

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
MARCH 9, 2021 – 5:00 P.M.
MS TEAMS MEETING**

PRESENT

Commissioners

Edward Keyes, Chair
Douglas Jones, Vice Chair
Michael Costello, Secretary
Gary Sullivan
Greg Norton
Maiké White
Katelin Dean
Tamara Kelly

Staff

Chief Tony Hayes
Craig Lavigne, Asst. Comptroller Finance, CSJ
Doug Evans, Legal Counsel
Daphne Waye, Recording Secretary

Media

Nathalie Sturgeon, Brunswick News
Brad Perry, CHSJ / Wave News

Guests

Jennifer Smith, NBPC
Rick Votour, NBPC
Insp. David Brooker, SJPF
Cst. Les Drost, SJPF

1. Call to Order

The Chair mentioned that the March 9, 2021 Open Session meeting was being recorded and called the meeting to order. He welcomed Commissioner Greg Norton to the Saint John Board of Police Commissioners who was recently appointed by Council and mentioned that Commissioner Norton previously served on the board from 2012 to 2014 and that they look forward to his input as they work for the City of Saint John in governing the Saint John Police Force.

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2. Approval of Minutes

2.01 Minutes of February 9, 2021

On motion of Vice Chair Jones
Seconded by Commissioner Dean

RESOLVED, that the minutes of the February 9, 2021 Open Session meeting of the Saint John Board of Police Commissioners, be approved. (O2103-01)

Question being taken, the motion was carried.

3. Adoption of Agenda – March 9, 2021

On motion of Commissioner Norton
Seconded by Commissioner Kelly

RESOLVED, that the Agenda for the March 9, 2021 meeting of the Saint John Board of Police Commissioners be adopted. (O2103-02)

Question being taken, the motion was carried.

4. Disclosure of Conflict of Interest

4.01 There were no members in conflict of interest with any item on the Agenda.

5. Consent Agenda

5.01 That the email dated February 11, 2021 from the Common Clerk informing the Saint John Board of Police Commissioners that at the meeting of February 8, 2021, Common Council made the following appointment to the board:

Councillor Greg Norton was appointed from February 8, 2021 until the end of his term on Council be received and filed.

On motion of Vice Chair Jones
Seconded by Secretary Costello

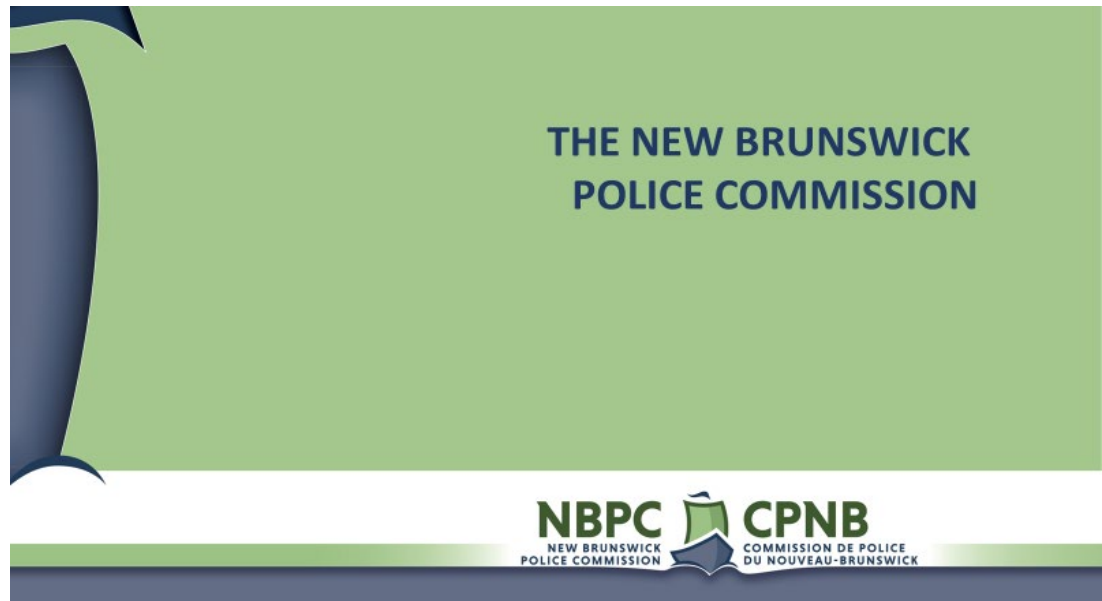
RESOLVED, that the recommendation set out in the consent agenda respectfully be adopted. (O2103-03)

Question being taken, the motion was carried.

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6. Delegations and Presentations

6.01 New Brunswick Police Commission – Jennifer Smith, Executive Director and Rick Votour, Senior Consultant. The following is the PowerPoint presentation:



Who we are

- Made up of members and staff
- Members are appointed by Lieutenant Governor-In Council
 - Chair, Vice-Chair, 2 members
 - Appointed as part-time members for terms of 2-3 years
- Arms-length from GNB
- Reporting to Finance & Treasury Board, Public Safety

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Mandate

- Impartial, independent & arms-length from Government;
- Safeguards the public interest in policing by processing conduct, service and policy complaints;
- Ensures consistency in corrective & disciplinary measures; and
- Investigates policing matters.

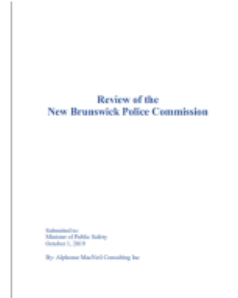
NBPC strategic plan

- 2019-2021
- 3 pillars:
 - Improve foundation
 - Improve partnerships
 - Improve internal processes

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MacNeil review and recommendations

- December 2018 request from Chair to Minister (DPS) for an independent review;
- Alphonse MacNeil completed the review October 1, 2019;
- 22 recommendations; and
- Published online: <https://nbpolicecommission.ca/content/dam/nbpc-cpnb/pdf/Review/ReviewoftheNewBrunswickPoliceCommission-October-2019.pdf>



Principles of correction and discipline

Section 3 of the *Code of Professional Conduct Regulation - Police Act*

“The disciplinary and corrective measures shall seek to **CORRECT** and **EDUCATE** the member of a police force who is alleged to have committed a breach of the code....rather than to blame and punish...”

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Complaint process (cont.)

- Complaints can be filed with:
 - Commission; Chief of police; or Civic authority;
- Complaints processed by Chief of Police or Civic Authority;
- NBPC oversight authority at every step in the process;
- NBPC can assume the processing of a complaint up until before an arbitrator is appointed (s. 26.1(1));

How complaints are resolved



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Corrective & Disciplinary Measures

- Verbal Reprimand
- Written Reprimand
- Counselling or Treatment
- Special Training or Retraining
- Work Under Close Supervision
- Suspension Without Pay
- Reduction in Rank
- Dismissal



CONTACT US:

New Brunswick Police Commission
435 King Street, Suite 202
Fredericton, NB E3B 1E5
1-888-389-1777
506-453-2069
nbpc@gnb.ca

<https://nbpolicycommission.ca/content/nbpc-cpnb/en.html>



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Ms. Smith stated that in December 2018, the Chair of the New Brunswick Police Commission (NBPC) asked the Minister (DPS) for an independent review after the New Brunswick Police Association questioned the fairness and impartiality of the commission's handling of complaints against officers. The province appointed retired RCMP Assistant Commissioner (AC) Alphonse MacNeil to lead the review, which was released to the public in December 2019. Among the recommendations, AC MacNeil called for talks to restart on changes to the *Police Act*; for the commission to rescind its current list of investigators and create a new one based on competency requirements; and for the commission to develop an electronic records management system.

Ms. Smith stated that representatives from the NBPC, the Police Association, the New Brunswick Association of Chiefs of Police, and civic authorities recently took part in meetings with the Department of Justice and Public Safety, which is leading the review into the *Police Act*. Ms. Smith also stated that the commissions biggest piece of ongoing work is updating their list of investigators, noting that applications are being accepted until March 19, 2021. She mentioned that they will be screening the applicants and will be sharing the list with stakeholders prior to finalizing their list.

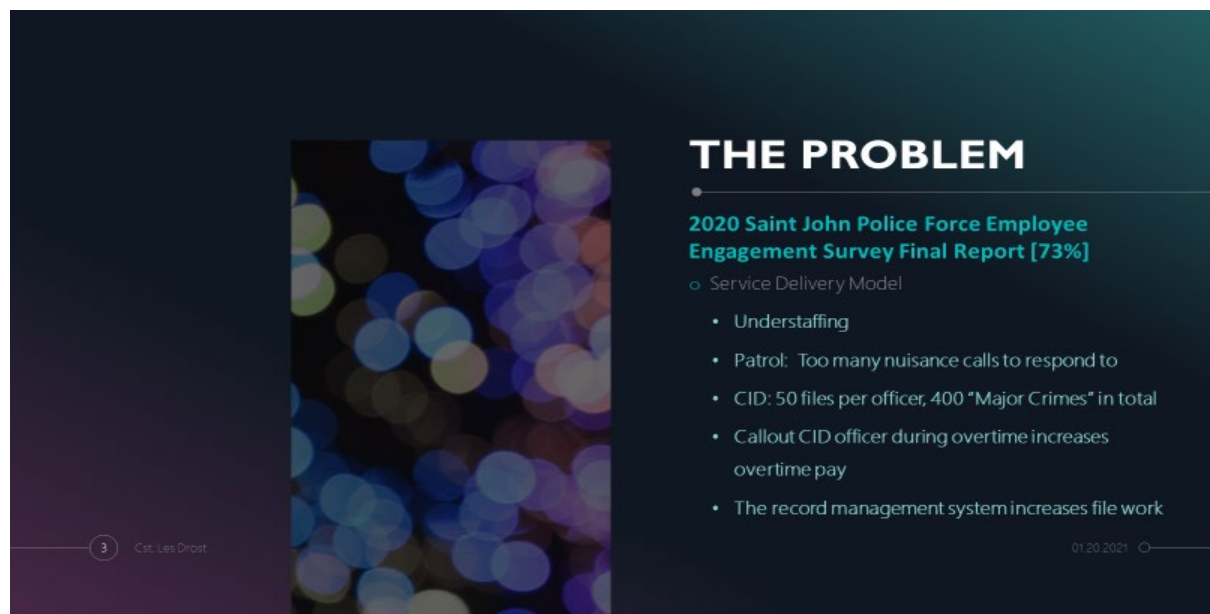
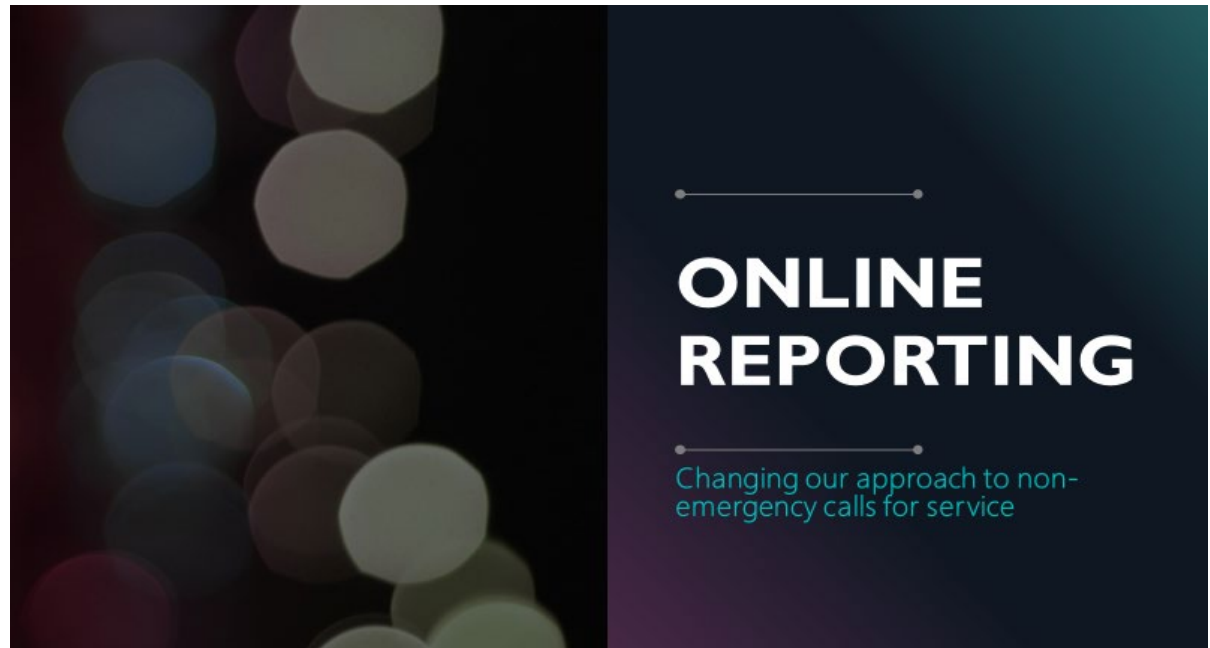
Other recommendations in the report that have already been completed include the following:

- Meeting with key groups, including Police Chiefs, the New Brunswick Police Association and civic policing authorities.
- Establishing an orientation training policy for commission members.
- Completing and refining the NBPC Handbook.
- Creating an Electronic records management system.
- Identifying a point of contact for each police force to serve as a coordinator for professional standards.
- Updating the process for selecting commission members, which includes increasing the minimum term to three years; and
- Developing policy and procedure documents for all aspects of the operation (more than 40 policies identified; about 60% completed).

Ms. Smith stated that the remaining four recommendations are expected to be completed by May.

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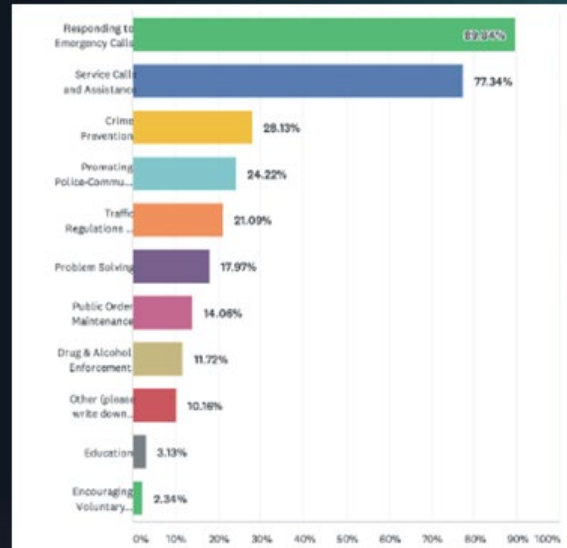
6.02 Online Reporting – Cst. Les Drost – the following is the PowerPoint presentation:



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SURVEY RESULTS

Over half of the respondents think
 Responding to Emergency Calls
 and Service Calls and Assistance
 are taking most of their time

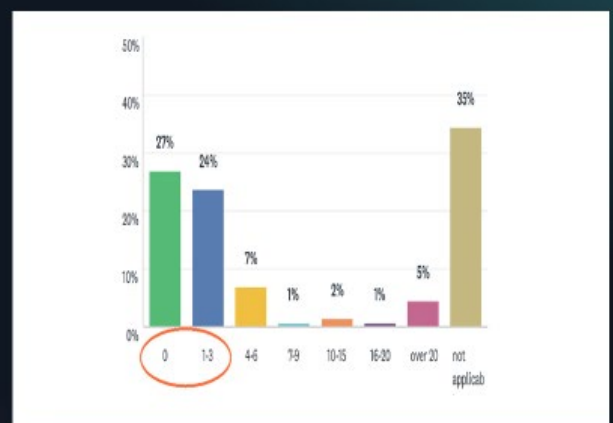


4 Cst. Les Drost

01.20.2021

SURVEY RESULTS

Q6: If you are a sworn officer, during the course of an average work week how many hours to you spend engaged in preventative police work (i.e. making informal contacts with residents/kids, identifying potential problems and attempting to address them, voluntary *park, lock & walks ...)?



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SURVEY RESULTS

Q: If you were the Chief,
name 3 actions...

A: Reduce or eliminate the nuisance calls for service (ie. Motor vehicle accidents that insurance companies tell their clients to call about, runaways from group homes, social media disputes, etc.) because we are running from call to call doing a poor job on each.

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RECOMMENDATIONS

- Human Resource Reallocation:
 - Remove specified units, i.e. traffic
 - Sergeants should be patrolling
 - Increase civilian staffing to handle certain calls
 - Shift change
 - Of unit for canvas
- Establish thresholds for callouts for service
- Online Reporting System for minor incidents

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THE SOLUTION

ONLINE REPORTING FOR NON-EMERGENCIES,
MINOR INCIDENTS AND COMPLAINTS

Ease of Access



General public can contact police online or on their mobile device 24 hours per day

Cost Effective



Time and money can both be saved with the switch to online reporting and away from time-consuming manual processes

Respond to Priority Calls



When officers are not tied up with nuisance calls they are better able to respond to higher priority calls

Proven Effective



Policing agencies across the country are using online reporting tools regularly and with great success

THE PRODUCT

LEXISNEXIS COPLOGIC SOLUTIONS

DESK OFFICER REPORTING SYSTEM (DORS)

- An "off-the-shelf" system that automatically interfaces information submitted online (or via mobile device) by community members with the policing agency's records management system (RMS).
- Community members file reports, crime tips, and other incidents 24/7 through a secure online reporting system.



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THE BENEFITS

- LexisNexis has over 500 law enforcement customers across North America
- It is a controlled-access, online citizen reporting system
- There is no Infrastructure needed as the server is hosted by LexisNexis
- Easily integrates with our records management system
- Reduces response time to higher priority calls
- It better allocates resources from lower priority calls to better address community needs and increase proactive patrols
- It boosts community service by improving response times and promoting better communication. The system improves relationships between police and the public by fostering more community involvement in Crime Reduction

MORE BENEFITS

- Community members do not have to wait to see a police officer saving them time.
- Agencies already working with LexisNexis are processing up to 30% of their reports online freeing up patrol officers and other units.
- Minor Motor Vehicle Collisions (reported from phone at scene or from any computer) can include a list of all involved, their role , a description of what happened, and uploaded images of damage and Insurance Documents.
- Shoplifting. For suspects in custody the officer only needs to add a supplement to the original report filed by Loss Prevention Officer online.




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OTHER AGENCIES USING LEXISNEXIS IN CANADA


- | | | |
|---------------------------------------|-----------------------------------|-------------------------------------|
| 1. Abbotsford Police Department | 13. Guelph Police Service | 25. Ottawa Police Service |
| 2. Barrie Police Service | 14. Halton Police Service | 26. Peel Regional Police |
| 3. Brantford Police Service | 15. Halifax Regional Police | 27. Prince Albert Police Service |
| 4. Calgary Police Services | 16. Hamilton Police Service | 28. Regina Police Service |
| 5. Chatham-Kent Police Service | 17. Kawartha Lakes Police Service | 29. Saskatoon Police Service |
| 6. Cobourg Police Services (2020) | 18. Kingston Police Service | 30. Sault Ste. Marie Police Service |
| 7. Cornwall Police Service | 19. Lethbridge Regional Police | 31. Thunder Bay Police Service |
| 8. Durham Region Police Service | 20. London Police Service | 32. Toronto Police Service |
| 9. Edmonton Police Services | 21. Montreal Police Service | 33. Victoria Police Department |
| 10. Fredericton Police Service (2015) | 22. Niagara Regional Police | 34. Waterloo Regional Police |
| 11. Gatineau Police Service | 23. OC Transpo Police | 35. Windsor Police Service |
| 12. Greater Sudbury Police | 24. Ontario Provincial Police | 36. York Regional Police |

HOW THE SYSTEM WORKS

- 1 The incident or accident is reported by the victim online using the LexisNexis® Desk Officer Reporting System 
- 2 The incident or accident report is reviewed by agency personnel who can reject, ask for clarification or approve the report. 
- 3 If approved, the incident or accident report is automatically exported to the agency's records management system. 
- 4 Once approved, reports may be made available through the LexisNexis® Police Reports online portal. 

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English Español Français 中文

DISCLAIMER: FOR DEMONSTRATION PURPOSES ONLY

Welcome to the demonstration site of the LexisNexis® Desk Officer Reporting System. This demo allows you to file sample reports to demonstrate product functionality including: Auto Collisions, Harassing Phone Calls, Hit and Run Incidents, Identity Theft, Lost Property, Theft, and Vandalism. You can also use this system to provide a Property List to an existing report.

IF THIS IS AN EMERGENCY OR CRIME IN PROGRESS, PLEASE CALL 9-1-1

Before you start your report:

1. Gather any information that may be useful for your report such as a list or pictures of the property that was stolen, damaged or vandalized to submit with your report.
2. Understand that all police reports filed online will be reviewed and approved by a police officer and may be made public pursuant to your state's public record laws.
3. **Filing a false police report is a crime.**

Once you have submitted your report:

1. You will receive a confirmation that your report has been submitted and be provided with a tracking number.
2. An officer will review the information you have provided and determine if the report can be approved.
3. Once approved, you will be provided with an official case number and instructions on how you or your insurance company can obtain a copy of the report.

To start filing your report online, click on the "File a Test Report Online" button below. Please ensure that the information you provide is factual and clear. If further clarification is needed, an officer may reach out to you via email. For more information, please see our [Online Police Reporting Frequently Asked Questions](#)

[File a Test Report Online](#)

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<input type="radio"/>	Harassing Phone Calls	Unwanted phone calls of an annoying, harassing or threatening nature.	Immediate hang-ups, obscene language, etc.
<input type="radio"/>	Hit and Run	Leaving the scene of an accident without providing required license, insurance or vehicle information.	Damage caused by another vehicle in which the driver should have left information or fled the scene without stopping to exchange information. This form is only intended to be used if you do not have any suspect information. If you have suspect information, please call 9-1-1 to report the hit and run.
<input type="radio"/>	Identity Theft	Obtaining someone else's personal identifying information and using it to obtain credit, goods or services.	Someone obtains a credit card using your S.S.N. or obtains phone service using your personal information.
<input checked="" type="radio"/>	Lost Property	When property is missing, misplaced, or lost.	Leaving items in a location by mistake, forgetting a purse at a restaurant, leaving a wallet on a store counter, misplacing or unintentionally dropping your mobile phone, etc.
<input type="radio"/>	Supplemental Property List	You should use this form to submit a property list to a previously filed report.	Use this form if an officer has told you to submit a property list online after taking a burglary report or if you have previously filed a report either online or in person and have additional property to add to your report.
<input type="radio"/>	Theft	Your property is taken without your permission.	Your property was taken from where you purposely placed it. For example, someone has taken a lawn decoration from your front yard or someone took a purse from a shopping cart that was left unattended. If you have misplaced your item(s) or lost them and have no reason to believe the property is missing due to theft, then click here to file a lost property report .
<input type="radio"/>	Vandalism / Graffiti	The act of changing, modifying, or defacing public or private property without the permission of its owner.	Graffiti on walls, smashed or damaged mailboxes, egging, rocks or bricks through windows, etc. If you would like to upload images of the vandalism, please ensure that your files are accessible from the device you are using to file this report prior to beginning the filing process.

Start Report

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01.20.2021 Cst. Les Drost

Lost Property

Start > Yourself > Incident > Person > **Property** > Narrative > Review > Finish

WELCOME TO THE COPLOGIC TEST SITE. PLEASE DO NOT ENTER REAL PERSONAL INFORMATION.

Lost Property

Definition	When property is missing, misplaced, or lost.
Examples	Leaving items in a location by mistake, forgetting a purse at a restaurant, leaving a wallet on a store counter, misplacing or unintentionally dropping your mobile phone, etc.

Confirm Question(s)

Did you lose your property within the city limits?

☒ Yes
 ☐ No

Do you believe that someone intentionally took your property from a location where you purposely placed your item(s)?

☐ Yes
 ☒ No

<<< Back
Continue >

Each incident type allows for unique pre-filing questions

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Citizen enters their information based on agency RMS requirements

Enter Reporting Person Information

Please enter your information as completely as possible. You may be contacted regarding this incident. An email address is required if you would like to be notified when this report is received and approved.

*First Name	<input type="text"/>				
*Last Name	<input type="text"/>				
*Home Address	St #	St Dir	*St Name	St Type	Apt/Unit
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	*City	*State		*Zip Code	
	Coplogis	California		<input type="text"/>	
*Home Phone	<input type="text"/> (ex: 555-111-2222 - The system will auto-insert the dashes)				
*Email	<input type="text"/>				
*Confirm Email	<input type="text"/>				

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01/25/2021

Col. Les. Christ

Citizen indicates where the incident took place and has the option to add multimedia

Enter Incident Information

Please enter all the information that applies. If you do not know the exact address of the incident, you can check the "Use Cross Street / Intersection" box and provide the nearest intersection such as Market St / 10th St.

*Street Address	<input type="checkbox"/> Use Common Place				
	<input type="checkbox"/> Use Cross Street / Intersection				
Click Here If Same As Home Address					
	St #	St Dir	St Name	St Type	Apt/Unit
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*City / *State / Zip Code	Coplogis		California		<input type="text"/>
*Incident Time (start)	04/25/2018	...	06	45	AM
*Incident Time (end)	04/25/2018	...	06	45	AM
*Location Type	Please Select				
*Additional Person Info to Enter (requires first & last name to be known)?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Documents/Photographs (incident related)	Click the link below to open a separate window for attaching/detaching documents and photographs.				
	Attach/Detach Documents and Photographs				

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Citizen can enter individual property items to the report if needed

Enter Lost Property Information

Please enter the information about one of the items that was lost. You will have the opportunity to provide the information for additional lost items on the next page.

*Type	Camera Equipment	
*Subtype	Camera	Lookup
Brand		
Model		
Color	Please Select	
Serial No		
*How Many		
*Market Value (\$)		
*Property Description		

<<<< Back Continue >

Citizen can enter individual property items to the report if needed

Enter Lost Property Information

Please enter the information about one of the items that was lost. You will have the opportunity to provide the information for additional lost items on the next page.

*Type	Camera Equipment	
*Subtype	Camera	Lookup
Brand		
Model		
Color	Please Select	
Serial No		
*How Many		
*Market Value (\$)		
*Property Description		

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Once submitted, the citizen is given a tracking number to use until approved

General Information
Incident Type
Tracking Number
Report Date

Reporting Person Information
Name
Home Address
Home Phone
Email
Work Phone
Race
Sex
DOB

Incident Information
Incident Location
Incident Time (start)
Incident Time (end)
Location Type

Property Information

This incident has been reported to the CCoLogic Police Department and is pending approval

LN Property
T18000103
04/25/2018 06:58 AM

Smith, John
123 Main Street, COPLOGIC, CA 11111, US
222-222-2222
test@test.com
444-444-4444
White
Male
03/03/1979

Town Square (5421 COMMON Place), COPLOGIC, CA 11111
04/25/2018 05:45 AM
04/25/2018 06:45 AM
Other

Agency logs into their Report Inbox to view submitted reports

Manage Report			
This page lists all of the reports available for review. You can choose to review, reject, issue a follow-up, or			
Report #	Report Type	Report Date	Incident Code
T18000103	Original	04/25/2018	Lost Property

an be found in your RMS.			
Reporting Person	Attachment	Status	
John Smith	LN.jpg	new	review

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Agency reviews the reported information filed by the citizen

Buttons: Approve, Approve with Note, Follow Up, Reject, Cancel

Review Report

Please review the report. If all the information shown is correct, you can

General Information

Tracking Number	T18000103
Report Type	Original
Report Date	04/25/2018 06:58 AM
Report Filed In Language	English
Report Filed From IP Address	10.195.132.1
Reporting District	6 modify
Person Type	Individual

Reporting Person Information [modify](#)

Involvement	Victim Person
First Name	John
Last Name	Smith

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Cst. Les. Drost

0120.2021

Response options back to citizen from Agency reviewer:

Approve Report

Your online report has been approved and the permanent case number is 150924401.

Reject Report

Please enter the reject reason and/or instruction for the report filing person. The message will be sent to the report filing person via email if provided.

Enter Reject Reason

Reject Message

We're sorry the following problem was found during review of your submitted report T15000807:

[Please enter reject reason here...]

Thank you,

Online Officer
Coplogix Police Department

Buttons: Approve, Reject, Cancel

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CUSTOMIZABLE

LexisNexis® Desk Officer Reporting System

“Agencies can create any incident type they can think of ... and are only limited by their imagination.”

—Randy Burkhammer, Director, LexisNexis® Coplogic™ Solutions

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INCIDENT TYPES CURRENTLY IN USE IN CANADA

- Bike Registry
- Bullying
- Break and Enter
- Community Complaint
- Damage/Mischief to Property [>5K, <5K], Graffiti
- Drug Activity
- Fraud
- Harassing Phone Calls
- Hate/Bias Motivated Crime
- Information Only
- Lost or Found Property [With the exception of government-issued ID such as passports]
- Online Child Exploitation
- Probation Violation
- Sexual Assault
- Supplementary Report [to an existing file]
- Suspicious Persons
- Shoplifting/Theft [<5K, <10K], no limit on value of property
- Threats
- Traffic Incidents:
 - Hit and Run
 - Motor Vehicle Collision, No Injuries
 - Request Traffic Enforcement
 - Traffic/Driving Complaints - Not in Progress.

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OFFSETTING COSTS

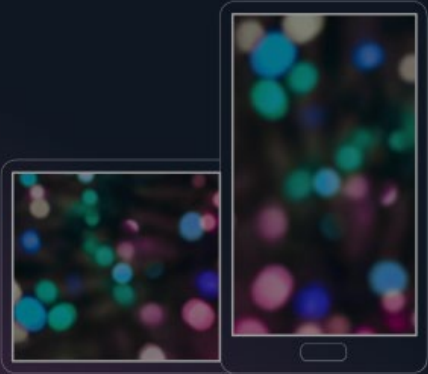
- There is no additional cost to make the system city wide.
- Our agency would have full control over what incident types actually go into our RMS. For example, we would want a Theft report going into RMS but you wouldn't want a "Street Light Out" in your RMS.
- There are features built into the system that will forward certain types of reports to the appropriate personnel on our end.
- We also have the ability to "Hide" the police-related reports from non-police reports.
- This is all controlled by user access and permissions. For example, we could create a reviewer account for a Public Works person to log into the system and only access pothole complaints, street light out, etc. and they would not be able to see the police reports filed in the system. This makes the system very secure.

EXAMPLES OF PUBLIC WORKS INCIDENTS WHICH COULD BE REPORTED ONLINE



- Barking Dog complaints
- Graffiti Clean up requests
- Illegal dumping
- Littering
- Lost/found animals
- Potholes/road hazards
- Storm damage
- Street light outages

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MOBILE QUICK CONNECT TEXT SERVICE

INCLUDED AT NO ADDITIONAL COST

This service allows non-emergency inbound calls to be routed to the Desk Officer Reporting System web application—providing individuals with instant access to the Agency's custom non-emergency incident reporting website, while freeing up staff to respond to emergency calls that require immediate attention.

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MOBILE QUICK CONNECT TEXT SERVICE

HOW IT WORKS:

-  Your dispatcher/staff can transfer non-emergency calls to a dedicated phone number
-  The caller simply inputs their 10-digit mobile number
-  The caller will receive a text message containing the URL they'll need to file their online report using the Desk Officer Reporting System
-  The website recognizes the filer as coming from a cellular phone and provides mobile pages to provide an easy filing experience
-  Your agency will receive notification the same way you do today

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Original commitment

24 months

Original investment

\$31,560

CALCULATING THE COST

LexisNexis® Coplogic Solutions Inc.
1000 Alderman Drive
Alpharetta, GA 30005

LexisNexis®

Quote: 374594.1 Saint John NB PF - HQ

Quote: 374594.1 Saint John NB PF - HQ

Term	Description	Price	Amount
Monthly (2 Years)	LexisNexis® Desk Officer Reporting System • Dedicated project manager and implementation assistance • Operational/Procedural Directive templates • A web-based training session with a live trainer • Unlimited users, incident types, and report intake • Unlimited customer support (phone and e-mail) • Unlimited maintenance including every update and upgrade released • Hosting in the LexisNexis® Secure Hosting Environment	\$1,315.00	\$31,560.00
			\$31,560.00
		Sales Tax	As Applicable

Contact your account manager if you have questions about this quote and to learn how LexisNexis® can help off-set the cost of the LexisNexis® Desk Officer Reporting System:

Jared Thuman
jared.thuman@lexisnexisrisk.com

Signature to Acknowledge Receipt of Quote: _____ Date: _____
Printed Name of Recipient: _____

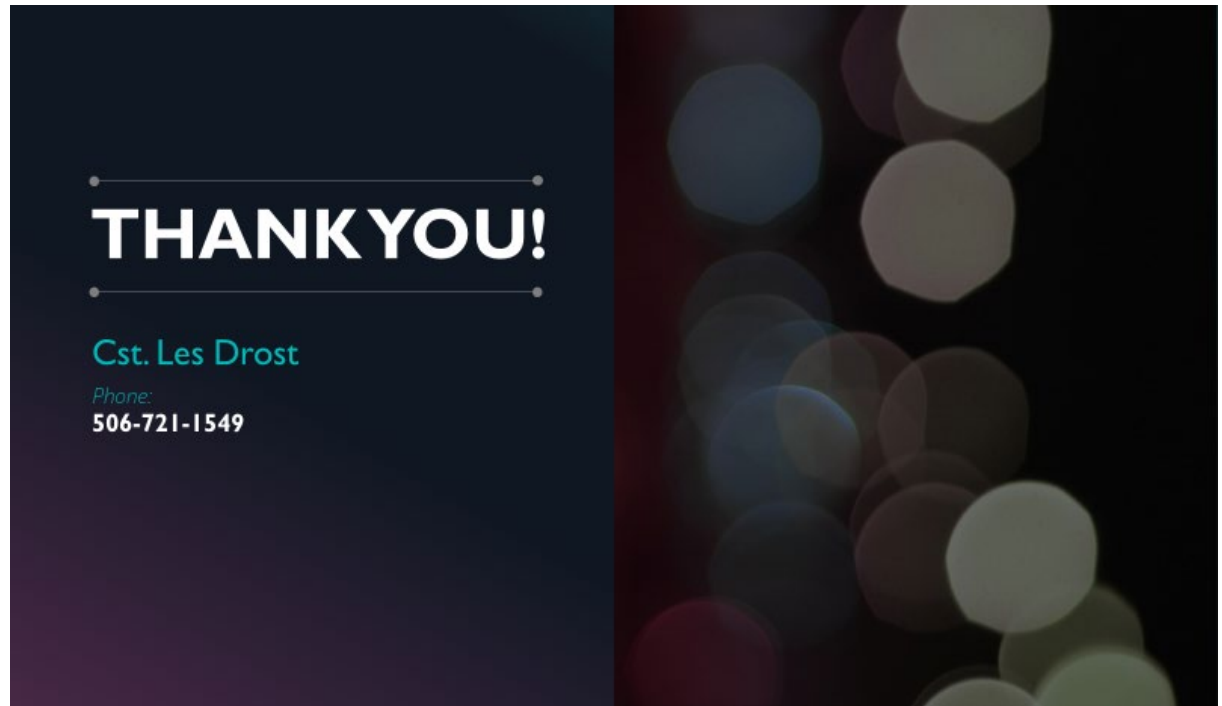
Page 1 of 1 Confidential 374594.1v2

Any unauthorized revisions to this Schedule A by Customer after receipt of the final version from Lexis shall be considered unenforceable, and may void this Schedule A at the option of Lexis.

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graph TD
    A[Client calls comm centre] --> B[Client is asked to report online]
    C[Client reports online] --> B
    B --> D[Print copy only]
    B --> E[Straight to RMS]
    D --> F[Report read and processed by civilian employee]
    E --> G[Report read and processed by a police officer]
    F --> H[Client contacted for follow-up if required]
    F --> I[File sent for further investigation]
    F --> J[File sent to records]
    G --> I
    G --> J
  
```


**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
MARCH 9, 2021 – 5:00 P.M.
MS TEAMS MEETING**



Cst. Drost mentioned that citizens do not have to wait to see a police officer which would save them time. Agencies currently working with LexisNexis system are processing up to 30% of their reports online, which frees up patrol officers and other units. He added that minor motor vehicle collisions (reported from a phone at the scene or from any computer) can include a list of all involved, their role, a description of what happened, and uploaded images of damage and insurance documents. Shoplifting, for suspects in custody the officer would only need to add a supplement to the original report filed by the Loss Prevention Officer online. The following information was mentioned in the presentation:

How the System Works

- The incident or accident is reported by the victim online using the LexisNexis Desk Officer Reporting System.
- The incident or accident report is reviewed by agency personnel who can reject, ask for clarification or approve the report.
- If approved, the incident or accident report is automatically exported to the agency's records management system.
- Once approved, reports may be made available through the LexisNexis.

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Some of the Incident Types Currently in use in Canada

Bike Registry	Fraud
Bullying	Online Child Exploitation
Break / Enter	Sexual Assault
Community Complaint	Suspicious Persons
Damage Mischief	Traffic Incidents
Drug Activity	Threats

Offsetting Costs

There are no additional costs to make the system city wide. Their agency would have full control over what incident types go into their Records Management System (RMS). For example, they would want a Theft report going into the RMS, but they would not want a “Street Light Out” going into the RMS. There are features built into the system that would forward certain types of reports to the appropriate personnel on their end. The keepers of the information also could shield the police-related reports from non-police reports. This is all controlled by user access and permissions. For example, they could create a reviewer account for a Public Works person to log into the system and only access pothole complaints, street-light out, etc., and they would not be able to see the police reports filed in the system, which makes the system very secure.

Cost of the Program

The commitment of 24-months comes in at just over \$31,000 dollars. This includes the following:

- A dedicated Program Manager and Implementation Assistant.
- A web-based training session with a live trainer
- Unlimited users, incident types and report intakes
- Unlimited citizen support through phone-email
- Unlimited maintenance
- Cost is based on population served

What happens when you Report Online?

1. The call is received by the Public Safety Communications Centre (PSCC)
2. Once the incident is reviewed, the called may be asked to report online through LexisNexis
3. The incident is reviewed, and the citizen is contacted for further follow-up or the file is sent for further investigation.

The Saint John Police Force has not determined if LexisNexis will become part of the working environment, and if so, categories need to be established for what calls would be utilized by the new technology.

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7. Consideration of issues Separated from Consent Agenda

7.01 There were no issues separated from the Consent Agenda.

8. General Correspondence

8.01 Internal Monthly Report / February 2021

Chief Hayes reported that during the month of February there was one (1) complaint, five (5) complimentary correspondences and zero (0) grievances.

8.02 SJPF Unaudited Financial Results as of December 31, 2020

Mr. Craig Lavigne, Asst. Comptroller Finance stated that the purpose of the report was to provide a budget update on the unaudited financial position of the Saint John Police Force's Operating Budget as of December 31, 2020.

The Saint John Police Force (SJPF) faced many challenges in 2020 due to the impacts of COVID-19 as well as the significant cyber-attack that occurred in November 2020. COVID-19 and the cyber-attack forced the Police Force to look at different ways to operate while ensuring Public Safety was maintained, while providing the same level of service to the public. The Force was able to adapt to these challenges, while also managing its finances in an effective manner.

The Force's preliminary December 31, 2020 financial results are anticipated to be \$74,276 (0.29%) positive variance. The figures being provided are preliminary and have not been audited. Overall revenue was \$192,619 over budget and is largely attributed to additional secondment revenue, extra duty revenue and insurance and auction revenue.

Expenditures are slightly overbudget by **(-\$118,343)**. Overall wages and benefits are underbudget and can be attributed to savings due in overtime and other personnel costs due to COVID-19. Other goods and services were slightly overbudget due to factors such as the unbudgeted cost of body camera program, vehicle purchases and insurance. The overages were offset with savings in training, building rentals and fleet charges.

SAINT JOHN BOARD OF POLICE COMMISSIONERS
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MS TEAMS MEETING

In conclusion, the Saint John Police Force will continue to find efficiencies through various continuous improvement initiatives, focus on areas of cost control and manage its budget to provide best value for money for the taxpayers of Saint John.

On motion of Vice Chair Jones
Seconded by Commissioner Norton

RESOLVED, that the report regarding the unaudited financial position of the Saint John Police Force's Operating Budget as of December 31, 2020, be received and filed. (O2103-04)

Question being taken, the motion was carried.

8.03 PSCC Unaudited Financial Results as of December 31, 2020

Mr. Craig Lavigne, Asst. Comptroller Finance stated that the purpose of the report was to provide a budget update on the unaudited financial position of the Public Safety Communication Centre's (PSCC) Operating Budget as of December 31, 2020.

The PSCC's preliminary December 31, 2020 financial results are anticipated to have a deficit of **(-\$76,152)**. The figures being provided are preliminary and have not been audited.

Overall revenue was \$131,892 underbudget and can be attributed to delays with several Local Service District's and other Fire Departments not signing on with PSCC as budgeted for 2020. The cyber-attack has contributed to the delay and staff will continue with onboarding additional departments for 2021.

Expenditures are under budget by \$55,740 for 2020. There were surpluses in training, travel, and other services due to impacts of COVID-19. Salaries and benefits were under budget, however, there continues to be challenges with recruitment of staff causing significant variances with overtime.

In conclusion, staff will continue working to onboard the remaining Fire Departments throughout 2021 and continue recruitment to alleviate the amount of overtime incurred annually and negative impacts on current staff.

On motion of Commissioner Sullivan
Seconded by Commissioner Dean

RESOLVED, that the report regarding the unaudited financial position of the Public Safety Communication Centre's Operating Budget as of December 31, 2020, be received and filed. (O2103-05)

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
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MS TEAMS MEETING**

Question being taken, the motion was carried.

On motion of Commissioner Sullivan
Seconded by Vice Chair Jones

RESOLVED, that the Saint John Board of Police Commissioners Open Session meeting be adjourned at 6:20 p.m. (O2103-06)

Question being taken, the motion was carried.

Chair Edward W. Keyes, Q.C.

Vice Chair Douglas Jones