Work Plan Year: 2016  
Initiative Number: A-01  
Initiative Title: Workstation Replacement  
Target Start Date: 2016 Jan 01  
Target End Date: 2016 Jun 30  
Division Responsible: Administration  
Section Responsible: Information Technology

Key Strategic Priorities: Technology

PROGRESS: ON TRACK

Initiative Detail:
This workstation refresh cycle will be sourced and implemented through the late fall 2015 and early spring 2016. These workstations will initially be deployed with the Windows 7 operating system but will also be developed with the Windows 10 operating system, which will be deployed on these workstations at a future date. These workstations will be deployed with a solid state disk which makes a noticeable improvement in speed and performance over the currently deployed workstations.

Progress Report Q1:
All 200 workstations computers have been purchased. The configuration and testing of the new boxes has been completed. There were 30 computers deployed in the first quarter and the reminder will be replace in the months to come.

Progress Report Q2:
All standardized computer workstations located throughout the Department have been upgraded. The Department's IT section is currently in the process of updating specialized workstations located in the Communication Centre and the Forensic Identification Section.

Progress Report Q3:
Workstation replacement in the Communications Centre is complete. Specialized workstations for Forensic Ident have been received and will be replaced by year end.
Initiative Title: Wireless Network

Division Responsible: Administration

Section Responsible: Information Technology

Key Strategic Priorities:

| Technology | PROGRESS: | COMPLETE |

Initiative Detail:
The technical solution will be sourced, tested and determined by late fall 2015. The security solution and review will be completed by early spring 2016. The complete solution will be deployed spring 2016.

Progress Report Q1:
The technology has been deployed and it is fully operational. The first user was given access March 23 2016. The next step is to develop and implement policies regarding the use of wireless internet services.

Progress Report Q2:
On June 29, 2016 the Department launched a highly secure wireless internet service for use in and around the Main Police Building. Policy AF90 - Information Systems has been updated to include clear direction and governance regarding wireless use. This initiative in now complete.

Progress Report Q3:
Initiative complete.
Initiative Title: Develop Training Video and Instructions for online learning.

Division Responsible: Administration
Section Responsible: Records

Key Strategic Priorities: Competency Development

PROGRESS: ON TRACK

Initiative Detail:
The Records Section will produce a short training video on how to use the dictation system.

Progress Report Q1:
A PowerPoint training presentation has been completed in Draft form for testing. The rollout will be available by end Q2.

Progress Report Q2:
Rollout has been extended to end of Q3 due to operational impacts.

Progress Report Q3:
Rollout has been extended to end of Q3 due to operational impacts.
Work Plan Year: 2016
Initiative Number: A-04
Initiative Title: PRIME Upgrade to version 7.4
Division Responsible: Administration
Section Responsible: Records
Key Strategic Priorities:
Technology

Initiative Detail:

Work with the Saanich Sustainment Team to ensure testing, support, and training is in place as we go through upgrades and change processes to ensure effective transition for each of the components. The Sustainment Team will work with the PRIME BC Business team to determine upgrades, implementation, workload and transition dates as agreed upon with the various clients.

Progress Report Q1:
Development Access for RMS 7.4 has been installed on a small number of computers in the training room and Records for testing. User Acceptance Testing has been conducted twice and a recent meeting indicates we are still prepared to Go Live as outline on May 01, 2016. An Operational Plan for the upgrade is being developed.

Progress Report Q2:
Successful implementation for RMS 7.4 was completed on May 01. This project is now concluded.

Progress Report Q3:
Initiative is complete.
Initiative Title: Purchase a New Phone System for the Police Building

Division Responsible: Administration
Section Responsible: Telecoms

Key Strategic Priorities:
Technology

Progress Report Q1:
This initiative is still on hold for the time being.

Progress Report Q2:
No update, this initiative is still on hold for the time being.

Progress Report Q3:
No update. This initiative is will be carried forward into 2017. Discussions and planning continue.
Initiative Title: Develop Jail Guard Training Program

Division Responsible: Administration

Section Responsible: Administration

Key Strategic Priorities:
Personnel

Progress Report Q1:
Some steps were taken in 2015 towards this initiative but due to other competing priorities there has been no movement on this project in 2016 as yet.

Progress Report Q2:
There are no updates regarding this initiative. This initiative has been delayed until the Fall of 2016.

Progress Report Q3:
With competing initiatives and objectives there are no updates at this time. Initiative to be carried forward to 2017.
Initiative Title: Implement SQL Server technology to support PRIME data warehouse and the Police personnel database.

Division Responsible: Administration

Section Responsible: Information Technology

Key Strategic Priorities:

| Technology | PROGRESS: NOT ACHIEVED |

Initiative Detail:
Implement the chosen solution and retain the expertise of a database manager as a support service to the Saanich Police.

Progress Report Q1:
The SQL server has been built and the data migration project is currently underway.

Progress Report Q2:
In consultation with our Program Director and Chief Constable this initiative will not move forward and has been cancelled.

Progress Report Q3:
Initiative was cancelled.
### Initiative Title:
Support Information Technology (IT) requirements associated to expanded facilities.

### Initiative Detail:
- Assess space available for network drops and connectivity.
- Determine the number of devices that are required.
- Deliver and install the computer devices purchased for the new workspace.

### Progress Report Q1:
A network solution has been designed and all of the required equipment has been identified. In addition, the server room at 57 Cadillac has been configured. Tenders to purchase the computer equipment will be issued in April.

### Progress Report Q2:
This initiative is ongoing. Network and telephone systems are currently being installed. A projected completion date is September 2016.

### Progress Report Q3:
This initiative is complete.
Initiative Title: Develop a new service delivery model for the front desk

Division Responsible: Administration

Section Responsible: Front Desk

Key Strategic Priorities:
- Business Process Analysis

Initiative Detail:
Examine the service delivery model for the front desk and develop a new model that makes the most effective use of available resources while improving services to those coming to the front desk. The focus of the review will be on those people looking for assistance, citizens who need to speak with police without requiring police attendance, in order to provide resources on the road with more time for self-initiated police work.

Potential strategies include: finding a solution to manage the high volume of criminal record checks; incorporating volunteers into the front office; and reviewing the work being conducted by front desk staff.

Progress Report Q1:
The project is on hold pending the redesign of the Front Desk.

Progress Report Q2:
A draft design of the Front desk area has been developed and awaiting further input from all stakeholders.

Progress Report Q3:
This initiative will be carrying forward into 2017. Planned renovations might impact and affect suggested service delivery models.
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<th>Initiative Number:</th>
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<td>Initiative Title:</td>
<td>Record of Core Function Budget Requirements</td>
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<td>Division Responsible:</td>
<td>Community Liaison</td>
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<td>Section Responsible:</td>
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**Progress Report Q1:**

**Progress Report Q2:**

**Progress Report Q3:**
Initiative Title: Youth: Develop partnerships with Youth Caregivers in Saanich.

Division Responsible: Community Liaison

Section Responsible: Youth

Key Strategic Priorities:
- Working with Youth

Initiative Detail:
The Youth officers will connect with the Group/Foster homes and assist as and where needed either by personal visits or calls placed to the homes.

Progress Report Q1:
A second Youth Officer has been introduced to the Youth Caregivers in Saanich and has helped with the building of renewed partnerships. The Youth Officers now have a professional relationship with several community partners that have been specifically developed to assist Youth and families that are at risk.

Progress Report Q2:
The Youth Officers have continued to renew and to develop new partnerships with Community Partners engaged in the care and support of youth at risk. The Youth Officers have an excellent working relationship with these agencies and now have a network of assistance to rely upon to assist youth at risk in the community.

Progress Report Q3:
The Youth Officers have developed strong relationships with Youth Caregivers and continue to build on these relationships to ensure that Youth at risk are getting the help they require. This initiative has now been adopted as a requirement and integral part of the activities that Youth Officers have undertaken. Future Youth Officers will continue on with this legacy and continue to build and maintain these relationships. The Youth Officers now have a living list of all Youth caregiver contacts that they use as a resource. This will help to ensure that the at-risk youth of Saanich are provided with the tools to become productive members of society. This initiative is complete and will be concluded at year-end.
**Initiative Title:** Youth: Partner with Youth Services on youth accountability strategies

**Division Responsible:** Community Liaison

**Section Responsible:** Youth

**Key Strategic Priorities:**
- Working with Youth
  
  **PROGRESS:** COMPLETE

**Initiative Detail:**
Demonstrate to Youths what will happen when poor choices are made through education and engagement by members of the Saanich Police. The "Party Program" is a key interactive tool utilized by the Saanich Police that illustrates to Youth that poor choices have consequences and affords these Youth who participate the opportunity to make "smart" decisions. This program involves community partners including VIHA, ICBC and the Police to educate young people.

**Progress Report Q1:**
The Youth Officers have partnered with Youth Probation to ensure that youth deemed at risk have access to support and services that they would not otherwise have access to if they were not in the Criminal Justice System.

**Progress Report Q2:**
The Youth Officers have met with the new Youth Crown Counsel and have established an excellent relationship with the Criminal Justice System. Further, the Youth Officers are engaged with the Patrol division in an attempt to ensure that reports sent to Crown Counsel regarding youth at risk are complete and thorough and contingency plans are put in place that meet the needs of these youth.

**Progress Report Q3:**
This is an ongoing initiative that has been adopted as an integral part of the core values of Youth Officers and will be maintained on a day to day basis. Although this is being concluded as a formal annual initiative it will continue to form part of the everyday operations for the Youth Officers.
Work Plan Year: 2016
Initiative Number: C-03
Initiative Title: School Liaison: Develop and implement safety protocols for schools in Saanich.
Division Responsible: Community Liaison
Section Responsible: School Liaison

Key Strategic Priorities:
Core Functions

PROGRESS:
COMPLETE

Progress Report Q1:
The School Liaison Officers continue to develop the safety protocols surrounding lockdown procedures, which will be identical and consistent for all of our schools. It is anticipated that each elementary, middle, and high school will have completed at least 1 lockdown exercise before the end of this school year with the new protocols.

Progress Report Q2:
The School Liaison Officers developed a safety protocol for all schools in School Districts 61 & 63. The protocol was presented to School Boards and accepted into practice this spring. The Saanich School Liaison Officers conducted practice emergency lockdowns at every school in the Municipality of Saanich to ensure Administration staff understood the procedures. The protocol implemented ensures continuity for all schools in both districts should an emergency situation arise.

Progress Report Q3:
The Safety Protocol for schools has been adopted as policy for School Lockdowns by School Districts 61 & 63. The Districts will conduct exercise lockdowns this fall ensuring that students and Admin staff are fluent with the procedures. This initiative will be concluded as it has been adopted as procedure in School Districts 61 & 63 and the Schools and Patrol officers will continue to be active participants in the Lockdown exercises.
Work Plan Year: 2016
Initiative Number: C-04
Initiative Title: School Liaison: Personal Protection and Awareness for female high school students

Division Responsible: Community Liaison
Section Responsible: School Liaison

Key Strategic Priorities:
Working with Youth

PROGRESS:
COMPLETE

Initiative Detail:
Members of the Saanich Police will instruct female students in personal awareness, situational awareness and environmental awareness. The instruction will focus on the personal safety aspect of today's society and the possible situations that may arise where safety could be a concern.

Progress Report Q1:
This initiative is still in the development stage and it is anticipated to be completed by the end of Q2.

Progress Report Q2:
The School Liaison Officers have conducted initial talks with high schools regarding the program which have been very well received. Due to scheduling and time constraints the schools were unable to roll out the entire program this semester, however, it is anticipated that the program will be rolled out in the fall semester (Q3-Q4).

Progress Report Q3:
The School Liaison Officers are currently preparing for fall Personal Protection and Awareness Seminars that will be presented at the University of Victoria and at Mount Douglas Secondary in the fall semester. This initiative will continue on as a 2017 pilot project at Mount Douglas Secondary School.
Initiative Title: Bike Section: Enhanced Partnerships with Saanich Community Association Network (SCAN)

Division Responsible: Community Liaison

Section Responsible: Bike Squad

Key Strategic Priorities: Community Engagement

PROGRESS: COMPLETE

Initiative Detail:

By following a model loosely based on the assignment of schools to our School Liaison officers, this initiative will see individual Bike Section officers each formally responsible for several of the approximately eighteen Community Associations. Association members would still need to contact the police through non-emergency or emergency channels to make a report, but they would have an identified Bike Section officer to communicate with and to help them work on larger, ongoing issues. If there was a particular community safety-related topic of concern to the Association, their designated officer could be contacted for further information and/or a presentation.

Progress Report Q1:

In early January 2016 the Bike Section Sergeant attended a SCAN meeting and introduced the initiative. The SCAN members were supportive of the idea and a group email was sent out to connect the Bike Section members with individual Community Associations.

There are 17 Community Associations and during Q1 contact has been made with approximately half of the associations. The Bike Section members have attended 3 meetings and are confirmed to attend another 6 executive or Annual General Meetings in the next few months.

During Q2 the Bike Section members will continue engage with the citizens of Saanich by attending community association meetings, attending functions or special events sponsored by the associations and following the community associations on social media.

Progress Report Q2:

The purpose of the initiative is to build stronger relationships with the community associations and the citizens. This has been accomplished and the Bike Section will continue to foster these important relationships.

The Bike Section members have attended an executive or Annual General Meeting of 15 of the 17 community associations in Saanich. The Bike Section members have provided an information section for all of the community associations newsletters.

Bike Section members were invited to a trail opening which had been spearheaded by the Quadra Cedar Hill Community Association. The event was covered by the Saanich News and the Bike Section member, the Mayor, and citizens were featured in the associated picture.

Bike Section members conducted proactive enforcement and education on Lochside Drive in response to concerns...
raised by the Cordova Bay Association for Community Affairs. This action was positively received by residents who were concerned over the mixed use of the road and trail.

Bike Section members have communicated with a citizen in the Mt Tolmie Community Association by providing information on how they can assist with a person experiencing homelessness.

The Bike Section members are looking forward to community association events during Q3.

**Progress Report Q3:**

The purpose of the initiative is to build stronger relationships with the community associations and the citizens. This has been accomplished and the Bike Section will continue to foster these important relationships.

The Bike Section members in collaboration with the Traffic Safety Unit undertook a project after numerous complaints at the Prospect Lake Community Association AGM. The project involves setting up traffic measurement devices to gather data on speeds in the top two complaint locations. The Bike Section members and an executive member of the Prospect Lake Community Association also attended five locations and met with citizens to view and discuss the roadway. This project will continue into Q4.

The Bike Section has communicated with the Gordon Head Community Association after a number of sexual assaults occurred in the Gordon Head area during the summer. The Bike Section will work with the community association to ensure residents feel safe in their community.
Initiative Title: Bike Section: Enhanced Partnerships with Saanich Recreation Centres

Division Responsible: Community Liaison

Section Responsible: Bike Squad

Initiative Detail:
There are four Bike Section officers and four recreation centres. Each officer will be assigned to be the liaison representative with a particular rec centre. Drop-in visits, bike patrols and foot patrols will be documented and contacts will be made with staff whenever possible during these visits. Any reported issues which require further involvement or collaboration with School Liaison, Crime Prevention, Traffic Safety Unit, etc. will be forwarded to those sections. Management and staff of these four facilities will be encouraged to contact their Bike Section liaison officer directly if they need advice or direction in relation to police matters which are not the subject of an active investigation or call for service.

Progress Report Q1:
This initiative was new in 2016 and was modelled after the SCAN initiative (C-05). Upon further discussion with the Crime Prevention Officer it was decided that having Bike Section members connect directly with Saanich Recreation Centre managers would duplicate the existing relationship between the Crime Prevention Officer and the 4 Recreation Centre managers.

The Crime Prevention Officer attends monthly Recreation Centre manager meetings and will continue as the primary contact between the Saanich Police Department and the Saanich Recreation Centres.

The Bike Section members have attended the 3 Youth Drop in Centres, located in Saanich Commonwealth Place, Gordon Head Recreation Centre, and Pearkes Recreation Centre and connected with the programmers and staff. The Bike Section members have the drop in centre schedules and have attended at least one drop in centre weekly after school. The Bike Section members are committed to engaging with the diverse groups of youth that frequent the centres.

Progress Report Q2:
Bike Section members continue to engage with the youth and staff at the Saanich Rec Centres. The Bike Section members have established a solid working relationship with the drop in centres’ staff. This relationship has resulted in timely communication on issues or concerns for youth at or around the centres. One example of this was staff informing the Bike Section of vandalism to one of the Rec Centres which resulted in increased proactive patrols. Another example was youth congregating in the park behind a Rec Centre and consuming alcohol and drugs. Again the Bike Section responded by increasing patrols and preventing this activity from occurring in the park.

During Q2, two specific activates involving the youth who attend the drop in centres were the park clean ups. In May the youth and staff from the Flipside at Pearkes Rec Centre collaborated with the Bike Section and youth from the
Victoria Native Friendship Centre to clean up areas frequented by youth in Cuthbert Holmes Park. A significant amount of garbage was removed from the park and the youth were empowered to keep their neighbourhood park clean. In May the youth and staff from the Backdoor at Gordon Head Rec Centre collaborated with the Bike Section and students from Lambrick Park High School to paint the features at the Gordon Head skate park. The features had been covered with graffiti and a patchwork of previous paint overs. The youth who use the park were involved and were empowered to keep their park clean.

Progress Report Q3:
Bike Section members continue to foster relationships with the staff and youth at the three Saanich Recreation centers which have teen drop-in centres. As the drop-in hours are reduced in the summer the Bike Section members participated in numerous Summer camp activities with youth, specifically at the Saanich Neighbourhood Camps which are based in various Saanich Parks. This initiative is complete and these activities will continue on as part of the regular duties of the Crime Prevention Officer.
Initiative Title: Bike Section: Enhanced Community Partnerships Through Renewal of Park Watch Program

Division Responsible: Community Liaison

Section Responsible: Bike Squad

Key Strategic Priorities:
Community Engagement

Target Start Date: 2016 Jan 05
Target End Date: 2016 Dec 13

Initiative Detail:
Park Watch will incorporate key elements from a number of existing programs, most notably Block Watch, but with a focus on parks and trail areas. Key stakeholders will include Saanich Police, community members and community associations, schools, Saanich Parks, Saanich Recreation and Saanich Block Watch. Park and trail users along with nearby residents will be educated and encouraged to contact the police to report suspicious or illegal behaviour, homeless camps of concern and property crimes such as theft and graffiti. Park Watch signage will be installed by Saanich Parks.

Progress Report Q1:
Progress on this Park Watch initiative has been delayed as a result of other Bike Section priorities during Q1.

Progress Report Q2:
The Park Watch initiative received capital funding for 2016 which has moved the program to the planning stage. Bike Section members have attended meetings with Saanich Parks managers to determine the design and location of the Park Watch signs.

Gorge Park will be the pilot project for this program based upon the geographical location, calls for service, and the usage of the park. The next step will be to communicate to the residents around the park the purpose of the program. Part of this will be engaging the Saanich Crime Prevention Summer Students to canvass the neighbourhood.

During Q3 the Bike Section will work closely with Saanich Parks and the residents of Gorge Tillicum to ensure this program gains momentum and is effective.

Progress Report Q3:
Park Watch program was launched and the pilot project has 7 signs being placed around the Gorge Park. Residents in the area have signed up for the park watch email that will be utilized to advise residents of issues arising in the park.

Community discussions have been undertaken regarding this program and residents located near other parks in Saanich have started to contact the Bike Section members for information. Media outlets have been advised of this new initiative in hopes that it will generate further discussion in the Municipality. A new initiative will be started in 2017 to document the initial pilot project in Gorge Park.
2016 Annual Work Plan Quarterly Report

Work Plan Year: 2016  Target Start Date: 
Initiative Number: C-08  Target End Date: 
Initiative Title: Crime Prevention: Develop a formal Coordinated Response to Problem Properties intervention program (CORPP).
Division Responsible: Community Liaison
Section Responsible: Crime Prevention

Key Strategic Priorities: 
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<tr>
<th>Priorities</th>
<th>Progress</th>
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<tr>
<td>Community Engagement</td>
<td>COMPLETE</td>
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<tr>
<td>Investigative Capacity</td>
<td>COMPLETE</td>
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Initiative Detail: 
Reduce calls for service and enhance community safety by formalizing a coordinated response to problem properties program (CORPP).

Progress Report Q1: 
The CORPP strategy employed by the Crime Prevention Officer has become the bulk of that officer's duties since the formal approach started in 2015 and measurable changes in calls for service along with property crime stats are being noted in a positive response. The Crime Prevention Officer is currently working on 3 properties in this method and hopes to have closure on those issues within a month.

Progress Report Q2: 
The CORPP strategy has proven to be extremely effective and efficient. To date there are 5 ongoing files nearing completion.

Progress Report Q3: 
The Crime Prevention Constable has one property currently awaiting final disposition under the CORPP process which is expected to be completed in October once the courts settle. CORPP has in the last two years become a standard positional duty of the Crime Prevention Constable and will formally conclude as an initiative since it is now within the job description.

This program will be monitored under a new initiative in 2017 to document and assess whether the allocation of duties to the Crime Prevention Constable is appropriate or if the program can or should be resourced from other areas of the Department.
Initiative Title: Crime Prevention: Youth Mentorship Program

Division Responsible: Community Liaison

Section Responsible: Crime Prevention

Key Strategic Priorities:
- Community Engagement
- Working with Youth

Initiative Detail:
High school student volunteers will be identified and selected in collaboration with the Coordinator of Volunteers. They will be provided with opportunities to work on Community Engagement and Crime Prevention programs and activities under the mentorship of individuals in the Community Engagement Division. This may include regular police officers, Reserve Constables or other employees such as those who are responsible for Saanich Block Watch.

Progress Report Q1:
Community Engagement Sergeant, Coordinator of Volunteers, and the School Liaison Sergeant have met to identify the recruitment strategy for Student Summer Volunteers to augment and mentor with the Summer Career Placement Students. The five Saanich High Schools will be requested to post the information to the student bodies the first week after Spring Break outlining the volunteer opportunities for the current grade 12 students. Twelve (12) students will be selected for interviews from the applications for 6 positions, the volunteers will then commence partnership with the Career Placement Students from June through August.

Progress Report Q2:
Six (6) Youth volunteers were successful candidates for this youth mentorship initiative. The Career Placement Students and the Coordinator of Volunteers interviewed 12 students and this experience was invaluable in the personal and professional development of the Career Placement Students. Events with the youth volunteers will commence in the 3rd week of June.

Progress Report Q3:
The Youth Mentorship initiative succeeded this year in exposing 6 grade 12 graduates to the volunteer opportunities with Saanich Police through partnering with the Career Placement Students. The initiative is now concluded and will become common practice in future years.
Initiative Title: Community Engagement: GVPL Partnership for Expanded Community Safety Presentations

Division Responsible: Community Liaison

Section Responsible: Crime Prevention

Key Strategic Priorities:

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<thead>
<tr>
<th>Community Engagement</th>
<th>PROGRESS: COMPLETE</th>
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<td>Seniors Programs</td>
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Initiative Detail:
The Greater Victoria Public Library (GVPL) system has four well-established branches within Saanich. These locations are the Nellie McClung Branch on Cedar Hill Road, the Bruce Hutchison Branch on Elk Lake Drive, the Saanich Centennial Branch on Tillicum Road and the Emily Carr Branch on Blanshard Street. All of these branches offer an extensive variety of community programs throughout the year. Existing fraud and financial crime presentations are already being delivered to a large number of seniors facilities. By partnering with the GVPL branches, talks like these can be advertised through GVPL programming guides and provided to the broader community. This initiative will complement and further enhance two of our existing 2015 initiatives C-16 (Further Increase Our Seniors Engagement) and D-12 (Reduce Victimization of Seniors).

Progress Report Q1:
A community safety presentation was held on March 9 at the Nellie McClung Branch, Greater Victoria Public Library (GVPL). This was a joint collaboration between Crime Prevention, Financial Crimes, and Greater Victoria CrimeStoppers. Approximately 25 individuals were present, most of whom were elderly in age. A wide variety of fraud prevention topics covered how to keep oneself and loved ones from falling victim to fraud over the phone, Internet, or in-person.

Progress Report Q2:
There were no community safety presentations delivered at GVPL branches during Q2, but this initiative will be continuing in the early fall.

Progress Report Q3:
Upon review with the Crime Prevention Constable it has been determined that this initiative is to be concluded as it essentially duplicates other crime prevention initiatives partnered with Financial Crimes Section where community safety presentations are arranged through Seniors Centers and community groups.
Work Plan Year: 2016  
Initiative Number: C-11  
Initiative Title: Crime Prevention: Expansion of Summer Student Program  
Target Start Date: 2016 Apr 30  
Target End Date: 2016 Sep 01  
Division Responsible: Community Liaison  
Section Responsible: Crime Prevention

Key Strategic Priorities:

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<th>Community Engagement</th>
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<td>Working with Youth</td>
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Initiative Detail:

Changes are required to the current format of the Saanich Police Summer Student Program to allow for enhanced community engagement activities that will support the key strategic priorities of the Saanich Police. The number of paid summer student positions should be increased from three to six and be supported by the addition of high school student volunteers.

Progress Report Q1:

Funding has not been secured to place 6 students in the 2016 program. This year the total number of Summer Students will be 3, of which one will be a previously experienced student to fill the role of Team Leader. These Career Placement Students will be mentoring 6 volunteer students who will have just graduated grade 12 as outlined in initiative C-09.

Progress Report Q2:

Three (3) Career Placement Students have commenced employment for this summer season. One position is a Team Leader and previously experienced CPS from 2014. The first 6 weeks have been spent conducting numerous school bike rodeos with the School Liaison Officers.

Progress Report Q3:

Three Crime Prevention Workers spent the summer months assisting the Crime Prevention and Block Watch initiatives. Funding to increase the positions from 3 to 6 workers was not secured. This initiative is concluded at this point.
**Work Plan Year:** 2016  
**Target Start Date:** 2015 Jan 01  
**Target End Date:** 2016 Dec 14

**Initiative Title:** Youth Section: Create a response protocol for the two newly created Youth Constable positions.

**Division Responsible:** Community Liaison  
**Section Responsible:** School Liaison

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<th>Key Strategic Priorities</th>
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<td>Community Engagement</td>
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**Initiative Detail:**
Create a response protocol for the two newly created Youth Constable positions that sets out how we will work with community partners to identify, engage, and provide the necessary support to young people who may be at risk.

**Progress Report Q1:**
The Youth Section received another Youth Officer in January of this year. The Response Protocol is a living document that enables the Youth Officers to adapt the response based on the individual needs of the Youth at risk. The two Youth Officers have engaged several high risk youths in this quarter and continue to hone the response protocol. The Youth Officers have built strong relationships with community partners including Probation, Ministry of Children and Family Development (MCFD) and Group home workers. These relationships have enabled Youth officers to adapt the protocol to the individual needs of the Youth at risk.

**Progress Report Q2:**
The Response Protocol continues to be a living document that enables the Youth Officers to adapt the response to youth at risk based on the individual needs of that youth. The Response Protocol has grown to encompass the families of youth at risk ensuring that they receive the support required to assist them during this difficult time.

**Progress Report Q3:**
The Response Protocol has been adopted as a daily procedure when dealing with high risk youth. The relationships developed by the Youth Officers continue to provide an adaptive protocol that can be tailored to suit each youth and his or her specific needs. The Youth Officers have developed a blueprint for dealing with a problem or missing youth that forms a procedure that can be followed in the future.
Crime Prevention: Reserve Officer PIMS database for full personnel management.

**Progress Report Q1:**

This initiative will be examined in more detail and attention once the current recruit class of reserves graduates (end of March 2016). In the interim, the practice of entering training certificates and anecdotal notes for the current contingent of Reserves has been adopted. The Director of the Reserves (Crime Prevention Sergeant) and the Reserve Staff Sergeant have had meetings to discuss revamping the Reserve Member Assessments as well as the Ride-a-Long evaluations with the hopes that both will be managed on PIMS rather than the old handwritten formats.

**Progress Report Q2:**

The Community Engagement administrative assistant has been tasked with compiling reports pertaining to the reserves and scanning them into an electronic format. The Community Engagement file tree is being utilized to create electronic files for all current reserve officers. These details may in the future be migrated to appropriate IPDMA records. As it stands for now, training records and anecdotal notes are being entered into PIMS for all the reserves. With respect to rebuilding or creating a new PIMS - IPDMA database for reserves, this initiative is progressing very slowly.

**Progress Report Q3:**

Initiative will be concluded with a hybrid use of PIMS and the departmental data tree. Records in paper form are being scanned into electronic format, training records and performance notes are being managed on PIMS at this time.
Initiative Title: Crime Prevention: Reserve Program Home Security Checks

Division Responsible: Community Liaison
Section Responsible: Crime Prevention

Key Strategic Priorities: Community Engagement

PROGRESS: COMPLETE

Initiative Detail:
Offering Home Security Checks by frontline members at Break and Enter Investigations will be another layer of Victim Service and Community Engagement. The intent is that the member will offer the service and submit a request via a PRIME Template to the Community Engagement Sergeant. Trained members of the Saanich Reserve Police Program will then be scheduled to attend the home and conduct a formal assessment. The assessment will be returned to the Community Engagement Sergeant thus closing the diary date. Deployments will be captured under file number 15-407.

Progress Report Q1:
This initiative has yet to receive any requests for service in 2016. 2015 saw the certification of 9 reserves in Crime Prevention Through Environmental Design and there were 5 security audits conducted. Advertisement through the Block Watch Program helped bring in requests from the general public and this program will be added again to the monthly news letters as an interest item. Messaging to the patrol level has been ongoing and has not seen a request generated though from the public yet.

Progress Report Q2:
Recent advertisement in the Block Watch News Letters has seen a positive response to the initiative. Reserve Constables have been completing upwards of 15 requests in the last month. Patrol Division generated requests have not been common, muster presentations are slated for Q3.

Progress Report Q3:
Home Security Checks are now a core function of the Reserve Program and the initiative will be concluded as such. Messaging of the program offering continues through the Patrol Division, Community Engagement and the Block Watch Program.
## Work Plan Year: 2016

### Initiative Title:
Community Engagement: Expand our culturally welcoming and inclusive environment at Saanich Police.

### Division Responsible:
Community Liaison

### Key Strategic Priorities:

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<th>Diversity</th>
<th>Community Engagement</th>
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### Initiative Detail:
This initiative seeks to enhance the welcoming, culturally sensitive environment that we provide for all individuals from diverse communities when they come to our police station. Further, we will continue to be proactively engaged in relationships that allow us to better understand the needs of our community. This involves building on the 2013 "Safe Harbour" achievements, such as having multilingual welcome lettering at the front entrance of Saanich Police headquarters.

The Saanich Police will work with our diversity partners to create a welcoming and inclusive environment by:

1. Placing digital signage in the lobby entrance of the Saanich Police building to present information to inform various ethno-cultural communities of services and events that may pertain to their communities (signage already budgeted and obtained).

2. Building relationships and getting a better understanding of how we can further enhance our culturally welcoming and inclusive environment for visitors to our police station. Canvass and determine the needs of our diverse communities, including working with cultural associations, the Native Friendship Centre, the LGBTQ community, our homeless and hard to house, and many others.

3. Enhancing and expanding the variety of multilingual brochures and statement forms which are available at the main counter of police headquarters.

### Progress Report Q1:
The glass showcase in our front counter reception area continues to contain a number of culturally welcoming posters. Examples include material from the Community Partnership Network (CPN) and the Greater Victoria Police Diversity Advisory Committee (GVPDAC). Multilingual brochures are on display for Block Watch, the BC Office to Combat Trafficking in Persons, and several other agencies and programs. Two calendars are also on display, a MultiFaith calendar and the Aboriginal Nations Success Through Education 2016 calendar. A large display board on Victoria's Black History is also on loan from the BC Black History Awareness Society.

### Progress Report Q2:
Two large display boards from the BC Black History Awareness Society were set up in the police station lobby for several weeks during March and April. The focus of these displays was Victoria's Black History and black pioneers in British Columbia. Event posters were displayed for many regional diversity events, including the Gathering Our Voices (G.O.V.) aboriginal youth conference.
Progress Report Q3:

Multilingual brochures and culturally welcoming posters and calendars continue to be displayed in the police station lobby. This culturally welcoming lobby area is an established and ongoing initiative which will not be formally documented in 2017. The objective of installing and implementing the digital signage (message board) monitor in the lobby has not been undertaken yet. There is a large renovation and reconstruction project planned for the front lobby and it remains to be seen if the newly-designed lobby will contain a suitable location for this message board.
Initiative Title: Bike Section: Targeted education and enforcement relating to vulnerable road users.

Division Responsible: Community Liaison
Section Responsible: Bike Squad

Key Strategic Priorities:
- Road Safety - PROGRESS: COMPLETE
- Community Engagement
- Crime Analysis
- Community Engagement

Initiative Detail:
Identify locations where vulnerable road users are not using the roads responsibly and where other road users are travelling in a manner that puts vulnerable road users at a higher risk of injury. This can be done either through patrols, information received from the Traffic Safety Unit, or from reviewing collision statistics from various sources.

Progress Report Q1:
While on patrol during Q1, the Bike Section regularly stopped cyclists not wearing helmets or not having lights at night. In addition the Bike Section conducted 5 specific projects near the bicycle transportation routes (Galloping Goose and Lochside Regional Trails) and the University of Victoria.

The main objective has been education regarding the need for protective equipment. The Bike Section members have handed out approximately one dozen “Positive Tickets” to those cyclists wearing helmets and using proper lights. This is a “free admission” reward initiative between all of the Greater Victoria police services and all of the Greater Victoria recreation centres.

Progress Report Q2:
During Q2, the Bike Section continued with safe cycling education and rewarding cyclists who were observed riding safely by handing out approximately 30 “Positive Tickets.”

The Bike Section members have established a relationship with BikeMaps.org, an information hub, funded by the Public Health Agency of Canada and other grants, that allows citizens to anonymously report bicycle related collisions, near-misses and hazards. The Bike Section will continue to build this partnership and focus on high risk locations for education and enforcement.

The Bike Section participated in Greater Victoria Bike to Work Week events and handed out approximately 40 ICBC funded reflectors to vulnerable road users. The reflectors were utilized as educational tools to engage people in conversation around safe use of the trails and roadways.

The Bike Section participates by attending the monthly Saanich Bicycle - Pedestrian Advisory Committee. This committee provides advice to Saanich Council on cycling safety.
Progress Report Q3:

During Q3, the Bike Section continued efforts described in Q1 and Q2, and handed out approximately 50 “Positive Tickets.”

Bike officers focused on educating themselves and the public on the use of electric bikes on the CRD trail, as this was a common question of concern from people accessing the multi-use trail.

The Bike Section is in the planning stages for two events with partners BikeMaps.org and the CRD. The events will focus on cycling safety and enforcement of electric mopeds on the CRD trails. Vulnerable road users will be included in a new 2017 initiative which focuses on a number of safety areas involving vulnerable seniors.
Work Plan Year: 2016

Initiative Title: Bike Section: Monitor and document the location and safety of homeless street persons.

Division Responsible: Community Liaison

Section Responsible: Bike Squad

Target Start Date: 2014 Jan 01

Target End Date: 

Key Strategic Priorities:
Community Engagement

PROGRESS:
COMPLETE

Initiative Detail:
The bike squad will patrol known and unknown areas of Saanich where homeless street persons live and sleep. The members will ensure homeless street persons are safe, warm, fed, and are working toward finding adequate and legal shelter and income. The members will also provide assistance where appropriate to the homeless street persons in an effort to improve their situation.

Bike squad officers will continue to develop trusting professional relationships with the homeless street persons to ensure their safety and basic needs are taken care of. Where appropriate and wanted by the person, Bike Squad members will provide the necessary guidance and assistance to improve their housing and income status while living in Saanich.

Progress Report Q1:
During Q1 the Bike Section regularly patrolled known locations where those experiencing homelessness frequented. The Bike Section members have noticed a significant reduction in the number of known individuals experiencing homelessness in Saanich. The Bike Section continues to assist these individuals by connecting them with agencies and service providers that will meet their basic human needs. One example of how the Bike Section provides assistance is through the handing out of Tim Horton’s gift cards.

The Bike Section members supported the 2016 Greater Victoria Unsheltered and Sheltered Point-in-Time Count. This count was undertaken to determine the extent of those experiencing homelessness in the community. The count assists agencies serving those experiencing homelessness in receiving grants and funding. The results of the count will not be available until Q2.

The Bike Section continues to have a strong relationship with Cuthbert Holmes Park ambassadors, Saanich Parks and the Ministry of Transportation. Effective and timely communication between the partners resulted in the clean-up of approximately 6 abandoned camps on municipal and provincial property.

The Saanich Police actively assists those experiencing homelessness get to shelters when the weather in Saanich is deemed to be extreme. During Q1 the Extreme Weather Protocol was only activated 8 times, which is less than past years given the mild winter.

Progress Report Q2:
During Q2 the Bike Section has continued to patrol known locations where those experiencing homelessness have been staying. The Bike Section members have noticed an increase in the numbers of individuals experiencing homelessness camping in parks and green spaces as the weather has been warmer with the Spring / Summer.

The 2016 Greater Victoria Unsheltered and Sheltered Point-in-Time Count released the final report and approximately 1400 individuals were identified as experiencing homeless in Greater Victoria. Homelessness was defined as those living on the street or areas not intended for human habitation and provisionally sheltered. The number of individuals who identified as living in Saanich was less than 50.

The Bike Section continues to have a strong relationship with Saanich Parks, Ministry of Transportation, Cuthbert Holmes Park ambassadors and Swan Lake Nature Sanctuary. Effective and timely communication between the partners resulted in the clean-up of approximately 10 abandoned camps.

The Bike Section worked with a commercial property manager experiencing complaints from businesses due to aggressive panhandlers. The Bike Section members, the property manager and the panhandlers met and reached an agreement. Since the meeting there have been no further problems.

Progress Report Q3:

During Q3 the Bike Section has continued to patrol known locations where those experiencing homelessness have been staying. The Bike Section officers have noticed an increase in the numbers of individuals experiencing homelessness camping in parks and green spaces as the weather has been warmer with the Summer/Fall as well as the eviction of "Tent City" from downtown.

The Bike Section is working with the Ministry of Transportation and Infrastructure and Saanich Parks to ensure the parks and green spaces in Saanich are safe for all residents. The two areas most commonly reported as having individuals experiencing homelessness and large amounts of possessions was Cuthbert Holmes Park and the Rainbow Park area.

Five individuals experiencing homelessness who were known to the Bike Section were able to secure housing. Four of the five were couples and they were very appreciative of the Bike Section officers' support and compassion.

The Bike Section officers will be attending an Extreme Weather Protocol meeting in preparation of winter.

All of these proactive activities are an important part of the Bike Section mandate and will continue to be documented in 2017, although not as a formal work plan initiative.
Work Plan Year: 2016  
Initiative Number: C-18 / 2015 C-09  
Initiative Title: Community Engagement: Continue strong engagement with the various Diverse communities.  
Division Responsible: Community Liaison  
Section Responsible: Community Liaison  

Key Strategic Priorities:  
- Working with Youth  
- Community Engagement  
- Diversity

PROGRESS: COMPLETE

**Initiative Detail:**

Saanich is a culturally diverse community, yet many of our diverse people have limited opportunities to build relationships with the police. Saanich Police will proactively work with the diverse communities. This will enable us to visit and learn more about both their communities which encouraging the development of enhanced, positive relationships with the police.

The divisional Staff Sergeant will continue to serve as the Chair of the Greater Victoria Police Diversity Advisory Group (DAC). Frequent opportunities for diversity engagement are realized as a direct result of the major role that Saanich Police has played in the DAC over the past few years.

**Progress Report Q1:**

Four officers attended the UVic Diversity Research Forum, which had an Indigenous-related theme this year. Three (3) officers attended the Cultural Diversity and Policing Forum, where presentations were made on Police-Community Relations, Domestic Violence, Unconscious Bias and Recruiting. Also attended was a CPN (Community Partnership Network) seminar, "Preparing for the Resettlement of the Syrian Refugees." Two officers were guest presenters at the Healthy Saanich LGBTQ (Lesbian, Gay, Bisexual, Transgendered & Queer) Committee. Another officer has begun exploring new police/youth relationship-building with leaders of the Queers, Trans & Allied Youth Drop-in program at Saanich Commonwealth Place. Monthly meetings continue with the Greater Victoria Police Diversity Advisory Committee (GVPDAC).

**Progress Report Q2:**

Some diversity highlights during Q2 were a totem pole-raising ceremony at the Victoria Native Friendship Centre (VNFC), the "Love Is Love" conference at Lambrick Park Secondary School, and the Aga Khan World Partnership Walk. Through the Greater Victoria Police Diversity Advisory Committee (GVPDAC), additional major events included the Champions of Youth Diversity awards, Anti-Bias Transformational Theatre and a large dinner/dialogue event at the Khalsa Diwan Sikh Temple.

**Progress Report Q3:**
Diversity and inclusivity highlights during Q3 included the participation of our officers and neighbouring police agencies in the Victoria Pride Parade. In late summer, a Police Information Session was provided for Syrian refugee newcomers at the Masjid Al-Iman Mosque. This was presented by Saanich Police in partnership with Victoria Police and Sidney/North Saanich RCMP. Organizing partners included the Masjid Al-Iman, the Inter-Cultural Association of Greater Victoria (ICA) and VIRCS (Victoria Immigrant & Refugee Centre Society).
Initiative Title: Review the organizational structure the Community Liaison Division to ensure the most effective and efficient use of resources.

Division Responsible: Community Liaison

Section Responsible: Community Liaison

Key Strategic Priorities:

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<tr>
<th>Business Process Analysis</th>
<th>PROGRESS: NOT ACHIEVED</th>
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<td>Community Engagement</td>
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Initiative Detail:

Review the current structure and deployment model of the Community Liaison Division to determine if there is a more effective resource allocation model.

Progress Report Q1:

No updates to report for Q1.

Progress Report Q2:

Inspector Edwards has recently taken over as the Officer in Charge of the Community Engagement Division and will begin to assess the resources deployed in the Division for their effectiveness.

Progress Report Q3:
2016 Annual Work Plan Quarterly Report

Work Plan Year: 2016
Initiative Number: C-20 / 2015 C-13
Initiative Title: Crime Prevention: Reserve Recruit Class 2015
Division Responsible: Community Liaison
Section Responsible: Crime Prevention

Initiative Detail:
Review current strength, identify any needs for recruiting and budget submission for a 2015 Reserve Class. If warranted, commence recruiting and training.

Progress Report Q1:
The class of Reserve Recruits has completed all their academic requirements as outlined by provincial legislation. On March 16, 2016 the new volunteers will be sworn in to office and on March 26 a formal graduation ceremony will take place. The Reserve Constable Program was starting to lose a number of members who had been hired by police departments, corrections services, and other similar employment. This class will return the strength to 56 volunteers which is required to be able to participate in all of the community requests and initiatives.

Progress Report Q2:
Twenty-five (25) new reserve constables were successful completing the training and are now operational. At this point the strength of the reserve program is at authorized strength and there should be sufficient strength in the ranks to not require another recruit class until 2018. Initiative was concluded with the March 6, 2016 Graduation of 25 new reserve constables.

Progress Report Q3:
Initiative completed in Q2.

Key Strategic Priorities:
Community Engagement

PROGRESS:
COMPLETE
Initiative Title: Community Engagement: Further increase our Seniors Engagement

Division Responsible: Community Liaison

Section Responsible: Community Liaison

Key Strategic Priorities:

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<th>Initiative</th>
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<td>Community Engagement</td>
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<td>Seniors Programs</td>
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Initiative Detail:

During the research phase, volunteer Camosun College students will be utilized to identify and liaise with the multitude of multi-unit seniors' homes and other care facilities in Saanich. Once a list of appropriate and interested facilities has been accumulated, we will commit to at least one in-person visit or presentation at each location. These visits will be conducted by either a police officer, a volunteer Reserve Constable, or by other volunteers on our behalf. The program will be evaluated before year-end to see if the facility management, staff and residents are in overall support of this initiative continuing in the future. The Staff Sergeant in Community Liaison will oversee the achievement of this initiative through liaison with the other divisional supervisors.

Progress Report Q1:

Two fraud prevention talks were presented to seniors during Q1 in collaboration with Financial Crimes and CrimeStoppers. The Staff Sergeant from Community Engagement was a guest of the Alzheimer Society of British Columbia at their annual "Breakfast to Remember" event. The potential of using the Saanich Block Watch communications framework to share Alzheimer-related information was suggested and met with enthusiasm. This idea has already been taken to the provincial Block Watch program, through our Coordinator of Volunteers, a Block Watch provincial Board Member.

Progress Report Q2:

Another in the series of fraud prevention talks for seniors was presented by the Crime Prevention Officer in collaboration with Financial Crimes. More of these presentations are scheduled for the coming months. Social media continues to be used as an educational tool for seniors engagement, including the topics of elder abuse and fraud prevention. The most recent quarterly Block Watch newsletter includes coverage of active seniors-related scams such as the CRA (Canada Revenue Agency) phone scam.

Progress Report Q3:

Three additional crime prevention talks for seniors were presented by officers from Crime Prevention and Financial Crimes. In addition to the continuing focus on fraud prevention, additional topics included "Senior Safety" and strategies on how family members can help protect those who are most vulnerable, including individuals with dementia. Three representatives from the Community Engagement Division attended a focus group on the creation of a 2017-2022 Older Adults Strategy by Saanich Parks & Recreation. Police perspectives were provided on topics including Seniors Driving, Fraud Prevention, Language Barriers, Vulnerable Road Users and Elder Abuse.
Initiative Title: Community Engagement: Host Community Open House activities during National Police Week.

Division Responsible: Community Liaison

Section Responsible: Crime Prevention

Key Strategic Priorities:

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<td>Working with Youth</td>
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Initiative Detail:

Saanich Police Reserves, our summer student Crime Prevention Workers, and Ace Team volunteers will be tasked to help support this initiative. Care will be taken to ensure that operational work area interruptions do not occur. Photo opportunities with police officers and police vehicles will be provided. Social Media will play a major role in communicating our Police Week activities to the community. K9 demonstrations, Forensic Ident displays and many other activities will be included. More than one event may be planned and more than one location may be used. Saanich Block Watch will be prominently involved and displayed through their tent, along with diversity-related engagement through staffing the GVPDAC tent (Greater Victoria Police Diversity Advisory Committee).

Progress Report Q1:

Planning for the May 14, 2016 Police Week Open House is well under way. The location has been secured through the Municipal Hall, letters for donations and partnerships with local businesses have been drafted and attractions, displays and tents have been organized.

Progress Report Q2:

Our first Police Week Open House was attended by over 200 community members. Displays, activities, and station tours were staffed by many of the Saanich Police Reserves and the Crime Prevention Constable. It is safe to say this event was a success and exceeded expectations.

Progress Report Q3:

Initiative completed in Q2.
Initiative Title: Bike Section: Improve graffiti eradication and reduce graffiti incidents

Division Responsible: Community Liaison

Section Responsible: Bike Squad

Initiative Detail:
The bike squad will work with Saanich Public Works, community and CRD partners, block watch organizations, and residents to educate citizens of Saanich about reporting, cleaning and preventing graffiti in their neighbourhoods.

Progress Report Q1:
The number of graffiti incidents reported to the Saanich Police in Q1 was very low.

The established graffiti response by Saanich Public Works has seen previous hot spots for graffiti eradicated. This program is effective and will be encouraged to continue.

The Bike Section members will begin the process of organizing community groups for mass clean-up projects in Q2 when the weather is more conducive to painting.

Progress Report Q2:
The Bike Section members have continued to work with Saanich Parks, Ministry of Transportation as well as numerous other community partners to eliminate graffiti within Saanich.

The number of graffiti incident reported during Q1 and Q2 is significantly lower than the same period in 2015.

A number of graffiti incidents over the last year at the Gordon Head skate park resulted in the Bike Section collaborating with Saanich Parks and Rec, youth from the Backdoor drop in centre and students from Lambrick Park High School to paint the features of the skate park. By involving the youth who use the skate park and go to the Rec Centre and school empowered them to ensure the skate park remains graffiti free.

In Q3 the Bike Section members will communicate with the community associations and Block Watch groups to determine if there are any specific graffiti issues in their neighbourhoods and organize a similar clean up.

Progress Report Q3:
The Bike Section members have continued to work with Saanich Parks, Ministry of Transportation, VicPD as well as numerous other community partners to eliminate graffiti within Saanich.

The Bike Section members communicated with Block Watch groups to identify a group that is interested in participating in a paint out of existing graffiti in their neighbourhood. The Bike Section members are in the process of identifying which area will be focused on.

During 2017 there will be a specific graffiti initiative which focuses on using Community Paint Outs as a community partnership strategy.

The Bike Section has continued to build upon the solid working relationship with Saanich Parks who regularly encounter graffiti and undertake the removal. The Bike Section is in the process of creating a catalogue system to ensure tracking and the ability to produce evidence when graffiti suspects are apprehended.

The Bike Section has also taken to social media and crime stoppers to focus on the prolific tags that are seen most often in Saanich.
### Initiative Title:
Record of Core Function Budget Requirements

### Division Responsible:
Detective

### Progress Report Q1:

### Progress Report Q2:

### Progress Report Q3:
Work Plan Year: 2016

Initiative Number: D-02 / 2015 D-02

Initiative Title: Forensic Video Technician Certification

Division Responsible: Detective

Section Responsible: Forensic Identification

Key Strategic Priorities:

- Technology
- Investigative Capacity

PROGRESS:

OBJ ACHIEVED/ONGOING

Initiative Details:

Have one member of FIS attend two courses through the Certified Law Enforcement & Emergency Services Video Association (LEVA). The courses, Forensic Video Analysis and the Law, and Digital Multi-media Evidence Processing will provide the FIS officer with an in depth analysis of the use/evidentiary value of digital media, and develop their skills to recover reliable detail from digital video evidence.

Purchase a Video Processing Stand-Alone Computer System that is capable of managing the complex video data that ensures proper formatting for court disclosure.

Progress Report Q1:

In 2015, one FIS member received training as a Level 1 Forensic Video Field Technician; which allows them to capture and extract CCTV video from businesses with surveillance cameras. This same member has recently been approved to receive/attend training in a video enhancement software course in June 2016. This course will focus on the full software capabilities of one of the programs within the video conversion computer system.

FIS currently has one new member beginning their pre-FIS training within the section, prior to their attendance to the Canadian Police College in April for his Basic Forensic Identification Course. This new member will receive in-house training in video conversion after their graduation. They are scheduled to attend the Level 1 Forensic Video Field Technician in June 2016.

Progress Report Q2:

In May 2016, one FIS member attended a video enhancement software training course in the USA. The main purpose of this software is to improve surveillance video output from CCTV though enhancement/clarification. These enhancements can potentially allow investigators to better see the face of an individual, license plate or even a weapon. This member will soon be seeking professional membership in the Forensic Video Analysts Association of BC.

At the end of May, FIS recently had one new member graduate from the Canadian Police College as a qualified Forensic Identification Officer. He will begin his in-house training in video conversion and is scheduled to attend the Level 1 Forensic Video Field Technician in September 2016.

Progress Report Q3:
In August, two FIS Officers obtained memberships within the Forensic Video Analysts Association of BC. This association is a professional resource for personnel working with video in a forensic capacity. The association provide the exchange of information, mentorship and education through general/annual meetings and newsletters.

At the end of September, another FIS Officer is scheduled to attend the Level 1 Forensic Video Field Technician course. This course will teach them to capture and extract CCTV video from businesses with surveillance cameras.
Initiative Title: To Enhance the Investigative Capacity within the Family Protection Unit

Division Responsible: Detective
Section Responsible: Family Protection Unit

**Key Strategic Priorities:**
Investigative Capacity  PROGRESS: ONGOING

**Initiative Detail:**
To enhance investigative capacity and become more proactive within the community. This will include the investigation of Elder Abuse, the management of Domestic Violence complaints that do not meet the mandate of RDVU and tracking of those files.

**Progress Report Q1:**
Elder Abuse: As indicated in the 2015 summary, two (2) members were to be identified to attend a one day training opportunity entitled Abuse of Older Adults Awareness and Response, those members have been identified and scheduled. The training will occur on September 27, 2016. Since scheduling the training one officer has indicated they will be resigning later this year, therefore in Q2 a new member will be identified to replace them as an Elder Abuse contact for our department.

In an attempt to be proactive while members of the Family Protection Unit review all domestics, involving intimate relationship or family members, they will identify possible cases of elder abuse. If a case is identified one of the members above will be tasked to follow-up with the vulnerable person to investigate, resource the elderly person, or aid in preventing future offences.

**Progress Report Q2:**
June 14th 2016

Initiatives D-05 (FPU-to enhance the investigative capacity within FPU/investigate elder abuse files) and D-11 (Fin Crimes-reduce victimization of seniors) main goal is to investigate, educate and make every effort to reduce the victimization of this target group through various investigative measures. The Supervisors of Financial Crimes and the Family Protection Unit believe merging these two initiatives will provide a more consistent manner in which these files are triaged and investigated. The Det S/Sgt. supports their recommendation and has requested a meeting take place in order to discuss who will be responsible for managing the one initiative, the triage process and resourcing of these investigations in the future.

**Progress Report Q3:**
Upon review of this Work Plan Initiative it’s believed that it can be concluded for the following reasons:

1) Initiative D-11 addresses proactive education and making every effort to reduce the victimization of the elderly. Most elder abuse cases are incidents of financial abuse by family members or support staff. The Financial Crimes Unit facilitates presentations regarding fraud and educating the elderly on financial abuse which includes elder abuse. These proactive initiatives have been in place for a number of years. All proactive measure will be documented under D-11.

2) Fraud policy, OB280, has been re-written and includes that if a financial crime victim outlines evidence of elder abuse the supervisors of Financial Crimes and the Family Protection Unit will meet to discuss the file to ensure the appropriate investigator is assigned. This policy change was prepared by Sgt Karen PHILLIPS and forwarded for supervisor review.

3) All domestic violence files involving intimate partners and family members are reviewed and a risk assessment is completed. Since the fourth member was added to Family Protection Unit members of that unit are now assigned follow-ups to meet with parties that have repetitive domestics that don’t meet the mandate of RDVU. This process is now in place and requires no further updating; because we are actively going out to meet with families that have a history of domestic incidents in an attempt to provide services and reduce the potential of future domestics.

4) The members conducting FPU Reviews of domestic incidents will continue to be aware of potential elder abuse files. If one is identified a member will be assigned to attend that person’s residence to see what support the Saanich Police can provide or the file will be investigated criminally if appropriate.

As documented above both the Financial Crimes Unit and the Family Protection Unit are making all attempts to be more proactive in the community. Members of Financial Crimes and Family Protection Unit have received elder specific training that will aid them in investigating cases of elder abuse. Cst ROZITIS has received elder abuse training and therefore he will fulfill the role of the primary elder abuse investigator within the Family Protection Unit.

This initiative can now be concluded because proactive initiatives (Financial Crime Presentations including elder abuse and FPU members meeting with repetitive DV parties) are in place. These initiatives will not change and they will continue into the future. Continuing to document the same efforts would be redundant.

DU#148
SAANICH POLICE
2016 Annual Work Plan Quarterly Report

Work Plan Year: 2016
Initiative Number: D-07 / 2015 D-07
Initiative Title: To Educate the Vulnerable Members of the Community in Relation to On-Line Dating, Fraud and Door to Door Solicitation Scams.
Division Responsible: Detective
Section Responsible: Financial Crimes

Key Strategic Priorities:
- Investigative Capacity
- Community Engagement

Initiative Detail:
1. Financial Crimes staff will continue to work with Crime Prevention staff to meet with seniors and raise awareness on the risks they face and strategies to avoid being victimized.

2. Financial Crimes Staff will identify and liaise with outside agencies whose clients are, or could be the targets of frauds. A plan will then be formulated to provide programs to raise awareness on the risks they face and strategies to avoid being victimized.

3. Provide information to local businesses on how to recognize, prevent and report frauds, by utilizing Saanich Business Watch and presenting an in house work shop.

Progress Report Q1:
During Q1, the members of the Financial Crimes Section in conjunction with the Crime Prevention Officer have conducted two presentations within the community. The first was at St. Margaret's schools where a member spoke to a grade eleven class (Money Matters 11/Introduction to Investing 11) about ways to protect their money. The topics of discussion included bank card and credit card fraud, protecting their personal identification numbers, counterfeit currency and prevalent scams. At the end of the session the students were provided with handouts on the material presented for future reference.

The presentation was well received by the students and the teacher advised that she would be interested in future presentations by the section.

The second presentation took place at a Rotary Club meeting which was held at Howard Johnson Hotel. The members spoke to the group about identity theft, credit and debit card frauds, current scams and ways to protect themselves financially. There was 17 people present for the presentation, during which time many questions were asked and stories shared in relation to the topics presented. Overall the presentation was well received and the participants were provided with handouts as a reference guide.

Progress Report Q2:
During Q2, the members of the Financial Crimes Section in conjunction with the Crime Prevention Officer have conducted one presentation in relation to this initiative. This presentation was to the Women's Newcomers Group and provided information on current scams, debit and credit card safety and identity theft. Approximately 55 women were in attendance and had requested the members attend after hearing from other community groups how informative and relevant the information presented is. The information presented was well received and after the presentation the members were approached by several of the attendees to inquire about future presentations.

**Progress Report Q3:**

No presentations were conducted during this quarter, as many of the groups do not meet during the summer months or opt to wait until the majority of their members are present.
Initiative Title: Connect with the business community to reduce victimization

Division Responsible: Detective
Section Responsible: Financial Crimes

Initiative Detail:
To continue hosting information sessions for small business owners and store managers, the purpose of these sessions would be to educate the owners and managers about financial crime trends affecting local businesses and to provide information on how they and their staff can prevent fraud.

Progress Report Q1:
Due to work load the Financial Crimes members have been unable to work on this initiative, but will as time permits attempts to complete this task.

Progress Report Q2:
During this quarter, the members of the Financial Crimes Section conducted a presentation at Uptown Mall which included participants from various retail businesses at this location. The invitation for this presentation also included the retail businesses in the plaza directly across from Uptown, which houses Tim Horton’s, Save-on-Foods and the Liquor Depot; however, these businesses did not reply to the invitation.

The presentation focused on the detection and prevention of debit/credit card frauds and counterfeit currency, as well as how to report these types of crimes. The members chose this location due to the number of counterfeit currency and debit/credit card frauds reported in the area over the past several months. Although the number of participants was not as many as expected, the businesses that did attend were extremely appreciative of the information provided, as it gave them the knowledge and skills to prevent these types of frauds in the future.

The members will continue to monitor the incoming files and will gear their presentations to those areas being repeatedly targeted.

Progress Report Q3:
No presentations were conducted during this quarter and there are no presentations scheduled for the next quarter. The section is transitioning to a new member due to a retirement in the section and will be focusing on training, investigations and initiative D12. The members will discuss options for the next business presentation, in order to increase participation and again try to include businesses who are at a high risk for fraudulent activity.
Initiative Title: Reduce victimization of seniors

Division Responsible: Detective
Section Responsible: Financial Crimes

Initiative Detail:
Financial Crimes staff will continue to work with Crime Prevention staff to meet with seniors to raise awareness on the risk they face and strategies to avoid being victimized. Evaluations will be offered at the presentations to assess the impact.

Progress Report Q1:
During Q1 the members of the Financial Crimes Section, in conjunction with the Crime Prevention Officer, took part in two events geared toward senior citizens. The first of which took place at The Berwick House, during their second annual Senior's Expo. This event included representatives from various organizations such as BC Transit and Beacon Services. The Saanich members had been in attendance the year prior and had been asked to re-attend and provide information to assist the participants in recognizing and preventing frauds, elder abuse, and other fraud related incidents. Also in attendance were representative from Crime Stoppers who had been asked by the Saanich members to attend and provide insight into their program. Approximately 50-75 members of the community were in attendance and were given the opportunity to speak one on one with the members to discuss any concerns they may have. In addition numerous handouts were provided in relation to investment scams, elder abuse, identity theft and other fraud related topics.

The second event was a Fraud Prevention talk which took place at the Nellie McLung Library. This presentation focused on a variety of topics including but not limited to identity theft, debit and credit card fraud and internet safety. Approximately 25 seniors were in attendance and at the end of the 90 minute presentation and question period, information pamphlets were provided.

This presentations continue to be successful and members are already scheduled for two presentations in April 2016.

Progress Report Q2:
June 14th 2016

Initiatives D-05 (FPU-to enhance the investigative capacity within FPU/investigate elder abuse files) and D-11 (Fin Crimes-reduce victimization of seniors) main goal is to investigate, educate and make every effort to reduce the victimization of this target group through various investigative measures. The Supervisors of Financial Crimes and the Family Protection units believe merging these two initiatives will provide a more consistent manner in which these files are triaged and investigated. The Det S/Sgt. supports their recommendation and has requested a meeting take place in order to discuss who will be responsible for managing the one initiative, the triage process and resourcing of these investigations in the future.
FPU Cst. Jerome Rozitis will be the Dept's representative in elder abuse type files.

FINANCIAL CRIMES SUMMARY

During this quarter the members of the Financial Crimes Section and the Crime Prevention Officer conducted one presentation to seniors within our community. This presentation took place at the Victorian Senior's Home and was the third presentation at this location, with approximately 46 residents in attendance. The topics of discussion included current scams, identity theft and prevention, debit and credit card fraud and prevention and elder abuse prevention. This group is always very receptive of the information provided and eager to share their personal stories.

In the upcoming months two seniors presentations are scheduled and will include similar topics as outlined above. The section has also been speaking with bank representatives from Island Savings and are hoping in the near future to include them in one or more presentations, so that they can provide information on Power of Attorney's and how the financial institutions can assist their clients protect their money.

Progress Report Q3:

During this quarter the Financial Crimes Section conducted two seniors talks. The first at Luther Court speaking to residents of the seniors home and the second at the Broadmead Lodge speaking to the caregiver of Veterans who attend the lodges day programs. As with previous presentations, the participants were provided with information on the current scams affecting the public, ways in which to protect their debit and credit cards and ways to protect their identity. In addition the members spoke about elder abuse, its definition and resources available both through the police, their financial institution and the Public Guardian and Trustee. Handouts relating to these topics were also presented to those in attendance.
Initiative Title: Greater Victoria Crime Stoppers Statistical Database

Division Responsible: Detective

Initiative Detail:
In response to this issue, the creation of a customized database solely for the use of the Greater Victoria Crime Stoppers program, is being proposed. The database would be managed by our program Coordinators who would input specific data for each tip submitted. Coordinators would be responsible for researching and updating the disposition of tips on an ongoing basis up to the conclusion of the associated file(s). This will eliminate the need for investigating officers to provide disposition information, thus reducing their workload on a Crime Stoppers tip file and ensuring complete data capture for each tip.

The data captured would include such things as tip types, tip/file dispositions, property/drug seizures, arrests/charges, and reward approvals/payouts. The database could then generate a selection of different statistical reports for presentation to area police agencies, the Crime Stoppers Board, various stakeholders, media, and other Crime Stoppers programs. And as the program evolves and the needs/wishes of stakeholders change, the database can be modified to meet these needs.

Progress Report Q1:
The Crime Stoppers database has now been in use by the Coordinators for almost 4 months. The month of December 2015 was used as a testing period. During that month, 48 tips were logged onto the database, giving the Coordinators lots of practical use. As a result of feedback provided from the Coordinators, a few tweaks were made with regard to the layout of the Tip log form and what data needed to be captured on it. This was important as the Tip form set the foundation for all the statistical reports that would eventually be generated. The following data is now entered by the Coordinators for each new Tip:

Tip number, the date it was received, the offence type, the number of arrests and individuals charged, the reward approved by the Board, the agency who received the Tip, their file number, their file status and any items recovered as a result of the tip. The drop down lists allows for multiple agencies to be added as recipients of the tip and the outcome each agency had as a result of their investigation.

Additionally a new tip number system was created for 2016. The old numbering was generated by the Tipsoft program and was difficult, if not impossible, to understand, track and sequence. Over the month of January, the new number system was adjusted slightly to what we are now using. The new format identifies our program, the year the tip was received, and then the sequential number of the tips. E.g., GVCS16-157. This new system is very helpful with the new database in keeping tips organized.

In speaking with the Coordinators, they report that the database is easy to use and not particularly time consuming. They are happy with the ease of pulling out stat reports for stakeholders and are finding value in it. All in all, the
database is meeting our needs and with time, it is projected that it will be an important tool in maintaining and monitoring our program.

**Progress Report Q2:**
As of this date, upwards of 400 tips have been logged onto the database. The Coordinators are routinely updating it and using it to cross-reference tips on Tipsoft when they conduct audits (every 90 days). It has quickly become an effective management tool that produces clean, clear reports on the progress of tips and how each agencies is being served.

**Progress Report Q3:**
No change.
Initiative Title: Target Prolific Offenders

Division Responsible: Detective

Section Responsible: Street Crime Unit

Key Strategic Priorities:
Investigative Capacity

Initiative Detail:
Collaborate with the Intelligence Section to determine which prolific offenders are in the community, understand crime patterns and conduct enforcement when needed. Street Crime Unit will also work with other police and non-police agencies on this initiative.

Progress Report Q1:
Two investigators from the Street Crime Unit have been assigned to monitoring prolific offenders. They attend regular meetings with regional departments and probation officers. This will continue in the next quarter.

Progress Report Q2:
The monitoring of prolific offenders continues. Regular meetings are attended by officers from the Street Crime Unit. The program is rebuilding once again with inter-agency lines of communication being established. Work on this project will continue in the next quarter.

Progress Report Q3:
The prolific offender portfolio continues to be a priority for the Street Crime Unit. Cst. Jenn Symonds has been assigned as the liaison with outside agencies. Cst. Symonds attends all meetings and meets with Probation as the need arises.
Work Plan Year: 2016
Initiative Number: O-00
Initiative Title: Record of Core Function Budget Requirements
Division Responsible: Office of the Chief Constable
Section Responsible:

Progress Report Q1:
Progress Report Q2:
Progress Report Q3:
Initiative Title: Enhance building security

Division Responsible: Office of the Chief Constable

Target Start Date: 2016 Feb 02

Progress Report Q1:
The Building Security Committee Report has been completed and committee representatives presented to Sr. Officers on April 22, 2016. The committee recommendations will be reviewed and discussed by Sr. Officers who will decide on next steps.

Progress Report Q2:
The report was discussed and recommendations were accepted or modified and accepted in relation to improvements to camera systems, card locks, security doors, protection of the front doors and the overall access to the Front Desk area. These will be implemented commencing Q4 and are intended to be complete in Q1 of 2017.

Progress Report Q3:
Scope of work and cost estimates have been undertaken to establish priorities for implementation of the suggested security enhancements. One of the major enhancements includes exterior security fencing to the rear police vehicle parking area. This specific request is currently before Council as part of the 2017 budget proposal. This, and other enhancements, including security upgrades to the front office, are anticipated in early 2017.
Work Plan Year: 2016  
Initiative Number: O-02 / 2015 O-02
Initiative Title: Acquisition of Additional Building Space
Division Responsible: Office of the Chief Constable
Section Responsible: Office of the Chief Constable

Key Strategic Priorities:

<table>
<thead>
<tr>
<th>Core Functions</th>
<th>PROGRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Remediation</td>
<td>ON TRACK</td>
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</tbody>
</table>

Initiative Detail:

To find and acquire additional building space for effective police operations.

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**Progress Report Q1:**

Additional space has been leased at 57 Cadillac Ave., and renovations are in-progress with an expected occupancy date of June 2016. In accordance with the restructuring plan, the Community Engagement Division, a portion of the Detective Division, and the Regional Domestic Violence Unit will move into the new space at 57 Cadillac Ave. Dedicated space has also been allocated for Greater Victoria Victim Services which has been historically located at VicPD.

**Progress Report Q2:**

The building project is on track with the move in expected to be completed in Q-3.

**Progress Report Q3:**

The full transition of the Community Engagement Division, sections of the Detective Division, the Regional Domestic Violence Unit, and Greater Victoria Police Victim Services was completed in early December 2016 and 57 Cadillac is completely operational.
Work Plan Year: 2016
Initiative Number: O-03 / 2015 O-04
Initiative Title: Review of Integration Opportunities
Division Responsible: Office of the Chief Constable
Section Responsible: Office of the Chief Constable

Key Strategic Priorities:
Business Process Analysis

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:
The Integrated Tech Crime Unit partnership between VicPD and SPD will continue into 2016 based on its success to date. Discussions regarding the integration of canine, intelligence, and other services continue and all options are being explored.

Progress Report Q2:
Discussions are ongoing but slow due to transitions in leadership positions and workload relating to other priorities.

Progress Report Q3:
Discussions with VicPD have continued but no definitive plans or activities have been decided or agreed upon. It is anticipated that this initiative will continue into 2017, including a potential research project on the regionalization of police services in the CRD.
Initiative Title: Public Safety Building Remediation Project

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

Key Strategic Priorities:
Building Remediation

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:
This is a long term initiative involving significant discussion and assessment. Progress is expected over the long term.

Progress Report Q2:
No change in Q2 other than municipal staff are continuing to gather information to understand the scope of the needs of the public safety building in relation to other municipal assets.

Progress Report Q3:
No change for Q3 with the exception of the completed interim solution of the transition to 57 Cadillac under initiative 2016: O-02.
Initiative Title: Work with the Saanich Police Board and Council to implement a multi-year staffing plan.

Division Responsible: Office of the Chief Constable

Section Responsible: Office of the Chief Constable

Key Strategic Priorities:

- Core Functions
- Personnel

Progress Report Q1:
As per the 2015 year end report on this matter, building on the 2012-2017 Staffing Plan, 5 additional positions were identified as critical needs for 2016. These include 4 police officers to allow for one additional officer per platoon, as well as a civilian support position adding to the efficiency of both the Staff Development and Professional Standards Divisions. These positions were included in the 2016 budget and were presented to Council to approve the required funding.

A further study was undertaken late in 2015 and a report is expected to be completed to determine what efficiencies can be gained to better manage the demands on Patrol. From this report there will be more complete information to assess further implementation of the staffing plan as it relates to Patrol.

Progress Report Q2:
The funding for the critical positions was approved by Council in April of 2016. Staff will be hired for training in the fall.

Progress Report Q3:
The four additional police officers have been hired and are undergoing basic police officer training at the Justice Institute of BC. The civilian support position shared between Staff Development, Professional Standards, and the Chief's Office has also been hired and the incumbent is fully engaged in her duties.
<table>
<thead>
<tr>
<th>Initiative Title:</th>
<th>Record of Core Function Budget Requirements</th>
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</thead>
<tbody>
<tr>
<td>Division Responsible:</td>
<td>PSAP</td>
</tr>
</tbody>
</table>

Initiative Detail:

Progress Report Q1:

Progress Report Q2:

Progress Report Q3:
**Initiative Title:** Smart Phone Research

**Division Responsible:** PSAP

**Section Responsible:** Research and Planning

**Key Strategic Priorities:**
- Research

**Initiative Detail:**
Conduct research into the best hardware, mounting systems and or deployment model to facilitate smart phones in each front line vehicle. Further research to be conducted into the use of smart phone technology as an investigative tool for policing in North America and Europe.

**Progress Report Q1:**
This initiative was handed over to the Administrative division who successfully completed research and recommendations for senior staff. This initiative is concluded.

**Progress Report Q2:**

**Progress Report Q3:**
# SAANICH POLICE

## 2016 Annual Work Plan Quarterly Report

<table>
<thead>
<tr>
<th>Work Plan Year:</th>
<th>2016</th>
<th>Target Start Date:</th>
<th>2015 Jan 05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative Number:</td>
<td>P-02 / 2015 P-02</td>
<td>Target End Date:</td>
<td></td>
</tr>
<tr>
<td>Initiative Title:</td>
<td>Develop a Saanich Police Departmental Operations Centre (DOC) Plan</td>
<td></td>
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<tr>
<td>Division Responsible:</td>
<td>PSAP</td>
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<td></td>
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<tr>
<td>Section Responsible:</td>
<td>Research and Planning</td>
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</tr>
</tbody>
</table>

**Key Strategic Priorities:**

| Post Disaster |

**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:**

An initial draft of the SPD DOC Plan nears completion; however, the exact location and set up of the room requires finalization to be included in the plan. This initiative remains on schedule.

**Progress Report Q2:**

This plan has received initial approval, permitting further plan writing to continue. This initiative will be on hold while personnel re-location takes place and a physical space can be prepared for this plan to be tested - forecasted end Q3.

**Progress Report Q3:**

Physical space is yet to be available; therefore, plans continue to hold until this aspect is finalized.
### Initiative Detail:

In 2015, the Research and Planning Section of the Professional Standards Division will examine the process that led to the current strategic plan. From that examination will come a strategic framework and time-line that will guide the creation of the 2017-2021 plan.

### Progress Report Q1:

The Strategic Planning framework and methodology was approved by the Police Board at their January meeting. This initiative is complete.

### Progress Report Q2:

### Progress Report Q3:
### Initiative Title:
Conduct 3 Audits in 2016

### Division Responsible:
PSAP

### Section Responsible:
Professional Standards

### Key Strategic Priorities:
- Business Process Analysis

### Initiative Detail:
Under the direction of the OIC of PSAP Division audits will be undertaken as opportunities arise. Audits may also be conducted as a result of a situation that exposed a deficiency or business practice that may require change.

### Progress Report Q1:
No updates to report in Q1.

### Progress Report Q2:
Due to competing priorities and limited resources, there are no updates to report in Q2.

### Progress Report Q3:
There are no updates to report in Q3.
**SAANICH POLICE**

**2016 Annual Work Plan Quarterly Report**

<table>
<thead>
<tr>
<th>Work Plan Year:</th>
<th>2016</th>
<th>Target Start Date:</th>
<th>2014 Jan 06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative Number:</td>
<td>P-05 / 2015 P-06</td>
<td>Target End Date:</td>
<td></td>
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<tr>
<td>Initiative Title:</td>
<td>Dissemination of public information in a major emergency.</td>
<td>Division Responsible:</td>
<td>PSAP</td>
</tr>
<tr>
<td>Section Responsible:</td>
<td></td>
<td>Key Strategic Priorities:</td>
<td>Post Disaster</td>
</tr>
</tbody>
</table>

**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:**

Further communication occurred in this quarter between SPD personnel and the Municipality, while a list of potential vendors was narrowed. An agreement is being sought through the Municipal Hall that will bring all social media platforms under one management tool. Training and roll out is expected Q2 & Q3.

**Progress Report Q2:**

Municipal Hall has selected a vendor and moved forward with a contract. SPD will be included in the initial use of this tool for joint evaluation and training to determine if this is the best fit. This initiative remains in progress.

**Progress Report Q3:**

Municipal Hall was unable to secure approval for their proposal, leaving alternatives to be sought by SPD independent of Saanich Corporate Communications. Further action to be taken based on recommendations forthcoming from a crisis communications evaluation being conducted as an outside project.
SAANICH POLICE

2016 Annual Work Plan Quarterly Report

Work Plan Year: 2016
Target Start Date: 2012 Jan 01
Target End Date:

Initiative Number: P-06 / 2015 P-07

Initiative Title: Policy Review: Inventory all policies to determine which require updating placing priority on those critical to operational effectiveness, efficiency, public and officer safety, and statutory obligations.

Division Responsible: PSAP
Section Responsible: Research and Planning

Key Strategic Priorities:
- Research
- Business Process Analysis

PROGRESS:
- ON TRACK

Initiative Detail:
Continue to review and update all Saanich Police policies.

Progress Report Q1:
5 Operational policy reviews were completed in Q1.
8 Administrative policy reviews were completed in Q1.
Numerous policies are at varying stages of review. The focus in Q2 & Q3 will be Emergency Plans (P-02, P-07).

Progress Report Q2:
8 Operational policy reviews have been completed through Q2.
9 Administrative policy reviews have been completed through Q2.
Numerous policies are at varying stages of review. Focus remains on Emergency Plan development.

Progress Report Q3:
9 Operational policy reviews have been completed through Q2.
12 Administrative policy reviews have been completed through Q2.
Numerous policies are at final stages of review. Focus remains on Emergency Plan development.
Initiative Title: Create the framework for the Saanich Police Disaster and Emergency Management Response Plan

Division Responsible: PSAP

Section Responsible: Research and Planning

Key Strategic Priorities:
Post Disaster

**Initiative Detail:**
Continue working with the Saanich Fire Emergency Program Coordinator to develop response and recovery plans that will be aligned with Saanich Fire, the Municipality and the CRD.

Train one staff member in Emergency Management who will be responsible for developing and maintaining plans.

**Progress Report Q1:**
Initial development of these plans began in Q1, with much of the research and development to occur as a focus in Q2 & Q3.

**Progress Report Q2:**
An initial draft of this plan nears completion - on schedule to seek final approval in Q3.

**Progress Report Q3:**
Initial draft has been completed and is under initial review. Likely Q4 completion of finalized plan.
SAANICH POLICE
2016 Annual Work Plan Quarterly Report

Work Plan Year: 2016
Initiative Number: P-08
Initiative Title: Development of the 2017-2021 Saanich Police Strategic Plan
Division Responsible: PSAP
Section Responsible: Research and Planning

Key Strategic Priorities: Core Functions

Progress Report Q1:
In late 2015 a Strategic Plan methodology and timeline was approved by Senior Officers and the Police Board. During Q1, research for the environmental scan began and review of community, youth, and business surveys were undertaken. Work will continue as planned in Q2.

Progress Report Q2:
Work is progressing as per the Strategic Plan methodology. During Q2, the community, business, youth, and employee draft surveys were finalized and approved. Other strategic plan activities, such as the environmental scan and progress report are slated for completion in early Q3. These items were delayed due to the time sensitivity of survey dissemination.

Community Survey:
Letters were sent to community associations and Parent Advisory Committees in Saanich asking for their participation in Saanich Police's online Strategic Plan survey and to disseminate the survey to fellow community members. The letters also included an offer to the associations/committees for a Senior Executive officer to attend one of their upcoming regularly schedule meetings to talk about the strategic planning process. Ten (10) groups requested attendance at their June meetings, and Senior Officers received very positive feedback from the meetings. An additional 7 groups requested that an officer attend their first meeting following the summer break (September).

The community survey was also 'advertised' through Saanich Police social media, namely Facebook and Twitter. As of June 29, 2016, 397 community members have completed the survey.

The Strategic Plan methodology also calls for a random sample of community residents to receive a letter regarding the online survey; however, this has been delayed in light of recent news regarding the possibility of an impending Canada Post postal strike. In the meantime, information about the community survey will continue to be shared through Saanich Police social media.

Business Survey:
A random sample of businesses also received mailed letters in late June inviting them to participate in the online business survey. As of June 29, 2016, 16 business owners/operators have completed the survey.

Employee Survey:
The employee survey opened in late June, with 35 completed surveys as of June 29, 2016.

Youth Survey:
It was decided that due to the timing of survey draft completion, the youth survey would be disseminated in the first few weeks of September 2016.

**Progress Report Q3:**
The community and business surveys have closed and coding and analysis of the survey data is underway. An additional survey was conducted in Q3 using summer students and a survey report has been developed showing the results.

Posters advertising the youth surveys are up in schools and 16 youth have completed the survey to date.

The progress report on the last strategic plan is underway its completion is delayed due to competing priorities to code the survey data in September. All strategic plan focus groups have now been scheduled for October and November and invitations have been mailed out. The environmental scan has been delayed due to competing priorities.
Work Plan Year: 2016  
Initiative Number: P-09  
Initiative Title: Creating efficiencies in the processing of Police Act Complaints and Questions and Concerns forms  
Division Responsible: PSAP  
Section Responsible: Professional Standards  
Key Strategic Priorities:  
- Business Process Analysis  

Progress Report Q1:  
The Office of the Chief Constable has secured funding for an Administrative Assistant who will be able to provide clerical support to PSO Investigators. Investigators have been asked to provide feedback to the OIC with respect to what administrative functions an assistant might be able to take on for the unit. Suggestions for administrative support have included, but are not limited to report dictation services, interview transcription, initiating files in IPDMA /PRIME, populating database information fields with tombstone data, and uploading information to the OPCC via FTSS. Specific duties and responsibilities for the PSO Administrative Assistant will be formalized through ongoing consultation with the Chief’s Office and PSO Investigators.

Progress Report Q2:  
The competition process for the Administrative Assistant is scheduled to begin early in Q3. The selection process was determined in Q2. It is hoped the position will be filled in late Q3 or early Q4.

Progress Report Q3:  
Ms. Kerri Tuggle has now been selected for the Administrative Assistants position. She will be sharing her time between the Office of the Chief Constable, Staff Development Division and Professional Standards. Database passwords and access has been established for FTSS and the Professional Standards module of IPDMA. Ms. Tuggle has also begun her training to alleviate the workload from investigators.
**Planning and Implementation**

**Initiative Title:**
Introduction to the Police Act training for all newly hired police officers.

**Division Responsible:**
PSAP

**Progress Report Q1:**
The PSO Sergeant has provided Police Act and Professional Standards orientation sessions to four new Recruit Constables and their Field Trainers in the first quarter of 2016. Two Exempt officers, one hired from the RCMP and one from a police agency outside of BC, have also experienced this training. Approximately five members who returned to regular Patrol duty after completing assignments in other divisions have taken part in a “refresher” Professional Standards presentation. Many of these same members find themselves in a supervisory role where it is imperative they understand the complexities of the various types of misconduct and how to appropriately receive and manage public complaints.

These various learning sessions have been very well received by both new and experienced members.

Specific positive feedback from members included a broader understanding of “misconduct” as defined by the Police Act, reinforcement of best practices for both police investigations and file management, and a better understanding of the police complaint and investigation process followed by the PSO.

These orientation sessions will continue into Q2. Liaison between PSO Investigators and Staff Development Officers helps to ensure that new members are identified to our office for this important training.

Member feedback about the importance of this training has informed the Division’s commitment to AWP initiative 2016: P-11, to provide training for all members on the actions and omissions that most often lead to Professional Standards Investigations.

**Progress Report Q2:**
The PSO Sergeant provided Police Act and Professional Standards orientation to one exempt officer who was hired from out of province. No recruits were in their Block II during the second quarter of 2016.

**Progress Report Q3:**
Four new recruits started their Block II Field Training in Q3. The training will continue into Q4. Due to scheduling issues, the training could not be completed in Q3, but will be completed in Q4 while the recruits are still in their Block II.
### Initiative Title:
Roll Call training for all officers on the top pitfalls that lead to Professional Standards Investigations

### Division Responsible:
PSAP

### Section Responsible:
Professional Standards

## Key Strategic Priorities:

<table>
<thead>
<tr>
<th>Competency Development</th>
<th>PROGRESS: COMPLETE</th>
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<tbody>
<tr>
<td>Personnel</td>
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</table>

### Initiative Detail:
All Saanich Police officers will receive a training session provided by Professional Standards Officers on the top pitfalls that lead to Professional Standards investigations.

### Progress Report Q1:
The PSO was approached by Staff Development to consider delivering a half-day Increment Training seminar for our membership about the Police Act and Professional Standards. The PSO will be delivering this training on Monday April 18, 2016. Topics to be covered include a review of the key features of the Police Act, substantive and procedural aspects of PSO investigations, emerging issues/trends in police misconduct allegations, and recommendations for best practices to mitigate complaints and enhance service delivery.

Member feedback from this Increment Training Day will be very helpful in identifying key points to include in Roll Call training to be delivered later this year.

### Progress Report Q2:
The increment training was conducted in lieu of roll call training. The half day increment training was conducted during the afternoon of April 18, 2016. A power point presentation was prepared and presented by the investigators in PSO. The training was well received by the 31 officers who attended the meeting.

The power point presentation was saved in the PSO folder within the PSAP folder on the S Drive. The presentation can be presented as is or modifications can be made if different issues are identified by the investigators in PSO while monitoring future complaints. Professional Standards can liaise with Staff Development and conduct additional increment days in the future when required.

This initiative has been completed and any future presentations will be conducted as part of the normal business practices of the Professional Standards Division.

### Progress Report Q3:
This initiative was completed in Q2. Please reference the Q2 Progress Report for further details.
Work Plan Year: 2016  
Initiative Number: S-00  
Initiative Title: Record of Core Function Budget Requirements  
Division Responsible: Staff Development  
Section Responsible:  

Initiative Detail:  

Progress Report Q1:  
Progress Report Q2:  
Progress Report Q3:
SAANICH POLICE

2016 Annual Work Plan Quarterly Report

Work Plan Year: 2016
Initiative Number: S-01
Initiative Title: Deliver "Road To Mental Readiness" (R2MR) emotional and mental wellness training for Saanich Police personnel
Division Responsible: Staff Development
Section Responsible: Staff Development

Key Strategic Priorities:
Personnel

TARGET:
Target Start Date: 2016 Jan 01
Target End Date: 2016 Dec 30

INITIATIVE DETAIL:
R2MR is a mental health training program with two levels, a primary 4 hour course for all police department personnel and an 8 hours course for police leadership. The goals of the primary course is to improve short-term performance and long-term mental health outcomes, as well as to reduce barriers to care and encourage early access to care. The goals of the leadership course are to provide the tools and resources required to manage and support employees who may be experiencing a mental illness, and to assist supervisors in maintaining their own mental health as well as promoting positive mental health in their employees.

PROGRESS REPORT Q1:
The OIC of Staff Development and the Victoria Police Department Inspector in charge of Human Resources led a collaboration with the Mental Health Commission of Canada to develop an Road to Mental Readiness (R2MR) trainers course to be delivered in Victoria April 4-8, 2016. Participating agencies included the Saanich and Victoria Police Departments, the Oak Bay Police Department, the Central Saanich Police Service, the Delta Police Department, and the Canadian Border Service Agency. All agencies entered into separate contractual agreements with the Mental Health Commission of Canada to participate in the trainers course. This contractual relationship will certify Saanich Police trainers to present the R2MR course and license the Saanich Police Department to use the MHCC curriculum. An in-house selection process was conducted to identify the six Saanich Police candidates who will attend the trainers course in Q2 and deliver R2MR to all Saanich Police personnel in Q3 & Q4.

PROGRESS REPORT Q2:
All six Saanich Police candidates (four sworn and two non-sworn) successfully completed the R2MR trainers course and were certified as licensed R2MR instructors. Four training sessions have been scheduled for the members of the Saanich Police Reserve Program, and will be completed before the end of Q2. Part III Order #2905 introduced the scheduling of mandatory R2MR training for all employees of the Saanich Police Department in fourteen sessions to be delivered in Q3 and Q4. Instructors have been scheduled for each session and sign up is underway.

PROGRESS REPORT Q3:
A meeting of the six R2MR instructors was held to debrief the lessons learned during the delivery of four R2MR training to the members of the Saanich Police Reserve Program in Q2, and to prepare for the delivery of fourteen sessions (10 Primary and 4 Leadership) to be delivered in Q3 and Q4. The first three training dates (2 Primary and 1 Leadership) will be completed before the end of Q3. This initiative remains on track to deliver R2MR training to all Saanich Police personnel before the end of 2016.

Friday, December 9, 2016
Initiative Title: Standardized Use of Force Instructor Succession Planning

Division Responsible: Staff Development

Section Responsible: Response Options-Training

Key Strategic Priorities:
- Competency Development

<table>
<thead>
<tr>
<th>Initiative Detail:</th>
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<tr>
<td>Three new instructors were identified in 2015 and began a period of training and understudy. The succession-planning initiative for the Use of Force instructor program was carried forward into 2016 to facilitate the completion of their qualifications, as well as to conduct a five year projection of the organizational need to identify and develop additional instructors.</td>
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<tr>
<th>Progress Report Q1:</th>
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<tr>
<td>All three new Use of Force instructors successfully completed the JIBC Standardized Use of Force Instructors Course held in Victoria February 15 - March 4, 2016.</td>
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<tr>
<th>Progress Report Q2:</th>
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<tr>
<td>The three new instructors trained during Q1 have been provincially certified as qualified Use of Force Instructors. They have been added to the current instructor group and have developed and delivered Use of Force lesson plans during internal training days in Q2. The Lead Use of Force Instructor has confirmed that succession-planning needs for this team have been met and that this initiative may be considered concluded.</td>
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<tr>
<th>Progress Report Q3:</th>
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<tr>
<td>Initiative concluded in Q2.</td>
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</table>
2016 Annual Work Plan Quarterly Report

Work Plan Year: 2016
Initiative Number: S-04 / 2015 S-02
Initiative Title: Firearms Instructor First Aid Training
Division Responsible: Staff Development
Section Responsible: Response Options-Training

Key Strategic Priorities:
- Competency Development
- Personnel

Initiative Detail:
2015 initiative #S-02 focused on providing enhanced first aid training to departmental Firearms Instructors. However, this initiative will include research of best practices to ensure that all options for identifying the most appropriate and cost-effective first aid and range safety have been considered.

Progress Report Q1:
The Training NCO was assigned to research best practices for firearms range safety, conduct a cost-benefit analysis of annual first aid training and recertification for all Firearms Instructors versus outsourcing first aid responsibility, and provide recommendations.

Progress Report Q2:
The Training NCO has delivered a report including recommendations for meeting range safety requirements for review by the OIC of Staff Development. OIC Staff Development will make recommendations for implementation to the Chief Constable.

Progress Report Q3:
No progress during Q3.
### Initiative Title:
Replace Recruit Intake Exam

### Division Responsible:
Staff Development

### Initiative Detail:
The new ETHOS Police Recruitment Exam is in development and this initiative has been carried forward into 2016 for implementation.

### Progress Report Q1:
During Q1 ETHOS provided all partners with an update on the status of the development of the exam which is nearing completion of preliminary testing. The Recruiting NCO has scheduled a beta test during Q2 where ETHOS will attend and administer the new exam to a group of test subjects for assessment and feedback.

### Progress Report Q2:
ETHOS presented a successful beta test of the exam under development to a combined group of Saanich and Victoria Police applicants at the Saanich Police Department on April 20, 2016. Based on these results the exam is expected to be ready to be introduced during Q3 and ETHOS will schedule training for Saanich Police staff in administering and marking the exam.

### Progress Report Q3:
During Q3 we have seen amazing progress with this initiative. On June 25, 2016 the first ETHOS exam was administered to a group of 12 recruits at SPD. The ETHOS development team attended SPD and provided instruction to Staff Development personnel on the scoring of the completed exams. Overall the recruits scored well and provided positive feedback in relation to the format of the new entrance exam. We have been assured by the ETHOS developers that they will remain available for any support or assistance we require as we move forward.
Initiative Title:
Develop and deliver training in the operation of a new Approved Screening Device

Division Responsible:
Staff Development

Section Responsible:
Response Options-Training

Key Strategic Priorities:
Road Safety

PROGRESS:
COMPLETE

Initiative Detail:
The Staff Development Division will be responsible for working with the department's Master Instructor to develop and deliver a training program for all front-line officers. As the older Approved Screening Devices are phased out, officers must have successfully completed the conversion training before the new instruments can be introduced.

Progress Report Q1:
During Q1 the department's Master trainer delivered in-house training which resulted in a total of six qualified instrument calibrators and five qualified instructors. Four training sessions were delivered for users of the new Approved Screening Device with one more session scheduled during Q2. After the fifth and final scheduled training session, the Master trainer and the Training NCO will identify any members who may have missed their scheduled date and identify an additional date to train those officers. It is anticipated that this initiative will be concluded during Q2.

Progress Report Q2:
Conversion training for the new Approved Screening Device has been completed for all front-line officers in the Patrol Division and Traffic Safety Unit. The older instruments have been replaced and the new instruments are in use by trained personnel.

All officers whose duties include impaired driving enforcement have been trained in the operation of the new Approved Screening Device and this initiative is considered concluded for 2016.

Progress Report Q3:
Initiative concluded in Q2.
Work Plan Year: 2016
Initiative Number: S-07 / 2015 S-08
Initiative Title: Development of Less Lethal Bean Bag Program
Division Responsible: Staff Development
Section Responsible: Staff Development

Key Strategic Priorities:
Core Functions

Progress Report Q1:
This initiative has been delayed due to delays in identifying the preferred weapon storage rack and decisions re placement of the racks in the new Patrol vehicles. An operators course is in development but the first course will not be delivered to bean bag shotgun operators until such time it is confirmed that the new weapon system will be available to candidates who successfully complete the course.

Progress Report Q2:
Part II Order #567 was published discontinuing the Saanich Police Department's current shotgun program, removing the old weapons from inventory, and introducing a departmental audit to remove all live shotgun ammunition. Work is underway to convert existing shotgun racks to receive the new bean bag shotgun and secure them in the trunks of front-line vehicles. The first 16 candidates to be trained as qualified beanbag shotgun operators will be identified in Q3 and the three day training course will be held in Q4.

Progress Report Q3:
Departmental audit to remove all existing shotgun ammunition from inventory was completed during Q2. Preparations are continuing for the first beanbag shotgun course which has been scheduled for November 21-23, 2016. Sixteen candidates from the Patrol Division to be trained as qualified beanbag shotgun operators were identified and confirmed during Q3. This initiative remains on track to be completed in Q4.
Initiative Title: Review and determine if the current medical testing utilized for candidates is consistent with current standards.

Initiative Detail:
To research the various testing options available and identify a process that is consistent with industry standards.

Progress Report Q1:
No updates to report for Q1.

Progress Report Q2:
The Recruiting Sergeant has identified the higher level of medical testing in use by other BC municipal police agencies. However, a decision to implement this testing is pending a review of the legal, labour law, and human rights considerations.

Progress Report Q3:
No updates during Q3.
Work Plan Year: 2016  Target Start Date: 2016 Jan 01
Initiative Number: U-00  Target End Date:  
Initiative Title: Record of Core Function Budget Requirements
Division Responsible: Uniform  
Section Responsible:  
Key Strategic Priorities:  
<table>
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<tr>
<th>Core Functions</th>
<th>PROGRESS:</th>
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Initiative Detail:

Progress Report Q1:  
Progress Report Q2:  
Progress Report Q3:  

Initiative Title: Conduct targeted enforcement pilot project with ICBC at high crash intersections where crashes are most violent.

Division Responsible: Uniform

Initiative Detail:
Saanich Police Traffic Safety Unit will work with ICBC to determine the locations in Saanich that experience the most violent crashes. These locations will be assessed for actions that can prevent or reduce harm created by the crashes.

Progress Report Q1:
Top side impact crash locations have been identified as:
1) Quadra at Tattersall
2) Burnside at Harriet
3) Blanshard at Saanich
4) McKenzie at Saanich
5) Blanshard at Cloverdale

Enforcement has started at these locations and will continue throughout the year.

Progress Report Q2:
Since starting this pilot project with SPD in 2014, ICBC has begun providing the side-impact crash location statistics for all agencies in the CRD. ICBC is also now providing stats-based crash configuration to allow agencies to target specific driving behaviours that are relevant to high crash locations, or mandated campaigns and projects. ICBC has confirmed their commitment to reducing side-impact collisions through intelligence led enforcement as their data clearly demonstrates that side-impact crashes cause the most significant injury and damage resulting in the highest claims.

Side-Impact Collision enforcement locations:
1) Quadra at Tattersall: project hours: 131 violation tickets: 69
2) Burnside at Harriet: project hours: 125 violation tickets: 81
3) Blanshard at Saanich: project hours: 84.5 violation tickets: 64
4) McKenzie at Saanich: project hours: 2.5 violation tickets: 4
5) Blanshard at Cloverdale: project hours: 127.5 violation tickets: 85

Progress Report Q3:
1) Quadra at Tattersall: project hours: 131.5  violation tickets: 70
2) Burnside at Harriet: project hours: 251 violation tickets: 128
3) Blanshard at Saanich: project hours: 156  violation tickets: 122
4) McKenzie at Saanich: project hours: 26.5 violation tickets: 28
5) Blanshard at Cloverdale: project hours: 194.5  violation tickets: 138
Initiative Title: Implement two Collision Analyst training days per year

Division Responsible: Uniform

Section Responsible: Traffic Safety Unit

Key Strategic Priorities:
- Competency Development
- Road Safety

Initiative Detail:
Implement two Collision Analyst training days per year so they can maintain their qualifications and improve communication to ensure consistent practices. Once the training is an annual commitment it will come off the Annual Work Plan.

Progress Report Q1:
Two collision analyst training days will be developed and delivered later in the year.

Progress Report Q2:
One of the planned collision analyst training days will be delivered in the 3rd quarter.

Progress Report Q3:
Due to injuries and transfers this did not occur. Cst. Birtwistle has been identified to be analyst trained and it is anticipated that all analysts will be trained with the new drone and crash analyst equipment.
Initiative Title: Conduct Corridor Enforcement on 8 key thoroughfares leading to the top 20 crash sites in Saanich

Division Responsible: Uniform

Section Responsible: Traffic Safety Unit

Key Strategic Priorities: Road Safety

PROGRESS: ONGOING

Initiative Detail:
Using the TTEP database and crash data from ICBC, enforcement action will be set up and monitored along eight main thoroughfares that lead to the top 20 crash sites in Saanich. The eight corridors have been identified as: Highway 17, Trans Canada Highway, Shelbourne St., Quadra St., McKenzie Ave., Interurban Rd., Burnside Rd. and Blanshard St.

Progress Report Q1:
Enforcement will be ongoing throughout the year.
Total Project Hours by TTEP corridor: 636.9
Total Tickets by TTEP corridor: 1739

Progress Report Q2:
Enforcement will be ongoing throughout the year.
Total Project Hours by TTEP corridor: 1238.44
Total Tickets by TTEP corridor: 3249

Progress Report Q3:
Enforcement will be ongoing throughout the year.
Total Project Hours by TTEP corridor: 1732.31
Total Tickets by TTEP corridor: 4575
Initiative Title: Target key crash sites

Division Responsible: Uniform

Section Responsible: Traffic Safety Unit

Key Strategic Priorities:
- Business Process Analysis
- Road Safety

Initiative Detail:
Using the TTEP database and crash data from ICBC, enforcement action will also focused specifically on our top 20 crash sites targeting violations that result in collisions.

Progress Report Q1:
Enforcement will be ongoing throughout the year. This quarter:
Total Project Hours by Top Crash Locations: 166.55
Total Tickets by Top Crash Locations: 368

Progress Report Q2:
Enforcement will be ongoing throughout the year. This quarter:
Total Project Hours by Top Crash Locations: 251.60
Total Tickets by Top Crash Locations: 499

Progress Report Q3:
Enforcement will be ongoing throughout the year. This quarter:
Total Project Hours by Top Crash Locations: 306.1
Total Tickets by Top Crash Locations: 636
<table>
<thead>
<tr>
<th>Work Plan Year:</th>
<th>2016</th>
<th>Target Start Date:</th>
<th>2012 Jan 30</th>
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<tbody>
<tr>
<td>Initiative Number:</td>
<td>U-05 / 2015 U-11</td>
<td>Target End Date:</td>
<td>2016 Nov 10</td>
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<tr>
<td>Initiative Title:</td>
<td>Conduct three Commercial Vehicle Safety Enforcement projects</td>
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<tr>
<td>Division Responsible:</td>
<td>Uniform</td>
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<tr>
<td>Section Responsible:</td>
<td>Traffic Safety Unit</td>
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<tr>
<td>Key Strategic Priorities:</td>
<td>Road Safety</td>
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<td>PROGRESS:</td>
<td>COMPLETE</td>
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**Initiative Detail:**
Members of the Traffic Safety Unit trained in commercial vehicle safety examinations will work with our partners, the CVSE Inspectors, to conduct roadside checks of commercial vehicles. A minimum of three such roadside checks will conducted in the course of the year.

**Progress Report Q1:**
Personnel have been tasked with commercial vehicle enforcement and will conduct three roadblocks later in the year.

**Progress Report Q2:**
Commercial roadblocks will be conducted in the 3rd quarter

**Progress Report Q3:**
Three commercial roadblocks were conducted this quarter
Initiative Title: Conduct containment training with all members of the Uniform Division

Division Responsible: Uniform

Section Responsible: Canine

Key Strategic Priorities:
Competency Development

Progress Report Q1:
There are a number of Sergeants and Staff Sergeants who have been recently assigned to the Patrol Division. This training will occur throughout 2016 and will be coordinated in conjunction with Saanich Police K-9 members.

Progress Report Q2:
This training will occur throughout 2016 and will be coordinated in between Saanich Police K-9 members, Communications Centre and Patrol supervisors.

Progress Report Q3:
The completion of this training will occur throughout the fall of 2016 and will be coordinated in between Saanich Police K-9 members, Communications Centre and Patrol supervisors.
Use Intelligence-led Policing to improve Crime Reduction Strategies

Initiative Title:  
Division Responsible: Uniform
Section Responsible: Patrol

Key Strategic Priorities:

- Crime Analysis  
- Business Process Analysis

Progress Report Q1:
Members of the Patrol Division continue to receive daily and weekly intelligence from the Crime Analyst that identifies calls for service, crime patterns and potential suspects. This information is then used by the Patrol Division supervisors to develop coordinated intelligence led responses to areas experiencing patterns of crime and in locating viable perpetrators.

Progress Report Q2:
The Saanich Police Intelligence Section continues to produce and disseminate detailed weekly and daily crime analysis reports. This information is then used by Patrol supervisors to target hot spots of reported crime. Resources are then deployed to locate and apprehend offenders.

Progress Report Q3:
The Patrol Division continues to use daily and weekly crime information produced from data analysis to focus patrol resources on areas where crimes and other problems occur. This data informs the strategic deployment of patrol resources. Although there are a number of factors and other variables that effect the occurrence of crime, Saanich has seen a reduction of residential break and enters in 2016.
Initiative Title: Increase time for Patrol officers to conduct self-initiated, pro-active, intelligence-led initiatives.

Division Responsible: Uniform

Section Responsible: Patrol

Key Strategic Priorities:

Personnel
Core Functions
Business Process Analysis

Progress Report Q1:
During Q1, the number of members on each Platoon has occasionally been above minimum manning requirements. As a result, several Platoons have been able to deploy members in a plain clothes capacity with the use of unmarked police vehicles. This is done to allow members to focus on areas identified as experiencing higher levels of crime such as theft from motor vehicles and Break and Enters.

Progress Report Q2:
Ongoing.

Progress Report Q3:
Ongoing. Patrol members continue to focus on areas identified as experiencing higher levels of crime such as theft from motor vehicles and Break and Enters.

Friday, December 9, 2016
Initiative Title: Platoon Staffing and Resource Tracking

Division Responsible: Uniform

Initiative Detail:
Platoon and Traffic supervisors will document the assigned activities of their staff on a spreadsheet allowing an informed assessment of what staff are spending time on. The focus of the spreadsheet is on collecting data to differentiate between deployable hours assigned to active duty and hours assigned to other duties which do not result in staff being deployed on active duty.

Progress Report Q1:
No updates to report in Q1 as this initiative is ongoing.

Progress Report Q2:
Platoon and Traffic supervisors continue to document the assigned activities of their staff on a spreadsheet allowing an informed assessment of what staff are spending time on.

Progress Report Q3:
Platoon and Traffic supervisors continue to document the assigned activities of their staff on a spreadsheet allowing an informed assessment of what staff are spending time on.
Initiative Title: Develop and maintain an interagency partnership with area Probation Officers to enhance offender accountability and support intelligence led policing practices.

Division Responsible: Uniform

Progress Report Q1:
A member of Saanich Community Corrections (Provincial Probation) attended the February meeting of Patrol Division Sergeants and Staff Sergeants. At this meeting a Sergeant was identified as the Saanich PD member responsible for developing a more robust curfew and compliance check system so as to hold offended more accountable to court ordered conditions. A detailed collaborative framework will be developed over the coming months.

Progress Report Q2:
Saanich Community Corrections has offered to provide information sessions to all patrol officers. Some recruit field trainers have already attended with their recruits and reported back that there is an enhanced working relationship between probation and bail supervision. Additionally, a new enhanced curfew check and compliance process has been developed and is now being reviewed by front line supervisors.

Progress Report Q3:
Completed: To enhance our partnership with Saanich Community Corrections, and to share meaningful information with respect to the curfew/compliance checks being conducted, a new Curfew/Compliance Check process commenced September 26, 2016. This change was messaged out to all members through the publishing of a Part II Order and is expected to increase offender accountability and support intelligence led policing practices.
**Work Plan Year:** 2016  
**Target Start Date:** 2016 Jan 01

**Initiative Number:** U-11  
**Target End Date:**

**Initiative Title:** Monitor the frequency and relative complexity of reported calls for service attended to by officers assigned to the Patrol Division.

**Division Responsible:** Uniform

**Section Responsible:**

**Key Strategic Priorities:**

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<tr>
<th>Priorities</th>
<th>PROGRESS:</th>
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<tbody>
<tr>
<td>Research</td>
<td>DELAYED</td>
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<tr>
<td>Crime Analysis</td>
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**Initiative Detail:**
Monitor the global call load of patrol through the use of an interpretive instrument. Collect data on patterns of call dispersion, complexity and volume.

**Progress Report Q1:**
This initiative is delayed until an interpretive instrument, that will allow for the collection of data on patterns of call dispersion, complexity and volume, is identified.

**Progress Report Q2:**
Delayed.

**Progress Report Q3:**
Delayed.
### Initiative Title:
Develop and provide training to patrol officers on the Adult Guardianship Act and its application regarding older persons that are vulnerable and/or at risk.

### Division Responsible:
Uniform

### Section Responsible:
Patrol

### Key Strategic Priorities:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Progress</th>
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<tr>
<td>Seniors Programs</td>
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<tr>
<td>Competency Development</td>
<td>ONGOING</td>
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<tr>
<td>Crime Analysis</td>
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### Initiative Detail:

Work with Island Health staff and police training resources to identify and develop appropriate referral information and legal authorities to manage situations where older persons are at risk. Develop Roll Call training to identify 'things to look for' when Patrol Officers are dealing with vulnerable older persons. This information might include 'dealing with dementia', 'elder abuse', 'addiction issues' and other relevant sources of risk.

### Progress Report Q1:
A Sergeant has been assigned to lead the development of this initiative. They have attended several meetings and will be working collaboratively with Island Heath to develop an appropriate response.

### Progress Report Q2:
Ongoing.

### Progress Report Q3:
The Office in Charge of the Patrol Division has been working with the Financial Crime Section Sergeant in identifying Roll Call training to identify 'things to look for' when Patrol Officers are dealing with vulnerable older persons. This information will include 'dealing with dementia', 'elder abuse', 'addiction issues' and other relevant sources of risk.
Initiative Title: Upgrade work environment and furnishings of the Staff Sergeant's office.

Division Responsible: Uniform

Section Responsible: Patrol

Key Strategic Priorities:

| Technology | PROGRESS: ONGOING |
| Personnel  |               |
| Business Process Analysis |   |

Initiative Detail:
Work with vendors to develop a design, similar to the OIC Administration office and the OIC Patrol office, which maximizes the use of space available and allows for digital and interpersonal business activities to seamlessly occur.

Progress Report Q1:
Initial conversations with the various Watch Commanders who use this space has taken place. More work to take place in the coming months and how this will integrate with a proposed redesign of the Front Office area.

Progress Report Q2:
Approval has been given to incorporate this upgrade into the ongoing front office and entrance renovation project of the Police Department. It is anticipated that these upgrades will most likely take effect during the fall months.

Progress Report Q3:
Upgrades pending as part of an overall renovation project for the front office area of the Police Department.
Initiative Title: Purchase and deploy a new Traffic Safety Unit crash and crime scene mapping system that is supported by an unmanned aerial vehicle (UAV)

Division Responsible: Uniform

Section Responsible: Traffic Safety Unit

Key Strategic Priorities:

Investigative Capacity | PROGRESS: ONGOING
Technology
Road Safety

Initiative Detail:
The ability to fly over crash scenes, emergency scenes and crimes scenes with advanced mapping technology improves the capacity of the Saanich Police to capture data and imagery and improves investigative and search and rescue ability. Existing technology in use is slower to use, captures less data from incident scenes and does not have equivalent analytical capability.

Progress Report Q1:
This initiative is ongoing. Saanich PD has trialed two pieces of software and determined that the process is accurate. The two lead members on this initiative have to travel to Courtenay to receive hands on time with some units and speak in detail with the RCMP Civilian Member who is in charge of the E Div program for UAV.

Progress Report Q2:
Since the last reporting quarter, Traffic Analysts have consulted with various police partners from Western Canada in regards to their UAV uses.

Separate software solutions to collate the photographs and data collected from the camera have also been reviewed. Meetings have been held with various third parties to discuss training, and a draft application for a flight permit has been authored. Additional UAV products were also reviewed and as a result a different model has been recommended for purchase which has a lower price, but will provide superior photographs while being easier to operate.

Progress Report Q3:
Research into the purchase of the unmanned aerial vehicle (UAV) has now been completed. In addition, a budget has been created for 2017 to support the initiative. Policy and procedure on the use and deployment of the vehicle is being developed that will be consistent with current provincial information and privacy legislation on police use of AUV for incident scene mapping purposes.
**Work Plan Year:** 2016  
**Target Start Date:** 2016 Jan 01  
**Initiative Number:** U-15  
**Target End Date:** 2016 Nov 07  
**Initiative Title:** Maintain participation in Island Health Police Partnership Committee and relevant subcommittees.  
**Division Responsible:** Uniform  
**Section Responsible:** Uniform  

### Key Strategic Priorities:

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<thead>
<tr>
<th>Strategic Priority</th>
<th>Progress</th>
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<tr>
<td>Community Engagement</td>
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<tr>
<td>Research</td>
<td></td>
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<tr>
<td>Business Process Analysis</td>
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<tr>
<td>Competency Development</td>
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### Initiative Detail:

Investigate and assess Emergency Department intake procedures as they relate to mental health patients presented by police.

Involve community based mental health resources to assist with the management of persons with mental health concerns prior to a state of personal crisis being realized.

Continue to partake in committee and subcommittee meetings with Island Health and strive to identify systemic improvements in efficiency and care as they relate to the transition of clients from a custodial setting to a therapeutic setting.

### Progress Report Q1:

This initiative is ongoing. As the Officer in Charge of the Patrol Division, Inspector Fryer represents the Saanich Police on the VIHA/Police partnership Committee as well as the Psychiatric/Emergency Department/Police subcommittee working group to build collaborative care and response and to reduce police wait time.

### Progress Report Q2:

As an outcome of the ongoing collaborative work with Island Health, a formal procedural agreement is now in place that allows Island Health Protection Service Officers to provide assistance with in-custody police mental health patients waiting for admittance into the emergency department. This procedure is intended to expedite the return of police officers back to their regular duties.

### Progress Report Q3:

The Saanich Police continues to be active in partnering with Island Health and other Greater Victoria Police Services. This includes:

1) Being a member of the partnership committee between Royal Jubilee Hospital Emergency Department, Psychiatric Emergency Services, Mental Health and Substance Use Services and area Police Services. This involves regular monthly meetings to discuss and develop solutions with the intent of improving client care procedures and to reduce patient trauma arising from mental health intervention strategies which involve the police...
and Island Health.

2) The Officer in Charge of the Patrol Division also participates on the Island Health and Police Partnership committee and regularly attends quarterly meetings designed to streamline patient care and to reduce police wait times.