



The Wingham Ward of the Township of North Huron

Contract Policing Proposal

Prepared by: Sergeant Kulvir Deol
Ontario Provincial Police
Municipal Policing Bureau

Date: March 01, 2018

Table of Contents

Executive Summary	3
Services offered by the OPP	7
OPP Cost Schedule for Amalgamating Police Services for the year 2018	8
Costing Summary	9
OPP Contract Proposal Initial Costs	11
OPP Contacts	12
Appendix "A" - Records and Information Management	

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 Wingham Ward of the Township of North Huron 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 Wingham Ward of the Township of North Huron requires both proactive and reactive policing, 24 hours a day, seven days a week. The Huron County OPP Detachment will be the Administration/Operations Centre. The resources identified will be deployed to the Wingham Ward of the Township primarily from this facility.

	Position	(1) FTE Contract Resources
-	Detachment Commander (Inspector)	0.08
-	Staff Sergeant - Detachment Manager	0.08
-	Sergeant	1.00
-	Constable	5.00
-	(2) Uniform Position (Subject to Review)	1.00
	Total Uniforms	7.16
-	Detachment Admin Clerk (Full-Time)	1.00
	Total Civilians	1.00

(1) "Full-Time Equivalent" (FTE) means a unit of at least 1,417 hours of policing services delivered to the municipality by officers each year. It does not refer to an officer exclusively dedicated to this Agreement.

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

This proposal reflects the integrated policing concept, incorporating a policing services contract for the Wingham Ward of the Township of North Huron, along with other municipal and provincial policing responsibilities under one administration.

The Huron County 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 Wingham Ward of the Township of North Huron. Administrative and support resources would be shared and costed accordingly. The detachment management including Staff Sergeant(s) 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 and 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 Huron County OPP Detachment. Should a one-time cost for alterations or modifications of the Huron County 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 Wingham Ward of the Township of North Huron. 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 Wingham Ward of the Township of North Huron 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 Huron County 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 Wingham Ward of the Township of North Huron Council, the Wingham Ward of the Township of North Huron Police Services Board and the Huron County 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 Wingham Ward of the Township of North Huron will continue to benefit as additional staff are readily available from within the Huron County OPP Detachment as well as other detachments and regions, should

It is long-standing OPP policy and practice to be accountable to the communities we serve. The Commander of the Huron County 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 over 100 contracts currently in place and future contracts pending, there is great emphasis placed on OPP accountability to Police Services Boards.

The Huron County Detachment will only accept Criminal Record and/or Vulnerable Sector check requests from residents of the Wingham Ward of the Township of North Huron. Such checks will be conducted on, and for the person making the request. The OPP does not conduct criminal record checks on behalf of any third party.

If the Wingham Ward of the Township of North Huron chooses to accept an OPP contract for its policing service, the Huron County OPP Detachment Commander will assign resources, focusing on meeting the Wingham Ward of the Township's unique policing needs.

Value for the Wingham Ward of the Township of North Huron:

- 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 Wingham Ward of the Township of North Huron Police Services Board.

The estimated policing cost for 2018 associated to this proposal based on the Uniform and Civilian **2018 Salary schedules** is **\$1,275,299**. This **does not** include the related initial start-up costs of **\$206,738** as listed on the OPP Contract Proposal Initial Costs.

Each subsequent year's Annual Billing Statements will be calculated using the most current costs based on the latest approved OPP Cost Schedule.

Salary, benefits, overtime, statutory holiday payouts and shift premiums are reconciled at year-end to reflect the actual costs. The total number of Uniform FTE hours is also reconciled ensuring the minimum number of contractual hours were met. A breakdown of the costs has been included, as well as the salary and cost schedule for the year 2018.

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 document entitled “OPP Policing Services Profile” The services described are included in the overall OPP costing formula.

Services offered by the OPP to the Wingham Ward of the Township of North Huron

- 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

**2018 OPP Cost Schedule for Amalgamating Police Services
(Based on 2017 Municipal Cost-Recovery Formula (1))**

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

<u>Item</u>	<u>2018 Estimates</u>																						
Uniformed Staff Salaries (2)	<table> <tr> <td>Inspector</td><td>\$155,356</td></tr> <tr> <td>Staff Sergeant</td><td>\$139,185 (Detachment Commander)</td></tr> <tr> <td>Staff Sergeant</td><td>\$129,918 (Detachment Manager)</td></tr> <tr> <td>Sergeant</td><td>\$116,535</td></tr> <tr> <td>Constable</td><td>\$98,826</td></tr> <tr> <td>Part-time Constable</td><td>\$78,688</td></tr> </table>	Inspector	\$155,356	Staff Sergeant	\$139,185 (Detachment Commander)	Staff Sergeant	\$129,918 (Detachment Manager)	Sergeant	\$116,535	Constable	\$98,826	Part-time Constable	\$78,688										
Inspector	\$155,356																						
Staff Sergeant	\$139,185 (Detachment Commander)																						
Staff Sergeant	\$129,918 (Detachment Manager)																						
Sergeant	\$116,535																						
Constable	\$98,826																						
Part-time Constable	\$78,688																						
Overtime Rate (Provincial Average) (2)	5.41% of uniformed staff salaries																						
Shift Premium (2)	\$681 per uniformed member - Sergeant and below																						
Statutory Holiday Payout (2)	\$3,499 per uniformed member (excluding part-time)																						
Civilian Staff Salaries (2)	<table> <tr> <td>Court Officer</td><td>\$65,446</td></tr> <tr> <td>Detachment Administrative Clerk</td><td>\$64,326</td></tr> </table>	Court Officer	\$65,446	Detachment Administrative Clerk	\$64,326																		
Court Officer	\$65,446																						
Detachment Administrative Clerk	\$64,326																						
Benefit Rates (2)	26.96% uniformed staff - non-commissioned (part-time 14.68%) 26.53% uniformed staff - commissioned 25.17% civilian staff (part-time 19.44%) 2% overtime payments																						
Support Salaries and Benefits (Cost per uniformed member)	<table> <tr> <td>Communication Operators</td><td>\$6,322</td></tr> <tr> <td>Prisoner Guards</td><td>\$1,698</td></tr> <tr> <td>Operational Support</td><td>\$4,520</td></tr> <tr> <td>RHQ Municipal Support</td><td>\$2,358</td></tr> <tr> <td>Telephone Support</td><td>\$123</td></tr> <tr> <td>Office Automation Support</td><td>\$628</td></tr> <tr> <td>Mobile and Portable Radio Support</td><td>\$168</td></tr> </table>	Communication Operators	\$6,322	Prisoner Guards	\$1,698	Operational Support	\$4,520	RHQ Municipal Support	\$2,358	Telephone Support	\$123	Office Automation Support	\$628	Mobile and Portable Radio Support	\$168								
Communication Operators	\$6,322																						
Prisoner Guards	\$1,698																						
Operational Support	\$4,520																						
RHQ Municipal Support	\$2,358																						
Telephone Support	\$123																						
Office Automation Support	\$628																						
Mobile and Portable Radio Support	\$168																						
Other Direct Operating Expenses (ODOE) (Cost per uniformed member, unless otherwise stated)	<table> <tr> <td>Communication Centre</td><td>\$203</td></tr> <tr> <td>Operational Support</td><td>\$807</td></tr> <tr> <td>RHQ Municipal Support</td><td>\$219</td></tr> <tr> <td>Telephone</td><td>\$1,289</td></tr> <tr> <td>Mobile Radio Equipment Maintenance</td><td>\$286</td></tr> <tr> <td>Office Automation - Uniform</td><td>\$1,854</td></tr> <tr> <td>- Civilian</td><td>\$1,689</td></tr> <tr> <td>Vehicle Usage (3)</td><td>\$4,768</td></tr> <tr> <td>Detachment Supplies & Equipment</td><td>\$505</td></tr> <tr> <td>Accommodation & Cleaning Contract</td><td>\$1,188</td></tr> <tr> <td>Uniforms & Equipment</td><td>\$1,938</td></tr> </table>	Communication Centre	\$203	Operational Support	\$807	RHQ Municipal Support	\$219	Telephone	\$1,289	Mobile Radio Equipment Maintenance	\$286	Office Automation - Uniform	\$1,854	- Civilian	\$1,689	Vehicle Usage (3)	\$4,768	Detachment Supplies & Equipment	\$505	Accommodation & Cleaning Contract	\$1,188	Uniforms & Equipment	\$1,938
Communication Centre	\$203																						
Operational Support	\$807																						
RHQ Municipal Support	\$219																						
Telephone	\$1,289																						
Mobile Radio Equipment Maintenance	\$286																						
Office Automation - Uniform	\$1,854																						
- Civilian	\$1,689																						
Vehicle Usage (3)	\$4,768																						
Detachment Supplies & Equipment	\$505																						
Accommodation & Cleaning Contract	\$1,188																						
Uniforms & Equipment	\$1,938																						

- (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 2017 Municipal Cost-Recovery Formula, has been used to project costs for 2018.***
- (2) ***Salary rates are based on weighted average rates of all OPP municipal detachment staff by rank, level and classification. The 2018 salaries are based on the 2018 rates set in the 2015 to 2018 OPPA Uniform and Civilian Collective Agreements. The salaries rates, benefit rates, statutory holiday 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 \$2,576, 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

NORTH HURON TP- WINGHAM

Estimated Policing Costs for the period January 01, 2018 to December 31, 2018

Costs in accordance with the 2018 OPP Cost Schedule for Amalgamating Police Services (updated annually)

Salaries and Benefits

Uniform Members	(Note 1)	\$/FTE	Positions	\$	
Inspector		155,356	0.08	12,428	
Staff Sergeant		129,918	0.08	10,393	
Sergeant		116,535	1.00	116,535	
Constable		98,826	5.00	494,130	
Uniform Position (Rank to be determined)	(Note 2)	98,826	1.00	98,826	
Total Uniform Salaries					732,313
Overtime	(Note 3)				39,618
Statutory Holiday Payout	(Note 1)	3,499			25,053
Shift Premiums	(Note 4)	681			4,767
Uniform Benefits	(Note 5)				198,170
<i>Total Uniform Salaries & Benefits</i>					999,921
Detachment Civilian Members	(Note 1)		Positions	\$	
Detachment Administrative Clerk	Full-time	64,326	1.00	64,326	
Total Detachment Civilian Salaries					64,326
Civilian Benefits	(Note 5)				16,191
<i>Total Detachment Civilian Salaries & Benefits</i>					80,517
Support Staff (Salaries and Benefits)					
Communication Operators		6,322			45,266
Prisoner Guards		1,698			12,158
Operational Support		4,520			32,363
RHQ Municipal Support		2,358			16,883
Telephone Support		123			881
Office Automation Support		628			4,496
Mobile and Portable Radio Support		168			1,203
<i>Total Support Staff Salaries and Benefits Costs</i>					113,250
Total Salaries & Benefits					1,193,688
<u>Other Direct Operating Expenses</u>					
Communication Centre		203			1,453
Operational Support		807			5,778
RHQ Municipal Support		219			1,568
Telephone		1,289			9,229
Mobile Radio Equipment Repairs & Maintenance		286			2,048
Office Automation - Uniform		1,854			13,275
Office Automation - Civilian		1,689			1,689
Vehicle Usage		4,768			34,139
Detachment Supplies & Equipment		505			3,616
Accommodation & Cleaning Contract		1,188			8,506
Uniform & Equipment	(Note 6)	1,938			13,876
<i>Total Other Direct Operating Expenses</i>					95,177
Sub-total Estimated Gross Policing Costs					1,288,865
Uniform & Equipment Year-One Adjustment	(Note 6)				(13,566)
Estimated Annual Policing Costs				\$	1,275,299
Uniform, Equipment and Vehicle Initial Costs	(Note 7)				206,738
Total Estimated Policing Costs Including Initial Costs.				\$	1,482,037

OPP Contract Proposal Costing Summary

NORTH HURON TP- WINGHAM

Estimated Policing Costs for the period January 01, 2018 to December 31, 2018

Costs in accordance with the 2018 OPP Cost Schedule for Amalgamating Police Services (updated annually)

NOTES TO STATEMENT

This 2018 annual cost estimate is calculated based on costs detailed in the *2018 OPP Cost Schedule for Amalgamating Police Services*. The *OPP Cost Schedule* is updated annually and each year's estimate of annual municipal police service costs is based on the most recent schedule in effect.

- 1) Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2018 salaries incorporate the January 1, 2018, 1.75% general salary rate increase set in the 2015 to 2018 OPPA Uniform and Civilian Collective Agreements. The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2017-18).
- 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 \$681 per Sergeant, Constable and Uniform Position (rank to be determined) and reconciled to actuals.
- 5) The benefit rates are 26.53% for commissioned uniformed officers, 26.96% of salaries for uniformed officers, 25.17% for civilian staff and 2% for overtime payments.
- 6) Uniform & Equipment is calculated at \$1,938 per uniformed member. The first year of the contract the municipality will be required to pay for the Inspector/Staff Sergeant portion only in the amount \$310. A reduction of \$13,566 will be applied based on the number of amalgamating officers as initial costs are charged for the first year and therefore the per uniformed member costs will not be charged in year one of the contract.
- 7) Uniform, Equipment, Vehicle and Facility Costs are detailed on the OPP Contract Proposal Initial Costs. Costs related to the facilities as detailed on the OPP Contract Proposal Initial Costs will be invoiced separately by the OPP Facilities Section.

OPP Contract Proposal Initial Costs
NORTH HURON TP- WINGHAM

<u>Uniform, equipment and vehicle</u>	<u>Quantity</u>	<u>Unit price</u>	<u>Total price</u>
Uniform and equipment - non-commissioned	7	\$ 4,207	\$ 29,447
Firearms including use of force equipment - uniform	7	\$ 1,113	\$ 7,789
C8a2 close quarter battle carbine per vehicle	2	\$ 2,455	\$ 4,910
Taser	4	\$ 1,550	\$ 6,202
Taser air cartridge operational - four per taser	16	\$ 52	\$ 837
Taser X2, Power Magazine, PPM - two per taser	8	\$ 94	\$ 748
Patrol vehicle	2	\$ 37,555	\$ 75,111
Mobile radio package opp-2 with repeater incl. initial installation	2	\$ 13,101	\$ 26,202
Portable radio	7	\$ 863	\$ 6,041
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 6810 glc alcohol screening device	2	\$ 575	\$ 1,150
Total Uniform, Equipment and Vehicle			\$ 162,688
<u>Facilities (See Note)</u>			
Beat Radio System			\$ 30,000
Estimated detachment modifications			\$ 14,050
Total Initial Costs			\$ 206,738

Note - Costs related to the facilities and detailed above will be invoiced separately by the OPP Facilities Section.

O.P.P. Contacts

Please forward any questions or concerns to Inspector Jason Younan, Detachment Commander, Huron County Detachment, or Sergeant Kulvir Deol, Contract Analyst, Municipal Policing Bureau, OPP General Headquarters.

Inspector Jason Younan (519) 524-8314

Sergeant Kulvir Deol (705) 329-6236