



# VICTORIA & ESQUIMALT POLICE BOARD

## Public Meeting Agenda

June 22, 2021 at 5:00pm

Zoom & Livestream: VicPD YouTube

### 1. ADOPTION OF THE AGENDA

- a. Adoption of the Public Agenda of June 22, 2021

### 2. PRESENTATIONS

- Pg. 1 a. CREST (G. Horth)

### 3. STANDING ITEMS

- Pg. 9 a. Adoption of the Minutes of the Public meeting of May 18, 2021
- Pg. 12 b. Chief Constable Monthly Activity Report & Update
- Pg. 12 c. Equity, Diversity, Inclusion & Engagement Update
- Pg. 14 d. Committee Reports
  - e. Board Co-Chairs Update
  - f. BC Association of Police Boards Director's Update
  - g. Board Member Engagement Update
- Pg. 29 h. 2021 Board Strategic Priorities
  - i. Framework Agreement

### 4. NEW BUSINESS

- Pg. 31 a. 210301 Letter to COV Council from Congress of Aboriginals People (L. Helps)
- Pg. 33 b. VicPD Transformation Report - Call Management (CC Manak)
- Pg. 37 c. 2020 Police Stop Audit Report (CC Manak)
- Pg. 56 d. Human Resources Report (Insp. McRae)

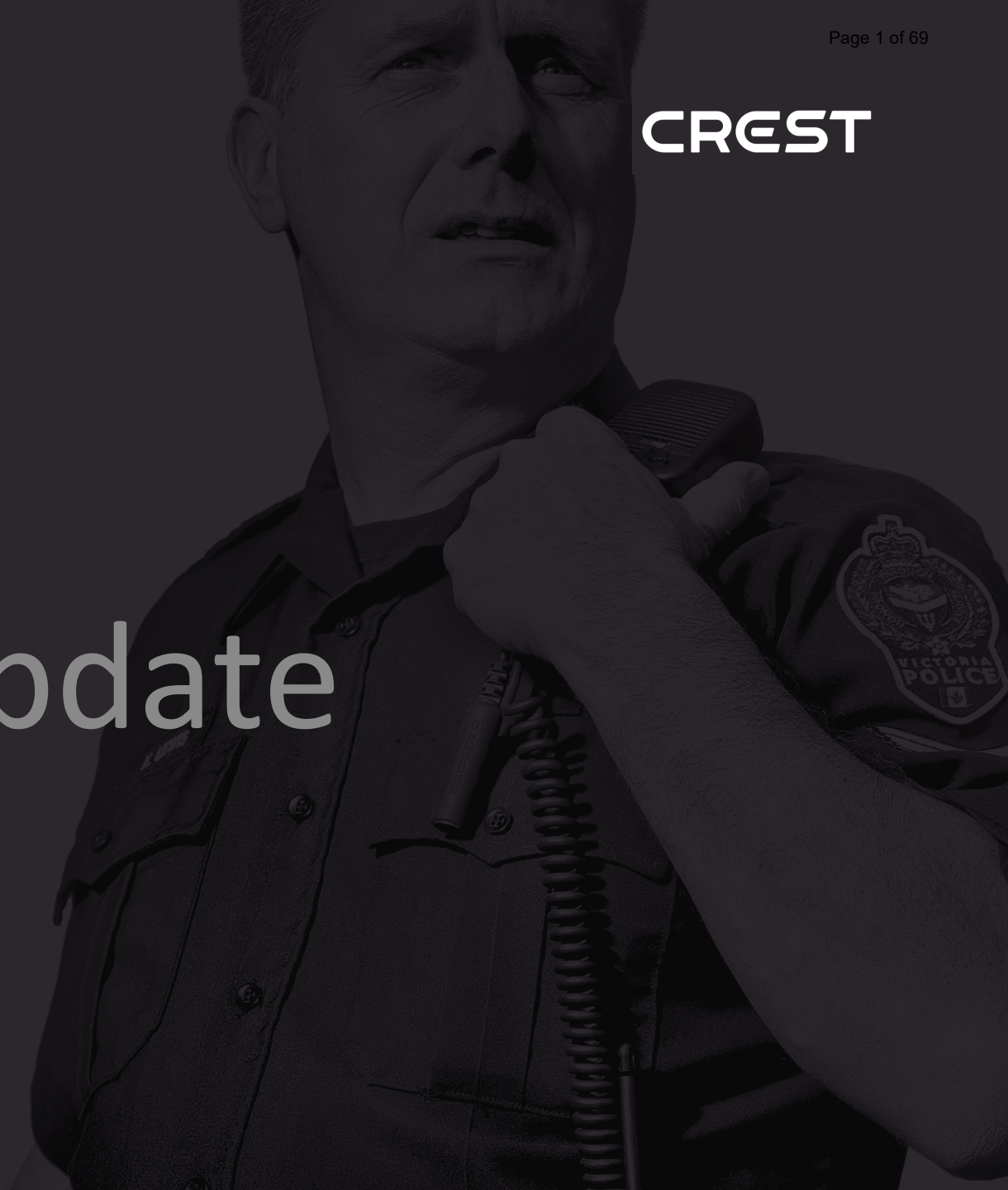
### 5. CORRESPONDENCE *(for information only)*

- Pg. 57 a. VicPD Commendations



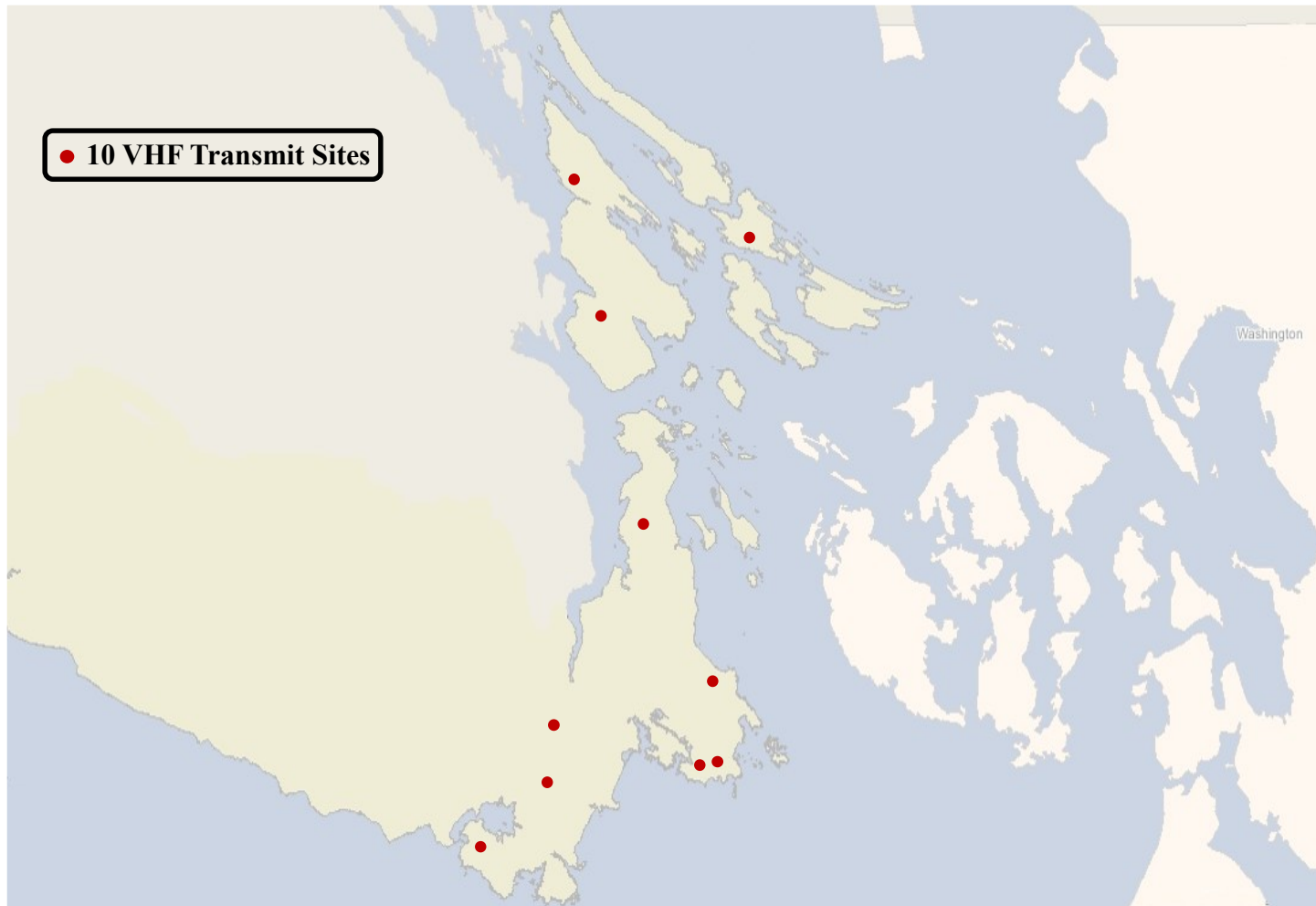
**CREST**

# CREST Update



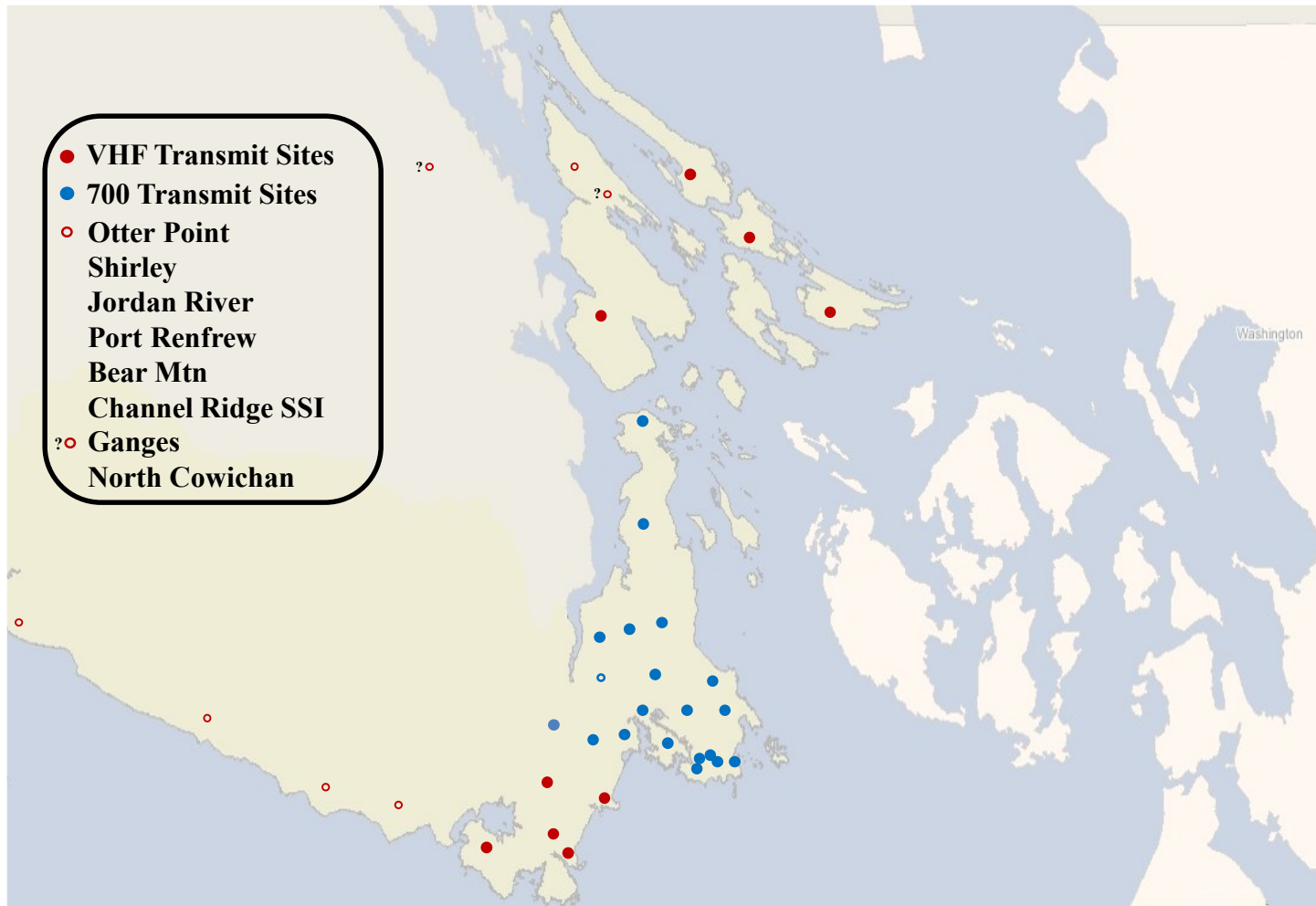


# CREST System 2016





# CREST System 2021





The CREST logo is displayed in white, bold, sans-serif capital letters on a dark rectangular background in the top right corner of the slide.

- Key features of the P25 system include increased coverage, improved audio clarity and security, noise-cancelling technology to reduce background sounds, and an expanded range of accessories including the ability to add new features in the future through software upgrades.
- While CREST and E-Comm can back one another up in the event of emergencies they were created to be standalone entities.



# What Next?

- Continue to encourage municipalities to require new dense developments to install in building amplification solutions (BDA)



# 2020 User Survey

## Mobile Radio

- Coverage 84.7\*
- Clarity 91.9\*

## Portable Radio

- Coverage 81.9\*
- Clarity 88.9\*

Technical Support 100\*

\* Respondents who were satisfied or very satisfied



CREST

# PERFORMANCE BY THE NUMBERS

6,333,875

**Total Transmissions**

2,834

**Radios in Service**

723

**Average Calls Per Hour**

8,468 calls

**1 Busy For Every**

99.9980%

**System Availability**









## VICTORIA & ESQUIMALT POLICE BOARD

### Public Meeting Minutes

May 18, 2021 at 5:00pm

Zoom & Livestream: VicPD YouTube

#### PRESENT

Mayor Helps, Chair  
Mayor Desjardins  
D. Crowder  
S. Dhillon

M. Hayes  
C. Huber  
P. Schachter  
Chief Cst. Manak

DC Watson  
DC Laidman

Recording Secretary: Collette Thomson

#### 1. ADOPTION OF THE AGENDA

##### a. Adoption of the Public Agenda of May 18, 2021

21-49

**MOTION:** *To approve the Public agenda of May 18, 2021 as presented and include the 2020 VicPD Annual Report.* **MOVED/SECONDED/CARRIED**

#### 2. PRESENTATION

##### a. Greater Victoria Police Diversity Advisory Committee

S/Sgt. Jennifer Ames is the new GVPDAC Police Co-Chair of the and Brenda Freeman of the Victoria Native Friendship Centre is the Community Co-Chair. S/Sgt. Ames outlined her relevant policing background and skills and highlighted the priorities the committee will undertake which includes community consultations and the Tell Me Why Project. A subcommittee will also be struck to assist projects moving forward more quickly and reports will be submitted to the Area Chiefs throughout the year.

#### 3. STANDING ITEMS

##### a. Adoption of the Minutes of the Public meeting of April 20, 2021

21-50

**MOTION:** *To approve the Public Minutes of the April 20, 2021 meeting as presented.* **MOVED/SECONDED/CARRIED**

##### b. Chief Constable Monthly Update & Activity Report

Refer to the report provided – for information.

- Operational updates were provided on significant calls and files of note
- Majority of VicPD officers have now received their first COVID-19 vaccination
- Work continues with Island Health and VicPD to consider models for the civilian led mental health teams; the infrastructure needs to be determined for how the public can call for assistance for mental health emergencies



- c. **Equity, Diversity, Inclusion & Engagement Update**  
Refer to the report provided – for information.
  - d. **Committee Reports**  
Refer to the report provided – for information.
  - e. **Board Co-Chair Updates**
    - The Co-Chairs met with ADM Rideout to discuss issues of mutual concern.
    - The report for the Special Committee to Review the *Police Act* will be available in April 2022. Some themes have already been identified and proactive work (through a racism lens) is being done relating to the role of police boards and governance.
  - f. **BC Association of Police Boards Director's Update**  
Board member Huber advised that she is:
    - now a member of the Greater Victoria Police Victim Services stakeholder committee
    - meeting monthly with the Police Services Director of Governance
  - g. **Board Member Engagement Update**
    - Board member Dhillon participated in a virtual fundraiser for Power To Be with VicPD officers
    - Mayor Desjardins attended the virtual Inter-Cultural Association dialogue session re: Racism in Greater Victoria: A Community Report
  - h. **2021-2022 Board Strategic Priorities – Finalization of Activities**  
Refer to the document provided.
- 21-51                      MOTION: *To approve the 2021-2022 Board Strategic Priorities as amended.***  
**MOVED/SECONDED/CARRIED**
- i. **Framework Agreement**  
The Administrative Committee recently met with Mr. LePard to seek clarification on aspects of the reports he authored in September and November 2020. Mr. LePard and Chief Manak will attend an upcoming Esquimalt council meeting to discuss the reports further.

#### 4. NEW BUSINESS

- a. **2021 Q1 VicPD CSRC & Strategic Plan Highlight**  
For information: <https://vicpd.ca/open-vicpd/community-safety-report-cards/2021-q1/>
- b. **Institute of Corporate Directors Virtual Course Review**  
Board member Huber recently attended the ICD Human Resources and Compensation Effectiveness Course. She provided a summary of the learnings which included information about incentives, purpose of committees, as well as culture and engagement.

#### 5. CORRESPONDENCE *(for information only)*

- a. **210419 Order in Council: Reappointment of Board Member Crowder**
- b. **210429 Letter from Board to Minister Malcolmson re: BC Budget & ACT Teams**



*Meeting adjourned at 6:10pm.*

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**Mayor Helps**

Lead Co-Chair

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Date

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**Collette Thomson**

Recording Secretary

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Date





# VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

<b>DATE:</b>	June 22, 2021
<b>ACTION:</b>	For information
<b>SUBJECT:</b>	Chief Constable Monthly Activity Report

## Community Events & Presentations

**NOTE:** *Effective March 13, 2020, all community events and presentations were cancelled for the foreseeable future due to COVID-19 pandemic social distancing restrictions; only virtual options were made available for certain events where possible.*

- May 21: Attended the virtual JIBC recruit graduation ceremony and private VicPD recruit graduation ceremony
- June 3: Attended the VicPD Civic Service Awards ceremony
- June 4: Participated in the the Remembrance Ceremony for Chantal Moore
- June 7: Participated in the Special Olympics BC virtual Law Enforcement Torch Run
- June 9: Attended the VicPD Civic Service Awards ceremony
- June 11: Attended the virtual Victoria Community Wellness Alliance meeting
- June 19: Attended the Esquimalt High School graduation car parade
- June 22: Attended the Restorative Justice Victoria annual general meeting

## Equity, Diversity, Inclusion & Engagement

### ENGAGEMENTS

- May 19: Attended the Anti-Racism Project meeting hosted by the Victoria Multifaith Society and the Centre for Civic Religious Literacy
- May 25: Participated in the City of Victoria's Welcoming City Safe Communities workshop as the VicPD rep
- May 31: Participated in the City of Victoria's Welcoming City Task Force meeting as the VicPD rep
- June 7: Participated in the City of Victoria's Welcoming City Community Forum workshop as the VicPD rep
- June 8: Participated in the canoe protocol memorial ceremony to mark the end of 215 hours of honoring the recently discovered unmarked graves of the Tk'emlúps te Secwépemc children
- June 8: Provided a video message for the Muslim community regarding personal safety and Islamophobia



- June 11: Attended the Greater Victoria Chamber of Commerce webinar re: Opportunity on the Path to Reconciliation
- June 11: Attended the Muslim community vigil to remember the Muslim family killed in London, ON, and speak about community safety
- June 15: Attended Central Middle School to speak with grade 6 BIPOC Youth Group





## VICTORIA & ESQUIMALT POLICE BOARD

### Committee Reports to Board

Public

Meeting of June 1, 2021

## HUMAN RESOURCES

### ITEMS DISCUSSED

- a. **Review of HR Committee Terms of Reference**  
No amendments were required upon review. They will be reviewed annually to ensure accuracy.
- b. **Central Middle School Grade 6 BIPOC Group**  
Grade 6 BIPOC students at Central Middle School have formed a group and are inviting high profile members of the BIPOC community and roles models to speak with them. Chief Manak and Board member Huber have been invited to attend as guest speakers.

## GOVERNANCE

### ITEMS DISCUSSED

- a. **Canadian Association of Police Governance Annual General Meeting - Call for Resolutions**  
It was determined that no resolutions will be submitted at this time.
- b. **Review of Governance Committee and Co-Chair Terms of Reference**  
Minor amendments were made upon review. They will be reviewed annually to ensure accuracy.
- c. **Public Engagement for Board Meetings**  
Additional public engagement efforts will be undertaken and the logistics for various options will be reviewed.

## FINANCE

### ITEMS DISCUSSED

- a. **2022 Budget Preparation Timeline**  
The timeline was approved as presented. It ensures that all necessary meetings and reviews take place prior to the 2022 provisional being presented at the Joint Board/Councils meeting in October.
- b. **2022 Police Board Operating Budget**  
Refer to the document provided on page #16.

**MOTION:** *That the Board approve the amended 2022 Police Board operating budget with a reduction in Travel by \$5,000 and an increase to Professional Services by \$5,000.*



c. **Review of Finance Committee Terms of Reference**

This document will be updated to better reflect current practices. It will be reviewed annually to ensure accuracy.

d. **Monthly Financial Report**

Refer to the report provided on page #17 - for information.

e. **2020 Final Year End Financial Report**

This report will be posted publicly on the VicPD website under Publications in the near future.

f. **Board Scenarios**

A hypothetical scenario was contemplated and the potential courses of action were discussed. These discussions encourage critical thinking and provide the board with additional insight into the operational and administrative complexities of policing.



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**Police Board - 2521**

Description		2020 Actual	2020 Budget	2021 Budget	Over (Under) Budget
2521 4112	Mileage/Parking	53	-	-	53
2521 4116	Conference Travel	3,085	25,000	20,000	(21,915)
2521 4118	Membership Fees	2,718	2,200	2,200	518
2521 4125	Non Sworn Training	-	3,000	3,000	(3,000)
2521 4230	Professional Services	44,310	22,000	22,000	22,310
2521 4304	Operational Meetings	1,120	3,000	6,000	(1,880)
2521 4312	Office Supplies	-	500	-	(500)
2521 4364	Telecommunications	448	500	500	(52)
2521 4418	New Equipment	-	2,000	-	(2,000)
2521 4814	Honoraria	59,613	56,000	56,000	3,613
<b>TOTALS</b>		<b>111,347</b>	<b>114,200</b>	<b>109,700</b>	<b>(2,853)</b>

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## VICTORIA & ESQUIMALT POLICE BOARD REPORT

In-Camera

DATE:	May 25 <sup>th</sup> , 2021
TO:	Finance Committee
FROM:	Steve Hurcombe, Controller
SUBJECT:	Monthly Financial Report
ACTION:	None required – For Information

### BACKGROUND:

This report contains the financial results for the period ending **May 25<sup>th</sup>, 2021**, representing approximately 39% of the payroll year. The overall net budget is slightly under budget at approximately 38.8%, with operating expenditures at approximately 38%. This includes retirement expenditures of \$773,334 that are excluded from the operating budget and are expected to be funded through a drawdown from the Employee Benefit Obligation Reserve.

Excluding retirement expenditures, the net financial position would have been approximately 36.7% of the total budget.

### SUMMARY:

Salaries and benefits are below budget due to differences in the timing of retirements and recruitment of replacements. This is due to limited availability and timing of spaces at the Justice Institute. Retirement expenditures are not included in the 2021 operating budget and are budgeted instead to be funded through a drawdown from the Employee Benefit Obligation Reserve. This is a temporary measure to reduce the financial burden on municipalities during the Covid-19 pandemic.

Due to the availability of seats at the Justice Institute and significant competition for fully qualified officers at other police agencies this is likely to result in a period of time where actual strength is below authorized. We are therefore likely to see salaries and benefits below budget for a period of time although conversely this will also potentially also result in an increase in overtime costs.



Overtime expenditures are below budget at this time. This is in part due to an amount of \$186,942 received from the Legislative Assembly of BC in reimbursement of policing expenditures for protests that occurred in early 2020. This was not recorded as revenue at the time due to uncertainty surrounding the amounts receivable. As the Province begins to lift Covid-19 restrictions and the downtown becomes busier we will likely see an increase in overtime expenditures.

Capital expenditures to date represent 42.0% of the total budget, primarily due to scheduled vehicle orders, as well as planned office renovations.

Janitorial expenditures are approximately \$13,000 per month in excess of normal due to the need for increased coverage to maintain employee safety during the Covid-19 pandemic. No funding is currently available to offset these expenditures.

Overall, we are therefore slightly below budget at this time.





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# 2021 MONTHLY FINANCIAL REPORT MAY 25<sup>TH</sup>, 2021

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## Statement 1

**Victoria Police Department**  
**Revenues and Expenditures By Section (Unaudited)**  
**For the Period Ending May 25, 2021**

	<b>Annual Budget</b>	<b>39.0%</b>	<b>Actual</b>	<b>(Over) Under</b>	<b>% of Total Budget</b>
<b>Revenue</b>					
Special Events	723,640	282,220	68,095	655,545	9.4%
Records	185,100	72,189	17,767	167,333	9.6%
Grants	-	-	12,373	(12,373)	N/A
Other	522,010	203,584	200	521,810	N/A
Jail Operations	28,500	11,115	10,718	17,782	37.6%
<b>Total Revenue</b>	<b>1,459,250</b>	<b>569,108</b>	<b>109,153</b>	<b>1,350,097</b>	<b>7.5%</b>
<b>Operating Expenditures By Section</b>					
Executive	4,018,750	1,567,312.50	1,380,898	2,637,852	34.4%
Integrated Units	2,905,540	1,133,160.60	707,734	2,197,806	24.4%
Crime Prevention Services	1,482,200	578,058.00	413,568	1,068,632	27.9%
Crime Reduction Division	3,220,350	1,255,936.50	648,617	2,571,733	20.1%
Patrol - Primary Response Division	19,215,470	7,494,033.30	7,357,839	11,857,631	38.3%
K9	767,360	299,270.40	230,263	537,097	30.0%
Community Services Division	2,355,990	918,836.10	1,386,873	969,117	58.9%
Investigative Services	6,536,190	2,549,114.10	2,610,777	3,925,413	39.9%
Traffic Enforcement and Crash Investigation:	1,319,640	514,659.60	568,878	750,762	43.1%
Communications Centre - 911	3,280,410	1,279,359.90	1,704,375	1,576,035	52.0%
Centralized Corporate Costs	1,673,020	652,477.80	1,186,008	487,012	70.9%
Support Services	12,004,270	4,681,665.30	4,133,679	7,870,591	34.4%
Jail Operations	984,440	383,931.60	358,839	625,601	36.5%
<b>Total Operating Expenditures</b>	<b>59,763,630</b>	<b>23,307,816</b>	<b>22,688,347</b>	<b>37,075,283</b>	<b>38.0%</b>
<b>Transfers to Capital</b>	<b>1,020,000</b>	<b>397,800</b>	<b>397,800</b>	<b>622,200</b>	<b>39.0%</b>
<b>Transfer from Financial Stability Reserve</b>	<b>100,000</b>	<b>39,000</b>	<b>-</b>	<b>100,000</b>	<b>0.0%</b>
<b>Net Budget</b>	<b>59,224,380</b>	<b>23,097,508</b>	<b>22,976,995</b>	<b>36,247,385</b>	<b>38.8%</b>



## Statement 2

**Victoria Police Department**  
**Revenue and Expenditures by Object (Unaudited)**  
**For the Period Ending May 25, 2021**

				<b>(Over)/Under</b>	
	<b>Actual</b>	<b>2021 Budget</b>	<b>% Used</b>	<b>\$</b>	<b>%</b>
<b>Revenue</b>					
Special Events	68,095	723,640	9.4%	655,545	90.6%
Records	17,767	185,100	9.6%	167,333	90.4%
Grants	12,373	-	N/A	(12,373)	N/A
Other	200	522,010	0.0%	521,810	100.0%
Jail Operations	10,718	28,500	37.6%	17,782	62.4%
<b>Total Revenue</b>	<b>109,153</b>	<b>1,459,250</b>	<b>7.5%</b>	<b>1,350,097</b>	<b>92.5%</b>
<b>Operating Expenditures</b>					
Salaries and Benefits	17,153,929	45,109,537	38.0%	27,955,608	62.0%
Retirements	773,334	-	N/A	(773,334)	N/A
Overtime	701,294	2,962,097	23.7%	2,260,803	76.3%
Professional Services	1,778,066	4,808,596	37.0%	3,030,530	63.0%
Equipment Maintenance - Fleet & Computers	566,447	1,286,638	44.0%	720,191	56.0%
Telephone Line Charges/CREST	310,067	1,134,100	27.3%	824,033	72.7%
Travel and Training	239,915	944,000	25.4%	704,085	74.6%
Building Maintenance	315,679	820,120	38.5%	504,441	61.5%
General and Office Supplies	282,317	498,451	56.6%	216,134	43.4%
Other Operating Expenditures	101,447	893,911	11.3%	792,464	88.7%
Uniforms & Protective Clothing	124,633	263,400	47.3%	138,767	52.7%
Lease/Rental/PRIME	161,117	433,200	37.2%	272,083	62.8%
Fuel and Motor Oil	85,726	342,000	25.1%	256,274	74.9%
Insurance	88,418	242,080	36.5%	153,662	63.5%
Postage and Freight	5,959	25,500	23.4%	19,541	76.6%
<b>Total Operating Expenditures</b>	<b>22,688,347</b>	<b>59,763,630</b>	<b>38.0%</b>	<b>37,075,283</b>	<b>62.0%</b>
<b>Transfers to Capital</b>	<b>397,800</b>	<b>1,020,000</b>	<b>39.0%</b>	<b>622,200</b>	<b>61.0%</b>
<b>Transfer from Financial</b>	<b>-</b>	<b>100,000</b>	<b>0.0%</b>	<b>100,000</b>	<b>N/A</b>
<b>Net Budget</b>	<b>22,976,995</b>	<b>59,224,380</b>	<b>38.8%</b>	<b>36,247,385</b>	<b>61.2%</b>



## Statement 3

**Victoria Police Department**  
**Operating Expenditures by Section and Business Unit (Unaudited)**  
**For the Period Ending May 25, 2021**

	<b>Annual Budget</b>	<b>Actual</b>	<b>(Over) Under</b>	<b>% of Total Budget</b>
<b>Executive Services</b>				
Office of The Chief Constable	1,030,440	337,044	693,396	32.7%
Executive Services, Policy and Professional Standards	1,613,290	524,175	1,089,115	32.5%
Esquimalt Administration	571,160	245,896	325,264	43.1%
Police Board	109,700	15,696	94,004	14.3%
Public Affairs	694,160	258,087	436,073	37.2%
<b>Total Executive Services</b>	<b>4,018,750</b>	<b>1,380,898</b>	<b>2,637,852</b>	<b>34.4%</b>
<b>Integrated Units</b>				
Vancouver Island Integrated Major Crime Unit	965,600	295,937	669,663	30.6%
Diversity Unit	2,710		2,710	0.0%
Integrated Mobile Crisis Response Team	136,610	56,872	79,738	41.6%
Regional Domestic Violence Unit	193,380	71,426	121,954	36.9%
Crowd Management Unit Training	39,900	(74,869)	114,769	-187.6%
Assertive Community Treatment	430,990	166,317	264,673	38.6%
Explosive Disposal Unit	16,090	3,692	12,399	22.9%
Crime stoppers	62,150		62,150	0.0%
Mobile Youth Service Team	63,940	65,188	(1,248)	102.0%
Emergency Response Team Training	927,360	121,797	805,563	13.1%
Crisis Negotiator Team	66,810	1,373	65,437	2.1%
<b>Total Integrated Units</b>	<b>2,905,540</b>	<b>707,734</b>	<b>2,197,806</b>	<b>24.4%</b>
<b>Crime Prevention Services</b>				
Community Resource Officers	686,980	318,478	368,502	46.4%
School Resource Officers	384,730		384,730	0.0%
Community Programs	105,090	32,939	72,151	31.3%
Volunteer Program	132,660	43,233	89,427	32.6%
Reserve Program	172,740	18,919	153,821	11.0%
<b>Total Crime Prevention Services</b>	<b>1,482,200</b>	<b>413,568</b>	<b>1,068,632</b>	<b>27.9%</b>
<b>Crime Reduction Division</b>				
Strike Force	1,512,730	506,262	1,006,468	33.5%
Crime Reduction Unit	-	(11,651)	11,651	N/A
Analysis and Intel	681,540	268,075	413,465	39.3%
Operational Planning	267,640	69,748	197,892	26.1%
Special Duties	758,440	(183,818)	942,258	-24.2%
<b>Total Crime Reduction Division</b>	<b>3,220,350</b>	<b>648,617</b>	<b>2,571,733</b>	<b>20.1%</b>



	<b>Annual Budget</b>	<b>Year To Date</b>	<b>(Over) Under</b>	<b>% of Total Budget</b>
<b>Patrol - Primary Response Division</b>	<b>19,215,470</b>	<b>7,357,839</b>	<b>11,857,631</b>	<b>38.3%</b>
<b>K9</b>	<b>767,360</b>	<b>230,263</b>	<b>537,097</b>	<b>30.0%</b>
<b>Community Services Division</b>	<b>2,355,990</b>	<b>1,386,873</b>	<b>969,117</b>	<b>58.9%</b>
<b>Investigative Services Division</b>				
Detective Division - Support	1,114,060	503,404	610,656	45.2%
Special Operations	100,000	(579)	100,579	-0.6%
Historical Case Review	253,590	130,500	123,090	51.5%
Financial Crimes	459,380	187,620	271,760	40.8%
Computer Forensics Unit	545,390	212,594	332,796	39.0%
Special Victims Unit	1,059,900	384,559	675,341	36.3%
Major Crimes	1,278,610	517,872	760,738	40.5%
Behavioural Assessment & Management Unit	712,300	248,341	463,959	34.9%
Forensic Identification	1,012,960	426,465	586,495	42.1%
<b>Total Investigative Services Division</b>	<b>6,536,190</b>	<b>2,610,777</b>	<b>3,925,413</b>	<b>39.9%</b>
<b>Traffic Enforcement and Crash Investigations</b>				
Traffic Enforcement and Crash Investigation	1,309,640	568,878	740,762	43.4%
Motorcycle Escort Team	10,000		10,000	0.0%
<b>Total Traffic Enforcement and Crash Investigations</b>	<b>1,319,640</b>	<b>568,878</b>	<b>750,762</b>	<b>43.1%</b>
<b>Communications Centre - 911</b>	<b>3,280,410</b>	<b>1,704,375</b>	<b>1,576,035</b>	<b>52.0%</b>
<b>Centralized Corporate Costs</b>	<b>1,673,020</b>	<b>1,186,008</b>	<b>487,012</b>	<b>70.9%</b>
<b>Support Services</b>				
Automotive	874,160	311,144	563,016	35.6%
Critical Incident Stress Management	16,000	3,854	12,146	24.1%
Legal Services and Freedom of Information	386,000	145,435	240,565	37.7%
Finance, Exhibit Control and Purchasing	4,829,180	836,151	3,993,029	17.3%
Human Resources, firearms and use of force training	2,293,590	1,492,818	800,772	65.1%
Records Management	2,280,330	860,597	1,419,733	37.7%
Information Systems	1,325,010	483,679	841,331	36.5%
<b>Total Support Services</b>	<b>12,004,270</b>	<b>4,133,679</b>	<b>7,870,591</b>	<b>34.4%</b>
<b>Jail Operations</b>	<b>984,440</b>	<b>358,839</b>	<b>625,601</b>	<b>36.5%</b>
<b>Total Operating Expenditures</b>	<b>59,763,630</b>	<b>22,688,347</b>	<b>37,075,283</b>	<b>38.0%</b>



## Statement 4

**Victoria Police Department  
Capital Expenditures (Unaudited)  
For the Period Ending May 25, 2021**

	<b>Transfers to Capital Fund</b>	<b>Budgeted Expenditures</b>	<b>Actual Expenditures</b>	<b>(Over) Under</b>	<b>%</b>
Vehicles	500,000	531,000	433,052	97,948	81.6%
Computer Equipment	415,000	1,030,500	224,337	806,163	21.8%
Furniture	40,000	50,000	14,000	36,000	28.0%
K9	15,000	15,000	-	15,000	0.0%
Police Building Upgrades	50,000	50,000	32,572	17,428	65.1%
<b>Total Capital</b>	<b>1,020,000</b>	<b>1,676,500</b>	<b>703,961</b>	<b>972,539</b>	<b>42.0%</b>



## **1. REVENUE**

Revenues are below budget. Special events are still largely cancelled and Records revenue is down due to the closure of the front desk to the public. The funds received from the Legislative Assembly of BC have been netted against overtime expenditures and will be used to offset special duties expenditures. We expect revenues to increase in the last two quarters as Covid-19 restrictions are lifted.

Budgeted other revenue is comprised of recoveries from other police agencies for integrated units. The full costs and cost recoveries for these units are not recognized until the 3<sup>rd</sup> quarter of the year due to the process in place to reconcile and bill out amounts owed between the agencies.

## **2. SALARIES AND BENEFITS:**

The Human Resources section recruits police officers based on a projection of retirements and authorized strength. As it takes at least 18 months for a recruit to be fully operational, VicPD tries to hire recruits ahead of anticipated retirements.

Salaries and benefits expenditures are slightly below budget at this time and are expected to remain so for the first half of the year due to the difference in the timing of retirements and our capacity to recruit and train replacements.

## **3. RETIREMENTS:**

Retirement costs are \$773,334. There is no operating budget for retirements in 2021 and expenditures are expected to be offset by a drawdown from the Employee Benefit Obligation Reserve. Total costs for the year are likely to be in the vicinity of \$1 million.

## **4. OVERTIME:**

Net overtime costs are below budget at this time, partly due to revenues received from the Province in relation to 2020 expenditures. Emergency Response Team activations remain high and we expect these expenditures to exceed 2020 levels. Backfill for Patrol is below budget but we expect overtime costs to increase going into the second half of the year as the Province removes Covid-19 restrictions.

## **5. PROFESSIONAL SERVICES:**

Professional fees to date consist primarily of the E-Comm contract for the provision of 9-1-1 and dispatch services.



## **6. EQUIPMENT MAINTENANCE – FLEET & COMPUTERS:**

Expenditures are above budget at this time due to expected software licensing costs as well as maintenance on the fleet. Some vehicles that would otherwise have been retired have been held back in the fleet to allow for greater social distancing, which will likely increase our fleet maintenance costs this year.

## **7. TELEPHONE LINE CHARGES:**

Telecommunication costs continue to be managed and are within budget at this time.

## **8. TRAVEL AND TRAINING:**

Travel and training expenditures are below budget. The amount of training opportunities remains limited. Mandatory and essential police training will, however, proceed with additional safety protocols in place. The costs for specific courses and accommodations have increased significantly and although some training will not be possible this year it will only defer, not eliminate, the need. As Covid-19 restrictions are lifted these expenditures are expected climb back to normal levels.

## **9. BUILDING MAINTENANCE:**

Building Maintenance represent cost recoveries by the municipalities for the two Police facilities in Esquimalt and Victoria.

## **10. GENERAL & OFFICE /OTHER OPERATING/UNIFORM & PROTECTIVE CLOTHING:**

Other expenditures are in line with expectations at this time with the exception of expenditures in relation to Covid-19. This includes expenditures for additional janitorial, personal protective equipment, sanitation supplies and services to maintain hygiene during the Covid-19 pandemic.

## **11. FUEL AND MOTOR OIL**

The majority of Fuel and Motor Oil expenditures are billed periodically through the City of Victoria. Expenditures are below budget due to the timing of billings from the City. Fuel prices have increased recently so significant cost savings are not expected this year.

## **12. INSURANCE**

Insurance expenditures continue to outstrip the rate of inflation. The 2021 budget for insurance was increased to offset expected increases in premiums. Recent adjustments



to expand coverage for Cyber Liability will result in insurance costs being above budget in the next quarter.

### **13. EMPLOYEE BENEFIT OBLIGATION**

The Employee Benefit Obligation is assessed annually through an actuarial valuation, and assesses the future liability for sick leave, retirement allowances, vacation time payable, deferred vacation, long service leave, personal leave plans and benefit continuation in the year of retirement. At the end of 2020 the estimated vested benefits obligation was assessed to be \$8,600,977, with \$1,006,665 in unvested obligations. Total funds held in reserve were \$8,413,962. The unfunded employee obligation was therefore \$1,193,680 the unfunded vested portion was a lesser amount of \$187,015.

### **14. DIVISIONAL BUDGET VARIANCES:**

Budgets for police officer salaries are allocated based on deployment at the time the budget is prepared. Resources are re-deployed to other areas as required throughout the year. Variances can therefore occur where police officers have been moved in or out of units in the intervening period. The overall budget and actual deployment are both based on the number of authorized strengths in the approved budget. Variances in overall financial performance reflect the redeployment of deployable resources to the front-line. This is in line with the Transformation Report presented to the Board to manage limited resources and increases in frequency and duration of injuries to police officers.

#### **School Resource Officers**

The School Resource Officers were previously redeployed to the front line due to staffing shortages and remain so at this time.

#### **Special Duties**

Special duties include recoveries for expenditures incurred in 2020 for policing costs in relation protests at the BC Legislature. These revenues were not previously recorded due to uncertainty over collectability. An amount of \$186,942 has been subsequently received.

#### **Reserve Program**

The Reserve Constable was previously redeployed to the front line due to staff shortages and remains so at this time.

#### **Centralized Corporate Costs**

Centralized Corporate Costs includes retirement expenditures for retirements. There is no operating budget for retirements in 2021, which will require a drawdown from the Employee Benefit Obligation Reserve.



***Crowd Management Unit***

The Crowd Management Unit (recently renamed Public Safety Unit) includes funds received from the Legislative Assembly as well as the reversal of 2020 estimates for training wages for other police agencies. Due to Covid-19 restrictions spring training has largely been deferred.

***Assertive Community Treatment***

Two police officers were temporarily assigned to this unit from the Beat and Bike Section pending the results of a Section 27 of the *Police Act* appeal to the Province. Funding for these positions was not approved and consequently these officers have now been reassigned. .

***Operational Planning***

A civilian position was temporarily vacant in this unit, which has now been filled.

***K9***

This section has now been transitioned into an Integrated Canine Unit with the Saanich Police Department. Expenditures under this budget represent the costs of our members in that unit year to date that are to be billed back to Saanich periodically. A final reconciliation of expenditures will be made at the end of the year for this unit.

***Community Services Division***

A realignment was made to move members from Patrol into the Community Services Division during the year for operational purposes.

**FINANCIAL IMPACT:**

None at this time

**RECOMMENDATION:**

None





## Victoria & Esquimalt Police Board

### 2021-2022 Strategic Priorities

*Updated: May 2021*

Progress will be monitored on a quarterly basis via committee Chairs providing a written report to their committee which will be forwarded to a public board agenda.

<b>#1.</b>	<b>Tend to the mental health &amp; wellness of members &amp; staff</b>
Lead:	Human Resources
Actions:	<ol style="list-style-type: none"> <li>1. Meet with VicPD HR Department, Chief Constable, and Union for input on how the Board can support the mental health and wellness of members and staff. Create an implementation timeline.</li> <li>2. Seek opportunities (at least quarterly) to acknowledge members and staff.</li> <li>3. Seek avenues to share positive stories that highlight the commitment of members and staff to the community.</li> <li>4. Invite professionals in our community to educate the Board on this topic.</li> <li>5. Seek opportunities to hear from members and staff with lived experience.</li> <li>6. Advocate for better mental health and wellness initiatives for members and staff.</li> </ol>
<b>#2.</b>	<b>Increase financial stability</b>
Lead:	Finance
Actions:	<ol style="list-style-type: none"> <li>1. Review implementation of Special Municipal Constables.</li> <li>2. Leverage work with integrated policing units across regions and encourage other regionalization initiatives.</li> <li>3. Evaluate cost saving measure that do not impact public safety.</li> </ol>
<b>#3.</b>	<b>Strengthen relationship with the community</b>
Lead:	Governance
Actions:	<ol style="list-style-type: none"> <li>1. Provide information to the community re: role of police boards, understanding policing, how policing works, role of police.</li> <li>2. Proactively participate in board member recruitment.</li> <li>3. Increase board member attendance at community events.</li> <li>4. Provide opportunities for public participation in board meetings by including agenda time for question period/addressing the board.</li> <li>5. Promote public access by conducting all suitable business in public sessions and following best practices to ensure use of in-camera and closed in-camera meetings only for appropriate matters.</li> <li>6. Explore the possibility of convening committees of mutually respected citizens and elders to provide context for actions/conflicts within their communities.</li> </ol>



<b>#4.</b>	<b>Strengthen relationship with the Provincial Government</b>
Lead:	Governance
Actions:	<ol style="list-style-type: none"> <li>1. Work on secure funding for Justice Institute of BC.</li> <li>2. Work on Board succession planning and recruitment.</li> <li>3. Work closely with the Director of Police Services and Ministry staff on reforms related to modernization, sustainability, and the role of the police with respect to complex societal issues.</li> <li>4. Proactively work with the Ministry of Mental Health and Addictions and others to provide input on police policies to address federal exemption on decriminalization of drug possession.</li> </ol>
<b>#5.</b>	<b>Educate ourselves and advocate for better health supports for people with mental health and substance use issues</b>
Lead:	Human Resources
Actions:	<ol style="list-style-type: none"> <li>1. Invite professionals in our community to educate the Board on this topic.</li> <li>2. Seek opportunities to hear from people with lived experience in mental health and substance use and make recommendations based on learnings.</li> <li>3. Advocate for better supports for people with mental health and substance use issues.</li> <li>4. Support restorative justice programs.</li> <li>5. Seek opportunities to publicly demonstrate our learning and understanding.</li> </ol>
<b>#6.</b>	<b>Increase awareness and efforts to combat racism and focus on equity, diversity, and inclusion</b>
Lead:	Governance
Actions:	<ol style="list-style-type: none"> <li>1. Invite professionals in our community to educate our Board on this topic.</li> <li>2. Work with the Province and the JIBC to increase the number of Indigenous, Black, Asian, and other recruits with diverse ethno-racial backgrounds.</li> <li>3. Solicit public and member input on perceptions of racism and discriminatory practices in the service to assist in increasing cultural awareness and eliminating biased or abusive practices.</li> <li>4. Complete Board training that focusses on equity, diversity, and inclusion.</li> <li>5. Study and report on policies that facilitate disclosure of systemic racism, racist attitudes and racist action.</li> <li>6. Review and refine departmental measures to protect vulnerable populations, including those with special needs based on social, economic, health and disability as well as those who experience discriminatory conditions due to origin, racialization, colour, gender or gender identity.</li> <li>7. Review street checks and other policies that have been identified as contributing to systemic racism and to disproportionate harm to communities that feel unsupported by the police.</li> <li>8. Review policies to ensure they are compliant with the purpose and spirit of UN Declaration of the Rights of Indigenous People (UNDRIP).</li> <li>9. Work on supports to combat racism and offer recommendations that focus on equity, diversity, and inclusion.</li> <li>10. Seek opportunities to publicly demonstrate our learning and understanding.</li> <li>11. Complete a report after connecting with partners to identify areas of improvement with recommendations.</li> </ol>
<b>#7.</b>	<b>Future proof the Framework Agreement</b>
Lead:	Governance
Actions:	<ol style="list-style-type: none"> <li>1. Draft a mid-term and long-term plan to address contingencies that could jeopardize the effectiveness of the Framework Agreement.</li> </ol>



# CONGRESS OF ABORIGINAL PEOPLES



# CONGRÈS DES PEUPLES AUTOCHTONES

Mayor Lisa Help  
City of Victoria  
1 Centennial Square  
Victoria, BC V8W 1P6

March 1, 2021

Dear Mayor Help & City Council,

I am reaching out to you with regards to Bill C-22, measures to eliminate mandatory minimum sentences for a range of offenses, including simple possession of 14 of the 67 controlled substances<sup>1</sup>. As the representative organization for off-reserve Status and Non-Status Indians, Metis, and Southern Inuit Indigenous peoples, the Congress of Aboriginal peoples represents many communities that are disproportionately harmed by both drug epidemics, as well as discriminatory and incarceration-focused responses.

We feel that this legislation is a step in the right direction, but the development process raises concerns about whether it will be genuinely impactful for the constituents we represent. In particular, the bill doesn't propose asking police to refrain from arresting people for simple possession, it only requires law enforcement to consider it. The benefits depend on whether the federal government will coordinate with provinces, municipalities, and Indigenous communities to make sure that enforcement measures reflect a genuine movement towards community care, treatment-based responses to use of controlled substances, and alternatives to incarceration.

I am asking you to support this legislation with these strengthened amendments, and to call on Federal Justice Minister David Lametti and Public Safety Minister Bill Blair, to make sure that Indigenous communities living in rural and urban areas are included in this conversation, and that our concerns are taken into account. Further, we would ask you to reach out to CAP's Provincial Territorial Organization in your region, North West Indigenous Council, and coordinate on how these measures will be implemented in your province or territory.

Further, I ask that you consider the draft motion below for adoption at the next meeting of your city council. I am at your disposal if you have any follow up questions or issues that you wish to raise. Please don't hesitate to reach out.

Meegwetch,

Kim Beaudin  
National Vice Chief

CC: Federation of Canadian Municipalities - CEO Carole Saab.

<sup>1</sup> <https://www.canada.ca/en/departement-justice/news/2021/02/bill-c-22-mandatory-minimum-penalties-to-be-repealed.html>



## DRAFT MOTION

**Motion: To support the abolition of mandatory minimum sentences under C-22, and support treatment, community care, and culturally relevant supports in partnership with local Indigenous communities.**

Mover:

Seconder:

Whereas, the city of Victoria recognizes that there is systemic racism in Canada's criminal justice system with disproportionate impact on Indigenous peoples, Black Canadians and people of colour,

Whereas, the city of Victoria is committed to working in partnership with Indigenous communities to fight discrimination and support the goals of reconciliation and respect for Indigenous rights,

Whereas, Indigenous peoples have a long history of their own justice systems, mental and physical healing journeys, and community-based justice that deserve respect and consideration in the practice of law enforcement,

Therefore,

Be it resolved that Victoria direct all policing services under its jurisdiction to engage in partnership with all local Indigenous communities, all Indigenous nations on whose traditional lands we live, and all Indigenous people currently residing here in both rural and urban areas,

Be it further resolved to respect the chosen representatives of Indigenous communities, and to refuse to discriminate between representative organizations, whether they are established by the "Indian Act", through modern land claims settlement, or formed by Indigenous people themselves,

Be it further resolved that all policing services be directed to prioritize, in partnership with local Indigenous communities, every available alternative to arrest and incarceration for any individuals in contact with the law, in particular taking into account options for culturally appropriate treatment and healing.





## VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

<b>DATE:</b>	June 22, 2021
<b>TO:</b>	Victoria and Esquimalt Police Board
<b>FROM:</b>	DC Jason Laidman
<b>SUBJECT:</b>	Transformation Report – Call Management
<b>ACTION:</b>	For Information

In 2019, VicPD authored the *Transformation Report* in response to ongoing issues and budget concerns. This report identified 14 specific challenges facing the department as well as corresponding possible response strategies. The issue of call management was addressed in Challenge #3:

*VicPD is experiencing an increased call load due to the fact that organizations responsible for specific calls (i.e. bylaw-related calls, animal conservation, etc.) do not have sufficient staff.*

The response strategy for this challenge included reviewing and reducing the number of calls requiring police attendance. By identifying a number of Calls for Service (CFS) types that VicPD would discontinue responding to or developing an enhanced response to, the impact on police resources would be minimized. Other organizations are primarily responsible for the below noted CFS types, but these calls have been downloaded to VicPD because of their lack of staff or insufficient service hours.

After extensive consultation with the Senior Management Team, a decision was made as to what calls VicPD would continue and discontinue responding to as noted in the list below. The chart outlines the rationale for the decision for each of the reviewed call types.

It should be noted that VicPD members will always attend any call where the public is at risk.



Call Category	Lead	Recommendation	Progress / Actions to Date	Notification
Medical Calls	N/A	Continue service <ul style="list-style-type: none"> <li>not dispatched to overdose calls, only dispatched if required</li> <li>low percentage of dispatch</li> </ul>	Monitor and address calls where police attendance was requested but not required	Liaise as required
Animal Calls	Insp. Hamilton	Discontinue Service <ul style="list-style-type: none"> <li>consider charging BC Conservation to attend calls</li> </ul>	Chief has advised Conservation and the procedure with E-Comm has been changed  Policy revision is with Deputy Watson	Public advisory required
Industrial Accidents	N/A	Continue service <ul style="list-style-type: none"> <li>Follow established protocol</li> </ul>	Liaise with WorkSafeBC when necessary	N/A
Suicidal Threats	N/A	Continue service <ul style="list-style-type: none"> <li>open discussion with provincial partners</li> <li>this may be mitigated by implementing the new civilian mobile crisis team</li> </ul>	Monitor and address calls where police attendance was requested but not required Monitor progress of civilian mobile crisis team	Liaise as required
Shoplifter	N/A	Continue service <ul style="list-style-type: none"> <li>launch the online reporting system for low amount or nuisance shoplifting</li> <li>Restorative Justice Distance release pilot to be launched</li> </ul>	The number of distance release shoplifters has significantly decreased  Launch the online reporting system for low amount or nuisance shoplifting  Pilot Restorative Justice in a select number of stores	Business community through the CRO
Abandoned Vehicles	Insp. Hamilton Darlene Perry	Discontinue Service <ul style="list-style-type: none"> <li>with the exception of public safety circumstances</li> </ul>	Policy being finalized with Insp. Hamilton and Insp. C. Brown Policy has been updated with E-Comm and changes are now in effect	COV and Public advisory required



<b>Parking Complaints</b>	Insp. Hamilton Darlene Perry	Discontinue Service <ul style="list-style-type: none"> <li>with the exception of public safety circumstance</li> </ul>	Policy being finalized with Insp. Hamilton and Insp. C. Brown  Policy has been updated with E-Comm and changes are now in effect	COV and Public advisory required
<b>Abandoned Property</b>	Darlene Perry	Discontinue Service <ul style="list-style-type: none"> <li>unless suspicious or potentially evidentiary or valuable</li> <li>ECP audit on property not returned (Insp. Hamilton and D. Perry to determine solution)</li> </ul>	E-Comm requested to update their policy on found cell phones - have the caller turn these into the Mobile Centres (Telus, Rogers, Bell, etc.) for greater opportunity to get the phone back to the rightful owner  The property module is being reviewed to determine how to reduce the number of property notifications that members are receiving or if a better solution can be implemented	Public Advisory required with alternate solutions
<b>Bylaw Calls</b>	Chief Manak	Discontinue Service <ul style="list-style-type: none"> <li>Work with COV</li> </ul>	Unable to discontinue service due to commitment to decampment assistance	N/A
<b>Noise Complaints</b>	Insp. Hamilton Darlene Perry	Discontinue service <ul style="list-style-type: none"> <li>unless elements of criminal mischief exist</li> </ul>	A review of the E-Comm policy noted that no changes were needed; this may be a training issue with E-Comm staff if calls are being dispatched that should not be	N/A
<b>Panhandler/Nuisance</b>	Insp. Hamilton	Discontinue service <ul style="list-style-type: none"> <li>unless public safety is a factor</li> </ul>	E-Comm procedure with need to be analyzed	COV and Public Advisory required
<b>Driving Complaints</b>	Insp. Jones	Discontinue service <ul style="list-style-type: none"> <li>if complaint does not meet pre-determined threshold of current triage process</li> <li>IT is in the process of implementing an alternative software to CopLogic (the current form database)</li> <li>If not in progress and non-criminal</li> </ul>	In consultation with Darlene Perry, two changes to the on-line reporting system are now in effect: <ul style="list-style-type: none"> <li>The complainant must have the license plate number to proceed with submitting a driving complaint</li> <li>Description of the Driving Complaint amended to:</li> </ul>	Training at ECOMM and instructions on VicPD.ca



			<p><i>Observed driving offences where you want enforcement action and are willing to testify in court on your own time for up to three (3) times if police issue a violation ticket on your behalf. There is almost a 100% dispute rate where the person getting the ticket wishes to go to court to dispute your allegations. Because of this, you must be willing to attend Traffic Court to give evidence to a Justice of The Peace if required.</i></p> <p>This removes reporting for information only and specifies more clearly what is required as far as court testimony. It will reduce the workload for Records and Traffic investigators. Further changes being considered: implementing a time limit of 7-10 days to receive statements, video, or other evidence. If not received, the file will be closed with no further follow up. The Traffic NCO is working on a form to clearly indicate what is required in the statement.</p> <p>Driving complaints continue to be an issue and further recommendations are being considered. Individuals are stating they want to prosecute however, change their mind after investigators have spent time working on the file.</p>	
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## VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

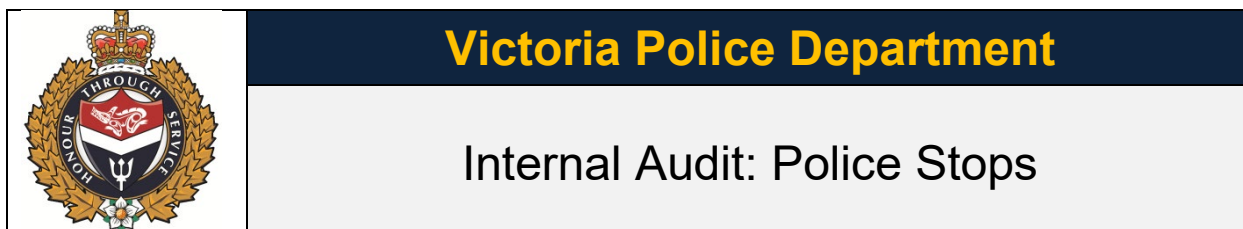
<b>DATE:</b>	June 22, 2021
<b>TO:</b>	Police Board
<b>FROM:</b>	Chief Cst. Manak
<b>SUBJECT:</b>	Police Stops – Annual Audit
<b>ACTION:</b>	For Information

Under the new Provincial Policing Standards introduced in January of 2020, and in-line with VicPD policy, attached are the results of the audit/review activity related to Police Stops for 2020.

The report and supporting documentation are self-explanatory. The key take-aways are:

- VicPD introduced and Operational Directive to comply with the new standards on January 21, 2020. This was replaced by board-approved department policy on February 25, 2020.
- VicPD exceeds standards in that every Police Stop entry that is entered into the Street Check module within the PRIME system is reviewed and any corrective action with documentation is corrected as needed.
- There has been some difficulty with the transition to the new standards. The issues were identified through a mid-year review, and addition training and review processes were put into place. While improvements resulted, we are still working with officers on an individual basis where issues are identified in the documentation process.
- At year end 2020, only 15 correct Police Stop entries were within the PRIME system. The overall numbers do not permit any statistically significant inferences, but do not suggest any obvious disproportionality at this time.
- The Department is continuously assessing how to improve the process and reduce errors. We will touch on the issue of Police Stops again in the 2021 training cycle.





<b>Division</b>	Executive Services	<b>Responsible Manager</b>	Inspector Colin Brown
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<b>Audit Request Date</b>	January 15, 2021
<b>Report Date</b>	May 10, 2021
<b>Audit Timeframe</b>	January 21, 2020 to December 31, 2020

### 1. Background

In accordance with Provincial Policing Standards on Police Stops and Section 5 of *OB020 Police Stops*, an audit must be conducted on a representative sample of police stops on an annual basis.

### 2. Related Documents

The following documents are related to this audit and have been attached to this audit in the order that they appear below:

Document Type	Description	Date Implemented/Sent to Members
Operational Directive	#01-2020 Pending Police Stop policy and PRIME changes	January 21, 2020
Policy	OB020 Police Stops	February 25, 2020
Standard Operating Procedure (SOP)	PRIME Police Stop Template use and directions	March 11, 2020
Mid-year Audit	Audit findings (January 21, 2020 to June 24, 2020)	June 20, 2020
Standard Operating Procedure (SOP)	Police stop approval and audit process	October 21, 2020

### 3. Mid-year Audit

A mid-year (January 21, 2020, to June 24, 2020) audit was conducted on police stop data, as a number of departmental policy and procedural changes came into effect in January 2020. The audit found that:

- 76% or 71 (of 90) entries were input using an expired table value for the 'Reason for Check';
- Upon review, only one Police Stop entry had a Police Stop Template attached to the entry as required under the new procedures;
- A significant number of entries are inaccurate, as the 'Reason for Check' value is inconsistent with the text page articulation of events;



- A number of entries are related to *Motor Vehicle Act*-related infractions (primarily no helmet/no light) or intel. These types of entries are not Police Stops and should not have been entered into the Street Check module; and
- Police Stop entries were created for interactions that were casual in nature and where identifying information was not requested or collected.

As a result of the audit recommendations, a number of actions were implemented, including:

- Email to members and supervisors to convey audit results and remind members to refrain from using expired PRIME codes and ensuring only entries matching the definition of a Police Stop are entered into the Street Check Module on PRIME;
- Training delivered by OIC Executive Services;
- A pilot project was initiated on October 21, 2020, where the Quality Review team took over the review of all Police Stop entries. The OIC Executive Services provided the team with training on October 7, 2020, and an SOP for approving police stops based on the training provided was created on October 21, 2020, and was made available on the VicPD intranet.
  - Entries reviewed during the audit process that did not meet the criteria for Police Stop, inclusive of all entities, vehicles, businesses, and text pages, were moved to General Occurrence reports with the appropriate incident/offence code assigned. The original entry in the Street Check module was then deleted.
  - Entries with missing/incomplete information were sent back to the member for correction or additional information/clarification.

#### 4. Annual Audit

##### 4.1. Total Entries: 15

In total, 120 police stop entries were entered into the PRIME Street Check module from January 1, 2020, to December 31, 2020 (including mid-year audit entries). At some stage of the process, every entry was audited by the Quality Review Team- meaning that the audit requirement for a representative sample exceeded provincial policing standards. By following this process, all errors were identified and followed up. All records were corrected and brought within standards.

Upon review by the Quality Review Team, 105 entries did not meet the Police Stop definition. These entries were other types of information, including such things as intelligence information, *Motor Vehicle Act* infractions, and breach of court orders. After removing these entries, 15 correct entries meeting the definition of a Police Stop remained in the Street Check module within PRIME. The audit information below is provided based on these entries only.

##### 4.2. Audit Findings

###### 4.2.1. Check Type

Just over half of police stop entries (53%) represented a vehicle check, and just under half (47%) represented a pedestrian stop.



Type	Total	%
Vehicle	8	53%
Pedestrian	7	47%
Cyclist	0	0
Not Indicated	0	0

#### 4.2.2. Reason for Check

The vast majority (94% or 14) of police stops were marked as 'Other public safety purpose,' and one police stop was marked as 'Part of the response to a call for service'.

Value	Description	Total	%
10	Gang Affiliation	0	0
14	Hitchhiker	0	0
16	Assist in locating a missing person	0	0
17	Concern for a person's immediate safety	0	0
19	Part of the response to a call for service	1	7%
20	Other public safety purpose	14	93%
	Expired PRIME code	0	0

#### 4.2.3. Ethnicity

The table below provides information on the ethnicity indicated for the police stop entries, which includes 21 individual entities. Percentages by ethnic group are calculated for transparency. However, the low number of police stops within the data set (n=21) means that no statistically significant inferences may be drawn from this data.

Ethnicity	Total	%
Indigenous (A)	1	5%
Caucasian (B)	16	76%
South Asian (C)	0	0
Black (D)	1	5%
Asian (E)	2	9%
Middle Eastern (F)	0	0
Hispanic (G)	0	0
Unknown (U)	1	5%
Other (X)	0	0
Total Entities	21	

	% of Population (2016 Census)	# of Police Stops Post-Review	%
Indigenous	4.8	1	5%
Visible Minority	13.6	3	14%



## 5. Recommendations

1. Ongoing training required for members related to:
  - The use of expired PRIME codes which were still being used up to December 4<sup>th</sup>.
  - Entries that do not match the definition of a Police Stop were still being entered into the Street Check (Police Stop) module.
  - The Police Stop template not being fully completed or submitted with missing information
2. The entity (total) and entity ethnicity information pulled via the unload feature by the Quality Review team member did not match the audit's manual review. This may have occurred as a result in an error during the unloading process. In the future, a manual review of total entities and ethnicity will ensure accuracy in the data set.

## 6. Department Response

1. The Department has examined whether expired PRIME codes can be removed to prevent their inadvertent use. Unfortunately, these codes are linked to data entered prior to the introduction of Police Stops standards and cannot be removed until that data can be purged from the system.
2. Further training/guidance is necessary related to file entry into PRIME. The quality review process is intended, in part, to address individual officers where there are incorrect entries. This issue will be examined further.
3. Adherence to reporting standards of all types remains an area of focus and will be examined further.





# VICTORIA POLICE DEPARTMENT

## OPERATIONAL DIRECTIVE

### #01-2020

January 21, 2020

To: All Staff

## Operational Directive #01-2020: Police Stops

### Background

In October 2019, the Government of British Columbia (BC) issued the new British Columbia Provincial Policing Standards (BCPPS) 6.2.1 Police Stops (“Standard”) which takes effect on January 15, 2020. This Operational Directive provides direction to Victoria Police Department (VicPD) members regarding police stop practices in order to ensure compliance with the Standard.

In short, the Operational Directive specifies the following (but not limited to):

- Police officers cannot stop someone based solely on an identity factor;
- Random or arbitrary stops are not permitted;
- That officers need a “justifiable reason” to demand or request identifying information;
  - The term ‘justifiable reason’ is defined both for requests where the officer has a legal authority to demand the identifying information, and for those interactions (i.e., police stop) where the information can only be provided voluntarily;
- The steps an officer must take to ensure a person is aware of their rights during a police stop;
- The factors an officer must consider to ensure the person who is the subject of a police stop does not experience a psychological detention;
- During a police stop, the officer must have a specific public safety purpose to ask a person for identifying information and must inform the person of that reason; and
- The manner in which the recording of police stop and of any identifying information occurs.

### PRIME Changes

As a result of the new standards for “Reason for Police Stop”, table values in the RMS under the Street Check Module were assessed and discussed at a meeting, held with PRIME-BC Agencies, at the PRIMECorp office. It was decided that some existing values would be expired and some additional values, in line with the new Police Services Standards, would be added. The values below were agreed to and will be amended in the RMS for all three servers.

Add as per Provincial Police Standard Section 6.2.1 Police Stops:



- 16 - Assist in locating a missing person (meets Criteria 8i)
- 17 - Concern for a person's immediate safety (meets Criteria 8ii)
- 18 - Assist person in distress for referral to support services (meets Criteria 8iii)
- 19 - Part of the response to a call for service (meets Criteria 8iv)
- 20 - Other public safety purpose

Values to be retained:

- 10 - Gang affiliation
- 13 - Out of province warrant
- 14 - Hitchhiker


Expired values:

- 6 - Break and enter suspect
- 15 - Check well-being
- 4 - Liquor Act
- 99 - Other
- 12 - Problem Oriented Policing
- 9 - Sexual Services
- 11 - Suspected Criminal
- 8 - Suspected drug dealer
- 2 - Suspected Impaired
- 5 - Suspected sex offender
- 1 - Suspicious activity
- 7 - Theft from auto suspect
- 3 - Vehicle Act

Below is an Operational Directive that is effective immediately. In the weeks to come we will be working with the Victoria and Esquimalt Police Board on establishing ordinary organizational policy.



# OB020 - Police Stops

Victoria Police Department		
	Operations Section	Incident Response
	OB020	Police Stops
	<u>References:</u> <ul style="list-style-type: none"> <li>• <u>Sub-Section 6.2</u> - Police Stops, Provincial Policing Standards</li> <li>• <u>Canadian Charter of Rights and Freedoms</u></li> <li>• AC230 Fair and Impartial Policing</li> <li>• <u>R. v. Grant, 2009 SCC 32</u></li> <li>• <u>Criminal Code of Canada</u></li> </ul>	Effective: February 25, 2020

## 1.0 Policy

1.1 The Victoria Police Department will ensure that police stops are consistent with the *Canadian Charter of Rights and Freedoms* and in accordance with Provincial Policing Standards on Police Stops.

1.2 A police stop is not appropriate when members are operating with lawful authority to detain or arrest. When members are operating without lawful authority to detain or arrest, this policy provides direction to members with regards to the completion of a police stop.

1.3 The procedures about police stops, contained herein, provide direction to members that is compliant with the BC Provincial Policing Standards (BC PPS) on Police Stops; however, it is important to specify that sections 4.1 and 4.7 of the procedure provides direction to members when they are conducting a police stop with lawful authority.

## 2.0 Reason for Policy and Scope

2.1 To provide direction to sworn officers, consistent with current case law, on the limits of, and obligations related to, the authority to detain a person, as well as the procedures that should be taken to fulfill their duty of care to ensure a person understands their rights.

2.2 In the furtherance of their lawful duties, members are expected to interact with the public. Members must nonetheless ensure that those interactions are consistent with the *Canadian Charter of Rights and Freedoms* (section 7, 9, 10, and 15) and the values that they reflect, including the right to be free from arbitrary arrest and detention; to move freely in society subject only to reasonable restrictions imposed by law; and to equal protection and benefit of the law without discrimination.

2.3 In British Columbia (BC) and across Canada, there has been attention on the police practice of street checks. The changes to the practice of street checks are part of the broader efforts by the BC Police Services to promote unbiased policing. One of those efforts is the issuance of an interim BCPPS on Police Stops, formerly referred to as Street Checks.

2.4 This policy applies to all sworn officers of the Victoria Police Department (Victoria and Esquimalt Police Board).

## 3.0 Definitions

3.1 **Police Stop:** any voluntary interaction between a police officer and a person that is more than a casual conversation and which impedes the person's movement. A police stop may include a request or demand for identifying information depending on the circumstances.

3.2 **Psychological Detention:** a situation where, in the absence of a direction or demand from a police officer, a person reasonably believes that they are not free to leave.

3.3 **Identity Factors:** any information which, alone or in combination with other information, can be used to identify a person. Identity Factors include, but are not limited to: economic or social status, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

3.4 **Detention Authorities:** the scope of lawful authorities for police to detain a person, which fall outside of a police stop and which may permit a request or demand for identifying information from a person. Types of detention authorities include:

3.4.1 **Investigative Detention:** a brief detention based on a police officer's reasonable suspicion, in all of the circumstances, that a person is connected to a recent and particular crime for which the detention is necessary.

3.4.2 **Reasonable Grounds to Arrest:** grounds that would lead an ordinary, prudent, and cautious person to have a strong and honest belief about the situation at issue. When a police officer has reasonable grounds to believe that a person has committed, is committing, or is about to commit an indictable offence, then Section 495 of the *Criminal Code* provides authority for an arrest.



3.4.3 **Statutory Authority:** Federal statutes such as the *Criminal Code* as well as certain provincial statutes such as the *Motor Vehicle Act* in the case of driving activity, and certain municipal bylaws, provide the police the authority to compel identification from a person pursuant to the applicable statute or when the person is or has committed an offence in relation to the statute or bylaw.

## 4.0 PROCEDURE

4.1 When conducting a police stop where there is lawful authority:

4.1.1 The decision to conduct a police stop shall not be based on Identify Factors;

4.1.2 The decision to conduct a police stop shall not be based solely on that person sharing an Identity Factor with a person being sought by the police; and

4.1.3 Arbitrary or random police stops, which may or may not include a request for the collection or recording of a person's identifying information, shall not be conducted.

4.2 When conducting a police stop:

4.2.1 If detention, arrest, or application of a statutory authority is appropriate, a police stop should not be conducted.

4.2.2 Members must take steps to ensure that the interaction with the person is voluntary, including but not limited to advising the person they are:

4.2.2.1 not required to provide any identifying information;

4.2.2.2 not required to answer any questions; and

4.2.2.3 are free to walk away at any time.

4.3 In fulfilling their obligations under 4.2.2. above, members should be mindful of the possibility that the person may feel psychologically detained due to factors such as:

4.3.1 the circumstances that gave rise to the interaction;

4.3.2 the nature of the member's conduct; and

4.3.3 the particular characteristics of the person, including but not limited to:

4.3.3.1 Indigenous;

4.3.3.2 homelessness;

4.3.3.3 racialized;

4.3.3.4 age;

4.3.3.5 physical stature;

4.3.3.6 minority status; and

4.3.3.7 level of sophistication.

4.4 Where a member concludes that a person is psychological detained, the member should conclude the police stop and allow the person to proceed.

4.5 Where the member asks the person for identifying information, the member shall inform the person of the public safety purpose or objective for the police stop.

4.6 After a person's refusal to cooperate with a police stop, a member may take subsequent law enforcement action in circumstances where that subsequent law enforcement action is completely unrelated to the initial request made in the police stop.

### Authority to Collect Identifying Information during Police Stop with Lawful Authority

4.7 Members are not permitted to request or demand, collect, or record a person's identifying information without a justifiable reason. A justifiable reason includes circumstances where the request or demand for identifying information is consistent with legal authorities and related limitations granted to officers, such as:

4.7.1 permitted or required by City of Victoria, Township of Esquimalt, municipal, provincial or federal legislation or regulations;

4.7.2 a traffic stop, consistent with statutory and common law;

4.7.3 an arrest;

4.7.4 an attempt to execute a warrant against a person; or

4.7.5 an investigation of an offence, or reasonable grounds to believe that an offence has occurred or is about to occur, or an imminent public safety threat.



## Requesting Identifying Information during a Police Stop

4.8 Members may request for a person to voluntarily provide identifying information, provided that:

4.8.1 the member reasonably believes the interaction, and any information requested serves a specific public safety purpose, including:

4.8.1.1 assisting in locating a missing person;

4.8.1.2 an objectively reasonable concern for a person's immediate safety;

4.8.1.3 assisting a person in distress to refer them to health, substance use, mental health, or other support services; or

4.8.1.4 as part of the response to a call for service.

4.8.2 the member informs the person of the reason or purpose of the interaction of the request; and

4.8.3 the member takes steps to ensure the information is provided voluntarily, including but not limited to advising the person that they are not required to answer any questions and are free to leave.

## Documenting a Police Stop

4.9 A Police Stop report should not be used to document any incident for which a General Occurrence Report would normally be submitted.

4.10 When a member conducts a police stop, for which identifying information was requested, the member shall document the following in a PRIME Police Stop report:

4.10.1 the public safety purpose or objective of the police stop in sufficient detail to articulate the reason for the interaction;

4.10.2 identifying information collected or provided; and

4.10.3 factual information and/or observations from the police stop.

## 5.0 Audit

An audit of police stop interactions that resulted in a voluntary request for identifying information shall be conducted on a representative sample on an annual basis.

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## Related Policies


- [OB080 - Sudden Deaths](#)
- [OB400 - Independent Investigations Office - General Procedures](#)
- [OB320 - Residential Tenancy Disputes](#)
- [OB065 - Suspected Human Remains](#)
- [OB170 - Liquor Control and Licensing](#)
- [OB140 - Homicide](#)
- [OB370 - AMBER Alert](#)
- [OB390 - Impaired Driving](#)
- [OB090 - Intimate Partner Violence](#)
- [OB190 - Counterfeit Currency](#)
- [OB110 - Confined Space Entry](#)
- [OB160 - Industrial Relations](#)
- [OB220 - Sexual Offences](#)
- [OB260 - Trespassing](#)
- [OB165 - Alcohol Breath Testing Instrument](#)

#policy #ob

## Related Procedures



# Police Stop Template

Victoria Police Department	
	Standard Operating Procedure
	Police Stop Template
	<div>Related to:</div> <ul style="list-style-type: none"> <li>OB020 Police Stops</li> <li>SOP Police Stop Approval and Audit Process</li> </ul>
Effective: March 11, 2020	

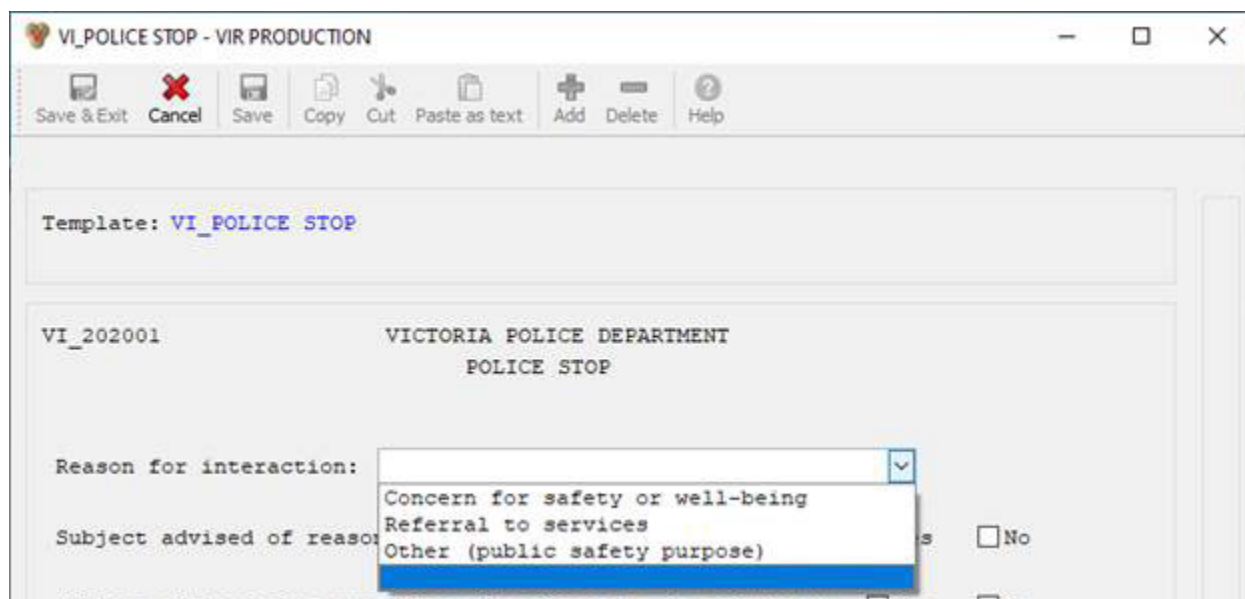
## 1.0 Procedure

1.1. To ensure the accurate input and retrieval of police stop data, a template, VI\_Police Stop, has been implemented within the existing Street Check Module in PRIME.

1.2. VI\_Police Stop should not be used to document any incident for which a General Occurrence (GO) report would normally be submitted.

1.3. As shown in Figure 1, members are required to select the 'Reason for interaction' from the drop-down menu. Possible reasons include: (1) Concern for safety or well-being; (2) Referral to services; and (3) Other (other public safety purpose).

Figure One:



1.4. As shown in Figure 2, members are required to select 'Yes' or 'No' to document whether or not the subject:

- 1.4.1. Was advised about the reason for the interaction;
- 1.4.2. Was advised that providing identification is voluntary;
- 1.4.3. Indicated that they understood;
- 1.4.4. Provided identification; and
- 1.4.5. Was advised that they were free to go.

Figure Two:



Template: VI\_POLICE\_STOP

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VI\_202001                      VICTORIA POLICE DEPARTMENT  
POLICE STOP

Reason for interaction:

Subject advised of reason for the interaction:                      ☐ Yes    ☐ No

Subject advised that providing identification is voluntary:                      ☐ Yes    ☐ No

Subject indicated they understood:                      ☐ Yes    ☐ No

Identification provided:                      ☐ Yes    ☐ No

Subject was advised they were free to go:                      ☐ Yes    ☐ No

Synopsis:

1.5. Members are also required to articulate to the best of their ability in the free text or 'Synopsis' section items outlined in 4.10 of OB020 Police Stops:

- 1.5.1. The public safety purpose or objective of the police stop in sufficient detail to articulate the reason for the interaction;
- 1.5.2. Identifying information collected or provided; and
- 1.5.3. Factual information and/or observations from the police stop.

## 2.0 File Review

2.1 See SOP Police Stop Approval and Audit Process

## 3.0 Retention


3.1 All police stop entries will be retained for a period of five (5) years

## Related Policies

## Related Procedures

- [Axon Capture](#) (VicPD Policies & Procedures)



	<h1>Victoria Police Department</h1>
	<h2>Internal Audit: Police Stops</h2>

<b>Division</b>	Executive Services	<b>Responsible Manager</b>	Inspector Colin Brown
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<b>Audit Request Date</b>	June 24, 2020
<b>Report Date</b>	June 30, 2020 Amended April 26, 2021
<b>Audit Timeframe</b>	January 21, 2020 to June 24, 2020

### 1. Background

In accordance with Provincial Policing Standards on Police Stops and Section 5 of *OB020 Police Stops*, an audit must be conducted on a representative sample of police stops on an annual basis. However, due to the fact that a number of policy and procedural changes have come into effect since January 2020, a mid-year audit was requested for completion by DC Watson to ensure compliance and identify further training needs.

### 2. Related Documents

Document Type	Description	Date Implemented/Sent to Members
Operational Directive	#01-2020 Pending Police Stop policy and PRIME changes	January 21, 2020
Policy	OB020 Police Stops	February 25, 2020
Standard Operating Procedure (SOP)	PRIME Police Stop Template use and directions	March 11, 2020

### 3. Total Entries

A total of 90 police stop entries from the PRIME Street Check Module that were conducted between January 21, 2020 and June 24, 2020 were included as part of the initial review. These entries were provided to the auditor by Darlene Perry, Manager, Information Management in an excel spreadsheet.

62% or 56 entries were input using an expired table value for the 'Reason for Check'. 29 or 32% of entries were input using a current 'Reason for Check' table value.

### 4. Audit Findings

#### 4.1. Use of Police Stop Template

The PRIME Police Stop Template was implemented in mid-March 2020. Therefore, of the total 90 entries, only the 41 entries input between April 1, 2020 to June 30, 2020 were reviewed.



Of the 41 entries reviewed, only one entry had a template attached to the entry. The template was not completed correctly.

#### 4.2. Reason for Check

Only 29 (those input using current table values) of the 90 entries were reviewed further to determine if the 'Reason for Check' value was consistent with the text page articulation of events. The results of this review are broken down in the table below.

Value	Description	Total	Percent	Breakdown
10	Gang Affiliation	4	14%	(3) Intel (1) Informal conversation
14	Hitchhiker	1	3%	(1) Vehicle stop & given sobriety test / unclear why stopped
16	Assist in locating a missing person	1	3%	(1) MVA - not stated how it is related to any missing person
17	Concern for a person's immediate safety	2	7%	(1) Intel (1) MVA infraction
19	Part of the response to a call for service	2	7%	(1) Intel (1) Stopped because the person said they were a resident of shelter, but were known not to be
20	Other public safety purpose	19	66%	(6) MVA infraction - 1 was MVA + detained (7) Intel (1) High crime area + plate query - parolee (1) Casual convo (1) No text page (1) Odd driving - nothing illegal (1) MVA infraction + high crime area (1) Vehicle related to B&E

#### 4.3. File Review

While it appears review of entries was conducted, the review component is concluded as insufficient and ineffective due to the fact that:

- 62% of entries were input using an expired table value;
- NCOs failed to ensure a Police Stop Template was attached to the entry;
- A significant number of entries are inaccurate, as the 'Reason for Check' value is inconsistent with the text page articulation of events;
- A number of entries are related to Motor Vehicle Act-related infractions (primarily no helmet/no light) or intel. Neither of these entries belong in the Street Check module;
- Identifying information was collected from vehicle passengers in some police stop files; however, the reason for collecting this information from the passengers was unclear; and
- Police Stop entries were created for interactions that were casual in nature and where identifying information was not requested or collected.

#### 4.4. Ethnicity



A quantitative review of the ethnicity of the primary entity for all 90 entries (those that used an expired or current table value) within the audit timeframe shows the following ethnicity breakdown:

Category	# of Police Stops	Breakdown	% of Police Stops
Indigenous	6	(6) Indigenous	7%
Visible Minority	8	(3) South Asian (3) Asian (1) Black (1) Hispanic	9%
Caucasian	68	(68) Caucasian	75%
Unknown	8	(1) Marked as 'Unknown' (2) No entity information (5) No ethnicity information indicated	9%

The 29 entries that used a current table value only were further reviewed in detail. Of the 29 entries, only the ethnicity of the primary police stop entity checked was included in the review. Of the 29 entities, 3 or 10% were visible minorities (primarily South Asian) and 2 or 7% were Indigenous.

	% of Population (2016 Census)	# of Police Stops	% of Police Stops
Indigenous	4.8	2	7%
Visible Minority	13.6	3	10%

A qualitative review of three police stops involving a visible minority as the primary entity shows that an interaction with the entity occurred and identifying information was only requested in one of the three interactions. Two of the three entries should have been input as intel, as only one was an actual police stop. A qualitative review of data involving the two Indigenous persons as the primary entity shows that in one entry no actual interaction or request for identifying information occurred. The second entry is not articulated clear enough to conclude if an interaction occurred and if identifying information was requested. Both entries appear to be input for intel purposes only.

## 5. Recommendations

In addition to the immediate re-distribution of the operational directive outlining PRIME changes, *OB020 Police Stops* policy, and SOP Police Stop Template to members, the following are recommended:

- Comprehensive training for members and NCOs addressing discrepancies outlined in 4.3;
- Training for members to convey how improper data entry can have significant implications for the reporting-out of ethnicity-related police stop data; and
- A pilot involving review of police stop data by Quality Review staff opposed to NCOs for the remainder of the year.



# Police Stop Approval and Audit Process

Victoria Police Department		
	Standard Operating Procedure	
	Police Stop Approval and Audit Process	
	Related to:  OB020 Police Stops	Effective: October 21, 2020

## 1.0 Procedure

The Police Records Information Management Environment (PRIME) will be used to record all Police Stop information. This procedure will outline the process to add and review the Police Stop information to maintain compliance with all Provincial and National requirements.

## 2.0 Terminology

Police Stops are also known as "Street Checks". In PRIME all police stops will be recorded within the Street Check module.

## 3.0 Definition and Examples of a Police Stop

A Police Stop is a voluntary interaction between a police officer and a person that is more than a casual conversation and which impedes the person's movement. Police Stops may include a request or demand for identifying information depending on the circumstance. The collection of identity information is based on a voluntary submission of information from the individual being spoken to.

Examples of Police Stops include:

- Referring an individual to support services
- To address any immediate concerns for their safety or well being
- Other Public Safety Purpose

The below situations do not meet the Police Stop criteria and instead must be recorded as a General Occurrence report. For situations where an arrest or retention results from a Police Stop, both a General Occurrence Report and a Police Stop entry will be created and related to one another within the PRIME system. Where the Police Stop entry is missing, it will be created by the Quality Review staff with a notification to the officer to review the entry for accuracy.

- Where an arrest occurs
- To record Motor Vehicle infractions such as driving activity
- Where it is believed that an individual has committed, is in the act of committing or is about to commit an offence
- There are reasonable grounds to arrest an individual
- Intelligence information regarding individuals, businesses or vehicles
- The Quality Review staff will create the Police Stop entry if it is noted in this situation and the officer advised so they can review the entry for accuracy.

## 4.0 Creating a Police Stop

All Police Stops must be recorded in the Street Check module of the PRIME system and must include the information noted below:

- Location – Address where the Police Stop took place
- Checked by Officer – The regimental number for the officer that conducted the Police Stop
- Reason – The reason the Police Stop was conducted. Table Values that are noted as being expired are not to be used.
- Entities – The name and personal information as voluntary provided. A Police Stop cannot be created without entity information.

Text – Street Check text type page [with the Police Stop template](#) added. (No additional text pages are required outside of completing the Police Stop template).

## 5.0 Missing or Incorrect Police Stops



Police Stops that do not meet the proper definition as outlined in Section 3 will be copied into a General Occurrence report by the Quality Review staff. A follow up will be provided to the investigating officer and assigned for 5 days to advise them that this work occurred. By the officer submitting the Follow Up they are acknowledging that they are aware of the change of their report from a Police Stop to a General Occurrence. The Police Stop entry will be deleted from PRIME once the information is copied into the General Occurrence Report. (See Section 9 - Copying a Police Stop to a General Occurrence).

Where information is missing as outlined in Section 4, the Quality Review staff will send the investigating officer an e-mail asking for the additional information to be added to the Police Stop record. (Currently, there is no follow up option within the Street Check module).

After seven (7) days if the correction remains outstanding, the Quality Review staff will issue a reminder to the officer with their direct Supervisor added to the e-mail.

Where a General Occurrence is created and states that the arrest or detention initiated from a Police Stop, the Quality Review staff will create the Police Stop entry (if not completed already) and link the Police Stop to the General Occurrence.

The Quality Review staff will advise the investigating officer when the Police Stop record has been added and the officer will be asked to review the entry to ensure it is accurate.

If insufficient information is available within the General Occurrence report to complete a Police Stop, the officer will be asked to input the missing information into the Police Stop entry.

## 6.0 Overdue Follow Ups

The Divisional NCOs are responsible for ensuring all Police Stop corrections are addressed immediately.

## 7.0 Approving Police Stops

Police Stops that have met the criteria as outlined above will:

1. Have the Status of the Text page changed to "Reviewed"
2. Have the date of review inputted into the Date field; and
3. Have the author of the reviewer noted in the "By" field.

If a Quality Review staff authors a Police Stop text page, another Quality Review staff must complete the review process to ensure PRIME policies are adhered to.

Below is a screen shot that shows the fields that are required for completion in the review process.

## 8.0 Annual Audits

Every January, the Quality Review staff will conduct a browse on all Street Check text pages to ensure the pages have been reviewed. (See Section 10 – Browse for Unread Police Stop Reports).

The Quality Review staff will complete all required audit request forms as received by the department and provide any statistical information, as needed.

## 9.0 Copying a Police Stop to a General Occurrence

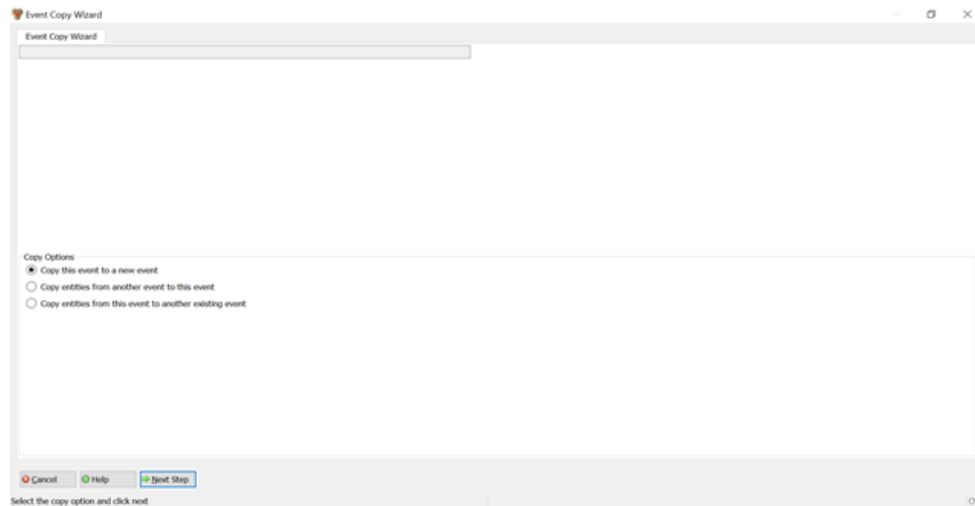


Obtain a General Occurrence number through the Remote CAD process.

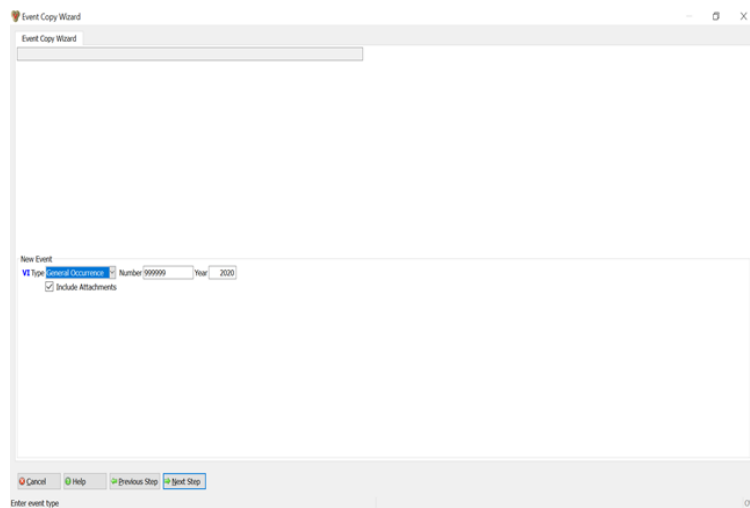
Select Records-Street Checks-Get- Input the correct Street Check number

Select Utilities from the Tab bar and then select - Copy

Select – Copy this event to a new event (as per the screen shot below) and hit Next Step

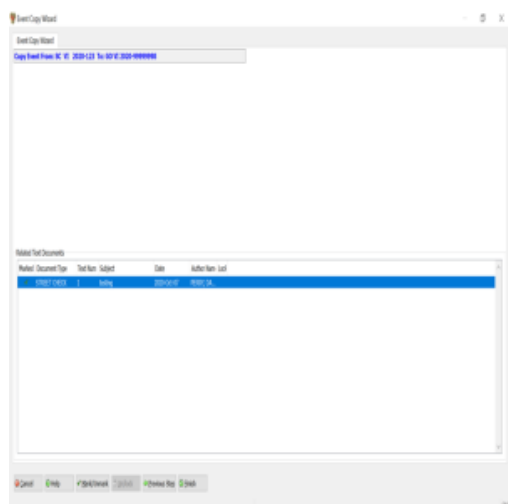


Change the Event Type from Street Check to General Occurrence and type in the file number that you want to transfer the Police Stop information to and select Next Step.

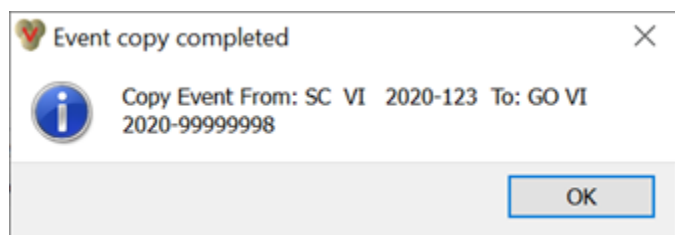


Mark the entities and text pages that you wish to copy and select Finish.





Once the Police Stop data is copied into the General Occurrence, the below message will be received. Select OK.



Check the General Occurrence report to ensure everything copied over as required and then proceed in deleting out the Police Stop.

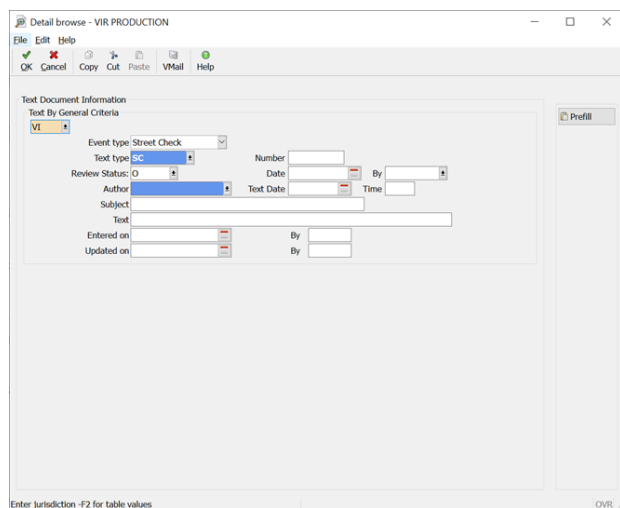
## 10.0 Browse for Unread Police Stop Reports

Browse – Details – Other – Text (General Criteria)

Event Type = Street Check

Text Type = SC

Review Status = O (Open)



A list of Police Stops where the text pages remain open will appear. If there are no files, a message indicating "No Records Satisfy this Query" will be received.

Related Policies

Related Procedures





# VICTORIA POLICE DEPARTMENT

## Memorandum

**DATE:** June 22, 2021  
**TO:** Victoria & Esquimalt Police Board  
**FROM:** Insp. McRae – Human Resources Division  
**SUBJECT:** Human Resources Report (Orders #02-2021 – #04-2021)

### RETIREMENTS

*Effective: June 30, 2021*  
 Constable – Patrol Div

### RESIGNATIONS

*Effective: March 4, 2021*  
 Jail Guard (AUX)

*Effective: May 13, 2021*  
 Constable – LOA

*Effective: May 14, 2021*  
 Constable – IRSU

### HIRES

*Effective: March 8, 2021*  
 Executive Assistant to Deputy Chiefs

*Effective: March 16, 2021*  
 Special Municipal Constables (6)

*Effective: March 26, 2021*  
 Records Specialist (AUX)

*Effective: April 12, 2021*  
 Jailer (AUX)

*Effective: May 18, 2021*  
 Constables (6)





## VICPD COMMENDATIONS

April 14, 2021

Last night in the early evening I heard a commotion outside my window. I opened my window and saw 2 female police officers trying to control an EDP. The women was kicking screaming, yelling and making things difficult on herself, and the police officers were so professional, struggling to control this woman. I could hear 1 officer telling the women "it's ok, you're going to be fine, we are trying to help you." They did not hurt her, they did not threaten her, they did everything that I saw very compassionately. I applaud their very professional job. They were very gentle in a non-gentle situation. In this day and age of police issues in the US and to some degree in Canada, the Victoria Police do an awesome job.

Thank you for protecting us and the protecting even the ones they are arresting.

Officers involved: Cst. Gilroy & Cst. Carver

April 18, 2021

On Friday, April 16, I had a medical emergency [REDACTED]. Fortunately Cst. Ross Lauderdale was nearby and came to my aid. He administered the most efficient, appropriate and compassionate care to me in what, at the time, were anxious moments. In addition he saw me safely home, called an ambulance, alerted my neighbours until my family could come, and took care of everything.

Today, when police are under such scrutiny, often unjustified, I want you to know that as long as we have officers of the caliber of Ross then we the public are in good hands. Thank him again for me. I am pleased to report I am quite well and have had no repercussions from the incident.

Sincerely,

April 20, 2021

Good morning,

Just a brief note thanking you both for your combined efforts in keeping Gonzales Beach a safe environment for our neighborhood and the many other individuals and groups visiting the park. We believe the presence of officers randomly patrolling the park and beach at different times of the day helps prevent illegal and sometimes dangerous activities (e.g. drinking and driving, bicycle theft, disregard for social distancing). We would like to extend a special thanks to Constable Clarkson (VicPD) and Sgt. Perry (OBPD) for carrying out a very difficult task. Their calm and respectful manner in dealing with the large number of beach goers is very reassuring. If possible, please extend our gratitude to these dedicated officers.

Thanks again,



April 22, 2021

I would just like to thank VICPD for their very professional handling of the recent incident at [REDACTED]. My husband and I live [REDACTED] and could hear mostly everything that went on when the police arrived. We heard all the shameful comments made to the police by people [REDACTED] and were amazed that the police could remain so calm with such stupidity being hurled at them. Kudos to those officers. Very professional conduct.

Thank you for all you do under these very difficult circumstances.

[REDACTED]

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April 27, 2021

Hi there,

I wanted to pass along a big thank you to the VicPD off and on duty police officers who were involved in the arrest below. My family will be forever grateful for their diligence and quick response.

[REDACTED]

[REDACTED] At the time, we believed the arrest was another reflection of the continued deterioration of the city we love. After reading this article, we now have a much better appreciation for the near miss and what could have been.

My words of thanks will never fully reflect the gratitude we have towards their actions that day. In the current world of scrutiny towards law enforcement, I applaud the courage of the officers to take the actions they did.

Please share this with the officers involved.

[https://www.timescolonist.com/news/local/child-sex-offender-arrested-at-gonzales-beach-1.24309620?utm\\_campaign=magnet&utm\\_source=article\\_page&utm\\_medium=related\\_articles](https://www.timescolonist.com/news/local/child-sex-offender-arrested-at-gonzales-beach-1.24309620?utm_campaign=magnet&utm_source=article_page&utm_medium=related_articles)

Best regards,

[REDACTED]

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April 27, 2021

[REDACTED] People are always quick to complain but not to compliment. Just wanted to say thank you all for all you do.

Special shout out this morning to officer Munro (I believe that was his name). Ran into him outside Esquimalt Roastery this morning. He let my 2 and 4 year old talk his ear off, see the truck and turned on the lights. He absolutely made their day. Everything was covid friendly of course. They went to daycare and my 4 year old told his buddy about the officer turning on his lights. His buddy responded, "that's crazy man!"

My 2 year old told his worker, "hims has lights on him head!"

They were very excited. Thank you officer Munro!!! I sure hope I got that name right.



May 12, 2021

Hello,

I just wanted to express gratitude to the two (2) units that showed up to my rental property early this morning around 0320hrs. The officers involved in this call showed great empathy and understanding to someone in distress. As well as provided clear communication and supportive tips for the individual going forward. Response time was also quick despite the lack of details obtained and provided.

Thank you for serving your community with such care and diligence.

Regards,

[REDACTED]

*Officers involved: Sgt. Sleightholme & Cst. de Boer*

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May 14, 2021

Hi,

I am a [REDACTED] and just wanted to provide some positive feedback for Laura, an officer who attended [REDACTED] yesterday. In our team debrief, we all agreed that we really appreciated Laura's calm and gentle approach. She very quickly assessed the situation and listened to our teams direction and it was really perfect to have her there for support.

Please pass on our sincere thank you to her!

[REDACTED]

*Officer involved: Cst. Laura Fluit*

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May 14, 2021

Good Afternoon to our friends at the city of Victoria Police Department,

Just a note to thank you so very much for your hard work, perseverance, and dedication to the MAJORITY of the community.

We live [REDACTED], and have been very frustrated with not being able to use our parks. Not only have we not been able to go for a walk in Beacon Hill Park, without being yelled at with profanity, and watching every step, in case we step on a needle, the community of our building has been unable to use Irving park, [REDACTED]. Nobody can walk their dogs, take their children and grandchildren to play, never mind those of us who used to walk in both parks. The children in our building, [REDACTED], have been reduced to playing in our parking lot. My 92 year old mother used to enjoy going for a drive in Beacon Hill park, to see the flowers, peek at the goats, and drive to the top of the hill for a wonderful view. She no longer desires to go there, as it is either no longer a pleasure, or accessible.

Thank you for all of the abuse you have endured, from [REDACTED], yes we can hear them yelling at you in the mornings, trying to move them along, [REDACTED], who feel you are not needed to keep the rest of us, and this city, safe. [REDACTED]

Bottom line, you guys are doing a splendid job, thank you!

Kindest regards,

[REDACTED]



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May 17, 2021

Good morning,

I just came back from a run through Beacon Hill Park, and I wanted to pass on a big thank you for all you have done. It feels like a park again!

Thank you,

[REDACTED]

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May 24, 2021

Good Morning,

I just wanted to thank the 3 police officers who came to my home last night to check on [REDACTED]. [REDACTED] suffers from severe depression and PTSD and has struggled for years. Lately [REDACTED] has been doing really well with cognitive behavioural therapy, medication and part time work that [REDACTED] loves. The three officers were kind, compassionate and genuinely concerned for [REDACTED]. Please let them know [REDACTED] is ok, [REDACTED] went to bed after they left and was calm.

Kudos to Vic PD for training their officers so well and to these three individuals for understanding mental health issues and not being judgmental.

Kindest Regards,

[REDACTED]

*Officers involved: Cst. Raiche, Cst. Carver & Cst. Gilroy*

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May 27, 2021

My husband and I live [REDACTED] and because of our concerns with the new "supportive" housing projects that have landed in our community, I have started a block watch on our street. I wanted to express our appreciation both for Kimberly Kelly's assistance and for the entire block Watch initiative in general. We have already made new contacts on our street and via the booklet have learned several helpful tips to decrease opportunity for criminal activity. This is a wonderful program and we are so pleased that VIC PD is running it.

But there's more! Yesterday we were lucky enough to have a home security consultation with Kevin Lastiwka, our community relations liaison. I can't tell you how impressed we both were. Kevin was personable, warm and professional and we learned a great deal from his visit- all measures we will undertake over the next few weeks. To be honest, just meeting with him helped lower my anxiety around the increase in crime our neighbourhood will likely experience.... VIC PD and our community are lucky to have him as an ambassador to the force... maybe give that man a raise, lol!!

Thank you to VIC PD and all you do for us.

[REDACTED]



June 1, 2021

I created the memorial in the 200 block of Russell St. for the 215 children whose bodies were discovered in a mass grave on the site of the former Kamloops residential school. I was absolutely gutted when, less than 24 hours later, items had been stolen despite obvious markings of what it was.

When TJ Hailey responded to the call, I expected him to ask me some questions and that would be it. I didn't think there was a whole lot that could be done about it but knew it should be reported. I was completely blown away by his immediate compassion, respect, and how he went so completely above and beyond. I was even more touched when, after he left, he showed back up with a personal contribution to the memorial. In sharing his humanness, he turned a deflating occurrence into one that fostered community and demonstrated the power of even one individual's actions.

While I recognize that some people in this world will do terrible things, it's people like Constable Hailey who make the world a little brighter and a little easier when they go even just that little bit further. Yesterday he went way above and beyond and I wanted you to know.

Thank you,

[REDACTED]

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June 1, 2021

Good Afternoon,

This morning I was pulled over for a traffic violation, and I just wanted to take the time to give a compliment for the professional behaviour of your officer. His pleasant and friendly approach was amazing as he explained the situation to me.

Thanks again.

[REDACTED]

*Officer involved: Cst. Ash*

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June 4, 2021

Hi,

I want to commend you on the news story about the high noise on Victoria's streets. I live [REDACTED] and the noise from motorcycles and cars is very disturbing. Many of my neighbours feel the same way, it seems especially loud on the evenings and weekends. I wish you a lot of success with this program.

<https://www.vicnews.com/news/noisy-vehicles-can-warrant-a-ticket-victoria-police-warn/>

Sincerely,

[REDACTED]

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June 6, 2021

Hi,

I was so glad to read the June 4, 2021 article about noisy vehicles on the CHEK News website! I have lived [REDACTED] Douglas St for about 20 years and I feel that the noise from cars, motorcycles, buses, trucks, vans, campers, etc., has increased exponentially. It is especially bad in the spring, summer and fall when motorcycles and classic cars are out in full force. I find that this part of Douglas St sounds like a race track in the evenings and on weekends. I look forward to the VicPD coming down to this part of Douglas St and having a listen for themselves. I also look forward to the decrease in noise pollution.

Thanks so much for cracking down on excessively noisy vehicles ☆

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June 10, 2021

I've attended several demonstrations at the Leg in support of the Fairy Creek land protectors, and also 2 memorial demonstrations for the murdered Indigenous children. Just want to commend you on the respectful, helpful actions of the Police Department. Really appreciate it.

Regards,

[REDACTED]

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June 12, 2021

Hello,

On Saturday June 12, 2021 at approximately 11:55 A.M. I was at the intersection of Blanchard St and Hillside Ave. I was waiting to turn left onto Hillside Ave, when a VicPD patrol officer pulled up next to my vehicle. Our interaction left me in a great mood and a positive outlook for the remainder of the day. I unfortunately never got the patrol car number, but I hope you may be able to pass this on to the officer.

Thank you,

[REDACTED]


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April 29. 2021

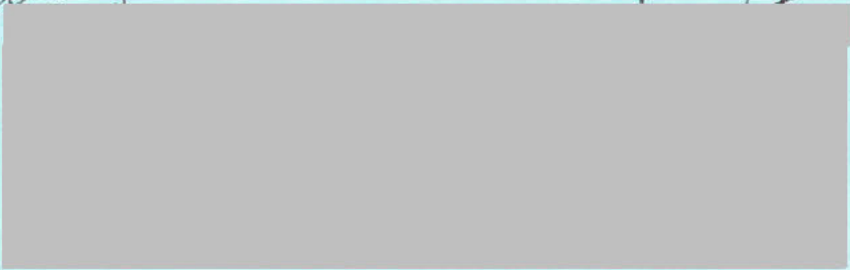
To Victoria Police Department ~  
you don't know us - this isn't for any  
particular reason. It's just that we

**Thank  
You**

have been watching the news out of  
the USA, and how awful the police are  
often treated there. We want you to  
know that we very much appreciate  
you and all you do here that no one  
ever sees. Thank you, 



We can't thank you enough  
for the work that you all do,  
and this seems such a  
small token, but we  
want you to know that  
we appreciate and pray  
for you and your safety.





You helped raise more than \$200,000!

Hi Del,

I can't begin to thank you enough for your support of the Plunge & for Special Olympics.

You are an amazing individual & we are so lucky to have your support, and involvement.

Thanks for all you do Del & for taking the Plunge this year.



**POLAR  
PLUNGE**

IN PARTNERSHIP WITH



IN SUPPORT OF

**Special  
Olympics**  
British Columbia



*Dan  
Howe*

Dear Chief Manak,

Thank you for your time today. I appreciate your candor and honesty. I'm grateful for the opportunity to have a conversation with you. Please keep up the good work. Stay well.



May 12 2021

Thank you so much for all  
you do for our city. we  
appreciate every risk you take,  
every kindness you give, and  
just your presence on our  
streets.

You are so important to us.  
Please stay safe and keep  
us safe.



You are doing an excellent job,  
keep it up.



NOT EVERYONE  
CAN DO WHAT YOU DO...

Officer Ash,

We met in traffic court  
last week. I was nervous  
and overwhelmed.

I want to thank you  
for the kindness and  
compassion you showed  
me that day.

I felt for a moment  
that you stepped out of  
Uniform and were  
beside me as a friend  
when I needed one.

You definitely went  
above and beyond.

Thank you.

But anyone can see  
that what you do  
makes a wonderful difference.

THANK YOU





*Private Secretary to the Lieutenant Governor*

May 17<sup>th</sup>, 2021

Chief Constable Del Manak  
Victoria Police Department  
850 Caledonia Ave  
Victoria BC V8T 5J8



Dear Chief Constable Manak:

It has come to my attention that Victoria Police were recently called to an incident in the lower parking lot of Government House. I was pleased to hear that, as always, the constables handled what could have become a more difficult situation with professionalism and aplomb. As a result, everything was solved safely, quickly and the impact on the public was minimal.

I know these unusual times have been challenging for everyone, but for some much more than others. You and your team have stepped up to meet the increased demand for police services which help vulnerable citizens as they face their darkest hours. I know that you're not always recognized for your efforts. It's hard for others who haven't done your work to appreciate the enormity of what you have and continue to accomplish on a daily basis. You have all worked diligently to accommodate high expectations as you ensure the safety of others, often with little thanks.


It has always been a pleasure to work with the Victoria Police Department and to see the excellent work that you do. The Lieutenant Governor and I send our thanks for your efforts. Our city is a better place because of you.

Yours sincerely,

Jermy Brownridge  
Private Secretary

pc: Inspector Grant Hamilton, AdeC








May 20, 2021


Dear Chief Manak and Mayor Desjardins,

I want to tell you how impressed I am by the service of the Victoria - Esquimalt Police regarding an incident at my home on April 27, 2021



The police who attended this home intrusion came very quickly. They were professional and compassionate to me,  and, as far as we could see, to the intruder himself. I could not have asked for more prompt and caring attention at that time and in the considerate follow up the next day and on subsequent visits to our waterfront.

As I indicated in my report to the police, I am concerned about unwanted people accessing my property  and deciding it is a safe haven. In my report, I posed some questions and was very pleased to have them answered the very next day. As the attending constable did not know the waterfront at my property, he made an appointment and subsequently assessed it, stating he would make it known to the Esquimalt detachment.

As it happened, coincidentally, a few days later two people did come on my property from the waterfront and reached my house, "looking for a way out" they said. At the same time, other people were congregated on the waterfront of my property.  called the police who responded quickly. The next day, these same people were again in front of my house on the waterfront. Once again, the police responded quickly. While none of these visits seemed dangerous in any way, I am concerned that sometime some people might feel my waterfront is a secluded safe haven. Knowing that a police presence is available is reassuring.

I want you to know how much I appreciate the professionalism, rapid responses, excellent communication, and consideration that the attending constables have recently demonstrated.

Sincerely,



*Officers involved: Cst. Sark, Cst. Howe & Cst. Cartwright*