Work Plan Year: 2019
Initiative Number: A-01
Initiative Title: Pound Vehicle Research

Division Responsible: Administration Division
Unit Responsible: Administration

Target Start Date: 2019 Jan 01

Progress Report Q1:
The Admin Sgt. has requested quotes from companies that can upfit a pound vehicle that will suit the purposes of Pound Officers.

Progress Report Q2:
A job analysis is being conducted to determine the feasibility of Pound Inspectors retrieving large animal carcasses as part of their regular duties. This analysis will assist in deciding on the proper replacement vehicle.

Progress Report Q3:

Key Strategic Priorities:

5.3 EMPLOYEE WELLNESS AND DEVELOPMENT
Goals: Continue to develop resource plans that meet the needs of our staff and support sustainable workload levels.

13.4 TECHNOLOGY
Goals: Manage the significant cost implications of new organizational technology through long-term planning and ongoing evaluation.

Initiative Detail:
Research replacement options for the current vans with a vehicle that is suitable and cost effective.
2019 Annual Work Plan Quarterly Report

Work Plan Year: 2019
Initiative Number: A-02
Initiative Title: RFID Equipment tracking
Division Responsible: Administration Division
Unit Responsible: Administration

Target Start Date: 2019 Jan 01

Key Strategic Priorities:

2.3 EFFECTIVENESS, EFFICIENCY AND INNOVATION
Goals: Conduct regular audits of departmental functions and policing activities to support the effective allocation of resources

13.3 TECHNOLOGY
Goals: Maintain capacity to support the efficient functioning of our department through advancement in organizational technology

Initiative Detail:
The initial stages of rolling out a new asset tracking system is complete. The initiative will continue to expand by providing asset tracking readers at pre-determined areas within the Public Safety Building to properly track equipment.

Progress Report Q1:
Wisetrack system is in place for equipment room check-in/check-out. IT and QM also have barcode scanners for non-RFID items. IT has budgeted $46,000 in 2019 capital for expansion of this system to provide RFID tracking within the old block of 760 Vernon. This work is planned to be coordinated with gate project and building access card expansion.

Progress Report Q2:
Agreement has been established to use same vendor to project manage this and the fence project given the high degree of overlap. Vendor will create procurement document to secure a contractor to do the physical work required to implement the RFID solution.

Progress Report Q3:
<table>
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<tr>
<th>Work Plan Year:</th>
<th>2019</th>
<th>Target Start Date:</th>
<th>2019 Jan 01</th>
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<tbody>
<tr>
<td>Initiative Number:</td>
<td>A-03</td>
<td>Target End Date:</td>
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<tr>
<td>Initiative Title:</td>
<td>Online Police Information Checks</td>
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<td>Division Responsible:</td>
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<td>Unit Responsible:</td>
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</table>

**Key Strategic Priorities:**

2.0 EFFECTIVENESS, EFFICIENCY AND INNOVATION

**Goals:**

Initiative Detail:

Investigate and determine if an online version can be offered to the public and address work flow.

---

**Progress Report Q1:**

In progress

**Progress Report Q2:**

The new Administration Division staff sergeant started this quarter and is becoming familiar with the Police Information Check process. Further consultation is to occur with Records Section staff who process these applications.

**Progress Report Q3:**

---
Work Plan Year: 2019
Initiative Number: A-04
Initiative Title: Evaluate Current Practices for Custom Tailor

Division Responsible: Administration Division
Unit Responsible: Administration

Key Strategic Priorities:

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<tr>
<th>Goals</th>
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<tbody>
<tr>
<td>2.0</td>
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<tr>
<td>EFFECTIVENESS, EFFICIENCY AND INNOVATION</td>
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Progress Report Q1:
Saanich Police have been successful in entering into a partnership with a local Saanich seamstress, TK Tailoring to provide staff members with basic tailoring services such as minor alterations and sewing. TK Tailoring has been a mainstay in the Royal Oak area of Saanich for many years and has a reputation for providing excellent service at a fair and reasonable price. We look forward to this partnership with a local business.

For more detailed tailoring the Saanich Police have contracted A & B Tailor to provide tailoring services for our ceremonial tunics and mess kits. A & B Tailor is sub-contracted by Claymore Clothes Ltd our uniform supplier and provides tailoring services from the Canex at CFB Esquimalt.

Progress Report Q2:
Saanich Police have been successful in entering into a partnership with a local Saanich seamstress, TK Tailoring to provide staff members with basic tailoring services such as minor alterations and sewing. TK Tailoring has been a mainstay in the Royal Oak area of Saanich for many years and has a reputation for providing excellent service at a fair and reasonable price. We look forward to this partnership with a local business.

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<th>2019 Jan 01</th>
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<tbody>
<tr>
<td>Initiative Number:</td>
<td>A-05</td>
<td>Target End Date:</td>
<td></td>
</tr>
<tr>
<td>Initiative Title:</td>
<td>Research Upfitting Process for Front Line Vehicles</td>
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<td>Division Responsible:</td>
<td>Administration Division</td>
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<td>Unit Responsible:</td>
<td>Administration</td>
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</table>

Key Strategic Priorities:

| 2.0 | EFFECTIVENESS, EFFICIENCY AND INNOVATION |

Goals:

Initiative Detail:

Trial an up-fitting vendor to determine if this type of purchasing model is effective and efficient.

Progress Report Q1:

Three front-line police vehicles have been sent to tender for upfitting purposes. This includes two Dodge Chargers and one Dodge Durango.

Progress Report Q2:

The vendor to supply the two Chargers and Durango has been selected and vehicles are on order, with an anticipated delivery to the up fitting vendor of late August 2019.

Progress Report Q3:
## 2019 Annual Work Plan Quarterly Report

**Work Plan Year:** 2019

**Initiative Number:** A-06

**Initiative Title:** Digital Evidence Workflow Development

**Division Responsible:** Administration Division

**Unit Responsible:** Information Technology

### Progress Report Q1:

RFEOI was issued and closed on January 28. Participation agreement will be discussed at the BCACP meeting in February with the goal of agreement on 100% participation by all BC agencies. Once the participation agreement has been signed the procurement will proceed to the next step. The intention is to reduce the vendors to two by mid-March and move forward with selecting a service to proceed to trial.

### Progress Report Q2:

RFEOI was issued by PRIME on behalf of police agencies and PRIME. A primary vendor has been identified and work is commencing on security and other reviews prior to a fall trial of the solution. Saanich has agreed to participate in the initial trial of the product which is expected to start prior to September.

### Progress Report Q3:

---

**Target Start Date:** 2018 Oct 22

**Target End Date:** 2019 Nov 01
Initiative Title: Develop Business Continuity and Disaster Recovery plan (IT)

Division Responsible: Administration Division

Progress Report Q1:
Not Started

Progress Report Q2:
Not started - likely will be pushed to 2020.

Related work - offsite backup has been re-implemented with new storage at 57 Cadillac, this replaces the process to move hard drive between SPD and Cube. That process was insufficient for the new storage demands and has not been used since late 2017.

Progress Report Q3:
Work Plan Year: 2019  
Initiative Number: A-08  
Initiative Title: Body Worn Camera Trial and Testing  
Target Start Date: 2018 Dec 14

Division Responsible: Administration Division  
Unit Responsible: Administration

Key Strategic Priorities:

2.0 EFFECTIVENESS, EFFICIENCY AND INNOVATION

Goals:

13.3 TECHNOLOGY

Goals: Maintain capacity to support the efficient functioning of our department through advancement in organizational technology

Initiative Detail:

Pilot project for deployment of body worn cameras to evaluate the effectiveness of this technology in the changing landscape, the impact it will have on the capacity of the Department to support such a program, and the advantages and disadvantages of such a program.

Progress Report Q1:

No progress this quarter.

Progress Report Q2:

No progress this quarter.

Progress Report Q3:
Initiative Title: CO-OP program for IT

Division Responsible: Administration Division

Unit Responsible: Information Technology

Key Strategic Priorities:

1.0 COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT

6.0 CONNECTING WITH YOUNG PEOPLE

13.3 TECHNOLOGY

Goals: Maintain capacity to support the efficient functioning of our department through advancement in organizational technology

Initiative Detail:

The SPD already partners with other educational programs to provide co-op and volunteer opportunities. By expanding this to the IT area we hope to provide staff augmentation while exposing local students to civilian work within the police department. The availability of trained IT staff in the Victoria market is an ongoing issue. Saanich Municipality regularly has multiple positions that remain open for extended periods of time. Given our small staff any unexpected loss of staff or extended inability to recruit new staff will significantly impact the department's operation.

Progress Report Q1:

No progress this quarter.

Progress Report Q2:

We have missed the student employment period for 2019. There will be no co-op students hired for 2019. The objective will be to establish the job description and hiring process by year end to allow for bringing in co-ops for 2020.

Progress Report Q3:
### Equipment and Furniture Inventory Control - RFID Tracking System

**Initiative Title:** Equipment and Furniture Inventory Control - RFID Tracking System

**Division Responsible:** Administration Division

**Unit Responsible:** Administration

**Initiative Detail:**
Expanding upon the recently purchased WiseTrack RFID tracking system will provide for an accurate account of office equipment and furniture and track items to exact locations. This will provide a more effective and efficient method to account for our assets.

**Target Start Date:** 2019 Jan 01

**Target End Date:** 2019 Dec 31

<table>
<thead>
<tr>
<th>Progress Report Q1:</th>
<th>In progress</th>
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**Progress Report Q2:**
This initiative has been aligned with the requirement to update the department's CCTV capabilities and card swipe security systems. A project management team has been hired to move these initiatives forward. Currently in the process of receiving a quote from the selected vendor.

**Progress Report Q3:**
Initiative Title: Replacement of our current internal phone system with a voice over internet protocol (VOIP) phone solution.

Division Responsible: Administration Division

Initiative Detail:
Our IT Manager has expertise in this area and was part of a team who moved VIHA to a VOIP phone solution. The manager has been determining our needs and will be well positioned to move on this initiative once the Communications Centre transition is complete.

Progress Report Q1:
Briefing note has been issued for the preferred choice of phone system based on three likely styles of VOIP system. Saanich purchasing has engaged an external contractor to provide the expertise to assist SPD with the required procurements. Network upgrades (Internet and 57 Cadillac) and internal hardware are required in advance of VOIP system work.

Progress Report Q2:
Statement of work created with Paladin Systems to implement a Mitel phone system under the same contract as the District of Saanich. Migration planned for Dec 2019/January 2020.

Progress Report Q3:
### Initiative Number:
A-12 / 2018 A-06

### Initiative Title:
Jail Guard Training Program

### Division Responsible:
Administration Division

### Unit Responsible:
Administration

### Key Strategic Priorities:

| 5.0 | EMPLOYEE WELLNESS AND DEVELOPMENT |

### Initiative Detail:
The design and implementation of a Commissionaire training program in 2019.

### Progress Report Q1:
In progress

### Progress Report Q2:
The new Administration Division staff sergeant started this quarter and is becoming familiar with the current jail guard training model. Some upcoming personnel changes with the contracted jail guards will provide an opportunity to consider new material.

### Progress Report Q3:
### Initiative Title:
Purchase Netmotion (WAS Mobicontrol)

### Division Responsible:
Administration Division

### Unit Responsible:
Information Technology

### Initiatives:

<table>
<thead>
<tr>
<th>Initiative Number</th>
<th>Work Plan Year</th>
<th>Target Start Date</th>
<th>Target End Date</th>
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<tbody>
<tr>
<td>A-13 / 2018 A-36</td>
<td>2019</td>
<td>2017 Jan 01</td>
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### Initiative Detail:

Mobicontrol is a product which manages remote devices. It has the ability to enforce security settings and provides enhanced security. It also provides administrators with the ability to remotely update devices that are managed by this service. There are at least two police agencies using this product on the lower mainland (Vancouver Police and Abbotsford). Saanich Police currently have two uses for this product:

- Manage the MDT’s in the cars.
- Manage remote devices attaching to SPD’s main data network. (Laptops, Surface Pro’s etc.)

### Progress Report Q1:

SPD has engaged the vendor to assist with setting up the Netmotion server with the new CF-33 MDTs in February. Testing and trials will take most of Q1. Assuming they are successful roll out will occur in the April/May timeframe.

### Progress Report Q2:

Substantially complete. Netmotion has been implemented on front line vehicles (traffic and patrol) as of June 2019.

### Progress Report Q3:

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**Key Strategic Priorities:**

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<thead>
<tr>
<th>TECHNOLOGY</th>
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**Goals:** Maintain capacity to support the efficient functioning of our department through advancement in organizational technology.
**Initiative Title:** Security Review and Assessment of our Network

**Division Responsible:** Administration Division

**Unit Responsible:** Information Technology

**Digital Boundary Group** is a company that operates out of London Ontario that provides network security services. They have provided a network security assessment for the Saanich Police Department on two previous occasions the latest occurring in the fall of 2012. The latest review occurred 5 years ago and there have been radical and rapid changes to the network that have occurred during this time. I believe it to be prudent to employ the services of DBG to review SPD’s current security posture for 2017.

**Progress Report Q1:**
Digital Boundary will be engaged in Q2 to provide a revised network security assessment.

**Progress Report Q2:**
This project has been delayed based on workload.

**Progress Report Q3:**
2019 Annual Work Plan Quarterly Report

Work Plan Year: 2019
Initiative Number: A-15 / 2018 A-42
Initiative Title: Information Management and Retention Policy
Division Responsible: Administration Division
Unit Responsible: Administration

Target Start Date:
Target End Date:

PROGRESS:

Key Strategic Priorities:

2.3 EFFECTIVENESS, EFFICIENCY AND INNOVATION

Goals: Conduct regular audits of departmental functions and policing activities to support the effective allocation of resources

Initiative Detail:

There has been increased use of electronic data collection for case material and other business processes. As this trend is relatively new there has been little need at this point to archive and purge electronic data. In 2017 there was a massive increase in storage requirements due to better technology and increased use. As more technology is deployed (ie: more and better cell phones) there will be considerable technical and financial strain on the organization to hold this data in the methods we do today.

Progress Report Q1:
No progress this quarter.

Progress Report Q2:
Email retention implemented May 8, 2019

Progress Report Q3:
**Work Plan Year:** 2019  
**Initiative Number:** C-01  
**Initiative Title:** Bicycle Registry  
**Division Responsible:** Community Engagement Division  
**Unit Responsible:** Crime Prevention

**Key Strategic Priorities:**

1.2 **COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT**  
**Goals:** Partner with other police departments in the region to integrate where services and effectiveness can be improved, and efficiencies or cost savings can be realized

1.3 **COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT**  
**Goals:** Incorporate the values of service excellence into all aspects of our work with the community

2.5 **EFFECTIVENESS, EFFICIENCY AND INNOVATION**  
**Goals:** Focus on business practices that maximize efficiencies in service delivery from a regional perspective

3.1 **EFFECTIVE COMMUNICATION**  
**Goals:** Foster a strong connection between Saanich Police and the community through increased education and outreach

10.1 **INVESTIGATIVE EXCELLENCE**  
**Goals:** Support strategies to manage crime and utilize crime analysis to strategically inform police activities

13.2 **TECHNOLOGY**  
**Goals:** Provide specialized training to effectively manage technological barriers that impede or limit positive investigative outcomes

**Initiative Detail:**

The purpose of a bicycle registry is to provide citizens with a means to register their bicycles through the Saanich Police Department. The bicycle registry would be searchable by police which would enable them to be more effective in returning stolen property and found bicycles to their rightful owners.

**Progress Report Q1:**

With respect to the development of a bicycle registry, a business plan is under development. Approval within the budget for 2019 was obtained for the purchase of stickers as part of the Saanich bicycle registry program.

**Progress Report Q2:**

Work is continuing to get this registry up and running in Saanich.

**Progress Report Q3:**
2019 Annual Work Plan Quarterly Report

Work Plan Year: 2019
Initiative Number: C-02
Initiative Title: Volunteer Programs

Division Responsible: Community Engagement Division
Unit Responsible: Community Engagement

Initiative Detail:
To explore volunteer programs for adults in other police departments and determine what would be the best fit for adults wanting to volunteer in our department and give back to the community.

Progress Report Q1:
The Saanich Police Department coordinator of volunteers met with the Victoria Police Department coordinator of volunteers to discuss the programs and initiatives that are working for them. We are currently looking at the merits of creating a “Public Event Team” made of volunteers of all ages whose role would be to attend events representing the Saanich Police and our crime prevention programs.

Progress Report Q2:
Our Saanich Police Volunteer Coordinator met with his Victoria Police counterpart to discuss potential joint ventures that the two agencies can participate in.

Both coordinators are jointly presenting at Camosun College and Royal Road University this fall to highlight the volunteer programs that are offered by both agencies.

The goal is to increase awareness of the volunteer programs and generate interest from the students who may not be aware of the differences between the programs and the benefits and commitment in volunteering.

Our Volunteer Coordinator also learned how to implement Saanich's own “Community Events Team” to increase the distribution of Saanich events to the community and represent the Police Department in a fun, informative and interactive way. Further research will be conducted on this program.

Progress Report Q3:
Work Plan Year: 2019  
Initiative Number: C-03  
Initiative Title: Review of the referral process to the Greater Victoria Police Victim Services.  
Target Start Date: 2019 Jan 01  
Target End Date: 2019 Dec 31  
Division Responsible: Community Engagement Division  
Unit Responsible: Community Engagement

Key Strategic Priorities:

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Priority Title</th>
<th>Goals</th>
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<tbody>
<tr>
<td>1.3</td>
<td>COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT</td>
<td>Incorporate the values of service excellence into all aspects of our work with the community</td>
</tr>
<tr>
<td>2.4</td>
<td>EFFECTIVENESS, EFFICIENCY AND INNOVATION</td>
<td>Streamline processes and use civilian resources where possible to reduce the administrative burden on front-line officers and increase time for proactive policing</td>
</tr>
<tr>
<td>2.5</td>
<td>EFFECTIVENESS, EFFICIENCY AND INNOVATION</td>
<td>Focus on business practices that maximize efficiencies in service delivery from a regional perspective</td>
</tr>
<tr>
<td>13.2</td>
<td>TECHNOLOGY</td>
<td>Provide specialized training to effectively manage technological barriers that impede or limit positive investigative outcomes</td>
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Initiative Detail:
Review the current internal process of referring victims to the Greater Victoria Police Victim Services and determine if the process can be streamlined. Once a best practice is established, the new referral process can be implemented through roll call training and related internal forms can be updated.

Progress Report Q1:
The Community Engagement Division has been working with records staff to build a new victims of crime template in the police computer system that will become the referral form to Greater Victoria Police Victim Services. Once built this new template will be tested in a training environment before moving forward.

Progress Report Q2:
A working draft of the new victims of crime template has been created by records staff. The Community Engagement Division is seeking input from other police departments to move to a standardized referral process which is authorized under a statutory authority.

Progress Report Q3:
Work Plan Year: 2019
Initiative Number: C-04
Initiative Title: Coordinated Response to the Parks Management and Control Bylaw
Division Responsible: Community Engagement Division
Unit Responsible: Bike Section

Key Strategic Priorities:

1.1 COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT
Goals: Work collaboratively with diverse community service providers and residents to address issues including homelessness, mental health, and problematic substance use.

1.3 COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT
Goals: Incorporate the values of service excellence into all aspects of our work with the community.

2.1 EFFECTIVENESS, EFFICIENCY AND INNOVATION
Goals: Expand on our ability to use an evidence based approach to decision-making and policy development while promoting and engaging in innovative thinking.

2.2 EFFECTIVENESS, EFFICIENCY AND INNOVATION
Goals: Develop performance metrics to measure outcomes and monitor the effectiveness of policing activities and programs.

3.3 EFFECTIVE COMMUNICATION
Goals: Increase the effectiveness of communication through the development of new communication strategies.

Initiative Detail:
To develop and implement a coordinated plan to efficiently and effectively pro-actively enforce and respond to complaints of individuals in contravention of the bylaw.

Progress Report Q1:
The recent Saanich bylaw amendments on overnight sheltering in Saanich parks has been communicated to the police members for their awareness. The number of parks suitable for overnight sheltering was reduced.

The temporary shelter at the Victoria Native Friendship Centre closed for the season effective March 31. This closure has the potential to have more people experiencing homelessness to be using Saanich parks for overnight sheltering. This park use will be monitored by the Patrol Division.

Progress Report Q2:
The bike section has been redeployed to assist the patrol division and therefore hasn't been utilized to address homelessness and proactively patrol the parks.

Patrol has been largely responsible for addressing homelessness. They have responded to complaints from the community and to date no large encampments have been identified. Patrol will continue to proactively patrol the parks to ensure the bylaws are not being contravened. There continues to be good communication between patrol officers and the Parks Dept staff to ensure they work together on this issue.
Initiative Title: Multilingual Community Presentations

Division Responsible: Community Engagement Division

Unit Responsible: Crime Prevention

Key Strategic Priorities:

1.3 COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT

Goals: Incorporate the values of service excellence into all aspects of our work with the community

3.1 EFFECTIVE COMMUNICATION

Goals: Foster a strong connection between Saanich Police and the community through increased education and outreach

3.3 EFFECTIVE COMMUNICATION

Goals: Increase the effectiveness of communication through the development of new communication strategies

4.1 DIVERSITY

Goals: Continue to build positive working relationships with people from diverse backgrounds who live or spend time in Saanich, and increase our understanding of local issues through ongoing engagement with a diverse range of community members

4.2 DIVERSITY

Goals: Work to ensure that our workforce is representative of the community we serve and support recruitment practices that attract people with different backgrounds and perspectives

7.1 CRIME AND VICTIMIZATION PREVENTION FOR OLDER ADULTS

Goals: Develop positive and supportive relationships with older adults by providing relevant workshops and educational materials

Initiative Detail:

The first phase of this initiative will see officers from the Community Engagement Division consult with diverse community members through our associations with groups such as the Inter-Cultural Association of Greater Victoria (ICA), the Victoria Immigrant & Refugee Centre Society (VIRCS), the Greater Victoria Police Diversity Advisory Committee (GVPDAC) and the University of Victoria. Presentations with a focus on crime prevention, community engagement and diversity engagement will be scheduled and delivered in non-English languages to interested groups. This will be a pilot project involving multilingual police officers and reserve officers from the Community Engagement Division, but the roll-out will be flexible and can be easily expanded to include other interested officers from the Department.

Progress Report Q1:

The department's second languages list was reviewed and confirms that there are at least thirty employees who speak languages other than English. Two officers in the Community Engagement Division were approached and both have expressed interest in the opportunity to provide multilingual presentations to members of the community.

During Q2 this initiative will be shared with community representatives through the Greater Victoria Police Diversity Advisory Committee (GVPDAC) to explore some options for multilingual presentations over the coming months.
Progress Report Q2:
In progress

Progress Report Q3:
Initiative Title: Cannabis Education for Middle & High School Students

Division Responsible: Community Engagement Division

Initiative Number: C-06

Key Strategic Priorities:

1.1 COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT
Goals: Work collaboratively with diverse community service providers and residents to address issues including homelessness, mental health, and problematic substance use

1.3 COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT
Goals: Incorporate the values of service excellence into all aspects of our work with the community

3.1 EFFECTIVE COMMUNICATION
Goals: Foster a strong connection between Saanich Police and the community through increased education and outreach

6.1 CONNECTING WITH YOUNG PEOPLE
Goals: Work with schools to encourage young people to make choices that positively impact their lives

9.2 ILLICIT DRUG USE PREVENTION
Goals: Educate young people and other members of our community on the harms associated with use

Initiative Detail:
The School Liaison Section will author a lesson plan addressing the legalization of marijuana in Canada, any disparities with provincial initiatives and provide lectures to middle and high school students and the legalities of marijuana.

Progress Report Q1:
The school liaison and youth officers continue to provide information to all levels of school as well as any other agencies that request their assistance. The entire team attended a police only Cannabis Dialogue and a Community Cannabis Dialogue Workshop in Nanaimo on February 21 which reinforced our current practices and also provided some valuable additional information regarding the new Cannabis Control and Licensing Act.

Progress Report Q2:
A Power Point presentation was completed and shared amongst the School Liaison and Youth Officers. Several schools requested their respective SLOs attend and provide information on the new legislation. As the school year progressed, there were far fewer requests. It appears that there has been an abundance of information provided and interest has waned significantly at this time.

Progress Report Q3:
**Initiative Number:** C-07 / 2018 C-36  
**Initiative Title:** Community Engagement: Diversity and Inclusion  
**Division Responsible:** Community Engagement Division  
**Unit Responsible:** Community Engagement

**Key Strategic Priorities:**

1.3 **COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT**
- **Goals:** Incorporate the values of service excellence into all aspects of our work with the community

3.1 **EFFECTIVE COMMUNICATION**
- **Goals:** Foster a strong connection between Saanich Police and the community through increased education and outreach

4.1 **DIVERSITY**
- **Goals:** Continue to build positive working relationships with people from diverse backgrounds who live or spend time in Saanich, and increase our understanding of local issues through ongoing engagement with a diverse range of community members

**Initiative Detail:**

The Saanich Police recently joined the Canadian Centre for Diversity and Inclusion (CCDI). This is the leading non-profit organization in Canada that is working to help organizations like the Saanich Police become more diverse and inclusive. CCDI offers access to a vast library of information on diversity and inclusion, webinars on diversity topics, conferences and workshops. Members of the Saanich Police Community Engagement Division will participate in some of the programs offered through CCDI and then will communicate out to the rest of the organization on their findings to raise awareness of diversity and inclusion issues throughout the department.

**Progress Report Q1:**

It was a busy first quarter with police officers attending many diversity and inclusion events including the Black History Month kick-off, Moose Hide Campaign conference, Open Mosque Day BC, Victoria Welcome Day, Victoria Urban Reconciliation Dialogue, William Head Institution Ethno-Cultural Fair, an Indigenous Engagement Strategy workshop and a Pathways to Professions & Trades (P2PT) event hosted by the Victoria Immigrant & Refugee Centre Society (VIRCS).

Officers also delivered a hate crime presentation to youth at the Victoria Native Friendship Centre (VNFC), attended Masjid Al-Iman and the UVic Interfaith Chapel to express condolences and support regarding the New Zealand mosque shootings and a day-long conference at Royal Roads University on Diversity, Racial Inclusion and Gender Equity.

**Progress Report Q2:**
In April 12 SPD members from across divisions attended the Police Leadership Conference in Vancouver, which is sponsored by the BC Association of Chiefs of Police (CACP).

The theme this year was "Leadership for the Future through Diversity" and focused primarily on leading a diverse and inclusive workforce while serving diverse communities. The carefully chosen list of keynote speakers provided a frank and honest forum to hear how leaders in this field have created diverse and inclusive work environments resulting in excellence in service delivery.

The topics included:

- Millenials: The New Generation of Employees in the Workplace
- Leadership Lessons from a Chief
- Out and Proud: Leadership and LGBTQ Police Members
- Trans 101 for Law Enforcement
- "He Looks Like Me:" Diversity in 21st Century Policing
- Dealing with Diversity: The Complexities of Religious Difference
- Servant Leadership: A Courageous Approach to Police Leadership

Inspector Edwards attended the Anti-Hate, Anti-Islamophobia event on Apr. 24-25 that educated participants on the reluctance of victims to report crimes and the necessity for police agencies to treat these crimes with a specialized approach.

Community Engagement is working with OARH (Organizing Against Racism and Hate) in reviewing their draft protocol for police response relating to racism in the community. This will require training for police and call takers to understand the reluctance of community members to report racism and hate crimes and a specialized approach to those related crimes. It is expected that the protocol will be completed in the fall and training will be conducted in the late fall.

**Progress Report Q3:**

In progress
Initiative Title: Awareness about the Relationship between Indigenous People and the Police

Division Responsible: Community Engagement Division

Unit Responsible: Community Engagement

Progress Report Q1:
In February, the inspector in the Community Engagement Division published an educational Part III Order for the department explaining the history and objectives of the provincial Moose Hide Campaign, which is led by Indigenous men and speaks out against the violence directed against women and children in all communities. Campaign support pins were shared with frontline staff. For additional education, the divisional inspector and staff sergeant then attended the day-long Moose Hide Campaign conference and were joined by the deputy chief and hundreds of community members in the mid-day walk to the BC Legislature grounds.

Also in February, the outgoing and incoming staff sergeants in Community Engagement participated in the day-long Victoria Urban Reconciliation Dialogue (V.U.R.D.), which was hosted by the Victoria Native Friendship Centre. This was the second community forum that we attended since the inception of the V.U.R.D. in mid-2018. In March, the divisional inspector participated in an educational workshop on meaningful Indigenous engagement strategies and relationship-building called, "How Not to Tick a Box."

All of these first quarter Indigenous engagement strategies have helped to inform and educate our department’s employees about the importance of reconciliation and to strengthen and expand our relationships with some of our key Indigenous community partners and stakeholders.

Progress Report Q2:
In support of our organization’s commitment to building a strong relationship between Indigenous People and the Saanich Police Department, Staff Development is seeking to identify 10 members who are interested in taking the British Columbia Indigenous Cultural Safety (ICS) Training.

The San’yas Indigenous Cultural Safety Training Program is a unique, facilitated on-line training program designed to increase knowledge, enhance self-awareness, and strengthen the skills of those who work both directly and indirectly with Indigenous people. The goal of the Indigenous Cultural Safety training is to develop skills and promote positive partnerships between service providers and Indigenous people.

The on-line modules will take participants approximately 5 hours to complete over a 6 week period and is being offered in the fall.

In addition, two members of the Youth Section attended a one day Indigenous blanket exercise put on for Saanich municipal staff.

**Progress Report Q3:**

Sgt. Mayo met with Shelly NIEMI, the District Administrator Aboriginal Education for the Greater Victoria School District No. 61.

She will be providing Community Engagement upcoming calendar events in the Indigenous community including both school and non-school events. Additionally, she is preparing a series of educational training sessions and has invited police members to attend.

Educators, administrators and other community partners such as police have been invited to attend. It will most likely be held at the Songhees Cultural Centre and it’s anticipated more than 100 participants will attend.

The 5 sessions will includes:

1. Education on the Indian Act
2. Culturally Responsive Education and Leadership
3. Truth and Reconciliation Commission
4. The Metis Culture and

These sessions will be offered in the fall and members of the School Liaison Division will attend.
Work Plan Year: 2019  
Initiative Number: C-09 / 2018 C-42  
Initiative Title: Community Paint Outs to Remove Graffiti  
Division Responsible: Community Engagement Division  
Unit Responsible: Bike Section  
Target Start Date: 2018 Jan 01  
Target End Date:  

Progress Report Q1:
With the temporary reassignment of the bike squad officers to the Patrol Division, this initiative has been placed on hold.

Progress Report Q2:
One of the School Liaison Officers is currently conducting research to identify the graffiti hot spots in Saanich so paint out locations can be identified.

Progress Report Q3:
Initiative Title: Older Adult Awareness

Division Responsible: Community Engagement Division

Initiative Detail:
Building on the earlier sessions, continued training will be completed within the context of patrol and detective muster during 2019.

The PRIME coordinator will be consulted on ways to analyse the current data existing in the PRIME system in order to determine the level and nature of the existing issues facing older adults in Saanich. This information will make sure we are providing the care to the people who are most vulnerable in our community.

In order to ensure a complete and timely response to our older residents, the Crime Prevention officer will continue to build upon the relationships formed with community partners such as VIHA, the Public Guardian’s office and the CRD. These valued partnerships continue to be important to the Saanich Police Department in their response to the needs of all residents of Saanich.

Progress Report Q1:
In February, the crime prevention officer was a guest speaker at the Alzheimer Society annual fundraising breakfast. At this event, she spoke about police initiatives with respect to older adults in Saanich.

Short training videos were identified which will be very useful for training at both patrol and detective muster.

Progress Report Q2:
The Crime prevention officer continues to work on building relationships with partner agencies in the community with respect to older adults. This includes government and non profit organizations.

With the assistance of the Saanich Police Training officer, the training videos to facilitate on-going education for patrol have been scheduled for October 2019. Videos and limited training have already been shared with detectives during a regular meeting.

The Saanich Police PRIME coordinator has been very busy with the rollout of new technology and programs. PRIME data and information gathering is still under consideration.

Progress Report Q3:
Initiative Title: Fraud and Elder Abuse Prevention

Initiative Detail:
The section has been liaising with Mellisa Mills, a Graphic Communications teacher at Camosun College, and are set to work with one of her upcoming 2018/2019 classes, to create print/graphic material, designed to bring public awareness to elder abuse and financial frauds. The project will make up part of the student's grade and the Saanich Police Department will have input into the final product(s). The product(s) will be provided in the form of a template that can be taken to any print shop and printed in the form of posters, brochures and/or two-sided rack cards, to be handed out to the public during fraud presentations, community events or by front line patrol officers.

In 2018 the Financial Crimes Section teamed with Crime Stoppers and one of Mellisa Mills classes to bring awareness to the use of Crime Stoppers for reporting incidences of Elder Abuse. This project was a huge success and Crime Stoppers will once again be taking part in a similar project with another of her 2018/2019 classes.

Progress Report Q1:
On February 27, 2019, members of the Financial Crimes Section attended Camosun College to give a presentation to the graphic communications class on fraud prevention and elder abuse. The purpose of the presentation was to provide information which the class could use to design educational material for the Saanich Police Department as one of their class projects.

On March 3, 2019, a draft copy of the students design material was provided to the Financial Crimes Section for review by the graphic communications instructors. The material included a fraud prevention and elder abuse rack card as well as a fraud prevention pamphlet. These items were reviewed by the section and the proposed changes were sent back for revisions. The revised versions have not yet been received, but are expected within the next
week or two. Once all final changes have been made and the department has approved the products, they will be submitted for printing.

**Progress Report Q2:**
Final drafts for two rack cards (Elder Abuse and Fraud Prevention) and tri fold fraud prevention pamphlet have been provided to the Financial Crimes Section and will require minor corrections and then approval prior to being sent for print. The final printed product is expected to be received by the middle of July. The section is excited to see the printed product.

**Progress Report Q3:**
### Initiative Detail:
The Family Protection Unit will work with the School Liaison Officers to organize school presentations relating to sexting, child pornography, and the negative effects of sending sexual images over the internet. The primary goal of the presentations will be educational; in hopes of reducing the offence of child luring, sextortion, and the likelihood of youth being re-victimization once sexual images are shared online.

### Progress Report Q1:
The Family Protection Unit has met with the Schools & Youth Section to discuss the transfer of the presentation material. This meeting was arranged as the primary mandate of the Schools & Youth Section is to deliver educational material. The Family Protection Unit has subject matter experts on online sexual offences and can support the delivery of the presentation.

Now that this presentation is prepared, this initiative will be phased out from the Family Protection Unit and the Schools and Youth Section can deliver the material as requested in the schools.

### Progress Report Q2:
This AWP is complete and can be concluded at the end of 2019.

### Progress Report Q3:
This AWP is compete and can be concluded at the end of 2019.
Work Plan Year: 2019  
Initiative Number: D-05  
Initiative Title: FIS Provide Forensic Identification Lectures to Schools/Youth Programs  

Division Responsible: Detective Division  
Unit Responsible: Forensic Identification  

Key Strategic Priorities:

<table>
<thead>
<tr>
<th>3.1</th>
<th>EFFECTIVE COMMUNICATION</th>
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<tbody>
<tr>
<td>Goals:</td>
<td>Foster a strong connection between Saanich Police and the community through increased education and outreach</td>
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<tr>
<th>6.1</th>
<th>CONNECTING WITH YOUNG PEOPLE</th>
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<tbody>
<tr>
<td>Goals:</td>
<td>Work with schools to encourage young people to make choices that positively impact their lives</td>
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**Initiative Detail:**

SPD FIS members will provided Forensic Identification lectures to school and youth programs whenever requested. These will also include requests from University of Victoria, Camosun College and the Oak Bay Police Department for their youth/school programs.

**Progress Report Q1:**

Typically it is the Spring when the in-school presentations and lectures occur. At present FIS members are scheduled to present at a UVIC archaeology class field exercise in July. Further, tentative arrangements have been made for FIS/CSI content presentations at Claremont High School, Spectrum High School and at Oak Bay Secondary School. As requests are received, the FIS will endeavour to fulfill each one.

**Progress Report Q2:**

School presentations have been completed at Rogers Elementary School, Spectrum Secondary School, Claremont Secondary School and at UVIC. A follow-up visit to the UVIC anthropology class will be made in early July. As it is now the end of the school year, no further in-school presentations will be taking place until the Fall (September). Further, a number of youth tours were conducted by FIS members of the SPD FIS office and lab areas. All presentations and tours were well received and they continue to be a great way to connect with the community.

**Progress Report Q3:**
Work Plan Year: 2019  
Initiative Number: D-09  
Initiative Title: Forensic Identification Members Continued Training in Fire/Arson Investigations through JIBC Fire Cause and Origin Level 2 and 3 Courses  
Division Responsible: Detective Division  
Unit Responsible: Forensic Identification

Target Start Date: 2019 Jan 01  
Target End Date: 2019 Dec 31

Progress Report Q1:  
No action has been taken on this initiative in Q1. Options will be examined in Q2 for a potential delivery of training in Q3 or Q4.

Progress Report Q2:  
No action has been taken on this initiative in Q2.

Progress Report Q3:  

Initiative Detail:  
The Justice Institute of BC offers both Fire Cause & Origin 2 and 3 courses, which continue the candidates fire investigation training with hands-on skill development and scenario based learning.

SPD will work with the JIBC to, wherever possible, organize these courses within Greater Victoria or the Lower Island.
**Initiative Title:** Forensic Identification Section 3-Dimensional Crime Scene Diagram Capability

**Division Responsible:** Detective Division

**Unit Responsible:** Forensic Identification

**Key Strategic Priorities:**

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<tr>
<th>2.0</th>
<th>EFFECTIVENESS, EFFICIENCY AND INNOVATION</th>
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<tbody>
<tr>
<td>10.1</td>
<td>INVESTIGATIVE EXCELLENCE</td>
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<tr>
<td>13.2</td>
<td>TECHNOLOGY</td>
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**Initiative Detail:**

FIS members to work with Collision Analysts using Pix4D software to determine if it would serve as an effective 3D scanning application for producing crime scene diagrams.

**Progress Report Q1:**

The FIS section is in conversation with TSU in regards to the potential uses of 3D crime scene/collision diagramming. As these discussions are ongoing, in a situation where 3D diagramming is needed, the services of VICPD can be utilized.

A request from Saanich for 3D mapping will be approved under the following guidelines: (FROM SGT SHELDON VICPD FIS)

1. 2 Person callout on OT (minimum 4 hours) charged to SPD. (Based on the wages of the persons called out)
2. If the call is during business hours, the NCO i/c of VicPD Ident has the option of providing a body to assist if it is operationally viable.
3. There is no charge to SPD for VicPD members made available during their regularly scheduled shift.
4. Court expenses will be billed back to SPD.
5. VicPD will do everything possible to assist SPD in keeping costs at a minimum.

**Progress Report Q2:**

No action has been taken on this initiative in Q2.

**Progress Report Q3:**
Initiative Title: Forensic Identification Section Underwater Video Camera Proficiency

Division Responsible: Detective Division

Initiative Detail:
FIS will coordinate with the SPD Dive Unit to deploy the camera in the field during dive training days.

Progress Report Q1:
Following up from the successful 2018 initial testing, on March 12 FIS members worked with the dive team to record two hours of footage with the intention of creating a training video. Video was taken above, around and below water level. The camera and housing worked well and no problems were noted.

The aforementioned occurred in a controlled pool setting. It is the opinion of the FIS that the camera and housing is ready for deployment in an official file capacity. Looking ahead, testing under open water conditions is being discussed, both in fresh and salt water environments. The FIS will continue to work closely with the dive team and endeavour to complete testing in a timely fashion.

Progress Report Q2:
Dive team training video is now approaching the final edit stage and will be used for training purposes in the future. Underwater camera housing has yet to be tested during a call for service.

Progress Report Q3:
Initiative Title: RVU-TIP Interview Room

Division Responsible: Detective Division

Progress Report Q1:
Due to the consistent, time consuming workload for the Relationship Violence Unit (RVU) NCO, there has been limited action taken on this initiative to address current interview rooms from a Trauma Informed Practice (TIP) perspective at the Saanich Police Department.

During the Q1 period, the RVU NCO has assessed the current space and conducted a needs assessment for a TIP interview room in the West wing of the Saanich Police Department. This has included consultation with a number of Saanich Police members who have regularly utilized the current interview room for input on improvements to the space. Research was conducted on furniture, lighting, and décor source outlets. The Q2 period will include the draft of a business proposal with recommendations and cost estimates.

Sgt. VYE #37
Relationship Violence Unit
20190315

Progress Report Q2:
During Q2, the RVU NCO met with the Detective Division Inspector related to additional space needs assessment/considerations. The NCO also met with Saanich Police Information Technology Manager to discuss technology cost considerations for the trauma informed interview room. An internal scan was conducted via surveys distributed to the Saanich Police membership. The surveys were collated and assessed during the Q2 period. A business case is in-progress and will be completed and forwarded within the Q3 period.

Progress Report Q3:
Work Plan Year: 2019
Initiative Number: D-14 / 2018 D-03
Initiative Title: Create Redundancy for Strategic Crime Analyst Position
Division Responsible: Detective Division
Unit Responsible: Detective

Target Start Date: 2015 Jan 01
Target End Date:

Progress Report Q1:
A a result of other staffing priorities there has been no progress in this quarter.

Progress Report Q2:
A a result of other staffing priorities there has been no progress in this quarter.

Progress Report Q3:

Key Strategic Priorities:

2.1 EFFECTIVENESS, EFFICIENCY AND INNOVATION
Goals: Expand on our ability to use an evidence based approach to decision-making and policy development while promoting and engaging in innovative thinking

10.1 INVESTIGATIVE EXCELLENCE
Goals: Support strategies to manage crime and utilize crime analysis to strategically inform police activities

Initiative Detail:
Work toward maintaining the current level of service provided by the crime analyst by ensuring there is no void in service when this position is vacant due to leave or other circumstances.
Work Plan Year: 2019
Initiative Number: D-15 / 2018 D-04
Initiative Title: Revision of the Major Case Management Business Rules

Division Responsible: Detective Division
Unit Responsible: Detective

Key Strategic Priorities:

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<tr>
<th>2.4</th>
<th>EFFECTIVENESS, EFFICIENCY AND INNOVATION</th>
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<tbody>
<tr>
<td>Goals:</td>
<td>Streamline processes and use civilian resources where possible to reduce the administrative burden on front-line officers and increase time for proactive policing</td>
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<tr>
<th>10.0</th>
<th>INVESTIGATIVE EXCELLENCE</th>
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<tbody>
<tr>
<td>Goals:</td>
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Initiative Detail:
Revise and update the Major Case Management Business Rules.

Progress Report Q1:
The RCMP have decided nationally that they will be using Powercase as their MCM platform. This will take some time to implement, however allows Saanich to begin preparations for the conversion. A business rules committee has been struck and have met a number of times to create a repeatable process for MCM in the interim. This committee is also looking at Powercase to ensure consistency when it is implemented provincially. The committee consists of three trained FC's and one trained disclosure administrator. Once a framework has been defined and the content has been articulated they will be circulated to other users for their input.
Over the past year I have had every GIS member except for our latest addition trained on the Vicpd file coordination course.
We have begun internally employing best practices as established by OISP and are currently complying with the 2019 standards.

Progress Report Q2:
The committee is continuing to work on the business rules and significant progress has occurred. The hope is that they will be available for circulation for final review by October 2019.

Ongoing training for members has been identified for the next year. Sgt Douglas has supported Cst Roberts and Cst Brian Lucas as File Coordinator instructors on the Victoria course who are now being utilized.

Progress Report Q3:
### Work Plan Year: 2019

### Initiative Number: D-16 / 2018 D-15

### Initiative Title: Liaise with VIRCC regarding drug trafficking into the gaol

### Division Responsible: Detective Division

### Unit Responsible: Street Crime Unit

### Target Start Date: 2016 May 03

### Target End Date: 

### Initiative Detail:

SCU drug investigation members will connect with staff at VIRCC to build an ongoing relationship to assist in the detection and interception of illicit substances into the gaol. As well, any related education of gaol staff members will be undertaken by SCU investigators as necessary. Issues including identification of drugs, collection of drug exhibits and initial steps to take to support an investigation will be discussed. SCU and VIRCC staff will endeavor to open lines of communication with regard to the sharing of intelligence.

### Progress Report Q1:

SCU has continued to liaise with VIRCC staff on a regular basis. The SCU Sgt and Intelligence Sgt have met with VIRCC officials for Intelligence sharing once per month this quarter. Due to this relationship forming, VIRCC staff contacted the SCU Sgt directly on one occasion and provided useful drug trafficking intelligence in which SCU created file 19-4928 and has begun a drug trafficking investigation involving a local gang and trafficking drugs into VIRCC. This file is a great example of how this AWP created a partnership that will benefit both partners as this file would not have been started without this relationship being formed.

### Progress Report Q2:

SCU has continued to liaise with VIRCC staff and meet on a regular basis. VIRCC contacted SCU directly on one occasion when drugs were seized from a person of interest in a Detective Division investigation. SCU was able to send a drug expert to VIRCC and take the file over directly resulting in charges being submitted one day after the drugs were seized. Bojan GRBAVAC of VIRCC was invited to be a guest speaker at SPD SCU organized VIDEN meeting in June 2019. These are two examples that show this previously created partnership is working well and benefiting both agencies.

### Progress Report Q3:

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**Tuesday, August 20, 2019**
2019 Annual Work Plan Quarterly Report

Work Plan Year: 2019
Initiative Number: D-17 / 2018 D-29
Initiative Title: FIS Orientation for Block 2 Recruits
Division Responsible: Detective Division
Unit Responsible: Detective

Target Start Date: 2018 Jan 01
Target End Date: 

Key Strategic Priorities:

- **3.0 EFFECTIVE COMMUNICATION**
- **5.2 EMPLOYEE WELLNESS AND DEVELOPMENT**
- **10.0 INVESTIGATIVE EXCELLENCE**

Goals:

- Provide training opportunities and mentorship to support competency, career development, and succession planning for all of our employees

Initiative Detail:

Officers who are in their Phase 2 of their block training attend SPD Forensic Identification Section with their field trainer to receive a mandatory introduction and information session to what the Forensic Identification Section can provide. This includes both crime scene attendance/investigation and the gathering of digital media from scenes and the submittal of that media for storage/disclosure.

Progress Report Q1:

Block 2 recruits Smirnov and Robinson each spent a day in the FIS during Q1. The visits were well received and were significantly more beneficial than a brief two hour orientation.

Progress Report Q2:

Block 2 recruits along with exempt members continue to receive digital evidence training as a part of their welcome to regular duties. Recruits continue to spend time in the FIS as a part of their development. Arrangements for the orientation/training sessions are made through the Watch Commanders. Orientation/training has been well received by all.

Progress Report Q3:
Initiative Title: Prevention and Public Education of IPV.

Division Responsible: Detective Division

Unit Responsible: Relationship Violence Unit

Initiative Number: D-18

Target Start Date: 2019 Jan 01

Target End Date:

Key Strategic Priorities:

1.1 COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT

Goals: Work collaboratively with diverse community service providers and residents to address issues including homelessness, mental health, and problematic substance use

3.2 EFFECTIVE COMMUNICATION

Goals: Increase public awareness of the department's policing functions and public safety issues through social media, media relations and other mechanisms

10.1 INVESTIGATIVE EXCELLENCE

Goals: Support strategies to manage crime and utilize crime analysis to strategically inform police activities

Initiative Detail:

Comprehensive responses to IPV should include a prevention strategy and community education to encourage people to speak out against violence in relationships and families, as well as provide information for accessing supports and services. Saanich Police does not currently have a public education and prevention program for IPV. The initiative would explore resources and programs to provide community outreach, prevention and education.

Progress Report Q1:

Due to the consistent, time consuming workload for the Relationship Violence Unit (RVU) NCO, there has been no action taken on this initiative for a Prevention and Public Education of IPV Program in the Q1 period.

Despite the lack of a formal prevention and education program, the RVU NCO facilitated two community education sessions in the period.

1. The RVU NCO and an Internet Child Exploitation (ICE) investigator attended the Cridge Centre for the Family and Outreach Services-Transition House to deliver a presentation to staff members on Victim Safety Planning with an Internet/social media lens. There were approximately 15 staff members in attendance along with the two managers of the Cridge Centre for the Family agency. Those in attendance were provided with a copy of the Creating a Safety Plan booklet published by the Ministry of Public Safety and Solicitor General, and a fact sheet created by the ICE investigator, to assist with victim safety planning specific to cell phones and social media.

2. The RVU and Family Protection Unit (FPU) NCOs met with Camosun College Protection Services Interurban Campus supervisor to provide an overview on victim safety, intimate partner violence, and sexual assaults, with a risk assessment, supports and services component. This will assist Protection Service staff in responding to student and on campus reports of intimate partner and domestic violence. The supervisor was provided with contact information and pamphlets for community agencies that may be of assistance including the Cridge Centre for Families-Transition House, Victoria Transition House, and Sexual Assault Centre.
Progress Report Q2:
Quarterly Q2 Update:

A Practicum Student from Royal Roads University has been engaged to conduct research on the best and promising practices, innovation models and programs for the prevention of Intimate Partner Violence in Canada.

The Practicum Student has conducted an environmental scan of models and programs available online, has conducted interviews with local school counsellors on what is currently being offered in schools and also connected with the Canadian Association Chiefs of Police – Connect RF, a forum for police agencies to share research and ideas.

The Practicum Student will be evaluating the models and programs and completing a report in Q3 that will provide the RVU with a framework for what prevention work could be implemented in Saanich.

Progress Report Q3:
## Initiative Title: VIRCC intelligence and training working group

### Initiative Detail:
Sgt. Jantzen will meet regularly with the VIRCC working group on an as needed basis. An open dialogue about events and intelligence from within the jail are to be discussed. Some training needs have been identified including confidential informer handling and officer note taking.

### Progress Report Q1:
Regular meetings occur with the VIRCC working group. Training in the area of notetaking and report writing has been identified. A plan to present training on this subject is being developed and is scheduled for the summer/fall 2019.

### Progress Report Q2:
Meetings continue. The open-sharing of intelligence is occurring on a regular basis. VIRCC has established the need for a dedicated intelligence officer. The posting is being put out shortly. This position will be a direct link with the SPD Intelligence Section.

Training needs have been identified. Dates to undertake the training are being established, likely in the fall 2019.

### Progress Report Q3:

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**Key Strategic Priorities:**

1. **COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT**
   - **Goals:** Partner with other police departments in the region to integrate where services and effectiveness can be improved, and efficiencies or cost savings can be realized

2. **EFFECTIVE COMMUNICATION**
   - **Goals:** Foster a strong connection between Saanich Police and the community through increased education and outreach

3. **ILlicit DRUG USE PREVENTION**
   - **Goals:** Continue to support harm reduction initiatives that combat the negative effects of substance, including instances of overdose through our Naloxone Program

4. **INVESTIGATIVE EXCELLENCE**
   - **Goals:** Prioritize the use of regional partnerships for specialized investigations
Work Plan Year: 2019  
Initiative Number: D-22  
Initiative Title: Review of CI handling policy, practices, administration and procedures  
Division Responsible: Detective Division  
Unit Responsible: Intelligence  
Target Start Date: 2019 Feb 28  
Target End Date: 2019 Dec 31  
Progress Report Q1:  
An environmental scan is underway as to how other agencies, both in the area and across the province, are conducting their CI program. Connections with the RCMP, Vancouver Police and the Victoria Police have been made and dialogue will continue to determine best practices.

Progress Report Q2:  
The Intelligence Section NCO made a trip to Vancouver to connect with the RCMP and Vancouver Human Source Unit. Contacts have been made and a review of other agencies practices has been conducted. Further inquiries are planned with the Abbostford Police in the near future. A written review and analysis of the informer program is anticipated in the next quarter.

Progress Report Q3:
Work Plan Year: 2019  
Initiative Number: O-02 / 2018 O-01  
Initiative Title: Enhance building security  
Division Responsible: Office of the Chief Constable  
Target Start Date: 2016 Feb 02  
Target End Date:  
Unit Responsible: Office of the Chief Constable  
Key Strategic Priorities:  
5.0 EMPLOYEE WELLNESS AND DEVELOPMENT  
11.0 INFRASTRUCTURE RENEWAL  
Initiative Detail:  
The "Saanich Police Building Security Committee Final Report" will be reviewed by Senior Officers who will decide on which recommendations to implement. Building security at the front desk will be included in this assessment.  

Progress Report Q1:  
The exterior fencing project continued to move forward during the first quarter with the OIC's from the Patrol and Administration Divisions meeting with staff from Architecture and Engineering firms to review CAD drawings for the security enclosure. During the second and/or third quarter, the following steps are anticipated: a project manager will be identified, information will be collected in relation to site servicing, and a company will be contracted to conduct subsurface scanning to locate and identify underground services in the project area.  

Progress Report Q2:  
The following steps have been completed during Q2:  
- RJC Engineering has been contracted to provide project management for the fencing project.  
- A scan has been completed to detect sub-surface utilities and other potential hazards that may impede construction.  
- Discussion with Saanich Fire is ongoing, specifically to discuss the area of the EOC and how best to construct the fence and pedestrian gates around the EOC.  
- For efficiency and continuity three smaller projects that are associated to the fencing project will be project managed by RJC Engineering. These projects are: RFID Equipment tracking (2019: A-02), upgrade CCTV cable to support IP based, expansion of door swipe cards to include all of 760 Vernon.  
- Vendors to complete, RFID equipment tracking, CCTV cable upgrade and swipe cards have been identified.  

Progress Report Q3:
Work Plan Year: 2019  
Initiative Number: O-03 / 2018 O-02  
Initiative Title: Review of Integration Opportunities  
Division Responsible: Office of the Chief Constable  
Unit Responsible: Office of the Chief Constable  
Target Start Date: 2015 Jan 01  
Target End Date:  

**Key Strategic Priorities:**

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<tr>
<th>1.2</th>
<th>COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT</th>
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<tbody>
<tr>
<td><strong>Goals:</strong></td>
<td>Partner with other police departments in the region to integrate where services and effectiveness can be improved, and efficiencies or cost savings can be realized</td>
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<tr>
<th>2.5</th>
<th>EFFECTIVENESS, EFFICIENCY AND INNOVATION</th>
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<tr>
<td><strong>Goals:</strong></td>
<td>Focus on business practices that maximize efficiencies in service delivery from a regional perspective</td>
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**Initiative Detail:**

To meet with regional partners to identify areas where there is potential for mutual benefit in terms of improvements in efficiency, effectiveness and economics. Consistent with the strategic plan, we will not commit to any initiative that will, upon analysis, be seen to diminish service levels to any of the partner jurisdictions.

**Progress Report Q1:**

Numerous discussions between SPD and VicPD in relation to integrating canine services occurred during the first quarter. Based on those discussions, it was determined that some of the barriers that previously existed for VicPD were less of a concern in 2019. With fewer obstacles in place, the possibility to integrate canine services has increased and further discussions will take place during the second and/or third quarter.

**Progress Report Q2:**

The SPD and VIC PD Deputy Chiefs met during Q2 to confirm mutual interest in integrating canine services, and the key points to be addressed were identified. Further meetings are planned during Q3 to ensure that integrated canine services are beneficial and represent an efficiency for both agencies, and to work out the details of an integrated service model and agreement. Subject to further progress at these meetings, a tentative target date to realize integration of canine services between SPD and VIC PD has been set as January 2020.

**Progress Report Q3:**
Initiative Title: Public Safety Building Remediation Project

Division Responsible: Office of the Chief Constable

Unit Responsible: Office of the Chief Constable

Initiative Detail:
In 2011 the original detail looked to secure the commitment and resources required to start planning for improvements to the public safety building by 2013. While there is no specific set plan in place it is recognized this is a priority in the mix of other municipal infrastructure that is in need of remediation. This initiative will be used to check in with municipal staff on the status of the priority of this project, and to ensure planning starts at the first opportunity.

Progress Report Q1:
No change from Q4 of 2018.

Progress Report Q2:
No update with respect to this initiative during Q2.

Progress Report Q3:
Initiative Title: Work with the Saanich Police Board and Council to implement a multi-year staffing plan.

Division Responsible: Office of the Chief Constable

Unit Responsible: Office of the Chief Constable

Target Start Date: 2012 Jan 01

Target End Date: 2019 Dec 31

Initiative Number: O-05 / 2018 O-04

Work Plan Year: 2019

Progress Report Q1:
With the exception of two positions (1 x sworn, 1 x civilian) funded through surplus from the transition to E-Comm, SPD was unsuccessful in obtaining funding from Council for the additional positions sought in the 2019 budget. As a result of the inability to acquire new positions over the last several budget years, positions consistent with the five (5) year staffing plan, the plan will need to be re-evaluated in 2019 to determine what is feasible to achieve in the 2020 budget and beyond.

Progress Report Q2:
The priority during Q2 has been a critical examination of existing resources to ensure the most efficient and effective deployment of available resources in support of our core functions and primary mandate. In response to the inability to realize new positions in the 2019 budget and the staffing challenges arising from an increased number of non-deployable staff, personnel have been reallocated from School Liaison, Street Crime Unit, and Bike Section to support front-line operations. Other examples which are in progress or under consideration include: the potential integration of canine services with VIC PD (AWP initiative #2019: O-03), an evaluation of the effectiveness of SPD participation in the Integrated Tech Crime Unit, the introduction of a new model for the delivery of mandatory training, the development of a new schedule for the deployment of Traffic Safety Unit personnel, and an assessment of the Public Information Officer position. This work will continue into Q3 to support any new staff requests in the 2020 budget.

Progress Report Q3:
Initiative Title: Information Management

Initiative Detail:
We will review existing business practices and research new methods and technologies to determine where improvements can be achieved in relation to internal communication.

Progress Report Q1:
In support of this initiative, video-conferencing monitors were installed in several Sr. Management offices, a training request was submitted to IT regarding training for the information management systems that exist in the Department Operations Centre, and the Administration Division was tasked with researching a software solution that other police agencies are using to manage scheduling, timekeeping, and workforce management.

Progress Report Q2:
During Q2, IT delivered the DOC training referred to in the Q1 Progress Report to all members of the Senior Management Team. The Manager of Executive Services has taken lead on corresponding with the service provider for a software solution that other police agencies are using to manage scheduling, timekeeping, and workforce management. The next step will be a product demonstration and information session for the entire Senior Management Team, to be scheduled in late Q3 or early Q4.

Progress Report Q3:
2019 Annual Work Plan Quarterly Report

Work Plan Year: 2019
Initiative Number: O-07 / 2018 O-07
Initiative Title: Promoting gender equity, inclusion, and diversity in the workplace

Division Responsible: Office of the Chief Constable
Unit Responsible: Office of the Chief Constable

Target Start Date: 2018 Jan 02
Target End Date: 

Key Strategic Priorities:

4.3 DIVERSITY

Goals: Continue to create an inclusive and supportive workplace culture where all employees feel valued and supported

Initiative Detail:
All Divisions will make it a priority to promote gender equality, inclusion, and diversity in all capacities through day-to-day work activities and Annual Work Plan initiatives.

Progress Report Q1:
During the first quarter, Staff Development received notification of the International Association of Women Police Conference scheduled for Sept 23-27, 2019 in Anchorage Alaska. Efforts are underway to have up to five female officers attend the conference, in addition to the new Chief Constable.

Progress Report Q2:
During Q2, the incoming Chief and Deputy met with an officer who, following her attendance at the 2018 International Association of Women Police (IAWP) conference, was inspired to start a local association of female police officers. The group has approximately 70 members to date and refer to themselves as the Greater Victoria Association of Women Police (GVAWP). While they are not yet registered as a legal entity, they are seeking affiliation with the IAWP and have a vision for essentially becoming a local chapter of the IAWP. The Chief and Deputy expressed support for this initiative and communicated this support to the Senior Management Team and the Saanich Police Board. Arrangements were also made for the officer and other representatives of the GVAWP to attend the October meeting of the Area Chiefs to make a presentation and request formal endorsement of that body.

The Chief has provided a complimentary subscription to "Women Police", the official publication of The International Association of Women Police, for all female officers of the Saanich Police Department.

The incoming Chief will accompany four senior female Saanich officers to the 57th Annual IAWP Conference in Anchorage, Alaska, Sep. 23 – 27, 2019. The theme of this conference is Mentoring The Next Generation.

Progress Report Q3:
Work Plan Year: 2019  
Initiative Number: O-08  
Initiative Title: Develop a Performance Measurement Framework  
Division Responsible: Office of the Chief Constable

Initiative Detail:
A PPM Working Group will be formed to research, design, and implement a PPM framework specific to Saanich Police.

Progress Report Q1:
On March 15, 2019 a preliminary meeting took place with the OIC of Professional Standards, OIC of Staff Development, Executive Officers, and the Research Analyst. Discussion took place in relation to possible performance frameworks based on researching other agencies. It was agreed that a second meeting would follow once some parameters have been established in relation to a project charter, schedule, deliverables, risk, and other related dimensions.

Progress Report Q2:
As a result of a second quarter announcement regarding a change of command in the Chief's Office, this initiative did not move forward during the second quarter but efforts will be undertaken in the third and fourth quarters to establish key measurables. Some examples for consideration may include the following: reduction in crime and victimization, response times, reductions in chronic offending rates, customer satisfaction, employee satisfaction and retention, training effectiveness, adherence to provincial policing standards, engagement with the community, time available for proactive enforcement, and others.

Progress Report Q3:
SAANICH POLICE
2019 Annual Work Plan Quarterly Report

Work Plan Year: 2019
Initiative Number: O-09
Initiative Title: Efficiency Review
Division Responsible: Office of the Chief Constable

Key Strategic Priorities:

2.3 EFFECTIVENESS, EFFICIENCY AND INNOVATION
Goals: Conduct regular audits of departmental functions and policing activities to support the effective allocation of resources

2.4 EFFECTIVENESS, EFFICIENCY AND INNOVATION
Goals: Streamline processes and use civilian resources where possible to reduce the administrative burden on front-line officers and increase time for proactive policing

2.5 EFFECTIVENESS, EFFICIENCY AND INNOVATION
Goals: Focus on business practices that maximize efficiencies in service delivery from a regional perspective

Initiative Detail:
The purpose of this initiative is to conduct research to assist in the development of a framework for auditing current business processes of the Saanich Police Department.

Progress Report Q1:
This initiative is closely related to AWP 2019: O-8 and is expected to progress concurrent to that initiative. Additionally, efforts will be undertaken in the second and/or third quarters to explore outsourcing to a subject matter expert to facilitate accomplishing this initiative.

Progress Report Q2:
During Q2, the Chief's Office commenced a review of numerous areas of service delivery to determine where efficiencies could potentially be realized. These included, but were not limited to, the following: an evaluation of the Integrated Tech Crime Unit (ITCU), the introduction of a new model for the delivery of mandatory training, the development of a new schedule for the deployment of Traffic Safety Unit personnel, an assessment of the Public Information Officer position, an evaluation of the Oak Bay and Saanich Police Services Agreement, parking enforcement, alarm call response, and Pound services. It is anticipated that these reviews will continue throughout the third and fourth quarters.

Progress Report Q3:
**Initiative Title:** Canine Section Mandate

**Division Responsible:** Patrol Division

**Unit Responsible:** Canine Section

**Key Strategic Priorities:**

<table>
<thead>
<tr>
<th>Initiative Number</th>
<th>Key Strategic Priorities</th>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>EFFECTIVENESS, EFFICIENCY AND INNOVATION</td>
<td>Conduct regular audits of departmental functions and policing activities to support the effective allocation of resources</td>
</tr>
<tr>
<td>2.3</td>
<td>EFFECTIVENESS, EFFICIENCY AND INNOVATION</td>
<td>Take an intelligence-led analytical approach, including the development of predictive policing models, to inform resource allocation and minimize victimization</td>
</tr>
<tr>
<td>10.2</td>
<td>INVESTIGATIVE EXCELLENCE</td>
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**Initiative Detail:**

In order to effectively utilize the services of the Saanich Police Canine Teams, it is important to have a clear understanding of when and where the Teams can be utilized. The success of a Canine Team is dependent on ongoing training and development, some of which can take place during regular working shifts.

As part of the newly defined mandate, training for all Patrol members / NCO's is planned. This training is intended to provide a better understanding of where Canine Teams can be deployed, as well as provide insight into the training requirements and time committed to the ongoing training and development of the Team.

The mandate will include information relating to where the Canine Section can assist other Sections for tasks that would not be considered to be “operational”. This will include school visits, public displays, and educational discussions.

Part of the development of the mandate includes the development and implementation of a new working schedule for the four Canine Section Teams. This will be developed with consideration given to staffing during identified peak periods. Furthermore, research will be completed and information gathered from other Canine Sections throughout BC and Western Canada, including the RCMP, relating to shifting, best practices, and current trends.

The mandate will also outline ongoing competency development (training) of the Canine Teams, as well as identification and development of other members interested in assisting the Canine Section with tasks (ie: quarry work).

**Progress Report Q1:**

Canine staffing has increased with the return of the NCO from injury and the successful validation of a new dog and handler. The OIC of Patrol will be meeting with the NCO of the section in Q2 to discuss next steps. Carried forward into Q2.

**Progress Report Q2:**

Tuesday, August 20, 2019
Objectives of this initiative included a clearly defined mandate for the use of the Saanich Canine Section including a work schedule, training schedule and training of NCO’s / Platoons of where and when a Canine Team can be utilized.

The new work and training schedule was implemented in February of 2017 and this portion of the objective is concluded. The training of NCO’s / Platoons of where and when a Canine Team can be utilized will be conducted at Patrol Musters. Constable Mead and Constable Morin are scheduled to conduct this training in Q3 (September).

This initiative remains on-going.

Progress Report Q3:
2019 Annual Work Plan Quarterly Report

Work Plan Year: 2019  
Initiative Number: P-03 / 2018 P-33  
Initiative Title: Electronic Ticketing  
Target Start Date: 2018 Mar 01  
Target End Date: 2019 Dec 31

Division Responsible: Patrol Division  
Unit Responsible: Traffic Safety Unit

Key Strategic Priorities:

<table>
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<tr>
<th>2.5</th>
<th>EFFECTIVENESS, EFFICIENCY AND INNOVATION</th>
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Goals: Focus on business practices that maximize efficiencies in service delivery from a regional perspective

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<tr>
<th>13.0</th>
<th>TECHNOLOGY</th>
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Goals: 

Initiative Detail: 
In partnership with Road Safety BC, the Saanich Police will work to implement a system that will integrate with PRIME BC and ICBC databases that will allow officers to issue provincial violation tickets electronically.

Progress Report Q1:
Saanich Police are working with Road Safety BC and other BC Police Agencies on the roll out of E-ticketing. Equipment has been ordered and there is an overall goal for Saanich to have E-ticketing rolled out some time in the summer (Q3). Ongoing.

Progress Report Q2:
Staff Sergeant Chateau of the Traffic Safety Unit has taken the lead on the initiative and working with the Administration Division this initiative has progressed significantly during Q2.

1. Administrative processes were developed to ensure that records staff will be able to effectively manage traffic court notifications.
2. A training schedule was developed for all TSU members and an additional 2-3 members from each Patrol shift.
3. Card Readers and E-Ticket printers were installed in four of the Traffic Safety Unit vehicles and successfully tested.

Live roll out is scheduled to begin early Q3 (week of July 15, 2019).

This initiative remains ongoing.

Progress Report Q3:
Work Plan Year: 2019  
Initiative Number: P-07  
Initiative Title: Patrol Supported Road Safety and Enforcement  
Target Start Date: 2019 Feb 14  
Target End Date: 2019 Dec 31

Division Responsible: Patrol Division  
Unit Responsible: Patrol

Key Strategic Priorities:

2.2 EFFECTIVENESS, EFFICIENCY AND INNOVATION
Goals: Develop performance metrics to measure outcomes and monitor the effectiveness of policing activities and programs

8.1 ROAD SAFETY
Goals: Reduce the frequency and severity of motor vehicle collisions through strategic road safety initiatives, education, enforcement, and stakeholder collaboration

Initiative Detail:
The NCO i/c of the Traffic Safety Unit will provide all Patrol Platoons and Canine Section with violation ticket production numbers from 2017 and 2018. These will be broken down by quarter and can be used by the NCO's as a baseline to measure their productivity moving forward.

Each new quarter beginning April 1, 2019 the NCO's from each work unit will be provided production numbers from the previous quarter. These numbers can be used by the NCO's to ensure that their focused effort is reasonable and proportionate to others.

Progress Report Q1:
Good progress in Q1. Considering focused efforts did not start until late February the Division realized an eleven (11) percent increase in enforcement over the same period last year. We are also trending towards a better balance of enforcement across each of the platoons and canine.

The NCO's from each work unit have been provided the production numbers from Q1 and can be used to ensure that their focused effort is reasonable and proportionate to others.

Progress Report Q2:
This quarter realized a significant increase in proactive enforcement within the Patrol Division. There have been increases across the board in support of road safety.

Patrol Division:
Overall there has been a 23.54 percent increase in enforcement year to date over 2018 and a 36.49 percent increase over the same quarter.

Traffic Safety Unit:
The Traffic Safety Unit has seen a 25.61 percent increase in enforcement year to date over 2018 and a 40.14 percent increase over the same quarter.
Patrol (Platoons):

Overall there has been an 11.46 percent increase in enforcement year to date from 2018 and an 11.6 percent increase over the same quarter last year.

This initiative is ongoing.

**Progress Report Q3:**
Proactive Impaired Driving Enforcement

Patrol Division
Patrol

PROGRESS:
ONGOING

1.2 COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT

Goals: Partner with other police departments in the region to integrate where services and effectiveness can be improved, and efficiencies or cost savings can be realized

8.2 ROAD SAFETY

Goals: Undertake proactive enforcement to combat impaired, distracted and dangerous driving

Initiative Detail:

Working with our RCMP partners we continue to train additional Drug Recognition Experts (DRE's) and build our investigative capacity to detect drug-impaired drivers and conduct drug-impaired driving investigations.

Each Platoon will be asked to conduct two (2) proactive impaired driving road blocks each month, engaging SFST trained officers and if possible, a DRE. At the end of each quarter, NCO's from these individual work unit’s will report out on the proactive enforcement efforts taken over the previous three months. This information will then be evaluated and shared collectively with a view to develop balanced and sustainable enforcement and eventual core practice.

Progress Report Q1:
This initiative started late Q1 and reporting is not expected until Q2. Ongoing.

Progress Report Q2:
Awaiting reports from A, B and C Platoons. Update pending.

Progress Report Q3:
**Work Plan Year:** 2019  
**Initiative Number:** PS-01  
**Initiative Title:** Development of Annual Report  
**Division Responsible:** Professional Standards Division  
**Unit Responsible:** Research and Planning

**Target Start Date:** 2019 Feb 01  
**Target End Date:** 2019 Jul 01

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**Key Strategic Priorities:**

<table>
<thead>
<tr>
<th>1.0</th>
<th>COMMUNITY ENGAGEMENT AND PARTNERSHIP DEVELOPMENT</th>
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<tr>
<th>Goals:</th>
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<tbody>
<tr>
<td><strong>3.1</strong> EFFECTIVE COMMUNICATION</td>
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<tr>
<td>Goals:</td>
<td>Foster a strong connection between Saanich Police and the community through increased education and outreach</td>
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<tr>
<th>3.2</th>
<th>EFFECTIVE COMMUNICATION</th>
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<tr>
<td>Goals:</td>
<td>Increase public awareness of the department’s policing functions and public safety issues through social media, media relations and other mechanisms</td>
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**Initiative Detail:**

The division will work closely with the Office of the Chief Constable to determine the plan’s overall concept and content. It is anticipated that the development of an annual report will serve as the primary public reporting mechanism for the department and replace the publication of the AWP on the website.

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**Progress Report Q1:**

The research and policy analyst is waiting for Senior Officers to identify a selection of performance measures to use for a mock-up performance measurement report for the police board. While this mock-up will not be a draft annual report, the content from it may be part of the annual report. The analyst and inspector of the Professional Standards Division will meet with the chief and deputy chief in Q2 to discuss the development of a new annual report.

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**Progress Report Q2:**

No progress has been made in Q2. The analyst will initiate a meeting with the new inspector of the Professional Standards Division in Q3 to determine if this initiative will continue in 2019.

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**Progress Report Q3:**

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Tuesday, August 20, 2019
SAANICH POLICE
2019 Annual Work Plan Quarterly Report

Work Plan Year: 2019
Initiative Number: PS-02
Initiative Title: Public Engagement Surveys
Division Responsible: Professional Standards Division
Unit Responsible: Research and Planning

Target Start Date: 2019 Feb 01
Target End Date: 2019 Dec 31

Initiative Detail:
The division has expressed interest in receiving public feedback more often than every four to five years when engagement occurs during the strategic planning cycle. Details of the public surveys will be explored in collaboration with the Office of the Chief Constable.

Progress Report Q1:
No progress has been made due to capacity issues in Q1 as well as a review of a new survey service for the department. The hiring of a second analyst in Q2 is expected to alleviate these capacity concerns and progress is expected in Q2 or Q3.

Progress Report Q2:
A new public engagement survey was launched in June requesting feedback from the public on the department's strategic plan. Both online and paper copies have been made available. Dissemination strategies for the survey included sharing via social media, emailing police stakeholder lists and lobby displays both within the department and the municipal hall. This survey has also been used as an opportunity to promote the strategic plan. It is anticipated that the survey will run until the end of August.

Progress Report Q3:
### Initiative Detail:

**Work Plan Year:** 2019  
**Initiative Number:** PS-03  
**Initiative Title:** Part II Order / Policy Alignment  
**Division Responsible:** Professional Standards Division  
**Unit Responsible:** Research Audits and Policy Section  
**Target Start Date:** 2019 Jan 01  
**Target End Date:** 2019 Dec 31  

#### Progress Report Q1:
Work has begun to track and identify new Part Orders which require a change to policy. A list will be made retroactively to review past orders as well.

#### Progress Report Q2:
There is no change on progress to report. Work will continue in Q3.

#### Progress Report Q3:
## Initiative Number:
PS-04 / 2018 PS-02

## Initiative Title:
Develop a Saanich Police Departmental Operations Centre (DOC) Plan

## Division Responsible:
Professional Standards Division

## Unit Responsible:
Research and Planning

### Initiative Detail:
The research and planning component of the Professional Standards Division (PSD) will, using the Saanich Fire Department DOC template, create a Saanich Police DOC that will compliment the municipal EOC. PSD will work with Saanich Fire and other departments of the municipality as necessary to create a DOC.

### Progress Report Q1:
The DOC plan has been updated and delivered to the OIC PSO for initial approval.

### Progress Report Q2:
The plan is now under review by the OIC of PSO.

### Progress Report Q3:
Initiative Title: Dissemination of public information in a major emergency.

Division Responsible: Professional Standards Division

Unit Responsible: Professional Standards

Initiative Detail:
Promote collaboration amongst Saanich Emergency Program, Police, Fire, Corporate Services, and other Municipal Departments to develop policies and capacities for the dissemination of public information in a major emergency—including the effective use of social media and other mediums to engage the community and allow timely and accurate two-way information sharing.

Progress Report Q1:

Progress Report Q2:

Progress Report Q3:
Work Plan Year: 2019
Target Start Date: 2017 Jan 01
Initiative Number: PS-06 / 2018 PS-17
Target End Date: 
Initiative Title: Upgrade the Intranet search capability functions.
Division Responsible: Professional Standards Division
Unit Responsible: Research and Planning

Initiative Detail:
The Research and Planning constable will work with outside consultants to review the different options for increasing search capabilities for the Intranet. When the best option has been identified implementation and training will be completed.

Progress Report Q1:
A proposal has been made in conjunction with IT Services to examine a new way to store/view files on our network. If this proposal moves ahead, reconstruction of an Intranet will coincide, and the search functionality will be overhauled.

Progress Report Q2:
We are still waiting for the new platform proposal made by IT Services to be approved so that the Intranet can be reconstructed with better search functionality. It was also proposed that a separate tab within the intranet be created and contain all documents required by officers and be available on the MDTs. Once a new platform is approved, the capability to update the MDT Intranet will be simple, quick and efficient. At the moment, building an MDT Intranet within the department's intranet is not possible until a new platform is approved.

Progress Report Q3:
Initiative Title: Upgrade the Saanich Police Web page

Division Responsible: Professional Standards Division
Unit Responsible: Research and Planning

Initiative Detail:
The Research and Planning constable will work with outside consultants to review the different options for updating the Saanich Police Web page. When the best option has been identified implementation will be completed.

Progress Report Q1:
A RFP has been authored and sent to purchasing via IT Services to identify vendors for this project.

Progress Report Q2:
We are still waiting of the RFP and vendors to be identified.

Progress Report Q3:
Initiative Detail:
A comprehensive, section by section, audit will be conducted to ensure that the correct information is contained within each policy section.

Progress Report Q1:
The audit process is ongoing as the policy manual is being amalgamated into a single document to ease search. This process is expected to continue for the near future with a report to follow.

Progress Report Q2:
The audit has been completed by Cst. Bainbridge and the risk management rubric applied. This audit will not be used to create a business case for new software to manage our policy manual.

Progress Report Q3: