



NORTH BAY POLICE SERVICE

2006 Annual Report ViCLAS

Report Date: January 15, 2007
Author: Detective R. Jerome

A. Mandate of the Unit

To identify criteria offences and to timely submit information to the Provincial ViCLAS Centre utilizing the ViCLAS booklet in compliance with Ontario Regulation 550/96.

B. Executive Summary

For the reporting year January 1, 2006 to December 31, 2006 a total of 96 ViCLAS booklets were submitted to the Provincial ViCLAS Centre for analysis. Of the 96 booklets, 7 were for information purposes including: 4 Criminal Harassments, 3 Indecent Acts, and 2 were supplementary reports. Of the 87 Criteria Offences 83 were for Sexual Assault, 2 were for Attempt Homicide, 1 was for Child Luring, and 1 was for Found Human Remains (historical retroactive incident which occurred in 1975).

Statistically we are up in terms of the number of booklets submitted as compared to 2005. In the previous year our service submitted a total of 73 ViCLAS booklets, which included 55 criteria offences (54 Sexual Assault and 1 Attempt Homicide).

Furthermore, the Ministry of Community Safety and Correctional Services conducted a ViCLAS audit on our records in February 2006. The report outlined only one recommendation; ensure that ViCLAS criteria definitions for unfounded and unsubstantiated classifications, as defined in the ViCLAS best practices document, are adhered to when assessing the need for ViCLAS report submissions.

As a result SOP LE-NBPS-011-1 was revised in order to mirror the definitions as outlined in the ViCLAS best practices document.

C. Activities

February 2006 a ViCLAS audit was conducted on the records of the North Bay Police Service. The Service's policy was reviewed as well as a random selection of criteria offences were examined for compliance with the Standard Operating Procedure.

Standard Operating Procedure LE-NBPS-011-1 was revised in order to mirror the definitions as outlined in the ViCLAS best practices document.

D. Appendices

1. 2006 and 2005 Annual Report to the Ministry of Community Safety and Correctional Services.
2. Auditors Report dated February 2006 (page 3 item #11).

Appendix 1

VICLAS ANNUAL REPORT

AGENCY NAME: North Bay Police Service

PHONE: 705-497-5553

CONTACT PERSON: Detective Robert Jerome

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Reporting period January 1, 2006 to December 31, 2006

Report due by February 28 of each year

CRITERIA OFFENCE	TOTAL REPORTED TO POLICE * A	VICLAS BOOKLETS SUBMITTED B	SUPPLEMENTARY AND OTHER BOOKLETS SUBMITTED	COMMENTS (Please explain discrepancies between columns A and B)
HOMICIDE **	0	0	0	
ATTEMPT HOMICIDE	2	2	1 supplementary	
SEXUAL ASSAULT ***	114	83	7 info booklets 1 supplementary	31 assist other PD and unfounded complaints
UNIDENTIFIED BODY (cause u/k or suspected homicide)	1	1	0	
MISSING PERSON (Where foul play cannot be ruled out)	0	0	0	
CHILD LURING/ATTEMPT LURING	1	1	0	
CHILD PORNOGRAPHY	0	0	0	
NON-PARENTAL ABDUCTION ****	0	0	0	
TOTALS	118	87	9	

* INCLUDES SOLVED, UNSOLVED, UNSUBSTANTIATED, FALSE ALLEGATIONS AND UNFOUNDED (PROVIDED THE OFFENCE REMAINED CLASSIFIED AS ONE OF THE CRITERIA OFFENCES.
 ** INCLUDES MANSLAUGHTER AND INFANTICIDE
 *** INCLUDES SEXUAL INTERFERENCE, SEXUAL EXPLOITATION, INVITATION TO SEXUAL TOUCHING, INCEST, ANAL INTERCOURSE, AGGRAVATED SEX ASSAULT & SEXUAL ASSAULT WITH A WEAPON
 **** INCLUDES NON-PARENTAL ABDUCTION UNDER 14, NON-PARENTAL ABDUCTION UNDER 16, KIDNAPPING, AND REMOVAL OF CHILD FROM CANADA (SEC 273.3 CC)

Mail to: Ministry of Community Safety and Correctional Services
 Police Support Services Division, Quality Assurance Unit
 25 Grosvenor Street, 12th floor
 Toronto, ON M7A 2H3

or e-mail: Diane.McEntee@Ontario.ca
 fax: 416-314-3026

VICLAS ANNUAL REPORT

AGENCY NAME: The North Bay Police Service PHONE: (705) 497-5553
 CONTACT PERSON: Detective Robert Jerome

Reporting period January 1, 2005 to December 31, 2005 **Report due by February 28 of each year**

The goal of this report is to capture the total number of criteria offences and the number of mandatory reports submitted to the VICLAS Centre.

CRITERIA OFFENCE	TOTAL REPORTED TO POLICE*	MANDATORY VICLAS BOOKLETS SUBMITTED	SUPPLEMENTARY AND OTHER BOOKLETS SUBMITTED	COMMENTS (Please explain discrepancies between columns A and B)
	A	B		
HOMICIDE **	0	0		
ATTEMPT HOMICIDE	1	1		
SEXUAL ASSAULT ***	87	53	19 info booklets (5 indecent act, 14 crim. harassment)	34 unfounded complaints
UNIDENTIFIED BODY (WHERE DEATH IF KNOWN OR SUSPECTED HOMICIDE)	0	0		
MISSING PERSON (WHERE FOUL PLAY IS SUSPECTED)	0	0		
NON-PARENTAL ABDUCTION OF PERSON ****	1	0		1 unfounded complaint
TOTALS	89	54	19	35 unfounded complaint

* INCLUDES SOLVED, UNSOLVED, UNSUBSTANTIATED, FALSE ALLEGATIONS AND UNFOUNDED (PROVIDED THE OFFENCE REMAINED CLASSIFIED AS ONE OF THE CRITERIA OFFENCES)
 ** INCLUDES MANSLAUGHTER AND INFANTICIDE
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Appendix 2



**Ministry of Community Safety and Correctional Services
Policing Services Division**

**Service Improvement Plan
North Bay Police Service – Inspection February 2006**

#	Ministry Use		Police Service				Ministry Use
	Recommendation	Ref.	Responsibility	Assigned	Anticipated Completion	Progress Update	
1	Revise policy LE-025 to direct the Chief to ensure that all major case incidents are included in procedures on supervision as circumstances where a supervisor must be contacted or present at an incident.	Guideline LE-025	Police Services Board	Board Meeting Sept 12 th 2006	Sept 12 th 2006	By-Law 04/2006 passed by Board enacting revised Board Policy.	
2	Revise the procedure on communications and dispatch services to specifically include the undertaking of periodic assessments to review the consistent application by dispatchers / operators and supervisors of the response priorities assigned to different categories of calls.	Guideline LE-002 s.1(h)	Chief of Police	Sgt. Seguin	Nov 9 th 2006	Article P of SOP LE-002-3 new.	
3	Ensure that documents created as a record of assessment to demonstrate that communicators have the required Ministry approved qualifications or skills clearly state the results of the assessment.	Best practice	Chief of Police	Sgt. Seguin C/M C. Smith	Oct 6 th 2006	Training Certificate Implemented as per RO 42/06. Certificates completed and on file for each member.	
4	Revise Standing Operating Procedure LE-045 to address the number and type of police vehicle that may directly pursue a vehicle.	Guideline LE-045 s.2(a)	Chief of Police	Sgt. Seguin	Nov 2 nd 2006	Article I.3 added to SOP LE-045-1.	
5	Ensure that all dispatchers have completed suspect apprehension pursuit training accredited by the Ministry.	O/Reg. 546/99 s.14	Chief of Police	D/Chief Williams	Oct 31 st 2006	Training completed and certificates on file.	

#	Ministry Use		Police Service				Ministry Use Verification
	Recommendation	Ref.	Responsibility	Assigned	Anticipated Completion	Progress Update	
6	Ensure the Service maintains records regarding suspect apprehension pursuit training that include the name and signature of a supervisor or accredited trainer who can verify successful completion.	Best Practice	Chief of Police	Sgt. Seguin	Sep 18 th 2006	New training certificate prepared for implementation in next scheduled training.	
7	Continue efforts to enter into an agreement with the Ontario Provincial Police for the transfer of decision-making responsibility during multi-jurisdiction pursuits.	Guideline LE-045 s.9	Chief of Police	Sgt Seguin	Aug 17 th 2006	Protocol signed by OPP and NBPS.	
8	Ensure the suspect apprehension pursuit review process includes the Suspect Apprehension Pursuit trainer so that training issues, particularly with respect to pursuit supervision, are identified and corrected.	Best Practice	Chief of Police	Sgt Seguin	Aug 17 th 2006	Implementation of Document Tracking Forms per RO 35/06.	
9	Enter into a written agreement with the Crown Attorney regarding the process for notifying the Chief or designate of any concerns raised by the Crown or judiciary over the Police Service's procedures, or practices of members related to arrest, search of persons/premises, and criminal investigation, including any case where there is perceived to be false or unreliable testimony.	Guideline LE-006 s.7	Chief of Police	Sgt Seguin	Oct 10 th 2006	Protocol updated at Article D.	
10	Revise the procedure on sexual assaults to set out steps for obtaining third party records.	Guideline Le-034 s.2(i)	Chief of Police	Sgt Seguin	Nov 9 th 2006	Article H added to SOP LE-034-1.	

11	Ensure that ViCLAS criteria definitions for unfounded and unsubstantiated classifications, as defined in the ViCLAS best practices document, are adhered to when assessing the need for ViCLAS report submissions.	O.Reg. 550/96 s.2	Chief of Police	Sgt Seguin	Nov 2 nd 2006	Articles B and C of SOP LE-NBPS-011-1 revised with definitions from "ViCLAS – Best Practices".
12	Develop a protocol with hospitals and agencies which provide services to victims of sexual assault, as well as the Crown, to ensure a coordinated and effective response to victims.	Guideline LE-034 s.1	Chief of Police	Sgt Seguin Cst Cotgreave	June 1 st 2007	Discussions renewed and ongoing with stakeholders.
13	Revise the procedures on property and evidence control to require that in all cases a secure continuity of evidence be maintained and documented.	Guideline LE-020 s.1(b)	Chief of Police	Sgt Seguin	Dec 7 th 2006	Article C.10 of SOP LE-020-3.
14	Revise the procedures on property and evidence control to require that complete records be kept of the seizing, finding, retaining, storing, returning, disposing of, or destruction of, all evidence coming into the possession of the Service consistent with legal requirements.	Guideline LE-020 s.1(c)	Chief of Police	Sgt Seguin	Dec 7 th 2006	Article C.11 of SOP LE-020-3
15	Revise the procedures on property and evidence control to require that all property be logged into the Service's records as soon as practicable.	Guideline LE-020 s.4(b)	Chief of Police	Sgt Seguin	Dec 7 th 2006	Articles C.12 and C.13 of SOP LE-020-3.
16	Revise the procedure on property and evidence control to require that all property be placed under the control of personnel responsible for this function, either directly or through temporary storage lockers, before the member obtaining the property reports off-duty, unless otherwise authorized by a supervisor.	Guideline LE-020 s.4(c)	Chief of Police	Sgt Seguin	Dec 7 th 2006	Article C.14 of SOP LE-020-3.
17	Introduce practices to facilitate the timely movement of property items from temporary intake storage to permanent secure storage.	Best Practice	Chief of Police	A/Insp. Whittle	Sep 1 st 2007	Review and planning of physical design underway.
18	Review security and access to the property processing area shared by quartermaster stores.	Guideline LE-020 s.1(b), s.4(g)	Chief of Police	A/Insp. Whittle	Sep 1 st 2007	Review and planning of physical design underway.
19	Implement processes to ensure the timely entry of property item status and location in the RMS register of property.	PSA s.132(6), s.134(8)	Chief of Police	Sgt Seguin	Dec 7 th 2006	All changes will impact on this process.

20	Ensure that the RMS system, which comprises the register of property required by section 132(6) of the Police Service Act, records the complete details of items seized including the reasons for seizures and the continuity of items while in the possession of the Service.	PSA s.132(6), s.134(8) Guideline LE-020 s.1(c), s.4	Chief of Police	Sgt Seguin	Dec 7 th 2006	Article C.9 and C.19 of SOP LE-020-3.	
21	Require that, before items are placed in temporary in-take lockers, officers present seized property to a supervisor for approval sign-off of seizure justification and retention necessity after considering the evidentiary value of the seized item.	Best practice	Chief of Police	Sgt Seguin	Dec 7 th 2006	Article C.7 of SOP LE-020-3.	

This service improvement plan (SIP) has been prepared to assist police services boards, police services and their Zone Advisor in the development of responses to this inspection. The SIP columns provide: the exact wording of the recommendation in the Report; the relevant Regulatory, Ministry Guideline or Best Practice references; an identifier for which stakeholder is responsible for ensuring compliance to the stated recommendation; a column for internal tracking identifying who is responsible for implementation; a column for the board or Chief to track implementation by date; an interim reporting column; and finally a column for the Zone Advisor to reconcile completed activities after 180-days.