

**POLICY NO. AI-001
BUSINESS PLANNING**

Table of Contents

<u>Section No.</u>	<u>Page No.</u>
1.0 Preamble.....	1
2.0 Definitions	1
3.0 Consultation.....	2
4.0 Performance Objectives	2
5.0 Information Technology.....	2
6.0 Police Facilities.....	3
7.0 Resource Planning	4
8.0 Communication.....	5

Related BPS Procedures

- [Procedure #143](#) – Business Planning

1.0 Preamble

1.1 WHEREAS subsection 31(1) of the ***Police Services Act*** provides that a Board is responsible for the provision of Police Services and for Law Enforcement and Crime Prevention in the Municipality and shall:

- 1.1.1 Generally determine after consultation with the Chief of Police, objectives and priorities with respect to the Police Service in the Municipality;
- 1.1.2 Establish priorities for the effective management of the Police Service, and
- 1.1.3 Direct the Chief of Police and monitor their performance.

1.2 AND whereas ***O. Reg. 3/99*** prescribes standards for adequacy and effectiveness of Police Services.

2.0 Definitions

2.1 **Board** – shall mean the Barrie Police Services Board.

2.2 **BPS** – the acronym for the Barrie Police Service.

2.3 **Chief** – shall mean the Chief of Police.

3.0 Consultation

- 3.1 The Board, in partnership with the Chief, will prepare a strategy for the development of a Business Plan, consistent with the requirements of ***Adequacy Standards Regulations***, including the protocol with the Municipal Council, that will include a consultation on:
 - 3.1.1 An Environmental Scan of the community that highlights crime, calls for service and public disorder trends within the community.
 - 3.1.2 The results achieved by BPS in relation to the Business Plan currently in effect.
 - 3.1.3 A summary of the workload assessments and service delivery evaluations undertaken during the existing Business Plan cycle.
 - 3.1.4 The Board's proposals with respect to BPS' objectives, core business functions and performance objectives and indicators for the eight (8) functions set out in the ***Adequacy Standards Regulation***, and
 - 3.1.5 The estimated cost of delivering adequate and effective Police services to meet the needs identified in the draft Business Plan.

4.0 Performance Objectives

- 4.1 The Board, in partnership with the Chief, will consider when developing the performance objectives, factors such as:
 - 4.1.1 BPS' existing and/or previous performance and estimated costs.
 - 4.1.2 Crime, calls for service and public disorder analysis and trends and other social, demographic and economic factors that may impact on the community.
 - 4.1.3 The type of performance objectives, indicators and results being used/achieved in other similar/comparable jurisdictions.
 - 4.1.4 The availability of measurements for assessing the success in achieving the performance objectives, and
 - 4.1.5 Community expectations, derived from the consultation process, community satisfaction surveys and victimization surveys.
- 4.2 The Business Plan will include the estimated cost projections for implementing the Business Plan for each year that the plan covers.

5.0 Information Technology

- 5.1 The Board, in partnership with the Chief, will include in the Business Plan and Information Technology Plan that:
 - 5.1.1 Is based on an evaluation of BPS' Information Technology needs, including its capacity to electronically share information with other agencies, organizations and community groups.

- 5.1.2 Requires the periodic review of key business processes, practices and related technology to identify possible changes that may reduce the administrative workload of front-line Officers, and
- 5.1.3 Addresses Information Technology acquisitions, updating, replacement and training.

6.0 Police Facilities

- 6.1 The Board, in partnership with the Chief, will include in the Business Plan a Police Facilities Plan that, at minimum, ensures that the BPS maintains one (1) or more Police facilities are accessible to the public during normal working hours and that during all other hours, public telecommunications access to a Communications Centre.
- 6.2 The Chief shall review and report back to the Board, at least once every Business Cycle, on whether:
 - 6.2.1 All Police Facilities:
 - 6.2.1.1 Meet or exceed Provincial building and fire codes.
 - 6.2.1.2 Have sufficient space for the efficient organization of offices and equipment.
 - 6.2.1.3 Be adequately heated, ventilated, illuminated and, where appropriate and practical, air conditioned, when in use.
 - 6.2.1.4 Have lockers, a separate change area, if Members are required to change at the workplace, and washroom facilities, and where appropriate and practical, shower facilities, and
 - 6.2.1.5 Have appropriate security measures and communications.
 - 6.2.2 BPS Members have available:
 - 6.2.2.1 Appropriate and secure working, records and equipment storage space, and
 - 6.2.2.2 Separate or private areas for interviewing purposes.
 - 6.2.3 BPS's lock-up facilities meet the following requirements:
 - 6.2.3.1 A minimum cell size that is 7' x 4'6" high.
 - 6.2.3.2 Have fire extinguishers that are secure and readily available in the lock-up area, but out of the reach of any person in custody.
 - 6.2.3.3 Have smoke and heat detectors that are installed in the lock-up area.
 - 6.2.3.4 That no unsafe conditions exist, including means of attaching ligatures.
 - 6.2.3.5 Have first aid equipment, including airway devices for mouth to mouth resuscitation that are readily available.
 - 6.2.3.6 That lock-ups are separate from public view.
 - 6.2.3.7 That confidential interviews with legal counsel can be accommodated.

- 6.2.3.8 That a proper area for Prisoner processing is provided.
 - 6.2.3.9 That cell keys are in a secure location and master or duplicate keys are readily available.
 - 6.2.3.10 That the area where Prisoners are processed and/or searched is well illuminated, secure and have no hazardous conditions present.
 - 6.2.3.11 That they are compliant with BPS policies and procedures with respect to communicable diseases, and
 - 6.2.3.12 That there are a means of constantly communicating with the main desk area and/or the communication centre is available.
- 6.3 Where it is determined that the Police Facilities do not meet the requirements in **Section 6.2**, the Chief shall prepare a plan for the Board that sets out options and costs in order to meet the requirements.

7.0 **Resource Planning**

7.1 The Chief of Police will:

- 7.1.1 Implement a resource planning methodology that is either automated or manual and that takes into account the Business Plan and existing demand for service, and
- 7.1.2 At least once every business cycle, undertake and report back on workload assessments and service delivery evaluations for the following areas:
 - 7.1.2.1 Crime prevention.
 - 7.1.2.2 Law enforcement, including separate assessments and evaluations for the Service's:
 - 7.1.2.2.1 Community Patrol.
 - 7.1.2.2.2 Communications and Dispatch.
 - 7.1.2.2.3 Crime Analysis.
 - 7.1.2.2.4 Criminal Intelligence.
 - 7.1.2.2.5 Criminal Investigation, and
 - 7.1.2.2.6 Investigative Supports functions.
 - 7.1.2.3 Providing assistance to Victims.
 - 7.1.2.4 Public order maintenance, and
 - 7.1.2.5 Emergency response services for the six (6) functions identified in Section 21(1) and 22 of the ***Adequacy Standards Regulation***.

8.0 Communication

8.1 The Board, in partnership with the Chief, will establish a process, with Municipal Council if required, for the communication of the Business Plan to:

8.1.1 BPS Members, and

8.1.2 Members of the public.

Dated this _____ day of _____, 20__.

Board Chair

Board Administrator