2. From the Clerk, Standing Policy Committee on Protection and Community Services Extract of Minutes 2002/01/10

Winnipeg Police Service Staffing Plan Required Prior to Release of Funding Designated for Hiring Civilian Personnel for 2002 Budget Year

File GF-2 (Vol. 54)

Advising that on January 10. 2002, the Standing Policy Committee on Protection and Community Services considered the Report dated December 6, 2001, from the Chief of Police, Winnipeg Police Service, which recommended the following, namely:-

1. That the Winnipeg Police Service staffing plan outlined in this report be received as information; and
2. That the $500,000.00 in additional funding to the Winnipeg Police Service budget, approved by Council for hiring civilian personnel and redeployment of police offiers, be released.

And passed the following motion with respect thereto, namely:-

"That the recommendation be concurred in, and forwarded to Executive Policy Committee in accordance with Council's instructions on October 25, 2001."

Agenda - Executive Policy Committee - January 23, 2002

Attachment to Item 2 - Winnipeg Police Service Staffing Plan Required Prior to Release of Funding Designated for Hiring Civilian Personnel for 2002 Budget Year

RE: WINNIPEG POLICE SERVICE STAFFING PLAN REQUIRED PRIOR TO RELEASE OF FUNDING DESIGNATED FOR HIRING CIVILIAN PERSONNEL FOR 2002 BUDGET YEAR

For submission to: Standing Policy Committee on Protection and Community Services

Original report signed by: Chief J.J. EWATSKI

Report date: December 6, 2001

In camera item: No

Recommendation(s):

- That the Winnipeg Police Service staffing plan outlined in this report be received as information.

- That the $500,000 in additional funding to the Winnipeg Police Service budget, approved by Council for hiring civilian personnel and redeployment of police officers, be released.

Report Summary

Key Issues:

- On October 25, 2001, Council approved $500,000 in additional funding to the WPS budget for the hiring of civilian personnel and redeployment of police officers conditional upon approval of a staffing/civilianization plan at the Standing Policy Committee and at EPC.

- In May 2000, twelve Constables were temporarily transferred to staff the Arrest Processing Unit Pilot Project Phase. The existence of the APU has proved to be successful and has achieved a new level of precision in dealing with the bureaucratic areas of arrests. The transition to civilian staff is incumbent upon the release of the additional funding identified in the 2002 budget.

- The CPIC (Canadian Police Information Centre) is the main conduit for conducting checks in regard to warrants for arrest, parole violations, court orders, criminal record information, etc. Changes to police procedures, court processes and legislation have lead to a significant increase in the workload of this unit. The greatest impact has been the Province's decision to close the Prohibition Name Search System (PINS).

- In order to maintain the operational integrity of this unit, approval of funding for 4.4 positions is requested. The remaining positions proposed to form this unit have been accounted for in the current Police Service budget.

Attachment to Item 2 - Winnipeg Police Service Staffing Plan Required Prior to Release of Funding Designated for Hiring Civilian Personnel for 2002 Budget Year

- This staffing plan aligns with the long term service goals and strategies of the Police Service in addressing issues of public safety by ensuring the most effective and efficient use of police resources.

Implications of the Recommendation(s):

General Implications

None

ð For the organization overall and/or for other departments

ð For the community and/or organizations external to the City of Winnipeg

ð Involves a multi-year contract

Comment The transition to civilian staff as outlined in this report is incumbent upon the release of the funding identified in the 2002 budget.

Policy implications

X No

ð Yes

Comment:

Financial Implications

ð None

ð Within approved current and/or capital budget

ð Current and/or capital budget adjustment required

Attachment to Item 2 - Winnipeg Police Service Staffing Plan Required Prior to Release of Funding Designated for Hiring Civilian Personnel for 2002 Budget Year

Comment: The 2002 adopted budget contains $371,000.00 for the Arrest Processing Unit personnel and $128,000.00 for the CPIC clerks.

Report

Recommendation(s):

- That the Winnipeg Police Service staffing plan outlined in this report be received as information.

- That the $500,000 in additional funding to the Winnipeg Police Service budget, approved by Council for hiring civilian personnel and redeployment of police officers, be released.

Reason for the report:

On October 25, 2001 Council adopted the recommendation of the Executive Policy Committee that a further $500,000 be added to the Winnipeg Police Service budget to allow the hiring of civilian personnel and the redeployment of police officers, conditional upon approval of a staffing/civilianization plan at the Standing Policy Committee on Protection and Community Services and at Executive Policy Committee.

History:

On September 25, 2001, the Executive Policy Committee tabled the 2002 Preliminary Current Estimates Operating Budget Update, approved in principle by Council as part of the three year Operating Budget, and forwarded a copy to all Members of Council for their review.

On October 4, 2001, the Standing Policy Committee on Protection and Community Services recommended that the 2002 Preliminary Current Estimates under its purview be amended by adding an additional $500,000 to the Winnipeg Police Service budget in order to redeploy police officers and allow the hiring of civilian personnel.

On October 18, 2001, the Executive Policy Committee considered the recommendations of the Standing Policy Committees and tabled recommendations for Council's consideration pertaining to the 2002 Preliminary Current Estimates.

Under Item VII the Executive Policy Committee recommended:

VII. That a further $500,000 be added to the Winnipeg Police Service budget in order to allow the hiring of civilian personnel and the redeployment of police officers, with an offsetting reduction in corporate costs. Provision of funding is conditional upon approval of a Winnipeg Police Service staffing/civilianization plan at the Standing Policy Committee on Protection and Community Services and at Executive Policy Committee.

This recommendation was adopted by Council October 25, 2001

Discussion:

The $500,000 funding approved in principle for the 2002 budget year is designated for the hiring of civilians in the following areas:

- 12 civilian staff will be hired for positions in the Arrest Processing Unit (APU). This will result in 12 constables returning to front line duties.

- 4.4 staff members in the CPIC unit (Canadian Police Information Centre), to fulfill records management and entry of Court Orders as mandated in the 1998 Lavoie Inquiry.

Cost Breakdown:

- 12 APU members @ $30,000 + benefits for a total of $371,200

- 4.4 CPIC members @ $29,272 + benefits for a total of $128,800

APU Phase II – Hiring of Civilians

Although the term “Civilianization” has been used when describing the conversion of the 12 constables to civilians, this may not have been an appropriate word or expression, as these positions have never existed in the Winnipeg Police Service.

Following a recommendation by the Operational Review Team in January of 2000, the Service Executive approved the development of an Arrest Processing Unit as a one-year pilot project. This was implemented in May 2000, the APU was established to assist front line members with the lengthy procedure of processing prisoners and to provide consistency and accuracy in the following areas:

- Court Assistance report and attachments

- Laying of Informations
- Identification of accused
- Conducting video bail hearings
- Release or detention of accused in the Provincial Remand Centre

The existence of the APU has proved to be successful and is a much-needed resource to front line members in dealing with painstakingly slow arrest and release procedures. Additionally, a new level of precision has been achieved by having a small-dedicated group of people dealing with the bureaucratic areas of arrests.

TEMPORARY ASSIGNMENTS

As originally proposed 21 members would be needed to facilitate an arrest processing unit that could operate for 19 hours each day. Members in APU are assigned to four platoons of five persons each consisting of one Patrol Sergeant and four Constables working an A/B schedule. (2nd relief 06:00 hrs to 16:00 hrs and 3rd relief 15:00 hrs to 01:00 hrs).

These 21 positions were new functions that have never existed in the Service and could not be found within the existing police complement. The ability to start the unit, even with borrowed personnel, was further complicated by the reduction of 19 complement positions from the Service in 2000.

The need to expedite this project was such that in March 2000 concessions were made for the necessary personnel to be temporarily assigned from front line areas of the Service to the APU. As described in the original implementation report the hiring of 12 civilians that would be responsible for duties such as guarding and transporting of prisoners, would allow 12 of the 16 constables to be returned to front line duties.

Essential to the plan is the ability to have four constable positions remain in the APU. This is the relief mechanism for the patrol sergeant rank, and is required to complete the knowledge foundation needed on every shift.

This transition to civilian staff is incumbent upon new monies being identified in the 2002 budget. Failure to release the funding will result in a decision to either suffer losses in front line services or abandon the implementation of a permanent arrest-processing unit.

Given the current demands of the Public, constant impacts of new legislation and continual influences on improving policies, it will be imperative that the Service explores central processing systems whenever possible. Not only will this be fundamental to operating with the current operational staffing formula, it will be vital in reducing the amount of new knowledge continually needing to be learned by front line officers every day.

CPIC – Rational for Additional Staff

The CPIC unit is the main conduit for front line members and investigators, for conducting checks in regard to Warrants for Arrest, Criminal Observation status, Parole violations, Court mandated conditions and orders, internal and external criminal record information on an International level, to name a few. The information collection and data entry by this unit is fundamental to the operations of the Police Service. Failure to maintain this unit at an operational level would no doubt lead to liability issues for the Service and the City of Winnipeg.

Over the past number of years several changes have occurred to police procedures, court processes and legislation. These changes have lead to a significant increase of the workload within CPIC. The greatest impact on the workload has been the Province's decision to close the Prohibition Name Search System (PINS). This decision was based on the 1998 recommendations from the Lavoie Inquiry to locate this type information in one central system.

The closing PINS has required the Service to enter a number of "new" orders that were previously entered by the Courts, ie: Undertakings; Recognizances; Non-Communication Orders; Peace Bonds; Probation Orders; Prevention and Protection Orders, Conditional Sentence Orders; and Review Board Orders. This is only the first phase of the closing of PINS, there are still a number of orders being entered on PINS by the Courts.

These orders relate to both domestic and non-domestic situations. As an example, in June 2001, the Service entered 673 various orders, not including variations to existing orders, validations, and purges. In fact it currently takes a properly trained operator an average of 30 minutes to complete a single entry. This time is mainly due to the number of companion verification checks required and clarity of the orders.

When the Province decided to begin closing PINS, the Service was in no position to accept and enter numerous orders being sent. As a result a large backlog of orders developed and still exists today. The front line members currently have to check both CPIC and PINS to become aware of the appropriate subject information. Various orders of non-domestic matters are filed in the backlog boxes in CPIC and are not entered on any electronic search system. For the most part these orders consist of Conditional sentence Orders, Probation Orders and Non-Molestation Orders.

When dealing with subjects relating to these matters members would be unaware of their conditions. Should they become aware of a potential order in effect, the member would have to contact CPIC directly and have the backlog manually searched.

It was decided that 8 term positions would be placed in CPIC to augment the current staff. However the current staff is unable to enter and maintain current orders coming in for reasons previously mentioned. Therefore the Service is actually perpetuating a backlog.

In November 2000, the decision was made to change the focus in CPIC to remain current and attempt to enter all new orders with a secondary plan to work on the backlog as time permitted or through overtime and primary resource days.

Even with the additional staff, CPIC has been unable to remain current and is again falling behind. The result is, all efforts are focused on current orders with no regard for the backlog. As well CPIC has lost 3 of the term positions due to people applying for and moving to other positions with the Service. Currently, 5 of the 8 remain.

Of great concern, is the fact that there are still a number of orders being entered on PINS, with the expectations that the Service will be taking over those orders in the near future to complete the closing of PINS. It is difficult to estimate the increase in workload when this occurs, however it will be significant and is alarming in that the Service cannot keep up now.

Not to mention, the Identification and Operational Development Divisions are currently working on policy respecting DNA orders that will require entry onto CPIC. It is anticipated there will be approximately 5,000 of these orders per year to be entered, maintained and validated.

The current authorized compliment in CPIC is 16 operators, working 10-hour shifts on the A and B platoons, 24 hours, 7 days a week. The compliment is at full strength and augmented by the previously mentioned 5 term positions. The following changes are a must to maintain the operational integrity of this unit:

- A shift leader be established on each shift (6) to provide direction, coaching feedback and be accountable for the shift.
- A Trainer position be established. There are numerous outside influences that determine practices in this unit (mainly the Courts). There is a need to provide training, liaison, information exchange, compliance and consistency, and manual maintenance, throughout the unit. Currently operators are pulled from their primary duties to provide training.
- Eight (8) additional permanent operators be added to the unit (from the current term positions)

This would provide a structure of: 1 Supervisor
1 Trainer
6 Shift Leaders
18 Operators

In order to realize this new structure 4.4 of these positions require funding. The remaining positions have been accounted for in the current Police Service budget.

Update of other areas within the Service which are being Civilianized:

The only other position in the Police Service, under going civilianization is the Commander of Personnel. This position is being replaced with a civilian Human Resource Manager. Applications for this position are currently being processed. This position is accounted for within the current Police Service budget.

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Date: December 3, 2001 First Year of Program **2002**

	2002	2003	2004	2005	2006
~~Capital~~					
Capital Expenditures Required					
Less: Existing Budgeted Costs					
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal					
Debt - External					
Grants (Enter Description Here)					
Reserves, Equity, Surplus					
Other - Enter Description Here					
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
~~Current Expenditures/Revenues~~					
Direct Costs	$ 500,000	$ 510,000	$ 520,200	$ 530,604	$ 541,216
Less: Incremental Revenue/Recovery					
Net Cost/(Benefit)	$ 500,000	$ 510,000	$ 520,200	$ 530,604	$ 541,216
Less: Existing Budget Amounts	500,000	510,000	520,200	530,604	541,216
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: The 2002 Adopted Budget has $371,000 in distributiion code 01 5511xx 22302012 for Arrest Processing Unit personnel and $128,000 in distribution code 01 5511xx 22403101 for CPIC Clerks.

G. Hammond
Manager of Finance/Controller

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This Report Submitted By:

Department Winnipeg Police Service
Division Organizational Development Division
Prepared by: P/Sgt JP MARTIN #1284/32