated policies** and The Corporation of the District of Oak Bay Information Technology (IT) Security Policy.
- 3.2 Prior to being issued a user ID to obtain access to the Internet on office computers, members shall agree to, and sign, The Corporation of the District of Oak Bay Information Technology (IT) Security Policy **and** The Acknowledgement of Restrictions Respecting the Handling of CPIC Material, Records and Information. Signed copies will be placed on the member's personnel file.
- 3.3 ~~All access to the Internet shall be governed by the whole of this policy and more specifically by the following principles:~~
- 3.4 Employees who use department computers, email, internet or intranet:
- consent to the monitoring of all transactions,
 - will not access, send, receive, or display offensive or improper information through the email, intranet, or internet,
 - realize that use of these services is a privilege which will be revoked if abused, and
 - must be aware that use of computers, email, internet, or intranet for inappropriate activity may result in disciplinary action.
- 3.5 All information is subject to the guidelines set out in the *Freedom of Information and Protection of Privacy Act* as well as any other applicable Federal or Provincial legislation and will only be released in compliance with the appropriate legislation.
- 3.6 Information of a sensitive nature or which poses a security risk will not be published through the email, internet, or intranet.
- 3.7 Personal opinions may place the author in position of legal difficulty should the opinion be determined libellous, discriminatory or contrary to Human Rights legislation.

- 3.8 Employees communicating through electronic means with the public will respond in a prompt and courteous manner.
- 3.9 The Oak Bay Police Department supports and complies with the Copyright Laws and the Rights of Patent.

Offensive Material

- 3.10 The Internet must not be used to access sites or transmit material of offensive content, including but not limited to pornography, sexually harassing, hate literature or racist commentary without the express consent of the chief constable in relation to an investigation.
- 3.11 Users are reminded that the Web browsers leave “footprints” providing a trail of all sites visited, which may be reviewed periodically.

Downloads

- 3.12 The Information Technology staff contracted to maintain the Oak Bay Police Department computer network, in consultation with the Deputy Chief, Sergeant I/C of Support services or his designate are the only employees authorized to:
- install or delete software on any department computer with the exception of the “stand alone” computer designated for such purpose, or
 - make modifications to department computer equipment.
 - any department employee requiring additional software will make a written request through the Chief Constable or his designate.
- 3.13 Employees who download approved software, through the internet, must comply with copyright legislation.

E-mail Attachments

- 3.14 All external e-mail attachments should be considered a potential risk for virus infection. Any file sent to you as an attachment to an e-mail must be scanned for viruses before it is opened.

Responsible Internet / Intranet Use

- 3.15 It is policy of the Oak Bay Police Department to provide employees with information and give direction regarding posting of information to the internet.
- 3.16 The Internet provides a ~~media~~ **medium** for anyone to access and post vast amounts of information.
- 3.17 Employees should not expect that privacy exists when uploading information to the Internet. This should be considered public information.
- 3.18 All employees shall ensure that their use of the Internet is appropriate and consistent with professional conduct and does not compromise the reputation of the Oak Bay Police Department.
- 3.19 Employees shall be aware that information posted on a *Social Networking Site* (**definition below**) is not private.
- 3.20 Posted information may be viewed, altered, printed and redistributed by any member of the public including members of criminal organizations or the media.
- ~~3.19 Care must be exercised by any employee who chooses to post personal information on the Internet. Once it is posted, it should be considered accessible by anyone, indefinitely.~~
- ~~3.20 If an employee chooses to post personal information on the Internet, they should be aware that such information may result in the fraudulent use of that information. Caution must be exercised when disclosing:~~
- ~~• photograph(s)~~
 - ~~• name(s)~~
 - ~~• date of birth~~
 - ~~• address (residence, or other)~~
 - ~~• occupation~~
 - ~~• position~~
 - ~~• location~~
 - ~~• information about family members; and~~
 - ~~• any other personal identifying information.~~

- ~~3.21 Employees must be aware of the potential risk of jeopardizing their own or other employees personal confidentiality and safety by posting photographs and personal details about themselves or their friends.~~
- ~~3.22 Police Officers who are or may be assigned to covert assignments shall not post any personal identifying information to the Internet that may identify themselves or anyone connected to them as Police Officers. Posting such information may jeopardize their safety, the safety of their family, co-workers and/or any investigations.~~
- ~~3.23 Employees shall not, unless authorized by the Chief of Police, post anything to the Internet for the purpose of soliciting information to aid in solving a case.~~
- ~~3.24 Employees shall not post any photographs of themselves or other employees wearing and/or showing OBPD issued uniforms or equipment to a Social Networking Site or Weblog (blog) (definition below).~~
- ~~3.25 Employees shall not post any materials or information to a Social Networking Internet Site that is contrary to the Oak Bay Police Department Code of Conduct, Ethics, Values, or discredits the reputation of the Oak Bay Police Department.~~
- ~~3.26 Employees shall not, use Oak Bay Police Department computer equipment to access the Internet for the purpose of communicating with other users, via Social Networking Internet Sites or Weblogs, unless authorized by an NCO/Supervisor, for investigative purposes.~~
- 3.21 The Oak Bay Police Department crest shall not be displayed, ~~copies~~ copied or reproduced in any manner or posted on the Internet without prior written permission of the Chief of Police Constable or his designate.
- 3.22 Although "Oak Bay Police Department" is not registered as a trademark, there are legal provisions for the protection of materials used exclusively by one entity. Therefore the name "Oak Bay Police Department" shall not be used without prior written permission of the Chief of Police Constable or his designate.

3.23 All employees shall report any unsolicited posting on the Internet of personal identifying information, about themselves by another person, to their NCO/Supervisor.

~~3.30 The Chief Constable or the Deputy Chief shall ensure background investigations of applicants to the Oak Bay Police Department include:~~

- ~~• ask applicants if they have posted personal information on the Internet;~~
- ~~• check the Internet, including Social Networking Internet Sites, to determine if an applicant has posted personal information; and~~
- ~~• if applicable, assess the content of the applicant's site for compatibility with the Oak Bay Police Department/BC Code of Ethics and Code of Conduct.~~

3.24 The Oak Bay Police Department may conduct internal audit investigations pertaining to Internet activity, upon written request and authorization of the Chief of Police **Constable**, or designate.

~~3.29 Employees who download approved software, through the internet, must comply with copyright legislation. (moved to 3.13 above)~~

DEFINITIONS

3.25 **Networking Internet Social Network Site:**

For the purpose of this Policy, means a web-site specifically focused on the building ~~and verifying~~ of social networks (e.g. Face Book, My Space, **Twitter, LinkedIn**, etc.) with the ability to create groups that share common interests or affiliations, upload files including pictures, music, or videos, hold discussions in forums and/or host Weblogs for members of the site and includes Internet dating services.

3.26 **Web Blog (blog):**

For the purpose of this policy, means a web-based publication where users post informal journals on their thoughts, comments and philosophies based on the views of its creator. Weblogs are generally referred to as blogs.

Approved Browser

- 3.27 The Department will only support Microsoft Internet Explorer, **Google Chrome** and Mozilla Firefox.
- 3.28 No other browser applications will be placed on department computers.

Publishing on the Department Internet/Intranet or website

- ~~3.37 An employee must obtain permission from the OIG Administration before publishing information on the Internet/Intranet.~~
- 3.38 Any document made available on the Internet/Intranet will:
- ~~• include a title,~~
 - ~~• contain the date published and a date of any modifications, and~~
 - ~~• indicate the appropriate contact person/authority with an email address link.~~

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 - ~~• contain the date published and a date of any modifications, and~~
 - ~~• indicate the appropriate contact person/authority with an email address link.~~

- ~~3.41 The primary format for publication will be HTML.~~

3.29 Publishing on the Department's Intranet and Website will only be done by those authorized by the Chief Constable.

3.30 Employees with suggestions for material to be added to the Intranet or Website may do so in writing through their chain of command.

Voice Mail / Email / Vmail

- 3.31 In order to facilitate improved internal/external communication, employees shall, where practicable:
- at the beginning and end of each workday, check their voice mail messages,
 - at least once during their workday, check their email messages,
 - update their voice mail ~~when they will be away from work for more than two consecutive days to inform callers when their expected return to work is. This would not be necessary when your normal work schedule includes having weekends off~~ when they will be away from work for a period longer than their regular shift rotation, and
 - when signed into Versadex RMS, at least once during their workday, check their vmail (Versadex) messages.
- 3.32 In all cases, voice mail greetings should **at minimum**:
- include a default message that states if the message is urgent or the caller wishes to speak with someone prior to the officer returning to work, who the caller should contact (e.g. If urgent or you wish to speak to someone now who may be able to assist you please contact the on duty Watch Commander at 250-592-2424, and
 - indicate what their normal shift is (e.g. My hours of work are Monday to Friday, 0800 - 1600 hrs).
- 3.33 Employees are prohibited from reading, copying, modifying, or deleting email that does not originate from, or is not addressed to the employee, except where permission has been granted and a proxy has been given.
- 3.34 Employees should regularly delete email messages that are no longer current, so that we will not exceed disk space on the server. **Similarly, the Outlook "trashcan" shall also be emptied periodically.**

Threatening Email

- 3.35 An employee who receives a threatening email will:
- save the email,
 - make a hard copy of the email, and
 - supply their NCO with the hard copy along with any other pertinent information relating to the threat.
- 3.36 The NCO will forward the information along with the hard copy of the email to the NCO I/C of Detectives for investigation.

Approved Email Software

3.37 The Department will only support the Microsoft email system.

3.38 Only Microsoft Office Outlook email will be used by officers to conduct department business.

3.39 Remote access to department email will only be facilitated by Department issued Blackberry phones through the Department Blackberry Enterprise Server.

~~3.40 For security reasons, access to internet email mailboxes is not allowed for department business (e.g. hotmail.com).~~

Email Accounts

3.41 Email accounts will be assigned to officers by ~~the Deputy Chief Constable or the Sergeant I/C Support Services.~~ Saanich IT Department which has been contracted to maintain all of the Department's IT requirements.

4.0 GENERAL

Access to Information

4.1 All internet, intranet and email is subject to **the** same access to information guidelines as other department reports and information, therefore, officers should remember that emails may be the subject of an access to information request.

Responsibility

4.2 ~~The Support Services under the supervision of the Deputy Chief Constable will be responsible for coordination, content and maintenance of the Department internet, intranet and email.~~ **The bulk of the Department's IT requirements are the responsibility of Saanich IT as contracted by the Department and under the supervision of the Deputy Chief. Support for specific systems may also come from the Municipality's IT manager.**

Termination of Employment

- 4.3 When a staff member's employment is terminated with the Oak Bay Police Department, ~~their NCO will notify the Deputy Chief and the Sergeant I/C Support Services~~ shall notify the IT Department so the officer's access rights can be removed.

Information Pertaining to Department Files

- 4.4 Email that is used to control, support, or document the delivery of programs, to carry out operations, to make decisions, or to account for activities relating to a record maintained within the Records Management System must be printed off (or scanned) and a copy attached to the appropriate case file.
- 4.5 Original copies of documents received through fax, email, internet or intranet, which pertain to a department file, will be ~~printed, scanned, and placed in that file.~~ attached to the file.
- 4.6 ~~Original copies of documents created through fax, email, internet or intranet, which pertain to a department file, will be printed, scanned, and placed in that file.~~
- 4.7 File information **may** be released to an outside agency/person **within Canada (e.g. police, Crown Counsel)** for investigational purposes. The details of these releases must be noted within the applicable file by the person making the release. All other information releases must be reviewed by the Information and Privacy Coordinator.
- 4.8 The Investigating Officer may keep a copy of an original document for their working file.

Investigation of an Offensive Site

- 4.9 If an offensive site is visited as part of an investigation, the Officer will record in their notebook:
- the time and date they logged on and off the site,
 - the type of site visited, and
 - the reasons for visiting the site.

Employer Rights

- 4.10 The District **Department**, through authorized individuals, reserves the right to periodically check and monitor the computing, networking, e-mail, and internet use of all users. District **Department** computers log all activities conducted on the network.

5.0 ROLES / RESPONSIBILITY / ACCOUNTABILITY

5.1 ~~Municipal Administrator~~

- ~~• Computer Steering Committee Chair~~

~~Department Heads~~

- ~~• Advocate for advancing departmental projects including networks and application software.~~

~~Deputy Treasurer~~

- ~~• Corporate Network Security Interdepartmental technical standards.~~

~~Network/Application Custodians~~

- ~~• Departmental Network Security~~
- ~~• User account set-up and maintenance~~
- ~~• Hardware/Software implementation and maintenance~~
- ~~• End user support.~~

~~User~~

- ~~• Appropriate use of computers and the network~~
- ~~• Safeguarding of District assets (including network and other confidential information).~~

~~Computer / Network Access And Use~~

~~5.2 Users are permitted to use computers and access the network and the Internet under prescribed methods only, and with the express condition that it is only to be used for the District's administrative objectives and specific objectives of the project or task for which they are authorized.~~

~~5.3 Users are not permitted to bypass or attempt to bypass the security of the network.~~

~~5.4 Remote access of the computing and networking facilities shall not be undertaken by any user unless authorized by the deputy treasurer.~~

~~5.5 Modems will not be connected to the network unless authorized by the deputy treasurer.~~

~~5.6 Users will not gain or attempt to gain access to restricted software or data directories without the permission of the deputy treasurer.~~

Public Access / Information

5.1 The District's Department's network is a "private network" and as such the public is not to be given access or information about the network. A very real and ever present threat exists from hackers to destabilize and impede the operations of the District Department, and to cause lasting damages to persons who have entrusted information to our care. Hackers use conversations with users to gain the necessary information to launch their attacks. Accordingly, users will be aware of these risks and will not disclose information about the network (including computers) to the public, which includes suppliers.

5.2 Telephone and other surveys regarding the network are not to be participated in by users.

Copyright and Licensing

- 5.3 All Applicable laws and regulations must be complied with concerning copyright and licences relating to both programs and data.

Network Logon Passwords

- 5.4 Network logon passwords are to be memorized and not given to other users.
~~Adequate password strength requires a minimum of 9 characters using numbers, punctuation, upper case, and lower case letters. Users will be prompted to change their passwords every 100 days.~~
- 5.5 ~~Users are required to report to their network/application custodian any exceptions with respect to their logging on screen or the failure of their password to expire.~~

Leaving A Network Computer Unattended

- 5.6 Computers left unattended are governed as follows:
- Password protected screen saver must come within 30 minutes of inactivity.
 - ~~▪ Except for bona fide operational reasons, users must turn their computer off at the end of each working day.~~

Anti-virus Software

- 5.7 All laptop and PC computers must run anti-virus software, which will be routinely updated (typically weekly). Users are to report to ~~their network/application custodian~~ any concerns or doubts they have concerning the proper functioning of their anti-virus program **through appropriate channels.**

Programs, Data and Information

- 5.8 All programs, data, and information on the network are either the sole property of or licensed exclusively to the **District Department.** ~~Users are prohibited from copying, deleting, or installing programs onto the network, unless approved to do so by the department's Network/Application Custodian (examples include: demos, patches, and screen savers).~~

- 5.9 ~~All programs, data files, and documentation developed by users, during office hours, are the sole property of the District. Only with the express permission of the Municipal Administrator may these be distributed or sold.~~
- 5.10 Users shall only use data for the purpose for which it was collected unless otherwise authorized by the ~~Municipal Administrator~~ **Deputy Chief.**

6.0 PERSONAL USE OF DEPARTMENT INTERNET SERVICES

- 6.1 The Department's computer hardware, networks and software represent a corporate asset, which is to be used for the benefit of the organization as a whole and the Municipality at large. This equipment and software is not for personal use **except in accordance with this policy.**
- 6.2 While on duty, use of the department Internet Service to conduct personal business or for personal reasons is ~~not permitted~~ **limited.** ~~The receipt and response to personal e-mails is however permitted as per Section 5.3.~~
- 6.3 ~~Personal e-mail may be sent and received~~ **Use of the Department's computer's and Internet access for personal reasons may occur** ~~provided the composition and reading of these messages~~ **use of these systems** does not interfere with normal duties.

[BACK TO WHAT'S NEW](#)

- 6.4 Access to the World Wide Web is restricted to sites not prohibited by this policy ~~and where it does not interfere with normal duties.~~
- 6.5 ~~The service shall not be accessed for personal use of Internet relay chat channels or other Internet forums such as newsgroups or list servers.~~

7.0 E-MAIL (EXTERNAL) [INDEX](#)

- 7.1 E-mail usage must be able to withstand public scrutiny. Users must comply with all applicable legislation, regulations, policies and standards. This includes complying with copyright and license provisions with respect to both programs and data.
- 7.2 While e-mail is provided as a business tool to users, it's reasonable, incidental use for personal purposes is acceptable. This use must not, however, detrimentally affect employee productivity, disrupt the system and/or harm the Department's reputation.
- 7.3 **Personal use of the department's email system is prohibited.**
- 7.34 Users of the external e-mail system may not:
- use e-mail for commercial solicitation or for conducting or pursuing their own business interests or those of another organization;
 - use e-mail to distribute hoaxes, chain letters, or advertisements; and/or send rude, obscene or harassing messages; or
 - propagate viruses, knowingly or maliciously.
- 7.45 All external e-mail attachments should be considered a potential risk for virus infection.
- ~~7.5 When an external e-mail attachment is received from a person not known to the recipient (especially those from the general public), the recipient shall reply to the sender with the following message and then delete the e-mail and its attachment from the computer:~~

“The Oak Bay Police Department does not accept e-mail attachments. Please copy and paste the text of your attachment into the body of you e-mail message and send your message again”

Also see [PUBLIC INFORMATION/MEDIA RELATIONS OM 010](#)
[FREEDOM OF INFORMATION ACT AF 090](#)

SOCIAL MEDIA

AF 120

Effective Date: 2015.10.21

Review Date:

By: Sgt R. Smith

Last Update:

Also See Use of Intra/Internet and phones AF 100

1.0 Policy

- 1.1 Social media is the collective of online communications channels dedicated to community-based input, interaction, content-sharing and Collaboration. Websites and applications dedicated to forums, microblogging, social networking, social bookmarking, social curation, and wikis are among the different types of social media.
- 1.2 The Oak Bay Police Department recognizes social media as a valuable tool for engaging with the community, problem solving, crime prevention, investigations, and recruiting. As with other forms of public messages and presence by the Oak Bay Police Department, social media must be utilized in a clear and responsible manner to ensure consistency, and clarity of message to prevent misinterpretation and erroneous information being reported.
- 1.3 The Oak Bay Police Department recognizes that social media is utilized by its employees and has a varying role in their personal lives. The personal use of social media can have an impact on an employee's official capacity and the public image of the Oak Bay Police Department. The policy and procedures outlined by the Oak Bay Police Department are a guideline to assist employees in protecting their personal and professional images.
- ~~1.4 The use of social media will be administered under the direction of the Support Services NCO.~~
- 1.4 The Oak Bay Police Department will utilize social media platforms to extend community engagement and partnerships to a broader audience.

2.0 Procedures

Community Engagement through Social Media

- 2.1 The Oak Bay Police Department website will remain the organization's primary and predominant internet presence.
- 2.2 Any social media site or profile that represents the Oak Bay Police Department, a division of the organization, or a specific employee must be pre-authorized by the Support Services NCO prior to being created.
- 2.3 The Oak Bay Police Department's social media profiles will be reviewed by the Support Services NCO. This is to ensure consistent profile appearance and security settings

Social Media and Profile Page

- 2.4 All social media profiles and pages representing Oak Bay Police Department will clearly indicate that they are the property of, and are maintained by, the Oak Bay Police Department.
- 2.5 Any Oak Bay Police Department social media will clearly display contact information and the Oak Bay Police Department website URL.
- 2.6 Oak Bay Police Department social media will clearly indicate it is not monitored 24/7 and is not a medium for reporting incidents. The non-emergency and 911 phone numbers will be displayed.
- 2.7 Oak Bay Police Department social media content shall adhere to all applicable laws, regulations, and policies. The content is subject to public record laws and all relevant retention periods apply.
- 2.8 Any social media platform which permits the public to comment for public display shall clearly state that the opinions expressed by visitors do not necessarily reflect the opinions of the Oak Bay Police Department.
- 2.9 Oak Bay Police Department social media will clearly indicate that posted comments will be monitored and that the Oak Bay Police Department reserves the right to remove obscenities, off-topic comments, and any material the Oak Bay Police Department deems inappropriate.

- 2.10 Oak Bay Police Department employees and volunteers who have been authorized to represent the organization through a social media profile/page will:
- a. Identify the rank/employment status of the administrator (themselves),
 - b. Conduct themselves at all times as a representative of the Oak Bay Police Department,
 - c. Adhere to all the Oak Bay Police Department standards of professional conduct,
 - d. Observe and abide by all copyright, trademark, and service mark restrictions for posted material,
 - e. Not comment on an individual's guilt or innocence in any matter, whether it be a the Oak Bay Police Department investigation or otherwise,
 - f. Not post, transmit, or otherwise disseminate confidential information, and
 - g. Avoid personal opinion on matters of a potentially controversial nature.

Non-Investigative Use of Social Media

- 2.11 The following are examples of non-investigative use of social media:
- a. Community Outreach and engagement, including but not limited to:
 - i. Media releases
 - ii. Providing crime prevention tips
 - iii. Promotion of an **Oak Bay Police Department** project/focus area (e.g. Targeted Traffic Projects)
 - iv. Promotion of an **Oak Bay Police Department** supported event (e.g. Tea Party, Marathon)
 - b. Time-sensitive notifications, including but not limited to:
 - i. Road closures
 - ii. Special events
 - iii. Weather emergencies

Investigative Use of Social Media

- 2.12 Social media can be a valuable tool for criminal investigations and background investigations.
- 2.13 Where social media is used for investigative purposes, such use shall be recorded in the relevant PRIME report. Employees should be aware information gathered through social media can be destroyed or hidden, and therefore should be captured in an appropriate manner (i.e. screen capture, printing, saving as pdf) that will allow for future reference. Sources (website, URL) should be noted.

- 2.14 Any intelligence gained through social media shall be noted and, where appropriate, forwarded to the Detective Division for follow up.
- 2.15 Any use of social media for investigative outreach purposes must receive prior approval by the Watch Commander or Detective Sergeant. Any such outreach initiative, whenever possible, shall also be done in consultation with the Media Liaison Officer. This includes, but is not limited to:
- a. Missing persons
 - b. Wanted persons
 - c. BOLOs
 - d. Persons for identification
 - e. Appeal for photos/video regarding an incident

Covert Accounts

- 2.16 The use of “covert accounts” will be on a case by case basis, to be approved by the Deputy Chief.
- 2.17 The use of “covert accounts” in an investigation must be recorded in the relevant GO. All account, user names, and passwords shall be recorded for the future use of investigators and to prevent the loss of critical information. The information shall be privatized in the PRIME file, per Part 5 Privacy and Security of BC Prime Policy.
- 2.18 The use of “covert accounts” must be conducted from a covert computer to prevent the discovery of the police investigation.
- 2.19 Where a “covert account” is created, with the intent of use in facilitating an in-person undercover operation, the account shall only be undertaken in consultation with the BC Municipal Undercover Program.
- 2.20 Sections 2.16 to 2.19 above are not intended to limit or prevent an employee from using social media sites to gather information or intelligence in cases where the creation of an account is not required. Sites such as Twitter, Facebook, blog, message boards (Forums), or any other open source information website on the Internet may provide useful information/intelligence without the creation of an account (open source).

Recruiting

- 2.21 The use of social media for recruiting purposes must be authorized by the Deputy Chief.

- 2.22 When using social media and other internet-based content searches for the background investigations of potential Oak Bay Police Department employees, a consistent method will be applied and recorded for all candidates.
- 2.23 Candidates for employment will be informed during the hiring process that social media accounts will be reviewed as a part of the background check.
- 2.24 Any concerns arising during a background check of any potential employment candidate shall be brought to the attention of that individual with an opportunity to defend or correct an online profile, page, or posted material.

Profile Security

- 2.25 Oak Bay Police Department employees should be aware that privacy settings and social media sites are constantly in flux, and should assume all information posted on these sites may be subject to public viewing.
- 2.26 Oak Bay Police Department employees should be aware that any material posted on a social media site becomes the property of the individual site, and may be used for purposes unintended by the employee or authorized by the Oak Bay Police Department.
- 2.27 Oak Bay Police Department employees should expect that any information transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by any person or organization, including defense counsel, Crown Counsel, or the Oak Bay Police Department at any time without prior notice.
- 2.28 The security settings, passwords, or access codes for any Oak Bay Police Department social media profile are not to be changed without the approval of the Support Services NCO. Any changes are to be reported to the Support Services NCO.
- 2.29 The passwords and security settings of an Oak Bay Police Department social media account are to be kept strictly confidential.
- 2.30 In the event that an Oak Bay Police Department social media account is compromised or “hacked”, the security settings and password will be immediately changed under the direction of the Support Services NCO or their designate.

- 2.31 In the event that an Oak Bay Police Department social media account:
- a. Is compromised by an individual who posts or comments as an authorized employee of the Oak Bay Police Department, or;
 - b. A post or comment is made by an authorized user and the timing (unaware of a world event, e.g. tragedy), content, or perceived context is not publicly accepted;

An immediate apology and/or clarification/explanation will be posted under the direction of the Support Services NCO or designate.

Personal use of Social Media by Oak Bay Police Department Employees

- 2.32 Oak Bay Police Department employees are free to express themselves as private citizens on social media sites, but do owe a duty of fidelity to their employer and should guide their actions accordingly.
- 2.33 Profiles, pages, and posted material must not:
- a. Impair working relationships,
 - b. Compromise confidentiality,
 - c. Impede the performance of other **Oak Bay Police Department** employees,
 - d. Reduce workplace harmony amongst co-workers,
 - e. Ridicule, malign, disparage, or otherwise express bias against any race, religion, or any protected ground, or
 - f. Negatively affect public confidence in the **Oak Bay Police Department**.
- 2.34 Employee personal profiles shall not include any photos, video, audio, or other media that was captured during, or related to, on-duty activities.
- 2.35 Employee personal profiles shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment.
- 2.36 To ensure the safety of all employees, caution is to be used in disclosing one's employment by the Oak Bay Police Department through social media. (Suggested alternatives: "Oak Bay Municipal Employee", "Government", or do not display occupation)
- 2.37 Employee personal profiles shall not post information about another employee that identifies them as such, without the other employee's permission.

- 2.38 Employees that have been identified through social media as an employee of the Oak Bay Police Department may not be accepted into an undercover unit.
- 2.39 Employees are cautioned that material posted on social media becomes a permanent part of the worldwide electronic domain, and commentary offered off-duty may be associated to them professionally. In particular, while off-duty, Oak Bay Police Department employees are prohibited from the following:
- a. Commentary involving themselves or other Oak Bay Police Department employees which reflects behavior that would reasonably be considered reckless or irresponsible;
 - b. Engaging in commentary that may provide or be utilized as grounds to undermine or impeach an employee's court testimony or credibility;
 - c. Divulging information gained as result of their authority or employment;
 - d. Making any statements, commentary, or endorsements representing the Oak Bay Police Department
- 2.40 The Chief Constable, or designate, may request the removal of any posted material by its employees found to negatively affect the public perception or confidence in the Oak Bay Police Department.

From: Perri, Stacey JAG:EX
Sent: February-29-16 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 May 6, 2016.**

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