



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

PUBLIC AGENDA

Subject: Annual Report – Electronic Monitoring of Employees -
January 1 to December 31, 2023

Report To: Chair and Members, Niagara Police Service Board

Report Date: 2024-07-04

Recommendation(s)

That the Niagara Police Service Board (Board) receive this report for information.

Key Facts

- The purpose of this report is to advise the Board that the Niagara Regional Police Service (Service) is in compliance with By-Law 410-2024 as it relates to the electronic monitoring of employees.
- The Chief is required to provide a written report on an annual basis to the Board with respect to the electronic monitoring of employees.
- The Service confirms compliance with the provisions of the Employment Standards Act (ESA), for the period January 1, 2023 to December 31, 2023.

Financial Considerations

There are no financial implications relating to the recommendations contained in this report.

Analysis

By-Law 410-2024 requires the Chief of Police to make an annual written report to the Board which includes:

- a) a summary of the written procedures concerning the electronic monitoring of employees;
- b) confirmation of Service compliance with the said procedures.

An amendment to the ESA, 2000, introduced through Bill 88, the Working for Workers Act, 2022, made it a requirement for employers in Ontario to have a written policy regarding the electronic monitoring of employees covered by the ESA.

General Order 224 – Technology, Communications Systems and Online Communities Appropriate Use reflects the requirement to advise civilian employees of the Services ability to monitor their activity through Service owned electronic assets.

While the Service does not actively engage in real-time electronic monitoring, members are aware that all activities that take place via Service owned electronic assets, or which utilize Service Technology and Communications Systems may be subject to retrieval or review. Members must not expect privacy when using Service systems.

More specifically, members have been made aware that multiple audit and reporting capabilities are included in in the design of Service technology and communication systems including but not limited to:

- (a) the logging of data and the statistical capabilities built within Computer Aided Dispatch, and Records Management System to capture data such as calls for Service, number of reports, number of provincial offence notices, etc. may be utilized in assisting in the evaluation of performance;
- (b) all information contributed to, or retrieved from, the Canadian Police Information Centre;
- (c) the recording of telephone and radio communications as outlined in General Order 033 - Communications Systems, General Order 094 - Communications Master Logger and General Order 239 – Telephone and Voicemail Systems protocol;
- (d) Human Resources Information System and finance applications such as PeopleSoft, Kronos, IRIS and related dashboards; the placement of security cameras and card accessed doors within and around Service facilities;
- (e) recording equipment within the prisoner holding facilities in accordance with General Order 018 – Persons in Custody;
- (f) the GPS/AVL and a speed safety program as outlined in General Order 228 - GPS/AVL – Speed Safety Program and General Order 033 – Communications Systems as well as portable radios that have been logged on through the Communications Unit;
- (h) call logs and text messages on Service issued phones; and,
- (i) network access, including remote access to the Service network.

The general order will be reviewed on a bi-annual basis or earlier to reflect changes to any relevant legislation.

Alternatives Reviewed

Not applicable.

Relationship to Police Service/Board Strategic Priorities

This report is being provided for information purposes.

Relevant Policy Considerations

The aforementioned General Order, together with the relevant collective agreement(s), and the ESA as amended, guide the Services approach to electronic monitoring of employees.

Other Pertinent Reports

8.14 - 2023.09.28 - Annual Report – Electronic Monitoring of Employees - May 19, 2022 to December 31, 2022.

This report was prepared by Cheryl Pathe, Acting Manager, Human Resources, and reviewed by Sandy Staniforth, Superintendent Executive Services. Recommended by Luigi Greco, Deputy Chief, Support Services.



Submitted by:

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Chief of Police

Appendices

Not applicable.