

# Abuse Prevention Made easy(er)

Effective Prevention for  
Churches and Charities

## What's New Inside...

- An updated 7-Point Checklist for Abuse Prevention, FAQ's and helpful hints to understand criminal Record Check Options for initial checks and re-checks
- Recent Abuse Case Studies from Canadian churches and charities
- Tips for conducting internal audits to make sure your prevention plan is working and help your leaders stay out of court
- The Ten Commandments of Youth Ministry Abuse Prevention
- An updated Abuse Prevention Resource Directory including sample prevention plans, training for workers, third party screening, books, publications, web links

*And much, much more...*

Physical and sexual abuse remains the #1 concern for organizations entrusted with the care and safety of children, youth and vulnerable adults. But...

Abuse prevention is a lot of work!  
We're just a volunteer organization!  
We trust our workers!  
It's too expensive!  
It's unspiritual and legalistic!  
We've never had an abuse claim!

We know that abuse prevention measures including effective screening can be an ongoing challenge.

In a perfect world, we could trust everyone! But as we are all aware, it's not perfect and a big part of the reason churches and Christian charities exist is to help make it better through ministry, compassion and faithful service to those most in need.

The safe care of vulnerable persons must remain a primary focus for organizations who serve them.

To help you, we've updated this newsletter to make Abuse Prevention policies, procedures and screening easier to understand, implement and maintain.

ROBERTSON  HALL

Setting the Standard for Church Insurance since 1972

**church protection**

**plus**

# "Love...always protects."

— I CORINTHIANS 13:4-7

"Stumbling blocks are sure to come; but woe to him by whom they come! It would be better if a millstone were hung around his neck and he were cast into the sea than that he should cause one of these little ones to stumble."

— LUKE 17:1-2

.....  
"Churches are natural targets for sexual predators. They have large numbers of children, a shortage of willing workers, and a culture of trust that no Christian could be suspect of such exploitation... What is really needed is a healthy suspicion of human frailty, our own as well as others."

— Bob Harvey, *Faith Today*

.....  
"Churches need to understand that there are people who prey on children and they do not look different than anyone else... the sexual, physical and emotional abuse of children and youth in the church is a reality with which we must deal – it can happen in any church. No organization is immune...the church has a responsibility to protect its children and youth and to offer an environment that is consistent with the Word it is teaching."

— Rev. M. McCormick / Dr. L. Mitchell,  
Convention of the Atlantic Baptist Churches

.....  
"The majority of experts have concluded from the beginning that child molesters cannot be cured. At best they can be managed but they should never again be in a position of responsibility for children."

— From an article entitled,  
"How congregations can keep young members safe from abuse",  
*The Philadelphia Inquirer*

.....  
"Our ability to reach people is directly related to how well we care for their children."

— Rev. Bill Hybels,  
Willow Creek Community Church

"It (abuse) will never happen here. You may be right, but on the the other hand it may have already happened and you just don't know it yet."

— Richard Arbeau,  
Insurance Broker, Retired Pastor

.....  
"Children have neither power nor property. Voices other than their own must speak for them. If those voices are silent, then children who are victims of abuse may lean their heads against window panes and taste the bitter emptiness of violated childhoods."

— Justice Francis T. Murphy,  
Supreme Court of Canada

.....  
"I urge all Christian leaders to be proactive and ensure that all things are done in agreement with Paul's advice to the Corinthians "For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man." Christian ministries must be a model for the world in how we handle the potential for abuse."

— John Pellowe, CEO  
Canadian Council of Christian Charities

.....  
"It's very disheartening...right now I don't go to church and it makes me wonder if I even want to bring up my child in a church."

— A Concerned Mother, Quoted from  
*Reducing the Risk II: Making Your Church Safe From Child Sexual Abuse*

.....  
"We believe that childhood innocence is a gift given by God. Children are naturally trusting. Children readily place their faith in adults who care for them. It is our responsibility as a church to safeguard that trust. Childhood innocence is a gift that we must plan to protect."

— Authors of *Plan To Protect*,  
Winning Kids Canada

.....  
"Trust in God...screen all others!"

— Safe Church Organization

## ABUSE CASE STUDIES

**CASE STUDY 1** - A church offered a summer day camp program for kids from their surrounding community that included off-premises walks and trips to a nearby park. During a trip to the park, a pre-school aged child was on a swing set at the playground and was sexually assaulted and molested by a stranger who has never been apprehended or identified. The church is facing a lawsuit on behalf of the child and her parents, alleging inadequate supervision by the teen-aged camp counsellors supervising the activity.

**UNDERLYING ISSUE:** Lack of sufficient and mature supervision.

**CASE STUDY 2** - Following a regular youth gathering as young people were talking and playing in smaller groups, some horseplay took place between several participants and an adult male leader. The interaction took place in plain sight in the front lobby and was alleged to have involved the leader chasing and grabbing one of the teenaged girls. After approaching the church elders about the incident and being dissatisfied with their response following an internal investigation, the girl's parents reported the matter to the local police and as a result, two counts of sexual interference with a minor were filed against the youth leader. After months of negative media publicity against the youth leader and the church, the criminal proceeding resulted in the court acquitting the leader on all charges.

**UNDERLYING ISSUE:** Insufficient guidelines to leaders for appropriate and inappropriate physical interaction with minors.

**CASE STUDY 3** - A church implemented an abuse prevention plan, including consents to collect criminal record checks for all children's and youth ministry workers. Unknown to church leaders, the person in charge failed to follow through with actually doing the checks. Three years later a youth leader was charged and later plead no contest to sexually molesting three teenagers in the church youth group. The abuse took place on the church premises and at the leader's residence. In the course of the police investigation it came to light that the youth leader had a prior sexual offence conviction from a decade earlier. The criminal record check, had it been completed, would have disqualified him from serving in a trust position with vulnerable persons and would have prevented the abuse, the harm to the church reputation and an uninsured lawsuit against church board members. One of the victims was the child of the person in charge of police checks.

**UNDERLYING ISSUE:** Lack of internal communication, compliance and auditing by church leaders to ensure adequate abuse prevention and screening.

**CASE STUDY 4** - A community church was associated with an evangelistic ministry and leader who operated a youth shelter and group home as a quasi church-sponsored ministry. The church also supported the ministry through substantial financial contributions, volunteer staffing and referring youth from broken homes to apply for residency. Over 25 years after the fact and in addition to apparently questionable financial and charitable accounting practices by the ministry leaders, residents from the group home sued the church and its leaders, alleging vicarious liability for abuse suffered at the hands of the leader and staff, seeking millions of dollars in compensatory and punitive damages.

**UNDERLYING ISSUE:** Need for caution by church and charity leaders in sponsoring or co-sponsoring programs and ministries over which they have no real authority or control.

## The Impact of Child Sexual Abuse



# Resource Directory

**CASE STUDY 5** - A Christian campground leader was alleged to have committed sexual abuse against a pre-teen boy. The victim (now an adult) reported the incidents to police decades after the alleged abuse took place and claimed that the sexual assaults happened commencing first at the camp premises and subsequently at other locations. During the police investigation and before any formal criminal charges were laid, the alleged perpetrator died of natural causes. The alleged victim then initiated a civil liability suit against the camp and its directors for their negligence in properly screening and managing its volunteers. However the camp had kept meticulous records, and in the opinion of the court, credible attendance and documentation existed for campers and leaders over the years which clearly indicated that neither the victim nor the perpetrator were ever employed, appointed or registered during the time frame of the allegations. As a result, the case was dismissed.

**UNDERLYING ISSUE:** Importance of keeping screening and other documentation on file indefinitely for children's and youth programs and ministries.

**CASE STUDY 6** - A law enforcement officer was charged and convicted with several counts of kidnapping, forced confinement and sexual assault against two siblings in Western Canada in the 1980s. After serving time and being released he resurfaced in Eastern Canada and became involved in a church congregation (who knew nothing of his past) as a youth leader and lay pastor. His charismatic personality made him a popular leader with children, youth and parents alike and he arranged overnight event and trips for the youth group away from the church premises and at his residence. Concerned board members were uncomfortable with these developments and with his lack of accountability and after confronting him, the congregation split with many members and adherents following the popular leader as pastor of a breakaway congregation. Fortunately, as a result of research and the determined actions of several church board members in consultation with police investigators, the leader's past criminal record was exposed and publicized in the local media, quite possibly avoiding future harm against children and youth in the church and community.

**UNDERLYING ISSUE:** Importance of screening and accountability in any position of trust.

**CASE STUDY 7** - Paid adult church youth leader accused of inappropriately texting several under-16 female teenagers in his group, including graphic sexual content. He is charged and convicted with obscene publication and invitation to sexual touching. Church name appears prominently in local and regional news reports of the incident. Victim sues church.

**UNDERLYING ISSUE:** Lack of appropriate electronic communication guidelines for social networking and lack of proper supervision of staff and volunteers.

**CASE STUDY 8** - Adult mentor alone with a minor off-premises in church-sponsored program is accused of inappropriate advances and touching. Mentor claims charges are false but in absence of witnesses, is convicted of sexual exploitation in a highly publicized case. Church and board members are sued vicariously for the actions of the mentor leader. Members leave in large numbers and church is no longer in existence.

**UNDERLYING ISSUE:** Breach of "never-alone" rule in working with minors.

## SAMPLE PREVENTION PLANS

### *Plan To Protect®*

- A Protection Plan for Children and Youth – Church Version
  - A Protection Plan for Children and Youth – Schools, Daycares, Camps, Leagues and Associations Version
- A recommended abuse prevention plan to protect the children, youth and leaders at your organization. Both versions available through Plan to Protect® (formerly Winning Kids Inc.) (French language version available) [www.plantoprotect.com](http://www.plantoprotect.com) 1 (877) 455-3555

### *Preventing Child Abuse:*

*Creating a Safe Place* by Bev Swagman Now in its fourth edition, *Preventing Child Abuse* will guide churches and nonprofit organizations through the process of designing and implementing the policies and procedures they need to keep their children safe. Available through Faith Alive Resources [www.faithaliveresources.org](http://www.faithaliveresources.org) 1 (800) 333-8300

## ABUSE PREVENTION TRAINING

Plan to Protect® provides initial and refresher training, administrator/leader workshops, on-sight and online educational webinars and abuse prevention plan auditing. [www.plantoprotect.com](http://www.plantoprotect.com) 1 (877) 455-3555

### *Reducing The Risk II: Making Your Church Safe from Child Sexual Abuse*

This program focuses on one of the most critical legal and moral problems facing the church today and shows church leaders how to implement an effective abuse prevention plan to reduce this risk. The kit includes a reference book, training manual, six-part video series on two DVDs and one year of free online support. Available through Christianity Today, a Not-For-Profit Communications Ministry <http://store.churchlawtodaystore.com/reducingrisk.html>

## CRIMINAL RECORD CHECKS

Criminal record checks including Canadian Police Information Centre (CPIC) checks, Vulnerable Sector Scans (VSV) queries are available through your local municipal, provincial or federal (RCMP) police services and through authorized third party providers.

## THIRD PARTY SCREENING PROVIDERS

BackCheck is Canada's leading third party provider of criminal record checks and screening services (including F.I.P.) for employers and non-profit organizations, including [www.myBackCheck.com](http://www.myBackCheck.com) an online comprehensive solution for employee and volunteer screening [www.backcheck.net](http://www.backcheck.net) • 1 (877) 308-4663

Plan to Protect® offers discounted rates through group purchasing power to churches and Christian charities for criminal record checks [www.plantoprotect.com](http://www.plantoprotect.com) 1 (877) 455-3555

## BOOKS AND PUBLICATIONS

*Better Safe Than Sued: Keeping Your Students and Ministry Alive* by Jack Crabtree, Zondervan Press A highly recommended resource for youth abuse prevention and risk management.

*Do's and Don'ts When There Is Disclosure* BOOST Child Abuse Prevention & Intervention 890 Yonge Street, 11th Floor Toronto, ON M4W 3P4 [www.boostforkids.org](http://www.boostforkids.org) 1 (416) 515-1100

### *My Plan To Protect Pocket Guide of Best Practices:*

- *For Children's Ministry*
  - *For Youth Ministry*
- Both available through Winning Kids Canada Inc., Word Alive Press [www.plantoprotect.com](http://www.plantoprotect.com) 1 (877) 455-3555

## GOVERNMENT PUBLICATIONS

*Canada's Law on Child Sexual Abuse* Communications and Public Affairs, Department of Justice Canada 1 (613) 957-4222

*Child Protection Standards in Ontario* [www.children.gov.on.ca](http://www.children.gov.on.ca)

*Take The First Step...Understanding Volunteer Screening* Volunteer Canada/Ontario Screening Initiative [www.volunteer.ca](http://www.volunteer.ca)

## WORTHWHILE WEB LINKS

[www.netgrace.org](http://www.netgrace.org)  
[www.robertsonhall.com](http://www.robertsonhall.com)  
[www.plantoprotect.com](http://www.plantoprotect.com)  
[www.reducingtherisk.com](http://www.reducingtherisk.com)  
<http://network.crcna.org/SafeChurch>

**DISCLAIMER:** This resource directory is not intended as a complete listing of the abuse prevention plans available for Christian ministries. Many other valuable resource materials and sample prevention plans are available through various church denominations, professional associations, umbrella organizations, governmental agencies, law offices and consultants in Canada and the United States. Although Robertson Hall Insurance Inc. is making this directory of worthwhile resources available to its client organizations, we do not recommend any one particular plan. If you have not already done so, we strongly urge your organization and its leaders to research, develop, implement and maintain a formal abuse prevention plan that is appropriate for your particular children's and youth ministries and activities.



# Abuse Prevention Plan Checklist

The following seven (7) items are generally acknowledged by experts as essential elements in establishing an effective formal abuse prevention plan and are required by your insurance company in order to qualify for abuse coverage:

**1 STATEMENT OF POLICY** formally approved, implemented and periodically reviewed under the direction of your board members. It should confirm your organization's commitment to providing a safe environment for children and declare zero tolerance for abuse, harassment or neglect committed by any children's or youth ministry worker including employees, members and volunteers. This policy should be expressed in terms of your organization's statement of faith, scriptural standards and the duty of care owed to children in our society. The declared purpose of the policy should be clearly expressed; that is, preventing harm to the children, youth and vulnerable adults in your programs and protecting your staff and volunteers from false or wrongful allegations.

**2 DEFINITION** of abuse and related issues so that all of your workers will clearly understand and be able to identify unacceptable behavior including:

- ☐ PHYSICAL ABUSE
- ☐ SEXUAL ABUSE
- ☐ EMOTIONAL ABUSE
- ☐ CHILD NEGLECT
- ☐ HARASSMENT
- ☐ IMPROPER TOUCHING/DISCIPLINE

**3 SCREENING** all children's and youth ministry workers to a degree that is appropriate with their interaction with minors in your organization's care. Screening should also apply to personnel who have management authority and power over other staff with respect to career advancement and performance review in order to discourage harassment. The following staff and volunteers must be subject to mandatory screening:

- All staff including paid and unpaid ministers and lay pastors
- All volunteers working with children, youth and vulnerable adults/seniors
- All board members, elders, deacons, trustees, directors and officers
- Designated monitors and care staff (refer to the "**Who Should We Screen?**" chart on Page Nine)

Effective screening for these individuals must include the following procedures:

- ☐ Targeted recruitment of personnel
- ☐ Employee and volunteer applications including ministry agreements and release for background references and criminal record checks
- ☐ Personal Interview
- ☐ Background reference checks
- ☐ Criminal Record Checks for all new workers 16 and over, prior to eligibility, including:

**CPIC** **Name-based Criminal Record Check done through the Canadian Police Information Centre**  
**and**

**VSV** **Vulnerable Sector Verification (also referred to as Screening, Scan or Check) including a query of Local Police Indices and National Pardoned Sex Offenders Database**

**Note:** Checks must be original copies viewed within 60 days of issuance by police services

- ☐ Criminal Record Re-Checks for existing workers
  - Camping ministries and short-term missions organizations – Annually – See Options
  - Schools, daycares and nurseries – Every three (3) years or less
  - Churches and all other organizations – Every five (5) years or less

**Note:** Re-checks may be done by means of a CPIC and VSV or CPIC and FIP (refer to Page Eight and Nine)

- ☐ Minimum waiting period of 6 months or more for new volunteers regularly attending church services or volunteering with organization prior to eligibility to work with children or youth (refer to FAQ/Question #8)

**4 OPERATIONAL PROCEDURES** should be outlined in a written manual summarizing your organization's specific guidelines for preventing abuse and harassment, including:

- ☐ "Team" approach to children's/youth ministries
- ☐ Volunteers under age 18 may assist only under qualified adult supervision

- ☐ Off-premises contact during sponsored programs should be subject to signed parental permission and a "two-adult" rule at all times (refer to **Good/Better/Best** Guidelines on Page Nine)
- ☐ Prohibiting corporal punishment
- ☐ Appropriate Youth Communication and Social Networking (refer to Page Eleven)
- ☐ Addressing health, safety and sanitation issues for infants and toddlers in nursery programs, including protocol for illnesses, infections and emergencies, cleanliness of change tables, washrooms and floor surfaces and safety of toys, cribs, etc.
- ☐ Avoiding activities that could easily lead to allegations of abuse or harassment, such as individual photography of children, unsupervised internet access, vehicle transportation by workers alone with unrelated youth. Sleepovers, camping or other overnight events should only be allowed when all supervisors and volunteers are fully screened.
- ☐ Having all workers sign a ministry covenant confirming they have read, understood and are willing to comply with policies and procedures
- ☐ Keeping documentation on file indefinitely for all workers (refer to FAQ/Question #9)
- ☐ Obtaining signed parental consent and permission for off-premises or overnight events
- ☐ Sufficient qualified supervision of children outside and in public places (e.g. parks, playgrounds, libraries, amusement parks, etc.) at all times
- ☐ Incident reporting forms must be completed for all cases of injury or suspected abuse
- ☐ Internal or external audit to ensure Abuse Prevention Plan compliance (refer to Page Twelve)

**5 PREMISES** modifications or alterations to your facilities which can assist in preventing and discouraging abuse incidents, including:

- ☐ Windows in classroom doors and/or open door policy for Sunday School and boys' and girls' clubs
- ☐ Designated monitors circulating periodically from room to room for

surveillance and to protect against false allegations

- Controlled access/entry and signing infants and pre-Grade 1 age children in and out of sponsored activities
- Adequate lighting inside and outside of building where children's activities take place
- Appropriate design of washroom and shower facilities and/or appropriate supervision of washroom breaks (refer to FAQ/Question #3)
- Locking rooms and closets when not in use during children's programs

**6 TRAINING** for all staff members and volunteers who regularly work with children and youth to assist in the prevention of abuse through the following means:

- Initial formal training including in-house video and DVD presentations (or online training) and distribution of handbooks or pocket guides containing a summary of prevention policies and procedures for all workers for their reference
- Educating workers about their legal obligation to report suspected abuse and to recognize and identify the signs and symptoms of abuse and molestation

- Follow up with refresher courses or sessions that emphasize the Operation Procedures, Premises and Reporting requirements (refer to Items 4, 5 and 7 in the 7-Point Checklist). Refresher training can be done at any time including during monthly staff, teacher or volunteer worker meetings. Many churches conduct an annual review of their prevention plan for workers at the beginning of their children's and youth program year in September or October.
- Reviewing the ongoing suitability of existing workers including updated criminal record checks (refer to Section 3 Screening for frequency of re-checks)

**7 RESPONDING** to all allegations or complaints of abuse in an appropriate manner including the appointment of individual(s) designated to respond to allegations in the following manner:

- Completing incident reporting forms for suspected abuse or injury
- Satisfying statutory legal obligations by reporting all cases of suspected abuse to police authorities and/or child protective agencies
- Consulting a lawyer for advice

- Without admitting legal liability express your organization's concern to the complainant and their families and assure them of your commitment in assisting the investigation
- Assuring confidentiality for the benefit of both the alleged victim and the alleged perpetrator
- Immediately suspending the alleged perpetrator from children's or youth ministry duties without presuming guilt, pending outcome of police investigation
- Avoiding public statements to individuals, the media or from the pulpit, without obtaining legal counsel
- Contacting your insurance agent or broker to report the incident in order to satisfy the statutory conditions of your liability policy and to avoid jeopardizing your legal defense and coverage response

**Don't try to triage suspected abuse incidents. Just as you don't wait to call the fire department when a building is on fire, you also don't wait to report abuse. The responsibility to report suspected abuse is the law in Canada!**

## ABUSE PREVENTION DECLARATION FORMS

If you are a client organization policyholder of Robertson Hall Insurance and haven't already done so, please complete an Abuse Prevention Declaration form in order to qualify for the most comprehensive Abuse Liability coverage for Christian charities in Canada, including the following coverage features:

- \$5,000,000 General Liability for Abuse, Molestation and Harassment claims
- Vicarious Liability Protection for Organization and Leaders
- Occurrence Form / No deductible
- No Restriction on Stacking of Policy Limits
- Civil Defense Costs covered in excess of Policy Limits
- Covers all civil Damages Insurable by Law, with no exclusions

- Civil Defense Costs Reimbursement for Wrongful Accusation
- Counseling Costs for Victims
- Legal Advice / Media Relations Expense for Suspected Abuse

If you don't have an Abuse Prevention Declaration form on file, please request one today from Robertson Hall. We have Declaration form versions available for:

- Churches and Charitable Organizations
- Education Organizations, including day Cares, Schools, Colleges, etc.
- Camp and Retreat Organizations

**CHURCH / CHARITY**

**ROBERTSON HALL INSURANCE** **ABUSE PREVENTION DECLARATION CHURCHES/CHARITABLE ORGANIZATIONS**

NAME OF ORGANIZATION/CONVENTION: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
POLICY NUMBER: \_\_\_\_\_

Please check the box for items that best describe your organization's operations and activities:

Day Care/Preschool	Overnight Camps	Day Camps or Summer Camps	Other
Church Services	Church Programs	Other	Other

**DECLARATION**

A. Our organization has implemented a formal written abuse prevention plan to protect the children, youth and vulnerable adults in our care.

B. Our formal prevention plan contains the following measures:

- A written **Statement of Policy** outlining our organization's commitment to:
  - A safe environment by ensuring that for those in our care, age
  - Protecting our children and youth from sexual abuse
  - Protecting our children and youth from physical abuse
  - Protecting our children and youth from emotional abuse
  - Protecting our children and youth from neglect
  - Protecting our children and youth from other forms of abuse
- The prevention plan includes written **Defining** criteria, sexual and physical abuse, and other forms of abuse, and includes written **Defining** criteria, sexual and physical abuse, and other forms of abuse.
- We have mandatory **Screening** measures for all workers including all employees, ministers, board members and volunteers serving in any position involving work with children youth or vulnerable adults, including the following:

**PLEASE CHECK IF YES:**

Screening measures include background checks, criminal record checks, and other measures	EMPLOYEES	VOLUNTEERS
Screening measures include background checks, criminal record checks, and other measures	YES	YES

**PLEASE CHECK IF YES:**

Screening measures include background checks, criminal record checks, and other measures	EMPLOYEES	VOLUNTEERS
Screening measures include background checks, criminal record checks, and other measures	YES	YES

**Notes:** Please check the box for items that best describe your organization's operations and activities.

**AMP**

**ROBERTSON HALL INSURANCE** **ABUSE PREVENTION DECLARATION CAMP AND RETREAT ORGANIZATIONS**

NAME OF ORGANIZATION/CONVENTION: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
POLICY NUMBER: \_\_\_\_\_

Please check the box for items that best describe your organization's operations and activities:

Day Camps	Overnight Camps	Other
Other	Other	Other

**DECLARATION**

A. Our organization has implemented a formal written abuse prevention plan to protect the children, youth and vulnerable adults in our care.

B. Our formal prevention plan contains the following measures:

- A written **Statement of Policy** outlining our organization's commitment to:
  - A safe environment by ensuring that for those in our care, age
  - Protecting our children and youth from sexual abuse
  - Protecting our children and youth from physical abuse
  - Protecting our children and youth from emotional abuse
  - Protecting our children and youth from neglect
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**PLEASE CHECK IF YES:**

Screening measures include background checks, criminal record checks, and other measures	EMPLOYEES	VOLUNTEERS
Screening measures include background checks, criminal record checks, and other measures	YES	YES

**PLEASE CHECK IF YES:**

Screening measures include background checks, criminal record checks, and other measures	EMPLOYEES	VOLUNTEERS
Screening measures include background checks, criminal record checks, and other measures	YES	YES

**Notes:** Please check the box for items that best describe your organization's operations and activities.

**SCHOOL**

**ROBERTSON HALL INSURANCE** **ABUSE PREVENTION DECLARATION EDUCATIONAL ORGANIZATIONS**

NAME OF ORGANIZATION/CONVENTION: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
POLICY NUMBER: \_\_\_\_\_

Please check the box for items that best describe your organization's operations and activities:

Day Camps	Overnight Camps	Other
Other	Other	Other

**DECLARATION**

A. Our organization has implemented a formal written abuse prevention plan to protect the children, youth and vulnerable adults in our care.

B. Our formal prevention plan contains the following measures:

- A written **Statement of Policy** outlining our organization's commitment to:
  - A safe environment by ensuring that for those in our care, age
  - Protecting our children and youth from sexual abuse
  - Protecting our children and youth from physical abuse
  - Protecting our children and youth from emotional abuse
  - Protecting our children and youth from neglect
  - Protecting our children and youth from other forms of abuse
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**PLEASE CHECK IF YES:**

Screening measures include background checks, criminal record checks, and other measures	EMPLOYEES	VOLUNTEERS
Screening measures include background checks, criminal record checks, and other measures	YES	YES

**PLEASE CHECK IF YES:**

Screening measures include background checks, criminal record checks, and other measures	EMPLOYEES	VOLUNTEERS
Screening measures include background checks, criminal record checks, and other measures	YES	YES

**Notes:** Please check the box for items that best describe your organization's operations and activities.

# FAQ

## THE TOP TEN LIST OF MOST FREQUENTLY ASKED QUESTIONS

### #10 HOW DO WE GET STARTED?

Unlike a decade ago, there are now many abuse prevention resources available to churches and para-church ministries. These include sample prevention plans that can be modified for your organization's particular programs and premises; training materials such as DVD's, reference guides and training manuals; sample screening applications and incident reporting forms; and even experienced qualified consultants who can assist in reviewing your organization's operations, implementing an effective prevention plan, and educating and training your children's ministry workers. Please check the Resource Directory on Page Three of this newsletter or with your denominational head office and other churches and organizations in your community, for practical and valuable tools to assist in establishing your own prevention plan.

### #9 HOW LONG SHOULD OUR ORGANIZATION STORE SENSITIVE DOCUMENTS?

Federal and provincial privacy legislation (such as PIPEDA) aimed at regulating the collection, use and storage of financial, health and other sensitive personal information has created a great deal of confusion about the length of time that the contents of files for paid and unpaid personnel should be kept. One of the key purposes of screening personnel is to demonstrate that the organization and its leaders have demonstrated reasonable due diligence when placing individuals in positions of trust. Since sexual and physical abuse claims and lawsuits often only arise many years, or even decades, after alleged incidents take place, the only way organizations can defend themselves effectively in a future lawsuit is with documentation. Therefore these records should be kept indefinitely!

However, to satisfy the provisions of privacy legislation and the reasonable and prudent expectations of common law, we recommend the following:

1. Disclose the reasons for collecting and storing this information on each application.
2. Protect sensitive material in a locked and secure location to ensure confidentiality and to avoid misplacing or allowing the wrongful abstraction of documents.

### #8 WHY DO WE HAVE TO WAIT? WE NEED WORKERS NOW

Child abuse is a crime of **trust** and **opportunity**. Pedophiles are looking for the softest target in their community in order to gain easy access to children, whether it be a public place, a school, a boys' or girls' club, a sports association or a church. Organizations that are chronically short of volunteers to run their programs, and who give the green light to new applicants without careful consideration only serve to place the children in their care at greater risk. In many cases the most effective practical screening procedure to weed out unacceptable volunteer candidates is to impose a minimum waiting period of 6 to 12 months before eligibility to serve in a position of

trust. Individuals who are relatively unknown to the organization, who do not have a track record and/or who may have only recently moved from another community, should never have immediate access to children. A minimum waiting period allows the organization and its leaders to observe these individuals in other volunteer roles, membership and regular attendance for an extended period of time. Exceptions should only ever be made in circumstances where the volunteer candidate has transferred from another church of the same denomination in which they have been long-time members and children's ministry workers in good standing (with background references from at least three individuals, including one from their previous minister or children's ministry director). New and returning counsellors, supervisors or volunteers in seasonal Christian ministries such as summer camping programs and short-term missions should only be approved if they are fully screened and can provide at least three background references, including at least one from their current home church minister, or the executive director at an organization where they previously served in children's ministry and to whom they have been well known for a period of at least one year.

### #7 WE DON'T WORK WITH KIDS, WHY BOTHER WITH A PLAN?

The answer to this question really depends on another fundamental question; is your organization comfortable without any insurance protection for liability suits arising out of incidents of actual or alleged abuse, molestation and harassment committed by staff, volunteers, other participants or complete strangers, whether on your premises or during sponsored off-premises events? Even organizations that do not offer any programs or care for children and youth may still be vulnerable to abuse and harassment allegations related to counselling and other forms of spiritual and physical care for minors or vulnerable adults. In order to qualify for insurance protection for abuse, molestation and harassment, it will be necessary for your leaders to implement abuse prevention procedures that are appropriate to the level of your ministries, programs and activities.

### #6 DO WE NEED A SIGN-IN/SIGN-OUT PROCEDURE?

If you have children in your programs who are pre-Grade 1 age (SK, JK or Daycare) it is important to have a signing in and out policy, just as with elementary schools and daycares. Parents bring their kids to these institutions directly, not just leaving them on the premises unattended. At the end of the day these children are not released into the general population of students and often have separate dismissal times. Younger children should only ever be released by a parent directly to the teacher or supervisor and your organization should keep a record of this in a sign-in log initiated by the parent or guardian. A sign-in/sign-out procedure for this age group provides you with formal confirmation that children are released to the right person, especially in this day and age of child custody issues, assuring safety for the children and protection for your organization and its volunteers.



## #5 WHAT ABOUT VULNERABLE ADULTS IN OUR ARE?

While children and youth (minors) are the main focus of abuse prevention, there are other persons who may be vulnerable to physical or sexual abuse, harassment and neglect. They include adults with diminished physical, mental or emotional capacities, seniors with assisted living or special needs, and other adults in your care receiving counselling and support services because they are going through marital, bereavement, depression or other life crisis situations. If your organization offers supervised programs or special care for vulnerable adults, it is important that staff, counsellors and volunteers in positions of trust be fully screened and adequately supervised.



**School Age Children** requiring assistance should be accompanied to the door of the washroom, which the worker should open to make sure no one is hanging around in the washroom and then wait outside the door in the hallway in case they are called for help or hear anything suspicious. Helpers under the age of 16 should not be authorized to take children to the washroom unaccompanied by a screened adult worker. Older children may go

on washroom breaks using the buddy system unaccompanied by a supervisor if your hallways and washrooms are checked regularly (every 15 to 20 minutes) by a screened hall monitor who is trained regarding what to look for in terms of suspicious activity including strangers (adults or teenagers) lingering in halls or washrooms.

### THE ANADA EVIDENCE ACT

**Section 6.3 (1) The definitions in this subsection apply in this section.**

**“Children”** means persons who are less than 18 years of age

**“Vulnerable Persons”** means persons who, because of their age, a disability or other circumstances, whether temporary or permanent,

- (a) are in a position of dependence on others; or
- (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

## #4 YOUTH MENTORING SERVES A REAL IN OUR COMMUNITY...IS IT POSSIBLE TO RUN THIS TYPE OF PROGRAM SAFELY, EFFECTIVELY AND WITHOUT UNNECESSARILY EXPOSING OUR VOLUNTEER MENTORS TO FALSE ALLEGATIONS?

Encouraging long-term, one-on-one relationships which provide positive adult role models can make all the difference in the world for a young person with a difficult family background. However mentoring programs modeled after Big Brothers and Big Sisters are also one of the most challenging activities to manage and monitor from an abuse prevention standpoint. One-on-one youth mentoring should generally be avoided as this type of program is well beyond the capabilities of most organizations. This type of program should only be contemplated if you have the resources and professional staffing to ensure the comprehensive initial and ongoing screening of volunteers and the professional assessment of mentoring relationships through a system of parental consent, checks and balances, spot checks, review of detailed notes for each meeting and regular follow-up interviews with each child, parent and mentor.

## #3 WHAT IS AN APPROPRIATE WASHROOM PROTOCOL FOR CHILDREN IN OUR ARE?

Although every organization, program and premises is unique and may require a procedure appropriate to the circumstance, we can recommend the following general protocol:

**Pre-Grade One Age Children** should only be taken to the washroom or infants have their diapers changed by a parent or guardian. If not possible, then the screened worker should do so in the presence of at least one other unrelated screened worker.

## #2 HOW DO WE MANAGE OFF-PREMISES ACTIVITIES AND TRANSPORTATION TO AVOID WORKERS BEING ALONE WITH MINORS?

It is often challenging to maintain the two-adult rule when supervising and interacting with children and youth during sponsored activities off-premises and while driving them to and from their home or other locations. Following are handy “Good / Better / Best” guidelines to avoid workers being alone with minors and thereby protect your staff and volunteers against false allegations:

	M	

# and the #1 question is...

## WHAT DO WE NEED TO KNOW ABOUT CRIMINAL RECORD CHECKS?

This is by far the number one question asked by churches and charities when it comes to abuse prevention and it can be a complex one, which can be answered in the following categories...

### Criminal Record Checks: A Primer

In a perfect world, we could trust everyone! But as we are painfully aware, it's not. We must seek to protect the most vulnerable in our society communities, congregations, programs and ministries.

Serving others is a big part of what your organization does and we're thankful that you do! We know that police checks including Vulnerable Sector Verification (VSV) have been an ongoing challenge for Christian charities who provide programs and services for vulnerable persons including – children, youth and vulnerable adults.

As the insurance provider to over 7,000 churches and Christian charities across Canada, we've worked hard to make navigating abuse prevention and criminal record checks easy(er), including the **CRIMINAL RECORD CHECK OPTIONS** (see below), and **CRIMINAL RECORD CHECKS 101** and **WHO NEEDS A VSV AND WHY?** (see next page). You'll find lots of practical explanations and tips to reduce the amount of time and effort spent by your organization in understanding and clarifying the process to effectively screen your workers.

CRIMINAL RECORD CHECK OPTIONS	
INITIAL SCREENING	RE-CHECKS
<b>Under 18 Years Old</b> CPIC (Police Services)	<b>Under 18 Years Old</b> CPIC (Police Services)
<b>Adults born January 1, 1986 or later</b> CPIC (Police Services <i>or</i> EPIC (SterlingBackcheck)	<b>Adults born January 1, 1986 or later</b> CPIC (Police Services <i>or</i> EPIC (SterlingBackcheck)
<b>Adults born before January 1, 1986</b> VSV (Police Services) <i>See "Who Needs A VSV?"</i>	<b>Adults born before January 1, 1986</b> (If initial VSV is on file) CPIC (Police Services <i>or</i> EPIC (SterlingBackcheck)

As a solution to this ongoing challenge, we have arranged an alternative, convenient and secure screening service with a third party service provider – SterlingBackCheck – through their Enhanced Police Information Check (EPIC).

Just go to: [www.Backcheck.net/RobertsonHall](http://www.Backcheck.net/RobertsonHall)

**INITIAL** Checks available through PIC for any adult applicant born January 1, 1986 or later

**RE-CHECKS** available through PIC for any worker, if re-checked every five (5) years, or less

There are two components to the EPIC check:

1. A search of the convictions in the National Repository of Criminal Records
2. A search of locally-held police information across Canada, including pending charges and "persons of interest"

With SterlingBackCheck EPIC screening, you can set up your own convenient account and invite staff and volunteers to go on-line and have their checks done individually. You'll be notified when they have finished the process.

Some of the benefits include:

- ✓ Convenient on-line process with no travel to police station
- ✓ Paperless, secure and forgery proof
- ✓ Comprehensive, consistent national process
- ✓ Permanent electronic storage of results
- ✓ Checks can be shared with multiple organizations
- ✓ No finger printing required

• • • • •

**NOTE:** Robertson Hall provides this convenient access and preferred pricing as a benefit for its client organizations. It is not privy to any results and receives no financial consideration from your ordering of criminal record checks.

### Criminal Record Checks: Who Should We Screen?

	Required	Recommended	Not Required
Ministers, Lay Pastors, Executive Directors, Administrative and Office Staff, Children's and Youth Workers, Teachers, Counsellors, Nursery Workers, VBS Workers, Designated Hall Monitors, and Counsellors and any other persons in a position of trust and supervision who interacts with vulnerable persons	✓		
Cell Group/Home Church Leaders and Childcare Providers	✓		
Children's Ministry "Helpers" under Age 16 (refer to page ten)			✓
Board Members, Elders, Deacons and Trustees who may work with vulnerable persons	✓		
Board Members, Elders, Deacons and Trustees who never work or interact with vulnerable persons		✓	
Custodians and Maintenance Staff (when vulnerable persons on premises)	✓		
Custodians and Maintenance Staff (when no vulnerable persons on premises)		✓	
Ushers - Greeters, offerings only		✓	
Ushers - Checking halls, rooms and doors, including designated Hall Monitors	✓		
General Membership (with no volunteer duties working with vulnerable persons)			✓
Third Party Contractors (when no interaction with vulnerable persons on premises)			✓
Volunteers in programs and events not directed at, or working with, vulnerable persons			✓



# CRIMINAL RECORD CHECKS 101

## INITIAL CRIMINAL RECORD CHECKS

INITIAL

RE-CHECK

### Definition of Vulnerable Sector

The Criminal Records Act outlines the circumstances in which an applicant is eligible for a VSV in a paid or volunteer **position** when that "position is one of authority or trust relative to children or vulnerable persons" and/or when that position "could lead the organization's clients to have trust in that individual". "Children" are defined as persons under the age of 18 and "Vulnerable Persons" are defined as any person who because of their age, disability or other circumstances, whether temporary or permanent, is in a position of dependency on others; or is otherwise at a greater risk than the general population of being harmed by a person of trust or authority.

### WHO NEEDS A VSV AND WHY?

Based on past abuse liability civil court decisions in Canada it is clear that the legal duty of care owed by leaders (i.e. directors) of organizations entrusted with the care of minors and vulnerable adults, is to obtain the most comprehensive screening for employees or volunteers in positions of trust. Vulnerable Sector Verification (VSV) is different than a regular police check (CPIC) because it serves as a base line check to ensure that new applicants are not among the over 15,000 pardoned sex offenders in Canada. Knowingly or unknowingly allowing such a person into a position of trust with vulnerable persons, if they re-offend, will render the organization's leaders grossly negligent and likely without any reasonable and prudent civil defense in a liability suit. A VSV may also serve to identify applicants with pending criminal charges and "persons of interest" who may be under investigation by police or children's protective services and unsuitable to work with vulnerable persons.

Not all new workers to your organization need a VSV!

## THERE IS NO NEED TO DO ANOTHER VSV "IF"

- ✓ The volunteer or employee has been continuously working for your organization since an original VSV was done. Just a CPIC or EPIC re-check is required.
- ✓ If there has been a gap in the volunteer or employee serving with your organization but a VSV was completed since January 1 2012 (or within the past five (5) years). Just a CPIC or EPIC check is required when they begin working with your organization again.
- ✓ A new (or existing) worker can provide proof that either:
  - A VSV has been completed within the past 5 years (or since January 1 2012), or
  - A VSV has been completed previously with proof of continuous volunteer service
 Then just a CPIC or EPIC is required when they commence working with your organization.

### Other resources available on our website...

- 📄 A sample *Church Commendation Letter* recommending volunteers to your parachurch or camp organization is also on our website [robertsonhall.com/pdf/Home\\_Commendation\\_Letter.pdf](http://robertsonhall.com/pdf/Home_Commendation_Letter.pdf)
- 📄 A *Sample Request From Agency* letter to present to police services when a VSV is required [robertsonhall.com/pdf/Sample\\_Request\\_Letter.pdf](http://robertsonhall.com/pdf/Sample_Request_Letter.pdf)
- 📄 Criminal Record Checks: Who Should We Screen? [robertsonhall.com/pdf/Who\\_Should\\_We\\_Screen.pdf](http://robertsonhall.com/pdf/Who_Should_We_Screen.pdf)

\* Proof should be in the form of an original VSV clearance or a Vulnerable Sector Verification letter [robertsonhall.com/pdf/VSV\\_Letter.pdf](http://robertsonhall.com/pdf/VSV_Letter.pdf)

### What type of criminal code convictions should make an applicant ineligible to serve in a position of authority or trust over a child, youth or vulnerable adult?

There are over thirty (30) offences presently contained within the Criminal Code of Canada that are captured in the Pardoned Sex Offender database, plus older similar offences which were amended in name as of January 1 1998. Although only a fraction of these offenders would be considered pedophiles, these offences are in the database because they are considered serious enough to cause concern for high risk of repeat offences or a threat to children, youth and vulnerable persons. For a complete list of Designated Sex Offences, refer to the following RCMP National Sex Offenders Registry link:

<http://www.rcmp-grc.gc.ca/to-ot/cpcmec-ccpede/bs-sc/nsor-rnds/index-eng.htm>

In addition, any convictions noted or determined, that involve murder violence forceable confinement or weapons offences should in almost all circumstances disqualify an applicant from serving in a position of authority or trust over a child, youth or vulnerable adult.

### A Word Or Two About Volunteer Workers Under 18

With the growing popularity of LIT programs for teenaged counsellors and leaders in training we are often asked about screening measures for under 18 workers. Unfortunately we are aware of several cases involving the physical and sexual abuse of children by teenaged leaders in sponsored programs and events, reinforcing the need to screen all workers. Our standards continue to be that any individual 16 years of age or older who is in a position of trust working children, youth and vulnerable adults should be subject to the same screening requirements as adult leaders.

### Doesn't the Young Offender Act make screening minors a pointless exercise?

While the Canadian criminal justice system is sensitive about divulging details about offences committed by minors, criminal record checks conducted for volunteer or staff applicants under the age of 18 can still yield important information regarding their suitability to serve in positions of trust. The request and release of any information must of course be based on the consent of both the minor applicant and their parents/guardians. A criminal record check conducted on a

minor is valuable in satisfying the due diligence requirements of the sponsoring organization for two main reasons:

- 1) Firstly it may eliminate applicants who do not wish to disclose a prior conviction or a finding of guilt in Youth Court records that would rightly disqualify them from being eligible to serve with vulnerable persons. Some matters may have been discharged and purged from the records and as a result, do not show up on a young offender's criminal record check. However the civil legal test for due diligence based on past precedents (including cases appealed to the Supreme Court of Canada) is whether reasonable inquiries were made for information that is available. Failure to do so will render the sponsoring organization and its directors with no meaningful defense in a liability suit if the worker re-offends.
- 2) Secondly it provides those young people who may have a disposition (whether it is a conditional or absolute discharge, withdrawal of charge, guilty verdict, end of sentencing etc.) under the Young Offender's Act with an opportunity to confidentially discuss, with the consent of their parents or guardians, the details of their prior charge or conviction with a designated leader of the organization that may still allow them to serve in a position of trust, depending on the nature of the offence.



And remember effective screening is not all about criminal checks! Under 18 workers should also go through a volunteer application process that includes background reference checks that can include adults who can vouch for their character reliability and suitability through experience and a proven track record, including adults in the church who have known them for years, teachers in school, leaders in other organizations and even parents from babysitting jobs.

### What about workers under the age of 16?

We do not generally recommend placing children under the age of 16 years of age in positions of trust with younger children. Positions of trust are leadership roles that may place the individual in situations where they are involved in making decisions about the health or welfare of those in their care, may require them to provide intimate care of babies, infants and younger children (e.g. diaper changing in a nursery trips to the washroom, supervision in higher risk sports, recreational or off-premises activities) and although not desirable or recommended, may find themselves alone with those in their care, even if only for a short period of time. For all of these reasons, anyone serving in a position of trust must be fully screened.

#### Positions of Trust versus "Helpers" (i.e. under age 16)

The importance and desirability of involving teenagers in volunteerism is widely recognized in our society and in our school system. We also recognize Christian service work as an important expression of personal faith and maturity. Recommended abuse prevention standards do allow for younger helpers to assist within a nursery classroom or other on-premises settings, but only while being supervised at all times by screened adult workers and never ever while being alone with younger children or allowed to take them on washroom breaks, outdoors, off-premises or in public places without other screened adult workers supervising at all times. Examples of helper responsibilities would include such things as helping during craft times, assisting younger children in recreational events in a larger open room setting reading to younger children in a classroom setting with leaders always present, etc. In the case of helpers, criminal record checks are not required. However an application process and reference checks are still recommended for any minors assisting with younger children as helpers.

**Note:** "Adult" helpers must be fully screened as a child cannot differentiate between adults who are in a position of trust and are fully screened, and those who are not."

# The Ten Commandments of Youth Abuse Prevention

1. **The “Two Adult” Meeting Rule** Make every effort possible to have at least two screened adult leaders present when interacting with one or more teens, whether on premises, grabbing a coffee together or during some other off-premises activity event or mentoring program. As a general rule, these adults should not be related.
2. **The “Three Person” Transportation Rule** Adults often need to drive youth to and from activities and every effort should be made to have a third person in the vehicle, preferably two unrelated adults with one or more minors as passengers. Avoid having one young person and one adult in the car alone. If you have any unplanned extra stops, attempt to notify parents if possible.
3. **Open Door Counselling** During any counselling session between an adult ministry leader and youth, the best practice is to keep the door of the counselling room open for the entire session. Ideally the session will be conducted at a time when others are nearby. Consider counselling in a group setting whenever possible, where witnesses to the conversation and interaction are present.
4. **Adequate Leader-to-Youth Ratios** Subject to the “two adult” rule minimum, any sponsored youth event should always have a leader to-youth ratio of no less than one leader to eight youth, particularly if it is outside, near public roads or off-premises. However the higher the risk, the greater the supervision required. For example a wilderness hiking may require a 1:4 ratio or lower or if you have any special needs persons in your care.
5. **Sleepover Guidelines** Should include approval of the event by an executive director or



Youth ministries, programs and events can be challenging in terms of upholding effective abuse, molestation and harassment prevention measures. Following is a list of ten important considerations to keep youth and youth workers safe:

- senior ministry leader signed parental permission slips, a “two adult” rule, separate sleeping quarters for males and females, leaders must be awake for as long as youth to ensure monitoring of safe behaviour no sharing the same bed between any adult and youth, and leaders must not change in front of youth.
  6. **Safe Media, Internet and Social Media Guidelines** Avoid taking youth to restricted, adult or age-inappropriate movies, sharing inappropriate or unsupervised internet access and texting between adult leaders and youth under 16 without parental permission. It is preferable to avoid texting youth under age 16 altogether.
  7. **Appropriate Displays of Affection between Adults and Youth** Include side hugs, shoulder-to-shoulder hugs, pats on the head, shoulder or back, handshakes, high-fives, arms around shoulders and touching hands, faces, shoulders and arms.
  8. **Inappropriate Displays of Affection between Adults and Youth** Even if in fun or as “horseplay” it is not acceptable for adults to engage with youth in full frontal hugs, kisses on the mouth, touching bottoms, chests or genital areas, showing affection in isolated areas of a building touching knees or legs, male/female and/or one-on-one wrestling piggyback rides, tickling massage or any form of affection unwanted by the youth.
  9. **Appropriate Verbal Interaction** Include positive reinforcement, appropriate jokes, encouragement and praise.
  10. **Inappropriate Verbal Interaction** Avoid any form of name calling adults having sexually oriented conversations with teens, involving youth in the personal problems of leaders, having secret elements of any relationship with youth, compliments related to physique or body development, cursing off-colour or sexual jokes shaming belittling derogatory remarks or harsh language that may frighten, threaten or humiliate.
- Excerpts from “*Better Safe Than Sued*” Jack Crabtree/Zondervan Press

## Can Social Networking Get Us Sued?

To better understand key areas of potential online liability risk for Christian charities and practical tips to establish an electronic communications and social media policy for your organization, check out *The Advantage* article entitled “Social Media for Christian Ministry: Getting Online and Keeping Out of Court” in the Member’s section of our *Church Protection Plus Church & Charity* home page at [www.robertsonhall.com](http://www.robertsonhall.com)



Just because a youth pastor or youth ministry leaders have an enthusiastic idea for a new or unusual program or event doesn’t mean that your board of directors should always go along with approval and their blessing. Not every idea is one that furthers your core ministry objectives and some often come with a very high price in terms of the potential for injury abuse and negative publicity in the community you serve if it is not done properly with accountability and full knowledge of the risks

to your personnel and those in your care.

For example, if a proposed activity and the way it is managed conflicts with sound abuse prevention procedures or safety standards, it should be a “red flag” causing your board members or ministry leaders to further investigate, review your abuse prevention plan and make reasonable inquiries with your insurance provider and any other professionals appropriate to the proposed activity for their advice. As you “proceed with caution” and before you give the “green light” to new programs and events, consider the following questions with respect to maintaining sound abuse prevention and screening guidelines for your children’s and youth ministries:

- Level of **access** by your workers to vulnerable persons in their care, on or off-premises
- Degree of **trust** inherent in the

volunteer or employment position

- Your potential liability for another organization’s **lack of care** in a joint ministry or co-sponsored event
- Amount of potential **isolation** of a worker being left alone with a minor
- Inherent **risk** associated with the particular activity or event

The answers to these questions should guide your leaders in determining whether new or unusual youth events and programs can be managed safely and within the parameters of your existing abuse prevention policies and procedures. Unfortunately in trying to “get ministry done” or in co-sponsoring events with other organizations wherein proper screening and procedures fall through the cracks, some churches and charities have placed the minors in their care in harmful situations and exposed themselves to unnecessary legal liability.

# Abuse Prevention Audit: A Board Responsibility



## WHY?

An abuse prevention policy is the single most important risk management tool utilized by children's and youth-serving organizations!

Implementing and maintaining an effective prevention plan are both crucial and equally important in protecting those in your care, avoiding unnecessary lawsuits, defending your organization and directors in a civil court case and maintaining your ongoing insurance coverage eligibility. Some myths about prevention and compliance...

- If we don't know about it, it's OK
- If we have a policy on it, we don't need to check
- That's not a board responsibility
- This is a ministry the courts will treat us differently
- It won't ever happen here
- They would never sue us

An external third party audit conducted by a legal or other professional outside party is always highly recommended. However internal auditing is also a good solution for monitoring and measuring compliance to your organization's prevention plan. The goal is to provide your leadership with a report card and an action plan. The advantage of this type of audit is being able to correct problems internally before they result in oversights that can lead to injury abuse, litigation and uninsured claims.

## WHAT?

Following is a framework for monitoring and assessing the scope of your abuse prevention audit in relationship to your specific operations as a church or charity:

- Do an inventory of all ministries, activities, programs and events which your organization is currently sponsoring or co-sponsoring
- Evaluate potential risks associated with new or proposed activities and programs prior to board or senior management approval
- Keep updated regarding ongoing changes in legislation, regulation and statutory legal obligations through local police, your lawyer and your insurance provider
- Review past issues or concerns that your organization has faced, including previous audits

## WHO?

An audit should be conducted by having an independent internal auditor (individual or committee) appointed by your board (or congregation) to review and survey your various programs, ministries and departments and to report back to your board members to ensure compliance with your organization's own stated written abuse prevention plan and to verify that your actual operations are in compliance with your policies and procedures.

## WHEN?

Your board (or congregation) should ratify an internal abuse prevention audit protocol to be conducted on an ongoing annual or bi-annual basis which reflects the size, scope and nature of your organization's particular children's and youth ministries, programs and events.

*Board members should be aware that they could be exposed to personal liability if they permit their organization to work with children or other vulnerable persons where the board has failed to implement an appropriate abuse prevention policy that has been customized to reflect the specifics of their organization. Failure to follow the protocol set out in the abuse prevention policy could also lead to liability so it is important that an organization that has the foresight to implement a policy also makes sure that the policy is strictly followed.*

Terrance Carter of Carters Professional Corporation, [www.charitylaw.ca](http://www.charitylaw.ca)

## HOW?

Following is a simple and easy to use outline for conducting an internal audit:

1. A director officer committee or other qualified individual should be appointed by the board (or congregation) and given power and authority as internal auditor to oversee all aspects of the audit procedure and to whom your children's and youth ministry department leaders will have the responsibility to assist and cooperate. Ideally this individual or committee should be knowledgeable about abuse prevention but should be

removed from the day-to-day operations of your youth and children's ministries in order to assure objectivity.

2. The internal auditor will be provided with specific guidelines to survey the various department ministries, programs and events, which will include, but not necessarily be limited to review of your physical premises (e.g. windows in all classrooms), your operational procedures (e.g. "two adult" rule), your training of all new and existing workers (e.g. awareness of the prevention plan and duty to report abuse) and your screening procedures (e.g. minimum 6 months of attendance prior to eligibility personal interview and references, criminal record checks, etc.) With respect to screening a random number of new and existing workers should be confidentially surveyed by the auditor to ensure that they have been properly screened and trained.
3. The results of the survey will be summarized and reported to the board by the internal auditor outlining the areas of full compliance, partial compliance and non-compliance, along with a recommended "to-do" list in order to achieve maximum compliance.
4. The board will review and ratify the internal auditor's report and propose an action plan to achieve maximum compliance within a reasonable time frame. This action plan may include temporarily shutting down non-complying programs and events while staff or individual department leaders remediate the problem areas. Remediation may include following up on outstanding or overdue screening documentation and initial or refresher training for workers. It may also include changes to operational procedures, building modifications and checking with the organization's legal counsel or insurance provider for clarification of any outstanding liability or coverage issues. Once the non-compliant areas have been satisfactorily addressed, staff or department leaders should formally report back to the board in order to confirm full compliance with your organization's abuse prevention plan.

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## **LaSalle Police Service Committee Memorandum**

**To:** LaSalle Police Services Board

**From:** Duncan Davies, Acting Chief of Police

**Date:** June 3, 2021

**Subject:** Draft – 2020 Annual Report

### **Background:**

The ONTARIO REGULATION 3/99 ADEQUACY AND EFFECTIVENESS OF POLICE SERVICES requires that every Chief of Police prepare an annual report for the Board relating to the activities of the police force during the previous fiscal year, including information on:

- Its' performance objectives, indicators and results;
- Public complaints; and
- The actual cost of police services.

The 2020 Annual Report will be professionally printed and copies will be made available to the public upon request. The annual report will also be made available on the Service's website and also highlighted on our social media platforms.

### **Recommendation:**

That this memorandum and attachment be received for information and adoption.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Duncan Davies', is written over a faint, circular official stamp.

Duncan Davies  
Acting Chief of Police  
LaSalle Police Service

Attach.



# LaSalle Police Service

## 2020 Annual Report



"Dedicated to Serve"





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# 2020 Annual Report

## Message from the Board Chair



*Marc Bondy*

**Mayor Marc BONDY**  
Chair, Jan 2019 – Present  
Vice Chair, Jan 2017 – Dec 2018  
Member, Dec 2014 – Jan 2017



On behalf of the LaSalle Police Services Board, I am pleased to introduce the 2020 LaSalle Police Service Annual Report. This report is an account of the excellent work that the LaSalle Police Service is committed to providing to our community on a continuous basis.

We could have never predicted the challenges that COVID-19 would bring, and the Board is very pleased with the many accomplishments made by the Service in 2020. We thank everyone from first responders, to health care workers, to grocery store employees and everyone in between, for doing their part to focus on the health safety of our community. The LaSalle Police Service continues to operate at a high level of efficiency, with one of its priorities being the safety of our community and its members.

The Town of LaSalle was ranked as the 11<sup>th</sup> safest community by Statistics Canada in 2020 as we continue to be the only local police service in Essex County. The Board is proud of the effort of the Service to enhance community safety and advance public trust and accountability.

As we reflect on the past year, we wish to congratulate Chief John Leontowicz on his 21 year career with the LaSalle Police Service, and his 45 years of exemplary policing service. In June of 2020, Chief Leontowicz announced his retirement and the Board began the process of recruiting a new Chief of Police to lead the Service. The Board is committed to making sure its process is fair, transparent, equitable and consistent. In October of 2020, the Board engaged the services of Odgers Berndtson to assist in the search. Through interviews and consultations with stakeholders, within the Board, the Service and the LaSalle community, the Board has developed an appreciation for the Service, and has identified specific priorities for the new Chief.

The LaSalle Police Services Board would like to thank Chief John Leontowicz and Deputy Chief Kevin Beaudoin, along with our sworn and civilian employees, for continuing to serve with integrity, professionalism, compassion, dedication and courage.

On behalf of the Board, I am pleased to present the highlights of the challenges, decisions and successes of our policing activities in 2020. Stay safe and healthy.

## LaSalle Police Services Board Members



**Crystal MELOCHE**  
Deputy Mayor  
Jan 2019 – Present



**Martin KOMSA**  
Member  
Feb 2014 – Present



**Victoria HOUSTON**  
Member  
Dec 2016 – Present



**Daniel ALLEN**  
Member  
Aug 2019 – Present



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## Message from the Chief



Duncan DAVIES  
Acting Chief of Police  
January 2021 – Present

On behalf of the 56 members of the LaSalle Police Service, I am proud to share with you our 2020 Annual Report. The Annual Report provides a snapshot of the internal workings of the Service over the previous calendar year.

As with most other sectors of the community, the COVID-19 pandemic has had a significant effect on policing operations. While we certainly appreciate the close relationship we share with our community, we acknowledge that personal safety mitigation strategies including limited face to face interactions, the wearing of masks and social distancing has not only placed a physical but also a psychological barrier between us.

Recognizing that the pandemic can also have a negative impact on our staff, we have enhanced our employee wellness initiatives to ensure that those who are called upon when help is needed also have the help and support they need. We are hopeful that our collective perseverance in the face of adversity will get us through and we look forward to a post pandemic future.

A thorough analysis of our crime statistics provides some interesting facts including a slight reduction in calls for service however a significant increase in proactive police activities. This affirms that even though Officers have responded to fewer complaints, they have been much more active in patrolling neighbourhoods, conducting property checks and engaging in more traffic enforcement initiatives.

Our crime data, reportable to the Canadian Centre for Justice and Community Safety Statistics, indicates a reduction of 26% in overall crime and a reduction of 30% in the number of motor vehicle collisions. The effective and efficient hard work and dedication of each and every member of the Service working in partnership with the community has resulted in less crime and safer roadways.

You can count on all members of the LaSalle Police Service to continue fulfilling our mission, goals and objectives by performing their day to day roles and responsibilities in a professional and unbiased manner because your trust and confidence in us are crucial.

As always, we are committed to doing our part in ensuring that the Town of LaSalle continues to be the healthy, vibrant and caring community it is known for as well as a safe and secure place to live, work and play.





## Statement of Purpose & Direction

### Our Mission



*Our sole mission is to protect lives and property of the citizens we serve, provide a safe community, improve quality of life, and prevent crime while working in partnership with the community.*

### Our Goals & Objectives



*The goal of the LaSalle Police Service is to protect our community in a manner that promotes pride within our organization and with the citizens we serve providing a professional and innovative police service.*

*In attaining this goal we will be committed to ensuring that we are compassionate and accountable, fostering trust with our community through integrity and mutual respect.*





## Quality Assurance

### Community Satisfaction



In 2020, Community Patrol Supervisors contacted over 440 clients seeking their feedback and input using the “Customer Service Survey”. This survey, along with comments and feedback from social media platforms, provide valuable input on the quality of service provided by our Communications Centre personnel and Community Patrol Officers.

The survey consists of five questions about the client’s interaction with our members, satisfaction and outcome of their issue or complaint. The intent of the survey is to solicit feedback, comments and suggestions that can assist with improving our service delivery model.

Of over 440 surveys conducted, 93% of respondents rated the overall service they received as “Excellent”, 6% of respondents rated the overall service as “Good” and less than 1% of respondents rated the overall service as “Needs Improvement” resulting in a **99%+ positive overall satisfaction**. Here are some of the many positive words and comments received:

*“She calmed me right down”*

*“He went far beyond what I expected”*

*“She was excellent. So professional and friendly”*

*“They made us feel safe”*

*“I was impressed with how fast the Officer solved the situation”*

*“I’ve lived in LaSalle for 40 years and I hope that LaSalle Police is here for another 40 years”*

*“The Officer that gave the kids a teddy bear was awesome”*

*“The issue was resolved and it’s obvious that LaSalle Police cares”*

*“Very professional. She remained neutral and didn’t pick sides”*

*“He was more than excellent”*

*“He was great and very understanding. He listened to what I had to say”*

*“I can’t thank you guys enough. You saved my friend’s life”*

*“If there were an award for police, it would go to you guys”*

*“No finer police service than LPS”*

*“I was really impressed”*

*“I was also very impressed with the female Dispatcher that I spoke to”*

*“I was very appreciative that the Officer did a follow up with me and told me what had happened”*

*“Everything the Officers did for me was excellent. They helped me out in a difficult situation”*

*“You guys have always been fantastic. I hope LaSalle never ever thinks about getting rid of our police force”*

### Public Complaints – Service Delivery Feedback



In 2020, the 36 Officers and 18 Civilian members of the LaSalle Police Service interacted with the public on 19,776 occasions responding to 6,482 reactive calls for service and initiating 13,294 proactive police activities. As a result:

- ✓ No public complaints were received about the policies of or services provided by the Service.
- ✓ One public complaint was received about the conduct of a Police Officer however the complaint was withdrawn.

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## Crime Analysis & Statistics

### Central Communications Centre

The Central Communications Centre is responsible for logging all activities by members of the Service. This includes everything from calls for service, traffic stops, property checks, court to vehicle repairs. All reactive calls for service and proactive police activities are assigned an occurrence number to track the investigation and/or activity.

LPS Dispatch History 2017 – 2020 Complaint Types & Activities						
Item	2017	2018	2019	2020	# Chg	% Chg
All Complaint Types & Activities	18,874	18,655	21,312	28,824	+7,512	+35.25%
Total Reactive Calls & Proactive Activities	11,615	11,615	12,913	19,776	+6,863	+53.15%
➤ Reactive Calls For Service Only	5,667	6,045	6,522	6,482	-40	-0.61%
➤ Proactive Police Activities Only	5,948	5,570	6,391	13,294	+6,903	+108.01%
Total 911 Calls Received	3,612	3,196	2,917	2,481	-436	-14.95%

### Reportable Occurrences

A certain number of the occurrences are cleared as “report to follow” meaning that a report is generated to document the investigation in our Records Management System (RMS). Of these reports, certain incidents are further reportable to the Canadian Centre for Justice & Community Safety Statistics (CCJCSS) where data is collected to assess the levels of crime in Canada.

LPS RMS 2017 – 2020 Reportable Occurrences						
Item	2017	2018	2019	2020	# Chg	% Chg
RMS Occurrence Reports	2,670	2,555	2,719	2,620	-99	-3.64%
➤ Solved Rate	74.57%	75.50%	71.72%	80.42%	-	+8.70%
➤ Criminal Charges Laid	384	352	364	268	-96	-26.37%
CCJCSS Violent Occurrences	61	64	65	40	-25	-38.46%
CCJCSS Drug Occurrences	54	31	11	9	-2	-18.18%
CCJCSS Property Occurrences	507	498	556	404	-152	-27.34%
CCJCSS Other Occurrences	134	130	123	140	+17	+13.82%
Total Young Persons In Crime	142	136	91	35	-56	-61.54%
➤ Total Youths Charged	14	17	14	1	-13	-92.86%
➤ Total Youths Cautioned	128	119	77	34	-43	-55.84%
➤ Violent Youths Charged	6	8	7	1	-6	-85.71%
➤ Violent Youths Cautioned	14	23	8	8	0	0%
Victim Services Referrals	32	21	59	57	-2	-3.39%
Crime Severity Index (CSI) Rating	26.62	26.46	26.70	N/A	-	-
Crime Severity Index (CSI) Ranking	10/307	9/321	11/324	N/A	-	-



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## Crime Analysis & Statistics

### Traffic Management & Road Safety

The following table highlights the overall statistics related to traffic management and road safety.

LPS RMS 2017 – 2020 Traffic Management & Road Safety						
Item	2017	2018	2019	2020	# Chg	% Chg
Impaired Occurrences	13	15	16	10	-6	-37.50%
Total Motor Vehicle Accidents	365	366	412	287	-125	-30.34%
➤ Fatal	1	0	0	0	0	0
➤ Injury	45	54	43	37	-6	-13.95%
➤ Property Damage	256	272	297	207	-90	-30.30%
➤ Fail To Remain	63	40	72	43	-29	-40.28%
Traffic Other	131	142	110	134	+24	+21.82%
<b>Total CCJCSS Traffic Incidents</b>	<b>509</b>	<b>523</b>	<b>538</b>	<b>431</b>	<b>-107</b>	<b>-19.89%</b>
Traffic Charges	1,798	1,129	1,230	1,509	+279	+22.68%

### Annual Comparison

The following table highlights the annual comparison for all LaSalle Police Service reports in the areas of violence, property, lawless public behaviour and traffic. Each of the identified areas capture data from reports that include incidents where an actual offence had occurred or where there was the potential for an offence to be committed.

LPS RMS 2017 – 2020 Occurrence Report Annual Comparison						
Item	2017	2018	2019	2020	# Chg	% Chg
Violence	378	463	491	373	-118	-24.03%
Property	507	499	567	406	-161	-28.40%
Lawless Public Behaviour	489	413	399	457	+58	+14.54%
Traffic	2,526	1,827	1,933	2,114	+181	+9.36%

### Overall Crime Trends – Six Year Average

Over the six year period between 2015 and 2020, the following trends were averaged and compared:

LPS RMS Overall Crime Trends – Six Year Average				
Item	2020	Six Year Average	# Diff	% Diff
Violence	373	396.2	-23.2	-5.86%
Property	406	469.0	-63	-13.43%
Lawless Public Behaviour	457	410.8	+46.2	+11.25%
Traffic	2,114	1,935.5	+178.5	+9.22%



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## 2018 – 2020 Strategic Business Plan

In early 2018, the Strategic Business Planning Committee developed the 2018 – 2020 Strategic Business Plan. This new and improved business plan detailed our history, who we are, the composition of the community we police and our objectives in the thirteen identified core policing areas. Earlier this year, a careful review of the objectives identified in the former business plan was undertaken, the results of which are highlighted in the tables below. The new 2021 – 2023 Strategic Business Plan is currently under development by the Strategic Business Planning Committee.

### Former Business Plan Results



#### 1. Crime Prevention

Crime Prevention			
Item	Objective	Measurement	Result
1.1 ✓	Explore the purchase of both a mobile and stationary public notification sign to enhance communication with the public on crime prevention and other safety and security initiatives.	<ul style="list-style-type: none"><li>Feasibility Report &amp; Cost Estimate</li></ul>	Achieved. In late 2019, a proposal was put forward by then Chief LEONTOWICZ for a marquis sign to be installed above the Police sign in front of the police facility. The proposal was endorsed in principle by the Board but later deferred by Town Council. In early 2021, the marquis sign was no longer under consideration.
1.2 ✗	Explore the purchase and use of a crime-mapping program available to the public online depicting crime locations within the Town.	<ul style="list-style-type: none"><li>Feasibility Report &amp; Cost Estimate</li></ul>	Not Achieved. Research into available crime mapping software was not completed. In early 2021, the Service implemented a new Records Management System that works with identified crime mapping software. Further research to be conducted.

#### 2. Community Patrol

Community Patrol			
Item	Objective	Measurement	Result
2.1 ✗	Consider resurrecting the Police Cadet Program.	<ul style="list-style-type: none"><li>Feasibility Report</li><li>Changes to Organizational Chart</li></ul>	Not Achieved. This objective may be reconsidered by the Strategic Business Planning Committee for the new business plan.
2.2 ✓	Consider a dedicated Traffic Enforcement Officer(s) mandated to coordinate all road safety initiatives and specialty unit programs.	<ul style="list-style-type: none"><li>Feasibility Report</li></ul>	Achieved. In June 2019, application was made for funding available from the Community Safety & Policing Grant Program. The Service was successful in obtaining funding for our Traffic Enforcement Unit (TEU) through 2022. A new TEU Coordinator was selected to manage all traffic related initiatives and programs.



## Former Business Plan Results *Continued*



### 3. Criminal Investigations

Criminal Investigations			
Item	Objective	Measurement	Result
3.1 ✓	Provide secondment opportunities for Community Patrol Officers to work in the Criminal Investigation Division.	<ul style="list-style-type: none"> <li>Number of Secondments or Assignments to CID</li> </ul>	<p>Achieved.</p> <p>In early 2021, a new policy was adopted which provides clarity on the processes, guidelines and responsibilities of Officers and temporary CID secondment opportunities. So far, two Officers have taken advantage of this opportunity.</p>

### 4. Community Satisfaction

Community Satisfaction			
Item	Objective	Measurement	Result
4.1 ✗	Explore the development and use of an online survey program to solicit independent feedback via email on police initiatives and investigations.	<ul style="list-style-type: none"> <li>Feasibility Report &amp; Cost Estimate</li> </ul>	<p>Not Achieved.</p> <p>This objective may be reconsidered by the Strategic Business Planning Committee for the new business plan.</p>
4.2 ✗	Explore the installation of computers in the police facility lobby to enable online reporting and access to surveys.	<ul style="list-style-type: none"> <li>Feasibility Report &amp; Cost Estimate</li> </ul>	<p>Not Achieved.</p> <p>In early 2021, a Service Delivery Committee was struck to assess the feasibility and functionality of a computer kiosk for the police facility lobby.</p>

### 5. Emergency Response

Emergency Response			
Item	Objective	Measurement	Result
5.1 ✓	Explore new training opportunities with partner agencies in responding to high risk – low frequency emergency calls for service.	<ul style="list-style-type: none"> <li>Partner MOUs</li> <li>Additional Training Dates</li> </ul>	<p>Achieved.</p> <p>In May 2019, the Service hosted the Major Case Management course and the Incident Command course at the police facility. In 2020, joint training was being considered with partner agencies, however was interrupted by the COVID-19 pandemic.</p>
5.2	Train additional Officers in Incident Command, Emergency Response, Crisis Negotiation & Search Master.	<ul style="list-style-type: none"> <li>Increased number of Trained Officers.</li> </ul>	<p>Partially Achieved.</p> <p>In 2019, six Officers were trained in Incident Command. Additional training for Emergency Response, Crisis Negotiation &amp; Search Master has been deferred due to the COVID-19 pandemic.</p>



## Former Business Plan Results *Continued*



### 6. Violent Crime

Violent Crime			
Item	Objective	Measurement	Result
6.1 ✓	Maintain a front loaded and effective response to solving crime of violence.	<ul style="list-style-type: none"> <li>Solved Rate</li> </ul>	<p>Achieved.</p> <p>Solved rate is: 75.50% for 2018, 71.72% for 2019 and 80.42% for 2020.</p> <p>In 2020, the rate of violent crime (CCJCSS) has decreased by 38.46% from 2019.</p>

### 7. Property Crime

Property Crime			
Item	Objective	Measurement	Result
7.1 ✗	Research, develop and implement ad hoc operational plans and/or projects targeting property related offences.	<ul style="list-style-type: none"> <li>Number of Plans and/or Projects</li> </ul>	<p>Not Achieved.</p> <p>This objective may be reconsidered by the Strategic Business Planning Committee for the new business plan.</p>

### 8. Youth Crime

Youth Crime			
Item	Objective	Measurement	Result
8.1 ✓	Continue fostering positive relationships with local youth through interactive programs such as B-RAD, VIP and LaSalle Hangout.	<ul style="list-style-type: none"> <li>Number of Youth Programs &amp; Interactions.</li> </ul>	<p>Achieved.</p> <p>Officers continue to participate in youth related programs including the VIP and B-RAD program at local schools. During the period, the Community &amp; Corporate Affairs Officer (CCAO) has participated in a host of programs and event interacting with local youth, thereby strengthening our relationship. In 2020, there was a significant decrease in the number of youths charged with a criminal offence from 14 in 2019 to only one in 2020.</p>





## Former Business Plan Results - Continued

### 9. Victim Assistance



Victim Assistance			
Item	Objective	Measurement	Result
9.1 ✓	Increase the number of referrals to Victim Services (VS).	<ul style="list-style-type: none"> <li>Number of VS Referrals</li> </ul>	Achieved. Referrals to Victim Services have increased from 21 in 2018, to 59 in 2019 and 57 in 2020. Officers continue to offer victim assistance in most criteria investigations up from 122 in 2019 to 134 in 2020.
9.2 ✓	Enhance the mandate of the Mental Health Support Officer (MHSO) to include Victim Assistance (VA) Liaison, providing ongoing support and referrals to victims.	<ul style="list-style-type: none"> <li>Number of Post Occurrence Victim Contacts</li> </ul>	Achieved. In June 2019, application was made for funding available from the Community Safety & Policing Grant Program. The Service was successful in obtaining funding for our Mental Health Support Officer (MHSO) which now includes the role of Victim Liaison (VL). The MHSO & VL participates on numerous committees related to both roles.

### 10. Road Safety

Road Safety			
Item	Objectives	Measurement	Result
10.1 ✓	Purchase three portable speed signs, one per year.	<ul style="list-style-type: none"> <li>Increased Number of Speed Signs</li> </ul>	Achieved. In late 2017, a new solar powered digital speed sign which can be mounted on poles was purchased. In late 2020, two new portable solar powered digital speed signs were purchased and later mounted on two of our refurbished RADAR trailers. The signs have the ability to display the rate of speed to motorists as well as provide information wirelessly for statistical analysis.

### 11. Information Technology

Information Technology			
Item	Objectives	Measurement	Result
11.1 ✓	Explore alternative Records Management Systems (RMS) and Computer Aided Dispatch (CAD) Systems.	<ul style="list-style-type: none"> <li>Feasibility Report &amp; Estimated Costs</li> </ul>	Achieved. In late 2020, a contract was endorsed with the Windsor Police Service to bring the Versatarm Records Management System software to the Service. It is expected that all members of the Service will be fully trained when the system goes live on May 18th, 2021.



## Former Business Plan Results *Continued*



### 12. Police Facilities

Police Facilities			
Item	Objective	Measurement	Result
12.1 ✗	Explore the installation of enhanced security and privacy measures, including booking area partition, change room/washroom partition, and exterior bollards.	<ul style="list-style-type: none"> <li>Feasibility Report &amp; Estimated Costs</li> </ul>	Not Achieved. This objective may be reconsidered by the Strategic Business Planning Committee for the new business plan.
12.2 ✓	Explore additional opportunities for outside partner agencies to use the LaSalle Police Service facility.	<ul style="list-style-type: none"> <li>Number of Facility Partnerships</li> </ul>	Achieved. The Service provides shared office space for partner agencies including Hotel Dieu Grace Healthcare as part of our Mental Health Support Team (MHST), Probation & Parole and the House of Sophrosyne.

### 13. Resource Planning

Equipment			
Item	Objective	Measurement	Result
13.1 ✓	Conduct a Human Resource Assessment & Deployment Strategy Session to assess staffing levels, deployment and future needs.	<ul style="list-style-type: none"> <li>Schedule Session</li> <li>Document Discussion</li> <li>Recommendations</li> </ul>	Achieved. On September 16th and 18th, 2019, the Service held and internal Human Resource Strategic Planning Session. Another session was held on April 14th, 2021 to openly discuss staffing levels, deployment and future needs.
13.2 ✗	Explore the development and implementation of a Chief's Award to recognize outstanding achievements.	<ul style="list-style-type: none"> <li>Feasibility Report &amp; New Policy</li> </ul>	Not Achieved. This objective may be reconsidered by the Strategic Business Planning Committee for the new business plan.
13.3 ✓	Strike a Service Delivery Committee to assess and review all aspects of policing operations.	<ul style="list-style-type: none"> <li>New Committee</li> </ul>	Achieved. Although not completed in the 2018-2020 calendar years, several Service Delivery Committees have been struck in early 2021 to address policing aspects of immediate concern.





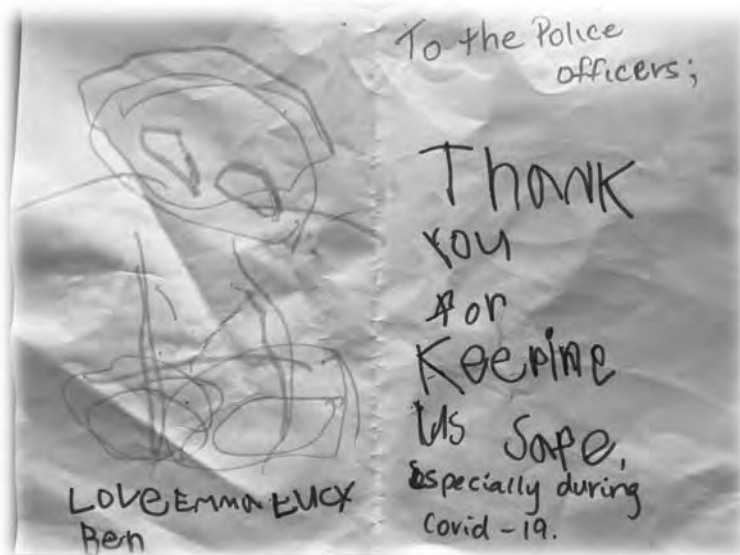
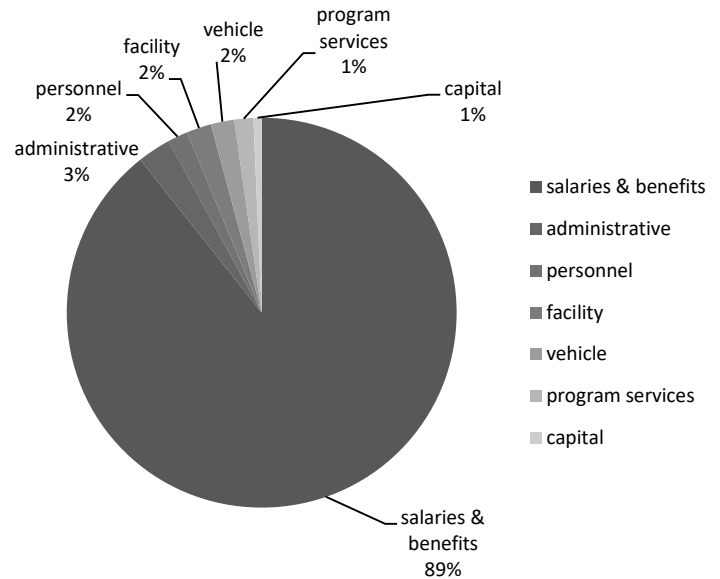


# 2020 Annual Report

## Financial Report - Business Operations

### Cost of Policing

<i>Salaries &amp; Benefits</i>	<i>\$6,932,098.00</i>
<i>Administrative</i>	<i>\$ 212,288.00</i>
<i>Personnel</i>	<i>\$ 131,776.00</i>
<i>Facility</i>	<i>\$ 158,203.00</i>
<i>Vehicle</i>	<i>\$ 150,399.00</i>
<i>Program Services</i>	<i>\$ 123,623.00</i>
<i>Capital</i>	<i>\$ 52,151.00</i>
<i>Operating Expenses</i>	<i>\$7,760,538.00</i>
 <i>Less Revenue</i>	 <i>\$ (170,893.00)</i>
<b><i>Total Operating Expenses</i></b>	<b><i>\$7,589,645.00</i></b>





"Dedicated to Serve"



## **LaSalle Police Services Board Public Memorandum**

**To:** LaSalle Police Services Board

**From:** T. Mailloux, Board Secretary

**Date:** June 14, 2021

**Subject:** LaSalle Police Services Board 2021 Correspondence Summary Number 5

### **Recommendation:**

That the memorandum from the Board Secretary dated June 14, 2021 regarding the LaSalle Police Services Board 2021 Correspondence Summary Number five be received for information.

### **Background:**

Attached is a summary of emails received from the Ministry of the Solicitor General (MSG) regarding the All Chiefs and Board Memos, email correspondence from the Ontario Association of Police Services Boards (OAPSB), and email correspondence from the Association of Municipalities of Ontario (AMO) for the period of May 12, 2021 to June 14, 2021.

The emails listed in the summary are forwarded to the Board members for their review as they are received by the Board Secretary.

Respectfully submitted,

Tanya Mailloux, Secretary  
LaSalle Police Services Board

Attachment

## LaSalle Police Services Board 2021 Correspondence Summary #5

All MSG, OAPSB, and AMO emails/correspondence that are e mailed to the Board Secretary are forwarded to Board members when received. The memos are placed on the agenda upon a Board member's request.

Date	Reference Number	Subject
May 12, 2021	21-0052	Second Dose of COVID-19 Vaccine for frontline Police Officers and Special Constables
May 14, 2021	21-0053	Changes to the Ontario Sex Offender Registry following the Supreme Court of Canada Decision in Ontario (Attorney General) v. G
May 14, 2021	21-0054	Updated Points of Contact for OIPRD
May 17, 2021	21-0055	Provincial Antigen Screening Program
May 17, 2021	21-0056	Launch of OIPRD Service-by-Service Page
May 21, 2021	21-0057	Changes to Existing Emergency Orders and Information Regarding Ontario's Roadmap to Reopen
May 25, 2021 May 27, 2021 (re-issue)	21-0058	Collection of Occurrence Data Related to the Animals Left in Motor Vehicles
May 26, 2021	21-0059	2021 Promotional Exams
May 26, 2021	21-0060	Basic Constable Training Program – Allocation Request for September 15 - December 9, 2021
May 26, 2021	21-0061	Legal Advice for Victims of Sexual Assault Program
May 28, 2021	21-0062	2021–22 Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund (CJMPSOSSF) Call for Applications
May 31, 2021	21-0063	Extension of Orders under the Emergency Management and Civil Protection Act (EMCPA)
June 4, 2021	21-0064	Respiratory Protection Policy and Program
June 7, 2021	21-0065	Increasing Awareness about the Youth Cannabis Diversion Program
June 10, 2021	21-0066	2021-22 to 2022-23 Victim Support Grant (VSG) - Call for Applications
June 10, 2021	21-0067	Entering Step One of the Roadmap to Reopen

Date	Reference Number	Subject
June 10, 2021	21-0068	Class A Manual Transmission Restriction
June 10, 2021	21-0069	Update to O. Reg. 141/21: Pilot Project – Cargo Power-Assisted Bicycles

## Windsor & Essex County Crime Stoppers

Police Coordinator Report

May 1<sup>st</sup> – May 31<sup>st</sup>, 2021



### Overview

- The Coronavirus Disease (Covid-19) hit many world Countries including Canada and Windsor and Essex County limiting much of our community involvement to media and social media venues.
- Crime Stoppers continued to receive normal Tip volume despite the Pandemic that swept the area.

### Program Education and Community Events

- May 10<sup>th</sup> – Presentation to W.E.S.T. (Women's Enterprise Skills Training) as part of Coffee with a Cop.
- May 11<sup>th</sup> - Virtual presentations to GECDSEB Alicia Mason School.
- May 13<sup>th</sup> – Distributed food in partnership with the Unemployment Help Centre.
- Radio commercial with Windsor's Top Country for Police Week.
- May 25<sup>th</sup> - CTV News Segment regarding reporting suspicious marine activity.
- 10 new signs mounted at marinas within Windsor/Essex County to report suspicious activity.

### AM800

“Crime of the Week” report with AM800 radio recorded every Monday which airs every Tuesday morning and afternoon.

- May 4<sup>th</sup> – Vehicle Arson 1200 Block of Richmond – WPS
- May 10<sup>th</sup> – Theft of 2 Sea-Doo's 2000 Block Manning Road – Lakeshore OPP
- May 17<sup>th</sup> – Theft from and of vehicles – WPS Amherstburg
- May 25<sup>th</sup> – Suspicious Marine Activity

### St. Clair College-Media Plex

- Paused until September

### Social Media

- Daily/Weekly Facebook, Twitter and Instagram posts

### Crime Stoppers Upcoming Calendar

- On-going bicycle Auction on Govdeals.com from which proceeds are received by Crime Stoppers program



Should you wish a Crime Stoppers Police Coordinator to attend an upcoming meeting or event in your community, please feel free to contact our office.

Windsor Police Coordinator Lauren Brisco - 519-255-6700 ext 4493

OPP Police Coordinator Sarah Werstein - 519-255-6700 ext. 4496

This statistical report is reflective of May 1<sup>st</sup> – 31<sup>st</sup>, 2021

Crime Stoppers tip information was distributed to the following agencies during this period.

Windsor Police Service

WPS - Amherstburg Detachment

Ontario Provincial Police

LaSalle Police Service

Ministry of Revenue and Finance

Windsor & Essex County Health Unit- Tobacco Enforcement

Crime Stoppers-Chatham Kent

Crime Stoppers Toronto

RCMP

CBSA

Ministry of Natural Resource and Forestry

ROPE

Windsor Police Criminal Intelligence Unit – Cannabis Enforcement

**Attached documents include:**

Police Coordinators Report

Monthly Statistical Report

Tip Summary Report

**This Report was Prepared By:**

Constable Sarah Werstein – OPP Coordinator

*TOTAL POPULATION REPRESENTED – 398,718 (2019 CENSUS)*

*POPULATION (CITY) – 217,188*

*POPULATION (COUNTY) – 126,314*

*POPULATION (LASALLE) – 33,180*

*POPULATION (AMHERSTBURG) – 22,036*

\*\*SI on Statistical Report is “Since Inception” – 1985



## Windsor - Essex County Crime Stoppers - Statistical Report

Filter Date: May 2021 Run Date: 2021/06/03

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tips Received	200	137	144	145	165	0	0	0	0	0	0	0
Tip Follow-ups	162	119	150	160	145	0	0	0	0	0	0	0
Arrests	14	6	10	7	1	0	0	0	0	0	0	0
Cases Cleared	13	4	5	4	1	0	0	0	0	0	0	0
Charges Laid	2	48	41	22	4	0	0	0	0	0	0	0
Fugitives	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Discipline	0	0	0	0	0	0	0	0	0	0	0	0
# of Rewards Approved	6	5	3	6	3	0	0	0	0	0	0	0
Rewards Approved	\$1,950	\$1,450	\$650	\$1,550	\$650	\$0	\$0	\$0	\$0	\$0	\$0	\$0
# of Rewards Paid	0	0	0	0	0	0	0	0	0	0	0	0
Rewards Paid	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
# of Weapons Recovered	1	0	3	1	0	0	0	0	0	0	0	0
# of Vehicles Recovered	0	0	3	0	0	0	0	0	0	0	0	0
Property Recovered	\$0	\$0	\$11,800	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Recovered	\$11,016	\$0	\$37,550	\$680	\$1,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Drugs Seized	\$17,800	\$0	\$7,572	\$525	\$34,910	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Recovered	\$28,816	\$0	\$56,922	\$2,205	\$36,060	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Statistic	Q1	Q2	Q3	Q4	YTD	SI
Tips Received	481	310	0	0	791	57,653
Tip Follow-ups	431	305	0	0	736	18,168
Calls Received	0	0	0	0	0	3,138
Arrests	30	8	0	0	38	6,972
Cases Cleared	22	5	0	0	27	10,341
Charges Laid	91	26	0	0	117	9,847
Fugitives	0	0	0	0	0	625
Administrative Discipline	0	0	0	0	0	3
# of Rewards Approved	14	9	0	0	23	1,803
Rewards Approved	\$4,050	\$2,200	\$0	\$0	\$6,250	\$1,237,810
# of Rewards Paid	0	0	0	0	0	921
Rewards Paid	\$0	\$0	\$0	\$0	\$0	\$813,102
# of Weapons Recovered	4	1	0	0	5	529
# of Vehicles Recovered	3	0	0	0	3	30
Property Recovered	\$11,800	\$1,000	\$0	\$0	\$12,800	\$13,278,781
Cash Recovered	\$48,566	\$1,830	\$0	\$0	\$50,396	\$517,937
Drugs Seized	\$25,372	\$35,435	\$0	\$0	\$60,807	\$53,265,728
Total Recovered	\$85,738	\$38,265	\$0	\$0	\$124,003	\$67,062,446

# Windsor - Essex County Crime Stoppers Tip Summary Report

Created Date: 2021/05/01 to 2021/05/31

Offense Type	Count
Animal Cruelty	1
Arson	2
Assault	2
Breach of Condition	0
Break and Enter	1
By Law	1
Child Abuse	2
COVID-19	7
Cybercrime	3
Disqualified Driving	0
Drugs	56
Elder Abuse	0
Fraud	5
Highway Traffic Act	16
Hit and Run / Fail to Remain	8
Homicide	2
Human Smuggling	0
Human Trafficking	2
Illegal Cigarettes	0
Immigration	0

Impaired Driver	1
Indecent Act	0
Liquor (sales to minors, sales without licence)	0
Mischief	3
Missing Person	0
Possession of Stolen Property	1
Prostitution/Morality	0
Repeat Impaired Driver	2
Robbery	13
Sexual Assault	1
Stolen Vehicle	4
Suspended Driver	0
Suspicious Activity	12
Terrorism	0
Test Tip	0
Theft	8
Warrant	3
Weapons	2
<i>Other</i>	6
<i>Unknown</i>	4
<b>Total</b>	<b>168</b>



1880 Normandy Street, LaSalle, Ontario, N9H 1P8  
Phone: 519-969-5210  
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## **LaSalle Police Service Public Memorandum**

**To:** LaSalle Police Services Board

**From:** Duncan Davies, Acting Chief of Police

**Date:** June 13, 2021

**Subject:** LaSalle Police Services Monthly Statistics for Comparison – May 2020/2021

### **Background:**

Please find attached report of the monthly statistics for comparison for the month(s) of May 2020/2021.

Please note that due to the rollout of the new Versaterm software on May 18<sup>th</sup>, 2021, some comparative statistical data will not be immediately available.

### **Recommendation:**

That this memorandum and attachment be received for information.

Respectfully submitted,

Duncan Davies  
Acting Chief of Police  
LaSalle Police Service

Attach.

# LaSalle Police Service Monthly Statistics for Comparison



## May Monthly Statistics for Comparison

The following table compares the data from May 2020 to May 2021 for the following items:

- Logged Activities – Includes all calls for service, officer actions, lunch breaks, court, vehicle repairs and others.
- Combined Reactive Calls & Proactive Activities – Includes all reactive calls for service and proactive police activities.
- Reactive Calls For Service – Includes complaints received and an Officer dispatched to respond and investigate the complaint.
- Proactive Police Activities – Includes actions self-initiated by Officers as part of their overall Community Patrol duties.
- RMS Occurrence Reports – Includes all police reports for police investigations.
- Charges – Includes the number of counts against accused persons (criminal) and defendants (provincial or municipal).
- Warnings/Cautions – Includes the number of counts where charges may have been considered but a warning/caution issued instead.
- Police Clearances – Includes the number of clearances processed online through Forrest Green.

\* indicates an unknown actual figure due to the difference in comparative statistical data available in the transition from the Enterpol RMS to Versaterm on May 18<sup>th</sup>, 2021.

Item	May 2020	May 2021	Number Change
Total Number of All Activities Logged by the Central Communications Centre	2,783	1,923	-860
Total Number of All Reactive Calls For Service & Proactive Police Activities Combined	1,931	1,754	-177
Number of Reactive Calls For Service	545	1,123	+578
Number of Proactive Police Activities	1,386	631	-755
Total Number of RMS Occurrence Reports	177	205	+28
Total Number of Charges Laid	195	85*	*
Number of Criminal Charges	27	40*	*
Number of Traffic Charges	163	45	-118
Number of COVID-19 Related Charges	0	0	0
Total Number of Warnings/Cautions	217	61*	*
Number of Criminal Warnings/Cautions	2	6*	*
Number of Traffic Warnings/Cautions	205	70	-135
Number of COVID-19 Warnings/Cautions	4	5*	*
Total Number of Police Clearances Processed	49	108	+59



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## **LaSalle Police Service Public Memorandum**

**To:** LaSalle Police Services Board

**From:** Duncan Davies, Acting Chief of Police

**Date:** June 8, 2021

**Subject:** Financial Statement for the period(s) ending May 31, 2021

### **Background:**

Find attached Financial Statement for period(s) ending May 31, 2021 in order to provide a report to Board members detailing the financial position of the LaSalle Police Service.

### **Recommendation:**

That this memorandum and attachment be received for information.

Respectfully submitted,

Duncan Davies  
Acting Chief of Police  
LaSalle Police Service

Attach.



**TOWN OF LASALLE**  
**FINANCIAL STATEMENT**  
**May 31, 2021**

		<b>2021 Budget</b>	<b>2021 YTD Actual 31-May</b>	<b>\$ Variance Budget to Actual</b>	<b>2021 % Budget to Actual</b>	<b>2020 Budget</b>	<b>2020 YTD Actual 31-May</b>	<b>2020 % Budget to Actual</b>	<b>2020 YTD Actual 31-Dec</b>
<b><u>Police / Dispatch</u></b>									
<b>Salaries/Wages</b>		<b>5,443,900</b>	<b>2,009,046</b>	<b>(3,434,854)</b>	<b>36.9%</b>	<b>5,245,800</b>	<b>1,999,051</b>	<b>38.1%</b>	<b>5,168,930</b>
10-5-320610-7000	Payroll-Full Time	4,938,000	1,963,806	(2,974,194)	39.8%	4,901,600	2,000,176	40.8%	4,847,486
10-5-320610-7001	Payroll-Part Time	394,500	114,158	(280,342)	28.9%	378,900	97,615	25.8%	300,876
10-5-320610-7010	Overtime-Full Time	146,200	(21,181)	(167,381)	-14.5%	147,200	(12,691)	-8.6%	106,326
10-5-320610-7011	Overtime-Part Time	7,200	5,395	(1,805)	74.9%	7,200	4,456	61.9%	13,014
10-5-320610-7020	Special Pay-Full Time	135,100	22,076	(113,024)	16.3%	130,100	(4,605)	-3.5%	175,002
10-5-320610-7021	Special Pay-Part Time	15,900	1,635	(14,265)	10.3%	15,800	3,872	24.5%	8,641
10-4-320610-5160	Grants-Provincial	(193,000)	(44,992)	148,008	23.3%	(335,000)	(44,992)	13.4%	(193,448)
10-4-320610-5288	WSIB-Revenue	0	(19,580)	(19,580)	100.0%	0	(26,802)	100.0%	(63,090)
10-4-320610-5290	Group Insurance-Revenue	0	(12,271)	(12,271)	100.0%	0	(17,979)	100.0%	(25,877)
<b>Benefits</b>		<b>1,895,200</b>	<b>812,436</b>	<b>(1,082,764)</b>	<b>42.9%</b>	<b>1,896,500</b>	<b>829,999</b>	<b>43.8%</b>	<b>1,763,169</b>
10-5-320610-7080	EI	58,300	40,153	(18,147)	68.9%	59,600	40,965	68.7%	55,774
10-5-320610-7082	CPP	143,800	115,461	(28,339)	80.3%	147,600	113,277	76.8%	157,774
10-5-320610-7084	OMERS	604,000	224,220	(379,780)	37.1%	593,000	237,874	40.1%	585,621
10-5-320610-7086	EHT	107,600	44,377	(63,223)	41.2%	106,500	44,355	41.7%	107,178
10-5-320610-7088	WSIB	155,600	70,411	(85,189)	45.3%	153,300	71,186	46.4%	147,411
10-5-320610-7089	WSIB Neer Surcharge/Rebate	0	0	0	100.0%	0	0	100.0%	(65,580)
10-5-320610-7090	Group Insurance	358,500	131,314	(227,186)	36.6%	360,200	137,261	38.1%	330,860
10-5-320610-7092	Green Shield	467,400	186,501	(280,899)	39.9%	476,300	185,081	38.9%	444,130
<b>Wages/Benefits</b>		<b>7,339,100</b>	<b>2,821,482</b>	<b>(4,517,618)</b>	<b>38.4%</b>	<b>7,142,300</b>	<b>2,829,050</b>	<b>39.6%</b>	<b>6,932,098</b>
<b>Administrative Expenses</b>		<b>193,400</b>	<b>149,010</b>	<b>(44,390)</b>	<b>77.1%</b>	<b>194,300</b>	<b>71,288</b>	<b>36.7%</b>	<b>212,288</b>
10-5-320640-7100	Office Supplies	7,500	1,511	(5,989)	20.2%	8,000	3,224	40.3%	7,991
10-5-320640-7103	Dispatch Equipment Contracts	4,000	889	(3,111)	22.2%	4,500	1,741	38.7%	6,507
10-5-320640-7104	Postage/Shipping	2,000	830	(1,170)	41.5%	2,000	633	31.7%	1,562
10-5-320640-7109	Radio Communications/Licences	2,400	2,030	(370)	84.6%	2,400	1,994	83.1%	1,994
10-5-320640-7114	Meetings/Special Expenses	2,500	130	(2,370)	5.2%	2,500	416	16.7%	3,869
10-5-320640-7120	Insurance-General	21,000	25,344	4,344	120.7%	21,900	0	0.0%	19,445
10-5-320640-7150	Telephone	8,000	5,172	(2,828)	64.7%	9,000	3,890	43.2%	9,994
10-5-320640-7170	Cell Phone	10,000	4,204	(5,796)	42.0%	10,000	4,807	48.1%	11,919
10-5-320640-7500	Office Equipment/Contracts	32,000	9,784	(22,216)	30.6%	32,000	17,294	54.0%	36,344
10-5-320640-7540	Information Technology	104,000	99,115	(4,885)	95.3%	102,000	37,288	36.6%	112,663
<b>Personnel Expenses</b>		<b>134,300</b>	<b>28,298</b>	<b>(106,002)</b>	<b>21.1%</b>	<b>134,400</b>	<b>72,658</b>	<b>54.1%</b>	<b>131,776</b>
10-5-320650-7130	Travel	1,500	0	(1,500)	0.0%	1,600	0	0.0%	2,208
10-5-320650-7132	Conferences/Seminars	6,500	25	(6,475)	0.4%	6,500	1,212	18.6%	6,427
10-5-320650-7134	Memberships/Subscriptions	4,300	2,219	(2,081)	51.6%	4,300	3,902	90.8%	4,770
10-5-320650-7137	Training	46,000	6,493	(39,507)	14.1%	46,000	14,535	31.6%	35,762
10-5-320650-7140	Uniforms/Cleaning	46,000	2,717	(43,283)	5.9%	46,000	32,664	71.0%	44,989
10-5-320650-7141	Equipment to Personnel	30,000	16,843	(13,157)	56.1%	30,000	20,345	67.8%	37,620
<b>Facility Expenses</b>		<b>153,000</b>	<b>45,580</b>	<b>(107,420)</b>	<b>29.8%</b>	<b>153,000</b>	<b>51,192</b>	<b>33.5%</b>	<b>158,203</b>
10-5-320660-7250	Dispatch Main Tower	2,000	1,665	(335)	83.2%	3,000	1,500	50.0%	3,714
10-5-320660-7600	Insurance-Property	4,500	2,303	(2,197)	51.2%	4,500	0	0.0%	3,996
10-5-320660-7610	Hydro	50,000	16,383	(33,617)	32.8%	53,000	17,578	33.2%	58,247
10-5-320660-7620	Water/Sewer	1,500	345	(1,155)	23.0%	1,500	405	27.0%	1,239
10-5-320660-7640	Natural Gas	10,000	1,626	(8,374)	16.3%	10,000	4,486	44.9%	9,057
10-5-320660-7660	Building Maintenance	13,000	6,625	(6,375)	51.0%	13,000	5,044	38.8%	14,088
10-5-320660-7690	Custodial Services	72,000	16,635	(55,365)	23.1%	68,000	22,180	32.6%	67,862
<b>Vehicle/Equipment Expenses</b>		<b>134,100</b>	<b>60,907</b>	<b>(73,193)</b>	<b>45.4%</b>	<b>134,100</b>	<b>53,248</b>	<b>39.7%</b>	<b>150,399</b>
10-5-320670-7243	Historical Vehicle Maintenance	200	0	(200)	0.0%	200	890	445.0%	1,782
10-5-320670-7244	Radar/Roadside Equipment	2,200	1,703	(497)	77.4%	2,200	118	5.4%	2,112
10-5-320670-7700	Insurance-Vehicle	16,300	11,400	(4,900)	69.9%	16,300	0	0.0%	14,473
10-5-320670-7720	Fuel	62,000	29,215	(32,785)	47.1%	62,000	33,168	53.5%	73,626
10-5-320670-7740	Vehicle/Equipment Repairs	48,000	15,625	(32,375)	32.6%	48,000	17,608	36.7%	50,705
10-5-320670-7760	Vehicle Lease	5,400	2,964	(2,436)	54.9%	5,400	1,464	27.1%	7,702
<b>Program Services</b>		<b>135,800</b>	<b>14,985</b>	<b>(120,815)</b>	<b>11.0%</b>	<b>135,800</b>	<b>36,738</b>	<b>27.1%</b>	<b>123,623</b>
10-5-320680-7200	Legal Fees	23,000	1,018	(21,982)	4.4%	23,000	0	0.0%	1,710
10-5-320680-7230	Public Relations	3,000	0	(3,000)	0.0%	3,000	1,992	66.4%	2,144
10-5-320680-7232	Crime Prevention	3,000	150	(2,850)	5.0%	3,000	180	6.0%	2,507
10-5-320680-7234	Criminal Investigation	10,000	5,241	(4,759)	52.4%	10,000	2,794	27.9%	14,148
10-5-320680-7236	Marine Unit	3,500	284	(3,216)	8.1%	3,500	1,761	50.3%	4,491
10-5-320680-7238	Bicycle Unit	1,000	0	(1,000)	0.0%	1,000	0	0.0%	102
10-5-320680-7239	ATV Program	1,500	0	(1,500)	0.0%	1,500	0	0.0%	0
10-5-320680-7240	Towing	800	0	(800)	0.0%	800	0	0.0%	219
10-5-320680-7246	Court Services	74,000	6,250	(67,750)	8.5%	74,000	19,223	26.0%	76,695
10-5-320680-7249	Prisoner Meals	200	0	(200)	0.0%	200	27	13.4%	48
10-5-320680-7269	Youth Foundation	13,000	1,000	(12,000)	7.7%	13,000	3,418	26.3%	4,649
10-5-320680-8998	Grant Expense	0	0	0	100.0%	0	6,118	100.0%	6,407
10-5-320680-8999	Miscellaneous Expenses	2,800	1,042	(1,758)	37.2%	2,800	1,225	43.8%	10,503
<b>Transfers to Own Funds</b>		<b>190,000</b>	<b>0</b>	<b>(190,000)</b>	<b>0.0%</b>	<b>45,000</b>	<b>0</b>	<b>0.0%</b>	<b>52,151</b>
10-5-320690-8983	Transfers to Capital	110,000	0	(110,000)	0.0%	45,000	0	0.0%	52,151
10-5-320690-8986	Transfers to Reserves	80,000	0	(80,000)	0.0%	0	0	100.0%	0
<b>Expenditures</b>		<b>8,279,700</b>	<b>3,120,262</b>	<b>(5,159,438)</b>	<b>37.7%</b>	<b>7,938,900</b>	<b>3,114,172</b>	<b>39.2%</b>	<b>7,760,538</b>
<b>Grants</b>		<b>(59,000)</b>	<b>(15,271)</b>	<b>43,729</b>	<b>25.9%</b>	<b>(61,000)</b>	<b>(10,736)</b>	<b>17.6%</b>	<b>(67,892)</b>
10-4-320770-5160	Grants-Provincial	(59,000)	(15,271)	43,729	25.9%	(61,000)	(10,736)	17.6%	(67,892)

**TOWN OF LASALLE**  
**FINANCIAL STATEMENT**  
**May 31, 2021**

		<b>2021 Budget</b>	<b>2021 YTD Actual 31-May</b>	<b>\$ Variance Budget to Actual</b>	<b>2021 % Budget to Actual</b>	<b>2020 Budget</b>	<b>2020 YTD Actual 31-May</b>	<b>2020 % Budget to Actual</b>	<b>2020 YTD Actual 31-Dec</b>
<b>Other Revenues</b>		<b>(140,000)</b>	<b>(37,759)</b>	<b>102,241</b>	<b>27.0%</b>	<b>(140,000)</b>	<b>(42,980)</b>	<b>30.7%</b>	<b>(103,001)</b>
10-4-320790-5173	Dispatching-Kingsville	(45,000)	(13,320)	31,680	29.6%	(45,000)	(12,479)	27.7%	(49,917)
10-4-320790-5269	Youth Foundation	(13,000)	(6,989)	6,011	53.8%	(13,000)	(11,587)	89.1%	(4,649)
10-4-320790-5999	Miscellaneous Revenues	(82,000)	(17,450)	64,550	21.3%	(82,000)	(18,914)	23.1%	(48,436)
<b>Revenues</b>		<b>(199,000)</b>	<b>(53,030)</b>	<b>145,970</b>	<b>26.7%</b>	<b>(201,000)</b>	<b>(53,717)</b>	<b>26.7%</b>	<b>(170,893)</b>
<b>Police / Dispatch</b>		<b>8,080,700</b>	<b>3,067,232</b>	<b>(5,013,468)</b>	<b>38.0%</b>	<b>7,737,900</b>	<b>3,060,456</b>	<b>39.6%</b>	<b>7,589,645</b>



# LASALLE POLICE SERVICES BOARD

## Financial Statements

**May 2021**

**TOWN OF LASALLE**  
**FINANCIAL STATEMENT**  
**May 31, 2021**

		<b>2021 Budget</b>	<b>2021 YTD Actual 31-May</b>	<b>\$ Variance Budget to Actual</b>	<b>2021 % Budget to Actual</b>	<b>2020 Budget</b>	<b>2020 YTD Actual 31-May</b>	<b>2020 % Budget to Actual</b>	<b>2020 YTD Actual 31-Dec</b>
<b><u>Police Services Board</u></b>									
<b>Salaries/Wages</b>		<b>21,100</b>	<b>8,113</b>	<b>(12,987)</b>	<b>38.5%</b>	<b>19,400</b>	<b>8,244</b>	<b>42.5%</b>	<b>20,761</b>
10-5-336610-7000	Payroll-Full Time	21,100	8,113	(12,987)	38.5%	19,400	8,244	42.5%	20,761
<b>Benefits</b>		<b>7,500</b>	<b>3,163</b>	<b>(4,337)</b>	<b>42.2%</b>	<b>7,000</b>	<b>3,180</b>	<b>45.4%</b>	<b>7,297</b>
10-5-336610-7080	EI	300	149	(151)	49.8%	300	152	50.8%	245
10-5-336610-7082	CPP	600	427	(173)	71.2%	700	418	59.8%	725
10-5-336610-7084	OMERS	2,100	850	(1,250)	40.5%	1,900	875	46.1%	2,108
10-5-336610-7086	EHT	400	160	(240)	40.0%	400	162	40.6%	399
10-5-336610-7088	WSIB	700	259	(441)	37.0%	600	262	43.7%	660
10-5-336610-7090	Group Insurance	1,700	660	(1,040)	38.8%	1,400	650	46.5%	1,579
10-5-336610-7092	Green Shield	1,700	659	(1,041)	38.7%	1,700	659	38.7%	1,581
<b>Wages/Benefits</b>		<b>28,600</b>	<b>11,276</b>	<b>(17,324)</b>	<b>39.4%</b>	<b>26,400</b>	<b>11,424</b>	<b>43.3%</b>	<b>28,059</b>
<b>Administrative Expenses</b>		<b>19,000</b>	<b>1,170</b>	<b>(17,830)</b>	<b>6.2%</b>	<b>19,000</b>	<b>193</b>	<b>1.0%</b>	<b>13,036</b>
10-5-336640-7100	Office Supplies	500	1	(499)	0.2%	500	95	18.9%	97
10-5-336640-7114	Meetings/Special Expenses	500	346	(154)	69.1%	500	0	0.0%	618
10-5-336640-7116	Remuneration	17,500	725	(16,775)	4.1%	17,500	0	0.0%	12,025
10-5-336640-7150	Telephone	500	98	(402)	19.7%	500	98	19.7%	295
<b>Personnel Expenses</b>		<b>7,900</b>	<b>3,160</b>	<b>(4,740)</b>	<b>40.0%</b>	<b>7,900</b>	<b>3,099</b>	<b>39.2%</b>	<b>3,099</b>
10-5-336650-7132	Conferences/Seminars	4,800	0	(4,800)	0.0%	4,800	0	0.0%	0
10-5-336650-7134	Memberships/Subscriptions	3,100	3,160	60	101.9%	3,100	3,099	100.0%	3,099
<b>Program Services</b>		<b>1,000</b>	<b>34,778</b>	<b>33,778</b>	<b>3477.8%</b>	<b>1,000</b>	<b>0</b>	<b>0.0%</b>	<b>26,036</b>
10-5-336680-7200	Legal Fees	1,000	4,503	3,503	450.3%	1,000	0	0.0%	0
10-5-336680-8999	Miscellaneous Expense	0	30,276	30,276	100.0%	0	0	100.0%	26,036
<b>Expenditures</b>		<b>56,500</b>	<b>50,384</b>	<b>(6,116)</b>	<b>89.2%</b>	<b>54,300</b>	<b>14,716</b>	<b>27.1%</b>	<b>70,229</b>
<b>Contributions from Own Funds</b>		<b>0</b>	<b>(30,276)</b>	<b>(30,276)</b>	<b>100.0%</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>(24,501)</b>
10-4-336780-5986	Contributions from Reserves	0	(30,276)	(30,276)	100.0%	0	0	100.0%	(24,501)
<b>Revenues</b>		<b>0</b>	<b>(30,276)</b>	<b>(30,276)</b>	<b>100.0%</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>(24,501)</b>
<b>Police Services Board</b>		<b>56,500</b>	<b>20,108</b>	<b>(36,392)</b>	<b>35.6%</b>	<b>54,300</b>	<b>14,716</b>	<b>27.1%</b>	<b>45,728</b>



# LASALLE POLICE SERVICES BOARD

## General Ledger Details **May 2021**

TOWN OF LASALLE  
General Ledger Detail

Fiscal Year : 2021					Application : All		Sorted by : Default					
Period : 5 to 5												
Account : 10-4-3367??-???? To 10-5-3366??-????												
Account Code	CC1	CC2	CC3	Account Name	Created	Voucher	Per App Ref #	Opening Balance	Debit	Credit	Balance	
FUND	10											
CLASS	4			REVENUES								
CATEGORY	336780			CONTR-OWN FUNDS-PSB								
10-4-336780-5986				CONTR-RESERVES-PSB				-30,275.53			-30,275.53	
				Cost Center Total				-30,275.53	0.00	0.00	-30,275.53	
				Account Total				-30,275.53	0.00	0.00	-30,275.53	
								-30,275.53	0.00	0.00	-30,275.53	
CATEGORY	336790			Category Total								
10-4-336790-5999				OTHER REVENUES-PSB				0.00			0.00	
				MISC REVENUE-PSB				0.00	0.00	0.00	0.00	
				Account Total				0.00	0.00	0.00	0.00	
				Category Total				-30,275.53	0.00	0.00	-30,275.53	
CLASS	5			REVENUES Total								
CATEGORY	336610			EXPENSES								
10-5-336610-7000				WAGES/BENEFITS-PSB				6,567.54			6,567.54	
03-Jun-21 Rec. ID - 29 PAYROLL REALLOCATION PAYROLL REALL-PSB				REG PAY-FULL TIME-PSB	02-Jun-21	251	5 GL R29		1,545.25			
				Cost Center Total				6,567.54	1,545.25	0.00	8,112.79	
				Account Total				6,567.54	1,545.25	0.00	8,112.79	
								0.00			0.00	
10-5-336610-7001				REG PAY-PART TIME-PSB				0.00	0.00	0.00	0.00	
				Account Total				0.00	0.00	0.00	0.00	
10-5-336610-7011				OVERTIME-PART TIME-PSB				0.00			0.00	
				Account Total				0.00	0.00	0.00	0.00	
10-5-336610-7021				SPEC PAY-PART TIME-PSB				0.00			0.00	
				Account Total				0.00	0.00	0.00	0.00	
10-5-336610-7080				EI-PSB				120.83			120.83	
03-Jun-21 Rec. ID - 29 PAYROLL REALLOCATION PAYROLL REALL-PSB				EI-PSB	02-Jun-21	251	5 GL R29		28.46			
				Cost Center Total				120.83	28.46	0.00	149.29	
				Account Total				120.83	28.46	0.00	149.29	
								0.00			0.00	
10-5-336610-7081				EI-PART TIME-PSB				0.00			0.00	
				Account Total				0.00	0.00	0.00	0.00	
10-5-336610-7082				CPP-PSB				345.91			345.91	
03-Jun-21 Rec. ID - 29 PAYROLL REALLOCATION PAYROLL REALL-PSB				CPP-PSB	02-Jun-21	251	76 5 GL R29		81.40			

TOWN OF LASALLE  
General Ledger Detail

Fiscal Year : 2021				Application : All				
Period : 5 to 5				Sorted by : Default				
Account : 10-4-336???-??? To 10-5-336???-???								
Account Code	CC1	CC2	CC3	Account Name	Opening Balance	Debit	Credit	Balance
FUND CLASS	105		EXPENSES					
				Cost Center Total	345.91	81.40	0.00	427.31
				Account Total	345.91	81.40	0.00	427.31
					0.00			0.00
10-5-336610-7083				CPP-PART TIME-PSB				
				10-5-336610-7083	Account Total	0.00	0.00	0.00
10-5-336610-7084				OMERS-PSB	688.04			688.04
03-Jun-21	Rec. ID - 29	PAYROLL REALLOCATION	PAYROLL REALL-PSB	02-Jun-21		161.56		
				251				
				5 GL R29				
10-5-336610-7086				EHT-PSB	129.35			129.35
03-Jun-21	Rec. ID - 29	PAYROLL REALLOCATION	PAYROLL REALL-PSB	02-Jun-21		30.44		
				251				
				5 GL R29				
10-5-336610-7088				WSIB-PSB	209.61			209.61
03-Jun-21	Rec. ID - 29	PAYROLL REALLOCATION	PAYROLL REALL-PSB	02-Jun-21		49.33		
				251				
				5 GL R29				
				Cost Center Total	209.61	49.33	0.00	258.94
				Account Total	209.61	49.33	0.00	258.94
10-5-336610-7089				WSIB NEER SURCHARGE/REBATE-PSB	0.00			0.00
				Account Total	0.00	0.00	0.00	0.00
10-5-336610-7090				GROUP INSURANCE-PSB	530.77			530.77
10-May-21	MEDAVIE BLUE CROSS;MAY 2021;REC. ID - 10	MEDAVIE BLUE CROSS;31 05-May-21		174		128.98		
				5 AP	36173			
				Cost Center Total	530.77	128.98	0.00	659.75
				Account Total	530.77	128.98	0.00	659.75
10-5-336610-7092				GREEN SHIELD-PSB	526.86			526.86
10-May-21	GREEN SHIELD CANADA;MAY 2021;REC. ID - 24	GREEN SHIELD 2019 05-May-21		174		130.90		
10-May-21	GREEN SHIELD CANADA;MAY 2021;REC. ID - 24	GREEN SHIELD 2019 05-May-21		174		0.90		
10-May-21	GREEN SHIELD CANADA;MAY 2021;REC. ID - 24	GRINCLUDED GST 05-May-21		174			-0.09	
				Cost Center Total	526.86	131.80	-0.09	658.57
				Account Total	526.86	131.80	-0.09	658.57
CATEGORY	336640			Category Total	9,118.91	2,157.22	-0.09	11,276.04
				ADMINISTRATIVE EXPENSES-PSB				
				OFFICE SUPPLIES-PSB				
10-5-336640-7100					0.90			0.90

TOWN OF LASALLE  
General Ledger Detail

Fiscal Year : 2021				Application : All				
Period : 5 to 5				Sorted by : Default				
Account : 10-4-336???-??? To 10-5-336???-???								
Account Code	CC1	CC2	CC3	Account Name	Opening Balance	Debit	Credit	Balance
FUND CLASS	105	EXPENSES						
10-5-336640-7114			10-5-336640-7100	Cost Center Total	0.90	0.00	0.00	0.90
				Account Total	0.90	0.00	0.00	0.90
10-5-336640-7116			10-5-336640-7114	MEETINGS/SPEC EXP-PSB	345.69			345.69
				Cost Center Total	345.69	0.00	0.00	345.69
				Account Total	345.69	0.00	0.00	345.69
10-5-336640-7150			10-5-336640-7116	REMUNERATION-PSB	725.00			725.00
				Cost Center Total	725.00	0.00	0.00	725.00
				Account Total	725.00	0.00	0.00	725.00
10-5-336640-7170			10-5-336640-7150	TELEPHONE-PSB	98.26			98.26
				Cost Center Total	98.26	0.00	0.00	98.26
				Account Total	98.26	0.00	0.00	98.26
10-5-336640-7170			10-5-336640-7170	CELL PHONE-PSB	0.00			0.00
				Account Total	0.00	0.00	0.00	0.00
CATEGORY 336650			10-5-336650-7132	Category Total	1,169.85	0.00	0.00	1,169.85
				PERSONNEL EXPENSES-PSB	0.00	0.00	0.00	0.00
				CONF/SEMINAR-PSB				
				Account Total				
10-5-336650-7134			10-5-336650-7132	MEMBERSHIP/SUBSCR-PSB	0.00	0.00	0.00	0.00
				Account Total	3,159.66			3,159.66
				Cost Center Total	3,159.66	0.00	0.00	3,159.66
				Account Total	3,159.66	0.00	0.00	3,159.66
CATEGORY 336680			10-5-336650-7134	Category Total	3,159.66	0.00	0.00	3,159.66
				PROGRAM SERVICES-PSB				
				LEGAL FEES-PSB	4,502.66			4,502.66
				Account Total	4,502.66	0.00	0.00	4,502.66
10-5-336680-7200			10-5-336680-7200	MISC EXPENSE-PSB	18,026.53			18,026.53
				Cost Center Total	18,026.53	0.00	0.00	18,026.53
				Account Total	18,026.53	0.00	0.00	18,026.53
10-5-336680-8999			03034	MISC EXPENSE-PSB	12,249.00			12,249.00
				Cost Center Total	12,249.00	0.00	0.00	12,249.00
				Account Total	12,249.00	0.00	0.00	12,249.00



TOWN OF LASALLE  
General Ledger Detail

Fiscal Year : 2021				Application : All				
Period : 5 to 5				Sorted by : Default				
Account : 10-4-336???-??? To 10-5-336???-???								
Account Code	CC1	CC2	CC3	Account Name	Opening Balance	Debit	Credit	Balance
FUND	10				30,275.53	0.00	0.00	30,275.53
CLASS	5	EXPENSES			34,778.19	0.00	0.00	34,778.19
		10-5-336680-8999		Account Total				
		Category Total			48,226.61	2,157.22	-0.09	50,383.74
		EXPENSES Total						
		GENERAL FUND Total			17,951.08	2,157.22	-0.09	20,108.21
		REPORT TOTAL			17,951.08	2,157.22	-0.09	20,108.21