



# ***The Town of Deep River***

## ***Contract Policing Proposal***

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## Executive Summary

The Ontario Provincial Police (OPP) has over 100 years of experience in providing effective community-based policing and protection throughout Ontario. The OPP has provided municipal policing services under contract for over 60 years and currently maintains contracts with more than 130 communities across Ontario.

The Town of Deep River requested a costing for OPP municipal policing. This contract will be for a defined number of contractual hours of service as represented by uniform Full Time Equivalent (\*FTE), plus civilian FTEs. It is based on hours of service and reflects the integrated service delivery model, whereby service can be provided from any detachment uniform position. The contract term will be 3+ years, meaning it will cover the remaining days and months in the year the contract takes effect, plus three calendar years thereafter. The contract is intended to be a transition contract after which time the municipality will be integrated into the OPP Billing Model. The OPP Billing Model is based on the municipality paying an amount equal to the sum of the municipality's allocated portion of the OPP's total municipal policing base and calls for service costs, and the costs for overtime, cleaning/caretaker, accommodation, court security and offender transport as applicable.

This proposal is based on the level of policing services required to provide adequate and effective policing as set out in *Regulation 3/99 of the PSA, Adequacy and Effectiveness of Police Services*.

Based on this information, the Town of Deep River requires both proactive and reactive policing, 24 hours a day, seven days a week. The Upper Ottawa Valley OPP Detachment will be the Administration/Operations Centre. The resources identified will be deployed to the Town primarily from this facility.

	Position	(1) FTE Contract Resources
-	Detachment Commander (Inspector)	0.12
-	Staff Sergeant - Detachment Manager	0.12
-	Sergeant	2.00
-	Constable	6.00
-	(2) Uniform Position (Subject to Review)	1.00
	<b>Total Uniforms</b>	<b>9.24</b>
-	Detachment Admin Clerk (Full-Time)	1.00
	<b>Total Civilians</b>	<b>1.00</b>

(1) "Full-Time Equivalent" (FTE) means a unit of at least 1,417 hours of policing services per annum to be delivered to the municipality by officers assigned to the detachment, and does not refer to an officer exclusively dedicated to this Agreement"

(2) The following position(s) will initially be costed at the Constable level (Chief). The Billing Statement will be updated to reflect actual position(s) billed to the municipality following a Rank Level Determination process .

This proposal reflects the integrated policing concept, incorporating a policing services contract for the Town of Deep River, along with other municipal and provincial policing responsibilities under one administration.

The Upper Ottawa Valley Detachment Commander would be responsible to oversee all aspects of service delivery. The OPP contract complement identified in this proposal would be assigned to the policing needs of the Town of Deep River. Administrative and support resources would be shared and costed accordingly. The detachment management including Staff Sergeants and Sergeant/ Platoon Leaders as applicable would provide assistance and supervision to the identified complement.

The OPP is committed to ensuring, where applicable and appropriate, the proper transfer of police records (electronic and paper) from an amalgamated Police Service. A mandatory pre-screening process was conducted during the Police facility site visit to determine the current state of record keeping and storage for all electronic and paper records for your Police Service (outside of Niche RMS). The purpose was to determine compliance with Adequacy and Effectiveness Standards/Police Service Guidelines, and to make recommendations that specifically identify actions to be completed prior to the amalgamation. Depending on the scope/complexity of the work identified for completion, additional resources may need to be assigned/secured by the Police Service, the OPP or the Municipality. The municipality is responsible for the proper storage of electronic and physical records for the applicable retention period. If the municipality cannot provide suitable storage, the OPP will assist the Municipality in identifying an alternative storage solution. Any costs associated with the storage of records are the responsibility of the municipality. A summary of the Records Information Management (RIM) report is attached as Appendix "A".

This proposal is based on the premise that all amalgamating employees will report to, and deploy from Upper Ottawa Valley OPP Detachment. Should a one-time cost for alterations or modifications of the Upper Ottawa Valley OPP Detachment facility be incurred in order to accommodate the amalgamated members, such one-time cost will be included in the OPP Contract Proposal Initial costs page. In addition, the municipality will be billed Accommodation and Cleaning costs based on a per officer cost, and such costs will be included in the OPP Contract Proposal Costing Summary.

The contract costs include a comprehensive range of services that are made available to the Town of Deep River. For example, expenses relating to contract negotiations, arbitration, grievances, civil litigation, tendering/purchasing, information technology, fleet and telecommunications are included in the overall costing formula. These services often require considerable internal and external expertise and the high costs normally associated with such services are defrayed through the contract for OPP service.

*NOTE: The most recently approved costing formula shall apply in the calendar year following its approval.*

OPP salary costs are comprised of two components: base salary and the Provincial Responsibility Incentive. The rates are based on weighted average rates of all OPP municipal detachment staff by rank, level and classification. These costs are adjusted annually to reflect actual costs. Overtime is estimated at the provincial average. The provincial average is recalculated and updated annually as part of the cost-recovery formula, and it, too, is reconciled to actual usage during year-end adjustment process.

The Town of Deep River will be required to establish a Police Services Board, as mandated by Section 10 of the *Police Services Act* that will generally determine objectives and priorities for policing service within the community, after consultation with the Detachment Commander. The Commissioner is committed to ensuring that the Detachment Commander of the Upper Ottawa Valley OPP Detachment responds appropriately to the Board's advice and priorities in a manner consistent with the Board's identified concerns, expectations and needs.

Generally, all existing community service programs and community policing committees are maintained, in consultation with the Police Services Board.

Any new community service programs considered may be implemented after consultation with the Town of Deep River Council, the Town of Deep River Police Services Board and the Upper Ottawa Valley Detachment Commander.

When a municipality chooses to receive police services from the OPP under contract, the OPP will ensure that the required resource levels are met. The shared infrastructure of the OPP broadens local access to resources, expertise, solutions, training and management without duplicating services. In

this case, the Town of Deep River will continue to benefit as additional staff are readily available from within the Upper Ottawa Valley OPP Detachment as well as other detachments and regions, should the need arise.

It is long-standing OPP policy and practice to be accountable to the communities we serve. The Commander of the Upper Ottawa Valley OPP Detachment, or designee, will report to the Police Services Board on a regular basis, as per the direction of the Board. The OPP is experienced in being accountable to the municipalities we serve. With 110 contracts currently in place and future contracts pending, there is great emphasis placed on OPP accountability to Police Services Boards.

If the Town of Deep River chooses to accept an OPP contract for its policing service, the Upper Ottawa Valley OPP Detachment Commander will assign resources, focusing on meeting the Town's unique policing needs.

**Value for the Town of Deep River:**

- Assurance of adequacy and effectiveness of police services;
- Dedication to resolving community issues through local involvement and community policing committees;
- Availability of additional staffing support from neighbouring detachments, regional headquarters and general headquarters;
- Access to a comprehensive infrastructure and specialized services (refer to the included "Services offered by the OPP" page for a list of support and services available); and
- Work with the Detachment Commander in determining the local policing priorities and objectives through the of Police Services Board.

The estimated policing cost for 2017 associated to this proposal\* based on the Uniform and Civilian 2017 Salary schedules is **\$1,605,837**. This **does not** include the related initial start-up costs of **\$218,015** as listed on the OPP Contract Proposal Initial Costs.

Salary, overtime, contractual payouts and shift premiums are reconciled at year-end to reflect the actual cost. A breakdown of the costs has been included, as well as the salary and cost schedule for the year 2017.

**Please Note:**

**Not included in this proposal\* are:**

- **The cost of maintaining the Police Services Board**
- **Any applicable costs associated with the storage of electronic and physical records**
- **Any applicable revenues accruing to the municipality as a result of police activity**

(\* Note - This proposal expires six months from the date of presentation to Council. At that time the costs and service levels identified in the proposal will be subject to review and revision where necessary.)

**The following page contains a list of services provided to your community by the OPP. A complete description of the services is included in the accompanying document entitled "OPP Policing Services Profile" The services described are included in the overall OPP costing formula.**

## **Services offered by the OPP to the Town of Deep River**

- 24 hour Proactive and Reactive Policing
- Aboriginal Policing Services
- Administrative Support Services
- Auto Theft Investigation
- Auxiliary Policing program
- Aviation Services
- Behavioral Sciences
- Breathalyzer/Intoxilyzer Technicians
- Business Planning
- By-law Enforcement (as mutually agreed upon, excluding animal control and building code by-laws)
- Canine
- Chemical, Biological, Radiological and Nuclear (CBRN) Response
- Child Pornography Investigation
- Communications/Dispatching
- Community Policing
- Community Safety Services
- Complaint Investigation
- Court Case Management
- Crime Prevention
- Crime Stoppers Program
- Criminal Investigation
- Crisis Negotiation
- Drug Enforcement
- Emergency Planning and Response
- Employee & Family Assistance Program
- Explosives Disposal
- Field Support Unit
- Forensic Identification
- Front Line Supervision
- Hate Crimes/Extremism
- Hostage Negotiation
- Human Resources Services
- Illegal Gaming Investigation
- Incident Command
- Intelligence Section
- Major Case Management
- Marine/Snowmobile/ATV
- Media Relations
- Offender Transport Services
- Organized Crime Investigation
- Dignitary and Justice Officials Protection and Investigation
- Recruiting
- Reduce Impaired Driving Everywhere (R.I.D.E.)
- Search & Rescue
- Sex Offender Registry
- Scenes of Crime Officers
- Surveillance (Electronic & Physical)
- Tactics and Rescue
- Technical Traffic Collision Investigation
- Threat Assessment
- Traffic Enforcement & Safety
- Training
- Underwater Search and Recovery
- Urban Search and Rescue
- Violent Crime Linkage Analysis (VICLAS)
- Victims Assistance

**OPP Cost Schedule for Amalgamating Police Services for the Year 2017  
(Based on 2016 Municipal Cost-Recovery Formula (1) )**

*The following categories are taken into consideration when preparing the costing proposal:*

<u>Item</u>	<u>2017 Estimates</u>	
Uniformed Staff Salaries (2)	Inspector	\$151,551
	Staff Sergeant	\$136,668 (Detachment Commander)
	Staff Sergeant	\$126,994 (Detachment Manager)
	Sergeant	\$114,883
	Constable	\$97,206
	Part-time Constable	\$77,330
Overtime Rate (Provincial Average) (2)	5.41% of uniformed staff salaries	
Shift Premium (2)	\$640 per uniformed member - Sergeant and below	
Statutory Holiday Payout (2)	\$3,279 per uniformed member (excluding part-time)	
Civilian Staff Salaries (2)	Court Officer	\$64,780
	Detachment Administrative Clerk	\$63,096
Benefit Rates	26.96% uniformed staff - non-commissioned (part-time 16.91%)	
	27.87% uniformed staff - commissioned	
	25.00% civilian staff (part-time 19.01%)	
	2% overtime payments	
Support Salaries and Benefits (Cost per uniformed member)	Communication Operators	\$6,020
	Prisoner Guards	\$1,535
	Operational Support	\$4,254
	RHQ Municipal Support	\$2,051
	Telephone Support	\$120
	Mobile and Portable Radio Support	\$178
	Office Automation Support	\$534
Other Direct Operating Expenses (ODOE) (Cost per uniformed member, unless otherwise stated)	Communication Centre	\$223
	Operational Support	\$758
	RHQ Municipal Support	\$239
	Telephone	\$1,228
	Mobile Radio Equipment Maintenance	\$667
	Office Automation - Uniform	\$1,454
	- Civilian	\$1,485
	Vehicle Usage (3)	\$4,938
	Detachment Supplies & Equipment	\$503
	Accommodation & Cleaning Contract	\$1,135
	Uniforms & Equipment	\$1,735

- (1) ***Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2016 Municipal Cost-Recovery Formula, has been used to project costs for 2017 and throughout the term of this Agreement.***
- (2) ***Salary rates are based on weighted average rates of all OPP municipal detachment staff by rank, level and classification. The 2017 salaries were estimated based on the July 1, 2017 rates set in the 2015 to 2018 OPPA Uniform and Civilian Collective Agreements. The salary rates, contractual payouts and shift premiums will be reconciled to the current year provincial average. Overtime is reconciled to actual costs allocated to the municipality.***
- (3) ***Vehicle Usage cost is calculated without depreciation of \$2,958, as initial start-up costs in the contract proposal includes the purchase cost of vehicles. Depreciation will not be billed for the duration of the contract.***



OPP Contract Proposal Costing Summary

Deep River T

Estimated Policing Costs for the period January 01, 2017 to December 31, 2017

Costs in accordance with the 2017 OPP Cost Schedule for Amalgamating Police Services

**Salaries and Benefits**

(Note 1)

**Uniform Members**

	<u>\$/FTE</u>	<u>Positions</u>	<u>\$</u>	
Inspector .....	151,551	0.12	18,186	
Staff Sergeant .....	126,994	0.12	15,239	
Sergeant .....	114,883	2.00	229,766	
Constable .....	97,206	6.00	583,236	
Uniform Position (Rank to be determined) .....	(Note 2) 97,206	1.00	97,206	
<b>Total Uniform Salaries</b>				943,633
Overtime .....				(Note 3) 51,051
Statutory Holiday Payout .....	(Note 1) 3,279			30,298
Shift Premiums .....	(Note 4) 640			5,760
Uniform Benefits .....	(Note 5)			255,590
<b>Total Uniform Salaries &amp; Benefits</b>				<u>1,286,332</u>

**Detachment Civilian Members**

(Note 1)

		<u>Positions</u>	<u>\$</u>	
Detachment Administrative Clerk .....	Full-time	63,096	1.00	63,096
<b>Total Detachment Civilian Salaries</b>				63,096
Civilian Benefits .....	(Note 5)			15,774
<b>Total Civilian Salaries &amp; Benefits</b>				<u>78,870</u>

**Support Staff (Salaries and Benefits)**

Communication Operators .....	6,020			55,625
Prisoner Guards .....	1,535			14,183
Operational Support .....	4,254			39,307
RHQ Municipal Support .....	2,051			18,951
Telephone Support .....	120			1,109
Office Automation Support .....	534			4,934
Mobile and Portable Radio Support .....	178			1,645
<b>Total Support Staff Salaries and Benefits Costs</b>				<u>135,754</u>

**Total Salaries & Benefits**

**1,500,956**

**Other Direct Operating Expenses**

Communication Centre .....	223			2,061
Operational Support .....	758			7,004
RHQ Municipal Support .....	239			2,208
Telephone .....	1,228			11,347
Mobile Radio Equipment Repairs & Maintenance .....	667			6,163
Office Automation - Uniform .....	1,454			13,435
Office Automation - Civilian .....	1,485			1,485
Vehicle Usage .....	4,938			45,627
Detachment Supplies & Equipment .....	503			4,648
Accommodation & Cleaning Contract .....	1,135			10,487
Uniform & Equipment .....	(Note 6) 1,735			16,031
<b>Total Other Direct Operating Expenses</b>				<u>120,496</u>

**Sub-total Estimated Gross Policing Costs**

1,621,452

Uniform & Equipment Year-One Adjustment

(Note 6)

(15,615)

**Estimated Annual Policing Costs**

**1,605,837**

Total Initial Costs

(Note 7)

218,015

**Total Estimated Policing Costs Including Initial Costs. . . . . \$ 1,823,852**

**OPP Contract Proposal Costing Summary**

**Deep River T**

**Estimated Policing Costs for the period January 01, 2017 to December 31, 2017**

**Costs in accordance with the 2017 OPP Cost Schedule for Amalgamating Police Services**

**NOTES TO STATEMENT**

- 1) Salary rates are based on weighted average rates of all OPP municipal detachment staff by rank, level and classification. The 2017 salaries were estimated based on the July 1, 2017 rates set in the 2015 to 2018 OPPA Uniform and Civilian Collective Agreements. The salary rates and statutory holiday payouts will be reconciled to the current year provincial average.
- 2) Amalgamating staff subject to the Rank Level Determination process are indicated as "Uniform Position", for the purposes of this costing, the Constable salary rate has been applied. This amount is subject to change. The municipality will be billed based on the finalized OPP rank classification.
- 3) Overtime is calculated for uniform members based on a provincial rate of 5.41% of uniform salaries. Overtime is reconciled to actual costs allocated to the municipality.
- 4) Shift Premium is calculated at \$640 per Sergeant, Constable and Uniform Position (rank to be determined) and reconciled to actuals.
- 5) The benefit rates are 27.87% for commissioned uniformed officers, 26.96% of salaries for uniformed officers, 25.00% for civilian staff, 16.91% for Uniform part-time staff, 19.01% for Civilian part-time staff and 2% for overtime payments.
- 6) Uniform & Equipment is calculated at \$1,735 per uniformed member. The first year of the contract the municipality will be required to pay for the Inspector and Staff-Sergeant portion only in the amount \$416 (.24 x 1735). An adjustment of \$15,615 (9 x 1735) will be applied based on the number of amalgamating officers (9) as initial costs are charged for the first year and the annual per uniformed member cost is not charged for a period of one year.
- 7) Uniform, Equipment, Vehicle and Facility Costs are detailed on the OPP Contract Proposal Initial Costs.

**OPP Contract Proposal Initial Costs  
Deep River T**

<u>Uniform, equipment and vehicle</u>	<u>Quantity</u>	<u>Unit price</u>	<u>Total price</u>
Uniform and equipment - Non-commissioned	9	\$ 3,598	\$ 32,386
Firearms (including use of force equipment) - uniform	9	\$ 1,113	\$ 10,014
C8A2 close quarter battle carbine (per vehicle)	3	\$ 2,140	\$ 6,420
Taser	5	\$ 1,550	\$ 7,752
Taser air cartridge operational - four per taser	20	\$ 52	\$ 1,046
Patrol vehicle	3	\$ 32,500	\$ 97,500
Mobile radio package (OPP-2) with repeater (incl. initial installation)	3	\$ 13,101	\$ 39,303
Portable radio	9	\$ 863	\$ 7,767
Decatur genesis II select dual antenna radar (moving radar)	1	\$ 2,967	\$ 2,967
Kustom falcon HR (stationary handheld radar)	1	\$ 1,285	\$ 1,285
Dräger 7410 GLC (alcohol screening device)	3	\$ 525	\$ 1,575
<b>Total uniform, equipment and vehicle</b>			<b>\$ 208,015</b>
<b><u>Facilities</u></b>			
Estimated detachment modifications			<b>\$ 10,000</b>
<b>Total initial costs</b>			<b>\$ 218,015</b>

## **O.P.P. Contacts**

**Please forward any questions or concerns to Inspector Mark Wolfe, Detachment Commander, Upper Ottawa Valley Detachment, or Sergeant Carlo Berardi, Contract Analyst, Municipal Policing Bureau, OPP General Headquarters.**

**Inspector Mark Wolfe (613) 732-3332**

**Sergeant Carlo Berardi (705) 498-0637**

# Records Information Management (RIM) Report Summary

## Appendix “A”

### ***Pre-Amalgamation Records Review – Deep River Police Service***

On April 19<sup>th</sup>, 2016, the Records & Information Management Unit (RIM) of the Ontario Provincial Police (OPP) completed a preliminary site visit of the Deep River Police Service (DRPS). An assessment of the current status of the police services' recordkeeping practices/procedures was conducted.

A methodology was developed that assesses the current state of records using three categories; paper records, electronic records (servers, emails etc.), physical storage conditions; as well as the current records management processes. Initial assessment shows that resources would need to be dedicated to bringing all paper and electronic records to a mutually acceptable state so that they can be stored and/or transferred prior to amalgamation (including DVDs, e-mails and external storage devices). Deep River would require OPP expertise to complete this exercise and provide oversight.

The OPP is in a position to share these preliminary findings and work with DRPS to identify the steps and stages to bring records up to a mutually accepted state. Should the costing proposal be accepted, and an amalgamation is to take place, specific records responsibilities would need to be assigned to one or a combination of the following: the OPP, the DRPS and/or the Municipality.

The following six stages must be completed prior to an amalgamation:

1. Document and destroy records that have reached their retention at the time of an amalgamation
2. Document and retain records with the municipality until the record has reached its retention
3. Document and notify/transfer records to a 3<sup>rd</sup> party agency
4. Document and transfer active records to the OPP
5. Transfer all original crown briefs in possession of the Police Service to the Ministry of Attorney General, and destroy all duplicate copies of crown briefs prior to amalgamation.
6. Provide access to all paper and electronic records required to support the Municipal Policing Bureau amalgamation processes, specifically files related to: payroll, attendance, employee performance and learning plans, and employee formal and informal discipline.

The OPP RIM Unit will work collaboratively with DRPS to ensure the legislative/regulatory requirements of the *Police Services Act, R.S.O. 1990*, Sections 31(1) and 41(1) have been met, specific to the Management of Police Records as outlined in Section AI-007 of the *Policing Standards Manual (2000)*. In addition, the RIM Unit and DRPS will certify that the amalgamation process is completed in accordance with the municipality's By-Law for the Retention of Police Records, the OPP approved Records Maintenance Manual and the *Archives and Recordkeeping Act, 2006*, and ensure the transfer/disposal of records is completed in compliance with the above. If the municipality does not have a related By-Law an appropriate solution will be identified to ensure the certification can be completed. The OPP is absolved of all legislative regulatory reporting requirements, both federal and provincial, related to the municipal police service prior to the amalgamation.