Board of Police Commissioners

Agenda

Tuesday, December 8th, 2015

10:00 a.m.
2nd Floor Council Chambers

City Hall
320 Esplanade
Sydney, N S.

Commission Members:
Commissioner Eldon MacDonald, Chair
Commissioner Kevin Saccary, Vice-Chair
Commissioner Jim MacLeod
Citizen Appointee - Commissioner Clarence Routledge
Citizen Appointee - Commissioner Earlene MacMullin
Provincial Appointee – Commissioner Joseph Gillis
Cape Breton Regional Municipality

Board of Police Commissioners

Agenda

Tuesday, December 8th, 2015

10:00 a.m.

2nd Floor Council Chambers, City Hall

Roll Call

1. Approval of Minutes: (previously distributed)
   ➢ September 8th, 2015

2. Operation Northern Spotlight: Chief Peter McIsaac (See page 4)

3. Resiliency Education Leadership Adventure and Youth Service: Chief Peter McIsaac
   (See page 6)

4. Draft Travel Policy for Civilian Police Commissioners: Deborah Campbell, Municipal Clerk (See page 8)

5. Divisional Reports: Inspector Ron Donovan (See page 15)

Adjournment
Board of Police Commissioners

Operation Northern Spotlight
MEMO

To: CBRM Board of Police Commissioners
From: Chief Peter McIsaac
Date: December 8, 2015
Topic: Operation Northern Spotlight

Cape Breton Regional Police partnered with the RCMP to engage in Operation Northern Spotlight, where they coordinated investigations regarding the sex trade in Sydney, NS over a seven-day period in early October.

The goal of Operation Northern Spotlight is to meet with people suspected of partaking in the sex trade, potentially against their will, to not only provide resources such as support services, including health care, outreach programs and mental health support, but to also give people in the sex trade a safe way out, if they so wish.

This year's Operation Northern Spotlight was extremely successful, not just within our own community, but across Nova Scotia and throughout Canada.

Original Signed by
Peter J. McIsaac

The Cape Breton Regional Police Service, in partnership with the people, is committed to serve and protect our community.

www.cbrps.ca
Board of Police Commissioners

Resiliency Education Leadership Adventure and Youth Service
MEMO

To: CBRM Board of Police Commissioners
From: Chief Peter McIsaac
Date: December 8, 2015
Topic: Resiliency Education Leadership Adventure and Youth Service

Resiliency Education Leadership Adventure and Youth Service (RELAYS) is a National Crime Prevention Project that the Cape Breton Regional Police Service was successful in obtaining funding for to work with "at risk youth" in the CBRM.

On September 28th, 2015 the Resiliency Education Leadership Adventure and Youth Service (RELAYS) Executive Director commenced her five-year term. The Executive Director's role includes overseeing the management and service delivery of the project, managing 22 staff personnel, working with the National Crime Prevention Centre staff to develop and deliver programming to youth at risk in the Cape Breton Regional Municipality, and traveling to the 6 RELAYS Community Officers throughout the Cape Breton Regional Municipality, among other duties.

This update provides a snapshot of RELAYS' current status, as well as several future tasks and goals.

Original Signed by
Peter J. McIsaac

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Board of Police Commissioners

Draft Travel Policy for Civilian Police Commissioners
In August of this year, a request was received from civilian representatives on the Police Commission to attend the Nova Scotia Association of Police Governance Conference being held in Truro on September 17-19, 2015.

Upon a review of the current CBRM policies and by-laws, it was determined that travel expenses for non-local travel by civilian members of the Commission was not addressed in a policy. However, the Police Chief’s office advised that the police service usually sponsors two civilian board members to attend the annual conference.

In discussions with the CAO, it was agreed that it would be beneficial to have a policy in place that outlines the parameters of CBRM’s financial support for non-local travel by civilian members of the Police Commission.

In preparing this report, a search of the Minutes of the Police Commission was carried out regarding past travel by civilian representatives. It was learned that in April of 2009, the Police Commission approved a draft Travel Policy Statement for Civilian Police Commissioners (see attached - excerpt from the April 7, 2009 Minutes, staff Issue Paper dated February 27, 2009 and the draft Policy Statement). However, this Policy Statement was not referred to Council for approval. Therefore the Policy is being presented to the Commission for review and referral to Council for approval, with minor revisions based on the past practice that CBRM will sponsor two civilian commissioners to attend the annual conference, noting that priority will be given to those civilian commissioners who have not attended the Conference in the previous year. (see Revised Policy attached)

Recommendation:

That the attached revised Travel Policy for Civilian Commissioners be recommended to Council for approval.

ORIGINAL SIGNED BY

Deborah Campbell, Municipal Clerk

Attachments
Travel Policy for Civilian Police Commissioners

STATEMENT OF POLICY:

It is the policy of the Cape Breton Regional Municipality to encourage civilian appointees on the Board of Police Commissioners to participate in appropriate Board training and development opportunities.

OBJECTIVES:

This Policy identifies the annual conference of the Nova Scotia Association of Police Governance (NSAPG) as the most appropriate forum for training and development of civilian commissioners.

The Policy acknowledges that periodically there are Provincial cost-shared orientation training programs offered for new commissioners and those orientation sessions are also deemed beneficial training for CBRM civilian commissioners.

CRITERIA:

- Authority to grant permission for travel by Commissioners is not a staff function.

- Civilian Commissioners, including the Provincial Appointee, are eligible to attend the NSAPG annual conference. CBRM will sponsor two civilian commissioners to attend the annual conference, noting that priority will be given to those civilian commissioners who have not attended the Conference in the previous year.

- Requests for additional travel, including any Provincial cost-shared orientations sessions, must be submitted by the Civilian Commissioner in sufficient time to be considered at a Police Commission meeting.

- For any additional travel requests, the Board will, by motion, authorize the travel after reviewing the availability of funds.

- The rates for meals, mileage and accommodations, as well as the filing requirements for expense claims, shall be the same as required in the Council Expense Policy.

Approved by Council: _______________
Policy Statement on Travel Expense for Commissioners:
Bernie White, Secretary to the Board of Police Commissioners

At the last Police Commission meeting, staff were directed to draft a policy statement with regards to Travel Expense for Civilian Members of the Police Commission. The composition of the Police Commission has changed and there is more civilian oversight than there has been in the past. This change has brought about a need for training for the Members. The funds have been put in place and do include Citizen Appointees as well as the Provincial Appointee.

The authorization for Commissioners to travel is not a Staff function. The authorization will be a collective decision of the Commission if it is not clearly defined in the Policy Statement.

Motion:
Moved by Commissioner Saccary, seconded by Commissioner Jim MacLeod, to approve the policy statement on Travel Expense for Police Commissioners. The Primary training opportunity would be participation at the annual meeting of the Nova Scotia Association of Police Boards (NSAPB) or orientation sessions cost shared with the Province for new Commissioners.

Motion Carried
To: CBRM Board of Police Commission

From: Bernie White, Secretary to Police Commission

Date: February 27th, 2009

Re: Policy Statement on Travel Expense for Commissioners

At the last meeting of the Commission a motion was passed directing staff to formulate a policy statement on travel expenses for civilian members of the Police Commission, including the Provincial appointee.

Upon review of existing CBRM policies on citizen appointees and travel expense claims in general it is noted that authorization currently exists to pay citizens for expenses they incur for travel to and from meetings of committees to which they are appointed.

This statement clearly gives direction outlining expense entitlement for citizens for “meetings of the Committee”. Depending on different perspectives the above statement could be read to mean travel to such events as annual Police Board Association annual conferences.

The Police Commission is subject to both CBRM policy and Provincial legislation especially in relation to board structure. Changes to the Police Act in 2007 resulted in a shift in the civilian oversight component of local Police Board. In Nova Scotia municipal units with Police Commissions there are more civilian appointees then elected police Commissioners.

The need to provide appropriate training opportunities for these civilian appointees is even more important today then in the past.

To that end the CBRM Police Commission have instructed staff to compose clarifying criteria for civilian Commissioners when they travel and in the interim have directed that funds be included in the 2009/2010 police estimates for civilian Commissioners. An amount of $7,000 has been included in the police budget estimates that will be discussed by the commission and eventually by Council in the budget deliberations.
The above noted $7,000 is an arbitrary figure which is an estimate of what it would cost for the travel of civilian commissioners, including the Provincial appointee who may wish to attend the annual association meetings of the Nova Scotia Association of Police Boards (NSAPB).

Other training opportunities might present themselves in future relating to possible additional participation of one of our civilian Commissioners at the National Police Association level. Authorization for civilians to travel to training exercises would be subject to Board approval and availability of funds.

The authorization for civilian Commissioners to travel will not be determined by any staff member, but will come from criteria established in the policy. It will also be linked to availability of funding.

As noted at present the CBRM has some authority to pay expenses for civilian appointees, however no funding is identified in the CBRM departmental budgets for same. The Police Commission is the most likely “Committee” that would have civilian members travelling.

Other CBRM Committees have civilian members i.e. Affirmative Action, Heritage Advisory, Planning Advisory, however these citizen appointees tend to have only local expenses if any.

Recommendation:
A specific policy statement for travel expenses for civilian police commissioners be composed (draft attached). The primary training opportunity would be participation at the annual meeting of the Nova Scotia Association of Police Boards (NSAPB) or orientation sessions cost shared with the Province for new Commissioners.

ORIGINAL SIGNED BY

Bernie White
Secretary to Police Commission
Travel Policy Statement - Civilian Police Commissioners

**Statement of Policy:**

The Cape Breton Regional Municipality encourages civilian appointees to the Board of Police Commissioners to participate in appropriate Board training and development opportunities.

**Objective:**

This policy identifies the annual meetings of the Nova Scotia Association of Police Boards (NSAPB) as the most appropriate forum of training and development for Police Commissioners.

The Policy acknowledges that periodically there are Provincial cost shared orientation training programs offered for new commissioners and that such are also deemed beneficial training for local civilian commissioners.

This policy is based on the following criteria:

- Authority to grant permission for travel by Commissioners is not a staff function.

- Civilian commissioners including the Provincial appointee are automatically authorized to attend the annual meeting of the NSAPB, if funding exists in the annual CBRM Police budget.

- For any additional travel requests the Board will by motion authorize the travel after reviewing the availability of funds.

- Requests for additional travel other than the NSAPB annual meeting or Provincial cost shared orientations sessions must be submitted by the requesting Civilian commissioner in sufficient time to be considered at a Police Commission meeting.

- The rate for meals mileage and accommodations and requirements for filing expense claims shall be the same as required in the Council Expense Policy.

**Bernie White**  
Secretary to the Board of Police Commissioners
Board of Police Commissioners

Divisional Reports
Divisional Report
Chief Peter McIsaac
Deputy Chief Lloyd MacCormack

August 15, 2015 – November 15, 2015

 Calls responded to by the CBRPS:

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<th>Division</th>
<th>Calls</th>
<th>Reportable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>6216</td>
<td>3047</td>
</tr>
<tr>
<td>East</td>
<td>3884</td>
<td>1767</td>
</tr>
<tr>
<td>North</td>
<td>3083</td>
<td>1254</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>13183</strong></td>
<td><strong>6068</strong></td>
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**HIGHLIGHTS AND INITIATIVES**

- TMR Radios have been installed in all vehicles and distributed to all Divisions, including Central Dispatch. All personnel have been trained on TRM radios.

- A specialized unit has been established temporarily to investigate the rash of break and enters within the CBRM. At this point 100 charges have been laid under the criminal code relating to the break and enters, with investigation still on-going.

- Members from all Divisions participated in Remembrance Day Observances throughout the CBRM on November 11th.

**TRAINING**

- Polygraph Examiners Course, Ottawa (1)
- Major Crime investigation Course, Ottawa (3)
- K-9 Unit Recertification, Sydney (3 members and their dogs)
- C-8 Patrol Rifle Training and Recertification, Sydney (80)
- Expert Witness Drug Course, Sydney (10)
- JEINS Training, Sydney (Civilian Records Staff)
- Lock-Up Recording Equipment Training (4 fulltime jailors)
- I-Skills Training, East Division (All Constables and Sergeants)
- Atlantic Women in Law Enforcement Conference, Truro (5)
• Basic Bloodstain Recognition Course, Ottawa (1)
• Pedestrian Safety and Accessibility Workshop, Sydney (1)
• Less Lethal Conference for ERT/PSU Teams, Halifax (1)
• Forensic Identification Course, Ottawa (1)
• E/disclosure/file Vetting, Sydney (Civilian Records Staff)
• Human Trafficking Course, Sydney (1)
• Electronic Surveillance Conference, Quebec (2)
• CPIC Validation Course, Sydney (Civilian Records Staff)
• Domestic Violence Educator Training, Halifax (2)
• EMO Supervisor Course, Winnipeg (1)
• Search Warrant Couse, PEI (2)
• Public Safety Unit Training, Sydney (25)

PATROLS

• Renovations at Central Division are on-going with patrols moving into their new offices on November 25th.

• Halloween and Devil’s Night went well in all Divisions.

• On October 19th, a passenger plane carrying 68 people made an emergency landing at JA Douglas McCurdy Airport in Sydney after the pilot reported smoke in the cockpit. Police, Fire Services and EHS responded with no injuries reported. As a result of this incident Police Services have since met with representatives from the airport and a Tabletop Exercise on this scenario has been conducted.

• On October 29th, Police were dispatched to Cape Breton University following a report on the social media site YIK YAK that an armed individual was going to the University. The University was placed on lock-down while officers conducted a search of the University and grounds. Police personnel are in the process of meeting with University representatives to identify protocols to be put in place should a similar incident occur.

• The family-orientated event, Rogers Hometown Hockey, was well received by over 9,000 attendees, participating in the two-day event on November 14th and 15th.

• Nova Scotia Provincial Police Long Service Award Program was conducted in Halifax on November 2nd where eleven CBRPS officers received their Award. Chief McIsaac, president of the Nova Scotia Chiefs, brought forth congratulations on behalf of the Nova Scotia Chiefs.

• Cape Breton Regional Police Service was represented at the National Police Memorial in Ottawa on September 27th.
  
  o Representatives from Cape Breton Regional Police Service members attended the Nova Scotia Fallen Police Officers Memorial on October 18th.
Lockup:

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td>154</td>
<td>136</td>
<td>71</td>
</tr>
</tbody>
</table>

Membertou:

Responded to 336 calls for service and laid 81 charges.

- Attended Interagency meetings, Treaty Day celebrations, Nitup Day, participated in the Remembrance Day Ceremony at Membertou.
- Conducted school talks relating to Friendship and Bullying Day, working with Membertou elder on a No Texting/No Cell Phone Campaign while driving, facilitated workshops on Robbery Prevention for Membertou employees.

K-9 Unit:

- Responded to and assisted with 32 occurrences including Domestic Assault, Break Enter and Theft, Assault, and Suicide.
  - Tracked and located a suspect involved in a Break and Enter.
  - Assisted Identification Section on two occasions.
  - Assisted ERT members on several occasions.
  - Arrested a male on a Committal Warrant.
  - Located and arrested a male suspect for theft of a new Kubota tractor.
  - Successfully tracked and located a suicidal male for the RCMP.
  - Located two suspects in relation to a motor vehicle theft.
  - Successfully tracked and located a male on strict conditions and house arrest.
- Assisted patrols with over 85 calls for service and responded to 22 alarm calls.
- All three dog teams participated in our annual recertification.
- Attended public talks.
- Attended several different school visits to facilitate talks with students.
- Attended the Farmers’ Exhibition.
- Regularly patrolled streets throughout the CBRM on foot to maintain a presence and good relationship with the citizens of this community.
- Retired P.S.D. Mindu passed away at the age of twelve at the home of his handler.
School Liaison Officers:

- Participated in coaching and mentoring students.
- Worked closely with school administration to address potential issues and ensure school safety.
- Dealt with incidents including: fighting, bomb threats, property damage, drug activity, weapons complaints, harassment, bullying, theft, working with school administration and parents to address internally through suspensions and restitution or through further police investigation and the Court system where warranted.
- Assisted patrol officers with files connected to students at schools.
- Worked with Addictions Services to identify and refer youth with addiction issues.
- Worked with patrol officers and specialized units where information was received concerning weapons threats.
- Referred students who were experiencing personal problems to Mental Health Services.
- Organized drug talks in the schools and assisted with coaching various school teams.

Community Officers:

- Conducted talks with students and school staff regarding School Internet Safety Talks.
- Participated in safety talks to various community groups and organizations.
- Actively provided Halloween Safety Talks to school children.
- Partnered with Undercurrent to start a floor hockey league.
- Provided public relations by actively greeting cruise ship passengers at the Joan Harris Cruise Pavilion.
- Liaison for the RELAYS National Crime Prevention grant.
- Participated in the annual Cape Breton Regional Hospital Radiothon.
- Attended various Neighborhood Watch programs throughout the CBRM.
- Involved in the "Water Works Project" pilot project with CBRPS, Community Services, Children’s Aid, and the Northside Community Pool to provide training to under-privileged youth to become life guards.

OPERATIONAL SUPPORT

Traffic Safety Unit:

- Enforced 422 Motor Vehicle Act charges.
• Attended and investigated three separate motor vehicle fatalities during this reporting period.

• Conducted the annual Crossing Guard Orientation for 40 Crossing Guards, reviewing policy and assignments for the 2015-16 school year.

• Investigated four serious injury collisions with charges pending or laid.

• Traffic Safety Unit member, Cst. Ed Hall was deemed an expert witness and the ARAS 360 was accepted by Provincial Court in a Criminal Negligence Causing Death Trial, which is a first for our Service on both counts.

• Participated in Operation Impact with RCMP.

• Participated in meeting for annual Santa Claus parades in various areas within the CBRM.

• Participated in Railway Safety checkpoint with Logistec.

Street Crime/Drug Unit:

• Laid 15 charges and executed five Search Warrants under the Controlled Drugs and Substances Act – Possession, Trafficking, and Breaches.
  o Executed Operation ‘John Be Gone’.
  o Conducted numerous motor vehicle checks.
  o Facilitated several Drug Education presentations for several different schools and community groups.
  o Assisted Nova Scotia Safer Communities, while assisting in enforcement of the Safer Community & Neighbourhood Act – shutting down residences involved in illegal activities.
  o Assisted with CBRM By-Law Enforcement & Property Maintenance in addressing safety issues within the community.
  o Completed numerous Source De-Briefing Intelligence reports on person involved in criminal activity, which are disseminated to various police agencies throughout Nova Scotia.

Community Safety Enforcement Unit:

• Laid 87 Criminal Code charges, and executed several outstanding arrest warrants.

• Conducted several vehicle checks, curfew checks, property checks, curfew checks, address checks and arresting individuals breaching conditions.

• Assisted Street Crime Unit in multiple search warrants resulting in the seizure of drugs and weapons resulting in multiple arrests; also, conducted surveillance in assistance to Street Crime.

• Assisted the Internet Child Exploitation Unit (ICE) which included assistance in Search Warrants.

• CSEU has been involved with the investigation into the prostitution issue which has plagued the downtown core of Sydney. The Task Force set up a joint operation with the Street Crime
Unit which resulted in 28 charges laid. The Charge of 286.1(1) Obtaining Sexual Services for Consideration is a new charge introduced under new legislation pertaining to Bill C-36.

- CSEU members participated in Operation Northern Spot Light which is an Operation that involves police members across North America. This operation looks at helping victims that are forced into the Sex Trade and also enforcing charges against those who take part in those offences. Members of CSEU, along with members of the RCMP, were able to reach out to victims on the Street in the local area and provide them with a safety plan and contacts if they need assistance. The operation was the first of its kind in the Cape Breton Regional Municipality and shows that members are not only charging people but also becoming proactive to prevent and to assist people that are in need. As a result contact was made with five people in the area in which three females reached out for help or were provided assistance.

**Major Crime/Domestic Violence Unit:**

- Investigated complaints of Homicide, Attempted Murder, Aggravated Assault, Sexual Assault, Robbery, Fraud, Suicide, Sudden Death, Weapons Complaints, Missing Persons, Threats, Thefts, Mischief, resulting in the laying of 40 Criminal Code charges.

- Registered 12 Individuals as Sex Offenders with the Sex Offender Registry.

- Executed over 40 search warrants and production orders for upcoming trials.

- Travelled out-of-province on two occasions to pick up suspects wanted on Canada-wide Warrants and arrested in other jurisdictions.

- Assisted outside police agencies with files.

- Reviewed 118 Domestic–related files, resulting in 253 charges.

**General Investigation Section / Youth Investigations:**

- Received 55 new investigations including sexual assaults, major fraud, robbery, break and enters, unlawful confinement and weapon offenses.
  - Assisted RCMP in sex offence investigation.
  - Issued 85 Criminal Code charges.

- Prepared and executed several Warrants, Production Orders and Arrest Warrants.

- Attended several court hearings.

- Referred 23 youth to the Restorative Justice Program.

**Internet Child Exploitation Unit (ICE) / Computer Forensic Unit:**

- During the period of this report, this unit was the primary investigative unit or assisted other units with 17 different occurrences.
The ICE Unit raised and executed eight Production Orders and Search Warrants resulting in the laying of four charges. These charges, particularly the computer forensics, require many hours to complete. A number of occurrences remain under investigation.

**Forensic Identification Unit:**

- Responded to 240 calls for service including: Break & Enters, Thefts, Deceased Persons, Mischief, Stolen Vehicles, Stabbings, Robberies, Sexual Assault, Arson, Motor Vehicle Accidents, Home Invasions, Drug Recognition Expert (DRE evaluations) and Freedom of Information requests (FOIPOP).

- Work continues on two homicide investigations.

- Maintained exhibit control for all evidence seized by the police service. A purge of the exhibit room has occurred, disposing of hundreds of exhibits that have been returned or destroyed.

- Maintain Scenes of Crime Officer (SOCO) cards for all Divisions.

- Continue to work with the Sheriff’s Office with regards to the collection of DNA samples from convicted offenders.

- Firearms Project continues as we move forward documenting and dealing with the approximate 1,100 firearms currently in our custody.

- An audit of the Section of files dating back to January 2014 has been completed by Sgt. MacLeod.

- Fingerprint identification has been made in an on-going Break/Enter and theft ring associated with files relating to thefts from businesses and homes within the community.

**Arson Investigator:**

- Investigated 16 new suspicious fires within CBRM.

- Executed eight search warrants and production orders for ongoing arson investigations.

- Participated in Court hearing for arson charges.

- Worked closely with the Fire Marshall’s office, polygraph examiner and Forensic Identification Unit, Insurance Bureau of Canada and CBRM Inspection and Bylaws, as well as RCMP Technology Lab in Halifax.

**Polygraph Unit:**

- Cst. Kirk Oliver is attending course for Polygraph Examiner and will be assuming this position in January.
Criminal Analyst:

- Updated Prolific Offender list each month, collecting data, organization, criminal involvement, scoring analysis to disseminate information via briefing monitors.

- Assisted with investigations regarding analyzing data, producing reports and crime mapping to identify timelines, and other specific information relating to crime.

- Added all new information to electronic briefing monitors each day to ensure proper disseminated of important intel.

- CISNS Bulletins created and disseminated from ACIIS.

- Liaison with Correctional Services Canada regarding checks and info sharing on individuals released from federal institutions.

- Compiled Internal Stats relating to all Divisions and Units, regarding criminal activity for downtown Glace Bay, Northside vehicle thefts, Central Break & Enters, etc.

- Compiled External Stats in relation to Prostitution Stats to National Database, alcohol related incidents for Cape Breton Health Promotion, Gas and Go Thefts project for RCMP.

Mental Health Liaison Officer:

- The Mental Health Police Liaison Officers (MHPLO) assisted with training in mental health, which introduces law enforcement personnel to broad categories of difficult and appropriate strategies and tips on how to interact with emotionally disturbed persons.

- Participated in daily outreach activities providing support to individuals exhibiting symptoms of mental illness. The assessment, intervention and/or referral often reduce the risk of escalation of the symptoms and behaviour to the point of a psychiatric emergency and/or involvement with justice services.

- Assist with patrols and other police personnel by creating a better link with Police, Mental Health Services and the Justice system to work towards recuing the rate of re-offense by individuals dealing with mental illness.

- Accompanied Mental Health nurse to meet with clients with unpredictable behaviours or in concerning environments.